



Adobe Acrobat - eForms Introduction

ACROBAT EFORMS TRAINING COURSE SYNOPSIS

This course introduces and describes various techniques for using Adobe Acrobat Forms to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. After the completion of this course, you will be able to create interactive forms that can reduce data collection and processing errors, and enhance the user experience. The course first introduces the basics of form design and describes how to design your forms for efficient data exchange.

PREREQUISITES FOR THIS ACROBAT EFORMS TRAINING COURSE

Knowledge of your operating system and basic computer navigation is required for all classes. We also recommend that you have the Adobe Acrobat software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site.

WHAT YOU WILL LEARN IN THIS ACROBAT EFORMS TRAINING COURSE

- Moving from paper to eForms
- Field Formatting and Calculations
- Working with JavaScript in Acrobat
- Using templates in eForms
- Document security issues
- Routing and archiving eForms
- FDF solutions versus XML based solutions
- Deploying an eForm Solution

ACROBAT EFORMS TRAINING COURSE LENGTH AND TIME

This class is 2 days long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

ACROBAT EFORMS - ENROLLMENT

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

LOCATIONS FOR THIS ACROBAT EFORMS TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS ACROBAT EFORMS TRAINING COURSE

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

DISCLAIMER

Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

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LESSON 1 - DESIGNING FORMS

- Choosing a design application
- Designing forms in Word
- Designing forms in Illustrator
- Designing forms in InDesign
- Looking at a finished PDF
- Enabling Reader users

LESSON 2 - CREATING AND EDITING FORM FIELDS

- Using auto-recognition
- Understanding fields
- Designing for neatness
- Creating text fields
- Creating check boxes
- Creating radio buttons
- Creating list boxes
- Creating dropdown boxes
- Introducing buttons
- Controlling button appearance
- Creating artwork in Photoshop
- Creating artwork in Illustrator
- Creating artwork in InDesign
- Activating buttons
- Using show/hide fields
- Creating signature fields
- Duplicating fields
- Multiple fields
- Editing forms
- Reading barcodes

LESSON 3 - PERFORMING MATH

- Introducing math operators
- Creating an order form
- Calculating sales tax with JavaScript

LESSON 4 - SECURING FORMS

- Setting passwords
- Creating digital signature security

LESSON 5 - DISTRIBUTING AND MANAGING

- Reducing file size
- Distributing with email
- Distributing with Acrobat.com
- Managing data with Excel
- Tips for Tablets and Smart Phones