



CERTIFIED EXPERT

Adobe® InDesign® cs2

EXAM PREPARATION GUIDE



EXAM PREPARATION GUIDE

Adobe® InDesign CS2

This guide provides all the information you need to get started in preparing for Adobe Certified Expert (ACE) and recertification exams. Passing ACE and recertification exams demonstrates your proficiency with Adobe software products and allows you to promote your expertise with customers and employers. As an ACE, you can stand out from your competitors and be noticed.

ACE Frequently Asked Questions

What is an ACE? What are the benefits of being certified? What are the exams like? Get all your ACE questions answered in a brief, to-the-point FAQ.

Four-Step Check List

Learn about the process for getting certified.

Step 1: Choose your certification level.

Step 2: Register for your exam(s).

Step 3: Prepare for and take your exam(s).

Step 4: Read the ACE Agreement and join the Adobe Certified community.

Exam Topic Areas and Objectives

Review the test content—topic areas and objectives—for each product exam. The topic lists will help direct your studies, so please review correctly.

Practice Exams

Review sample questions to get an idea of the types of questions that will be on the exam. *Note: Though helpful, these practice exams are not necessarily representative of the difficulty of the questions that you will encounter on the actual exam.*

Practice exams are available for all of the following Adobe products:

- Adobe Acrobat 6.0 Professional
- Adobe Acrobat 7.0 Professional
 - Print Production
 - with Adobe LiveCycle Designer
- Adobe After Effects® 6.0 Professional
- Adobe GoLive® CS
- Adobe GoLive CS2
- Adobe Illustrator® CS
- Adobe Illustrator CS2
- Adobe InDesign® CS
- Adobe InDesign CS2
- Adobe Photoshop® CS
- Adobe Photoshop CS2
- Adobe Premiere® Pro



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FREQUENTLY ASKED QUESTIONS

Q. What is an Adobe Certified Expert (ACE)?

A. An Adobe Certified Expert (ACE) has earned a certification created specifically for graphic designers, Web designers, video professionals, system integrators, value-added resellers, developers, or business professionals seeking recognition for their expertise with Adobe products. By passing one or more ACE exams, you become eligible to promote yourself to prospective clients as a highly skilled, expert-level user of Adobe software.

Q. What is the main benefit of passing ACE exams and becoming Adobe certified?

A. Adobe certification is an industry standard in excellence that can be used to demonstrate your product knowledge and expertise, and also serves as a catalyst when finding a job or seeking a promotion. The Adobe Certified Expert (ACE) and Adobe Certified Instructor (ACI) logos and credentials have been created for self-promotional use by individuals who have met all requirements of the Adobe Certified Expert or Adobe Certified Instructor programs. Those who have passed the tests may place certification logos on business cards, resumés, Web sites, and other promotional materials.

Q. What are ACE Specialist and ACE Master?

A. There are three levels of Adobe certification.

1. Single product certification: Recognizes your proficiency in a single Adobe product. To qualify as an ACE, you must pass one product-specific exam. Example: ACE, Adobe InDesign CS2
2. Specialist certification: Recognizes your proficiency in a specific medium: Print, Web or Video. To become certified as a Specialist, you must pass the exams on the required products listed below. Example: ACE Print Specialist (with passing marks on the tests for Adobe InDesign, Adobe Acrobat, and either Adobe Photoshop or Adobe Illustrator)

Specialists must pass all required (R) exams and any one elective (E) within any given certification track:

	Print Specialist	Web Specialist	Video Specialist
Adobe InDesign	R	—	—
Adobe GoLive	—	R	—
Adobe Acrobat*	R	E	—
Adobe Photoshop	E	R	R
Adobe Illustrator	E	E	—
Adobe Premiere	—	—	R
Adobe After Effects	—	—	R

Note: Exam requirements are subject to change.

*Adobe Acrobat 7.0 Professional Print Production exam only.

