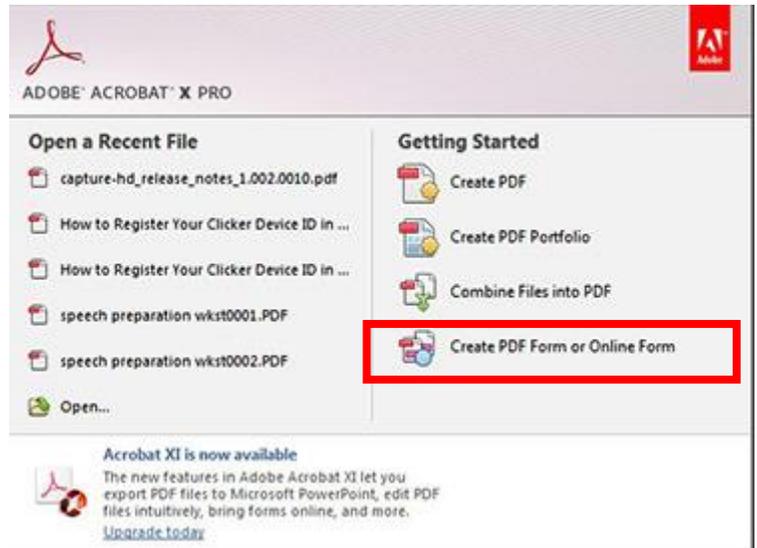


Tech Training: Acrobat Pro Forms

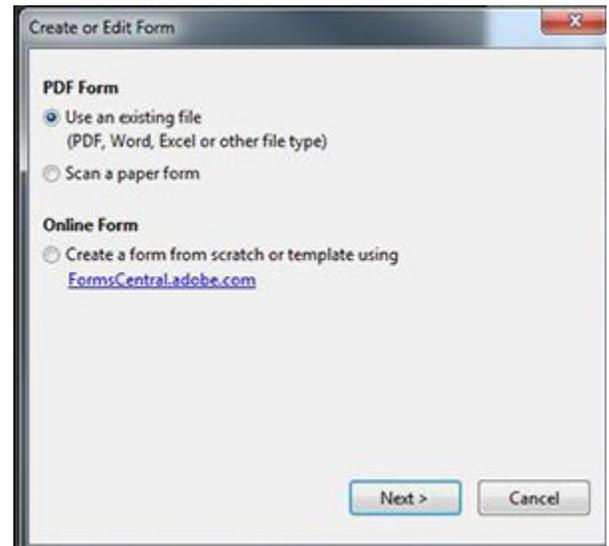
Adobe Acrobat Pro has the ability to turn existing documents & PDFs into interactive / fillable forms.

Creating an Adobe Acrobat Form

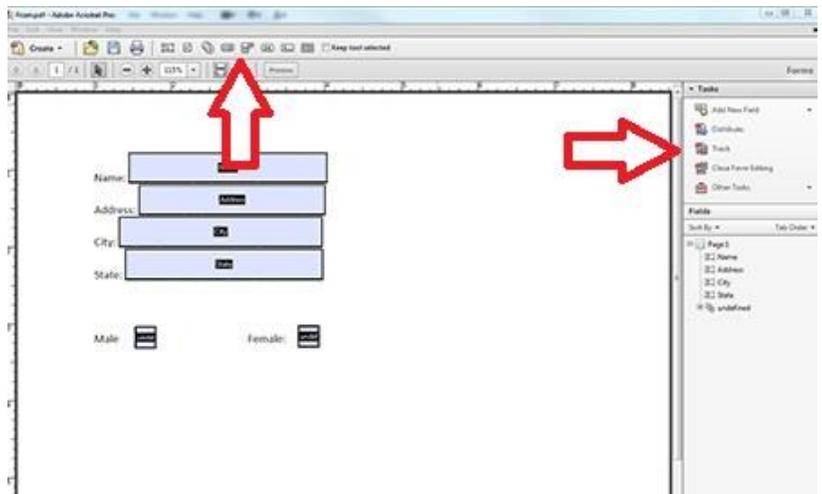
- Launch Acrobat Pro
- Click Create PDF Form or Online Form
OR
- Open an existing PDF
- Click Tools > Forms options > Create Form



