



### Adobe Acrobat Forms 8

*Click here for course dates and to register.*

AcroForms is a one-day course introducing and describing various techniques for using Acrobat forms to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. This course first introduces the basics of form design and describes how to design your forms for efficient data exchange.

**Target Student:** Those who are responsible for converting documents into PDF formats or creating PDF forms as well as anyone interested in creating electronically distributed PDFs or editing and securing PDFs.

**Prerequisites:** Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After completing this course, you will be able to create interactive forms that can reduce data collection and processing errors, and enhance the user experience.

**What's Next:**

**LiveCycle Designer Forms** Learn to create dynamic PDF based forms and documents as well as how to add interactivity, security and scripts to forms.

**InDesign – Level 1** Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

**Dreamweaver Website Development** Learn to create websites using Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Navigate through Adobe Acrobat.
- Create PDFs from Microsoft Word documents, scanned documents, webpages, and multiple files.
- Add text fields, check boxes, radio buttons, and combo boxes.
- Format field settings and values.
- Add security to PDF files, including password protection and locking files.



### Adobe Acrobat

1 Day

Adobe Acrobat  
Tour the Work Area  
Using Acrobat Menus  
Using Acrobat Toolbars  
Working with the Navigation Tabs  
Customizing the Work Area

Creating PDFs  
Converting Microsoft Word Documents to PDF  
Working with Scanned Documents  
Creating PDFs from Web Pages  
Creating PDFs from Multiple Files

Adding Fields to a Form  
Adding Text Fields  
Adding Check Boxes  
Adding Radio Buttons  
Adding Combo Boxes  
Naming Form Fields  
Creating Multi-line Text Fields  
Formatting Field Settings  
Formatting Fields Values  
Duplicating Form Fields  
Adding Reset Buttons  
Adding Action Buttons  
Creating Digital Signatures

Adding Security  
Looking at Security Preferences  
Adding Security to PDF Files  
Password Protecting PDF files  
Locking Form Fields

AcroForms vs. Designer Form  
The Difference between AcroForms and Designer Forms  
Choose which Program to Use  
The Pros and Cons