FREQUENTLY ASKED QUESTIONS

3. Master certification: Recognizes your skills in terms of how they align with the Adobe product suites. To become certified as a Master, you must pass the exam for each of the products in the suite. Example: ACE, Creative Suite Master (with passing marks on the tests for Adobe Acrobat, Adobe GoLive, Adobe Illustrator, Adobe InDesign, and Adobe Photoshop)

Q. What is an Adobe Certified Instructor (ACI)?

- A.** An Adobe Certified Instructor (ACI) is an ACE who provides instruction on Adobe products. ACIs must have an instructor qualification (a teaching credential, passed the CompTIA CTT+ (<http://www.comptia.org/certification/ctt/>) or equivalent), in addition to passing one or more ACE exams. For more information, visit the ACI home page, <http://www.adobe.com/support/certification/aci.html>

Q. How do I prepare for an ACE Exam?

- A.** The keys to preparing for an ACE exam are experience with the product and studying this Exam Preparation Guide (<http://partners.adobe.com/public/ace/main.html>). To access online training, user guides, and many other study materials, visit Adobe's training resources page (<http://www.adobe.com/support/training.html>). The following resources may also help you prepare for your ACE exam:

- Adobe product user guides
- Adobe Press books
- Adobe Authorized Training Centers (find the AATC nearest you through the Adobe Partner Finder online at: http://partners.adobe.com/asn/partnerfinder/search_training.jsp)
- Adobe online training at www.adobe.elementk.com
- Tutorials and materials from Total Training, at www.totaltraining.com
- Other training resources online at www.adobe.com/support/training.html

Q. How do I get training?

- A.** Once you know what product you want to get certified in, use the Adobe Partner Finder (<http://partners.adobe.com/asn/partnerfinder/trainingprovider/index.jsp>) database to locate an Adobe Certified Instructor or an Adobe Authorized Training Center in your area that teaches a class on the Adobe product you want to learn. Contact them directly for more information about their classes and registration details.

Q. What are the benefits to becoming an ACE?

- A.** As an individual with an ACE, you can:
- Differentiate yourself from competitors
 - Get your resumé noticed
 - Attract and win new business
 - Gain recognition from your employer
 - Get the inside track on Adobe's latest offerings
 - Leverage the power of the Adobe brand and resources

If you are an employer, use ACE as a benchmark so you can:

- Find the right person for the job
- Quickly assess candidate skill level
- Invest in your most promising employees
- Increase productivity and efficiency

FREQUENTLY ASKED QUESTIONS

Q. What type of exam are the ACE exams?

A. Adobe ACE exams (which are administered by Pearson VUE and Thomson Prometric, independent third-party testing companies) are computer-delivered, closed-book tests consisting of 60 to 90 multiple-choice questions. Each exam takes approximately one to two hours to complete, and results are given to you at the testing center immediately after you complete the test.

Q. What type of exam are the recertification exams?

A. Adobe recertification exams are Web administered exams that are available to current ACEs only. The exams are delivered to your desktop via the Web. The tests consist of 30-60 multiple choice questions focusing exclusively on new product features. Each exam takes approximately 30 minutes to one hour to complete. Results are revealed immediately after you finish.

Q. How do I register for an ACE exam?

A. Contact Pearson VUE or Thomson Prometric by phone, on the Web, or in-person:

	Pearson VUE	Thomson Prometric
Register online	www.pearsonvue.com	www.2test.com
Register in-person	Find a location online at www.pearsonvue.com	Find a location online at www.2test.com

Q. What is the fee for the ACE exam?

A. Each exam is US\$150 or local currency equivalent.

Q. What is the fee for the recertification exam?

A. The fee for Web administered ACE recertification exams is US\$50 or local currency equivalent.

Q. Soon after I passed an ACE exam, the exam was published for a new product version. Do I have to successfully complete the new exam within 90 days?

A. You may continue to use the ACE logo and materials in accordance with the Adobe Certified Program Guidelines for Logos and Credentials. When the ACE and recertification exams are published for the next version of the product, you must successfully complete that exam within 90 days to keep your ACE status current and continue using the ACE logo and materials.

