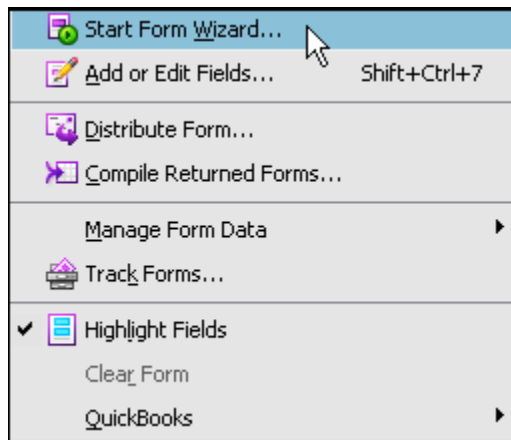


Introduction to Acrobat PDF forms

In this lesson you will convert a *Word* 2007 file into a PDF file. If you have forgotten the procedure to use for this conversion, please review the conversion process outlined in the Introduction to Acrobat 9 Professional lesson. The form provided is very simple, with text fields and two check box fields. You will later add two buttons. Once you have made the conversion from the supplied *Word* file, follow these steps:

1. If necessary, open the converted PDF file in Acrobat 9 Professional.
2. Choose FILE > OPEN
3. The PDF file contains the text for the form, but there are no form fields in the document yet.
4. At the right, see a screen picture of the Personal Information Form as it appears in PDF format.
5. Choose FORMS > START FORM WIZARD. See the



PERSONAL INFORMATION FORM

First Name _____

Middle Name (Initial) _____

Last Name _____

Address _____

Home Telephone _____

Work Telephone _____

Cell Phone _____

Email Address _____

Position _____

Please fill out the requested information and then press the PRINT button and make desired copies of the completed form.

Press the RESET button to clear the data from the form.

screen picture here.

6. At right, there is a picture of the Form Wizard dialog. You are asked WHAT TYPE OF DOCUMENT DO YOU WANT TO OPEN AS A FORM?
7. Select AN EXISTING ELECTRONIC DOCUMENT.
8. Click NEXT.
9. The Form Wizard analyses the document and adds interactive form fields. When the Wizard has finished, it prompts you to inspect the document to ensure that it has added form fields appropriately. You are instructed to add fields manually where necessary.
10. Once you run the field-identification process, Acrobat displays the Form Edit Mode. You will see the fields identified during the Wizard process listed in the Fields panel, and drawn on the document.
11. Note there are no form fields created automatically for the Print button and for the Reset button, which you will create after you have reviewed the form fields and the form field attributes that were created automatically by the Form Wizard.

What type of document do you want to open as a form?

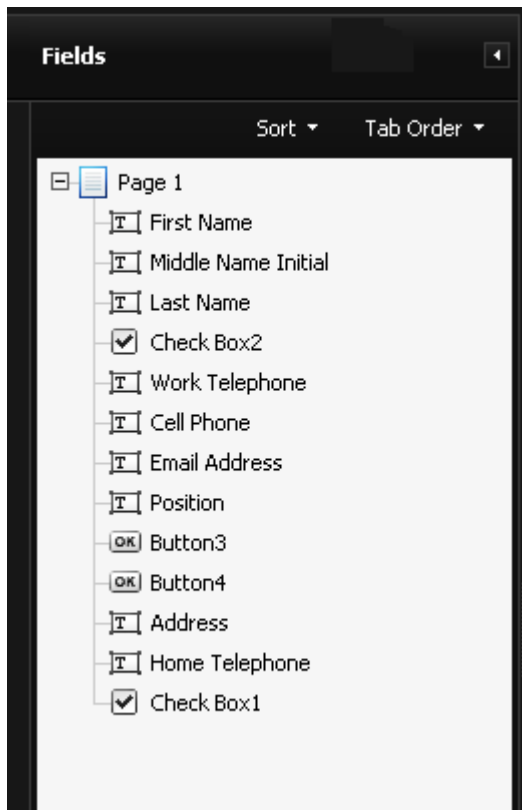
An existing electronic document
Open a PDF, Word, Excel, or other file type as an Adobe PDF form.

