

Open the Note to view the slide narrative

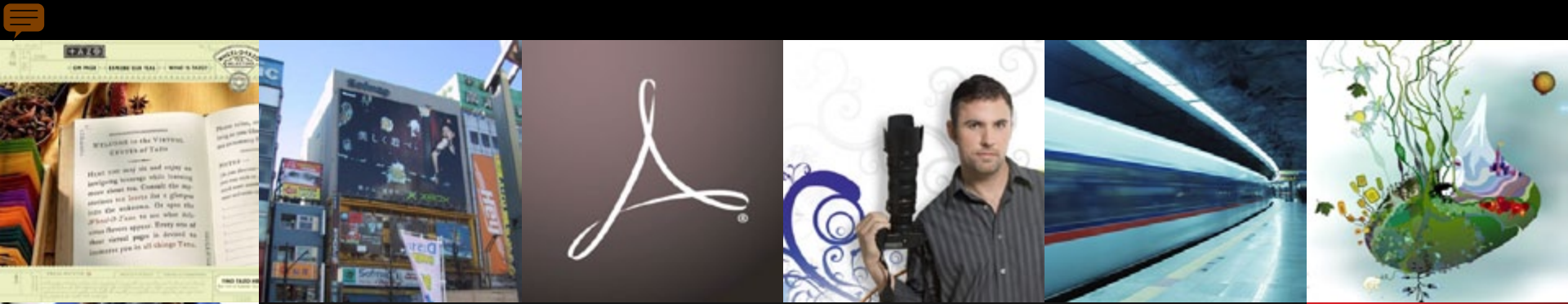
Adobe Acrobat 9

Creating Acrobat Forms for Legal Professionals

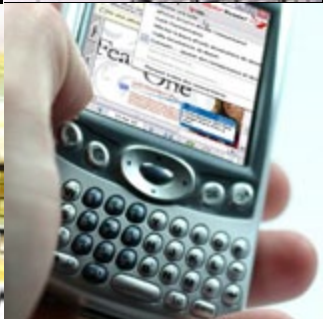
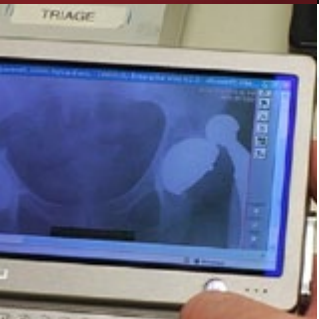
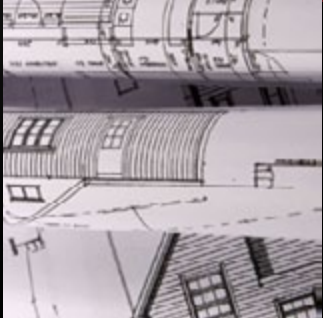
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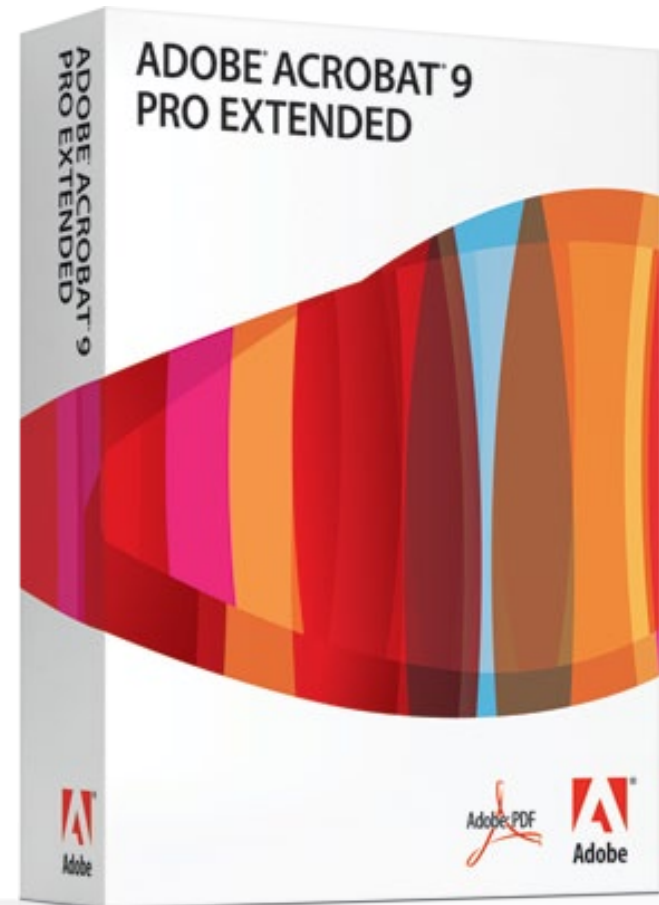


