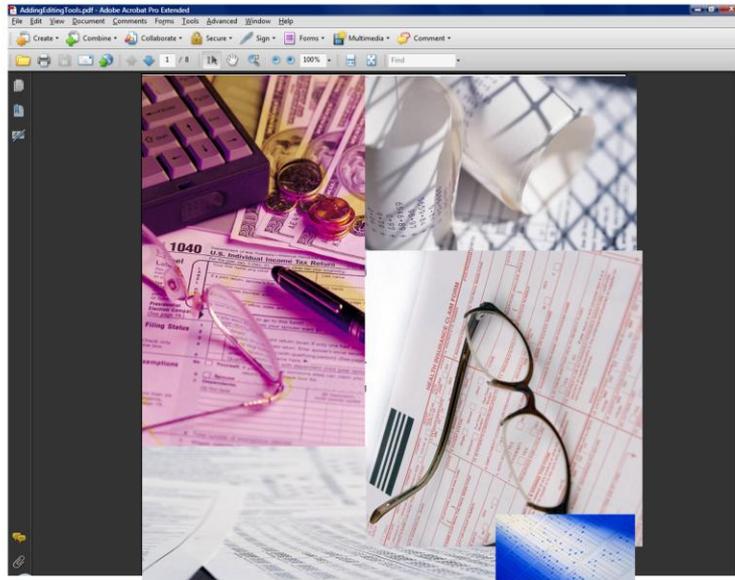


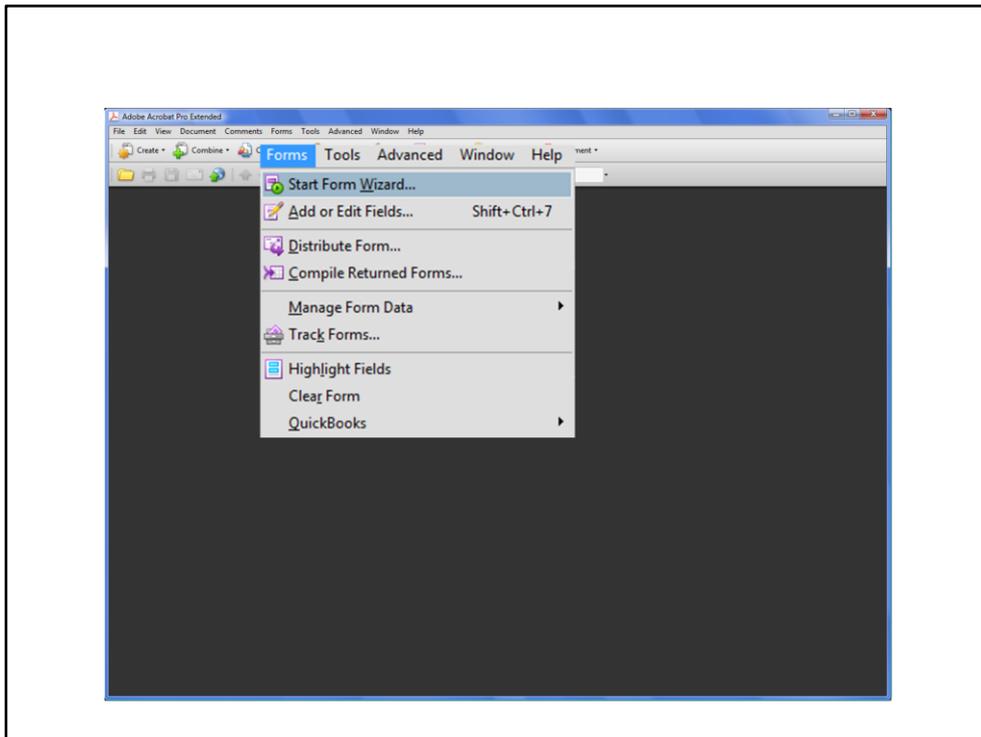
ADOBE ACROBAT

Welcome to the Adobe Acrobat Just in Time Learning. In this session we will cover how create forms using the Forms Wizard.