Q. What can I expect from Adobe if I pass the ACE exam?

A. As soon as you pass the exam, your name and exam results are given to us by Pearson VUE or Thomson Prometric, our worldwide test administrators. Your exam data is then entered into our database. You will then be sent an ACE Welcome Kit and access to the ACE logo. You are also placed on our certification mailing list to receive special Adobe announcements and information about promotions and events that take place throughout the year.

Q. How long does it take to receive my Welcome Kit?

A. You can expect your Welcome Kit to arrive four to six weeks after we receive your exam results.



CERTIFIED EXPERT

FOUR-STEP CHECK LIST

STEP 1: Choose your certification level

There are three levels of certification to become an Adobe® Certified Expert. Choose the one that's right for you.

1. **Single product certification: Recognizes your proficiency in a single Adobe product. To qualify as an ACE, you must pass one product-specific exam.**

Example: ACE, Adobe InDesign CS

2. **Specialist certification: Recognizes your proficiency in a specific medium: print, Web, or video. To become certified as a Specialist, you must pass the exams on the required products listed below.**

Example: ACE Print Specialist (with passing marks on the tests for Adobe InDesign, Adobe Acrobat, and either Adobe Photoshop or Adobe Illustrator)

3. **Master certification: Recognizes your skills in terms of how they align with the Adobe product suites. To become certified as a Master, you must pass the exam for each of the products in the suite.**

Example: ACE, Creative Suite Master (with passing marks on the tests for Adobe Acrobat, Adobe GoLive, Adobe Illustrator, Adobe InDesign, and Adobe Photoshop)

Specialists must pass all required (R) exams and any one elective (E) within any given certification track:

	Print Specialist	Web Specialist	Video Specialist
Adobe InDesign	R	—	—
Adobe GoLive	—	R	—
Adobe Acrobat*	R	E	—
Adobe Photoshop	E	R	R
Adobe Illustrator	E	E	—
Adobe Premiere	—	—	R
Adobe After Effects	—	—	R

Note: Exam requirements are subject to change.

*Adobe Acrobat 7.0 Professional Print Production exam only.

STEP 2: Register for your exam(s)

Adobe ACE exams are administered by Pearson VUE and Thomson Prometric, independent third-party testing companies. The tests are offered at more than five thousand authorized testing centers in many countries.

To register for your ACE exam(s), contact Pearson VUE or Thomson Prometric by phone, on the Web, or in person. Please note, all recertification Web based exams are delivered through Thomson Prometric only.

	Pearson VUE	Thomson Prometric
Register online	www.pearsonvue.com	www.2test.com
Register in-person	Find a location online at www.pearsonvue.com	Find a location online at www.2test.com

The ACE exam fee is US\$150 worldwide. The recertification exam fee is US\$50.



FOUR-STEP CHECK LIST

STEP 3: Prepare for and take your exam(s)

The keys to preparing for an ACE exam are experience with the product and studying using the Exam Prep Guide. To access online training, user guides, and many other study materials, visit Adobe's training resources page.

The following resources may also help you prepare for your ACE exam:

- Adobe product user guides
- Adobe Press books
- Adobe Authorized Training Centers (find the AATC nearest you through the online Adobe Partner Finder)
- Adobe online training from Element K (<http://adobe.elementk.com>)
- Tutorials and materials from Total Training (<http://www.totaltraining.com>)
- Other online training resources

ACE exams are computer-delivered, closed-book tests consisting of 60 to 90 multiple-choice questions. Each exam takes one to two hours to complete, and results are given to you at the testing center immediately after you finish.

Adobe recertification exams are Web administered exams that are available to current ACEs only. The exams are delivered to your desktop via the Web. The tests consist of 30-60 multiple choice questions. Each exam takes approximately 30 to 60 minutes to complete. Results are revealed immediately online after you finish.

STEP 4: Sign the ACE Agreement and join the Adobe Certified community

Review the ACE Agreement prior to taking the exam. You will be asked to agree to the ACE terms and conditions at the time of the exam.

Once you are ACE certified, visit the Adobe Certified community where you can:

- Verify exam results
- Get a copy of the ACE Agreement
- Download your Adobe Certified logo
- Find out about recertification
- Connect with other Adobe certificants
- Update your profile

Note: Information about the Adobe Certified Community is also printed on your score report.

