



Adobe® LiveCycle ES - Form Designer

Duration: 2 Days

Overview:

This course will provide delegates with the techniques for developing forms for data capture and data display using Adobe LiveCycle Designer ES. By the end of the course you will know how to create static as well dynamic, interactive, data-bound forms including input validation.

Pre Requisites:

A basic understanding of the computer operating system you are using and Adobe Acrobat

Introduction

Understanding forms in Adobe LiveCycle ES (static vs Dynamic forms)

Navigating the LiveCycle Designer ES interface

Welcome Screen

New Form Assistant

Using How To menu

Adobe Designer Help

Changing Views (Body, Masters, XML, PDF)

Status Bar

Palettes (docking, floating, expanding & hiding)

Rulers, Grids, Guidelines, Object Boundaries, Long Cross hairs

Zoom

Find, replace

Customising Toolbars & Options

Designing Print Forms

Building a new form

Using Built in Templates

Import PDF Documents

Adding & deleting body pages

Adding text, graphics & content to the form body (using Library items)

Adding shapes

Draw, Page & Field Objects

Adding & using custom Library items

Keep Drawing Tool

Duplicate & Copy Multiple commands

Buttons (print, submit & navigation)

Adobe Acrobat LiveCycle

Designing Interactive Forms

- Adding and configuring interactive form objects
- Previewing an interactive form
- Controlling tab order, presence, and accessibility
- Creating and using tables
- Organizing forms using subforms and object naming
- Submitting interactive data using email

Modifying & Editing Forms

- Hierarchy Palette
- Form Properties
- Font & Paragraph properties
- Group, Ungroup & merge objects
- Layout (size & position, anchoring, margins & captions)
- Accessibility
- Alignment, distribution, arrangement
- Borders & Backgrounds
- Locking Text, Static Objects & Fields
- Script Editor

Controlling User Input and Data Display

- Formatting and validating user input
- Setting and using locale information
- Applying display and edit patterns
- Applying validation patterns

Saving & Printing

- Saving Formats (static vs dynamic)
- Saving for previous versions of Acrobat
- Embedding fonts
- Working with templates
- Setting up the Template manager
- Publishing to Repository
- Printing Forms

Dynamic Forms

- Describing Dynamic Forms
- Dynamic form components
- Planning the design of dynamic forms
- Understanding subforms in dynamic forms
- Creating a subform set
- Using expanding tables in dynamic forms
- Dynamically adding and removing table rows
- Form options
- Working with Master Pages and global field bindings
- Working with the scripting environment
- Working with floating fields
- Using subforms in dynamic forms

Adobe Acrobat LiveCycle

Overflow Headers and Trailers
Allowing tables to flow over multiple pages
Creating and using form fragments
Creating document variables
Creating script objects
Enhancing the Form using Script