

Course Outline

Adobe Acrobat (Standard or Professional): Forms Essentials

Days: ½ day (3 hrs.)

Prerequisites: Windows Introduction or equivalent experience. Basic word processing, and exposure to Adobe Acrobat.

Course Description:

This half-day class is designed to give you the skills necessary to create “fillable” forms using the built in form tools of Adobe Acrobat. You will learn design approaches to creating forms; the Form toolbar; how to add form fields (text, check boxes, radio button, list boxes); how to set form properties/behaviors; how to set tab order; and how to add action buttons to clear forms or submit form via e-mail. Note: This class does not cover use of Adobe Forms Central or LiveCycle.

Course Content:

Unit 1: PDF Form Overview

- Types of PDF Forms
- Form Elements
- Printing and Saving PDF Forms
- “Step 1”: Tips for Planning Forms
- Choosing Form Elements

Unit 2: Creating new Forms

- Laying Out New Form Fields
- Setting Form Properties/Behaviors
- Set Form-Filed Tabbing Order
- Creating Action Buttons

Unit 3: Enable Reader User Rights

- Allow Acrobat Reader users to save form data