

Adobe Acrobat Pro

Working with LiveCycle



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

Creating Acrobat Forms (Acrobat Pro Only)

- Examining a completed form
- Starting a form with the Form wizard
- Detecting form fields from a PDF
- Editing form fields
- Creating form fields from scratch
- Creating text fields
- Using radio buttons
- Using checkboxes
- Creating multiple fields
- Creating a combo box
- Creating a text area
- Creating a Reset button

Editing Forms in Acrobat

- Performing simple field calculations
- Copying fields
- Using simplified field notations
- Adding JavaScript to a field
- Showing and hiding fields
- Creating a Submit Form button
- Adding a digital signature field
- Setting tab order
- Changing form design

Distributing Acrobat Forms

- Distributing forms via Acrobat.com
- Distributing forms via email
- Distributing forms via a website
- Tracking forms
- Enabling usage rights in Reader

Comparing Acrobat and LiveCycle Designer Forms

- Which application should I use?
- Introducing LiveCycle Designer
- Understanding the Acrobat and LiveCycle connection

Creating LiveCycle Designer Forms

- Creating a form from a PDF
- Creating a form from a template
- Creating a form from scratch
- Saving a LiveCycle form
- Using the LiveCycle workspaces
- Adding graphics
- Adding text
- Drawing objects
- Working with drawing aids

Working with LiveCycle Fields

- Creating text fields
- Grouping content
- Using custom objects
- Creating drop-down menus
- Creating radio buttons
- Creating checkboxes
- Arranging content
- Creating a Reset button
- Creating an Email Submit button

Working with LiveCycle Tables

- Adding a table
- Editing a table
- Adding form fields to a table
- Copying within a table
- Working with form hierarchy

Editing LiveCycle Forms

- Working with fragments
- Working with objects
- Creating and editing a master page
- Working with FormCalc for calculations
- Setting tab order
- Understanding accessibility in LiveCycle Designer
- Setting form properties

Distributing LiveCycle Forms

- Distributing LiveCycle forms via Acrobat.com
- Distributing LiveCycle forms via email
- Distributing LiveCycle forms via shared distribution
- Viewing data

Computer Smart Training Centre
Suite 6, 153 Cotlew Street, Ashmore 4214
Postal Address: PO Box 4049 Ashmore Plaza
Phone: 55395666

Email: contactus@computersmart.com.au Web: www.computersmart.com.au