



INTRODUCTION TO ADOBE DESIGNER

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Adobe Products (of Adobe Acrobat fame) has created a program by which individuals can create fillable or *dynamic* forms. As with all Adobe products, forms created in Designer have the ability to be read on any computer which has the Adobe Reader or Adobe Acrobat on it. Adobe Designer is a relatively simple program to learn the basics of. However, the amount of time it takes to create a form depends on how much time you have and are willing to spend. If you keep it simple, however, the basic functions of Adobe Designer are easy to grasp.

Objectives

- Understand how to set-up a new document in Adobe Designer
- Understand the basic layout and tools available in Adobe Designer

DEFINITIONS

PDF: Portable Document Format. A document that can be read on any type of computer and on any platform as long as the reading software is available. Example: Adobe Acrobat Reader or Adobe Acrobat Professional

Freeware: This is software that is free to download. However, users are not allowed to access or change the program code. Example: Adobe Acrobat Reader

Static: Unchanging. Example: the text within a scanned file

Dynamic: Changing. A dynamic form has characteristics that allow the user to interact with the form. Example: a job application

Form Fields: Example: Checking a box that asks Mr. or Ms. or None Preferred.

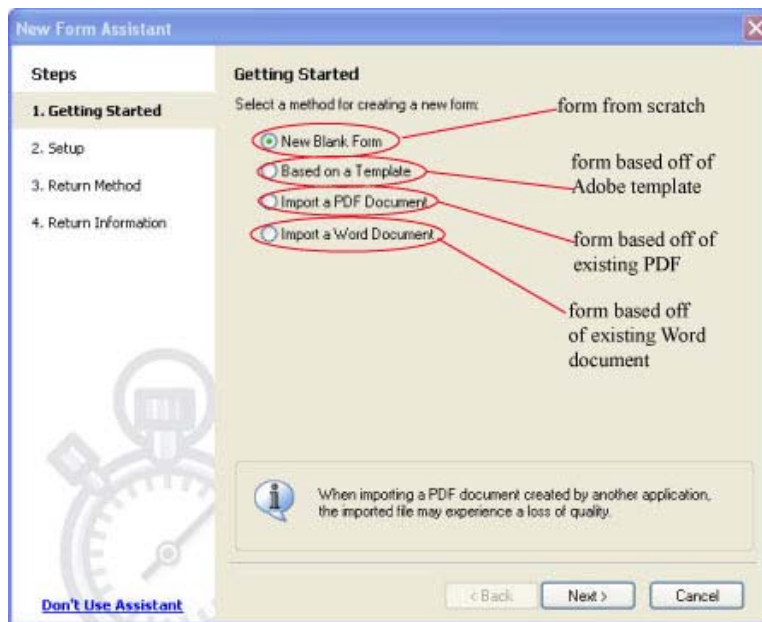
SETTING UP A DYNAMIC FORM IN ADOBE DESIGNER

First, open Adobe Designer. The first window will give you several options:

1. Quick Start Tutorial
2. Explore Sample Forms
3. What's New
4. New from Template
5. Open Form

Choose the “New from Template” option.

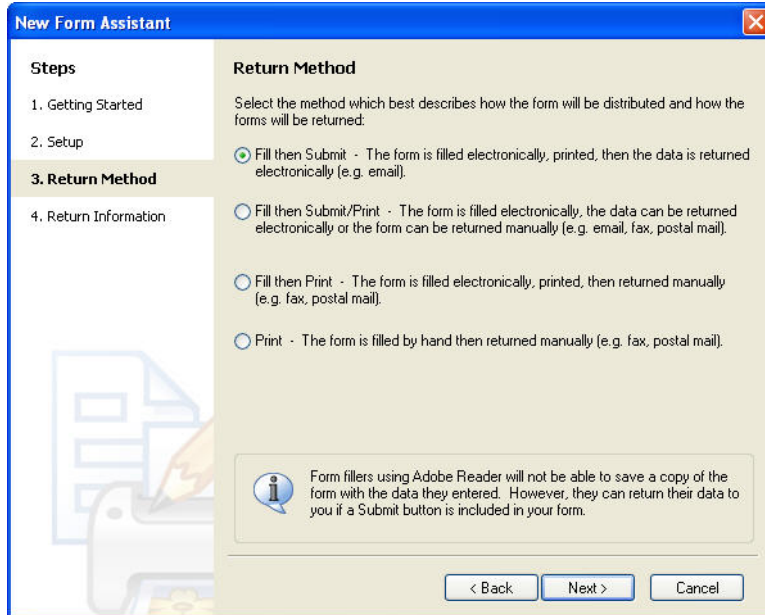
The next screen will ask you which method you would like for creating a new form.



