

Foxit PhantomPDF Business Level II Course Outline

1-Day 9:00 am - 4:00 pm

Module 1: Creating Interactive Forms

- Designing Forms in Foxit PhantomPDF
- Form Field Types
- Convert an Existing Form to a PDF Form
- Modifying Automatically Created 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
- Check Boxes
- Combo (Dropdown) Boxes
- Radio Buttons
- Editing Forms
- Using the Copy Multiple Option
- Creating Calculated Fields
- Creating Submit, Reset, and Print Buttons
- Adding Signature Fields
- Changing Tab Order
- Navigating PDF Forms in Foxit

Module 3: Form Distribution and Tracking

- Protecting a Form
- Compiling Forms Data

Module 4 - Document Security

- About Document Security
- Foxit PhantomPDF Password Security
- Setting Passwords
- Examine PDF Documents
- Redacting Document Content
- Digital Signatures
- Signing a Document