

Adobe Acrobat 9.0 Forms

Days of Training: 1

Overview

In this course, students will use Adobe Acrobat 9.0 to create, control and distribute PDF forms.

Prerequisite

- Adobe Acrobat 9.0 Level 1 or equivalent experience.

At Course Completion

After completing this course, students will be able to:

- Convert a Microsoft Word form into a PDF form.
- Add form fields.
- Control fields using properties.
- Create calculated values in fields.

Lesson 1: Creating Basic Forms

The Forms Environment
Auto-detecting form fields
Adding Form Fields
Form Field Types
Testing your Form

Lesson 2: Form Field Properties

Required Fields
Formats
Options
Validation patterns
Form Design
Calculations

Lesson 3: Delivering Forms

Securing Forms and Usage Rights
Emailing forms using Microsoft Outlook
Collecting forms
Exporting Results to Microsoft Excel

Lesson 4: Intro to Forms in LiveCycle

The LiveCycle Environment
Adding Fields
The Object Palette
Creating Custom Calculated Fields