A paper form
Convert a paper form to an Adobe PDF form by scanning it.

No existing form
Create an Adobe PDF form from scratch or from a template.

Next > Cancel

See below a picture of the forms that were created by the Form Wizard and then edited by the user. The fields outlined in red indicate the Required Fields. Also, note the Fields listed in the left pane.



PERSONAL INFORMATION FORM

First Name

Middle Name (Initial)

Last Name

Address

Home Telephone

Work Telephone

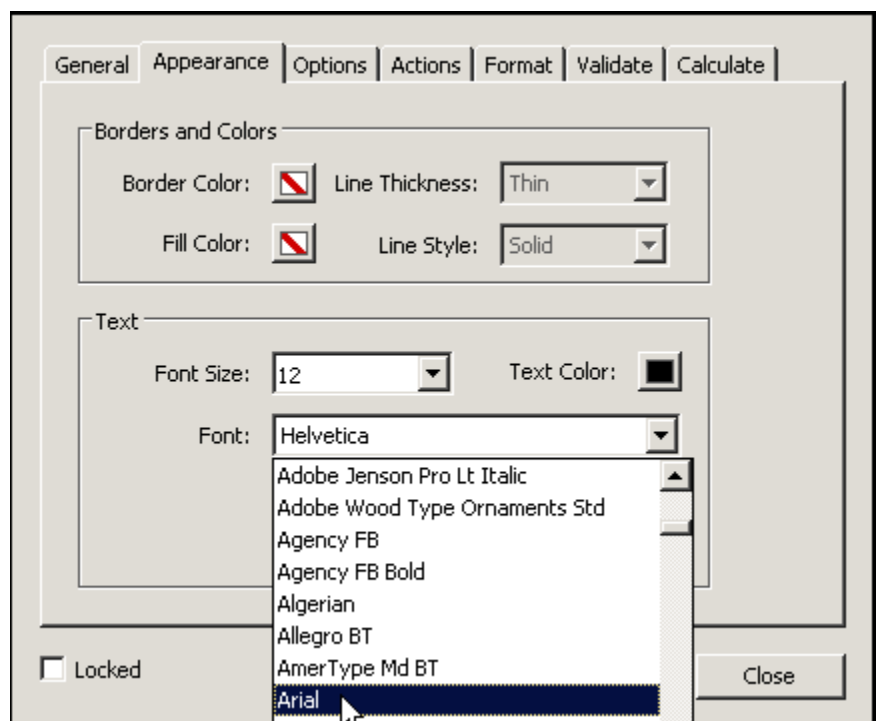
Cell Phone

Email Address

Position

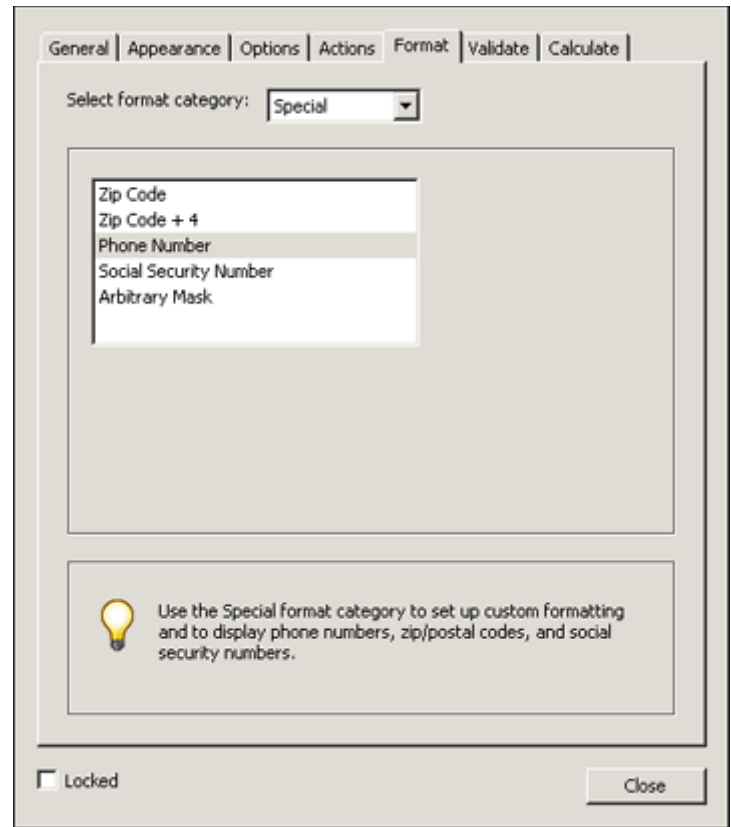
Complete the text form fields

1. Make a batch change in all your text fields. For example, you will not want to have to assign the font and font size individually. Select all the text fields, right-click (Control-click on a Mac) to open the context menu.
2. Choose Properties from the right-click menu. Assign the text values that will be the same in all your text fields.
3. On the APPEARANCE tab. In the TEXT area, choose the Font size and the Font you want for all of your text fields. Choose a font that is used commonly throughout the college, as it will be easier to make any small text editing that may be needed later on.
