



Adobe Acrobat Forms

One-Day Course

Windows and Macintosh

Course Overview:

Explore the forms capabilities in Acrobat. Learn how to convert existing forms into interactive PDF forms by using Acrobat to create, format, and copy PDF form fields, including signature fields. Take advantage of the forms layout grid and use Acrobat's built-in features to validate and restrict entries and perform simple calculations. You will be shown simple JavaScript calculations to enhance your forms.

Please note: CGI scripting and server-side setup is not covered in this course.

Adobe Acrobat Professional requires Windows 2000 or XP or higher or Mac OS X v.10.2.2 or higher to run. Form creation is not supported in Adobe Acrobat Standard.

Course Content:

- Converting existing forms to the PDF format
- Spell checking data entered into a form
- Filling in forms and exporting and importing the data from and back into Acrobat
- Creating form fields such as text fields, radio buttons, check boxes and combo boxes, and digital signature fields
- Duplicating fields or a series of fields
- Validating fields
- Using the layout grid
- Calculating form fields with presets
- Adding basic JavaScript to customize calculations
- Working with Digital Signatures
- Using Form Fields for navigation and interactivity