Adobe Certified Professional in Document Creation and Management Using Adobe Acrobat Pro

Adobe Certified Professional certifications, delivered by Certiport, are the official, industry-recognized credentials that validate entry-level proficiency in Adobe Creative Cloud applications and foundational knowledge for digital media careers.

The *Document Creation and Management Using Adobe Acrobat Pro* exam is 50-minutes in length, comprised of two sections– selected-response items followed by live-in-the-app tasks inside Acrobat Pro– and designed with the following Target Candidate in mind:

> *The Target Candidate (TC) has approximately 150 hours of instruction and hands-on experience with the product, and is familiar with product features and capabilities, as well as relevant career concepts. The TC is generally self-sufficient and able to apply knowledge of document management procedures and principles to perform basic or routine tasks involved in their job role with limited assistance from peers, product documentation, or support services. The TC generally works in collaboration with colleagues or with supervision. Furthermore, the TC will be able to answer most routine conceptual and applied questions about how to use Acrobat Pro and usually does not have to refer basic questions to others. They can speak credibly to other users or clients about what can be done with Acrobat Pro and how to use it effectively.*

To learn more, visit certiport.com/adobe and certifiedprofessional.adobe.com.

1. Working in Document Management

These objectives cover critical concepts related to working with colleagues and clients as well as crucial legal, technical, and document management-related knowledge.

1.1 Identify the purpose, audience, and audience needs when preparing documents.

1.1.a Determine whether content is relevant to the purpose, audience, audience needs, user experience, and has an appropriate configuration for target devices.

i. Key Terms: client goals, target audience, demographics, accessibility, etc.

1.1.b Identify requirements based on how the document will be used, including web, print, and mobile.

1.2 Communicate with colleagues and clients about document development.

1.2.a Demonstrate knowledge of techniques for communicating about document development with peers and clients.

i. *Key Terms: document requirements, specifications, versions, change orders, drafts, etc.*

1.2.b Demonstrate knowledge of basic project management concepts.

i. *Key Terms: project scope, scope creep, document sharing, cloud collaboration and file management*

1.3 Determine the appropriate type of copyright, permissions, and licensing required to use specific content.

1.3.a Identify legal and ethical considerations for using third-party content, such as copyright, permissions, and licensing.

i. *Key Concepts: Creative Commons, public domain, intellectual property, derivative work, commercial use, attribution, work for hire, fair use, fair dealing, images, graphics, rich media, etc.*

1.4 Demonstrate an understanding of best practices for the design and layout of a professional document.

1.4.a Demonstrate knowledge of document specification terminology.

i. *Key Terms: resolution, file types (*.txt, *.pdf, *.rtf, *.md, *.jpg, *.png, *.svg, *docx, *.pptx, *.xlsx *.xml, *.html, etc.), document output file sizes, typeface, resizing, aspect ratio, units of measurement (inches, pixels, centimeters), metadata, etc.*

1.4.b Define document layout terms and principles.

i. *Key Terms: orientation, text justification and alignment, line and paragraph spacing, foreground, background, color, hierarchy (outline), readability spacing, grids, callouts, pull quotes, title, header, block quote, footer, caption, table of contents, index, page size, page orientation, facing pages, column, gutter, margin, etc.*

1.4.c Identify and use common typographic adjustments to create contrast, hierarchy, and enhanced readability.

i. *Key Terms: font (typeface), size, style (bold, italics, underline), color, alignment, tracking (character spacing), leading (line spacing), horizontal scale, line length, serif vs. sans-serif, etc.*

1.4.d Recognize the need for embedding fonts.

i. *Key Terms: 12 basic principles of animation (squash and stretch, anticipation, staging, straight ahead action and pose to pose, follow through and overlapping action, slow in and slow out, arc, secondary action, timing, exaggeration, solid drawing, and appeal), etc.*

2. Acrobat Workspace

These objectives cover the interface setup and program settings that assist in an efficient and effective workflow.

2.1 Navigate and organize the application workspace.

2.1.a Prepare Acrobat to work on a document.

i. *Key Concepts: All tools view, minimize, expand, add, remove, and reposition tools*

2.1.b Configure application preferences.

i. *Key Concepts: Commenting, Documents, Full Screen, General, Page Display, Convert From PDF, Convert to PDF, Units and Guides, Accessibility*

2.2 Use non-printing design tools in the interface to aid in design or workflow.

2.2.a Use rulers.

i. *Key Concepts: showing and hiding rulers, changing the measurement unit on rulers, Guides, etc.*

2.2.b Navigate, view and zoom in documents to work efficiently.

i. *Key Concepts: Full-screen mode, Single Page View, Enable Scrolling, Two Page View, Two Page Scrolling, Dynamic Zooming, Read Mode, Zoom to Page Level, Marquee Zoom, Loupe Tool, Page Navigation, Automatic Scroll, Reflow Mode, Grids, Snap to Grid, Line Weight, etc.*

3. Creating and Organizing PDFs

These objectives cover methods of creating a PDF and a PDF portfolio, as well as organizing the pages.

