



ACE: Acrobat XI Pro



Adobe Training Services provides this exam guide to help prepare partners, customers, and consultants who are actively seeking accreditation as Adobe Certified Experts (ACE). This guide, while designed to describe the exam in detail and provide as much information as possible, is not meant to be the sole means of exam preparation. Adobe Training Services offers courses that provide in-depth training on the exam content. Hands-on experience with the Adobe product suite is also a critical element in preparing to pass any Adobe certification exam.

ACE: Acrobat XI exam overview

The ACE: Acrobat XI exam audience are individuals who come from various industries and may use several Adobe and non-Adobe products/applications. You should be able to create PDF documents which includes, modifying, reusing, and collaboration. This includes the incorporation of additional tools including the Internet, digital security, and Web-based services.

Exam description

The exam has two parts:

- 50 multiple-choice questions, covering a range of topics listed below
- A short survey that we use to gather information about your product experience

Please note that the survey must be completed to qualify for earning the certification. The certification exam has a time limit of 60 minutes, and includes a timer to mark the remaining time.

Exam scoring

The certification consists of achieving the minimum passing score, which is 68%, on a multiple choice test. After completing the test, candidates will be immediately provided with the official score for the exam.

Scheduling exams

The ACE: Acrobat XI exam is delivered through an independent testing , Pearson VUE. First time candidates can view the step-by-step online scheduling guide here: http://www.pearsonvue.com/reg_guide/.

Exam preparation

The following are typical tasks that you should already be able to perform:

- Create PDF documents from a variety of source applications that are appropriate for Web, print, and screen
- Modify and enhance PDF documents
- Reuse PDF content
- Combining multiple documents from different file formats to create a PDF document or portfolio
- Manage PDF document security
- Set up and manage PDF document reviews
- Create and distribute forms

Exam topics include:

Viewing and navigating PDF documents

- Accessing viewing and navigation options
- Customizing the workspace
- Using Find and Search Features

Creating PDF documents

- Understanding PDF document creation methods
- Creating PDF documents from PDF Printer
- Creating PDF documents from Adobe PDFMaker
- Creating PDF documents from Acrobat Distiller
- Creating PDF documents from a Web page

Reusing PDF content

- Copy and paste PDF content to Microsoft Office applications
- Saving PDF documents in alternate formats

Modifying and enhancing PDF documents

- Methods for modifying PDF documents
- Adding navigation elements to a PDF document
- Creating accessible PDF documents
- Reducing the size of a PDF document

Combining PDF documents

- Merging files into a single PDF document
- Working with PDF Portfolios

Working with actions

- Creating an action
- Modifying an action

Reviewing, collaborating, and commenting

- Understanding methods available for reviewing PDF documents
- Initiating reviews
- Adding comments to a PDF document
- Managing reviews using Tracker
- Working with SharePoint and Office 365

Creating forms and collecting data

- Working with Acroforms
- Working with FormsCentral
- Compiling and manage form data

Managing document security

- Understanding the methods available to secure PDF documents
- Understanding methods for creating and applying digital signatures and certificates

PDF standards and print production

- Identifying the purpose of the PDF Standards
- Selecting the appropriate Preflight options for given scenario
- Selecting the appropriate Print Production options

Using Acrobat on touch-based devices

- Configuring preferences
- Options available in touch-based mode

Sample questions

Try out these sample 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 prepare for the exam, closely review the topic areas and objectives in this Exam Guide.

You are working in a PDF workflow for print production and need to preflight documents. You want to customize the toolbar area within Acrobat for this task. How can you save this set of tools so they will be available the next time you need to preflight documents?

- A) Create a New Tool Set
- B) Open the Properties Bar
- C) Reset the Toolbars
- D) Hide the Toolbars

Correct answer: A

You want to convert a JPEG file into a PDF document. You have clicked the Create button, and have chosen the PDF from File option. You want to change the JPEG conversion settings before creating the pdf but the settings button is not active. What must you do in order to view the JPEG conversion settings before creating the PDF?

- A) Name the PDF file
- B) Choose JPEG from the Show (Mac OS) / Format (Windows) menu in the Open dialog box
- C) Select New Account from the Account dropdown menu
- D) Choose the file from your computer system

Correct answer: B

You want to reuse text from a PDF document in Microsoft Word. You have selected a text string using the Selection tool within Acrobat but the Copy command is NOT available. What would explain this result?

- A) The text is part of an image
- B) The text includes a hyperlink
- C) The font used in the source application is not available on your system
- D) The author of the PDF document set restrictions against copying text

Correct answer: D

You have a PDF document open in Acrobat and need to delete text and images from one of the pages within the document. Which navigation panel should you open in order to delete text and images from within a page in the PDF document?

- A) Content
- B) Page Thumbnails
- C) Order
- D) Articles

Correct answer: A

You want to combine ten documents. Which file property would require you to create a PDF Portfolio?

- A) Security settings
- B) A header
- C) A watermark
- D) A background image

Correct answer: A

What happens when you import an action which has the same name as an existing action?

- A) The existing action is replaced with the new action
- B) The imported action is renamed by adding "copy" to the existing name
- C) An alert appears providing the choice of renaming the action or overwriting it
- D) The action is imported and the Manage Actions panel displays two actions with the same name

Correct answer: D

You want to initiate a review process for a PDF document. You do not have a default email program set up on your computer system and do not want to rely on your own internal email system. Which review process would initiate a PDF document review that would use its own email server to send emails for the review process?

- A) An Email Based Review
- B) A Shared Review using an internal server
- C) A Shared Review using Acrobat.com
- D) A review process that does not use the Tracker within Acrobat

Correct answer: C

You have created an Acrobat form and are in Form Editing mode. You want to see how the document will look as a PDF form. Which command will show you how the form will look as a PDF form?

- A) Close Form Editing
- B) Create
- C) Print file
- D) Preview

Correct answer: D

You have set Sandbox Protections to All files. What impact does this have when opening a PDF document within Acrobat?

- A) Links are disabled
- B) Commenting annotations are removed
- C) The document cannot be opened on a mobile device
- D) Most features are disabled except for navigation

Correct answer: D

Which PDF standard provides specifications for creating, viewing and printing documents used in engineering workflows?

- A) PDF/A
- B) PDF/E
- C) PDF/X
- D) PDF/UA

Correct answer: B

