ACE: InDesign CC Exam Guide

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: InDesign CC Exam Overview

The ACE: InDesign exam audience are individuals who have a minimum of two years page layout experience and also has some experience with Photoshop, Illustrator, and Acrobat Professional. They can manage a team of entry-level production artists, can answer questions, and suggest productivity enhancements.

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

The 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 63%, on a multiple choice test. After completing the test, candidates will be immediately provided with the official score for the exam. They will also receive an email with the official exam result.

Scheduling Exams

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

Returning candidates can register for exams here: *http://www.pearsonvue.com/adobe/.* Note that you will be prompted to login before you may register for exams.

Exam Preparation

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

- Create short and long documents with both text and graphics
- Familiar with and can navigate the InDesign user interface and document window
- Add basic interactive features to documents
- Export high quality PDF documents appropriate for print and interactive purposes
- Can troubleshoot issues related to page layout
- Analyze and work with documents built by another user

Exam topics may include:

Laying out a Document

- Choose default preferences and settings
- Create a new document with appropriate settings
- Navigating and viewing documents
- Construct a flexible foundation for a multi-page document
- Precisely position objects on a page
- Modify and transform objects
- Ensure the consistency of object formatting throughout a document or publication
- Build a document with alternate layouts and page sizes
- Create a data-driven document

Working with Text

- Create and position text in a frame and on a path
- Manage text flow
- Import and edit text
- Insert special characters
- Apply formatting manually and automatically
- Create tables
- Add long document features

Managing Graphics

- Place and alter graphics
- Work with linked files
- Adjust graphic formatting and display

Understanding Color and Transparency

- Create and apply colors
- Work with gradients
- Apply transparency
- Color and ink management

Building Interactive Documents

- Add interactive objects and behaviors
- Adjust interactive behaviors
- Preview and Export interactive documents

Preparing Documents for Final Output

- Preflight documents
- Export PDF for print output
- Print documents

Exam Preparation Checklist

- I have at least two years of experience with InDesign.
- I can create short and long documents with both text and graphics.
- I am familiar with and can navigate the InDesign user interface and document window.
- I can add basic interactive features to documents.
- I can export high quality PDF documents appropriate for print and interactive purposes.

- I can troubleshoot issues related to page layout.
- I can analyze and work with documents built by another user.
- I am familiar with Photoshop, Illustrator, and Acrobat Professional.
- I can complete the tasks outlined in the "Exam preparation" section without assistance.
- I have read and studied the topics listed in this exam guide.

Sample Questions

1. Which two actions can you perform in the Layers panel? (Choose two.)

A. Export selected layers as PDF.

B. Move objects in or out of a group.

C. Make all guides on a layer hidden or visible.

D. Hide/show objects on each document spread independently.

E. Export selected layers as a new Adobe InDesign document.

Correct answer: B and C

2. You select a graphic on your page and choose Object > Arrange > Send to Back. However, it still appears on top of another object. What is likely the problem?

A. The object in the background is on a different layer.

B .The graphic is locked.

C. You need to select the image inside the frame, not the frame.

D. You should use Object > Arrange > Send Backward.

Correct answer: A

3. You want to place text along the edge of a frame you have drawn with the Ellipse tool. You select the Type tool from the Tools panel and click on the edge of the frame. You then type some words, but the text goes inside the frame, not on the edge. What is the most likely reason this did not work?

A. You need to double-click with the Type tool.

B. You chose the wrong tool in the Tools panel.

C. You didn't click on the edge of the frame accurately enough.

D. You cannot put text on the edge of a closed elliptical path.

Correct answer: B

4. You want to type a "one-quarter" fraction character. You know the font you are using contains this character, but you don't know how to type it. Which feature will let you insert it into your story?

A. Glyphs panel.

B. The Character panel.

C. Type > Insert Special Character.

D. Bullets and Numbering from the Control panel menu.

Correct answer: A

5. What is the primary use of the Layer Comp pop-up menu in the Object Layer Options dialog box?

A. Adjusting how text wrap is affected by layer visibility.

B. Changing the visibility of more than one layer at a time.

C. Changing how the Transparency Blending Mode affects objects on your Adobe InDesign page.

D. Choosing how the image will be updated when the number of layers in the image changes.

Correct answer: B

6. You disable the Preserve Image Dimension When Relinking checkbox in the File Handling pane of the Preferences dialog box. Now you select a graphic on the page and relink it with a different file on disk. The Auto-Fit feature is disabled. Which statement is true?

A. The new image is always imported at 100%.

B. The Auto-Fit feature is enabled and the image is scaled to fit.

C. The new image is scaled to fill the width or height of the frame.

D. The new image is scaled to the same percentage as the original image.

Correct answer: D

7. What is the most likely reason the New Mixed Ink Swatch and New Mixed Ink Group features would be unavailable (grayed out) in the Swatches panel menu?

A. You have not yet created a spot color swatch.

B. Your color swatches are all defined as CMYK or all defined as RGB.

C. You need to select two or more color swatches in the Swatches panel.

D. You have selected Show Color Groups in the Swatch Views menu at the bottom of the Swatches panel.

Correct answer: A

8. You have a text frame with several words in it. You want to apply a Drop Shadow effect only to one word inside the frame. What do you need to do before applying the effect?

A. Select the word and choose Type > Create Outlines.

B. Select the word and then click Text in the Effects panel.

C. Apply a character style to the word in the Character Styles panel.

D. Expand the layer in the Layers panel and select the word.

9. Whenever you apply a hyperlink to text in your document, the text becomes blue and underlined. What's the easiest way to remove the underline in the hyperlinks?

A. Edit the Hyperlink object style.

B. Edit the Hyperlink character style.

C. Edit the Hyperlink paragraph style.

D. Choose Edit Hyperlinks from the Hyperlinks panel menu and edit the PDF Appearance section.

E. Choose Hyperlink Destination Options from the Hyperlinks panel menu and edit the hyperlink style.

Correct answer: B

10. Your document has a text frame positioned slightly outside the document page. What do you need to do in the Export Adobe PDF dialog box to ensure this text is included in the final PDF?

A. Deselect the Crop Image Data to Frames checkbox in the Compression pane.

B. Increase the Bleed values or select Include Slug Area in the Marks and Bleeds pane.

C. Increase the Offset field and select the Page Information checkbox in the Marks and Bleeds pane.

D. Choose PDF/X-4 from the Standard pop-up menu and select Acrobat 6 or higher in the Compatibility pop-up menu.

Correct answer: B