

# Advanced Topics in Acrobat: Forms

Introduction.....	1
Using LiveCycle Designer.....	2
Getting Started .....	2
Creating a Simple Form.....	6
Adding a Title .....	6
Adding the Print Button .....	7
Adding the First Text Field.....	8
Adding Radio Buttons.....	9
Previewing .....	11
Adding the Drop-Down List .....	11
Adding an Expandable Text Box.....	13
Saving the File .....	14
Understanding Layout Options.....	15
Exercise 1.....	16
Using Custom Objects .....	17
Using the U.S. States Object.....	18
Using the Phone Object .....	18
Adding Custom Fields to the Library .....	19
Validating Entries .....	21
Preventing Empty Fields.....	21
Requiring Entries to Conform to a Pattern .....	22
Using Built-In Validation .....	24
Exercise 2.....	25
Using Tables in Forms .....	26
Adding Calculations to a Form.....	29
Creating a Protected Numeric Field.....	29
Adding the Quantity Field .....	30
Adding a Field that Displays a Calculated Number.....	31
Adding a Calculation Script.....	32
Copying and Pasting Rows .....	33
Understanding Form Hierarchy .....	34
Understanding How Calculations Work with Hierarchy .....	35
Understanding Instances .....	36
Working with Row Instances in a Table.....	37
Exercise 3.....	38

Working with Subforms.....	39
Creating Subforms .....	39
Working with Subform Properties .....	40
Using Subforms to Make Form Sections Appear or Disappear.....	41
Creating Repeating Rows in a Table .....	43
Exercise 4.....	46
Using Excel Data to Create a Form .....	47
Creating the Form .....	47
Reformatting for User Input.....	49
Error Trapping .....	50
Submitting Form Data as XML Data.....	53
Creating a New Button and Button Script .....	53
Creating the XML Files .....	54
Updating the Excel File .....	59
Collecting Data in Excel .....	61
Distributing Forms through Acrobat.....	63
Distributing the Form.....	64
Tracking Forms .....	66
Returning Distributed Forms .....	66
Collecting Returned Files .....	68
Exercise 5.....	71
Automatically Detecting Fields .....	72
Running Auto Detect .....	72
Checking the Automatic Fields.....	76
Exercise 6.....	78
Using Templates .....	79
Appendix A: Setting Tab Order .....	83
Appendix B: Using Runtime Properties .....	84
Appendix C: Using the Layout Tools .....	85
Appendix D: Copying Groups of Fields .....	88
Appendix E: Solutions to Exercises.....	90