Adobe Mission:
To revolutionize how the
world **engages** with **ideas**
and **information**



What we'll cover ...

- Background Slides
- PDF Form Creation from ...
 - Microsoft Word
 - Scanner (paper)
 - Templates
- Form Data Collection
 - Reader Enablement
- Dynamic Forms
 - Adjust to data

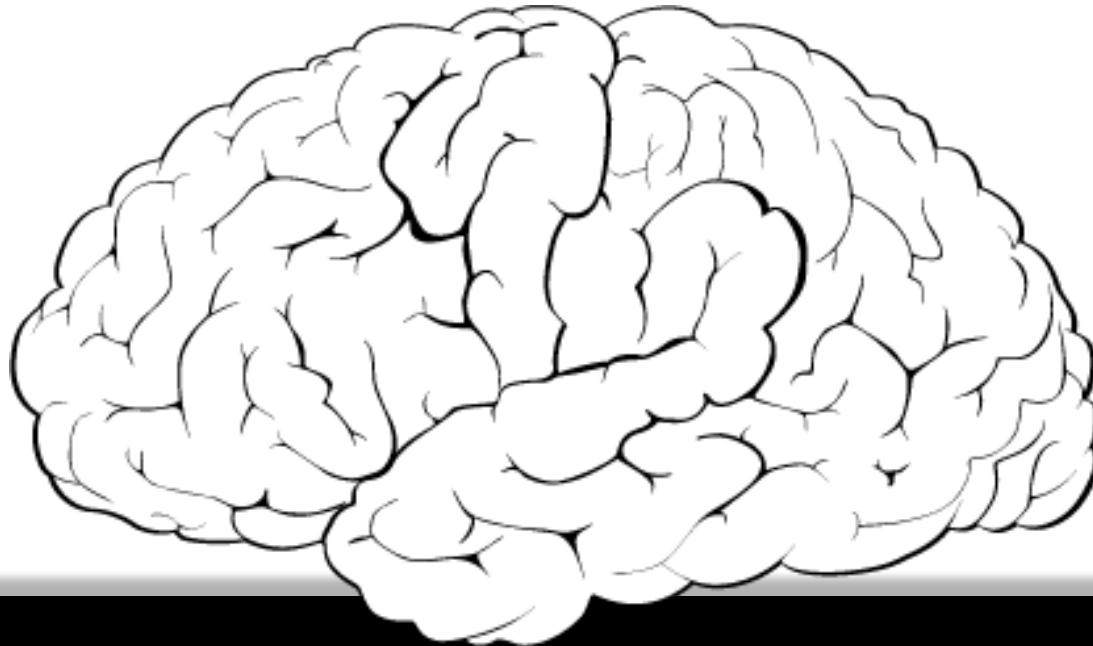




We're going to cover a lot of ground!

It's OK.

If you tried to remember it all
your brain would explode.





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[Your brain will thank you!]

www.adobe.com/go/acrolaw

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■ Form Milestones

- Acrobat 3 Form Plug-in: 1997
- Acrobat 4: 1999
 - AcroForms built in
- Acrobat 7: January 2005
 - LiveCycle Designer | XML Form
- Acrobat 9, June 2008
 - Simplified forms authoring
 - Form Tracking

■ Definitions

- AcroForms
 - Acrobat 9 Standard (Pro 8)
- Designer Forms
 - Adobe Professional (Designer)

■ Limitations


- Acrobat cannot edit Designer Forms
- Designer can import AcroForms

Forms History

Design Considerations

- Who are you trying to do?
- What information do I need to collect?
- What information should I provide?
- How will I collect the forms?
- How often will my form change?
- What user-input is essential and what information can be optional?
- Which form fields could benefit from information formatting?

