

# CREATING *pdf forms*



## INSTRUCTOR

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## CONTACT

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## LENGTH

4 hours

## DESIGNING FORMS IN INDESIGN

- Using style sheets and nested styles
- Naming fields
- Check boxes/Radio buttons
- Credit card field
- Hidden buttons

## DESIGNING FORMS IN MS OFFICE

- Naming fields
- Check boxes/Radio buttons
- Exporting from Excel and Word

## AUTOMATING FORM CREATION

- Optimizing scanned PDFs/OCR
- Form field recognition
- Streamlining form detection

## FORM FIELDS

- Text
- Drop down lists
- List fields
- Combo fields
- Radio buttons
- Check boxes
- Generic buttons

## EDITING FORM FIELDS

- Properties
- Tool tips
- Required fields
- Box appearances
- Font formatting
- Enabling password fields
- Establishing new field defaults
- Creating multiple fields
- Alignment and resizing

## SPECIALTY TEXT FIELDS

- Zip Code/Zip+4
- Phone Numbers
- Arbitrary Masks

## BUTTONS

- Hide and show hidden fields/buttons
- Submit form
- Reset form
- Navigation

## SHARING THE FORM

- Extending features in Acrobat Reader
- Distributing a form
- Acrobat.com, E-mail or Internal server
- Using Form Tracker
- Importing form data
- Exporting to data Excel

## NOTES

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