



## LAB nine

# ACROBAT

This is a group project to explore Acrobat, Acrobat.com and forms. Each person will complete *one task* for a series of workflow projects based on Alice in Wonderland. Teams consist of 2 or 3 members.

It's OK if there is duplication of tasks. For example, two team members can both do forms as long as they are unique forms. It's also OK to work collaboratively to help each other.

The document that results from each task will be shared with team members. For example, "Bob's" enrollment form for an Alice in Wonderland conference is sent out to the other members on the team. The Acrobat form data is sent back to Bob who tracks the participant's progress and analyzes the collected form data. When the team workflow is finished, each team member's document will be shared with Cyndi via Acrobat.com services. A brief 1-2 paragraph narrative will be posted at CATE describing the process.



The tasks are:

1. *Acrobat portfolio.* For example, one member could do a portfolio of Alice in Wonderland documents including a folder of jpg graphics (Cheshire Cat, Alice, and the White Rabbit), a Word document with a sample passage of text, and a PDF of an InDesign document that features a favorite quote and graphic. The portfolio can be shared from Acrobat using either email or SendNow, depending on its size. Design and content are not essential to the success of this task — it's all about process.
2. *FormsCentral form.* Use Acrobat.com FormsCentral to generate a form and distribute to your team members. As an Acrobat.com user, you get to create one (and one only) form, so if you use up your one form allocation from Adobe you won't be able to use it for the final project for this class. An example could be a form with a pulldown menu for a survey of favorite Alice in Wonderland characters and a series of check boxes determining if the user has read the book, watched the original animated Disney movie, and/or watched the newest 3-D movie with Johnny Depp.
3. *InDesign to Acrobat form.* In InDesign, create a *simple* form layout of your choice. It is to include 3 different types of fields (type, radio button, check box, list box, dropdown menu, button). Your job is to design the form, export to a PDF, then add the form elements on top of your PDF. As you work in InDesign, leave desired blank areas for radio buttons, check boxes, and menus created as a combo list. If desired, draw your own custom lines and boxes for text fields. Export the InDesign document as a PDF of the smallest file size. Use the Acrobat Forms panel to automatically create form fields, then edit/add additional fields as desired. Distribute and track the form with your team mates.
4. *Acrobat.com table.* Use Acrobat.com to create a table that tracks the progress of team members, similar to the table that Cyndi posted to display the progress of received tests for the class. Share the URL of the table with team members, allowing each person to update their progress. It would make sense that only one team member be assigned this task, especially the team captain.

Remember, each team member will do one of the four tasks, not all of them. Each task will generate some sort of document that will be shared with the team. When the entire workflow is finished, share the document with Cyndi at creese@santarosa.edu.

To finish the lab, post a public CATE message describing the workflow, replying to the threaded discussion LAB 9 ACROBAT. Include your honest opinion of the value of your workflow. Would you ever use it in a real life situation? Describe your participation in the other team member workflows.

### Checklist:

- Watch the assigned webcasts — in addition to the weekly lecture, you'll find
  - A webcast on using the Tables feature of Acrobat.com
  - Several Adobe TV webcasts on FormsCentral
  - An older webcast of Cyndi demonstrating forms in Acrobat 9
  
- Complete Lab 9: submit your message at CATE and share your document. This is due in 2 weeks.