Customer Satisfaction Survey



Date:

Customer Name:

Address:

State/Province:

Zip/Postal Code:

Respondent's Name:

Position:

Phone:

Please list current products / services we've provided:

How can we improve the delivery of the products / services we provide you?

What are your impressions of the products / services we provide you?

How do you perceive us with respect to our competitors?

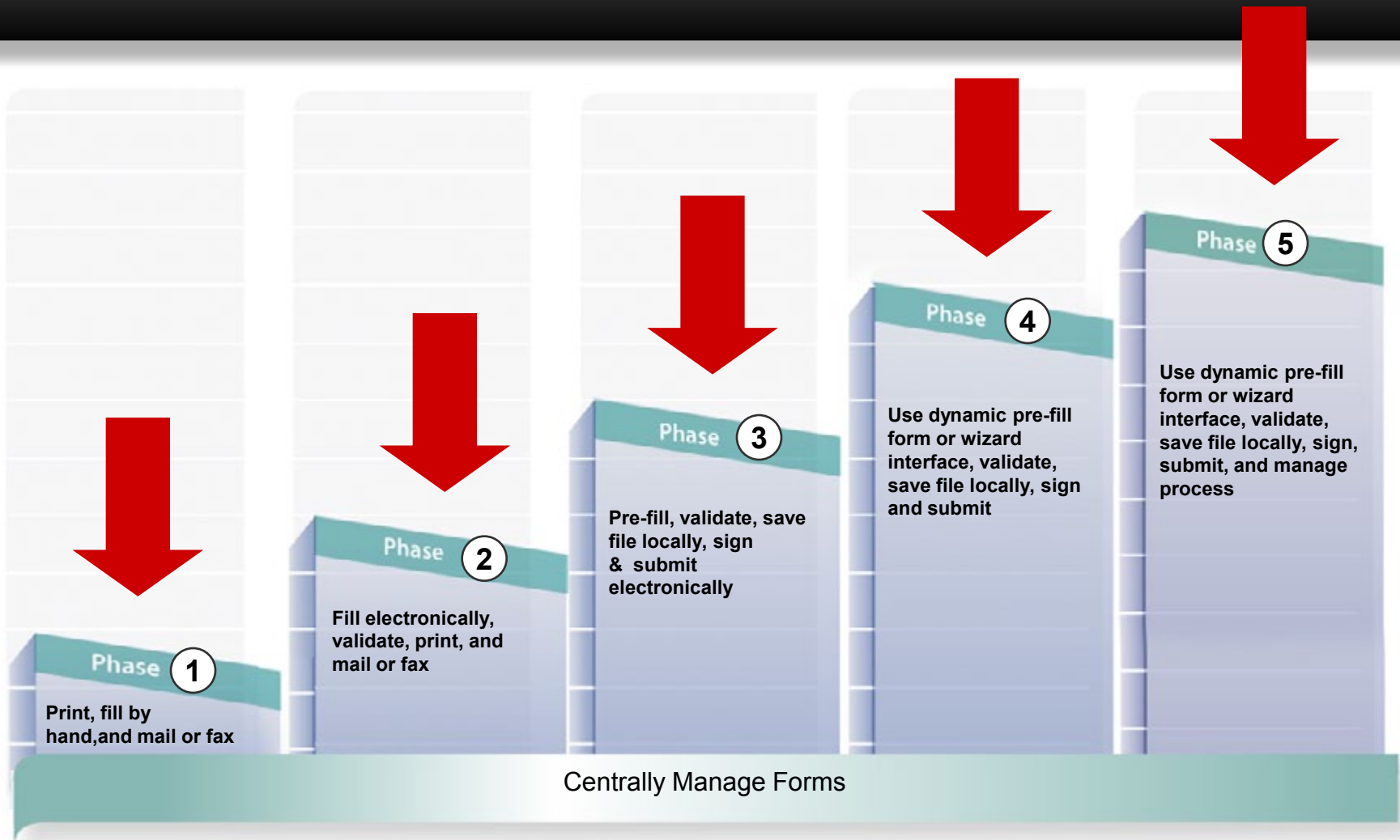
What is your perception of the pricing for the products / services we provide you?