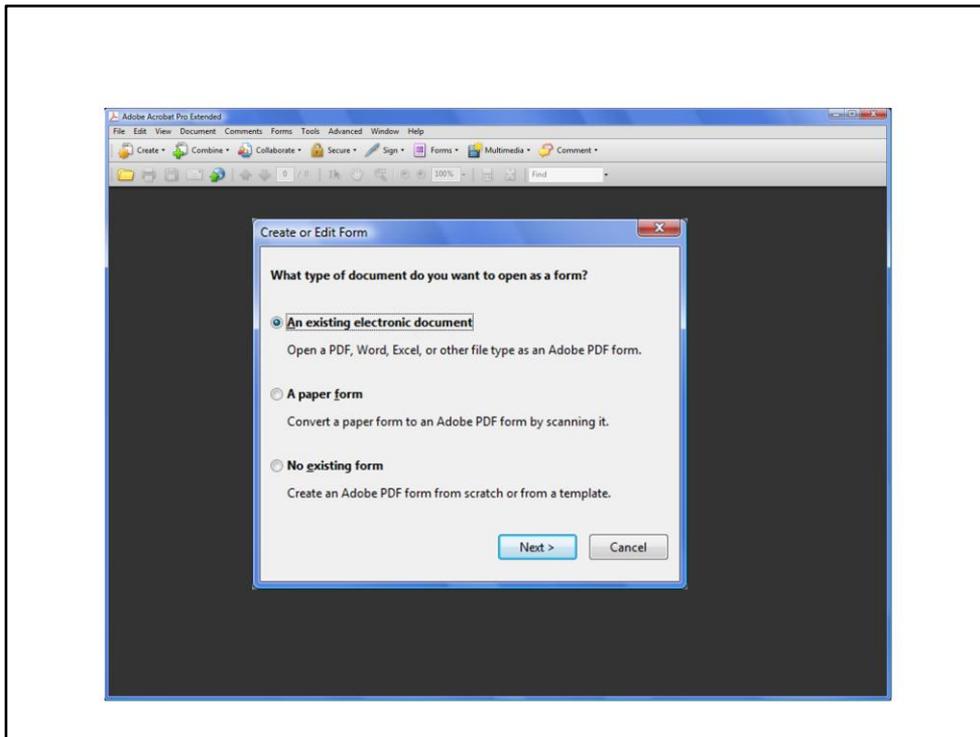
Forms



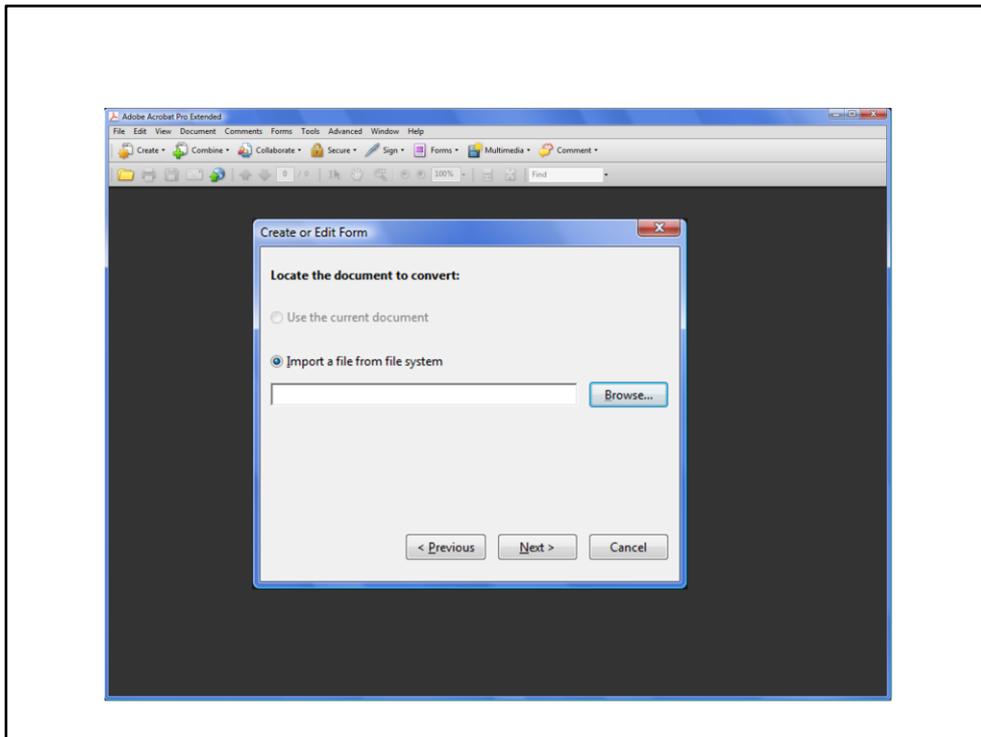
With more and more information being transmitted in electronic format it's become very evident that speed and ease of information transfer is almost as important as the information itself. One way in which you can move your information more efficiently via the internet is through the use of dynamic PDF forms. In this session we will learn how to take an existing form document and convert it to a dynamic PDF form that can be completed and transmitted via electronic media.