4. Note on the APPEARANCE tab that there are no colors or borders specified. This is because on the original document, there was an underline, and the program assumed that text fields would be placed above the underlines.
5. On the OPTIONS tab, uncheck the scroll long text and uncheck spelling. You do not want any text to scroll, as you want all the text to print on the form. You do not want spelling turned on, as most names and other information would probably not be in a spelling dictionary.
6. Close the TEXT PROPERTIES dialog, and finish assigning text properties individually.



Set attributes for Phone Number Fields

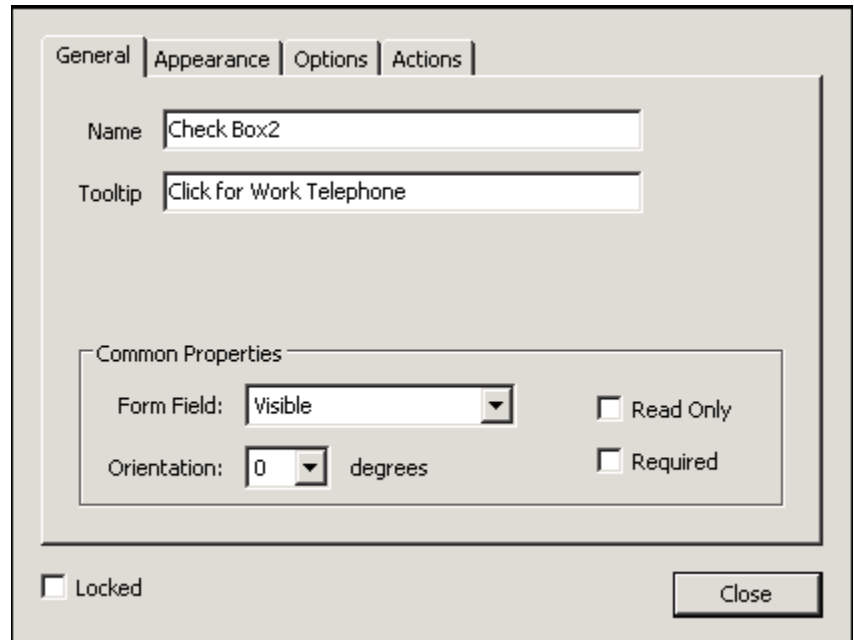
1. Double-click the telephone field.
2. Choose PROPERTIES.
3. The Text field PROPERTIES dialog displays.
4. Click the FORMAT tab.
5. Select the format category of SPECIAL.
6. Choose PHONE NUMBER.
7. Note the following information: “Use the special format category to see up custom formatting and to display phone numbers, zip/postal codes, and social security numbers.”
8. The user will enter only the phone numbers, including the area code, without any formatting. After the phone numbers have been typed and the tab or cursor has moved to the next field, the phone number is automatically formatted.
9. Click on the GENERAL tab, and use the TOOLTIP to instruct the user to type in only the phone numbers with no formatting.
10. Click the Close button.



