Adobe Acrobat - Creating Forms
1 Day Course

Overview

This course is designed to introduce delegates to Adobe Acrobat's Form creation features. You will learn how to create interactive PDF forms from existing documents and from scratch.

Audience

Anyone needing to create interactive forms for internal company use or for distribution.

Course Objectives

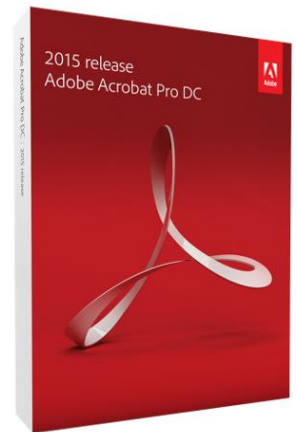By the end of this course, attendees will be able to:

- Create a quick document for distribution
- Create forms using Acrobat
- Convert forms created in other software into Acrobat

Prerequisites

Delegates should have attended our Introduction course or have gained similar knowledge in the workplace.

Course Contents (1 days)

- PDF Overview
    - Clarification of PDF file format
    - PDF and its functions
    - Acrobat components and interface
    - PDF Writer
    - Acrobat views
- PDF Distiller
    - Job options
    - Embedding fonts
    - Colour management
    - Watched folders
- Building Documents
    - Cropping pages
    - Creating pages from imported images
    - Working with thumbnails
    - Setting document information
    - Viewing PDF documentation in browsers
    - Combining PDF pages
    - Extracting pages
    - Converting spreadsheets and presentations
    - Document navigation
    - Screenshots to PDF

- Creating Forms and Form Templates in Other Applications
    - Creating Forms in Word and InDesign
    - Review of appropriateness of other available software
- Online forms
    - Creating a form
    - Form design elements
    - Adding and Editing form fields
    - Form field properties
- Bookmarks and navigation links
    - Setting and Editing
    - Setting bookmark destinations
    - Web links and Article links
- Acrobat proofing
    - Drawing tools
    - Annotation tools
    - Importing and exporting annotations
    - Adding/changing text
    - Adding/changing graphics
- PDF Security
    - Setting passwords and password permissions

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.