



Adobe Acrobat DC Fillable Forms

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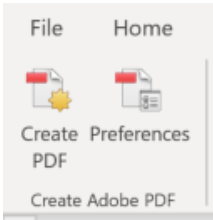
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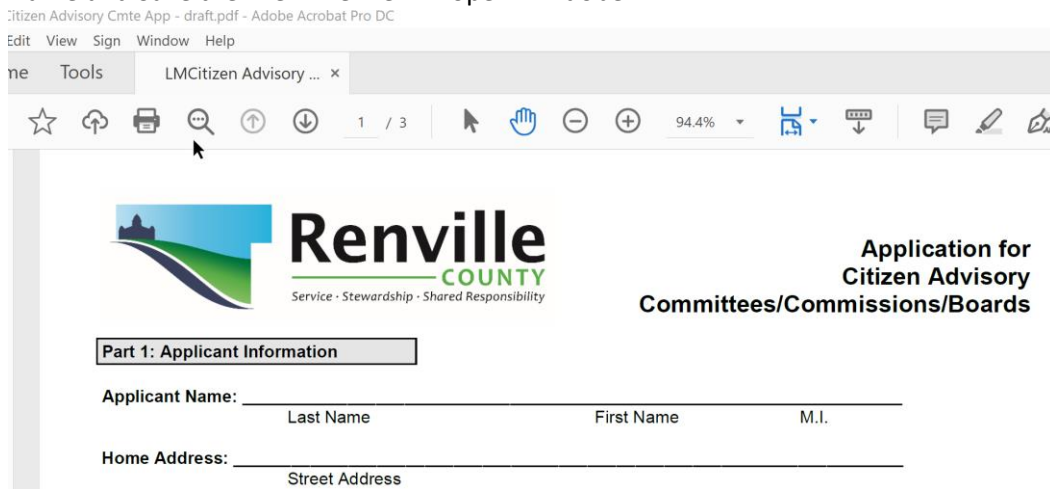
CREATE FORMS

You can create a form from an existing electronic document (for example, Word, Excel, or an existing PDF document) or scan and convert a copy of a form, and then add interactive form fields to it. For the purpose of this class, we will be learning how to create a form from an existing electronic document.

1. Acrobat Tab (Word) >> Create PDF

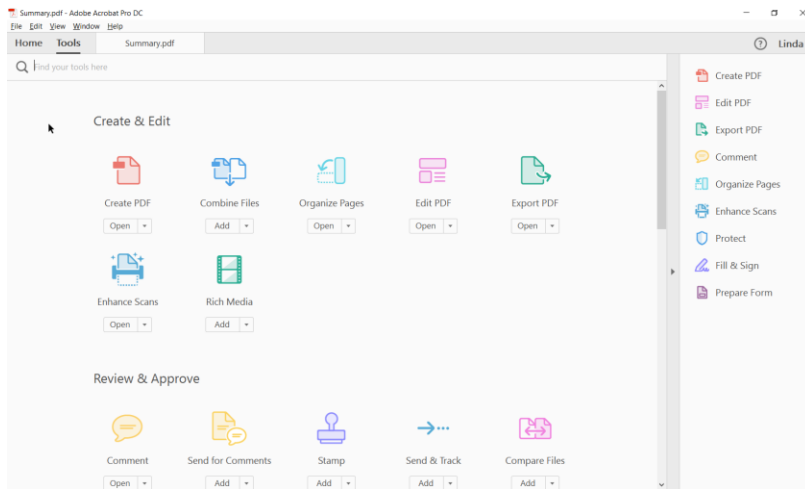


2. Name and Save the File. The file will open in Adobe.



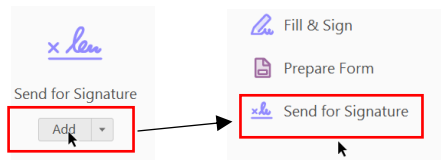
TOOLS CENTER

This is the place to find and utilize tools in Acrobat DC. Tools are organized by categories. When you choose a tool, the commands and or toolbar appears in the document view if a file is opened.

