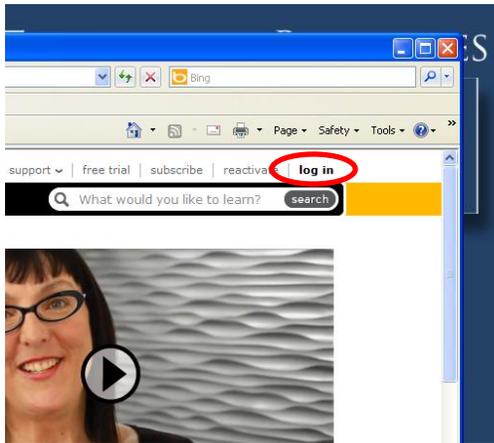
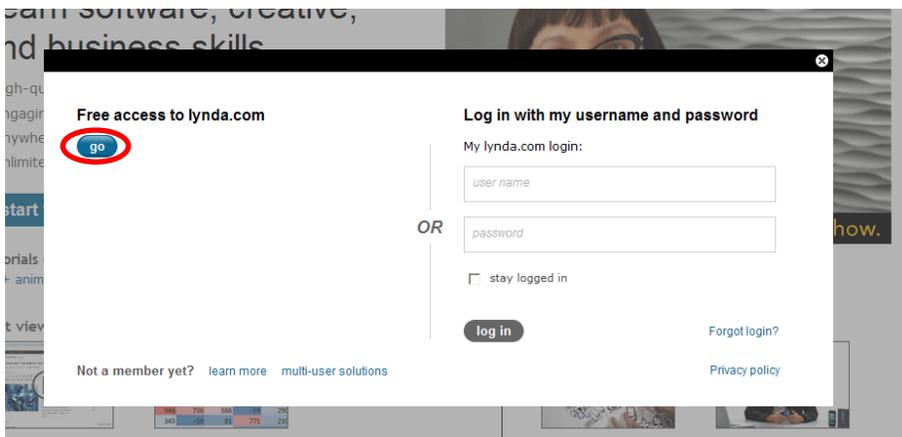


Using the lynda.com Online Learning Library

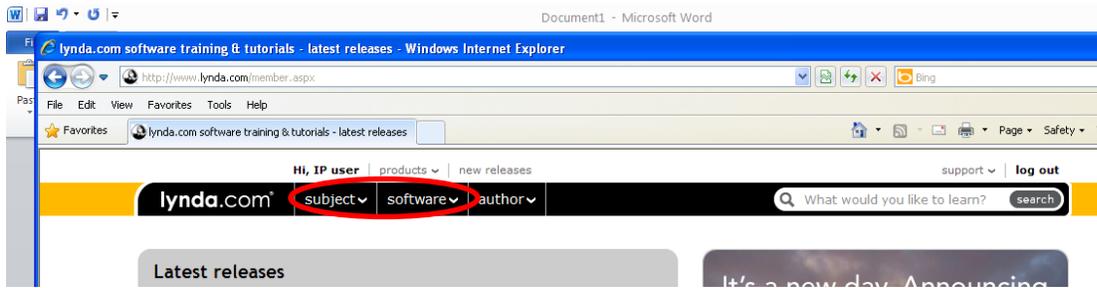
1. Direct your preferred browser to <http://www.lynda.com>.
2. Click on **log in** in the upper right of the lynda.com home page:



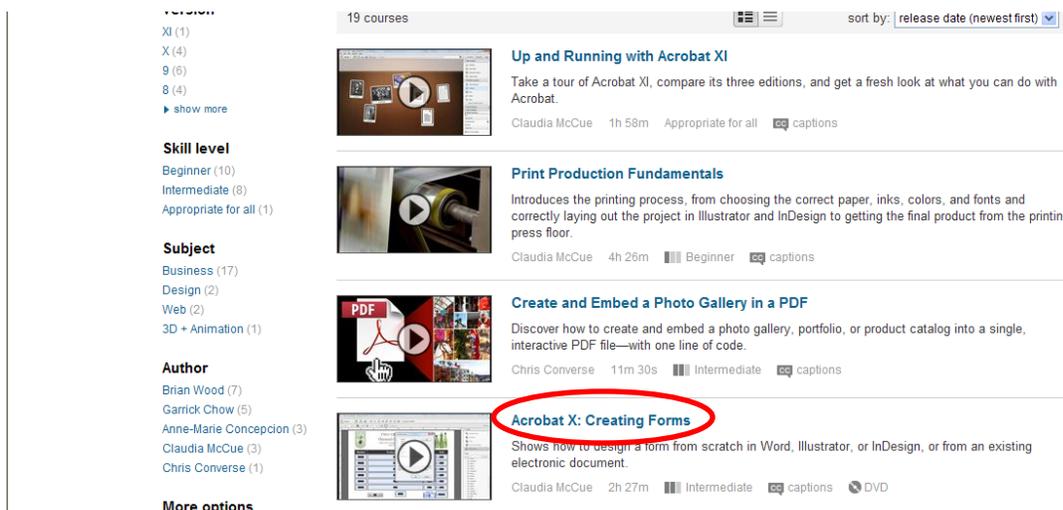
3. Click on **go** under **Free access to lynda.com**:



4. Click on the **subject** or the **software** tab to view course offerings:



5. Find the course that interests you. For example, suppose you select **Acrobat** from software tab. You will see a list similar to the following. Click on the course you want to view, for example, **Acrobat X: Creating Forms**.



6. Click on table of contents tab to view the titles of each section of the course and the duration of each of the videos. Clicking on the title, e.g. Welcome, will play the video. Lynda.com does not keep a record of which sections you completed. You may, therefore, want to keep a written record of your own of your progress through a course.

feedback submit

This course demonstrates how to design a form from scratch in Word, Illustrator, or InDesign—or from an existing electronic document. author Claudia McCue teaches how to add interactive fields like check boxes, buttons, drop-down lists, and digital signature fields; how to add field calculations like sum or average; and how to use JavaScript for more advanced calculations. The course also covers how to enable forms for Acrobat Reader users, add security to a form, distribute it via email or the web, and collect data from recipients.

Topics include:

show more

author Claudia McCue
 subject Business, Forms
 software Acrobat X
 level Intermediate
 duration 2h 27m

table of contents exercise files transcript author preferences FAQs

expand all collapse all viewed duration

- Introduction 1m 32s
 - Welcome 53s
 - Using the exercise files 39s
- 1. Designing Forms 30m 37s
 - Choosing a design application 1m 31s
 - Designing forms in Word 7m 32s
 - Designing forms in Illustrator 5m 50s
 - Designing forms in InDesign 11m 27s
 - Looking at a finished PDF 1m 39s
 - Enabling Reader users 2m 38s
- 2. Creating and Editing Form Fields 1h 20m
 - Using auto-recognition 2m 36s
 - Understanding fields 4m 32s

7. From any lynda.com page select **support** in the upper right for help on using the system:

Document1 - Microsoft Word

Apple Tutorials from lynda.com - Windows Internet Explorer

http://www.lynda.com/Apple-training-tutorials/106-0.html

File Edit View Favorites Tools Help

Hi, IP user | products | new releases

lynda.com subject software author

What would you like

support log out

- how to use lynda.com
- frequently asked questions
- contact us
- system requirements
- register activation key

Bruce Heavin

8. Many courses come with practice or exercise files in .zip format. These files can be downloaded, extracted, opened and edited while taking a lynda.com class. However, if you save the files on the desktop they will be erased when the computer is restarted. We recommend that you save the exercise files to a portable storage device such as a flash drive that you can use the next time you invoke the course.

To obtain the exercise files, select the **exercise files** tab from the course page:

The screenshot shows a Windows Internet Explorer browser window displaying a Lynda.com course page. The browser's address bar shows the URL: <http://www.lynda.com/Acrobat-X-training/Creating-Forms/79624-2.html>. The page header includes the Lynda.com logo, navigation menus for 'subject', 'software', and 'author', and a search bar. The course title is 'Acrobat X: Creating Forms' by Claudia McCue. Below the title is a 'feedback' link and a search box for the course. A 'table of contents' section is visible, with the 'exercise files' tab highlighted by a red circle. The table of contents lists the following items:

	viewed	duration
Introduction		1m 32s
Welcome		53s
Using the exercise files		39s
1. Designing Forms		30m 37s
Choosing a design application		1m 31s

Please contact the IT Center Help Desk Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.