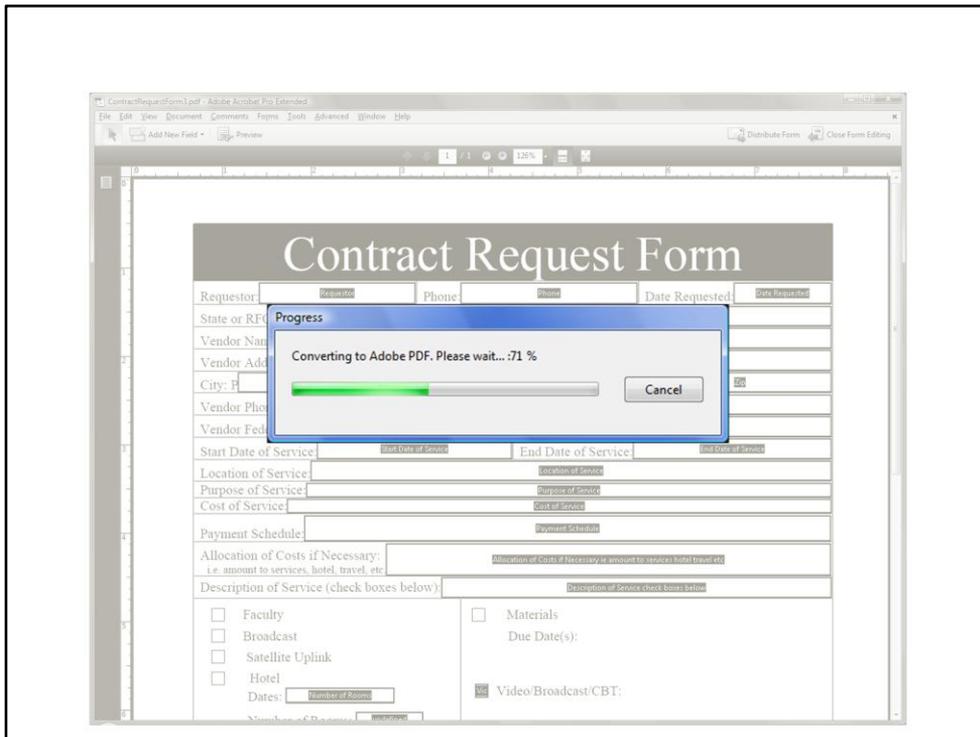
You will notice on your toolbar that one of your menus is Forms. Click this option to view the different ways in which you can create and manage forms.
For this session we are going to use the Wizard to create a PDF form from an existing Word form document.
Click the Start Form Wizard