Recertify when necessary

Once obtained, your ACE certification is valid until 90 days after the exam version of your certification is retired. Adobe will e-mail you a reminder when your certification is due for renewal and will let you know when you need to take the recertification exam.

Adobe® InDesign cs2

ACE EXAM TOPIC AREAS AND OBJECTIVES

ACE Exam Content: Topic Areas and Objectives

Following is a detailed outline of the information covered on the ACE Exam.

1. Document layout

- Create and use a Snippet.
- Create and use anchored objects.
- List and describe how to control global defaults, document defaults, and object attributes.
- Given a scenario, create a new document by using the Document Setup dialog box.
- Create and apply document presets.
- Given a scenario, create the structure of a document by using guides and grids, including frame-based grids.
- Given a scenario, work with Master pages (Scenarios include: creating, applying, basing a new Master page off an existing Master page, overriding Master page items).
- Create and use graphic and text placeholders and containers.
- Explain how objects are organized in InDesign by using layers (Options include: viewing, locking, stacking, rearranging, selecting, copying, merging, flattening).
- Explain how data merge works within InDesign.

2. Working with text

- Create a User dictionary.
- Import a word list into a User dictionary.
- List and describe new text features in Adobe InDesign (Features include: font preview, drag-and-drop text, dynamic spell check, autocorrect).
- Apply styles to text or objects by using Quick Apply.
- Format a Story by using Object Styles.
- Given a scenario, format text by using the appropriate palette or menu item.
- Insert special characters by using the Type menu, Glyph palette, or contextual menu.
- Manipulate text by using text frame options (Frame options include: threading, frame properties, resizing, text wrap, selecting text).
- Create, apply, import, and modify styles by using the Character Style and Paragraph Style palettes.
- List and describe the advantages and disadvantages when using OpenType fonts.

ACE EXAM TOPIC AREAS AND OBJECTIVES

- Edit text by using the Story editor.
 - Create and apply a nested style.
 - Format bullets and numbering.
- 3. Drawing, arranging, and transforming objects**
- Create an object style by using the Object Styles palette or the Control palette.
 - Apply transformations to selections by using the Transform Again commands.
 - Convert shapes by using the Convert Shape command or Pathfinder palette.
 - Describe how you can create and edit paths by using the appropriate InDesign tools.
 - Create, edit, and thread text on a path.
 - Modify and transform objects by using various InDesign features.
 - Modify the contents of frames by using various InDesign features.
 - Describe information that is displayed in the Info palette.
- 4. Working with color**
- Select colors by using the Color Picker.
 - Load and save swatches by using the Swatches palette.
 - Create, edit, and apply colors to objects by using the appropriate palettes.
 - Explain when you would use the Swatches palette versus the Color palette.
 - Given a scenario, create, modify and apply gradients to objects by using the appropriate palettes and tools.
 - Explain the purpose of color management, and discuss color management workflow in Adobe InDesign.
 - Describe how to create mixed inks.
- 5. Working with transparency**
- Given a scenario, apply transparency to an object.
 - Describe how Adobe InDesign supports transparency features in Placed files (File formats include: Photoshop, Illustrator).
 - Given a scenario, create and/or apply the proper flattening style to achieved the desired output.
- 6. Managing assets with Bridge**
- List and describe the functionality Adobe Bridge provides for viewing assets.
 - Explain how to apply metadata and keywords to assets in Adobe Bridge.
 - List and describe the functionality and set the appropriate options for Creative Suite Color Settings.
- 7. Importing, exporting, and converting files**
- List and describe the features associated with placing layered .PSD, .AI, and .PDF files.
 - Choose a specific layer comp when placing a .PSD file.

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- Change the active layer comp to a different layer comp in a layered PSD file.
- Create an InDesign CS2 document that has backwards compatibility with InDesign CS.
- List and describe the features InDesign provides for importing Microsoft Word/RTF documents.
- Select the appropriate method and file format for importing text and graphics.
- Given a scenario, select the appropriate options for exporting an Adobe InDesign document to PDF.
- Manage placed graphics by using the Links palette including editing the original in the source application.

