



Advanced Adobe Acrobat (PDF)

2001 FDI Track D-Intermediate web

Course Development

Presented by Troy Herring

E-Mail troyfish@vt.edu Phone 540.231.4826



Basics of creating a Form in Adobe Acrobat

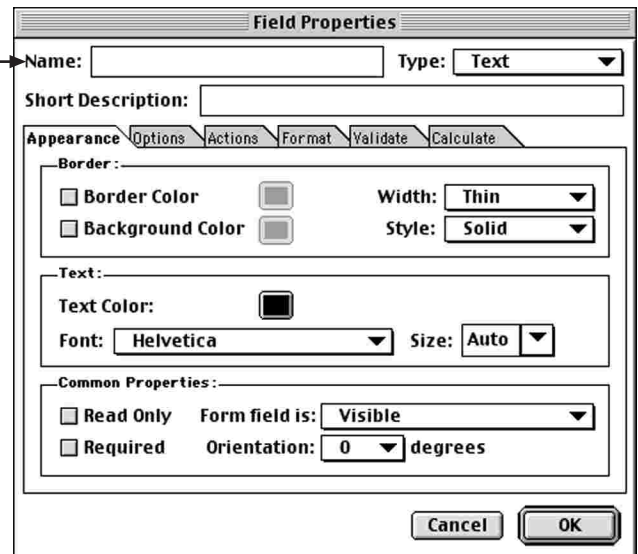
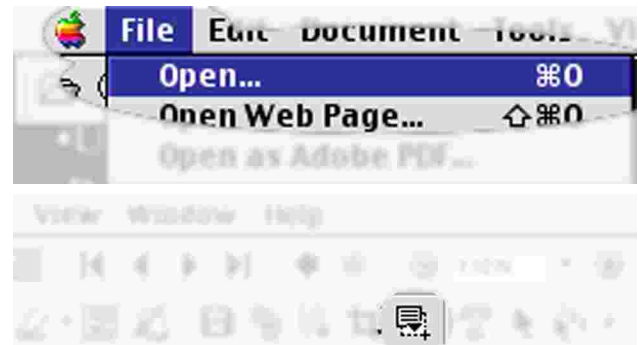
Adobe Acrobat makes it easy for you to create, fill in, and submit electronic PDF forms. You can design and create an entirely new form, or you can quickly convert your existing paper and electronic forms to PDF and then add PDF form fields. Creating a PDF form from an existing form lets you maintain your organization's corporate identity and branding, while saving you the effort of re-creating the form.

You can create forms with **text boxes**, **buttons**, **check boxes**, **combo boxes**, **list boxes**, **radio buttons**, and **signature fields**. And if all the proper software and hardware components are in place, form data can be submitted over the Web and collected in a database, just as if you were using HTML forms. Adobe Acrobat's ability to import and export form data also makes it possible for a user to populate different forms with the same set of data. A user can enter commonly requested information, such as name, address, phone number, and so on, just once, and then use the data again and again to fill out different forms.

The Acrobat form tool allows you to create interactive **form fields**. You create a **form field** by defining the area of the field on the PDF document page, naming the field, and specifying its type. For each field type, you can set a variety of options through the **Field Properties dialog box** that allow you to customize the field for your form. You can **spellcheck** forms, and **undo** and **redo** changes as you make them.

Steps to modify your existing Acrobat PDF File with Form Interactivity

- 1) Open Acrobat 5.0
- 2) Go to **File** and scroll down to **Open..**
- 3) Select the **Form Tool**.
- 4) Drag the cross-hair pointer to create a field of the required size.
- 5) In the **Field Properties dialog box**, enter a name in the **Name text box**





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6) Select a format from the **Type** menu.

A) **Button** - The button can appear as a line of text, an icon (or other graphic image), or a combination of text and icon. You can specify up to three icons for the same button—one for the button in the up position, another for the button when it is pushed (down position), and one for a rollover effect (when the mouse passes over the button area).

You can use buttons in your forms to specify an action, such as **opening a file, playing a sound, or submitting data to a Web server.**

B) **Checkbox** - You can use check boxes for lists of items in which more than one item can be selected.

Note: The size of the check (inside the check box) is determined by the size of the font you specify for the check. A check is a character in a font.

C) **Combo Box** - You can use combo boxes to present a list of items on your form. Users can select only one item in a combo box. The shape of the display area for these boxes is determined by their content

Use a combo box to present a list of items in a pop-up menu (uses less space on

7) Choose how your form field will be displayed.

A) **Visible**

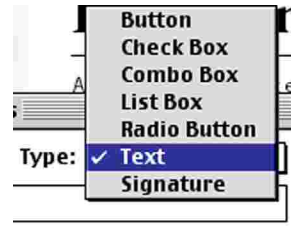
B) **Hidden**

C) **Visible but doesn't print**

or

D) **Hidden but printable.** The **Hidden but printable** option can be used to create a watermark on a document that prints (when the document is printed), but otherwise is not visible.

7) Select the all other **options** for your field type, and click **OK**.



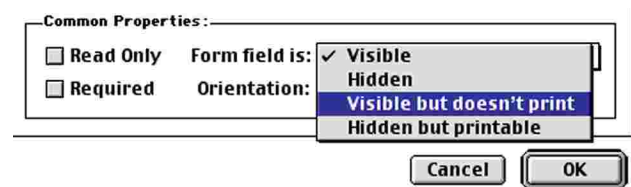
a form).

D) **List Box**- You can use list boxes to present a list of items on your form. The shape of the display area for these boxes is determined by their content. Use the list box to display the entire list, and allow the user to scroll through it.

E) **Radio Button** -You can use related radio buttons to ensure that a user selects only one item from a list of choices. When you create related radio button fields, field names must be the same, and export values must be different.

F) **Text** - You can use a text box to allow a user to fill in text such as name, address, and phone number.

G) **Signature** - Acrobat provides for the secure digital signing of PDF documents in the many ways.



For detailed information on all options available see the Help manual on pages 145 - 171