



Acrobat PDF Writer

Create & Manage Forms

Course Content

General Outline

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.**

You'll also learn how to add **calculation fields** to forms, how to **autopopulate** fields with data and how to **validate** whether data has been entered correctly.

You'll come away with some great ideas for your forms.

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 autopopulate 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 (eg, 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

- ◆ 1 day public course, **OR**
2 x 1½-hour online sessions **OR**
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/8-acrobat-pdf-writer-create-manage-forms/](http://classtraining.com.au/coursedates/8-acrobat-pdf-writer-create-manage-forms/)

Prerequisites

No experience with **Acrobat** is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:
office@classtraining.com.au
- ◆ Book online:
[classtraining.com.au/
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