



Information Paper



U.S. AIR FORCE

Who? Air Force Departmental Publishing Office (AFDPO).

What? Adobe Enterprise Manager (AEM) Forms Design training.

When? Every two weeks, 3 days in duration. To register for Adobe training (using your CAC card) cut & paste the following link into your browser:
<https://cs2.eis.af.mil/sites/er/0319/SitePages/Home.aspx>

Where? Joint Base Anacostia Bolling, Building 94, 3rd floor, suite 302.

Why? The Adobe Forms Design training provides USAF form developers with the tools necessary to allow them to create AF forms within the guidelines established in AFI 33-360, *Publications and Forms Management*. The attendee will participate in hands-on training on the Adobe LiveCycle and Adobe Experience Manager (AEM) software. This will allow the student a greater understanding not only of the software but will ensure they are aware of the compliance they are required to adhere to as well as the AF forms coordination and publishing process. After successful completion of this training, the attendee will be able to design a basic form using Adobe LiveCycle Designer software.

Below are a few benefits of the Adobe Forms Design:

- Adobe forms can be utilized to integrate packages with MS-Office, txt or pdf file types for commander approval allowing several organizations to attach signed or scanned documents to the master form, awaiting the commander's signature.
- Adobe forms utilizes digital signatures for accountability.
- Adobe forms can be password protected to prevent unauthorized manipulation of data.
- Adobe forms can auto add, subtract, multiply or divide calculations.

New technology and new software are developed and introduced to USAF work centers on a regular basis. Regular training is required to ensure the latest technologies dispersed to USAF units are being used properly, effectively and in compliance with AF policy and guidance. The Adobe Forms Design training not only provides benefits to the individual, but also aids in unit effectiveness and mission readiness.

For more information or questions about the Adobe Forms Design training contact:
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