- Select Use an existing file
- Click Next



Once Acrobat has opened a document under the PDF form mode you will find the form tools either at the top of the window or the far right

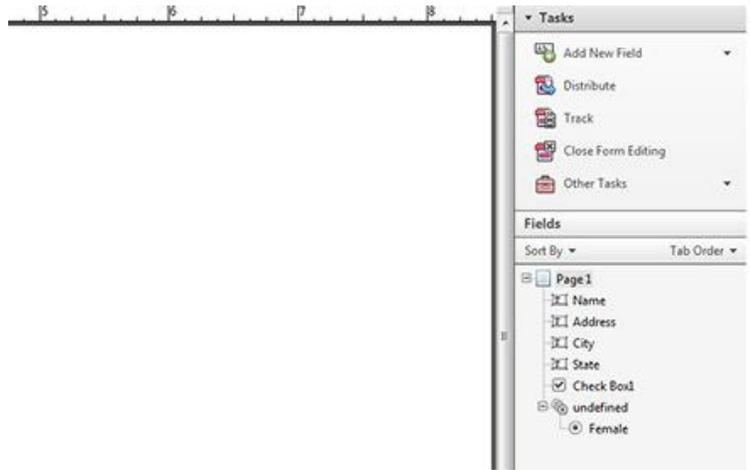


Conversion/Field Warning

Before you get too far into your form creation you will want to know the following bit of information:

In the Fields window found under the tools pane it will display a listing of each of the interactive fields you create or have in your form. Make sure all of the following fields are resolved....

- **Undefined** - they won't be recognized as interactive forms until you fix them or create a new field to take its place.
- **Fields with duplicate names** - if multiple fields use the same name, they will all share any information entered into them. This means you can't just copy & paste a field as it will create duplicate fields. **To fix this issue simply rename each field as its own unique name.**



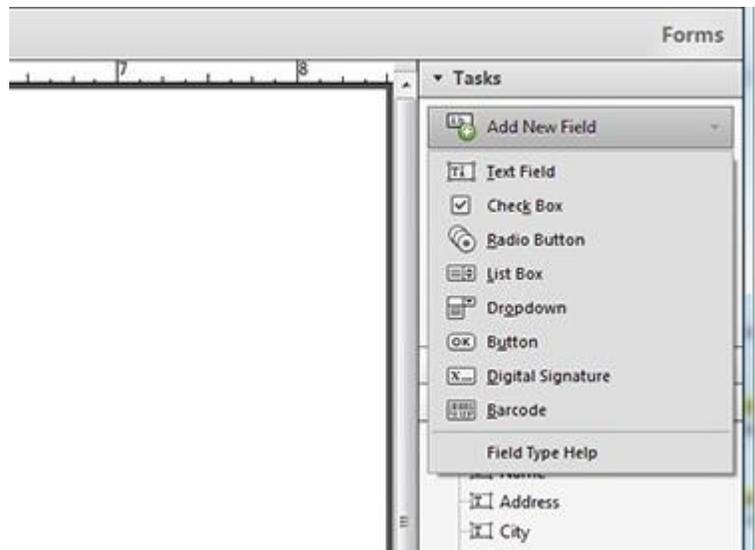
Creating Interactive Fields

Found under the Tasks tool pane you will be given several tools to assist with form creation. The primary tool you will use is the "Add New Field" tool.

Select the tool you wish to use in your form and then click & drag the area in which you wish to place it.

Types of fields that you can create are...

- Text Field
- Checkbox
- Radio Button
- List Box
- Dropdown list
- Button
- Digital Signature
- Barcode



Save Settings

In order for viewers to be able to fill out your form:

- Click **File**
- Click **Save As > Reader Extended PDF > Enable Additional Features**