8. Managing long documents

- Insert a footnote into a document by using the Insert Footnote command.
- Format footnotes by using the Footnote Options dialog box.
- Create a book by using the Book palette.
- Create a Table of Contents and Index by using the appropriate palettes and commands.
- Create and manage hyperlinks by using the Hyperlinks palette.
- Synchronize styles and swatches in a book.

9. Preparing documents for crossmedia support

- Create interactivity for an InDesign document that will be exported as a PDF document.
- Add a movie to an InDesign document that will be exported as a PDF document.
- Link sounds to interactive elements in an InDesign document that will be exported as a PDF document.

10. Working with XML

- List and describe the features InDesign provides for integrating XML with tables.
- List and describe the features InDesign provides for importing XML (Features include: repeating text elements, delete unmatched existing elements, handling unmatched incoming elements).
- Apply tags to objects by choosing options from the Tagging Presets Options dialog box.
- Describe workflows that are enabled by using XML.
- Define and assign XML tags, and export an XML file.
- Map styles to XML tags by using the Tags palette and the Structure view.
- Import a DTD and validate XML structure against the DTD.

11. Working with tables

- Create and import tables.
- Modify tables.
- Format a table.
- Create headers and footers in tables.

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12. Prepress and outputting to print

- Describe which elements are checked and flagged during the preflight process.
- Describe the resulting objects when a package is prepared.
- Configure print settings in the Print dialog box for various types of output.
- Select the correct options in the Separations Preview palette in order to view separations on screen.
- Select the correct options in the Flattener Preview palette in order to view output.

RECERTIFICATION EXAM TOPIC AREAS AND OBJECTIVES

Recertification Exam Content: Topic Areas and Objectives

Following is a detailed outline of the information covered on the recertification exam.

1. Document layout

- Create and use a Snippet.
- Create and use anchored objects.
- Given a scenario, create the structure of a document by using guides and frame-based grids.
- Explain how data merge works within InDesign.

2. Working with text

- Create a User dictionary.
- Import a word list into a User dictionary.
- List and describe new text features in Adobe InDesign (Features include: font preview, drag-and-drop text, dynamic spell check, autocorrect).
- Apply styles to text or objects by using Quick Apply.
- Format a Story by using Object Styles.

3. Drawing, arranging, and transforming objects

- Create an object style by using the Object Styles palette or the Control palette.
- Apply transformations to selections by using the Transform Again commands.
- Convert shapes by using the Convert Shape command or Pathfinder palette.

4. Working with color

- Select colors by using the Color Picker.
- Load and save swatches by using the Swatches palette.

5. Managing assets with Bridge

- List and describe the functionality Adobe Bridge provides for viewing assets.
- Explain how to apply metadata and keywords to assets in Adobe Bridge.
- List and describe the functionality and set the appropriate options for Creative Suite Color Settings.

6. Importing, exporting, and converting files

- List and describe the features associated with placing layered .PSD, .AI, and .PDF files.
- Choose a specific layer comp when placing a .PSD file.
- Change the active layer comp to a different layer comp in a layered PSD file.
- Save an existing InDesign CS2 document for use with InDesign CS.
- List and describe the features InDesign provides for importing Microsoft Word/RTF documents.

7. Managing long documents

- Insert a footnote into a document by using the Insert Footnote command.
- Format footnotes by using the Footnote Options dialog box.

8. Working with XML

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EXAM TOPIC
AREAS AND
OBJECTIVES

- List and describe the features InDesign provides for integrating XML with tables.
- List and describe the features InDesign provides for importing XML (Features include: repeating text elements, delete unmatched existing elements, handling unmatched incoming elements).
- Apply tags to objects by choosing options from the Tagging Presets Options dialog box.

Adobe® InDesign CS2

PRACTICE EXAM

Try out these helpful practice questions to get a feel for the types of questions on the ACE and recertification exams, but please note that your performance here does not indicate how you'll do on the actual exam. To fully prepare for the exam, closely review the topic areas and objectives in this guide.

