



Live, Online Training
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Creating Forms in Adobe Acrobat 8 Professional

Getting the most out of your Adobe Acrobat Professional investment means knowing more than what the icons on the forms toolbar can do.

In this series of three, one-hour, live, online classes you will learn a system that will take the guesswork out of building your Acrobat forms.

Not only will you learn “click here to create a form” techniques, but you will learn expert form building tricks that will make your next project easier to implement and your existing forms simpler to update.

Take some of the stress out of your work life. Register today for Creating Forms in Adobe Acrobat 8 Professional.

- For beginning to intermediate form designers.
- Covers AcroForms, the forms created by Adobe Acrobat Professional (Not LiveCycle Designer forms).
- Uses the Adobe Acrobat Connect real-time conferencing software inside Adobe Reader/Acrobat 8.
- Pricing is per connection, not per student. One connection means one internet and one telephone hookup with the instructor. An organization may share a connection in a meeting room.

Eliminate travel costs and only pay for the training you need with live, online training with PDF Conference Producer and Adobe Certified Expert Carl Young.

Train at your desktop, or share the web connection with others in your organization in a conference room at no extra charge.

Pricing:

- \$75 per connection per class, or
- \$200 per connection for the three-part Acrobat Forms series

Course Outline on Page 2

- Priced per connection
- Train at your desk
- Share a connection in a conference room at no extra charge
- Workbook and sample files
- High-quality, two-way voice delivered via a telephone conference call
- Screen sharing
- Also available as private training on your schedule

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Creating Forms in Adobe Acrobat 8 Professional

Course Outline

Class One: AcroForm Basics

- Overview
- A Basic Forms Workflow
- Using the Forms Toolbar
- Carl's Forms Job Aid
- Creating Multiple Fields
- Formatting Special Numbers
- Making Choices: Radio Buttons
- Add a Reset Button
- Tabbing Order
- Combo Box and List Box Fields
- Restrict Data Entry in Field
- Field Calculation
- Submitting Data

Class Two: Intermediate Form Techniques

- Managing Forms with Multiple Fields
- Setting up Repeating Fields
- Turning on Saving and Signing Rights in the Free Reader
- Adding Digital Signatures
- Formatting Digital Signatures
- Adding Security
- Collecting Data in Acrobat 8 Professional
- Setting Up an E-mail Based Workflow

Class Three: Advanced Form Techniques

- Introduction to JavaScript
- Simplified Field Notation Review
- Where You Can Use JavaScript
- Add a New Menu Item with JavaScript
- New Restrictions in Acrobat 8
- Document Level JavaScript Example
- Field Level JavaScript Examples
- Custom Format and Custom Keystroke Examples

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Questions? Call 602/795-4450