

Adobe® Acrobat® 8 Pro: Creating Forms

Designed for business users who want to create basic forms, this class teaches you to use Acrobat's built-in forms tools to create simple fillable PDF forms. Typical forms workflows will be described. Take advantage of the new form field recognition command to automatically generate form fields on documents with existing form structure. Both Macintosh and Windows users are welcome! The class will concentrate primarily on the Acrobat forms tools, however we will also introduce you to creating forms using Adobe LiveCycle Designer (Windows only.) Create forms by adding common form elements such as text, list, radio button, and check box objects. Perform simple calculations and learn how to distribute your form.

This course requires Acrobat 8 Professional.

Objectives:

- Describe the forms capabilities of Acrobat
- Describe typical user workflows
- Use form field recognition to create form fields
- Modify and create text, list, radio button, and check box fields
- Set field properties
- Make form fields perform simple calculations
- Distribute a form

Outline:

Overview of Acrobat forms capabilities

- Acrobat forms tools vs. LiveCycle Designer
- Form types and data submission
- Typical user workflows

Using Forms

- Fill out a PDF form
- Import and export form data

Creating Forms using the Acrobat forms tools

- Use form field recognition
- Set form field properties
- Create new text, radio button, check box, and list box fields
- Duplicate fields
- Validate a field
- Perform simple mathematical calculations
- Set the tab order of fields

Distributing Forms

- Email forms
- Enable Usage Rights in Adobe Reader
- Collect form data

Creating Forms with Designer

- Create a form from a template
- Create a new, blank form
- Import an image
- Add text and text field objects
- Set object properties
- Add list, radio button, and check box objects
- Use FormCalc to perform calculations