
ACROBAT FILLABLE FORMS

At the end of this session participants will be able to complete the following tasks:

- use tools to turn a PDF into an editable document
- edit text/add text
- edit images
- auto-create an fillable form
- rename fields
- add fields and radio buttons
- distribute PDF form
- collect data and collate in an Excel spreadsheet

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INTRODUCTION

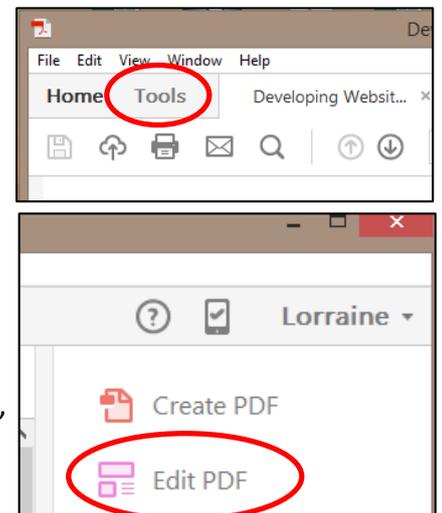
PDF (Portable Document Format) is a very useful document type and is used very frequently. It is often necessary to make modifications to PDF documents. It is extra steps to have to go back to the original document to make those changes, and then create the PDF again.

It is much simpler to edit the PDF itself.

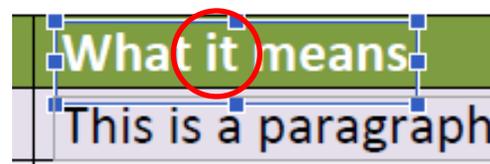
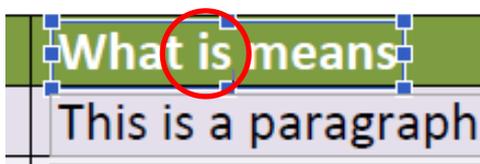
Another useful feature is to be able to create fillable PDF forms from a document, gather the data from the forms, and then collate this data as information in spreadsheets/charts. A fillable PDF form has the advantage that it can be opened, completed, saved and sent by any user, regardless of operating system.

EDITING IN ADOBE ACROBAT

1. Much editing can be completed directly into Acrobat.
2. Open the PDF and click on the **Tools** button.
3. This will open an editing panel on the right side of the PDF document. This area has a number of editing tools:
 - a. edit text and images;
 - b. add text or images;
 - c. export files;
 - d. add links and bookmarks;
 - e. attach files.
4. All of the text and images now appear in boxes. Click on pictures, and they now have the standard resize handles around them. You can now edit the document. After editing the document, Click **Save** or will **Save as** and close the document.

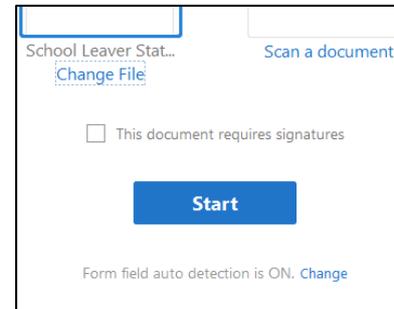
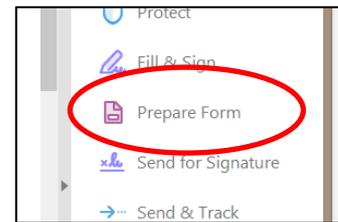


Example:



CREATE FILLABLE FORM

1. Make sure your Tools are visible on the right. If they aren't, click on Tools on the toolbar and they should appear.
2. Click on Prepare Form. It shows the options of use the current document, open another document or scan a document. Under the start button, there is a note that *Form field auto detection is ON*. There is the option to change to off if that is preferred.
3. In most cases, you will want to leave Auto Detection ON. OFF should be chosen if the document is one which is complicated in layout and would make it difficult for Auto to create the form correctly.
4. The next step is to click Start. Below are the original document and the form:



SCHOOL LEAVER'S QUESTIONNAIRE

Please answer the questions below. Your answers will assist me in the writing of your School Leaver's Statement which you will receive at your Presentation Night in Term 4.