There are 4 ways to create a new file. If you are creating a never-before seen form, choose either “New Blank Form” or “Based on a Template.” If you already have a form created in a Word or PDF format, and you simply want to update and professionalize your form, you may want to consider “Import a PDF Document” or “Import a Word Document.” For the purposes of this tutorial, the “New Blank Form” will be used.

The next page asks you to create the overall structure of the form. Do you want the form oriented as a portrait or landscape? How many pages do you want the form? This is the page to decide that.

The following page prompts you to decide how you want the form returned to you.



There are four choices:

1. The applicant fills the form electronically and then submits the form electronically (e.g. email)
2. The applicant fills the form electronically and then has a choice to either submit the form electronically or to print the form and physically send it (fax, mail, etc)
3. The applicant fills the form electronically and then prints to form to physically send it
4. The applicant must print out the form, fill it in manually, and physically send it.

The first three options create dynamic forms. The fourth option creates a static form.

Depending on which return method you chose, a new screen will prompt you with further directions for the return method. If you choose to allow the applicant to submit electronically, you enter the appropriate email address to receive submitted applications. This email will be linked to a “Submit” button, which will be automatically added. If you opt that an applicant must submit a physical form, a “Print” button will be automatically added to the form. In the case that you allow applicants the option to submit the form electronically or in print, both a “Submit” and a “Print” button will be automatically added.

Return Method	Must Enter Email	Button(s) Automatically Inserted
Fill then Submit	Yes	Submit
Fill then Submit or Print	Yes	Submit, Print
Fill then Print	No	Print
Print then Fill	No	Print

BASIC LAYOUT AND DESIGN TOOLS IN ADOBE DESIGNER

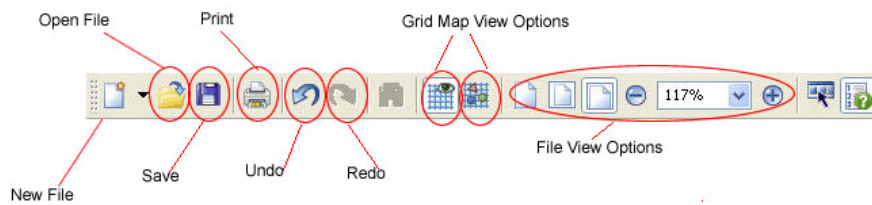
Adobe Designer has several toolbars and design tools available. Once you understand what these are and how they work, they greatly simplify the form designing process.

TOOLBARS

Like most of the Adobe products, Designer has a basic menu bar which will probably look familiar to you. For example, under “File” you will find save and print options. Under “Edit,” you will find cut, copy, paste, and find options.



Below the traditional menu toolbar, you will see icon toolbars with commonly used functions.

