



A PEARSON VUE BUSINESS

Adobe Certified Professional

**Document Creation and Management
using Adobe Acrobat Pro - Exam Tutorial**

Sections and Timing

This exam has two sections: a section with 15 questions you will answer in this window and a section with 20 tasks you will perform in Acrobat. You will have 50 minutes to complete **both** sections.



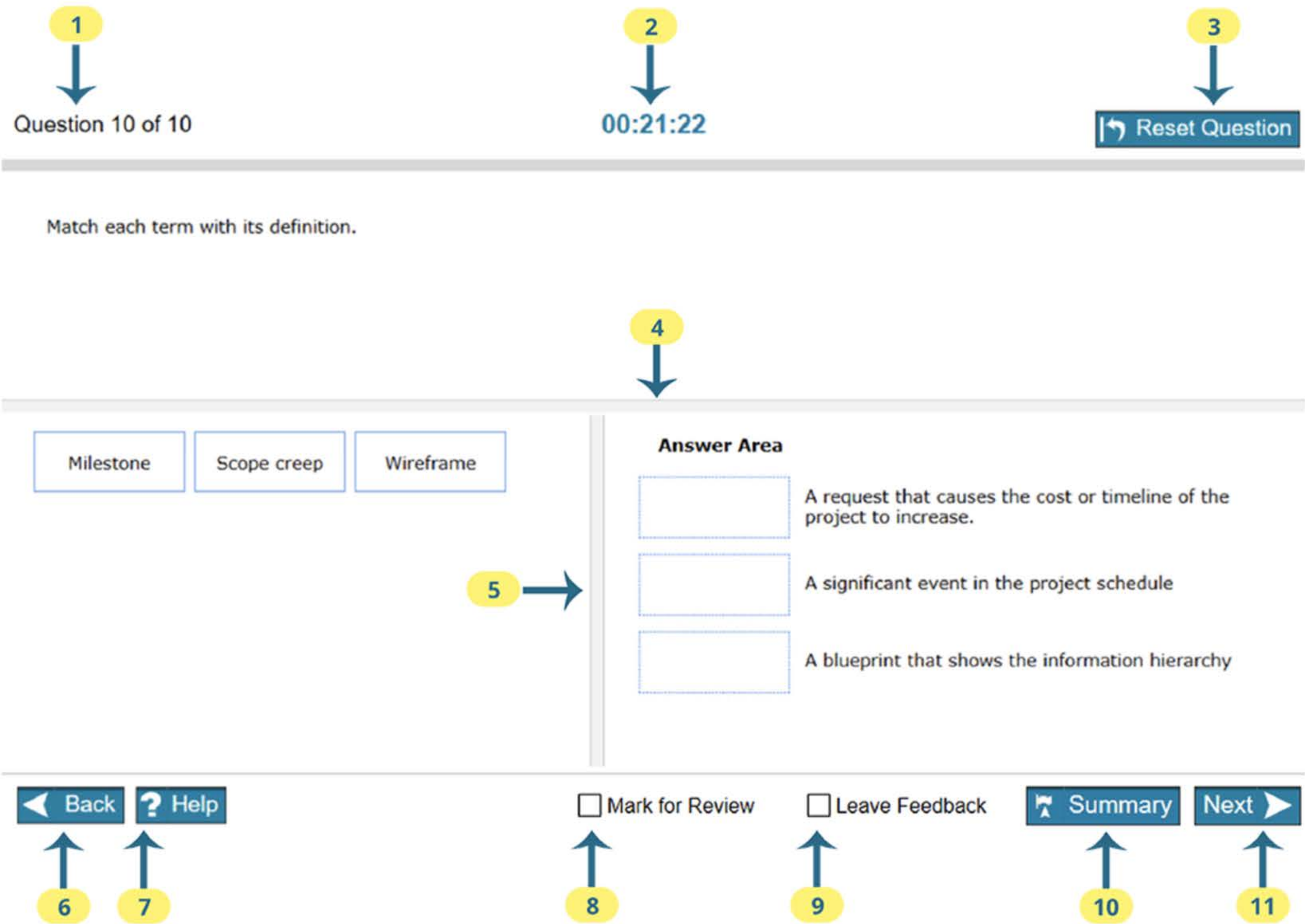
After completing the first section, you will see a Section Summary page that allows you to review only the questions in that section. You will **not** be able to revisit those questions after you select the **Submit Section** button on the Section Summary page.

