

Module 1 – Creating Forms in Foxit

- Designing Interactive Forms in Foxit
- Understanding Foxit Form Field Types
- Convert an Existing Form to a PDF Form
- Modifying the Automatically Created Form Fields
- Viewing the Form Fields
- Changing Form Field Properties
- Adding New Fields

Module 2 – Creating a Form from Scratch

- Getting Started
- Creating the Form
- Adding Text Fields for Different Purposes
- Setting Text Field Properties
- Adding Labels
- Adjusting Field Size
- Using Text Fields for Dates
- Using Text Fields for Numbers
- Creating Text Fields for Multi Line Text Entry
- Creating Check Boxes
- Setting Check Box Options
- Creating Dropdown Boxes
- Setting Dropdown Box Options
- Creating Radio Buttons
- Setting Radio Button Options
- Duplicating Form Objects
- Creating Calculated Fields
- Creating Push Buttons
- Setting Push Button Actions
- Adding Signature Fields
- Arranging & Resizing Form Fields
- Editing Field Properties
- Changing Field Size and Position
- Setting Tab Order
- Navigating PDF Forms in Foxit

Module 3 – Form Distribution and Tracking

- Setting Form Preferences & Permissions
- Distributing Forms via Email
- Tracking Distributed Forms with the Forms Tracker
- Working with Data Set Files
- Compiling Forms Data
- Organizing Form Data in a Spreadsheet

Module 4 – Document Security

- About Document Security
- Foxit Password Security
- Setting Document Passwords
- Examine PDF Documents
- Finding Hidden Data & Sanitizing a Document
- Redacting Document Content
- Digital Signatures
- Signing a Document
- Validating Signatures
- Creating a Certified PDF