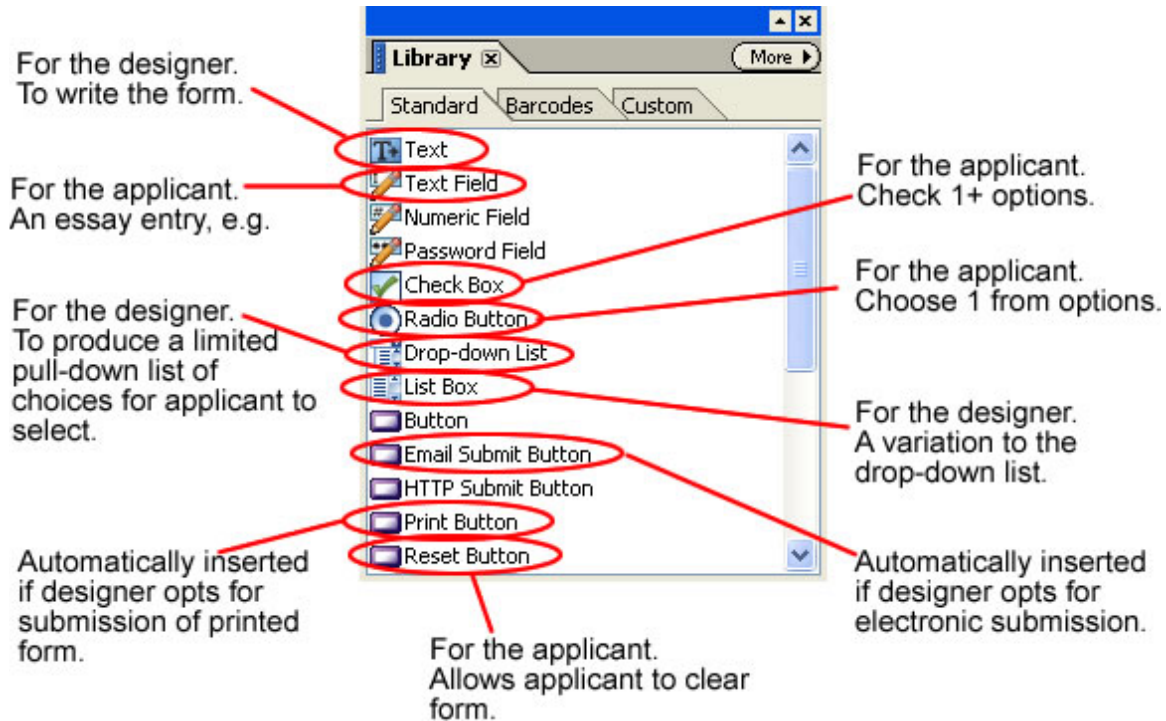


This same toolbar has font icons as well as alignment icons.



DESIGN TOOLS: LIBRARY

On the right side of the open Designer window, there are two main windows. The top window is called the Library, and it has the standard tools to create a dynamic form. For the purposes of this tutorial, only the most basic form field options are highlighted.



To insert these options into your form, simply click on them and drag them into the form. To delete one of these tools, click on it until the edges are highlighted with segmented lines and press delete

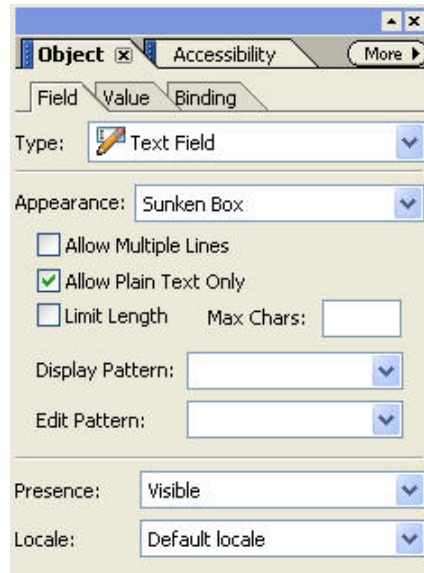


Notes on the variations options:

- The difference between “Check Box” and “Radio Button”: If there are two or more Check Boxes next to one another, Designer will automatically create a frame around the Check Boxes. The same is true for “Radio Buttons.” The difference is that an applicant may select one or more Check Boxes within the same frame, while the applicant may only select on Radio Button within a frame. For example, a Check Box frame could include the words “Check all that apply” while a Radio Button frame could ask an applicant whether s/he is a veteran or not.
- The difference between “Drop-down List” and “List Box”: “Drop-down List” allows the designer to label the overall selection subject while the “List Box” does not have this option.

DESIGN TOOLS: OBJECT WINDOW

Once you have dragged an object from the Library into the form, notice that the Object Window changes. The Object Window allows the designer to create a truly custom (or not!) look for each form that is created. This window has different features for each of the tools. For example, once a “Text Field” is created, the Object Window allows the designer choices on how the field will appear (sunken box, underlined, etc).



Note on changing email address for electronic submission: In order to modify the email address was originally entered during the set-up process, highlight the “Submit Button,” and the Object Window will allow you to edit the address.

CONCLUSION

Adobe Designer is a user-friendly and approachable application which allows everyone (especially those who do not see themselves as tech-savvy!) to create stylized, professional forms. Adding dynamic forms to your application process not only streamlines the application process from applying to assessing, it also standardizes the look and information processes.