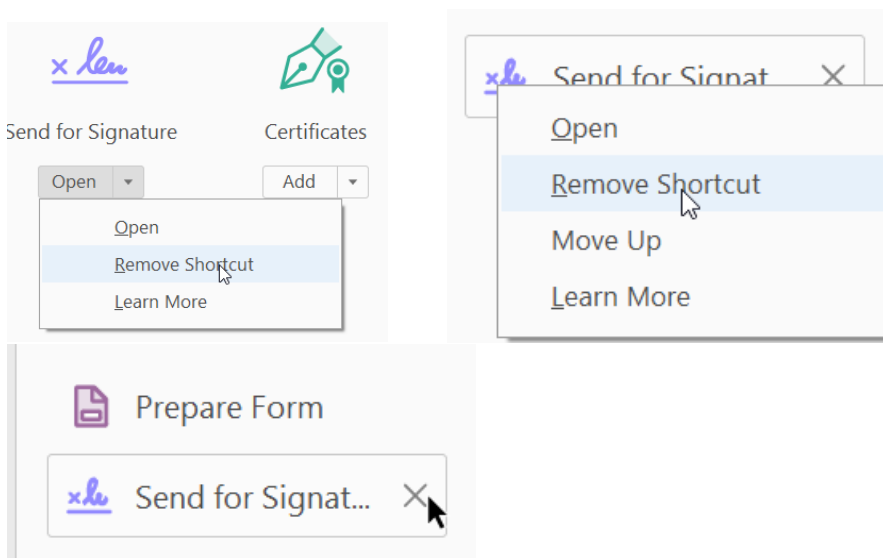


ADD OR REMOVE SHORTCUTS OF TOOLS

To add a shortcut of a tool in the right pane, click the Add button below the name.



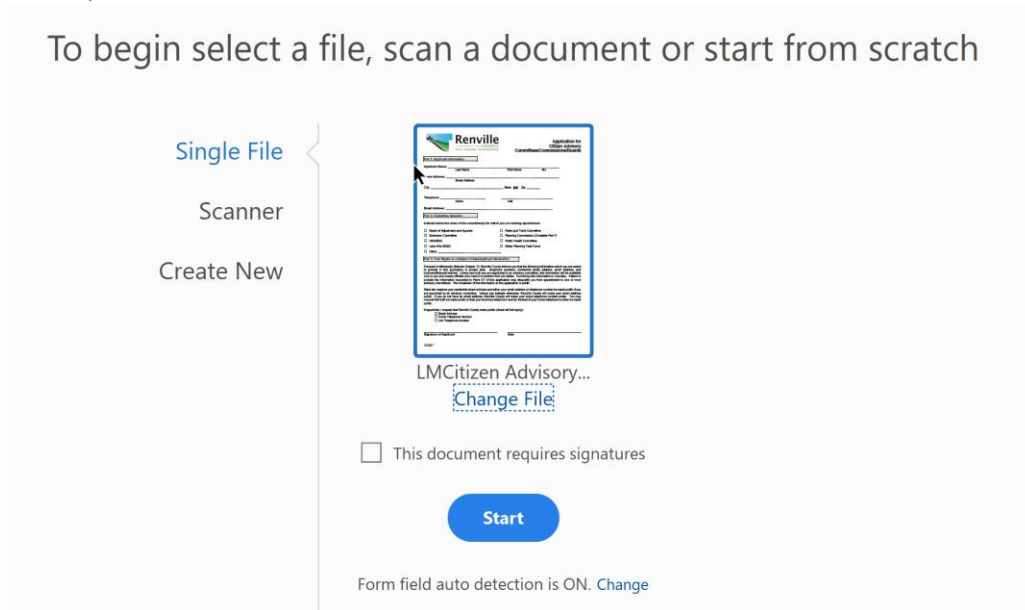
To remove the shortcut, click the down arrow button next to Open below the tool name. Select Remove Shortcut. You can also right mouse click the tool name in the right-hand pane and select Remove Shortcut or use the X button on the item.



