

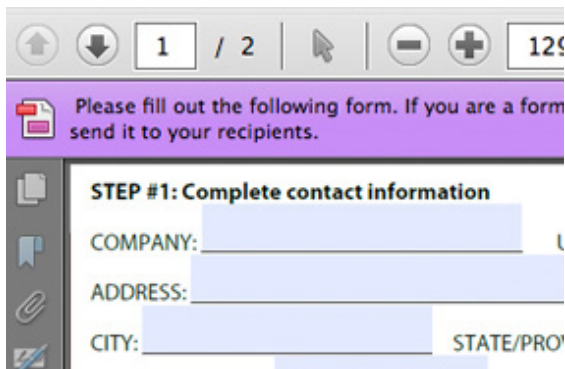


## Acrobat Interactive Forms | Course Overview

### 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 endorsed by Adobe.



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

### TRAINING MODULES

- Create PDF Forms
- Work with Special Form Fields
- Calculate Form Fields
- Working with Form Fields
- Create Buttons
- Finishing Touches
- Distribute PDF Forms for Data Collection

**\$450**(+GST)

**1 DAY | 9-4:30PM**

**Please visit our website for enquiries and bookings:**

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[www.facebook.com/citydesktop](https://www.facebook.com/citydesktop)

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**AUTHORISED**  
Training Centre

### Why train with us?

- Certified trainers
- 4 city locations
- Mac and PC\*
- Free course resit\*
- Free after-course support\*

\*Conditions apply

### Premium training for visual communication

Providing quality training since 1989 to the publishing, design, marketing, print and web industries. Join us in Sydney, Brisbane, Canberra & Melbourne.



# Adobe Acrobat Pro Training Courses

## Sydney, Melbourne, Brisbane and Onsite

### Course Outline

#### 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](http://www.cd.com.au)