

Adobe® Certified Expert Program

Product Proficiency Exam Bulletin

Adobe® InDesign® CS3

Exam # 9A0-055

ACE Certification Checklist

The checklist below will help guide you through the process of obtaining ACE certification.

- Review this bulletin to become familiar with the topic areas and objectives of the exam.
- Identify the topic areas and objectives you need to study.
- Determine which study materials you need to improve your skills.
- For a list of recommended study materials, visit:
<http://www.adobe.com/misc/training.html>
- Study for the exam.
- Contact Pearson VUE or Thomson Prometric to register for an exam:
Pearson VUE: *<http://www.pearsonvue.com/adobe>*
Thomson Prometric: *<http://www.prometric.com/Adobe/default.htm>*
- When registering for the exam, refer to the exam number located at the top of this bulletin.
- Take the exam.

Your score is electronically reported to Adobe. Please allow 2-4 weeks from the date you pass the exam to receive your ACE Welcome Kit.

Exam Structure

The following lists the topic areas and percentage of questions delivered in each topic area:

Topic Area	% of Exam	# of Questions
Document layout	16	12
Working with text	14	10
Working with tables	7	5
Drawing, arranging, and transforming objects	9	7
Working with color	9	7
Working with transparency	5	4
Managing assets with Bridge	4	3
Importing, exporting, and converting files	8	6
Managing long documents	8	6
Preparing documents for Cross-media export	4	3
Working with XML	7	5
Prepress and outputting to print	9	7

Number of Questions and Passing Score

- 75 questions
- 66% minimum required to pass

Test Content: Topic Areas and Objectives

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

1. Document layout

- Create and use a Snippet. (Including Snippet import)
- 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.
- Given a scenario, work with Master pages.
- Create and use graphic and text placeholders and containers.
- Explain how objects are organized in InDesign by using layers.
- Explain how data merge works within InDesign.
- Use Quick Apply to style text and frames, access menu commands, and run scripts.

2. Working with text

- Create a User dictionary and import a word list into a User dictionary.

- List and describe new text features in Adobe InDesign.
- Create, apply, import, modify, and organize styles by using the Character Style and Paragraph Style panels.
- Insert special characters by using the Type menu, Glyph palette, or contextual menu.
- Manipulate text by using text frame options.
- List and describe the advantages and disadvantages when using OpenType fonts.
- Given an option, Edit text.
- Given a scenario, create and apply styles in an automated fashion.

3. Working with tables

- Create and import tables.
- Modify tables.
- Format a table.
- Create headers and footers in tables.
- Create, apply, import, modify, and organize cell and table styles.

4. Drawing, arranging, and transforming objects

- Describe how you can create and edit paths by using the appropriate InDesign tools.
- Convert and combine shapes by using the Convert Shape command or Pathfinder panel.
- Modify and transform objects by using various InDesign features.
- Create an object style by using the Object Styles panel or the Control panel.
- Create, edit, and thread text on a path.
- Modify the contents of frames by using various InDesign features.
- Describe information that is displayed in the Info panel.

5. Working with color

- Select colors by using the Color Picker.
- Load and save swatches by using the Swatches panel.
- Create, edit, and apply colors to objects by using the appropriate panels.
- Explain when you would use the Swatches panel versus the Color panel.
- Given a scenario, create, modify and apply gradients to objects by using the appropriate panels and tools.
- Explain the purpose of color management, and discuss color management workflow in Adobe InDesign.
- Describe how to create mixed inks.

6. Working with transparency

- Given a scenario, apply transparency.
- Given a scenario, apply transparency effects.
- Describe how Adobe InDesign supports transparency features in Placed files.

- Given a scenario, create and/or apply the proper flattener preset to achieve the desired output.
- 7. 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.
- 8. Managing long documents**
- List and describe the features associated with placing layered .PSD, .AI, .INDD, and .PDF files.
 - Create an InDesign CS3 document that has backwards compatibility with InDesign CS2.
 - List and describe the features InDesign provides for importing Microsoft Word/RTF documents.
 - Given a scenario, 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 files by using the Links panel including editing the original in the source application.
 - List and describe the features Adobe InDesign provides for converting files.
- 9. Importing, exporting, and converting files**
- Insert and format footnotes in a document.
 - Create and paginate a book by using the Book panel.
 - Create a Table of Contents and Index by using the appropriate panels and commands.
 - Create and manage hyperlinks by using the Hyperlinks panel.
 - Synchronize Master pages, styles, and swatches in a book.
 - Define and insert text variables.
- 10. Preparing documents for Cross-media export**
- Create interactivity for an InDesign document that will be exported as a PDF document.
 - Select the appropriate options for exporting to XHTML for use on a Web site.
 - Select the appropriate options for exporting to XHTML for use as a Digital Edition.
- 11. Working with XML**
- Describe the workflows that are enabled by using XML.
 - List and describe the features InDesign provides for importing XML into a document.
 - Define and assign XML tags, and export an XML file.
 - Apply tags to objects by choosing options from the Tagging Presets Options dialog box.

