

Acrobat Forms - 1 day Beginner course

This course is for those that have a specific focus on form creation and perfect even if you haven't used Acrobat before. You'll generate forms, add fields, customise and distribute on this 1-day course. Explore the form tools and how to convert an existing PDF to an intelligent PDF form from your favourite application. Finally, test the form with both Adobe Acrobat and the free Adobe Reader to collect and analyse the results. Our instructor for this course has been Adobe Certified in Acrobat since 1999.

Our pledge

This course is guaranteed to be delivered by an Adobe Certified Instructor from Certitec - our pledge of excellence.

Overview

Overcome business issues with traditional printed/faxed forms and the dreaded 'Word' form and convert to Adobe PDF forms with this signature course from Certitec.

Who is this course for?

This course is excellent for those want to create PDF forms for distribution and then analyse submissions back in a secure PDF file.

Assumed knowledge

You do not require any previous Acrobat skills.

What you will learn



Upon successful completion of this course, students will be able to:

- Create a static PDF
- Add form fields and calculations
- Apply form logic
- Create reset, print and submit buttons
- Distribute form
- Optimise for Adobe Reader users
- Collate the data
- Analyse the results in Microsoft Excel or XML format

Level: **Beginner**
Duration: **1 day**
Cost: **£299 +VAT**



Claim: **£60 FlexiCredit**
Exam included: **No**

Mac and Windows  
Maximum delegates: **8**



This course is Adobe Authorised and delivered by an Adobe Certified Instructor

Payment

Payment can be made by cheque, BACS or all major credit/debit cards

London Covent Garden

18 July 2019

29 August 2019

21 November 2019

Related Courses

Acrobat Essentials

Acrobat Introduction

Course outline

Forms generation

- Generating a simple PDF (Acro) form
- Examples of form field recognition
- Understanding form field types
- Recycle fields across documents
- Repeating fields and form logic
- Naming fields and workflow considerations

Form logic

- Form logic and validation
- Configuring simple calculations
- Mandatory form entry and options
- Sending a forms workflow message

Form Fields

- Text field
- Radio button field
- Checkbox field
- List field
- Dropdown field
- Image field
- Calendar field
- Reset button
- Print button
- Submit button

Fine tuning the form

- Rulers and guides
- Alignment and distribution
- Replacing background content
- Setting the tab order
- Layering content

Working with buttons

- Configure a button
- Show and hide options
- Creating a button effect

Form distribution (Reader extensions)

- Personal or workgroup form distribution
- Submitting and saving data with Adobe Reader
- Using the forms tracker
- Adobe Reader Extensions
- Collecting data and analysis
- Filtering and sorting results
- Exporting to CSV and XML

Further information

Our guarantee of training satisfaction

No questions, no quibbles, no problem!

Should you ever need to take your course again, just let us know.

Requirements

- Basic knowledge of Windows or Macintosh.
- Understand how to launch an application and save files.
- For web courses you will need to have knowledge of web browsers.

Lunch

We provide flexible lunch vouchers which can be redeemed at outlets nearby such as

- Bella Italia
- Boots
- Burger King
- Co-operative
- Eat
- Greggs
- McDonalds
- Pizza Express
- Pret A Manger
- Starbucks
- Sainsbury's
- Tesco

to name but a few.

Support

We supply 6-months rock-solid support via email on the subject matter covered during the course.

General information

- Courses start at 10am and finish at 5pm.
- Please arrive 30 minutes prior to the start of the course on the first day.
- We operate a casual dress code.
- We supply all computers, software and courseware, pads, pens, lunch and refreshments.

- We have both macOS and Windows computers in our training rooms.
- Bring along a USB/Flash drive so you can take away your course files.
- Following your course, we will email you an Adobe Authorised Course Completion Certificate.
- Each course comes with an 500-page Adobe Classroom training book.
- Access to a secure section of our site that offers useful tips and tricks.

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Adobe Authorised Training for Creatives & Professionals

Contact Certitec

0845 527 0768

enquiries@certitec.com

www.certitec.com



Certitec London

90 Long Acre, Covent Garden, London WC2E 9RZ

Certitec Cardiff

15th Floor, Brunel House, 2 Fitzalan Road
Cardiff CF24 0EB

Certitec Bristol

Broad Quay House, Prince Street, Bristol BS1 4DJ