Look at the Check Box Attributes

Double-click on the CHECK BOX.

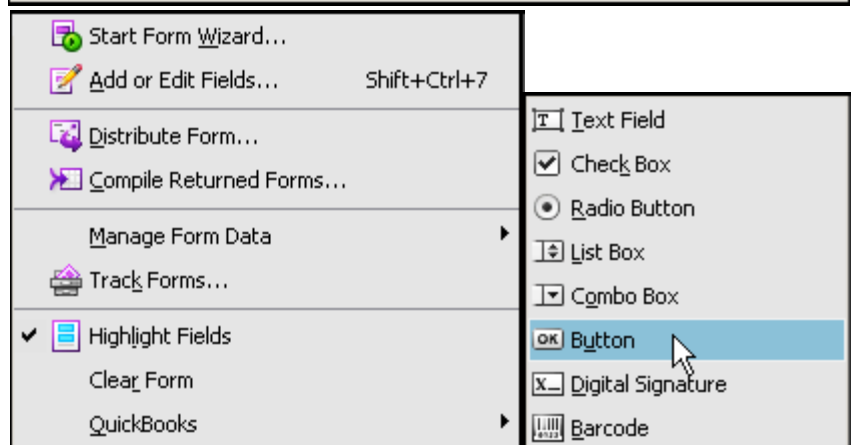
1. The GENERAL TAB is where you name the field. However, the Wizard has named the field for you.
2. Type in the TOOLTIP where indicated.
3. The GENERAL TAB is where you can indicate the field is required by clicking where you see the Required box. In this case, you will **not** click the Required box.
4. There is no need to use the APPEARANCE tab as the Wizard noted that the outline for the check box had been placed in the Word file. No other outline is needed.
6. Click the Close button.

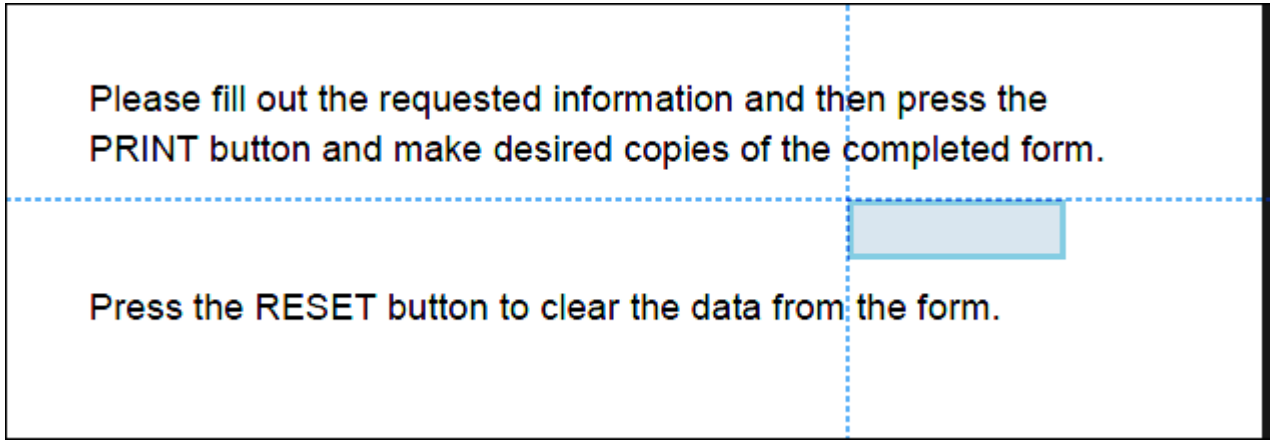


Create a Print Button

You can add a button that, when pressed, will print the form. With the form open in Acrobat 9 Professional, follow these steps:

