



Adobe Acrobat Forms & Data

Print/Publishing Course

Tuition: \$359

1 Day Hands-on Course

This 1-day course focuses on using OSX, Acrobat and how to build forms for distribution and the supporting features built into Acrobat Pro. Adobe has made form creation accessible with Acrobat; however, before you reach for the mouse and start creating form fields this class will discuss best practices that will save you from putting your data in the dumps..

PREREQUISITES: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Fundamental understanding of Adobe Acrobat Pro recommended.

WHO SHOULD ATTEND: This course is geared toward all professionals working in print and graphic design.

USING ACROBAT

Interface
Navigation
Acrobat Help

DISTRIBUTION & TRACKING WITH ACROBAT

Distribute (email, internal server, Acrobat.com)
Response file (PDF portfolio)

CONCEPTUALLY, USING FORMS

Strategies, approaches & alternatives
Form base creation
 Form Wizard
Enabling with Reader

DATA GATHERING

Submitting forms
Exporting data

FORMS TOOLS ON OSX ACROBAT PRO (9)

Why Windows is different (re; Acrobat forms)

FORM FIELD BEHAVIOR

Creating
 Buttons, Text boxes
Actions
Editing
 General, Appearance
 Options
 Actions
 Format
 Validate
 Calculate
Options
Interactivity
Extending forms

