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Outline: Adobe Acrobat Pro
Level II
1 Day 9:00 a.m. – 4:00 p.m.

Module 1 – Creating Forms from Existing Files

- Designing Forms in Acrobat
- Understanding Acrobat 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 & Editing Forms

- 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
- Creating Calculated Fields
- Creating Submit, Reset, and Print Buttons
- Setting Button Actions
- Submitting Forms
- Navigating Through Forms
- Editing Forms in Acrobat
- Editing Field Properties
- Changing Field Size and Position
- Setting Tab Order

Module 3 – Form Distribution and Tracking

- Setting User Permissions
- Enabling Adobe Readers Users to Save Form Data
- Setting User 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
- Acrobat Password Security
- Setting Document Passwords
- Examine PDF Documents
- Finding Hidden Data
- Sanitizing the PDF Document
- Redacting Document Content
- Digital Signatures
- Signing a Document