

Adobe Acrobat Professional - Using Forms

Duration: 1 Day

Course Objective

We aim at providing students with the knowledge and skills to create PDF forms using the latest version of Adobe Acrobat. MS office applications will be used to create forms and turn them into interactive Acrobat PDF forms. Participants will identify techniques to modify forms and validate fields. They will also work with scanned PDF forms, and will have hands over practice of how to leverage dynamic forms. At the end of the course, students will be able to create and manipulate PDF forms without any difficulty.

Target Audience

We are aiming to get people with a background of Acrobat though new users are welcome.

Pre Requisites:

A basic understanding of the computer operating system you are using. Prior experience in creating form but not important and basic understanding of mathematical formulas.

Course Content

Introduction

Overview of electronic forms
Analysing steps in creating forms

Getting Started with Forms

Creating Form in Acrobat X - From Scanned paper forms; existing Ms Office forms
Form Tools - Textfields, Checkboxes, Radio buttons, Listboxes, Dropdown etc.
Working with form fields
Validating fields
Editing field properties
Setting Tab Order
Connecting to SendNow
Distributing and collecting forms - Using SendNow
Making forms accessible for users of Adobe Reader
Compiling return form
Barcoded forms
How to calculate your field values with the existing mathematical tools in Acrobat x and simple scripting.

An introduction to LiveCycle Form Designer

Difference between Acrobat X and LiveCycle Form Designer

Conclusion