

Acrobat 9 Pro Forms, Part 3

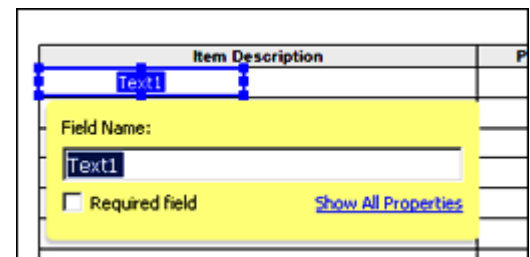
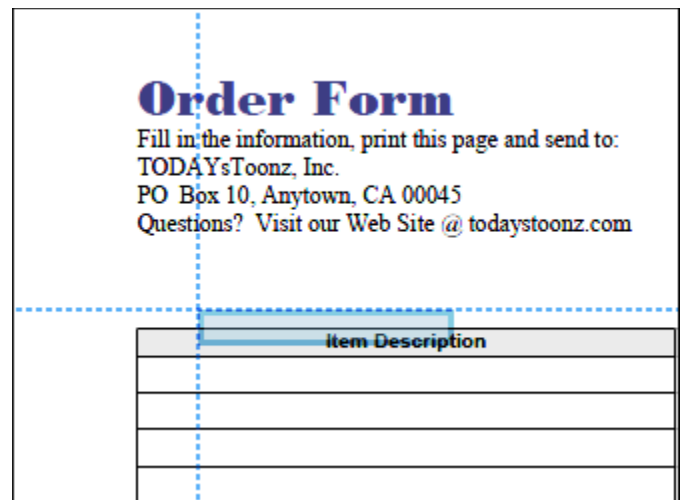
In this lesson, you will convert the provided *Word* file containing an order form to PDF format. You will use a method of creating one field at the top of each column in the table, specifying the properties, and then placing multiple form fields down each column of the order form. This method has the advantage of ending up with all the form fields (with the exception of the calculated fields) in the order table having their properties already specified. You will also learn how to validate and calculate form data. With the table portion of the form completed, as well as the PRINT and RESET buttons placed you will then place the rest of the text fields. Finally, you will set the tab order manually.

Convert Word form to PDF

1. Open Order-Form.doc in *Word 2007*.
2. Click FILE> SAVE AS> ADOBE PDF
3. Click OPTIONS button
4. Select these options: Convert document information, Enable Accessibility and Reflow with Tagged Adobe PDF.
5. Click Ok.
6. Save converted PDF file as **Order-Form.PDF**.

Create Text Form Field

1. On the FORMS menu, choose ADD OR EDIT FIELDS.
2. You are told “Currently there are no form fields in this PDF. Do you want *Acrobat* to detect form fields for you”?
3. Click No.
4. On the FORMS menu, choose FORM TOOLS then TEXT FIELD.
5. Place the TEXT FIELD in the first field of the ITEM DESCRIPTION column. See the screen picture at right.
6. Shape text field to fit within the space so that the bottom of the field border sits on the bottom line and the top of the field border fits just beneath the top line. Fit the width of the field border within the space.
7. Double-click the new field and fill in the properties.



Fill in Item Description field properties

1. On the GENERAL TAB, type the field name as ITEMDESC.
2. For the TOOLTIP, enter “Type description of item.”
3. On the APPEARANCE TAB, set no border or fill and set the FONT SIZE as 10, and the FONT as ARIAL.
4. On the OPTIONS TAB, set the ALIGNMENT as LEFT.
5. Close the TEXT FIELD PROPERTIES dialog.

Place Multiple Fields

1. Right-click the ITEM DESCRIPTION form field.
2. From the right-click menu, choose PLACE MULTIPLE FIELDS.
3. The CREATE MULTIPLE COPIES OF FIELDS dialog displays.
4. Click the UP ARROW to select 9 fields down.
5. Click the DOWN ARROW to select 1 field across.