Next, you will see a tutorial that will help you complete the Acrobat tasks. Tutorials are not timed. After you complete the second tutorial, you will complete the Acrobat tasks. You will be able to review only the Acrobat tasks from the second Section Summary page. After submitting the Task section, you will have the opportunity to leave feedback on questions, tasks, and the exam as a whole. At the end of the exam, you will see your score report.

Select the **Next** button to proceed through the tutorial.

Question Section Navigation

The questions have controls at the top and bottom of the screen that allow you to progress through the section. The following image shows these controls:



- 1. Identifies the question you are completing and the total number of questions in this section. Monitoring your progress using these numbers will help you ensure that you have enough time to complete all questions and tasks on the exam.
- 2. Reports how much time you have remaining to complete the exam. Time is shown in hours:minutes:seconds.
- 3. Use the **Reset Question** button to reset all selections on the question. For example, in a Matching item like the one shown above, selecting **Reset Question** returns all options to the list on the left.
- 4. Use the horizontal splitter bar to change the percentage of the screen height used to display the question versus the answer area.
- 5. Use the vertical splitter bar to change the percentage of the screen width used to display the options versus the answer area.
- 6. Use the **Back** button to return to the previous question. Your response will be saved when you select Back.
- 7. Use the **Help** button to display help for the specific type of question.
- 8. Check **Mark for Review** if you want to remember to return to this question from the Section Summary screen.
- 9. Check **Leave Feedback** if you want to remember to leave feedback on this question.
- 10. Use the **Summary** button to view the list of all items in this section. You can return to any item from the Section Summary screen to continue your work in this section. You can exit this section of the exam from the Section Summary screen.
- 11. Select **Next** to save your response and proceed to the next question.

Question Section Summary

After completing the final question, you will reach the Section Summary page.

Each question you marked for review will be indicated. You can navigate to any question from this page. To return to a specific question, select the question number. To return to this page from the question, select the **Section Summary** button. After you finish reviewing tasks, select the **Submit Section** button to proceed to the Acrobat task section.

00:34:07

Section Summary

The table below shows a list of all the questions. Each question you Marked for Review is indicated. To return to a specific question, select the question number.

