

Acrobat eForms Introduction

Duration: 2 days

Course Synopsis: This course introduces and describes various techniques for using Acrobat eForms 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.

Who Should Attend: Professionals needing to intelligently capture information to streamline form-driven business processes through automation. This is an introductory-level course and intended for Form Designers and Form Developers that are new to creating eForms with Adobe Acrobat.

Prerequisites: Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

What You Will Learn:

- Moving from paper to eForms
- Field Formatting and Calculations
- Working with JavaScript in Acrobat
- Using templates in eForms
- Document security issues
- Routing and archiving eForms
- FDF solutions versus XML based solutions
- Deploying an eForm Solution

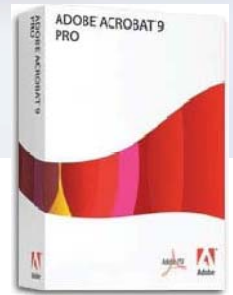
Time: Class time is 9:00 a.m. - 4:00 p.m.

Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials: Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Related Courses: We recommend the following courses that relate to this class: Adobe Acrobat and Adobe LiveCycle Designer. Please take a look at our other course outlines at our web site, <http://www.trainingobjectives.com>.

Goals: Training Objectives realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (503) 245-3387 if you have any special questions or e-mail us at info@trainingobjectives.com.



Lessons:

LESSON 1 Introduction to Acrobat eForms

Moving from paper to eForms
Acrobat eForm solution architectures
(Web-based & ADBC-based architectures)

LESSON 2 Creating Acrobat 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
Saving eForm data

LESSON 3 Adding Calculations

Overview of eForm Calculations
Form Field Formatting and Calculations
Saving eForm Data

LESSON 4 JavaScript and eForms

Getting started with Acrobat JavaScript
Knowing Where You Can Use JavaScript in
Acrobat
Editing JavaScripts in Acrobat
Working with form fields
Working with dates
Calculating Dates
Tips for writing reliable code and debugging hints
Data validation
Active messages and instructions
Roll-over messages and alternate text

LESSON 5 Using Page Templates

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

LESSON 6 Securing eForm Documents

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

LESSON 7 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

LESSON 8 Securing eForm Documents

Setting up eForms for submitting data for
web-based applications
Requirements for Submitting Form Data,
Writing Server-side Code to Process
HTML, and Setting up a PDF for Data
Submission
HTML forms versus Acrobat eForms
PDF solutions versus XML based solutions

LESSON 9 Database Connectivity

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

LESSON 10 Deploying eForms Solutions

Preparing to deploy an eForm Solution
Options for Acrobat clients
Browser plug-ins versus Helper applications
Setting up Acrobat Helper applications
Other client deployment considerations
Installing and configuring Acrobat across
a Windows enterprise
Documenting and training your solution
Maintaining your eForms Solution