

Adobe Acrobat PRO DC



**Documents
Forms
Signatures**

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Creating an interactive form

You can convert any form into an interactive form that users can fill out and return electronically. Start with a paper form you have scanned or a form document you've created in any application.

Create the PDF.

You can scan a paper form directly into Acrobat (choose File > Create PDF > From Scanner). You can also convert any electronic document to PDF using print to Adobe PDF in most applications, or the Save As Adobe PDF in Microsoft Word.

Create a form in Word as follows.

Data Entry Form

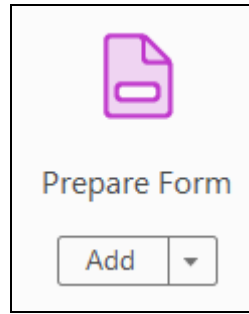
First:	
Last:	
Address:	
City:	
State:	
Zip:	
Phone:	
Email:	
Category:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Non Binary <input type="checkbox"/>
Amount:	
Quantity:	
Total:	

Save as an Adobe PDF file and then open in Adobe Acrobat Pro DC

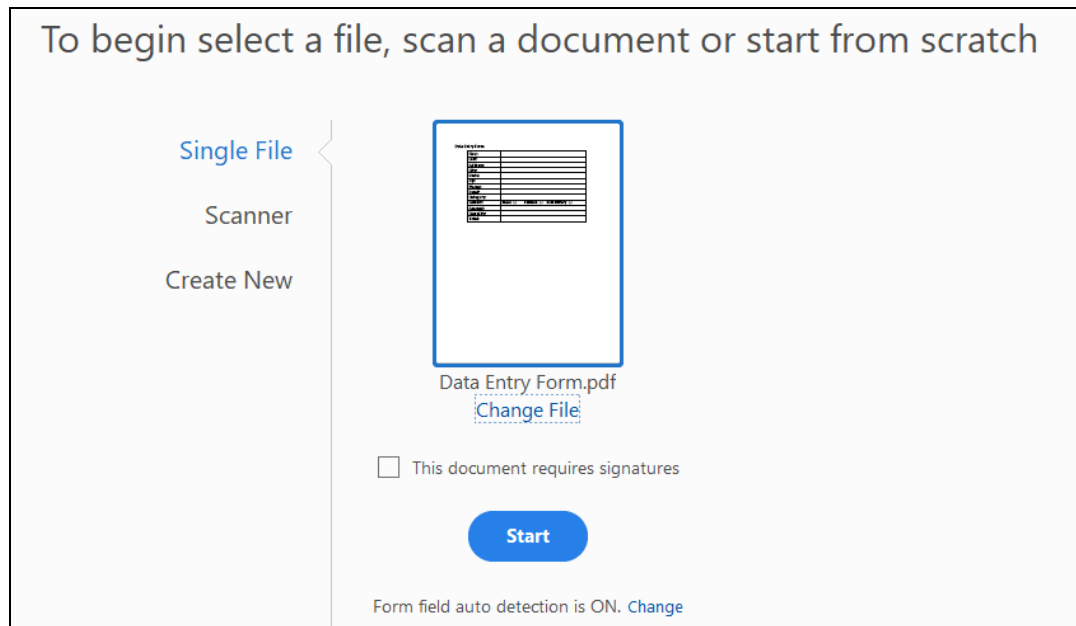
Generate the Form Fields

In Adobe Acrobat Pro DC, use the Form Tool to automatically create form fields.

Choose Tools, Prepare Form



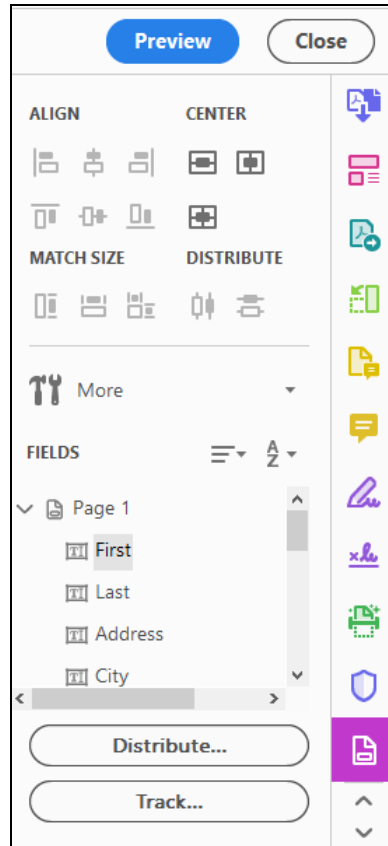
The following screen appears. **Click on Start**



Adobe Acrobat Pro DC attempts to recognize all the form fields with varying degrees of success. You may need to fine tune the form fields based on how well you have created the form and how well Adobe Acrobat Pro DC is able to recognize.

Evaluate the form fields Acrobat created.

