



Adobe® Acrobat® 9— 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. Create forms by adding common form elements such as text, list, radio button, and check box objects. Perform simple calculations. Learn how to distribute your form and collect form data.

Prerequisite: Introduction to Acrobat or equivalent.

Objectives:

- Describe the forms capabilities of Acrobat
- Describe typical user workflows
- Add 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

- Add form fields to an existing PDF document
- Use different field types
- Duplicate fields
- Validate a field
- Perform simple mathematical calculations
- Set the tab order of fields

Distribute Forms

- Explore various methods for distributing forms and collecting form data

