eLearning for Adobe Experience Manager v6.x

Design Adaptive Forms

About our eLearning
Adobe’s eLearning is the perfect complement to instructor-led training, especially when you need flexibility and the convenience of real-time how-to’s. Course content is hosted on your learning management system or accessible directly via your web browser. Customizable targeted modules let the team refresh skills exactly when they need it.

Learn any time, any place, at any pace.

Course Overview
Design Adaptive Forms Using AEM v6.x is intended to enable front-end forms designers, authors, and business practitioners responsible for creating and managing Adaptive Forms and Documents. This eLearning course covers developing and managing form templates, and form review and approval. You will also learn about drafts and submissions, applying tags to forms, form localization, rule editor, Form Portal and data binding.

After completing this course, you will be able to:
- Create and test forms for clarity, ease of use, and highest quality user experience
- Create and manage form templates
- Implement a form review and approval process
- Implement the drafts and submissions component
- Make forms searchable by applying tags to forms
- Translate forms into another language
- Implement procedures and rules in forms
- Create and customize a forms portal
- Perform data binding

Prerequisites
This is an entry-level course and there are no pre-requisites. However, it is recommended you have knowledge about Content Management or Document Management systems and some experience with web page design or document management.

Your Benefits
- Save time. Easily deploy real-time 24/7 training to your teams across multiple sites.
- Save money. A great solution when travel budgets are tight.
- Stay productive. Quick targeted hits of training mean your team has the right resources at the right time to feel confident in their skills.
Course Outline

1. Introduction to Adobe Experience Manager Forms
   - Introduction to Adaptive Forms
   - Exercise 1.1: Adobe Experience Manager Forms User Interface Walkthrough
   - Exercise 1.2: Edit an Existing Sample Form
   - Exercise 1.3: Create an Adaptive Form Using Adobe Experience Manager

2. Adaptive Form Templates
   - Describe adaptive form templates and how they are used
   - Leverage best practices and guidelines when working on adaptive forms
   - Create and customize an adaptive form template using the template editor
   - Exercise 2.1: Create a New Form Template with a Custom Footer and Other Custom Properties

3. Form Review and Approval Process
   - Create and manage the form review and approval processes
   - Initiate and manage form feedback and comments
   - End the review process
   - Exercise 3.1: Form Review and Approval Process

4. Form Data Model, Binding and Document of Record
   - Describe how Data Binding works
   - Configure a Document of Record property
   - Configure a Form Model property
   - Exercise 4.1: Creating a Document of Record
   - Exercise 4.2: Create a Form Based on a Template and a Document of Record

5. Panels and Fields
   - Configure Panels and Fields in Adaptive Forms
   - Exercise 5.1: Add and Configure Panels on a Form
   - Exercise 5.2: Altering Existing Fields on your Form and adding a New Field

6. Drafts and Submissions
   - Determine the use cases that require the drafts and submissions component in adaptive forms
   - Configure the drafts and submissions component in a portal page
   - Explain the Adobe Sign Integration with Adobe Experience Manager Forms
   - Add tags to the forms for searchability
   - Exercise 6.1: Create a Form Portal using the Drafts & Submissions component
   - Exercise 6.2: Make Your Form Searchable by Applying Tags

7. Form Localization
   - Explain form localization use cases and examples
   - Localize the forms in author and runtime modes
   - Enhance the accessibility of your forms for users with special needs.
   - Exercise 7.1: Set Accessibility on a Field
   - Exercise 7.2: Localize a Form in Runtime

8. Rule Builder and Logic in Forms
   - Create and apply procedures, logic and rules to forms
   - Write expressions to configure form dynamic behavior
   - Add a script to an adaptive form using the Rule Editor and test it
   - Exercise 8.1: Add Adaptive Behavior Using Rules into your Form
   - Exercise 8.2: Hide Fields and Panels Using Rules

9. Forms Portal
   - Explain what a forms portal is and when to use it
   - Add a page in the forms portal
   - Customize the forms portal
   - Exercise 9.1: Alter your form to add a thumbnail image for each card in your portal form
   - Exercise 9.2: Add an attachment component to your Form

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