CREATE A FORM FROM AN EXISTING ELECTRONIC DOCUMENT

1. From the Tools panel select Prepare Form
2. Select your file. Click Start.

To begin select a file, scan a document or start from scratch



3. Form fields will automatically be detected.



Renville
COUNTY
Service · Stewardship · Shared Responsibility

**Application for
Citizen Advisory
Committees/Commissions/Boards**

Part 1: Applicant Information

Applicant Name:
Last Name First Name M.I.

Home Address:
Street Address

City: State: MN Zip:
City State: MN Zip

Telephone:
Home Cell

Email Address:
Email Address

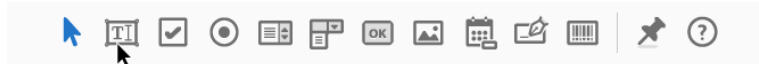
NOTE: Adobe Acrobat is often not entirely successful in recognizing form fields. Some fields go undetected, and some areas of the file are recognized as fields, when in fact they are not. The clean-up work you must do to eliminate incorrect form fields and to create manually the form fields that the program failed to detect can be tedious and lengthy. You might save time by redesigning your original document, if that is feasible, so that the fields are easier for Acrobat to recognize. Notice what in your form design tends to be ignored by Acrobat and what tends to be picked up as a form field.

TO REMOVE A FORM FIELD THAT APPEARS IN ERROR

1. Click once inside the form field to select it.
2. Press the 'Delete' key.

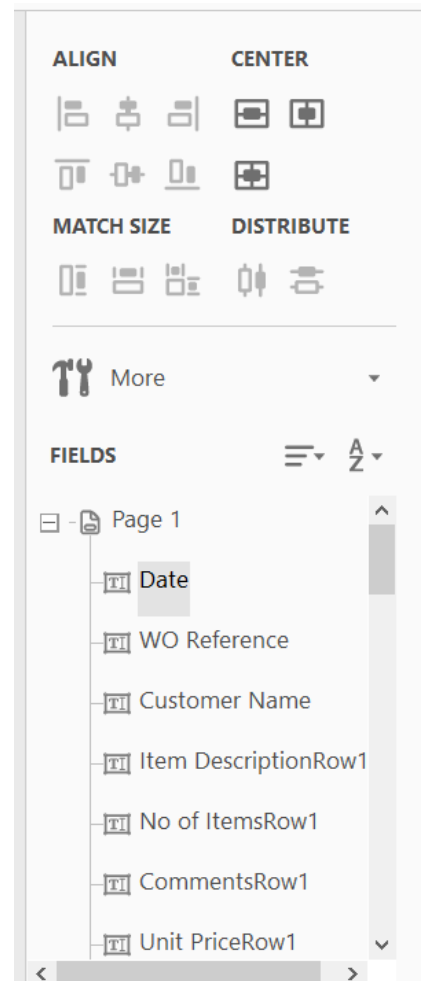
TO ADD A FORM FIELD THAT ACRobat LEFT OUT

1. Select the appropriate field type from the toolbar.



The following types of fields can be included in a PDF form:

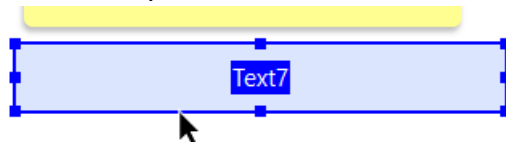
- a. Text fields - allow the user to type in text such as name, address, email address, or phone number.
- b. Check boxes - are used by the user to choose between two options such as, yes-or-no or true-or-false. A form may also use check boxes for making multiple-choice selections.
- c. Radio buttons - allow the user to select from a group of choices in which they can select only one item. All radio button with the same name work together as a group.
- d. Dropdown menus - allow the user either choose an item from a drop-down menu list or type in a response.
- e. Digital signatures - allow the user to sign electronically a PDF document with a digital signature, which can be a scanned image of your signature or some other image.
- f. Buttons - initiate an action on the user's computer, such as opening a file, playing a sound, or submitting data to a web server. You can customize buttons with images, text, and visual changes triggered by moving or clicking a mouse.
- g. Barcodes - encode the input from selected fields and display it as visual pattern that can be interpreted by decoding software or hardware.
- h. List box – add a list of choices for users to pick from.



