



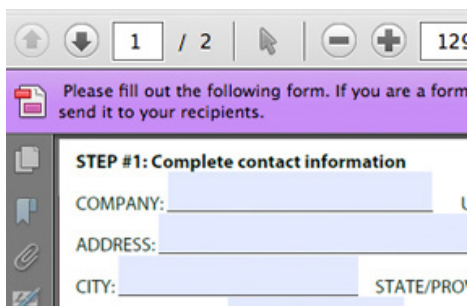
Adobe Acrobat Pro Training Courses Sydney, Melbourne, Brisbane and Online

Acrobat PDF Forms | Course Overview

COURSE DESCRIPTION

Learn how to build forms and gather data by creating electronic fillable PDF forms using Acrobat. This will help to make completing forms and collecting form data easier for everyone involved. During this course we will cover the basic principles of form design as well as the available features within Acrobat. We will start with a blank form and add form fields, field properties, apply form security and shortcuts when adding form fields.

At City Desktop Training – an Adobe Authorised Training Centre – upon course completion participants receive a Certificate recognised by Adobe.



WHAT YOU WILL LEARN

- Create and manage electronic fillable PDF forms in Acrobat.
- Understand basic form design principles and utilise Acrobat's features.
- Add, calculate, and manage special form fields effectively.
- Incorporate interactive buttons and finalise forms for distribution.
- Efficiently collect and organise data through distributed PDF forms.

PREREQUISITE

Our 1 day **Acrobat Essentials** course is an important foundation to the success of your training for Acrobat Forms.

\$495

1 DAY | 9-4:30PM

Please visit our website for enquiries and bookings:
www.cd.com.au

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Premium training for visual communication

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Adobe Acrobat Pro Training Courses

Sydney, Melbourne, Brisbane and Online

Course Outline: Adobe Acrobat PDF Forms

CREATE PDF FORMS

- Create Forms Using Auto-Detect Form Fields
- Understand Form Fields
- Create Basic Form Fields
 - Text Fields
 - Check Boxes
 - Radio Buttons
 - List Boxes
 - Dropdown Boxes

WORK WITH SPECIAL FORM FIELDS

- Comb Fields
- Multiple Line Text Fields
- Create Non-Printing Form Fields
- Create Print Only Form Fields
- Work with Signature Fields

CALCULATE FORM FIELDS

- Create Basic Calculations
- Create Advance Calculations
- Use Hidden Fields for Calculations

WORKING WITH FORM FIELDS

- Align, Distribute and Resize Form Fields
- Duplicate Form Fields Across Multiple Pages
- Create a Show/Hide Action

CREATE BUTTONS

- Add Navigational Buttons
- Format Label Buttons
- Format Icon Buttons
- Create a Reset Form Button
- Create a Reset Section Button
- Create a Submit Button
- Create a Menu Action Button

FINISHING TOUCHES

- Customise Form Security
- Create Reader Extended PDFs
- Make Accessible PDF Forms
- Flatten PDF Form Fields

DISTRIBUTE PDF FORMS FOR DATA COLLECTION

- Manually Distribute and Collect Forms via Email
- Use Acrobat.com to Distribute and Collect Forms
- Work with the Form Response PDF
- Export Form Responses to Excel

Please visit our website for enquiries and bookings:

www.cd.com.au