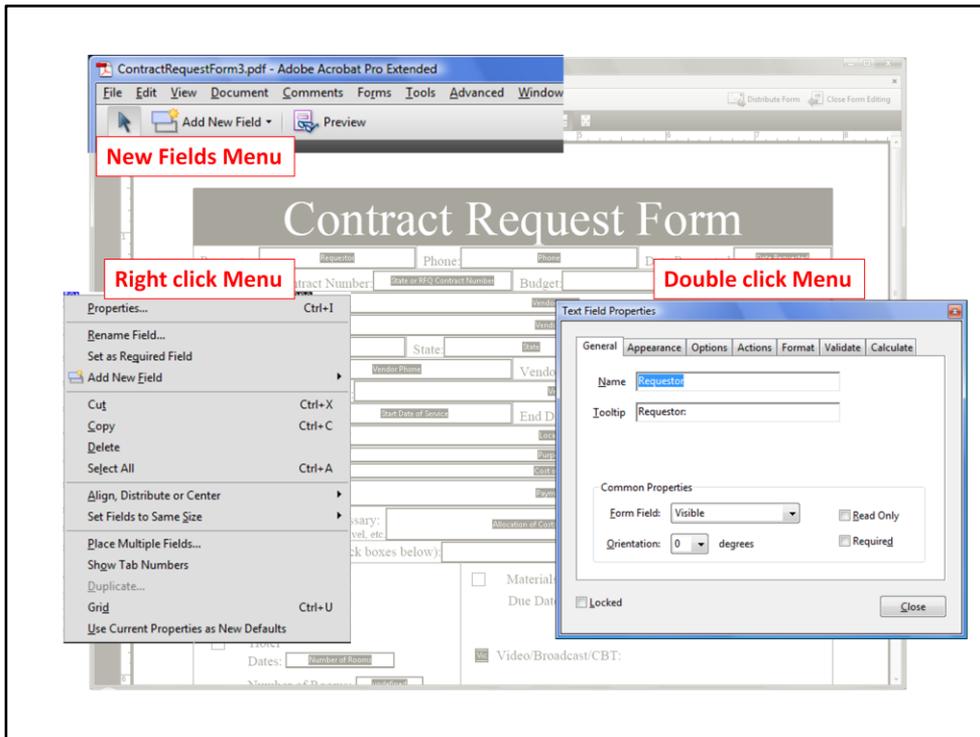
Notice from the Create or Edit Form window that you have three options for how to create forms. The first option walks you through how to convert an existing document into a PDF form, the second option is new to version 9 of Acrobat and requires you to have a scanner connected to your computer to scan and convert documents, and the third option opens the Adobe LiveCycle to create a form. For this session we will select the option to create a form from an existing electronic document. Select the radio button and click Next.



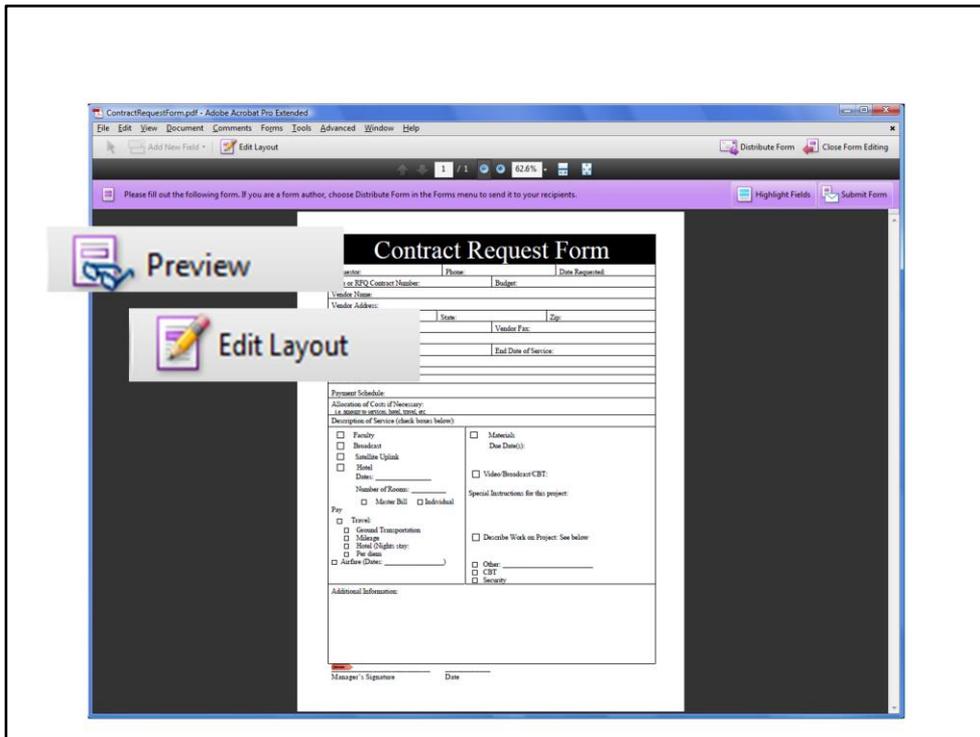
From this window you will browse to the electronic document you wish to convert to a PDF Form. Click Next.



Acrobat will “read” your document and identify all the areas that it interprets as form fields. Once complete the Form Editing Mode window will open. Click OK to continue, and review the form to ensure the fields are correct.