2. Next, click where you want to insert the field (an outline of the field displays so you know where it will appear after clicking).



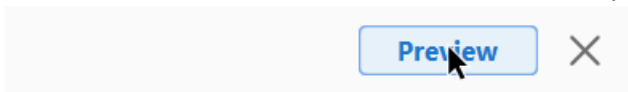
3. Blue handles appear around the field, allowing you click on them and drag to resize the field as necessary.



4. It is recommended that you assign a field name that is based on the text next to it. For example, change 'Check Box2' to 'Exempt'.
5. Click on 'All Properties' to set properties for your form field. a. For instance, you may want to click on the 'Appearance' tab and change the font size from 'Auto' (which may make the text larger or smaller than you need) to a size that you determine.
Note: If you want to make changes to the font size, for instance, of many form fields at once, you can highlight multiple fields on your form using the Ctrl key (hold down Ctrl and click on every field you wish to change). Right-mouse click inside any one of the highlighted fields, click on 'Properties', and adjust your settings. All highlighted fields will accept this setting change at once.
6. Click 'Close' when done.

When you have completed the form, you can then leave the Editing mode and preview how your information will look when information is entered. To do so,

1. Click on the 'Preview' button on the toolbar directly above your form.



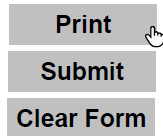
2. Enter information into various fields, making sure the font/font size/etc. are as you want them.
3. If you need to make more changes to the layout of your form, click on 'Edit' on the toolbar directly above your form. After making changes, click again on 'Preview' to see if the layout suits you.
4. Remember to erase the text you entered in preview mode; otherwise, it will be distributed with the form.

To begin entering data in your form, you need to be in 'Editing' and not 'Preview' mode.

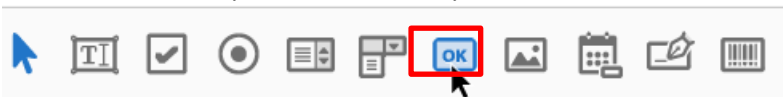
1. Under 'Tasks' on the right side of the screen, choose 'Close Form Editing'.
2. You may begin entering form data.

ADD BUTTONS

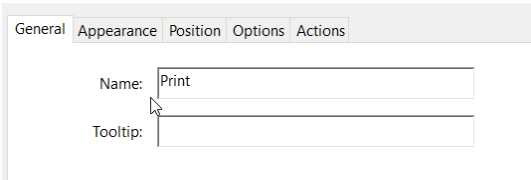
You can add a variety of buttons to a form. A submit button that will email the filled-out form to an individual. A print button or a clear button.



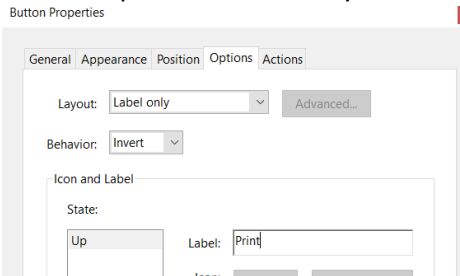
1. Select the Button option from the Prepare Form toolbar.



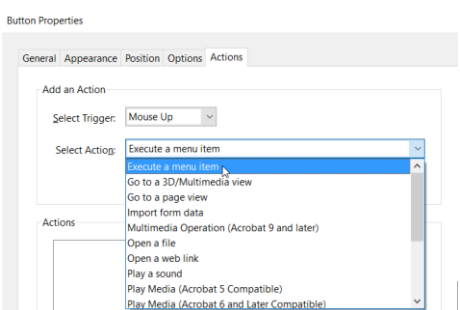
2. Left mouse click in your document to add the button.
3. Select All Properties.
4. Name your button in the General tab. (this example will create a Print button.)