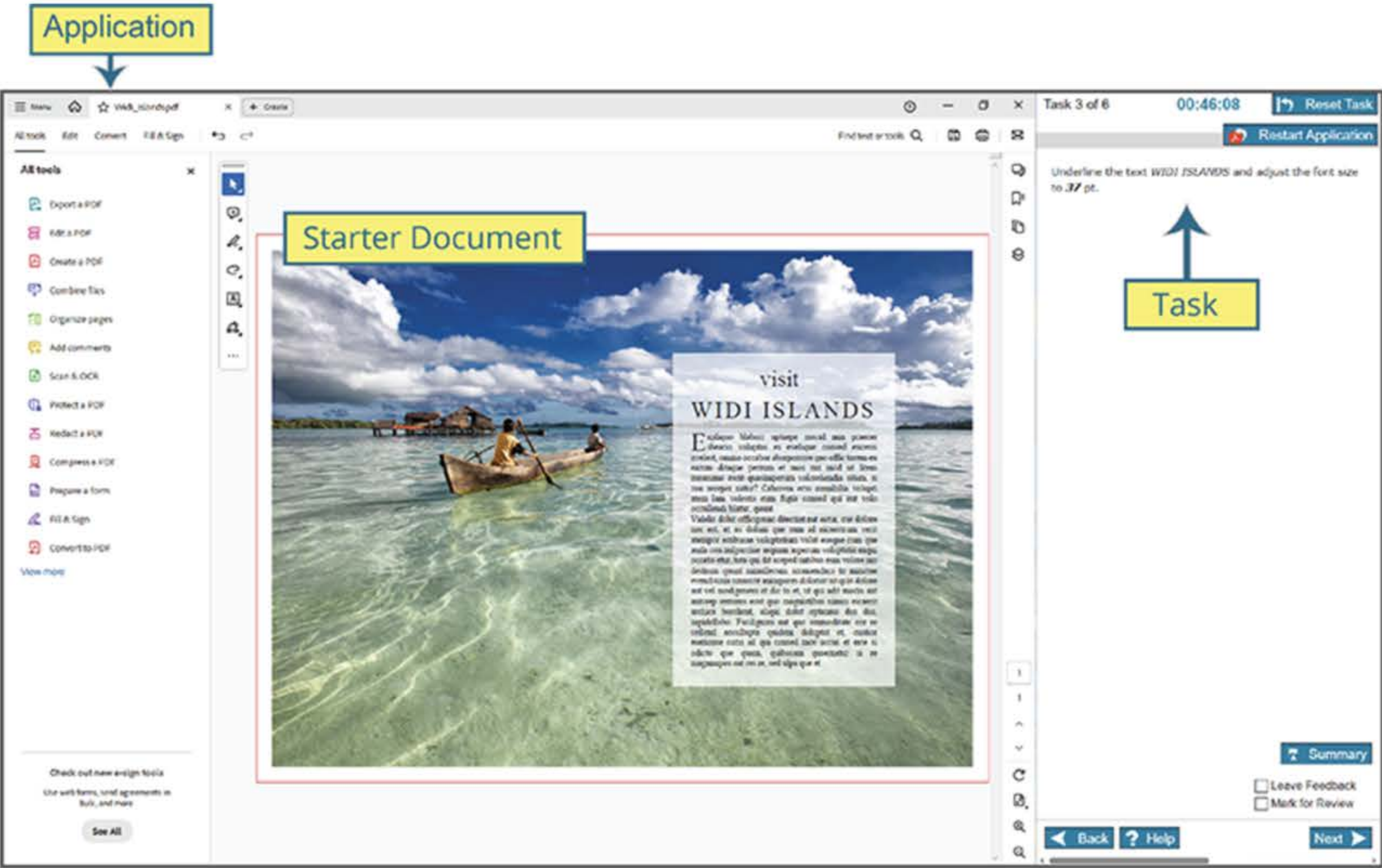
Questions	Marked for Review
Acrobat Questions	
Question 1	
Question 2	
Question 3	
Question 4	
Question 5	

Submit Section

Acrobat Task Section

In the second section, you will complete 20 tasks using Acrobat. Each task is displayed in the Certification Test panel.

Most tasks begin with a starter document loaded. You do not need to save the document after you complete the task, unless you are instructed to do so in the task. Your work on the starter document will be saved automatically when you select the **Next** or **Back** button.



Almost all application functionality is available to you to complete each task. You will receive credit for any method of completion that meets the task requirements. For some of the tasks, you will receive credit for each correct part that meets the requirements.

A few features will be blocked during the exam. These include:

- Open
- Help
- Adobe Bridge
- Adobe Stock
- CC Library

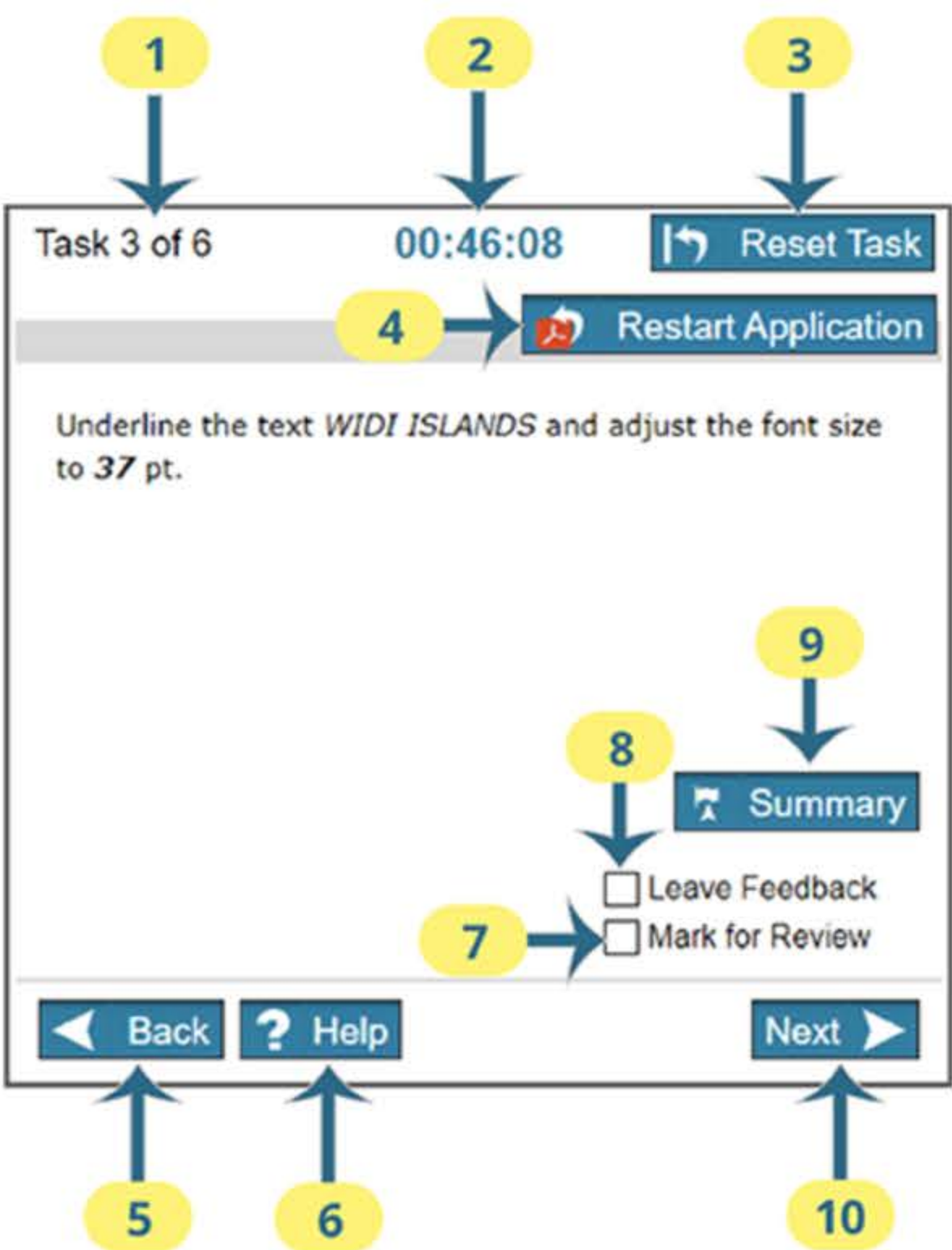
Do **not** try to access these features during the exam. None of these features are necessary to complete the exam.

If Acrobat crashes or you need to quit the application while you are taking the test, you can resume the exam on the same computer. Your progress will be saved for all tasks you submitted.

Acrobat Task Navigation

The Certification Test panel includes the controls you need to navigate the exam and manage your time. The following image shows these controls.

1. Identifies the task you are completing and the total number of tasks on the exam. Monitoring your progress using these numbers will help you ensure that you have enough time to complete all tasks.
2. Reports how much time you have remaining to complete the exam. Time is shown in hours:minutes:seconds.
3. Select the **Reset Task** button to reset the document to its starting state. You will need to successfully complete the entire task to score a point, so use this button with caution.
4. Select the **Restart Application** button to restart Acrobat if the application closes or becomes unresponsive, or if you experience a long delay when navigating between items. If you need to restart the application, save the files you are working on before clicking **Restart Application**. Any unsaved work done on the current document will be lost, so use this button only when necessary.
5. Select the **Back** button to return to the previous task. Clicking the **Back** button saves any work you have done on the current document.
6. Select the **Help** button to display general help for the Acrobat task item type. **Note:** This is not an application Help button.
7. Check **Mark for Review** if you want to remember to return to this task from the Section Summary page.
8. Check **Leave Feedback** if you want to remember to leave feedback on this task.
9. Use the **Summary** button to view the list of all items in this section. You can return to any item from the Section Summary screen to continue your work on that item. You can also exit this section of the exam from the Section Summary screen.
10. Select **Next** to save your document and proceed to the next task.



