



ACROBAT eFORMS - VERSION X (2-DAYS)

Who Should Attend: This class is for experienced users who need to learn how to create and edit Acrobat forms.

Prerequisites: The *Acrobat InDepth1* and *Acrobat InDepth2* classes or you must be an experienced Acrobat user.

Introduction

- Moving from paper to eForms
- Acrobat eForm solution architectures (Web-based & ADBC-based architectures)
- Discussion of electronic form workflows

Creating PDF eForms

- The anatomy of an Acrobat eForm
- Overview of field types and options
- Forms conventions
- Field naming conventions
- Acrobat form tables—making an acrobat table by creating multiple form fields
- Defining form field formatting and calculations
- Form Field Recognition
- Arbitrary Masks
- Inserting and using 2-D barcodes
- Creating Comb filters
- Saving eForm data

Using JavaScript

- Considerations
- Getting started with Acrobat JavaScript—including *Knowing Where You Can Use JavaScript in Acrobat* and *Editing JavaScripts in Acrobat*
- Working with form fields
- Working with dates—including *Making a Date Enter Once and Not Change* and *Calculating Dates*
- Tips for writing reliable code and debugging hints

Making eForms More User Friendly

- Data validation
- Active messages and instructions
- Roll-over messages and alternate text

Using Page Templates

- Using templates in eForms
- Appending new pages versus overlaying pages
- Creating new template pages
- Writing functions that work in page templates

Securing eForms

- Document security issues
- The Acrobat *Password* security method
- The Acrobat *Certificate* security method

Serving, Routing, & Archiving eForms

- Linking to PDF documents from HTML
- Manual and automated routing of eForms
- Byte serving PDF files on the Web
- Routing and archiving eForms



ACROBAT EFORMS (CONTINUED)

Eform Processes

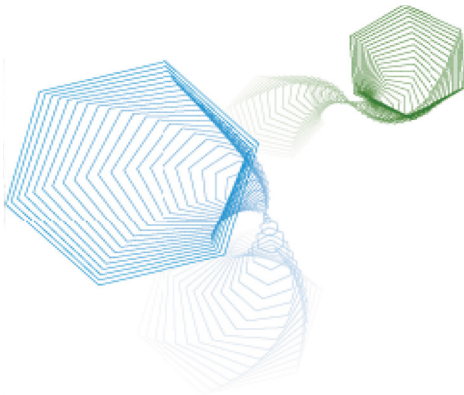
- Setting field export values
- Submitting data
- Compile forms data
- Working with form data sets
- Using the Forms Tracker

Acrobat Database Connectivity

- ADBC overview
- Connecting to the database
- Retrieving data and displaying it to the user
- Making data access work in Acrobat eForms—including *connecting to the database* and *executing an SQL statement*
- Saving data in the database
- Modifying data in the database



FUNDAMENTALS OF ADOBE® LIVECYCLE™ DESIGNER 7.1



The intent of this course is to illustrate how, both conceptually and technically, Adobe LiveCycle Designer can be used to create static, interactive and dynamic forms as interfaces to an intelligent automation platform.

Adobe LiveCycle Designer software enables organizations to intelligently capture information to streamline form-driven business processes through automation. Whether users are online or offline, internal or external, Adobe LiveCycle Platform lets organizations deploy secure XML-based forms as Adobe PDF or HTML over any platform or device — from PCs to handhelds — without requiring any new software or plug-ins.

This course introduces and describes various techniques for using Adobe LiveCycle Designer 7.1 to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. After the completion of this course, you will be able to create static and dynamic interactive forms that can reduce data collection and processing errors, and enhance the user experience. The course first introduces the basics of form design and describes how to design your forms for efficient data exchange.

As the course progresses, more advanced techniques are covered that enable you to add intelligence to your form and to create dynamic layouts that react to the data or to user interactions. Getting Started

What participants will learn

After completing this course, students will be able to:

- Create a static interactive form, that includes master and body pages, using Adobe Designer 7.1, and manually configure appropriate Designer objects.
- Describe how data sources are used for data handling and form design, and create an interactive form from at least two different data description types.
- Describe the relevant XFA-based object models and implement business logic in a form design by creating scripts, in two scripting languages, that execute client-side.
- Create a dynamic form that adapts to accommodate varying amounts of data, or to user interaction.

Level

This is a Fundamentals-level course and intended for:

- Form Designers
- Form Developers

Prerequisites

- An understanding of form design processes and form-based business processes
- Familiarity with Javascript
- An understanding of computer programming concepts and XML
- Basic understanding of web services and Service Oriented Architecture

Duration

2 days