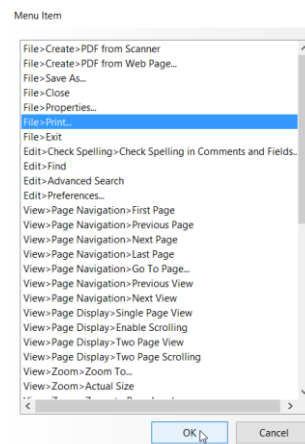
5. Select Appearance. Make font, border, and color changes here.
6. Use the Options tab to label your button.



7. Use the Actions tab to assign what your button will do. To create a Button that will Print, select Execute a menu item. Click the Add button.



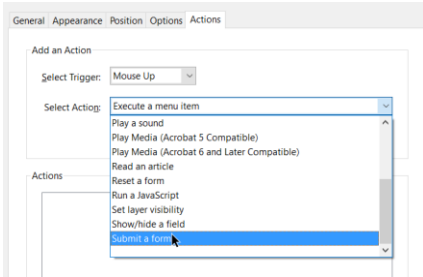
8. Select File>Print... from the menu items. Click OK.
9. Click Close



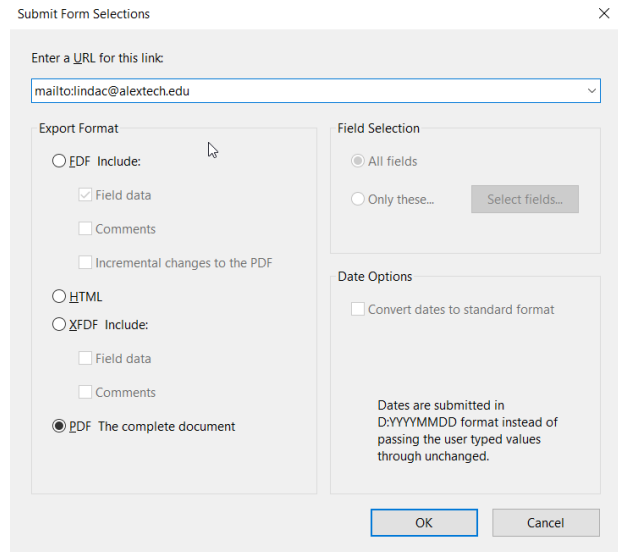
ADD A SUBMIT BUTTON THAT EMAILS THE FORM

Follow the previous steps until Select Action: Step 7.

8. From the Select Action: dropdown, select Submit a form. Click the Add button.



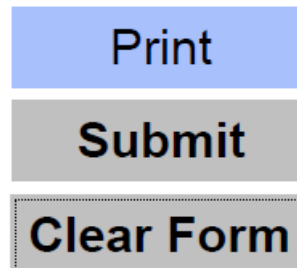
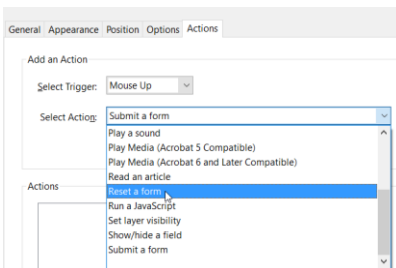
9. Enter a URL for this link:
mailto:emailaddress@alextech.edu
NOTE: the email address must start with **mailto:**
10. Click PDF the complete document.
11. Click OK. Click Close.



CREATE A CLEAR FORM BUTTON


Follow the previous steps until Select Action: Step 7.

1. From the Select Action: dropdown, select Reset a Form. Select the field you wish to reset (usually all). Click Close.




ADD DROP DOWNS

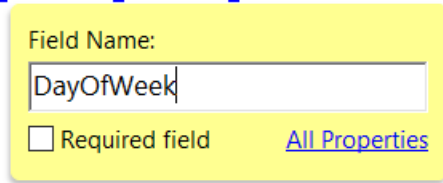
Dropdowns allow users to select one item from a pre-defined list.