1. Click FORMS.
2. If needed, click ADD OR EDIT FIELDS.
3. Click FORMS then FORM TOOLS
4. Click BUTTON
5. Place the button below the paragraph in the form instructing the user to print the form document.

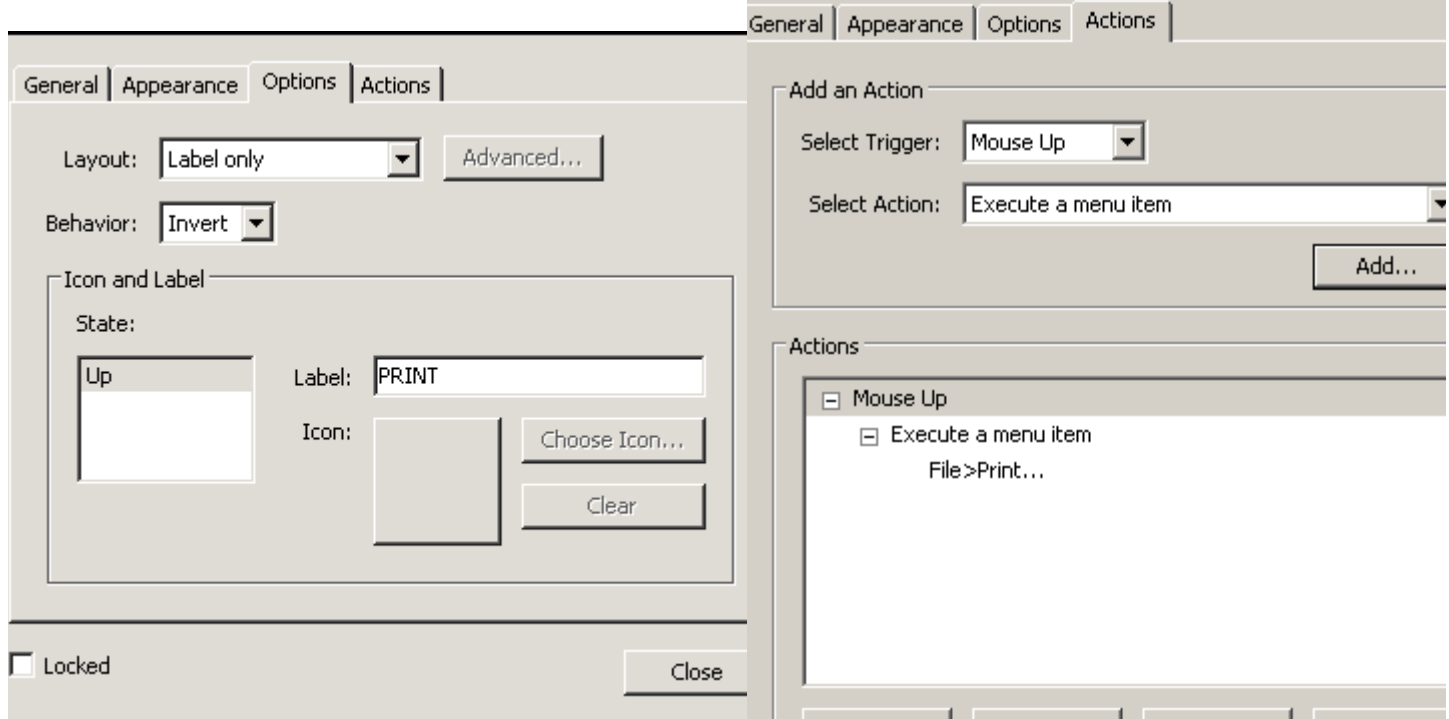
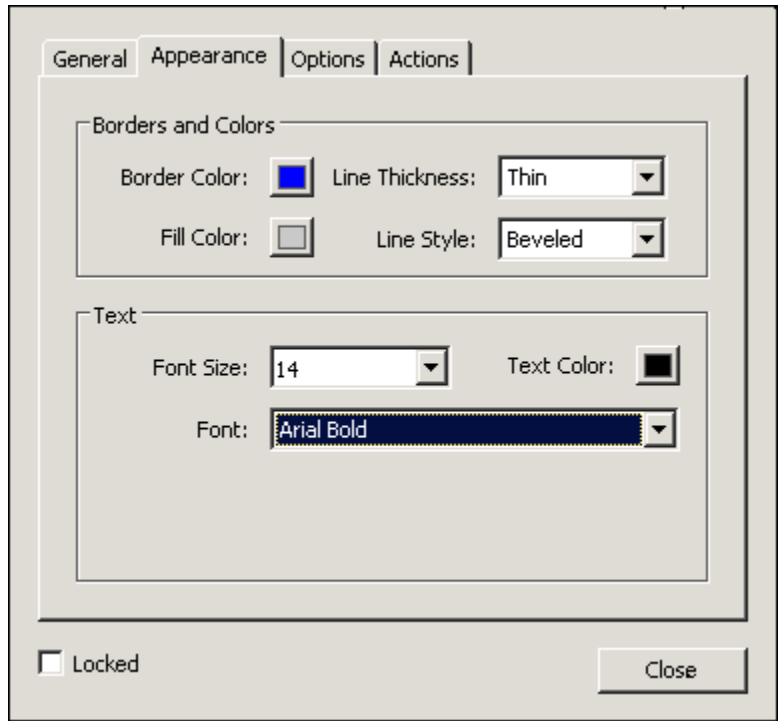




