

## Adobe Acrobat Business Solutions

# Creating PDF eForms with Adobe Acrobat

In this course you will learn how to create and implement PDF based eForms. The course will make you familiar with the forms tools within Adobe Acrobat Professional such as text field, check box and radio button tools. The course will also focus how forms can be completed, saved, secured and data submitted electronically - reducing the amount of paper passed around the office.

### Topics covered in this course:

#### Introduction

- What is Adobe Acrobat?
- What is Adobe PDF?

#### Creating PDF Documents

- PDF Creation Settings
- Creating PDF Documents

#### Creating eForm Documents

- Using Acrobat Forms Tools
- Text Field
- Radio Button
- List Box
- Combo Box
- Check Box
- Button
- Digital Signature Field

#### Using Templates

- Creating Document Templates
- Controlling Templates via JavaScript
- Applying Templates

#### Data Submission

- Using PDF eForms
- Data Submission Methods
- Using eForms with Adobe Reader

#### Integrating with a Database

- Data Sources
- Connecting PDF eForms to a Database
- Database Examples

#### Using Digital Signatures

- Securing eForms with Digital Signatures
- Using Third Party Tools

#### Deploying Your eForms Solution

- eForm Examples
- Considerations

### Course Information

#### Course Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system.

#### Software

This course uses Adobe Acrobat Professional 7.0 and -

- Microsoft Word

Additional software may be used to illustrate examples

#### Additional Prerequisites

All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site. Where there are operating system dependencies these are indicated in the factsheet.

#### Course Duration

1 Day

#### Acrobat Related Courses

- Adobe Acrobat for Microsoft Office Users
- How to Add Comments and Mark-ups to your PDF Documents
- Adding Security to Adobe PDF Documents
- Creating Accessible Adobe PDF Documents
- Creating PDF eForms with Adobe Acrobat
- Creating Interactive PDF Documents
- Creating PDF eNewsletters
- Working with PDF Document Collections