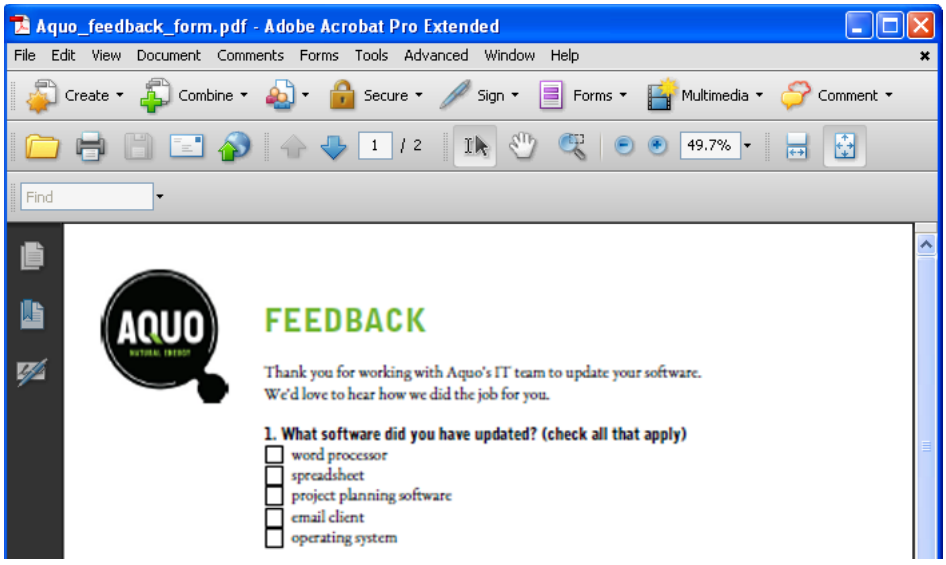
Creating an Interactive Form

With Adobe® Acrobat® 9, you can convert any form into an interactive form that users can fill out and send back electronically. Start with a paper form you've scanned in or a form document you've created in any application!

You can use the sample form (Form_sample.pdf) included with this tutorial. For help using sample files, see Getting Started Help in the Tutorials folder.

1 Create the PDF document.

You can scan a paper form directly into Acrobat (choose File > Create PDF > From Scanner) or convert any electronic document into PDF using Acrobat PDFMaker, the Adobe PDF printer, or the Create PDF commands in Acrobat.

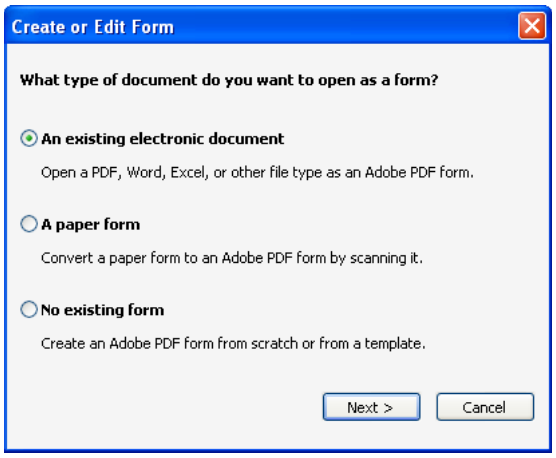


Start with a flat PDF form.

2 Use the Form wizard to automatically create form fields.

Choose Forms > Start Form Wizard. Follow the onscreen instructions in the wizard, and click OK to close the Welcome To Form Editing Mode dialog box.

When you run the wizard, Acrobat analyzes the document and automatically creates electronic form fields.

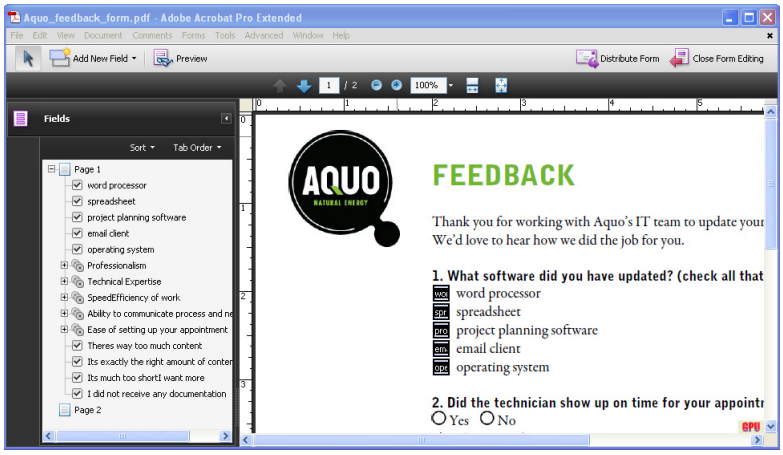


Use the Form wizard to identify most form fields.

3 Evaluate the form fields Acrobat created.

Acrobat lists the form fields it created in the Fields pane. Scroll through the document to see whether Acrobat missed any fields or created any extra fields. To delete a field, select it in the Fields pane and press the Delete or Backspace key on your keyboard.

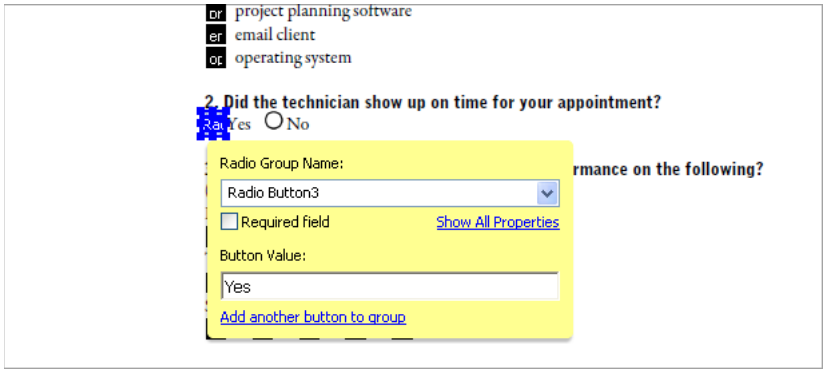
In this example, Acrobat missed fields for three questions: Yes and No radio buttons for one question and text fields for two questions.



Identify missing or extraneous form fields.

4 Add and edit form fields as needed.

Add form fields where you need them. You can add text fields, check boxes, list boxes, radio buttons, action buttons, digital signature fields, and even barcodes to an Acrobat document. Simply select the type of form field from the Add New Field list in the Forms toolbar, and then click where you want the field to appear. Give each new field a name that is unique and descriptive; it doesn't appear on the form that users see, but it identifies the field if you work with the data in databases or spreadsheets.



Add form fields where needed.

5 Save the form.

Be sure to save the form with all the fields you've added. Choose File > Save As to save the form with a different name, so that your original flat document remains intact.

Adobe
Copyright © 2008 Adobe Systems Incorporated. All rights reserved.
Use of this website signifies your agreement to the Terms of Use and Online Privacy Policy (Updated 3-30-2007)