6. See the BUTTON preview illustrated above.
7. Position the BUTTON as illustrated.

Specify the Properties for Print

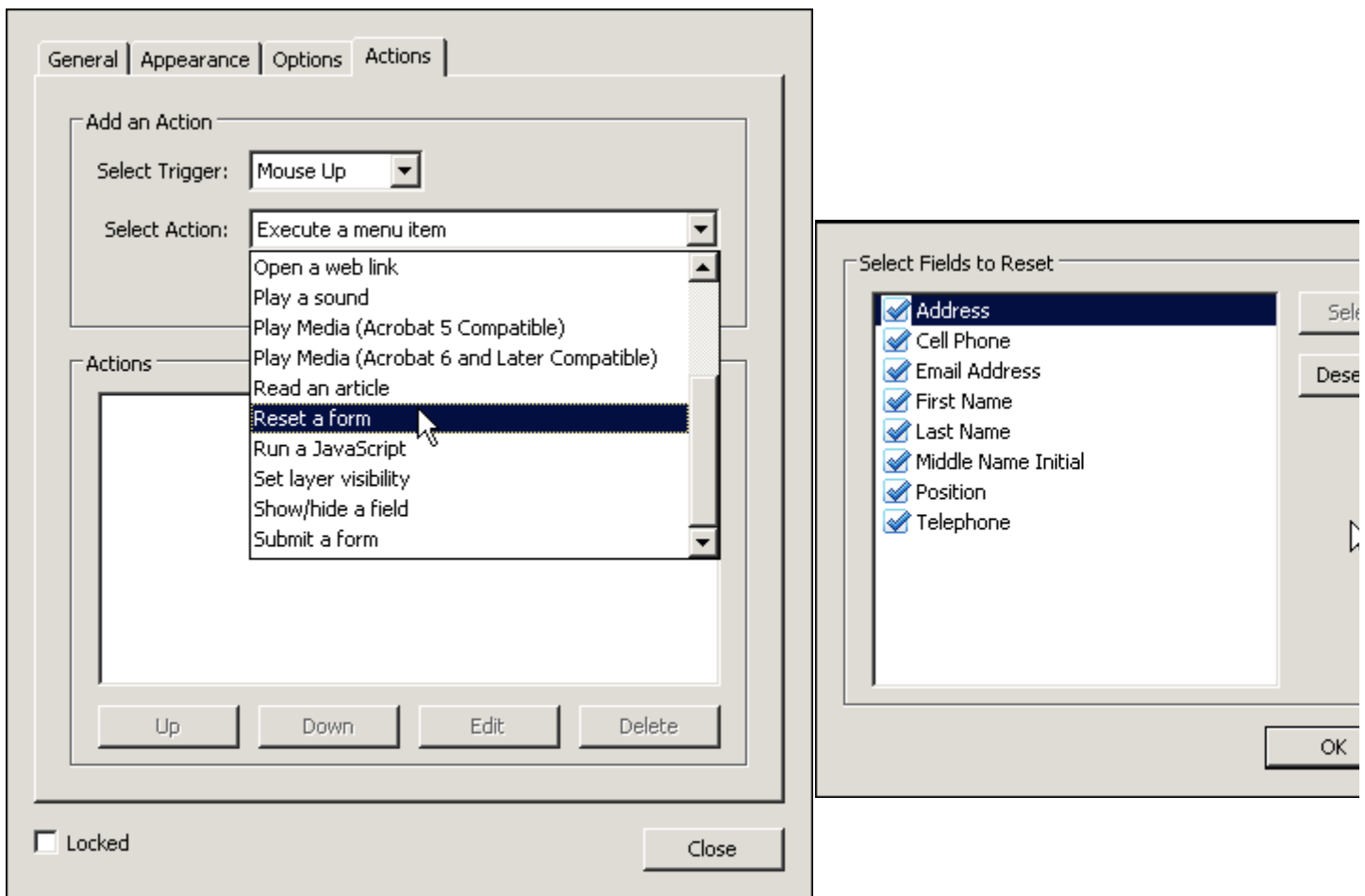
1. Click on SHOW ALL PROPERTIES.
2. On the GENERAL tab, note that Acrobat has named the field.
3. In the TOOL TIP BOX type the instructions for the user to click to print the form.
4. In the APPEARANCE tab, fill in the form as shown in the picture at right.
5. In the OPTIONS tab, fill in the boxes as shown in the picture below.
6. See the ACTIONS tab. You want to Execute a menu item.
7. Click the Add button.
8. Choose the menu item FILE > PRINT.
9. See the ACTIONS tab that illustrates this step at lower right.
10. Click Close.



Create a RESET button

You will now create a button that, when pressed, will clear all the contents of the form, making it ready for a user to fill in the form with new information. With the form open in Acrobat 9 Pro, follow these steps:

1. Click FORMS.
2. If needed, click ADD OR EDIT FIELDS.
3. Click FORMS, then click FORM TOOLS
4. Click BUTTON
5. Position the button below the paragraph that instructs the user to press the RESET button to clear the data from the form.
6. Click SHOW ALL PROPERTIES.
7. On the GENERAL tab, enter a TOOLTIP that instructs the user to click the button to clear the data.
8. On the APPEARANCE tab, fill in the form the same as for the PRINT button.
9. On the OPTIONS tab, fill in the form the same as for the PRINT button, except the label will be RESET.
10. On the ACTIONS tab, select MOUSE UP from the SELECT TRIGGER menu, and then select RESET A FORM from the SELECT ACTION menu. See the screen pictures below.
11. Click Add.
12. Click OK on the RESET A FORM dialog box to reset the selected fields. By default, all form fields are selected.
13. Click Close to close the button properties box.



Stop editing the form by clicking on the Close Form Editing command (upper right of screen).