1. Select Dropdown from the toolbar. 
2. Left mouse click to place the form field.

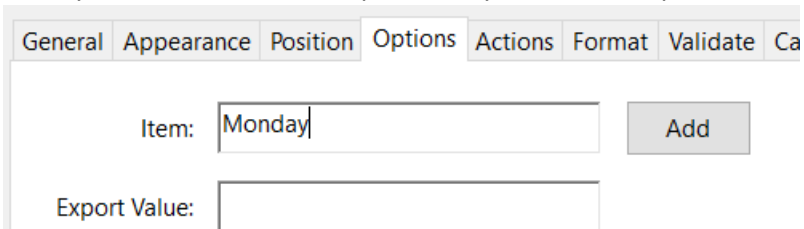
Preferred Day of Week:



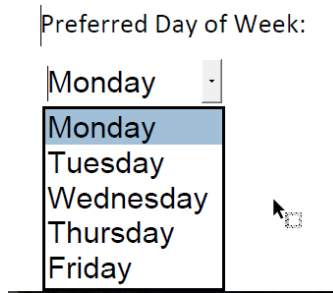
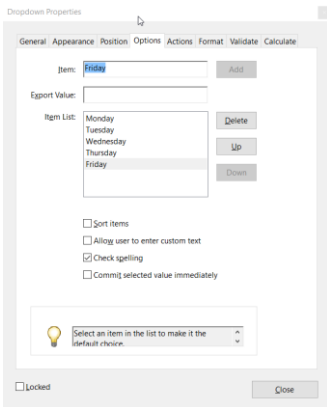
3. Name the Field.



4. Click All Properties.
5. To add the dropdown fields, click the Options tab.
6. Enter your item, click Add. Repeat until your list is complete.



7. Click Close when you are done.



TEXT FIELD

Text fields accept user input, which can be alphabetic characters, numbers, or both.

Multiline Text Fields: Allows more than a single-line entry in the text field.

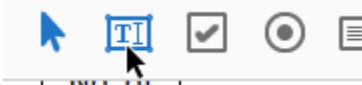
Default Value: Specifies the text that appears until the user overwrites it by typing in the field.

Scroll Long Text: Compensates for text that extends beyond the boundaries of the text field and includes a scroll bar.

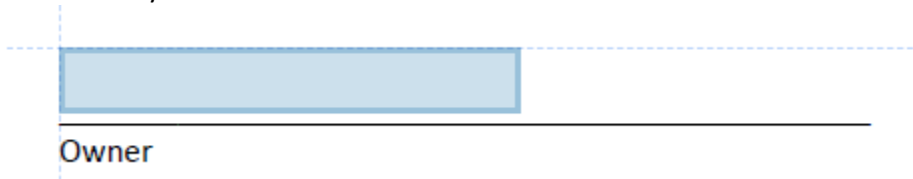
Allow Rich Text formatting: Allows users to apply style formatting such as bold and italic.

Limit of Characters: allows entries of up to a number of characters you specify.

1. Select the Add a Text Field option from the Prepare Form Toolbar.



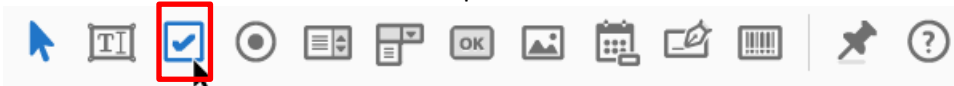
2. Click where you want the field added.



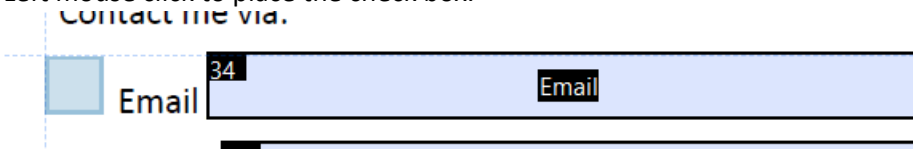
ADD CHECK BOX

Check boxes allow users to check one or more items.

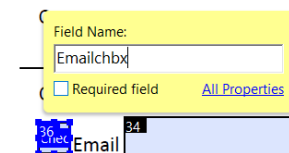
1. Select the check box field from the Prepare Form toolbar.



