

HOW TO CREATE A FILLABLE PDF FORM USING ADOBE ACROBAT

This guide will teach you how to create a fillable PDF form. Fillable forms allow users to fill in and edit information on the computer in order to print or submit the forms electronically.

Open a PDF Document

1. Open the PDF document in Adobe Acrobat.
2. Click on "Forms" under the "Advanced" tabs. Click on "Open Form in Adobe Designer."

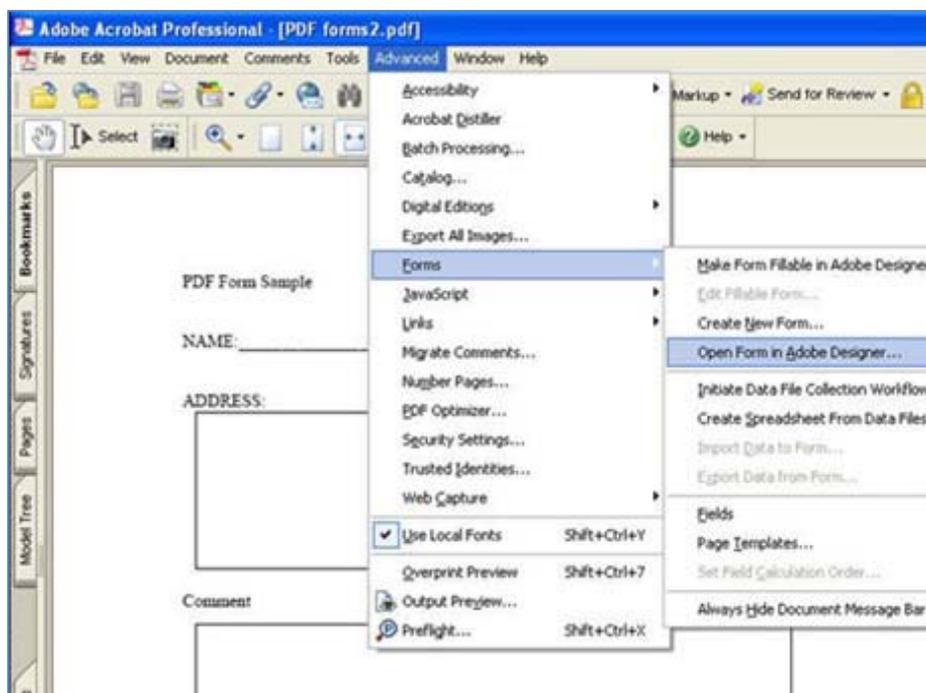


Figure 1. *Open Form in Adobe Designer*

"New From Assistant"

1. From Getting Started, select Import a PDF Document. Click "Next"
2. From Setup, locate the form and click "Next".
3. From Setup Import Options, select "Maintain Editability" and check "Convert images to bitmaps and embed in the new document". Click "Next".
4. From Return Method, select "Fill then Submit". Click "Next".
5. From Return Information, you can fill in an email address and then click "Finish".

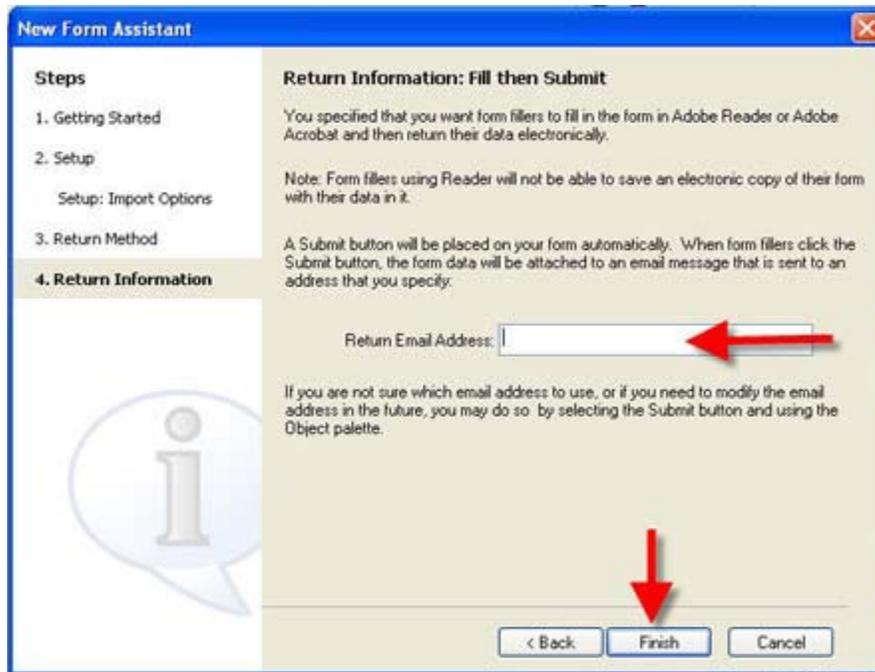


Figure 2. *New Form Assistant* window

Select Text Field

1. In Adobe Designer window, select Text Field from Library window.
2. Highlight the area you want to fill in text.



Figure 3. *Text Field*

3. Text Field box will appear. Then, delete the word "Text Field".

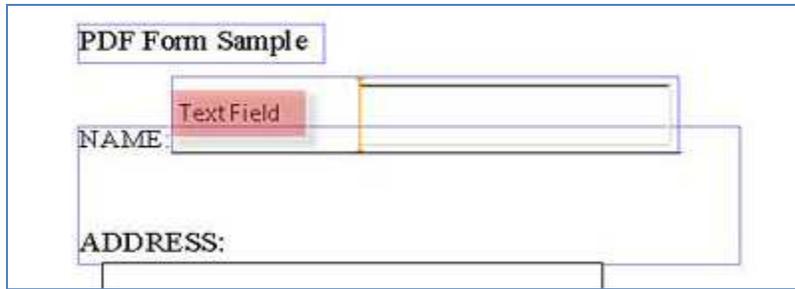


Figure 4. Highlighting the word "Text Field"

Change Appearance

1. Change "Sunken Box" to "None".
2. Check on "Allow Multiple Line" and "Allow Plain Text Only."

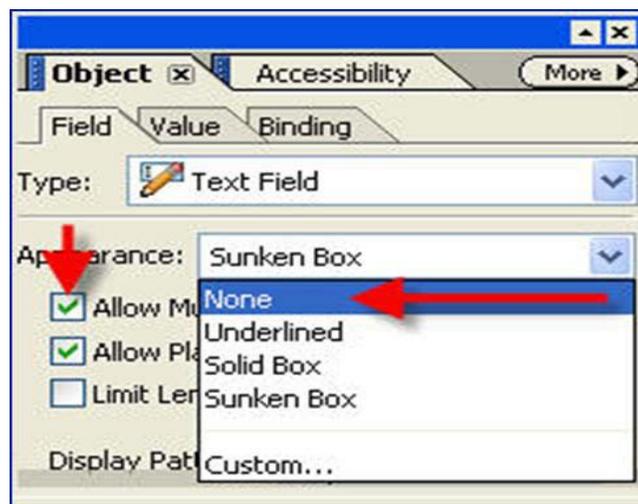


Figure 5. Field tab

Save the file

1. Select File> Save As.
2. Name and locate the file to be saved.

*For further assistance, contact the Innovation in Learning Center at (251) 461-1888.