



# ADOBE ACROBAT PROFESSIONAL 8.0 PDF FORM

## **COURSE OVERVIEW**

Participants will now get to experience how easy it is to generate forms in PDF format. This course provides participants with the ability to simplify the tedious task of recording data and filling in hardcopy forms. By the end of this course, participants will be able to generate their own electronic forms and customising them for various applications.

## **WHO SHOULD ATTEND**

Secretaries, office administrators, managers and anyone who deals with paperwork and forms.

## **PRE-REQUISITES**

Participants must have completed the Acrobat Level 1 course, which is the basics of Acrobat. Again, this is a hands-on class, therefore participants are expected to be comfortable with the computer, using the mouse, opening and saving files.

## **DURATION**

1 Day

## **FEES**

RM480 per participant

## **TIME**

9.00 am - 5.00 pm with 1 hour lunch break

## **LOCATION**

Teras One Solution Training Centre

## **COURSE LEADER**

Ms Habibah bt Ahmad @ Mohamed,

Adobe Certified Expert (ACE), InDesign CS  
Adobe Certified Instructor (ACI), InDesign CS

Ms Habibah Ahmad holds a BSc. Computer Science majoring in Management Information Systems from Universiti Teknologi Malaysia. She has over 15 years experience in the publishing, advertising and pre-press industry.

Ms. Habibah has worked with printing press company for over three years. This has exposed her to various types of printing technology. She has also gained valuable hands-on experience in this area not only in traditional but also advanced digital workflow.

Having worked at The New Straits Times, a leading newspaper publisher in Malaysia, and Asia OnTime, a leading digital ad delivery company, Ms. Habibah can boast of having worked personally with over 100 agencies, printers, publishers and colour separators in Malaysia and Singapore, as well as with top software programmers in Australia.

Her in-depth knowledge of industry specific information technology extends from a technical perspective with publishing software programming, to technical support, to over 7 years hands-on experience training advertising, printing and publishing personnel in software from Adobe, Microsoft, Quark and Quickcut.

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## Course Outline

9:00 am - 10:30 am

### INTRODUCTION TO FORMS

- About PDF Forms
- Elements of an Adobe Acrobat PDF Form
- Guideline for creating a new form

### CREATING FORM

- Creating a Form from an Existing Document
- Creating a Form from an Electronic Document
- Creating a Form Based on a Spreadsheet

10:30 am - 10:45 am

### BREAK

10:45 am - 1:00 pm

### SETTINGS

- Field Types and Settings
- Appearance Tab Settings
- Option Tab Settings
- Action Tab Settings
- Format Tab Settings
- Creating a Text Field
- Choosing Text Field Properties
- Creating Check Boxes
- Using the Combo & List Tools
- Working with Radio Buttons
- Duplicating Fields

1:00 pm - 2:00 pm

### LUNCH BREAK

2:00 pm - 3:30 pm

### ENHANCING FORMS

- Validating form fields
- Creating calculating fields
- Creating Reset and Submit button

### FORMS WORKFLOW

- Initiating a Forms Workflow
- Distributing a Form
- Initiating a Data Collection Workflow
- Using Collected Form Data

3:30 pm - 3:45 pm

### BREAK

3:45 pm - 5:00 pm

### SECURING & SIGNING

- Creating a Password Driven Security Policy
- Setting a Password to Restrict Editing
- Managing Security Policies
- Creating a Certificate Based Policy
- Choose Recipients for a Certificate Protected PDF
- Creating & Using Digital Signatures
- Managing Trusted Identities
- Certify a PDF & Add a Handwritten Signature