

An Intensive Workshop in Adobe Acrobat Forms

Course Title :	Adobe Acrobat Forms Workshop using LiveCycle Designer
Duration :	1 Day
Pricing :	Basic: 1 person \$750, 2 people \$830 - see web site for full details
Pre-requisites :	Familiarity with Adobe Acrobat.
For Whom:	The course is intended for people who wish to create Acrobat forms either for distribution or to place on a web site.
Course Objectives:	At the conclusion of the training participants will be able to -

- Create an Acrobat form
- Control settings for form fields
- Validate form data
- Connect to an existing CGI script
- Create a simple email JavaScript
- Select security options for their documents

Course Design:	<p>This workshop is part of our FastTrack Training scheme.</p> <p>Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.</p> <p>Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.</p> <p>Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.</p>
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Course Outline

ADOBE ACROBAT FORMS WITH LIVECYCLE DESIGNER - 1 DAY WORKSHOP

ACROBAT FORMS WORKFLOW

- Forms and the Reader
- Forms and Acrobat
- Forms Server

LIVE CYCLE ENVIRONMENT

- Layout Editor
- Body pages
- Master pages
- Data Formats
 - HTML
 - FDF
 - XFDF
 - PDF
- Palettes

DESIGNING A FORM

- Importing forms from Word and PDF
- Selecting Form fields
- Form Grid
- Creating Form tables
- Duplicating form fields
- Setting the tab order
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ADDING FORMS FIELDS

- Text Boxes
- List Boxes
- Check Boxes
- Option Buttons
- Command Buttons

FIELD OPTIONS

- Appearance
- Formats
- Actions
- Calculations
- Validations

BASIC FORMCALC SCRIPTS

- Built-in functions
- Function syntax
- Simple expressions

BASIC JAVASCRIPTING

- Overview
- Automatic dates
- Hiding and showing fields
- JavaScript Calculations
- Sending forms via email

SECURITY

- Security options
- Form field security

TEMPLATES IN ACROBAT

- Basic Templates
- Adding pages dynamically

IMPORTING AND EXPORTING DATA

- Custom PFN's
- Exporting data as FDF
- Exporting Data with JavaScripts
- Exporting data with CGI scripts

COMPUTER
WorkGroup
TRAINING

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