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ACE exam objectives map

This appendix provides the following information:

A ACE exam objectives for InDesign CS5, with references to corresponding coverage in ILT Series courseware.

Topic A: Comprehensive exam objectives

Explanation

The following table lists the Adobe Certified Expert (ACE) exam objectives for InDesign CS5 and indicates where each objective is covered in conceptual explanations, hands-on activities, or both.

1.0 Laying out a document

#	Objective	Course level	Conceptual information	Supporting activities
1.1	Create a new document with settings appropriate for print or onscreen display.	Basic	Unit 2, Topic A	A-1
1.2	Adjust the size and position of one or more pages in a document with the Page tool.	Basic	Unit 2, Topic A	
		Advanced	Unit 1, Topic D	D-3
1.3	Given a scenario, work with master pages (scenarios include: locking master-page items; loading, creating, and applying master pages; based-on master pages; overriding master-page items; text wrap).	Basic	Unit 3, Topic B Unit 5, Topic B	B-1, B-3, B-4, B-5
1.4	Create a grid of objects while using the Place cursor, the Frame tools, or the Selection tool.	Advanced	Unit 1, Topic D	D-3
1.5	Use the Gap tool to change the size or position of gaps and frames.	Advanced	Unit 1, Topic D	D-3
1.6	Use Layers to organize the structure of a document (scenarios include naming, arranging, and managing objects and groups).	Basic	Unit 5, Topic D	D-1, D-2, D-3
1.7	Explain the process of using Data Merge to build a template and import data into a final InDesign or PDF document.	Production	Unit 1, Topic D	D-1
1.8	Modify and transform objects by using the transformation tools and the Control panel (including scaling, rotating, and resizing).	Basic	Unit 5, Topic B Unit 5, Topic D	B-3 D-1
1.9	Create, apply, and modify an object style.	Advanced	Unit 4, Topic C	C-1
1.10	Create, edit, and manipulate text on a path.	Advanced	Unit 2, Topic C	C-1
1.11	Describe the use of Smart Guides and the Smart Cursor (including their references).	Basic	Unit 3, Topic A	A-1, A-2
1.12	Rotate page spreads and, when required, clear the rotation.	Basic	Unit 5, Topic B	
1.13	Use the CS Review panel to start a review, invite participants, and manage comments.	Advanced	Unit 6, Topic B	B-1

2.0 Working with text

#	Objective	Course level	Conceptual information	Supporting activities
2.1	Insert special characters by using the Type menu, Glyph panel, or context menu.	Basic	Unit 3, Topic B	B-2
		Advanced	Unit 6, Topic B	B-1
2.2	Given an option, edit text (options include: Story Editor, Drag and Drop text, Autocorrect).	Basic	Unit 6, Topic B	B-1
		Advanced	Unit 6, Topic A	A-1
2.3	Adjust the look of text inside a text frame by using Text Frame Options (including columns, inset spacing, first baseline offset, balanced columns, and vertical justification).	Basic	Unit 4, Topic A Unit 5, Topic A	A-2, A-3 A-1
2.4	Given a scenario, set a paragraph to span more than one text column or split into multiple sub-columns.	Basic	Unit 4, Topic A	
2.5	Manipulate text flow by using text threading, smart text reflow, resizing, and text wrap (including Ignore Text Wrap).	Basic	Unit 2, Topic B Unit 4, Topic A Unit 5, Topic B	B-1 A-1 B-2
2.6	Given a scenario, create and apply styles in an automated fashion (scenarios include next paragraph, nested styles, and grep styles).	Basic	Unit 4, Topic C	C-1–C-4
		Advanced	Unit 3, Topic B	B-1, B-2, B-3
2.7	Manage review and editing using Track Changes.	Basic	Unit 6, Topic A	A-2
2.8	Create a user dictionary and populate it with custom words.	Basic	Unit 6, Topic B	B-1
2.9	Import an RTF or Word file and map style names to styles in the current document.	Advanced	Unit 5, Topic A	A-2
2.10	Assign and format automatic bullets or numbering for paragraphs (including numbering across multiple non-threaded frames).	Basic	Unit 4, Topic B	B-4
2.11	Given a scenario, set up a document or frame-based baseline grid.	Advanced	Unit 3, Topic D	D-1
2.12	Make a dynamically changing running head (options include: text variables, section markers).	Advanced	Unit 7, Topic A	A-1, A-2
2.13	Create and apply text conditions and condition sets, including synchronizing across documents in a book.	Production	Unit 1, Topic C	C-1

#	Objective	Course level	Conceptual information	Supporting activities
2.14	Given a feature, avoid widows, orphans, and other typographic problems (using features such as Keep Options, Justification, and Hyphenation).	Basic	Unit 4, Topic B	B-3
		Advanced	Unit 3, Topic E	E-1, E-2, E-3

3.0 Working with tables

#	Objective	Course level	Conceptual information	Supporting activities
3.1	Modify tables (options include: adding or removing columns/rows; merging cells; splitting cells; selecting cells).	Advanced	Unit 5, Topic B	B-1, B-2
3.2	Edit and format a table (options include: formatting text; editing tables in the Story Editor; adding Notes, strokes and fills; text alignment).	Advanced	Unit 5, Topic C Unit 6, Topic A	C-1–C-5 A-1
3.3	Create, apply, import, modify, and organize cell and table styles.	Advanced	Unit 5, Topic C	C-6, C-7
3.4	Update the information in a table when the original data has changed (via linking or copy/paste).	Advanced	Unit 5, Topic A	A-2

