

Adobe Acrobat PDF Forms

Duration: 1 Day (9am – 4.30pm)

Course Pre-Requisites: It's strongly recommended that you complete the **Adobe Acrobat Pro Essentials** course first to get a solid foundation in Acrobat's basic tools.

Resits: 1 Free Course Resit

Certificate: All attendees will receive a certificate of completion.

Course Overview:

Design intuitive, fillable PDF forms with Adobe Acrobat Pro! This course empowers you to create easy-to-use forms, streamlining data collection for you and your users. Learn to incorporate various form fields, add calculations, enhance interactivity, and ensure efficient distribution.

Who should attend?

- Professionals who want to create fillable PDFs instead of paper forms.
- Anyone involved in data collection who wants to improve form efficiency.

Course Outcomes:

By the end of this course, you'll be able to:

- Design and create electronic fillable PDF forms within Acrobat.
- Use form fields with special functions (like checkboxes, dropdown lists, etc.).
- Add calculations to automatically tally totals or perform other functions.
- Incorporate interactive buttons for navigation, submitting, or resetting forms.
- Secure forms and control distribution.
- Collect form data efficiently and export the results to Excel.

Training Modules Overview:

1. Creating PDF Forms

- Learn how to automatically create a form from a template or start from scratch.

- Understand the different types of form fields and when to use them.

2. Working with Special Form Fields

- Explore fields like comb fields (for evenly spaced text entry), multi-line text fields, and signature fields.

3. Calculating Form Fields

- Create basic calculations and use hidden fields for advanced computations.

4. Working with Form Fields

- Learn how to align, resize, and duplicate form fields to speed up your workflow.
- Use "show/hide" actions to display fields based on user input.

5. Creating Buttons

- Add buttons for navigation, resetting sections, submitting the form, and more.
- Customize button appearance with different label and icon styles.

6. Finishing Touches

- Control form security to protect the form and its data.
- Enable additional features by creating Reader Extended PDFs.
- Ensure your forms are accessible to those with disabilities.

7. Distributing PDF Forms for Data Collection

- Distribute forms manually via email or use Acrobat.com for automated distribution and data collection.
- Collect form responses and export the results directly into Excel.