Task Instruction

The text in the Certification Test panel describes the task you must perform to receive a correct score. Some tasks are scored based on the changes you make to the document, and some tasks are scored based on the response you select or type in the panel.

The screenshot shows a sample item with typographic formatting applied. Each number identifies a feature of the item.

Task 4 of 7

00:49:27

Reset Task

Restart Application

Question

Exhibit

Underline the text *WIDI ISLANDS* and adjust the font size to **37** pt. Replace the word *visit* with *experience*. Use the exhibit as a guide. (Click the [Exhibit](#) tab.)

1. The **Exhibit** tab provides reference images to help you complete tasks. For tasks that have exhibits, click the **Exhibit** tab in the Certification Test panel to see the reference image. You can also click on the Exhibit link in the item to see the exhibit tab.
2. *Italicized* text refers to a filename you must import or an existing part of the document. For example, italicized text might reference a layer or text in a document.
3. **Bold italicized** text is text that you must type.
4. The dotted underline indicates text that you can click to copy and then paste into Acrobat. If you want to paste text into a dialog box, copy the text before opening the dialog.

Here are some guidelines to keep in mind:

- You only need to change the settings specified in the task. If a setting value is not specified, keep the default value.
- Do not make any additional changes to the starter document. For example, only change layer names and groups if the task requires it.
- If you are asked to save or export a file, always save it at the default location or the location specified in the task. Do **not** navigate to other folders.
- Do **not** add assets to CC Library.

If the task requires you to make one or more selections, make sure to make the selection before clicking Next.

Task 6 of 9

00:47:05

Reset Task

Restart Application

What is the name of the bookmark that navigates to Page 3 of the document?

☐ A) Accommodations

☐ B) Transportation

☒ C) Dining

☐ D) Activities

A task might require you to enter text or a numeric value. If the task requires a number entry, you might see a hint after the entry box indicating the number of digits to enter. In the example shown below, the (##) after the entry box indicates that the number should be a 2-digit whole number.

Task 5 of 9

00:49:03

Reset Task

Restart Application

What is the font size of the text *WIDI ISLANDS*?

Enter your answer. (##)

