

# Adobe Acrobat – interactive PDF documents

Course code: ACR2

In the first part of the course you will be given to the creation of multimedia PDF documents in Adobe Acrobat. You will learn how to add to an existing PDF audio, video, animation and 3D models. PDF documents will be complemented of advanced navigation using buttons, links and layers. In the second part of the course you will learn how to create and edit interactive forms in Adobe Acrobat. You will use a simple JavaScript code in the computations of form fields. Finally, you can try form distribution and processing of data generated by them.

## Who is the course for

The course is designed for intermediate users of Adobe Acrobat who need to extend PDF documents of advanced navigation, multimedia and forms.

## What we teach you

- advanced editing PDF documents
- insertion and control multimedia and 3D models
- advanced navigating PDF documents
- creating accessible PDF
- creation of forms
- form distribution and data collection and processing

## Required skills

Knowledge of Adobe Acrobat in the range of course Adobe Acrobat – PDF Documents in Office Workflow.

## Course outline

### PDF editing

- links and attachments
- articles
- optimization of PDF
- editing pages , text and objects
- creation of presentations
- document properties and metadata
- layer
- batch processing

### Multimedia and 3D models

- multimedia formats vs. version of Acrobat
- multimedia playback
- adding multimedia to PDF files (audio , video , flash )
- enhanced multimedia
- commenting on videos
- the creation of alternative interpretations
- adding 3D models to PDF
- interact with 3D models

### Navigating in PDF documents

- thumbnails
- bookmarks
- hyperlinks
- button
- layer

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# Adobe Acrobat – interactive PDF documents

- articles
- tree model
- dags, content

## Accessibility, tags, and reflow

- accessibility features
- check the accessibility of PDF
- reading PDF with reflow and accessibility
- creating accessible PDF
- edit existing PDF accessibility
- editing document structure using the tabs Content and Tags

## Create a form

- converting an existing electronic document to PDF form
- scan a paper document and convert it to PDF form

## Form Settings

- form preferences
- enable saving form data for users of Adobe Reader

## Form fields

- text field
- check box
- toggle button
- a list box
- combo box
- button
- digital signature
- barcode

## Formating the form fields

- select multiple form fields , layout and copy
- changing the size and layout of form fields
- setting navigation between form fields

## The behavior of the form fields

- edit the properties of form fields
- redefining the default property values of form fields
- data validation
- calculations in fields

## Collecting and managing form data

- collect data from users
- collecting data from a form
- adding data from users to an existing answer file
- export data from users of the response file
- monitor forms

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