In what ways should we improve our products / services, our marketing, or our delivery to you?

How can we improve the quality of the products / services we provide you?

Any thoughts you'd like to share with our organization on how we can serve you better:

Five Phases of Forms



Acrobat Forms, Designer Forms and Collecting Data

When to use AcroForms

- Existing Paper or Electronic Forms
- Advanced Interactivity not needed
- You want to get up to speed fast and you already are comfortable using Acrobat

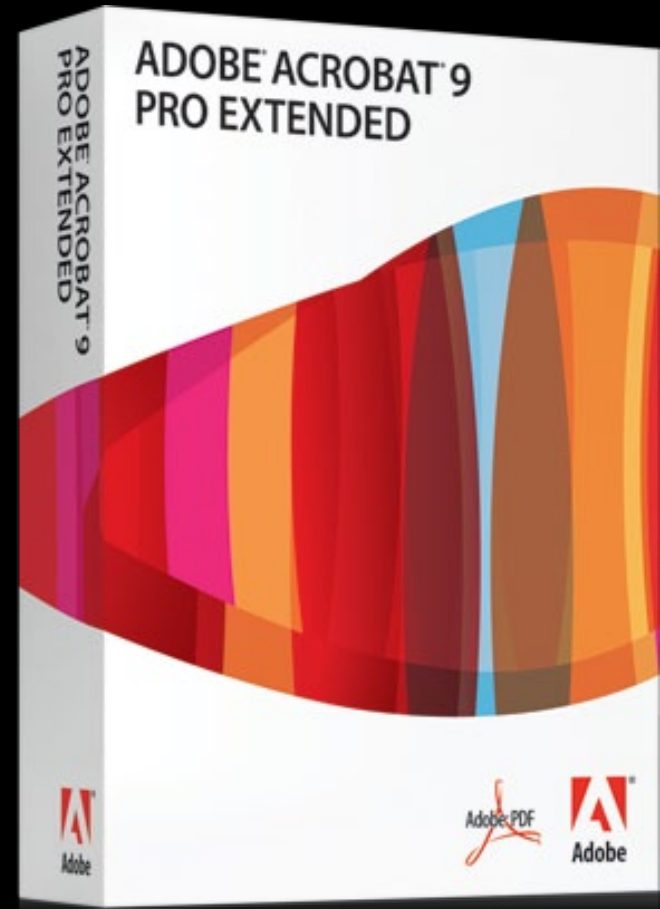
When to use Designer Forms

- Original paper forms do not exist
- Forms need frequent updating
- Advanced Interactivity
- XML-based workflows
- Steeper learning curve

Using Form Data Collection

- Ad hoc workflows with less than 500 recipients
- Recipients using Adobe Reader 8 or higher
- Collect via:
 - Email
 - Network folder
 - Acrobat.com
 - SharePoint

Acrobat 9 Legal Forms Demonstration



Web

- AcrobatUsers.com
 - User Community
<http://www.acrobatusers.com/>
- [Stephan Cameron's LiveCycle Designer Blog](#)

Books (Amazon Links)

- [Acrobat 9 Books at Amazon \(list\)](#)
- [Acrobat 9 Classroom in a Book](#)
- [Adobe Acrobat 9 PDF Bible](#)
by Ted Padova
- [Creating Dynamic Forms with Adobe LiveCycle Designer](#)
by J.P. Terry

Legal Market Resources

- Rick Borstein's Acrolaw Blog
 - <http://www.adobe.com/go/acrolaw>
- Opt-in for Legal Events
 - <https://www.regonline.com/Acrolaw>