2. Left mouse click to place the check box.



3. Name the field.



4. Preview the Form to see how the check box looks!

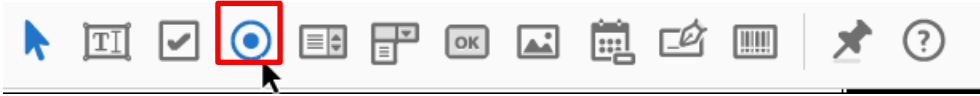
Contact me via:



ADD RADIO BUTTONS

Radio buttons allow users to select one item.

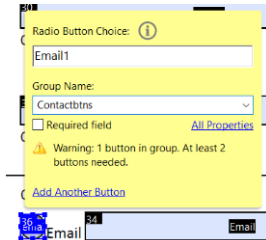
1. Select Radio button from the Prepare Form toolbar.



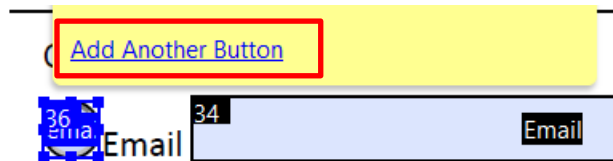
2. Left mouse click to place the radio button.



3. Name the choice and the group name.



4. Click Add Another Button.



5. Repeat steps 2 and 3.

Contact me via:



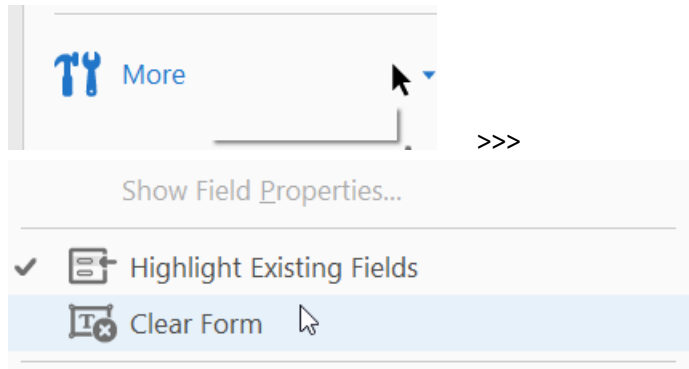
36 Unit Either

Contact me via:



36 Unit Either

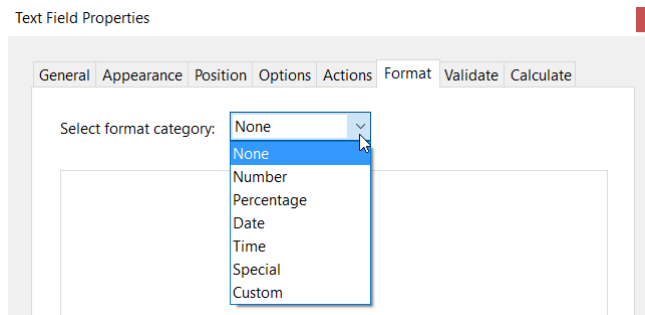
NOTE: to clear the form and the radio buttons, select More >> Clear Form



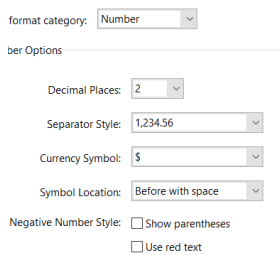
FORMAT FORM FIELDS

You can access form field properties only when you are in editing mode. You can change the properties for multiple form fields at a time.