Acrobat lists the form fields it created in the right hand side **Fields pane**. Scroll through the document to see whether Acrobat missed any fields or created any extra fields. To delete a field, select the field on the page and press the **Delete Key**.



Add and Edit form fields as needed.

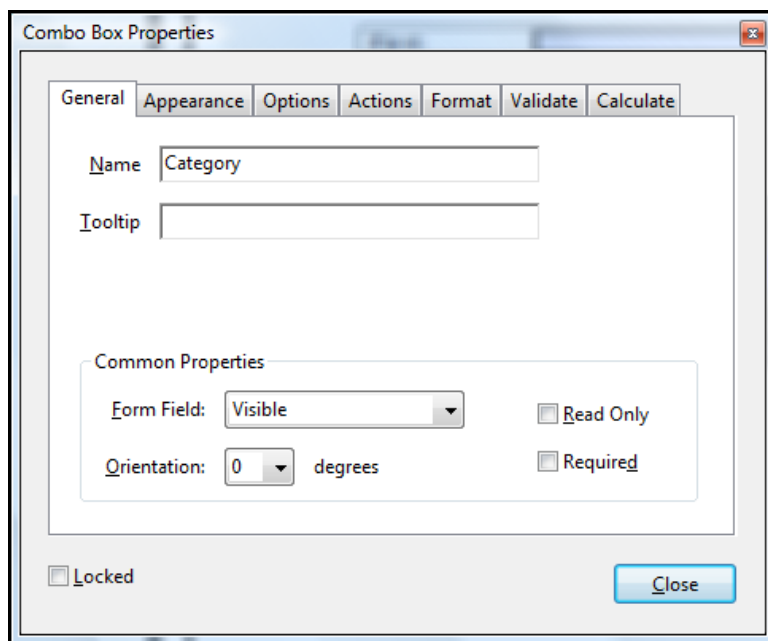
Add form fields where you need them from the **Prepare Form Toolbar**. You can add text fields, check boxes, list boxes, combo boxes, radio buttons, action buttons, digital signature fields, and even barcodes to the PDF. Select the type of form field you want to Add and then click where you want the field to appear. Give each new field a unique and descriptive name.



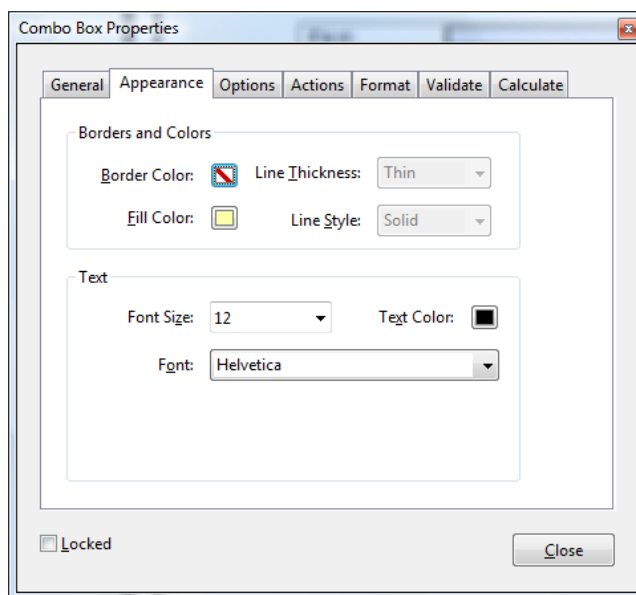
Delete the **Category Text Field** and re-create as a **Dropdown List Field**



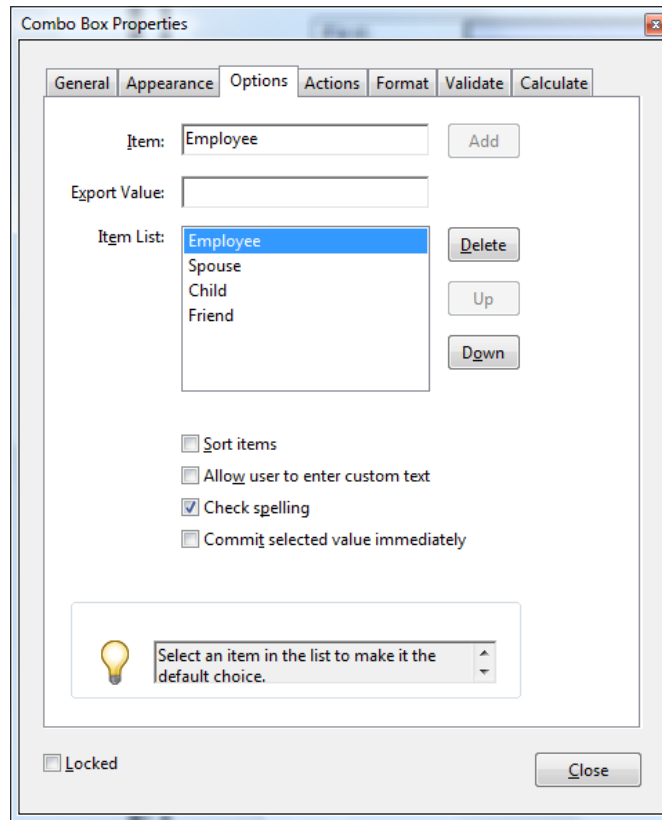
Double Click on the field to show the properties. Click on the **General Tab** and change the name to Category