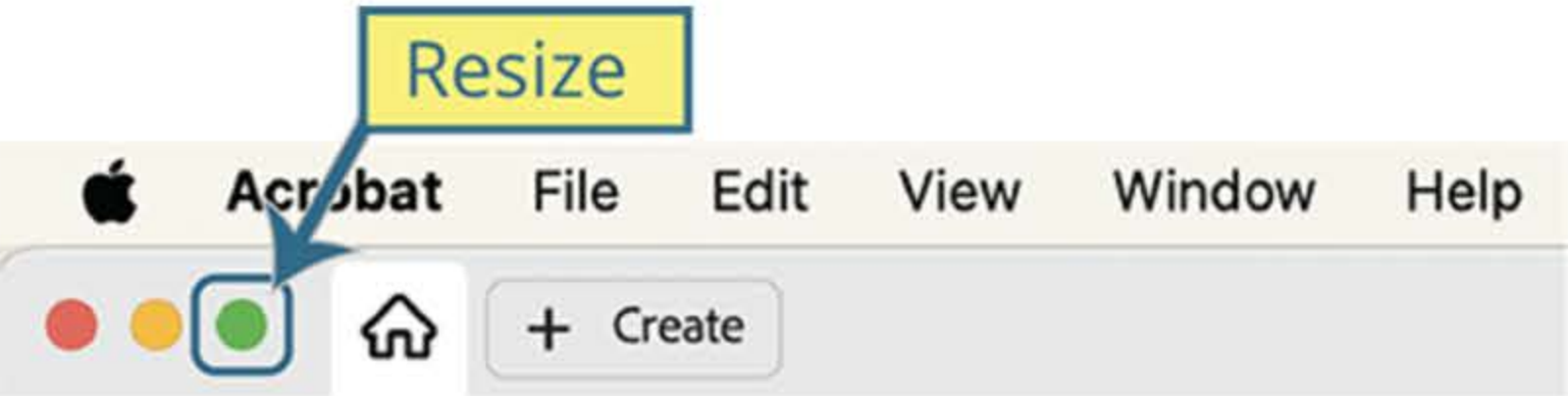
Hint

Note: The Reset Task button will reset the starter document, but does not reset the selection or typed response.

Working with Acrobat and the Certification Test Panel

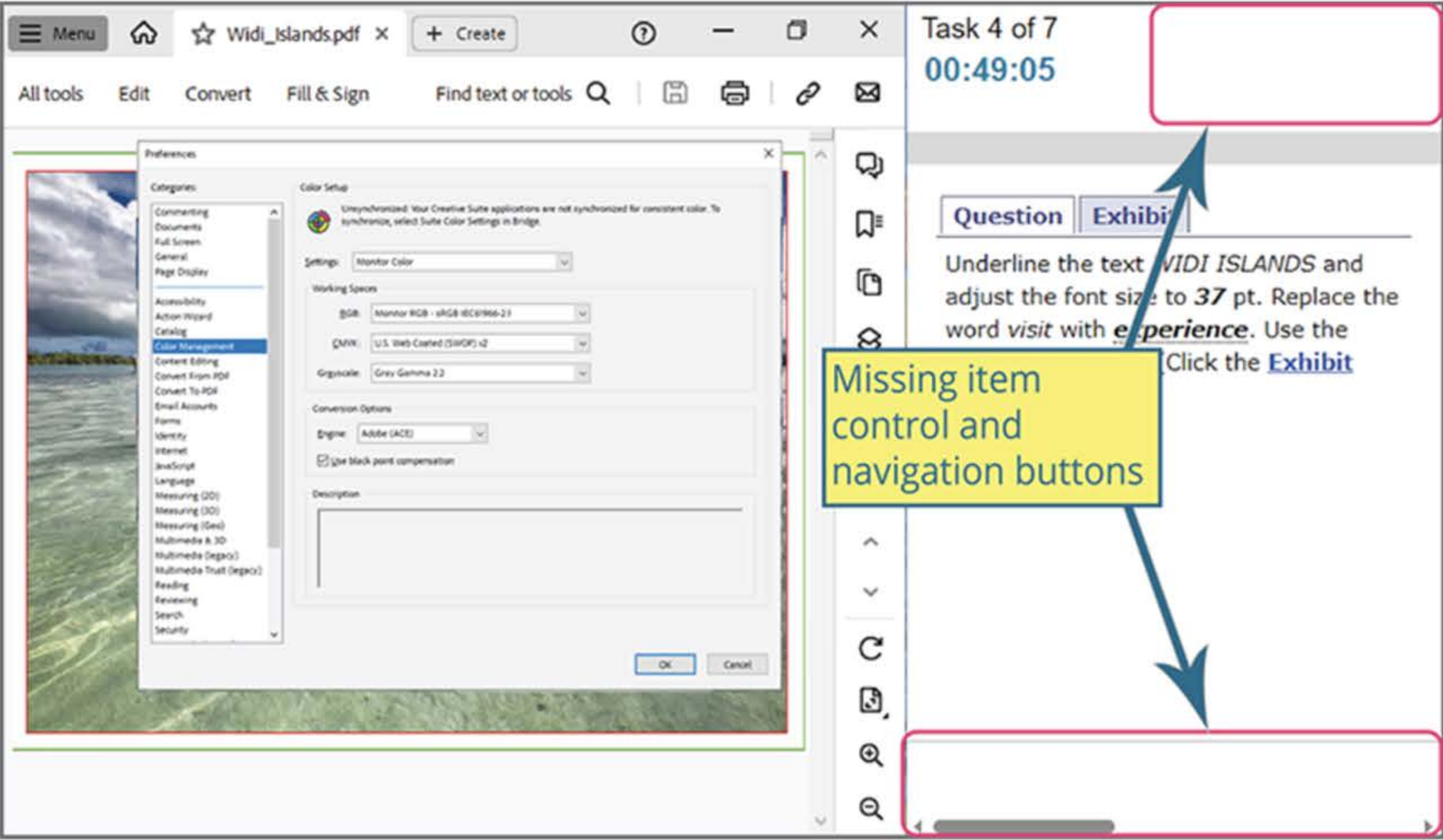
The Certification Test Panel runs next to the Acrobat application in the test window. You can resize the Acrobat window, but the Certification Test Panel cannot be resized or moved.