1. List and describe how to control global defaults, document defaults, and object attributes.

You want to set the stroke of all new objects in a specific publication to be 4 points wide, and have a dashed pattern. How do you set these defaults for new objects in a document?

- A. double-click the Line tool in the Tool palette, then set the stroke weight and pattern
- B. double-click the Stroke icon in the Tool palette, then set the stroke weight and pattern
- C. close all InDesign documents, then open the Stroke palette and set the stroke weight and pattern
- D. deselect all objects, double-click the Line tool in the Tool palette, then set the stroke weight and pattern

Correct Answer: D

2. Given a scenario, create a new document by using the Document Setup dialog box.

How should you add a guide that indicates where to position objects that will be trimmed in final production?

- A. in the Document Setup dialog box, set Slug values
- B. in the Document Setup dialog box, set Bleed values
- C. in the Document Setup dialog box, set negative Margin values
- D. in the Document Setup dialog box, set the Gutter value greater than 3po

Correct Answer: B

3. Create and apply document presets.

In order to standardize the basic document setup for a large project, a Document Preset has been created and supplied to you. How can you add the setting to your list of available Document Presets?

- A. choose File > Document Presets > Define and click the Edit button
- B. choose File > Document Presets > Define and click the Load button
- C. choose File > Document Presets > Define and click the Save button
- D. choose File > Document Presets > Define and click the More Options button

Correct Answer: B

4. Given a scenario, create the structure of a document by using guides and grids.

Which should you choose to vertically position text within a frame, based on a leading value?

- A. Object > Paragraph Spacing Limit
- B. Object > Fitting > Fit Frame to Content

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- C. Object > Text Frame Options > Baseline Options
- D. Object >Text Frame Options > Vertical Justification

Correct Answer: C

5. Given a scenario, work with Master pages.

You select Detach All Objects from Master in the Pages palette menu. What happens to the objects in the document associated with a Master page?

- A. All master objects in the document are detached from their master.
- B. All overridden master objects in the document are detached from their master.
- C. All master objects on the targeted page or spread are detached from their master.
- D. All overridden master objects on the targeted page or spread are detached from their master.

Correct Answer: C

6. Create and use graphic and text placeholders and containers.

You choose File > Place and select a Photoshop file to place in an empty existing frame, which is not already selected. Before you click with the loaded graphics cursor, you realize that the frame is a text frame. What must you do to place the Photoshop file in the empty text frame?

- A. select the empty text frame and choose Paste Into
- B. select the empty text frame and choose Paste in Place
- C. select the empty text frame and click in the frame with the loaded graphics cursor
- D. select the empty text frame, choose Object > Content > Graphic, then click in the frame with the loaded graphics cursor

Correct Answer: D

7. Create, apply, import, and modify styles by using the Character Style and Paragraph Style palettes.

You are importing paragraph styles from one InDesign document to another. The Load Styles dialog box indicates that there is a conflict with an existing style. What should you do so that the existing style remains the same and the new style is still imported?

- A. check the name of the incoming style and choose Auto-Rename
- B. uncheck the name of the incoming style and choose Auto-Rename
- C. check the name of the incoming style and choose Use Incoming Style Definition
- D. uncheck the name of the incoming style and choose Use Incoming Style Definition

Correct Answer: A

8. List and describe the advantages and disadvantages when using OpenType fonts.

Which three are available only when using an OpenType font? (Choose three.)

- A. Swash
- B. Fraction

- C. All Caps
- D. Ligatures
- E. Optical Axis
- F. Discretionary Ligatures

Correct Answer: A, B, F

PRACTICE EXAM

9. Edit text by using the Story editor.

You are editing a story in the Story Editor. A red vertical bar is displayed to the left of some of the text in the story. What does this indicate?

- A. The text is overset.
- B. You have edited the text.
- C. Manual formatting is applied.
- D. A red swatch is applied to the text.