6. If you had created the original form boundary correctly, you should see your form fields positioned correctly down the column. If you need a little more space between the fields, click the DOWN button.
7. When satisfied with the position of the fields, click OK button.
8. See a screen picture at the right of the spacing and positioning of the form fields.
9. Also, note the names that Acrobat has given to each form field down the column. The name you gave to the original form is the parent name. All the subsequent names are parent/child names.

Item Description
ItemDesc.0
ItemDesc.1
ItemDesc.2
ItemDesc.3
ItemDesc.4
ItemDesc.5
ItemDesc.6
ItemDesc.7
ItemDesc.8

Create text field for Price Each field

1. Place a text field in the top field space in the PRICE EACH column and specify properties.
2. On the GENERAL TAB, name the field **PriceEach** and type “Enter the price for each item” for the TOOL TIP.
3. Click the APPEARANCE Tab and set the FONT SIZE to 10 and the FONT to Arial. Set no border or fill colors.
4. On the OPTIONS TAB, set the alignment at RIGHT.
5. Click the FORMAT TAB, and set the following values:
 For SELECT FORMAT CATEGORY, choose NUMBER.
 For DECIMAL PLACES, choose 2 to allow cents to be entered.
 For SEPARATOR STYLE, leave 1,234.56 (the default).
 For CURRENCY SYMBOL, choose DOLLAR (\$).
4. Click the VALIDATE TAB, then select FIELD VALUE IS IN RANGE. In the range fields, type 0 in the FROM box and 5000 in the To box. This will prevent any entry larger than \$5,000 in this field. This fictitious organization does not have any items for sale more expensive than this figure.
5. Click CLOSE.

Place Multiple Fields down the Price Each Column

1. Right-click the PRICEEACH field.
2. From the right-click menu, choose PLACE MULTIPLE FIELDS.
3. The CREATE MULTIPLE COPIES OF FIELDS dialog displays.
4. Click the UP Arrow to select 9 fields down.
5. Click the DOWN Arrow to select 1 field across.
6. To allow more space between the fields, if needed, click the DOWN button.
7. When satisfied with the position of the fields, click OK button.

Specify Properties for Quantity Field

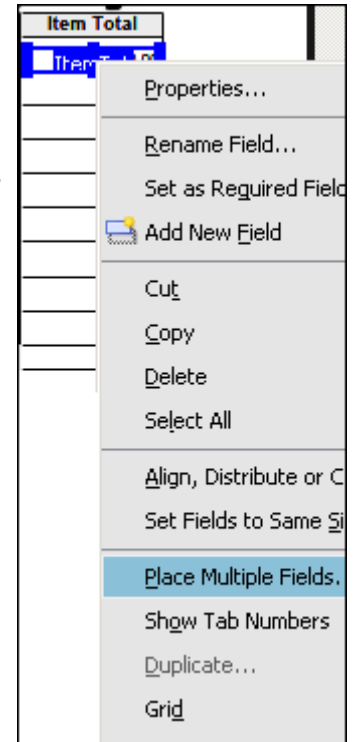
1. Place a text field in the top field space in the QUANTITY column and specify properties.
2. On the GENERAL TAB, name the field QUANTITY and type “Enter the number of items ordered” for the TOOL TIP.
3. Click the APPEARANCE TAB and set the FONT SIZE to 10 and the FONT to ARIAL. Set no border or fill colors.
4. On the OPTIONS TAB, set the alignment at RIGHT.
5. Click the FORMAT TAB, and set the following values:
 For SELECT FORMAT CATEGORY, choose NUMBER.
 For DECIMAL PLACES, choose 0 as you want whole numbers.
 For SEPARATOR STYLE, leave 1,234.56 (the default).
 For CURRENCY SYMBOL, choose NONE.
5. Click CLOSE.

Create Multiple Fields down the Quantity Column

1. Right-click the QUANTITY field.
2. From the right-click menu, choose PLACE MULTIPLE FIELDS.
3. The CREATE MULTIPLE COPIES OF FIELDS dialog displays.
4. Click the UP ARROW to select 9 fields down.
5. Click the DOWN ARROW to select 1 field across.
6. To allow more space between the fields, if needed, click the DOWN button.
7. When satisfied with the position of the fields, click OK button.