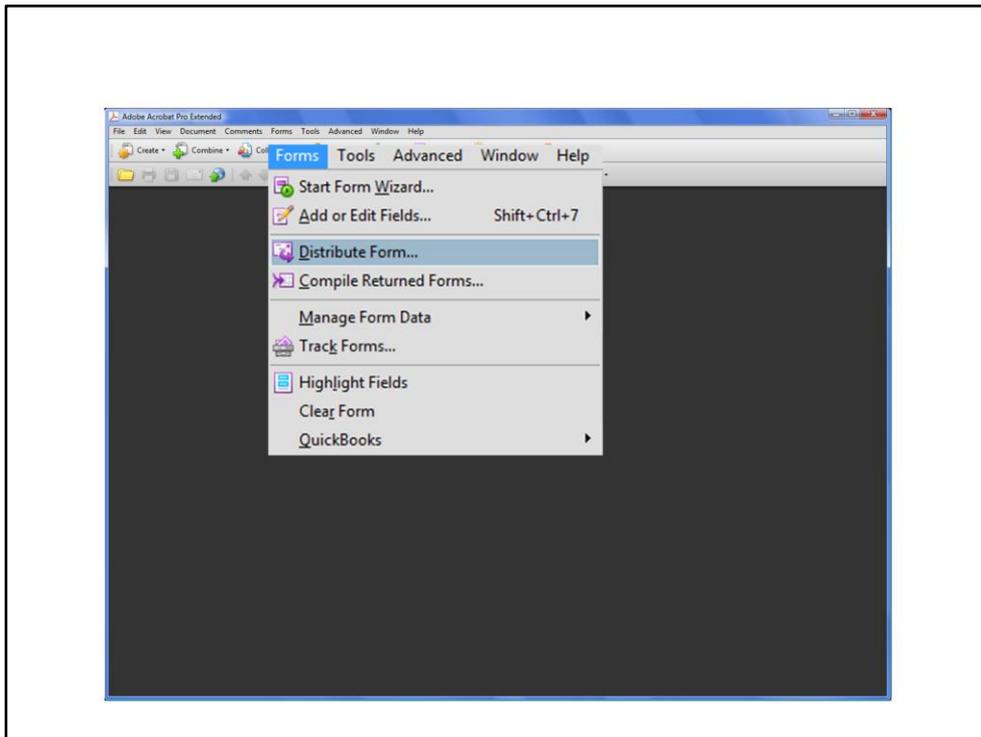


As you review the document note that there are a number of ways in which you can edit the fields. First you can use the Add New Field options from the toolbar. Second, you can right click over any field and select the edit function from the right-click menu. Also, from the right-click menu you can open the Properties window and complete your field edits using the different tabs. Note that double clicking any field also opens that fields property window . The property window will give you the most control over how your field looks and behaves.