Correct Answer: A

10. Create and apply a nested style.

You have created a nested style, but the individual character styles are being applied to text in the wrong order. To address this problem, you should choose Drop Caps and Nested Styles in the Paragraph Style Options dialog and then _____.

- A. click the New Nested Style button
- B. apply an End Nested Style character
- C. drag the nested styles to rearrange the styles
- D. click the up or down triangle to rearrange the styles

Correct Answer: D

11. Create, edit, and thread text on a path.

What should you do to tighten the space between letters on sharply curved paths?

- A. increase the Leading value
- B. increase the Spacing value
- C. decrease the Spacing value
- D. increase the Baseline Shift value

Correct Answer: B

12. Modify and transform objects by using various InDesign features.

What should you do to shear a graphics frame and its contents?

- A. You select the frame with the Selection tool, and type in a shear angle in the Control palette.
- B. You select the frame with the Direct Selection tool, and type in a shear angle in the Control palette.
- C. You select the contents with the Direct Selection tool, and type in a shear angle in the Control palette.
- D. You select the frame with the Selection tool, switch to the Free Transform tool, then click on a handle and drag it sideways to shear the frame and its contents.

Correct Answer: A

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13. Describe information that is displayed in the Info palette.

You have clicked with the Type tool in a text frame to create a text insertion point. What information is displayed in the Info palette?

- A. coordinates of the text frame
- B. fill color used in the text frame
- C. number of lines of overset text
- D. number of paragraphs of overset text

Correct Answer: D

14. Create, edit, and apply colors to objects by using the appropriate palettes.

You want to assign the color Pantone Reflex Blue to a placed grayscale image. The Pantone Reflex Blue color is already in your Swatches palette. What should you do?

- A. select the placed graphic with the Selection tool, and choose Pantone Reflex Blue from the Swatches palette
- B. select the placed graphic's frame with the Direct Selection tool, and choose Pantone Reflex Blue from the Swatches palette
- C. select the placed graphic frame's contents with the Direct Selection tool, and choose Pantone Reflex Blue from the Color palette
- D. select the placed graphic frame's contents with the Direct Selection tool, and choose Pantone Reflex Blue from the Swatches palette

Correct Answer: D

15. Given a scenario, create, modify and apply gradients to objects by using the appropriate palettes and tools.

How do you apply a single gradient across multiple selected objects?

- A. apply the gradient; and group the objects
- B. select all the objects and apply the gradient
- C. choose Object > Compound Paths, and apply the gradient
- D. apply the gradient; then drag the gradient tool across the objects

Correct Answer: D

16. Explain the purpose of color management, and discuss color management workflow in Adobe InDesign.

By default, how does InDesign treat a placed CMYK image containing an embedded ICC profile?

- A. The image's profile is used instead of the document's working space.
- B. The image's profile is ignored, and the raw color numbers are preserved.
- C. The image's profile is converted to the current document's working space.
- D. The image's profile is preserved and translated at the time of print or export.

Correct Answer: B

17. Explain the purpose of color management, and discuss color management workflow in Adobe InDesign.

You have color management turned on in Adobe InDesign. In your color settings, you choose U.S. Prepress Defaults. You open an InDesign file that does not contain a color profile. What will happen to the document?

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- A. The document will be viewed without a profile, and saved without a profile.
- B. The document will be viewed with a generic monitor profile and saved with a generic CMYK profile.
- C. Your working space will be used for displaying the document, but will NOT be saved with the document.
- D. The document will be converted to your current working space and will be saved with the U.S. Prepress Defaults profile.

Correct Answer: C

18. Describe how to create mixed inks.

An InDesign document will print in two inks, black and Pantone 286. You want to apply a combination of 40% black and 25% Pantone 286 to several page elements. What should you do?

- A. in the Swatches palette menu, choose New Tint Swatch
- B. in the Swatches palette menu, choose New Color Swatch
- C. in the Swatches palette menu, choose New Mixed Ink Group
- D. in the Swatches palette menu, choose New Mixed Ink Swatch

Correct Answer: D

19. Change the active layer comp to a different layer comp in a layered PSD file.

You place a Photoshop file containing layer comps in an InDesign page. You want to display a different layer comp from that displayed in Photoshop, without altering the original Photoshop image. What must you choose?