Specify Properties for Item Total Field

1. Place a text field in the top field space in the ITEMTOTAL column and specify the properties:
2. On the GENERAL TAB, name the field ITEMTOT and type “This is a calculated field” for the TOOLTIP.
3. Click the APPEARANCE TAB and set the FONT SIZE to 10 and the FONT to ARIAL. Set no border or fill colors.
4. On the OPTIONS TAB, set the alignment at RIGHT.
5. Click the FORMAT TAB, and set the following values:
For SELECT FORMAT CATEGORY, choose NUMBER.
For DECIMAL PLACES, choose 2.
For SEPARATOR STYLE, choose 1,234.56 (the default).
For CURRENCY SYMBOL, choose DOLLAR (\$).
6. Do not fill in the CALCULATE properties at this time. The calculation will have to be specified for each row individually.
7. Click CLOSE.

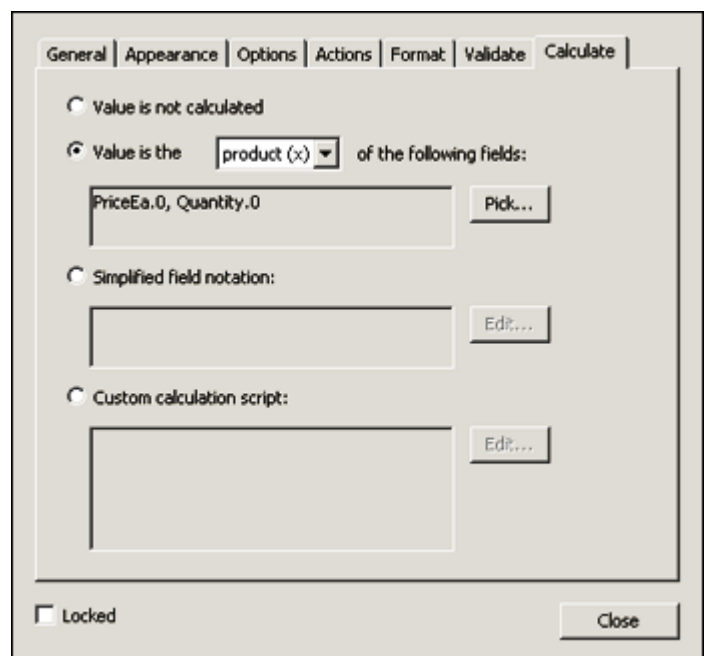


Place Multiple Fields down the ItemTot Column

1. Right-click the ITEMTOT field.
2. From the right-click menu, choose PLACE MULTIPLE FIELDS.
3. The CREATE MULTIPLE COPIES OF FIELDS dialog displays.
4. Click the UP ARROW to select 9 fields down.
5. Click the DOWN ARROW to select 1 field across.
6. To allow more space between the fields, if needed, click the DOWN button.
7. When satisfied with the position of the fields, click OK button.

