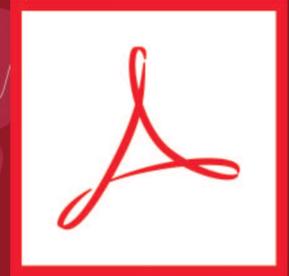# Building Blocks
LEARNING NETWORK

Adobe Acrobat DC Forms Workshop

Overview

Adobe® Acrobat® DC is advanced software used to manipulate Portable Document Files (PDFs) now ubiquitously used for information exchange in modern offices. Once used only to disseminate text and graphic information to readers from authors, the PDF format now has evolved to disseminate and also to collect information through the forms feature.

Audience

This course is intended for students who want to use the tools and features of Acrobat DC for making and enhancing PDF forms. Students will also use Acrobat to distribute forms via email and simulate the collection of data from a series of PDF form replies.

Because this is a workshop, students are encouraged to bring in their working files (on USB if possible) if they want to work on these PDF projects specifically. Otherwise, the instructor will provide exercise files.

Duration 1 Day

Price $350.00

Course objectives

By the end of the course you will be able to:

- Consider the audience and establish conventions for your forms based on this
- Have form fields automatically generate for existing documents
- Generating and formatting form fields from scratch; Text, Check Boxes, Radio Buttons, Lists, Drop-Down Lists, Buttons
- Apply form field options for: appearance, options, actions, format, validation and calculations
- Add conditional image, date, signature and barcode fields
- Sizing and positioning fields with automating tools
- Setting tab order in forms
- Formatting the submit button to retrieve data in usable formats
- Distribute and track forms via email; collect the data

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Course Content

Forms Data Considerations

- Understanding your audience, how many form replies you can expect, and what format of data you wish returned (filled PDF, spreadsheet or databse)

- Know which type of form field to use to make it simple and painless for users to fill out their information effectively and correctly

Making a PDF Form

- Forms from existing documents: planning for the PDF form

- Adding form fields and understanding their unique capabilities

- Apply to fields: appearance, options, actions, format, validation and calculations

Form Layout

- Using the Alignment, Distribution, and Sizing tools to automate field sizing and position relative to page

- Setting tab order

- Consider form field use and positioning in page layout

- Add conditional image, date, signature and barcode fields

Form Distribution, Data Tracking and Collection

- Use Acrobat to distribute your forms via email and track the replies

- Compiling returned data into spreadsheets and databases

Workshop for Forms

- Individual consultations on specific Acrobat Forms issues in a workshop setting