4.0 Managing graphics

#	Objective	Course level	Conceptual information	Supporting activities
4.1	Given a scenario, determine the best settings for choosing and placing an image (options include Import options, Illustrator artboards, choice of file format, resolution, ICC color profiles, layers, and transparency).	Basic	Unit 2, Topic C Unit 3, Topic B	C-1, C-2 B-1
		Advanced	Unit 4, Topic A Unit 4, Topic B	A-1 B-1, B-2
4.2	Given a scenario, configure the Links panel to reveal metadata and attributes such as current image resolution.	Advanced	Unit 4, Topic A	A-1
4.3	Create a graphic frame that resizes its content automatically.	Basic	Unit 5, Topic B	B-3
		Production	Unit 1, Topic B	B-2
4.4	Hide or show layers in placed PSD, AI, INDD, and PDF files, and discuss how image transparency is handled.	Basic	Unit 2, Topic C Unit 5, Topic B	C-2 B-1
		Advanced	Unit 4, Topic A Unit 4, Topic B	A-1 B-1, B-2

#	Objective	Course level	Conceptual information	Supporting activities
4.5	Manage placed files by using the Links panel (including revealing metadata and attributes in Link Info, editing the original, relinking to new files, and updating modified files).	Basic	Unit 6, Topic B	B-2
		Advanced	Unit 4, Topic A	A-1
		Production	Unit 3, Topic A	A-1, A-2
4.6	Create a caption for a graphic based on the image's metadata.	Advanced	Unit 4, Topic A	

5.0 Understanding color and transparency

#	Objective	Course level	Conceptual information	Supporting activities
5.1	Explain the use of named swatches versus unnamed colors.	Basic	Unit 2, Topic D	D-1, D-2
5.2	Given a scenario, create, modify, and apply gradients to objects or text by using the appropriate panels and tools.	Advanced	Unit 1, Topic B	B-2
		Production	Unit 2, Topic E	E-2
5.3	Describe how and why to create mixed inks.	Production	Unit 2, Topic E	E-1, E-2
5.4	Assign transparency effects to strokes, fills, and images or text individually (options include opacity, blending modes, drop shadows, feathering, and other effects).	Advanced	Unit 4, Topic B	B-1, B-2
5.5	Given a scenario, choose the best course of action to manage color (options include Transparency Blend Space, Color Settings, Overprint Preview, ICC profiles, mixed RGB and CMYK).	Production	Unit 2, Topic A Unit 2, Topic B Unit 2, Topic D Unit 2, Topic E Unit 3, Topic B	A-2 B-1 D-1 E-1 B-5

6.0 Creating and working with long documents

#	Objective	Course level	Conceptual information	Supporting activities
6.1	Insert and format footnotes in a document.	Advanced	Unit 7, Topic E	E-1
6.2	Create a book in a book panel and paginate the documents.	Advanced	Unit 7, Topic D	D-1
6.3	Create a table of contents across one or more documents.	Advanced	Unit 7, Topic B	B-1, B-2
6.4	Synchronize master pages, styles, and swatches in a book.	Advanced	Unit 7, Topic D	D-2
6.5	Define and insert text variables.	Advanced	Unit 7, Topic D	D-1
6.6	Create and apply cross-references, and edit the cross-reference format.	Advanced	Unit 7, Topic C	C-1, C-2
		Production	Unit 5, Topic A	A-1, A-2

7.0 Building interactive documents

#	Objective	Course level	Conceptual information	Supporting activities
7.1	Create interactivity for an InDesign document that will be exported as a PDF or SWF document (including adding movies, animations, sounds, multistate objects, and buttons).	Production	Unit 5, Topic A Unit 5, Topic B	A-2 B-1, B-2, B-4
7.2	Describe how to view, import, and control video and sound files, and how to preview interactive document elements inside InDesign.	Production	Unit 5, Topic A Unit 5, Topic B	 B-1, B-2
7.3	Create functional hyperlinks in exported PDF documents or SWF files (options include Hyperlinks panel, Table of Contents, Cross-References, and Buttons).	Production	Unit 5, Topic A Unit 5, Topic B	A-1, A-2 B-3, B-4

8.0 Importing and exporting for cross-media

#	Objective	Course level	Conceptual information	Supporting activities
8.1	Given a scenario, choose the correct options to export document content to Flash Professional CS5.	Production	Unit 5, Topic B	
8.2	Given a scenario, choose the correct options to export a story or document to the ePub or XHTML format.	Production	Unit 5, Topic C	C-1, C-2
8.3	Given a scenario, choose the correct features and settings to create an interactive PDF file.	Production	Unit 5, Topic B	B-3
8.4	Define and assign XML tags, and export an XML file.	Production	Unit 6, Topic A	A-1, A-2, A-3
8.5	Map styles to tags, and XML tags to styles, by using the Tags panel and the Structure view.	Production	Unit 6, Topic A	A-1

9.0 Managing prepress and printing

#	Objective	Course level	Conceptual information	Supporting activities
9.1	Troubleshoot common printing issues by using Live Preflight (options include using the Basic profile to locate and correct errors; creating custom profiles; creating a Preflight report; sharing profiles).	Basic	Unit 6, Topic B	B-4
9.2	Troubleshoot common printing issues by using the Separations Preview panel (options include process inks, spot colors, ink density, and the Ink Manager).	Production	Unit 3, Topic B	B-2, B-3, B-5
9.3	Given a scenario, choose the appropriate Print dialog box options (options include Printers Marks, Bleeds, Output Space, and PPD fonts).	Basic	Unit 6, Topic A	A-1
		Production	Unit 4, Topic A Unit 4, Topic B	A-1 B-1
9.4	Given a scenario, choose the appropriate PDF Preset or PDF Export settings.	Basic	Unit 6, Topic A	A-2