



AcroForms

AcroForms is a one-day course introducing and describing various techniques for using Acrobat forms to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. This course first introduces the basics of form design and describes how to design your forms for efficient data exchange.

Target Student: Those who are responsible for converting documents into PDF formats or creating PDF forms as well as anyone interested in creating electronically distributed PDFs or editing and securing PDFs.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to create interactive forms that can reduce data collection and processing errors, and enhance the user experience.

What's Next:

LiveCycle Designer Forms Learn to create dynamic PDF based forms and documents as well as how to add interactivity, security and scripts to forms.

InDesign – Level 1 Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

Dreamweaver Website Development Learn to create websites using Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Navigate through Adobe Acrobat.
- Create PDFs from Microsoft Word documents, scanned documents, webpages, and multiple files.
- Add text fields, check boxes, radio buttons, and combo boxes.
- Format field settings and values.
- Add security to PDF files, including password protection and locking files.





AcroForms

Adobe Acrobat

- Tour the Work Area
- Using Acrobat Menus
- Using Acrobat Toolbars
- Working with the Navigation Tabs
- Customizing the Work Area

Creating PDFs

- Converting Microsoft Word Documents to PDF
- Working with Scanned Documents
- Creating PDFs from Web Pages
- Creating PDFs from Multiple Files

Adding Fields to a Form

- Adding Text Fields
- Adding Check Boxes
- Adding Radio Buttons
- Adding Combo Boxes
- Naming Form Fields
- Creating Multi-line Text Fields
- Formatting Field Settings
- Formatting Fields Values
- Duplicating Form Fields
- Adding Reset Buttons
- Adding Action Buttons
- Creating Digital Signatures

Adding Security

- Looking at Security Preferences
- Adding Security to PDF Files
- Password Protecting PDF files
- Locking Form Fields

AcroForms vs. Designer Form

- The Difference between AcroForms and Designer Forms
- Choose which Program to Use
- The Pros and Cons