Creating Forms in Adobe Acrobat X Outline

Target Audience:

For those who wish to learn to use Adobe Acrobat to create forms with existing documents created in Word or other Office Applications.

Description:

Creating forms no longer needs to be a major challenge. With Adobe you can create user friendly forms from existing documents created in Word or other Office applications. This software will analyze your file and place form fields where needed based on its appearance. You will learn how to create fillable forms that can be submitted back to you via email by the click of a button.

Course Includes:

- Saving a Microsoft Word Document as a PDF
- Using Forms Auto-recognition to Create Fields
- Creating Fields Manually
- Creating Text Fields
- Preview and Edit Mode
- Select Object Tool
- Creating Check Boxes
- Creating Radio Buttons
- Submitting Buttons
- Setting Passwords
- Enabling Usage Rights in Adobe Reader