Mac Users must manually resize the Acrobat application window if it does not automatically fill the available space in the testing window next to the Certification Test Panel. If you maximize the Acrobat window using the application tool, the Acrobat window will completely cover the Certification test panel. To resolve this issue, click on the resize button again to exit Full Screen mode.



Important:

Make sure to close all open dialogs before navigating away from a task. If dialogs are not closed, the exam might freeze, and the buttons on the Certification Test Panel will disappear, as shown below. If this happens, you will need to close Acrobat and resume your exam.



Task Section Summary

After completing the final task, you will reach the Section Summary page.

Each task you marked for review is indicated. You can navigate to any task from this page. To return to a specific task, select the task number. To return to this page from the task, select the **Section Summary** button. After you finish reviewing tasks, select the **Finish Section** button.

00:23:39

Section Summary

The table below shows a list of all the tasks. Each task you Marked for Review is indicated. To return to a specific task, select the task number.

Tasks	Marked for Review
Acrobat Tasks	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	

Finish Section

Exam Feedback

After completing the task section, select the **Leave Feedback** button to leave feedback on individual questions or tasks.



You will see the first question. Leave feedback on that question by selecting the **Leave Feedback** button. You cannot make changes to your answers while leaving feedback. You will have 10 minutes to enter your feedback.

You can navigate through the questions and tasks using the **Next** and **Back** buttons. To view a list of all questions and tasks, select the **Section Summary** button to visit the Exam Summary page. Each question or task you marked for feedback is indicated. You can navigate to any question or task from this page by selecting its hyperlink. After you finish leaving feedback on individual questions and tasks, select the **Finish Section** button to view the Thank You page.

Select the **Next** button to leave feedback for the exam. On the exam feedback page, you can provide feedback using the prompts, or enter your own feedback. Select the **Next** button to review your Score Report.

00:07:19

Exam Summary

The table below shows a list of all of the questions and tasks. Each task you marked for Leave Feedback is indicated. To return to specific question or task, select the question or task number.

Tasks	Marked for Feedback
Acrobat Questions	
Task 1	
Task 2	
Task 3	
Task 4	
Acrobat Tasks	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	

Finish Section

Leave feedback about the exam

You may enter feedback about the exam below.

- 1. Tell us what you liked about the exam.
- 2. Tell us what you didn't like about the exam.
- 3. Did you experience any technical problems? If so, please describe them.

Next

Score Report

You must select the **Exit Exam** button to upload your score report. You cannot save or print your Score Report while in the exam. After your Score Report has been uploaded, you can view and print it by logging into the Certiport website.



Exam Score Report

Candidate

Exam Name
Document Creation and Management using Adobe Acrobat Pro

Results	100	200	300	400	500	600	700	800	900	1000
Required Score										
Your Score										

Section Analysis

Working in Document Management	75%
Acrobat Workspace	67%
Creating and Organizing PDFs	71%
Editing PDFs	67%
Sharing and Reviewing PDFs	100%
Protecting, Standardizing, and Exporting	83%

Final Score

Required Score	700
Your Score	820

Outcome

Pass	✓
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Exit Exam