Name: _____

My favourite subject: _____

I liked this subject because: _____

This year I played an important role in: _____

My best memory from this year is: _____

The funniest thing that I did this year was: _____

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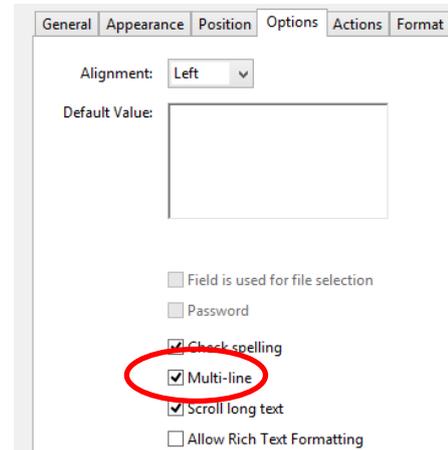
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This year I played an important role in:

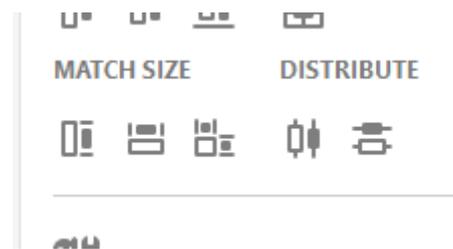
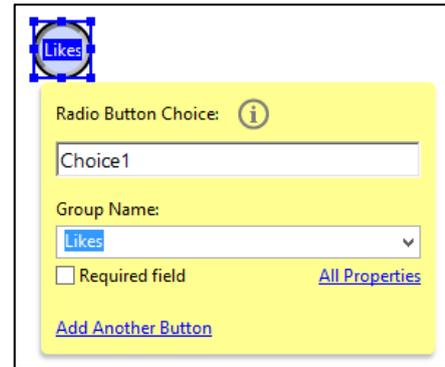
My best memory from this year is:

The funniest thing that I did this year was:

5. Now that you have the form created, you may need to do some work on tidying up the layout – some of the fields may need to be resized or edited in some way.
6. Other fields may need to be adjusted to allow more lines of text to be typed in. To do this, just double-click in the field to bring up the Text Field Properties dialogue box. Under the Options tab, click in the multi-line check box.
7. Repeat this for all of the fields that require it.
8. You may want to insert radio buttons for the questions. The radio buttons are found in the menu bar at the top of the page.



9. Click on the radio button symbol and drag it to the desired position. In the dialogue box the group of radio buttons must be given a name – This one is **Likes**. Each button must also be given its own name--the default– **Choice 1** is not a good name.
10. Click on **Add Another Button**, and move to the next position to create another button.
11. When all of the radio buttons have been created, just click outside the box to close it.
12. Next, double click on each button to open the **Radio Button Properties** dialogue box so that you can adjust each button for size and position.
13. Select all of the radio buttons and use the distribute buttons to arrange the radio buttons evenly in the column. You will find these in the panel on the right side of the document.



SUBMIT FORM

1. Add a submit button by clicking on the  button at the top of the page, and drag a rectangle in the position where you would like the button to be. Double-click the button and type text in the **Label** box to identify the button as a submit button.
2. In the Actions tab, choose **Submit A Form** in the **Select Action** menu, and then click **Add**.
3. In the Submit Form Selections dialog box, type **mailto:** followed by the email address. For example, **mailto:nobody@adobe.com**.
4. Select options for Export Format, Field Selection, and Date Options, and click **OK**.
5. You can check to see how your form looks by clicking on the **Preview** button. Fill in some data and click **Submit**. Your form should be e-mailed back to you.
6. You to clear the data that you have put in the form – if you click on the down arrow after the **More tools** button, you will find the **Clear Form** button.



COLLECTING DATA

1. When you are ready to use your form, click on **Distribute** and follow the prompts.
2. Go to this link for full instructions on collecting data from the returned forms: https://helpx.adobe.com/acrobat/11/using/collecting-pdf-form-data.html#collect_user_data