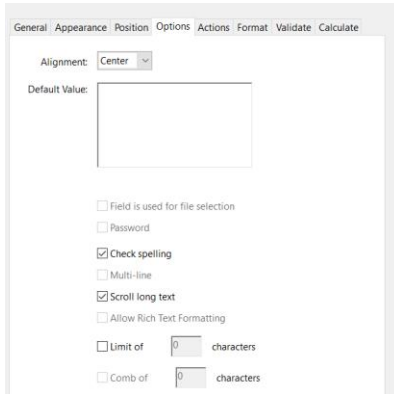
1. Open the properties dialog box using one of the following methods.
 - a. To edit a single field, double click or right mouse click it and choose properties.
 - b. To edit multiple form fields, select the fields that you want to edit, right mouse click one of the selected fields and choose Properties.
2. Change the properties on each of the available tabs as needed. The property is changed as soon as you select another property or press enter.
3. The format tab is where you select the types of field formats. Number, Date, Special (Zip code, Phone Number, Social Security Number).



4. If you select Number, you can then assign decimal points and Currency symbols.



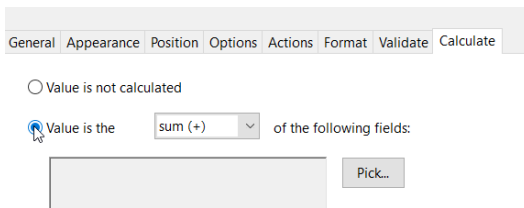
- Use the Options tab to change alignment, assign default values, make a multiline comment field.



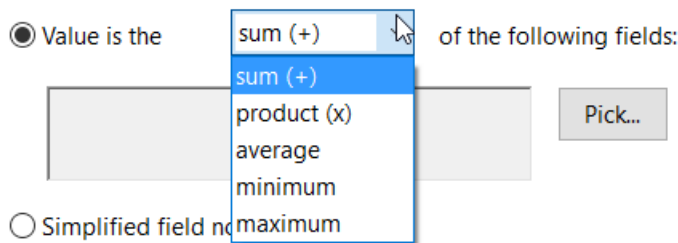
ADD CALCULATED FIELDS

Calculated fields allow users to enter in items to be calculated automatically, i.e. number of items multiplied by price or a grand total.

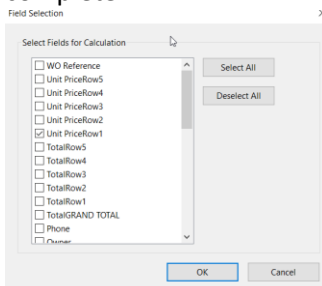
- Open the properties of the field. Select the Calculate Tab.
- Select the Value is the ... radio button.



- Click the sum+ dropdown and make a selection. In this example we will multiply (product (x)).



- Click the Pick... button. Select the fields. Continue this until you have all your calculated fields complete.



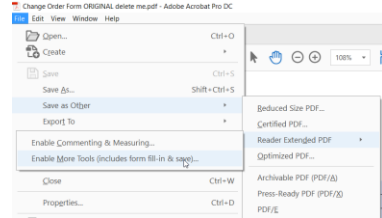
EDIT THE TAB ORDER

Drag your Fields into the correct order using the panel on the right-hand side.

SAVE & DISTRIBUTE AND EDITABLE FORM

Ordinarily, user of Reader X and earlier cannot save filled-in copies of forms that they complete. However, you can extend the right of a PDF to allow these users to save form data.

1. File >> Save As Other >> Reader Extended PDF and choose one of the following options.
 - a. Enable Commenting & Measuring – allows users to add comments or access the object data, measuring, and geospatial tools.
 - b. Enable More Tools (includes form fill-in & save) – lets users save data they have entered in interactive or fillable forms no matter what version of Adobe Reader they are using.



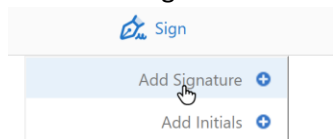
SIGNATURES

Anyone with Adobe Pro or Acrobat Reader will be able to sign a document.

1. Tools >> Fill & Sign
2. Click Sign



3. Select Add Signature.



4. Use Type to simply type your name



- a. Use Change Style to change the style.

NOTE: you cannot change the file after you sign.

5. You can also use Draw to use your mouse to Sign.
You can also use image to add an image file of your signature. Sign a piece of paper with a pen and then scan that image.
6. To use the signature in the future, select Sign >> and select your Signature.

