

Create and publish PDF forms («PDFFORM»)

With Adobe Acrobat DC, existing PDF documents can be supplemented with form fields and the relevant logic. Learn about the different ways to create, optimize, and publish such forms.

Duration: 1 day

Price: 700.–

Content

This course gives you a good overview of the different workflow scenarios for data retrieval using forms.

1. Introduction
 - Why PDF forms?
 - The most important thing in advance: A good concept!
 - Tips for file organization
2. Overview of form creation
 - Form design (e.g. in Word or InDesign)
 - Converting a form into a PDF document
 - Automatic form field recognition
 - Optimize fields
3. Form field types in detail
 - Text fields, number fields, date fields
 - Checkbox
 - Option field groups
 - Dropdown fields
4. Options, tools, and creation guide
 - Get to know field options
 - Align, place and distribute fields
 - Create buttons for interaction
5. Creating forms with calculations
 - Simple calculations
 - Complex calculations
6. Form workflow
 - Create forms
 - Collect data
 - Import and export data
 - Merging data in tables
 - Distribute forms
 - Workflow monitoring with tracker
7. Adobe Acrobat DC and Adobe LiveCycle Designer comparison
 - Choosing the right tool for your project

Key Learnings

- Create, optimize, and publish PDF forms with Adobe Acrobat DC
- Manage and maintain PDF forms with Adobe Acrobat DC
- Understand and use the basic functionality of PDF forms in terms of data collection, data management, and data evaluation
- Understand the differences between Adobe Acrobat DC and Adobe LiveCycle Designer and decide which projects to implement with which tool

Informative, exemplary and practice-oriented teaching sequence

Target audience

This course is aimed at office users, administrators, technical and administrative staff, and those who are responsible for online content and want to create PDF forms using Adobe Acrobat DC. This course is conducted on Windows systems.

Additional information

Please note

Adobe Acrobat DC is suitable for the creation of simple, static PDF forms, which are designed in another program (such as Microsoft Word).

Info about the room equipment

Our courses take place on Windows or Apple devices. On request, we will be happy to provide you with an Apple computer in Zurich and Bern. Please let us know in advance by sending an e-mail to info@digicomp.ch. You can also bring your own laptop.

For virtual participation, we recommend the use of an additional monitor (not just a laptop) so that you can fully follow and participate in the lesson.

Adobe CC Software

The Adobe Creative Cloud Software will be fully available in the classrooms during the course. However, it is not possible to use the software via Digicomp licenses from home during the course.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-media-communication/publishing/adobe/course-create-and-publish-pdf-forms