3.1 Create a document from the appropriate source.

3.1.a Create a PDF from a single file.

i. *File types: Word, Excel, PowerPoint, Photoshop, Illustrator, InDesign, Text file*

3.1.b Create a PDF from multiple files.

i. *Key features: Combine files into a single PDF, creating multiple PDFs at the same time*

3.1.c Create a PDF from a scanner.

3.1.d Create a PDF from a web page.

3.1.e Create a PDF from the clipboard.

3.2 Set appropriate document settings for printed and onscreen viewing.

3.2.a Set Initial View properties.

i. *Key Concepts: layout, magnification, facing pages, initial page, navigation tab*

3.2.b Set Page Boxes.

i. *Key Concepts: width, height, margins, orientation, pages, XOffset and YOffset, page range, etc.*

3.3 Organize pages.

3.3.a Insert, delete, and reorder pages in a document.

i. *Key Tools: inserting/deleting pages, selecting pages, rearranging pages, extracting, splitting, rotating, replacing, page labels (numbering), page transitions*

3.4 Create and edit portfolios.

3.4.a Create, edit, and organize multiple files into a PDF Portfolio.

i. *Key Tools: adding/deleting, drag and drop, previewing, editing, sorting, searching*

ii. *Key Concepts: independence of source files, reusing files in multiple portfolios*

4. Editing PDFs

These objectives cover the tools that allow you to add and format content on each page.

4.1 Add and format text.

4.1.a Use type tools to add text.

i. *Key Tools: text frames, Add Text tool*

4.1.b Use appropriate text settings.

i. *Key Settings: font, font style (bold, italic, superscript, subscript), size, character spacing, line spacing, horizontal and paragraph spacing, and color, alignment, numbered and bulleted lists, justification.*

4.1.c Recognize text to make it editable.

i. *Key Tools: Scan & OCR*

4.2 Add assets to a PDF.

4.2.a Add images.

4.2.b Attach files.

4.2.c Add Rich Media.

4.2.d Add Headers and Footers.

4.3 Select and modify objects.

4.3.a Select objects.

i. *Key Tools: keyboard modifiers, selecting multiple objects*

4.3.b ransform objects.

i. *Key Tools: moving, cut, copy, paste, flip, arrange, rotate, align, crop image*

4.4 Add and remove links and bookmarks.

4.4.a Add links to documents.

4.4.b Add bookmarks to documents.

4.5 Prepare forms.

4.5.a Create and modify forms.

i. *Key Elements: text fields, check boxes, radio buttons, lists, drop-down lists, buttons, data fields, signature fields, bar code fields*

ii. *Key Tools: align, center, match size, distribute*

iii. *Key Functions: Importing data, exporting data, merging data, clearing form, preparing form for e-signature, changing field properties, duplicating across pages, creating multiple copies*

5. Sharing and Reviewing PDFs

These objectives cover the collaboration features of Acrobat.

5.1 Share and review documents.

5.1.a Share PDFs.

i. *Key Tools: Share File/Send for Comment*

5.1.b Annotate documents.

i. *Key Tools: Add sticky note, Highlight text, Underline, Strikethrough, Add note to replace text, Insert text a cursor, Add text comments, Add text box, Erase drawing, Add stamp, Add new attachment, Drawing tools, Keep tool selected, Change color, Line thickness, add Watermarks*

5.2 Use Acrobat proofreading and error correction tools.

5.2.a Use various tools to revise and refine project content.

i. *Key Tools: find/replace, advanced search, modify dictionary, dictionary language, spell check*

6. Protecting, Standardizing, and Exporting

These objectives cover ensuring a document meets accessibility standards, redacting private data, exporting, and printing documents in multiple formats.

6.1 Make the document accessible.

6.1.a Add accessibility features to a document.

i. *Key Concepts: Alternate text, document title, document description, Accessibility Setup Assistant*

6.2 Redact documents.

6.2.a Prepare documents for external users.

i. *Key Tools: Redact documents*

6.3 Protect documents.

6.3.a Secure documents.

i. *Key Tools: Protect using password, Remove hidden information, Encrypt with password, prevent editing/printing*

6.4 Export and print PDFs.

6.4.a Save, export, or distribute in appropriate formats for print, screen or online.

i. *Key Formats: PDF, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Image, HTML Page, Rich Text Format, Plain Text, including associated settings*

6.4.b Reduce file size or compress PDF.

6.4.c Print documents.

i. *Key Concepts: Page sizing and handling options, Comments, Orientation, Print on both sides of paper, printing grayscale, page range, number of copies*

NOTE: All key items (Key Terms, Key Tools, Key Concepts, and Key Settings) are examples and not a comprehensive list. Changes in the industry or application may necessitate coverage of items not listed that apply to the Target Candidate description for the Adobe Certified Professional program.

CERTIPORT
A PEARSON VUE BUSINESS

© 2024 Certiport, A Business of NCS Pearson, Inc. Certiport and the Certiport logo are registered trademarks of Certiport, A Business of NCS Pearson, Inc. Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, Adobe Illustrator, Creative Cloud, InDesign, and Photoshop are either registered trademarks or trademarks of Adobe in the United States and/or other countries.