

Enhancing PDFs with Form Fields

Using FrameMaker-to-Acrobat
TimeSavers + Form Assistant



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Enhancing PDFs in Acrobat

- Labor-intensive, repetitive process
- Features added in Acrobat “disappear” next time you distill / Save as PDF and must be recreated and tested again



With TS: define once, use many!

- All features described in this webinar can be defined in your source FM files using custom hypertext markers
- Upon distilling with FM-to-Acrobat TimeSavers + Form Asst, corresponding features are automatically present in the PDFs produced
- Update FrameMaker source as required



Additional info and examples

- **“32 Ways to Improve Your PDFs with TimeSavers/Assistants”**
microtype.com/ImprovePDF.html
- **TimeSavers/Assistants Showcase**
(where all PDFs demonstrated in this webinar are available)
microtype.com/showcase.html
- **TimeSavers info, order form**
microtype.com/TimeSavers.html



Overview: uses of form fields

- **Forms (optionally integrated in docs)**
 - Checklists / surveys
 - Evaluation / feedback
- **Display of additional information**
 - Tooltips/rollovers (eg home page, diagrams)
 - Watermarks: print + no display or vice versa
- **On-screen user interaction**
 - Buttons
 - Page marks/notes
 - Search



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Forms



Benefits of PDF forms

- **Fillable fields** – help with legibility, validation and error reduction
- **Accessibility** (tool tips, vocalize, zoom)
- **“Intelligence”** (e.g. calculations)
- **Supports “print and complete” or “on-screen fill-in”** (and save/submit; online or offline)
- **Can enable Reader save** (Acrobat 8 or later)



Form field types

- **Text field**
 - **Single or multiple lines**
 - **“Scroll Long Text” option can be used for non-printed forms**
 - **Can be set to calculate**
- **Check box**
- **List box**
- **Combo box**



Form field types

- **Radio button (option)**
- **Buttons**
 - **For example: Submit, Reset Form, Print**
 - **Can be visible on-screen but hidden when printing**
- **Digital signature**



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Selective Display of Information



Tooltips

- **Provide brief information on**
 - **Buttons or text fields**
 - **Icons**
 - **Image elements**
- **Note: cannot control font/size**



Pop-ups/rollovers

- **Can display additional information, helping the reader make sure that this is indeed the item being looked for, without being forced to leave current page**
- **Reduce clutter when there is a lot of information to display for various items that are in close proximity to each other**
- **Font/size can be controlled**



Form + Presentation Assistants

The combination of Form + Presentation Assistants enables:

- **Conditional image display, based on selection of option / list item**
- **Image flipping**
- **Image rollover**
- **Image sequences**
 - **Can include image number display**



Form + Multimedia Assistants

The combination of Form + Multimedia Assistants enables media activation through form fields:

- **Video / audio / image**
- **Play, Stop, Pause, Resume, Restart**



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On-screen User Interaction



Buttons

Enable advanced interactivity:

- **Enhanced visual style**
- **Multiple triggers** (enter/exit area, click)
- **Can specify “no print”**
- **Can use symbols from fonts**
- **Audio options**



Enhanced search

Custom search forms:

- **Predefined search phrases**
- **Save search queries, with control over all search parameters**
(useful when repeatedly performing the same search operations)



Page marks / notes

- **Users can mark pages of special interest**
 - **Navigate to next/previous page mark**
 - **Mark/unmark all pages**

- **Users can add text notes in specific pages**
 - **Navigate to next/previous page note; directly access a specific note**
 - **Generate e-mail message with all notes**
 - **Display note text in Acrobat console**
 - **Reset all notes**



Page marks / notes

- **Page marks/notes can be set to be visible on screen (and not print), or as visible & printing**
- **Find function (Acrobat/Reader) can be used to search text in notes**



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