- A. Object > Interactive
- B. Layers > Layer Options
- C. Layers > Lock All Layers
- D. Object > Object Layer Options

Correct Answer: D

20. Create an InDesign CS2 document that has backwards compatibility with InDesign CS.

Which statement about opening InDesign CS2 documents in InDesign CS is true?

- A. Object styles are dropped and the object style attributes are lost.
- B. Object styles are retained, however the object style attributes are lost.
- C. Object styles are retained and the object style attributes are preserved.
- D. Object styles are dropped, however the object style attributes are preserved.

Correct Answer: D

21. Select the appropriate method and file format for importing text and graphics.

You are importing a PDF document into InDesign. You want only the area defined by a rectangle that the author created as placeable artwork to be imported into the InDesign document. Which "Crop to" import option should you select?

- A. Art
- B. Crop
- C. Media
- D. Bounding box

Correct Answer: A

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22. Given a scenario, select the appropriate options for exporting an Adobe InDesign document to PDF.

You are working with a book file and three booked documents. One holds your table of contents. You want to create a PDF document of the book and you want the table of contents to have bookmarks for the TOC entries. What should you do?

- A. choose File > Export PDF Presets > eBooks and click Save
- B. choose Layout > Table of Contents and select Create PDF Bookmarks
- C. choose Layout > Table of Contents and select Include Book Documents
- D. choose File > Document Presets > Define and create a new Document Preset with the appropriate settings

Correct Answer: B

23. Format footnotes by using the Footnote Options dialog box.

Which should you choose to control the numbering for the footnotes in your document?

- A. Units & Increments in the Preferences dialog box
- B. Bullets and Numbering from the Paragraph palette menu
- C. Numbering & Section options from the Pages palette menu
- D. Numbering and Formatting in the Footnote Options dialog box

Correct Answer: D

24. Create a Table of Contents and Index by using the appropriate palettes and commands.

Which should be active in order to create a new index entry associated with a page number that will convert to a hyperlink when exported to PDF?

- A. the Hyperlinks palette
- B. the Bookmarks palette
- C. the Index palette in Topic mode
- D. the Index palette in Reference mode

Correct Answer: D

25. Create and manage hyperlinks by using the Hyperlinks palette.

You have a hyperlink in your document that has some text as its source. You want to change the source to a graphic frame. What should you do?

- A. select the original source text; select the hyperlink in the Hyperlinks palette; choose Reset Hyperlink from the Hyperlinks palette menu
- B. select the original source text; select the hyperlink in the Hyperlinks palette; choose Hyperlink Options from the Hyperlinks palette menu

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- C. select the graphic frame that will be the new source; select the hyperlink in the Hyperlinks palette; choose Reset Hyperlink from the Hyperlinks palette menu
- D. select the graphic frame that will be the new source; select the hyperlink in the Hyperlinks palette; choose Hyperlink Options from the Hyperlinks palette menu

Correct Answer: C

26. Synchronize styles and swatches in a book.

What happens to swatches in the Style Source document when you synchronize the files in a book?

- A. They replace all swatches in the chapter files.
- B. They append the swatches in the chapter documents.
- C. They replace the swatches in the chapter documents.
- D. They are replaced by the swatches from the chapter documents.

Correct Answer: B

27. Create interactivity for an InDesign document that will be exported as a PDF document.

Which behavior can be applied to a button created for a document that will be converted to a PDF file?

- A. Submit
- B. Open File
- C. Set Layer visibility
- D. Execute Menu Item

Correct Answer: B

28. Link sounds to interactive elements in an InDesign document that will be exported as a PDF document.

You have linked a sound to an interactive button in your document. To ensure that the sound can be played in a PDF document, which requirement must be met?

- A. Create Tagged PDF must be turned on.
- B. Interactive elements must be turned on.
- C. Non-Printing Objects must be turned on.
- D. Multimedia must be set to Use Object Settings.

Correct Answer: B

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