

Acrobat Forms

Creating Acrobat Forms: Learn the basics of creating and managing interactive forms in Adobe Acrobat.

Form Design: best practice techniques for designing forms that are user-friendly and visually appealing.

Form Fields: Get to grips with adding various types of form fields such as text fields, checkboxes, radio buttons, date, image, drop-down menus, buttons and button actions. Configuring form fields to ensure valid data is collected.

Form Distribution and Data Collection: Learn how to distribute forms to collect data effectively and manage form responses.

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

- Create PDF Forms:
 - Auto-detect and understand form fields.
 - Create basic form fields (text, checkboxes, radio buttons, list boxes, dropdowns).
- Specialized Form Fields:
 - Create comb fields, multiline text fields, non-printing, and print-only fields.
- Work with signature fields.
- Field Calculations:
- Manage Form Fields:
 - Align, distribute, resize, and duplicate fields.
- Create actions Buttons:
 - Design navigational, reset, submit, and menu action buttons.
- Format label and icon buttons.
- Final Touches:
 - Distribute & Collect Data:
 - Manually or via Acrobat.com..
 - Work with response PDFs and export data to Excel.