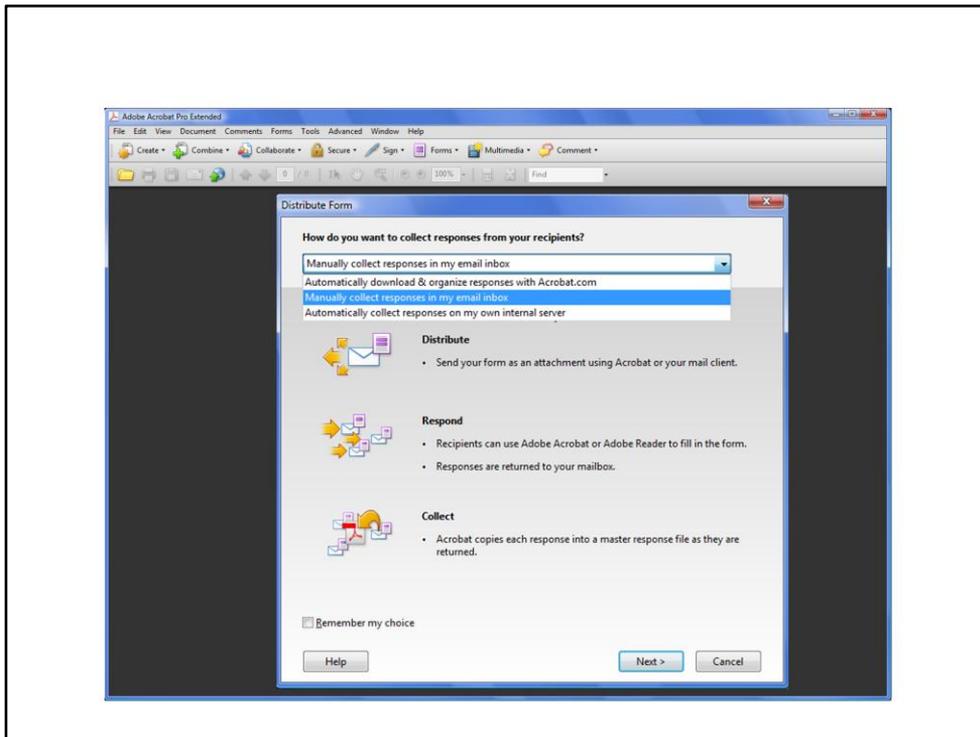


Once you have all your fields completed and working and looking exactly how you want them to you can preview your document by clicking the Preview button in the top right. This button acts as a toggle button between the Preview mode and the Edit Layout mode.

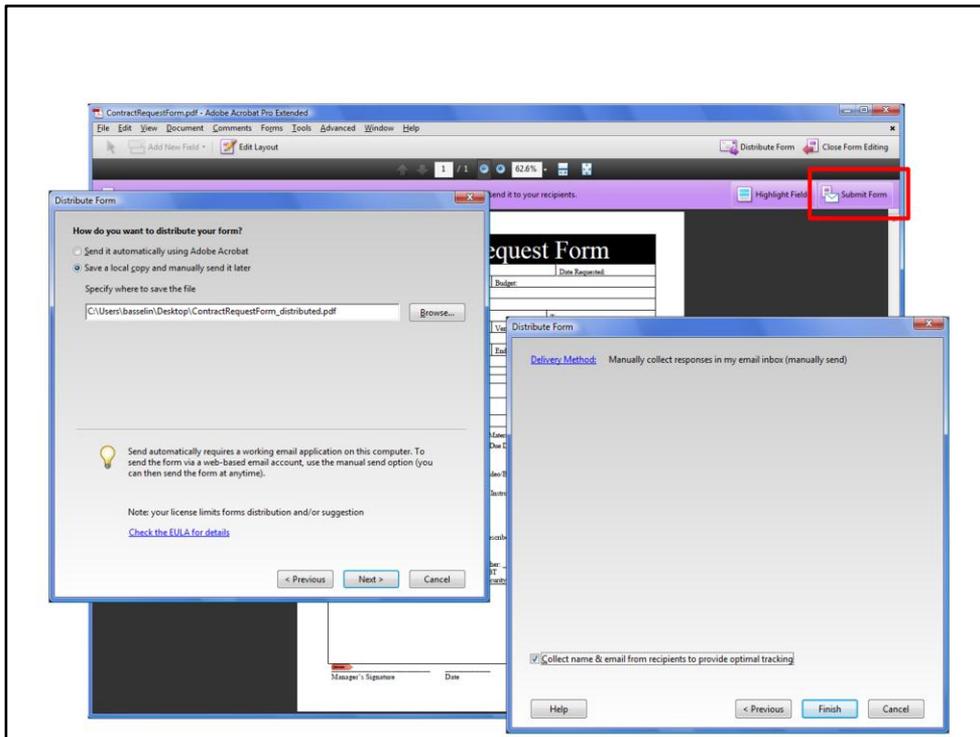
Once you are satisfied with your form save it to apply all your edits.



Now that you have your form completed you'd like to send it out to be completed and returned to you. To do this click the Forms menu from the toolbar and scroll down to Distribute Form. The first window to open from this option will be the Distribute Form window from which you determine how you would like to distribute your form.