For each Field in the ItemTot column, specify Calculation Properties

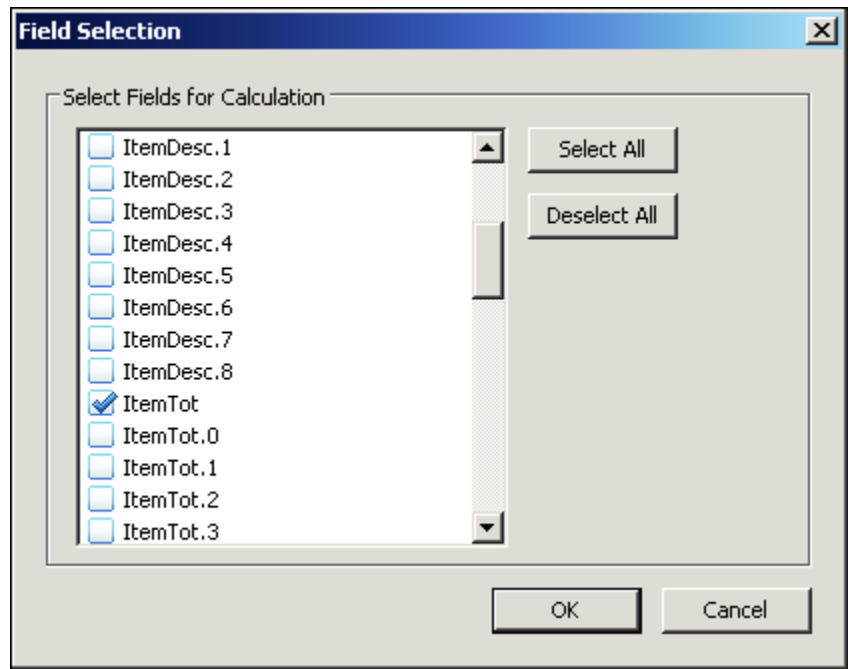
1. Double-click on the ItemTot.0 field.
2. Click the Calculate Tab.
3. Click VALUE IS THE and then click the Down Arrow and choose PRODUCT.
4. Click the PICK button and choose the following fields: PriceEa.0 and Quantity.0.
5. See the screen picture at the right showing the Calculate tab of the ItemTot.0 field.
6. Click the CLOSE button.
7. Double-click the ItemTot.1 field, and follow the number 2 through number 6 instructions above with the exception that for the ItemTot.1 field, pick the PriceEa.1 and Quantity.1 fields to multiply.



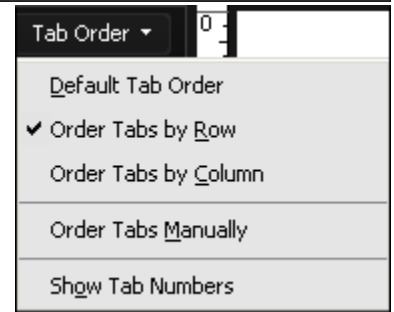
- Modify the ItemTot.2 through ItemTot.8 fields as instructed matching the numbers at the ends of the field names. If you do not understand these instructions, please ask for personal instruction.

Create a Text Field for the Order Total

- Place a text field in the ORDER TOTAL space.
- On the GENERAL TAB, name the field ORDERTOT and for the TOOLTIP, type **This is a calculated field.**
- Click the APPEARANCE TAB and set the FONT SIZE to 10 and the FONT to ARIAL.
- On the OPTIONS TAB, set the alignment at RIGHT.
- Click the FORMAT TAB, and set the following values:
For SELECT FORMAT CATEGORY, choose NUMBER.



- For DECIMAL PLACES, choose 2.
- For SEPARATOR STYLE, choose 1,234.56 (the default).
- For CURRENCY SYMBOL, choose DOLLAR (\$).
- On the CALCULATE TAB, choose to sum the following fields.
- Since you have the fields named with the parent/child names, you can sum all the fields with the ItemTot parent name. See the picture of the Field Selection dialog (above) with the ItemTot parent field name selected.
- Click the OK button.



- Click the CLOSE button.
- In the FIELDS PANE pull down the Tab Order arrow and choose ORDER TABS BY ROW.

Order Form

Fill in the information, print this page and send to:
 TODAY'S Toonz, Inc.
 PO Box 10, Anytown, CA 00045
 Questions? Visit our Web Site @ todaystoonz.com



Item Description	Price Each	Quantity	Item Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Order Total			\$0.00

Note: Setting the tab order by row will set the tab order correctly for filling out the order form. However, after you have completed the form, you will have to set the tab order manually for the form fields beneath the form.

