Acrobat PDF Writer
Create & Manage Forms

General Outline

The Adobe Acrobat Portable Document Format (PDF) has become accepted as the standard for distributing documents online. Distribution methods include e-mailing, storing on intranet and internet web sites and distributing on CDROM.

This course takes you to the next level of using PDFs (Portable Document Files) for generating and communicating forms.

The course focuses on how to create 'fill-able' forms that you can send to your contacts, have them fill out the forms using Acrobat Reader, and then send the completed forms automatically back to you. How to collect, collate then analyse the data you receive is also covered.

Major Skills Covered

- Create the basic 'skeleton' for a PDF form from an existing PDF, Word, Excel or hard-copy document.
- Add, configure and format 'fill-able' fields, such as:
  ⇒ single-line and multi-line text fields
  ⇒ check boxes
  ⇒ drop downs (combo boxes)
  ⇒ option buttons
  ⇒ function and command buttons
- Use shortcut techniques to create, align, size and format copies of similar fields.
- Use basic text touch-up tools to edit PDF text and add more text.
- Implement 'behind-the-scenes' scripting/ programming to auto-populate fields (e.g., automatically enter the State and Post Code from a selected Town).
- Process the final form so it can be sent and completed by a user with Adobe Reader.
- Consider security when deploying fill-in forms.
- Complete and fill in test forms and submit in a number of ways in a test environment.
- Collect data from 'filled-in' forms, and run batch processing for multiple forms and large data-collection.
- Extract completed data from multiple filled-in forms automatically.
- Export the collected data to manageable data types (e.g., Excel spreadsheets, Access databases) for later analysis.

Client Reviews

"Impressed with how much we can implement PDF forms into our daily work/reports."
Tammy, Admin Manager

" Great delivery, book and exercises. Improved my knowledge and skills at electronic forms."
Leonie, CTC Manager

Delivery, Duration & Rate

- 1 day public course, OR
  3 x 1-hour online OR
  Closed / Onsite (inquire)
- For rates and dates, visit:
  classtraining.com.au/
  coursedates/8-acrobat-pdf-
  writer-create-manage-forms

Prerequisites

No experience in Acrobat is required. Attendees should be familiar with using a Windows PC.

Public Course Includes*

- Use of a computer for hands-on exercises.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

Dates + Bookings

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- View dates and book online at:
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