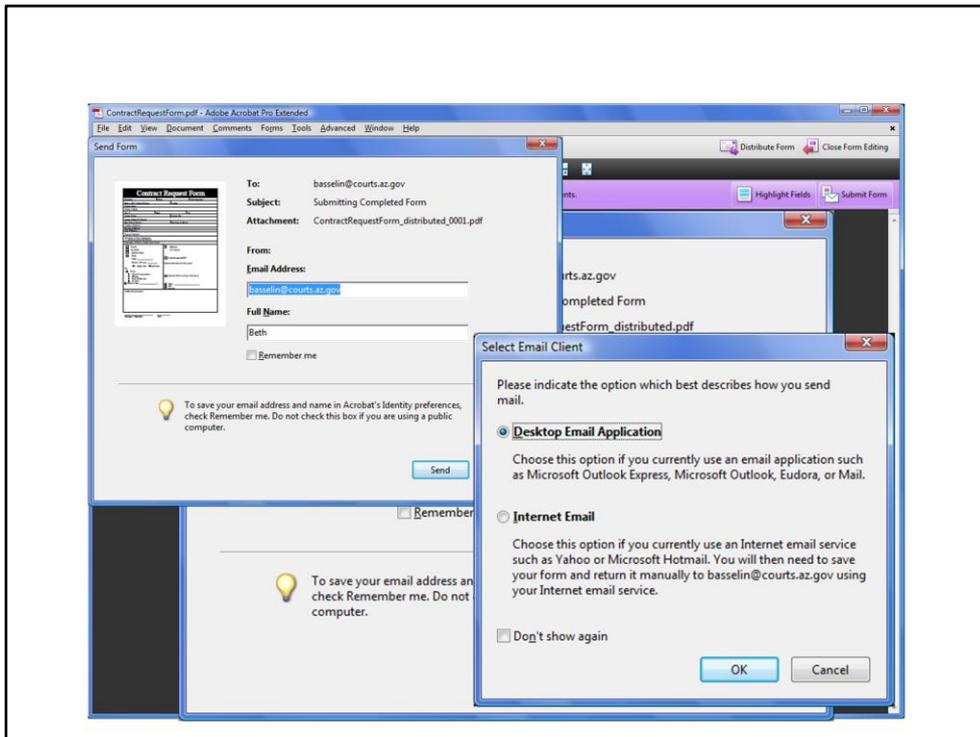
At the top of the form you are asked How do you want to collect responses from your recipients? There are 3 options for you to collect responses, Manually, Automatically using Acrobat.com or Automatically using an internal server. Let's select Manually in my email inbox. Click Next.



Next you will be asked how you want to distribute your form. Using the *Send it automatically using Adobe Acrobat* option will open your mail program and allow you to manually select your recipients. If you choose *the Save a local copy and manually send it later* option you will need to specify where you want to save the file for later use.

Click Next to continue.

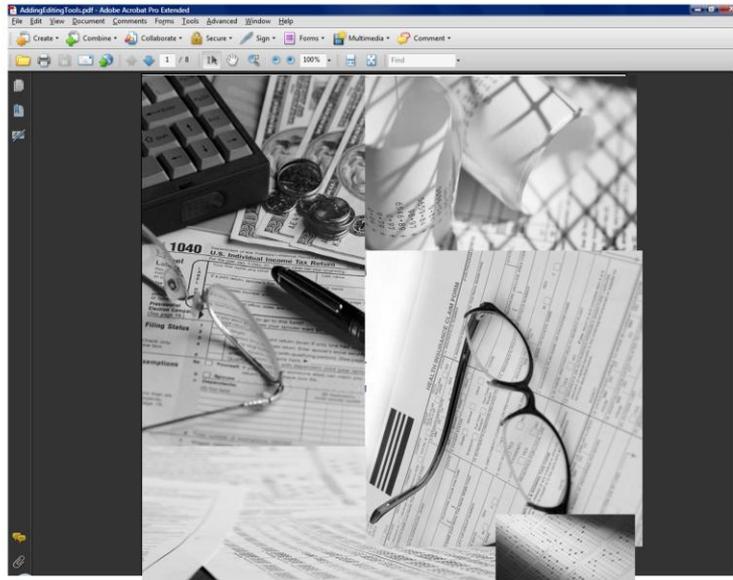
At this juncture you will have the option to go back and change how you distribute your file, or click Finish and complete the distribution set up.



The distributed form will contain a Submit button in the upper right corner of the document. Clicking this will open the Send Form window from which they can review and edit their information.

Once the information is correct they will click the Send button which will open the Select Email Client window. Here they will need to determine how they wish to send the form. If they use the Desktop Email Application option they simply click OK and the form will be sent back to you via their email program. If they select Internet Email they will need to save a copy locally and return the form manually using that service.

Forms



In this session we learned how to create a form using the Form Wizard, how to set up the distribution, and, from the recipients' perspective, how to send that form back to you.

I hope you found this information useful. See you next time!