

USING ADOBE ACROBAT 6.0

1. Start with another document to create your form that includes everything but the areas to be filled in. You will not be able to edit text or formatting after converting to a PDF. From the Adobe Acrobat program, select **Create PDF>From File**. Select the correct document and hit **OK**.
2. Choose **Tools>Advanced Editing>Forms>Show Forms Toolbar**.
3. Click the button on the Forms toolbar for the type of field you want to create and do one of the following:
 - Drag the cross-hair pointer to create a form field of the required size.
 - Double-click on the page to create a form field using the default size.
4. Edit the field properties as desired. If you have trouble selecting a form field, choose **Tools>Advanced Editing> Select Object Tool**. You will then be able to select a field by clicking on it.
5. If you need to reset the Tab Order (this is the order the TAB key uses to move from field to field), go to the Pages panel, right-click on the thumbnail of the desired page, and hit **Properties**.
6. Save your changes.

Your PDF file can now be completed by clicking inside each form field and filling in the desired information.

Tip: To fill out a PDF form, the author had to follow these steps to insert form fields. If you cannot get an I-beam cursor to enter text, the PDF file was probably not designed as an interactive form. If you would prefer not to complete the form by hand (with pen or pencil), you can use these steps to create your own fields.



Center for Teaching, Learning, and Technology

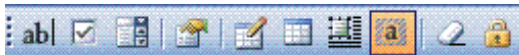
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Creating Interactive Forms



USING MICROSOFT WORD




1. Start with a Word document that includes all the text and instructions for your form.
2. Display the Forms toolbar, by right-clicking on any toolbar and choosing **Forms**.



4. Once all of the fields have been added, locking the form gets it ready to fill-in. This will allow you to tab from field to field, but prevents changes to the rest of the text in the document and formatting changes.
 - To lock your form, click on the **Protect Form** button on the Forms toolbar.

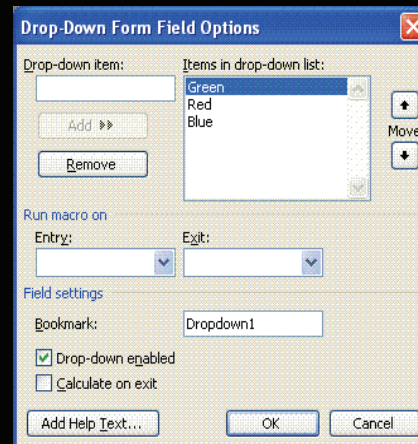


3. Click on the button for the type of field that you need to include:

Text	
Drop-down	
Check Box	

4. Double-click on the field just inserted to change the formatting or default properties. *Required for drop-down fields. Click on **OK**.

You can password protect your form by choosing **Tools, Protect Document**. Select **Forms** and enter a password. Click on **OK** to finish.



This is an example property box for a drop-down field. Add or remove items here to create the list users will pick from. Each type of field has its own set of properties.

ADVANTAGES

- ✓ Easier to fill-in using the computer.
- ✓ Reduces stock of paper forms.
- ✓ Can be distributed via e-mail, on the web, or printed.
- ✓ Control over how the information will be formatted.
- ✓ Provide choices to select from.
- ✓ Includes text, checkbox, and drop-down fields.
- ✓ Prevent changes to the main section of the form.