Name: _____ Type of Payment: _____
 Street: _____ Card Number: _____
 City: _____ State: _____ Expiration Date: _____
 Zip: _____ Country: _____ Please allow 4-6 weeks for delivery.
 Daytime Phone: _____ Click the Print button to print form. **PRINT**
 Email: _____ Click the Reset button to clear form. **RESET**

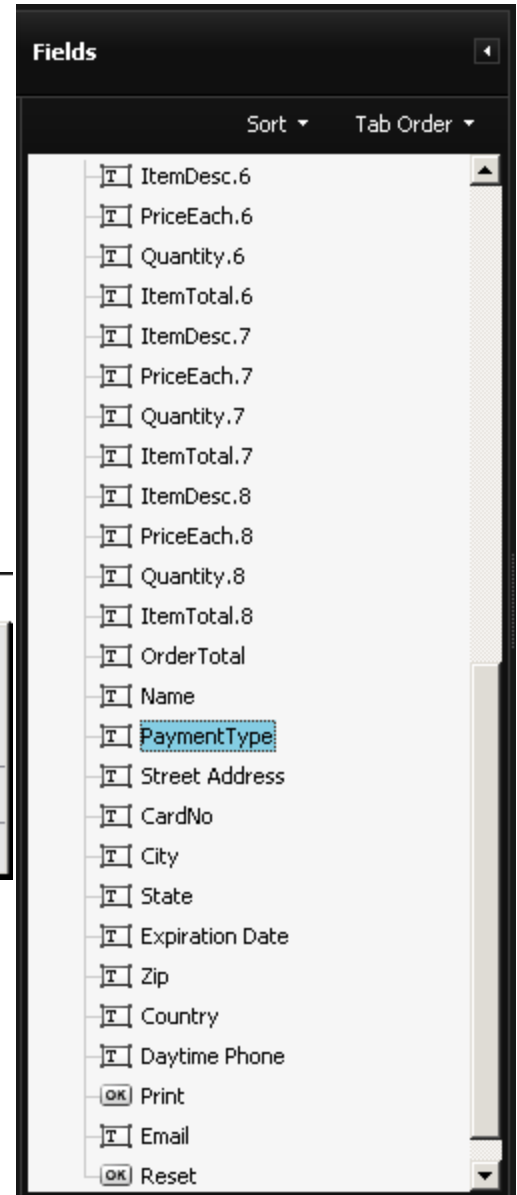
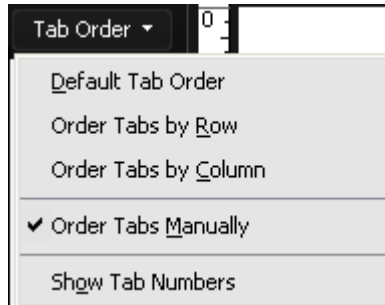
Place Print and Reset Buttons

Place a PRINT Button and a RESET button in the appropriate locations shown at right in this picture of a partially completed Order form. If you do not remember

how to create a PRINT button and a RESET button, please refer to the Acrobat 9, Part 2 lesson entitled *Introduction to Acrobat PDF Forms*.

Complete the Form

- Now, go ahead and place the form fields for the other items beneath the table: Name, Street, City, State, Zip, Country, Daytime Phone, Email, Type of Payment, Card Number, etc.
- You are almost finished creating this order form. After testing the form and correcting any mistakes you may have made, you will now set the tab order for the form fields beneath the table.
- See at right, a picture of the Fields Pane. Notice the Payment Type field which is selected. Notice in the fields list, this same field is highlighted and its position is just below the Name field. You do not want the Tab Order to be in rows below the table. You will need to adjust the Tab Order manually.
- Open the Tab Order menu and choose Order Tabs Manually.
- In the Fields Pane, click to select Payment Type field and drag it down below Email field.
- Click and drag the Card No field down below Payment Type field.
- Click and drag the Expiration Date field down below the Card Number field.
- Continue to place the fields so that the Tab Order will be following the Name field: Street Address, City, State, Zip, Country, Daytime Phone, Email, Payment Type, CardNo, Expiration Date, Print button, and last, Reset button.
- Click Forms, Close form Editing.
- You have completed your work on the form.



Notes: