



# PDF Forms

using

**Adobe Acrobat Pro**

(2 days) &

**LiveCycle Designer**

(included with Acrobat Pro; 2 days)

## Creating AcroForms with Acrobat Pro

Overview of Forms

PDF Forms vs. HTML Forms

Using PDF Forms with:

Acrobat Pro

Acrobat Standard

Adobe Reader

Third-Party Programs

Creating PDFs for Form Foundation

Layout Programs

Adobe

Microsoft

Others

Scanning Paper Forms

OCR Options

Editing PDFs

Text Touchup

Object Touchup

Replacing pages

Form Types

Static Forms

Using the Typewriter Tool

Interactive Forms

Adding Fields via:

Form Wizard

Manually

Form Design Basics

Fonts

Using Layers

Design Usage Issues

Form Fields and Options

Text fields

Text

Single Line

Multiple Line

Date

Number

Other

Radio Buttons

Check Boxes

Combo Boxes

List Boxes

Buttons

Submit

Reset

Other

Barcode fields

Signature fields

Naming Fields and Value options

Field Properties

General properties

Option properties

Action properties

Hide/Show Fields

Validate properties

Calculation properties

Acrobat functions

Simplified Field Notation

JavaScript

Place Multiple Fields

Distribute Fields

Tab Order

Spawning Pages from Template

Enable Rights in Adobe Reader

Acrobat Pro usage issues

Form Servers

Password protect forms

Accessible Issues

Distributing Forms

Methods of distribution

Collecting Data

Tracking Forms

Digital Signatures

Wet Signatures vs. Digital

Locking Form Fields during Signing

Create Digital ID

Trusted Identities

Validating Signatures

## Creating XML-Based PDF Forms with Designer

### Overview

- Understanding Dynamic Forms
- Acrobat vs. LiveCycle forms

### Setting up the workspace palettes

- Object Library
- Fragment Library
- Object
- Layout
- Border

### Drawing Aids

- Hierarchy
- Tab Order

### XML

- Design View
- Master Pages
- XML Source
- Preview PDF
- Script Editor

### Font

### Paragraph

### Creating forms

- From Templates
- From Blank pages

### Understanding the Library Palette

- Favorites
- Standard Group
- Custom Group
- Barcodes Group

### Field Types

- Text object
- Text Field
- Numeric Field
- Decimal Field
- Date Field
- Password Field
- Image object
- Image Field
- Radio Button
- Check Boxes
- Drop-Down List
- List Box
- Button(s)
- Signature Field
- Graphic Objects
  - Rectangle
  - Circle
  - Line
- Content Areas & Subforms

### Library features

- Updating objects with custom settings
- Sharing custom Libraries

### Saving & Preview options

- Static vs. Dynamic

### Adding Fields

- Drag-and-drop
- Insert menu
- Copying & Duping Fields

### Selecting, Aligning, & Grouping Fields

### Using the Grid and Guides

- Adjusting the size
- Adding Guide lines

### Editing Objects

- Naming Fields
  - Caption vs. Binding Name
- Adjusting size
  - Visually & numerically
- Formatting Values and Captions

### Font palette

### Paragraph palette

### Borders (strokes) and Fills

- Input & Display Patterns
- Normal vs. Global Binding

### List Values

### Adding List entries in XML palette

### Working with the Hierarchy Palette

### Understanding Subforms

### Creating Subforms

### Wrapping with Subforms

### Flowable Subforms

### Working with Tables

### Static Tables

### Table wizard

### Understanding Form Fragments

### Creating Fragments

### Updating Fragments

### Using Master Pages

### Master Page Design

### Master Page Usage Control

### Working with the Tab Order palette

### Intro to Scripting and Action Builder

### FormCalc

### Adding up table fields

### Grand totals from table fields

### JavaScript

### Dynamic Tables with the Instance Manager

### Hide & Show with Presence

### Drop-Down Lists with Variable Values

## **Advance LiveCycle Designer Options**

NOTE: These topics require an additional day.

- More Script examples

  - FormCalc & JavaScript

- Reviewing sample Dynamic Forms  
that use Data Connections

- Creating Data Connections

  - Binding to XML Schema

  - Binding to XML sample file

  - Binding to OLEDB database

  - Binding to a WSDL file

- Adding new fields with binding

- Adding binding to current fields

- Working with a database

  - Designing a database

  - Importing/Exporting data to Access DB

  - Working with imported DB data

- Understanding LiveCycle Enterprise Suite  
products