- Map styles to XML tags and XML tags to styles by using the Tags panel and the Structure view.
- Import a DTD and validate XML structure against the DTD.

12. Prepress and outputting to print

- Describe which elements are checked and flagged during the preflight process.
- Describe the options available for preparing packages.
- Troubleshoot common printing issues by using the Separations Preview panel.
- Troubleshoot common transparency issues by using the Flattener Preview panel.
- Configure print settings in the Print dialog box for various types of output.

Practice Exam

Try out these practice questions to get a feel for the types of questions on the ACE exam. Please note that your performance here does not indicate how you will do on the actual exam. To fully

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

You are working with ruler guides on a project. You notice that the color of the deselected guides is cyan, but the color of the selected guides varies from guide to guide. What determines the color of a selected guide?

- The layer on which the guide lies.
- The color chosen in the Ruler Guide dialog box.
- The color selected in the Guides and Pasteboard section of Preferences.
- The stroke color defined at the time of creating the guide.

Correct answer: A

2.7 Given an option, Edit text.

You have enabled drag and drop text editing. When you copy several words into separate paragraphs, the text is moved rather than copied. What should you do?

- Select the text with the text tool and drag it to the required location.
- Select the text with the text tool and drag it to the required location while pressing Shift.
- Select the text with the text tool, press Ctrl (Windows) or Cmd (Mac OS), and begin dragging the text.
- Select the text with the text tool, start dragging the text, then press Alt (Windows) or Option (Mac OS).

Correct answer: D

3.5 Create, apply, import, modify, and organize cell and table styles.

You have created and applied a table style to a table that results in the table being filled with the color red. You also have a cell style which fills a cell with the color green. What happens when you apply this cell style to a cell of the table?

- A. The cell color changes to green.
- B. The cell color remains unchanged.
- C. The cell color changes to a combination of red and green.
- D. The cell color changes to no fill.

Correct answer: A

4.1 Describe how you can create and edit paths using the appropriate InDesign tools.

You draw a path by using the InDesign drawing tools. What happens when you use the Pen tool to select an anchor point in the middle of the path?

- A. You convert the anchor point from smooth to corner, or from corner to smooth.
- B. You move the anchor point to a new location.
- C. You continue drawing a path from that anchor point.
- D. You delete the anchor point.

Correct answer: D

5.3 Create, edit, and apply colors to objects by using the appropriate panels.

What happens if you delete a color swatch that is currently being used in a document?

- A. The swatch is deleted and all instances of it in the document are replaced with the None swatch.
- B. You are NOT allowed to delete a swatch that is currently being used in the document.
- C. The Color panel is opened so that you can mix a custom color to replace the deleted swatch.
- D. You are prompted to replace the deleted swatch with either an existing swatch or an equivalent unnamed color.

Correct answer: D

5.5 Modify the contents of frames by using various InDesign features.

You create a two-color gradient by using the New Gradient Swatch command. You accidentally click below the Gradient Ramp and add a third color stop. What should you do remove this undesired color stop?

- A. Select the color stop and drag it downward.
- B. Select the color stop and press the Delete key.
- C. Select the color stop and choose the None swatch for the color.
- D. Select the color stop and set its Location value to zero.

Correct answer: A

6.4 Given a scenario, create and/or apply the proper flattener preset to achieve the desired output.

When you print your InDesign documents on your desktop printer, the drop shadows on text and other graphics appear rough and highly pixilated. What should you do?

- A. Increase the Raster/Vector Balance of the transparency flattener preset used to print the document.
- B. Increase the Line Art and Text Resolution of the transparency flattener preset used to print the document.
- C. Increase the Gradient and Mesh Resolution of the transparency flattener preset used to print the document.
- D. Enable Clip Complex Regions on the transparency flattener preset used to print the document.

Correct answer: C

7.1 List and describe the functionality Adobe Bridge provides for viewing assets.

How can you increase the speed at which Bridge generates file thumbnails?

- A. View the files as thumbnails.
- B. Reduce the size of the thumbnails.
- C. Reduce additional lines of thumbnail metadata in the Bridge preferences.
- D. Set the Bridge Thumbnail preferences to generate Quick Thumbnails.

Correct answer: D

10.3 Select the appropriate options for exporting to XHTML for use as a Digital Edition

You are designing a book and want certain images to appear before the related content. The reading order should remain the same after the book is exported to XHTML.

What should you do?

- A. Group the elements in the required reading order in the exported document.
- B. Reorder the elements in InDesign and export them to the XHTML format.
- C. Reorder the elements in the XHTML format after exporting from InDesign.
- D. Group the elements in InDesign in the required order.

Correct answer: D

12.4 Troubleshoot common transparency issues by using the Flattener Preview panel.

While creating a custom Transparency Flattener preset, you set the Gradient and Mesh Resolution value to 300 ppi. How does this modification affect the gradient objects created in InDesign?

- A. It rasterizes all gradient objects in the document.
- B. It does not allow the rasterization of the gradient objects.
- C. It rasterizes only gradient objects which do not have any transparency.
- D. It rasterizes only gradient objects that interact with transparency.

Correct answer: D