Click on the **Appearance Tab** and set the Color to Light Yellow

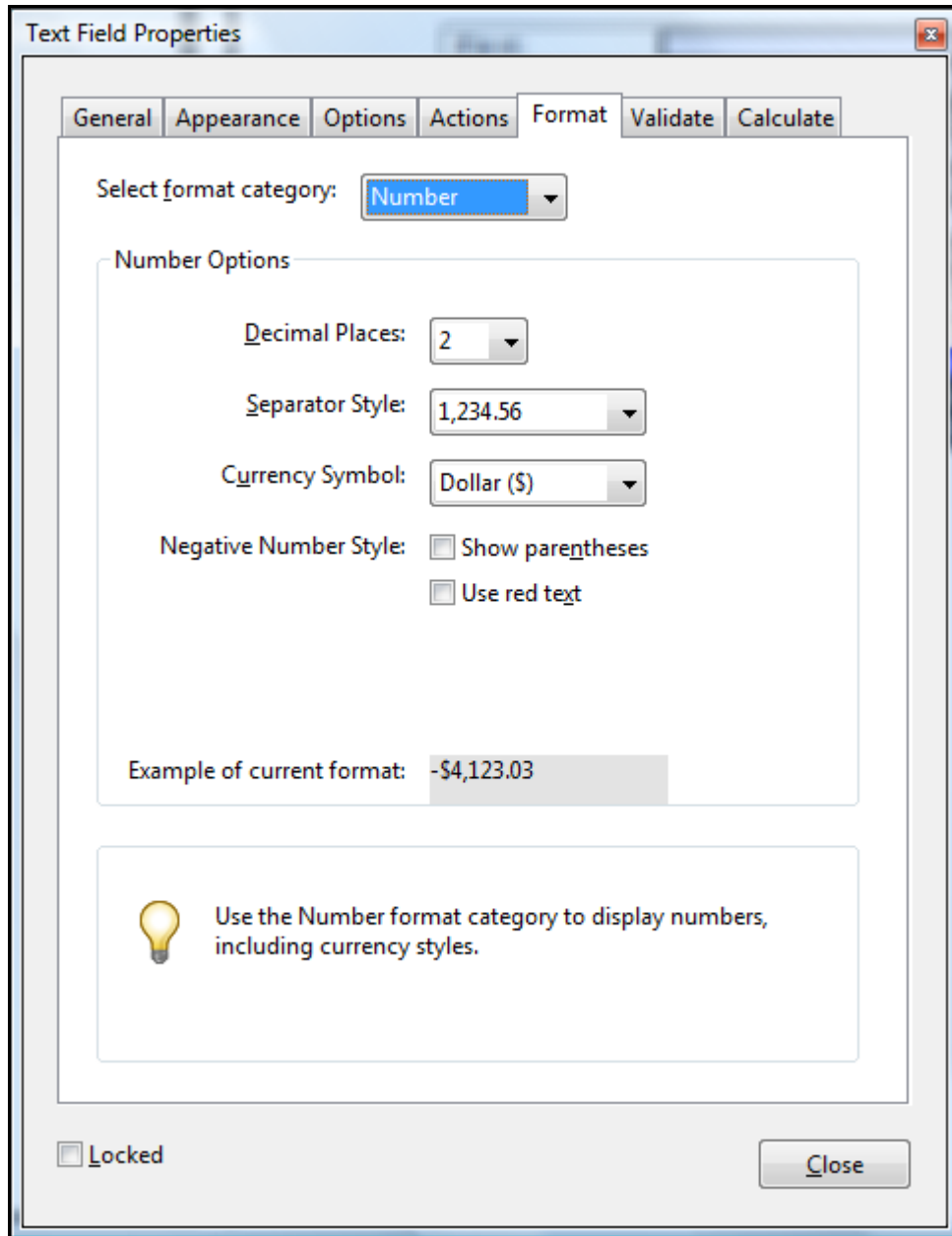


Click on the **Options Tab** and enter the following options.



Set the default item to employee

Double click on the **Amount Field** and click on the **Format tab** and set the following properties.



Double click on the **Quantity field** and set the following properties.

Text Field Properties

General Appearance Options Actions **Format** Validate Calculate

Select format category: Number

Number Options


Decimal Places: 0

Separator Style: 1,234.56

Currency Symbol: None

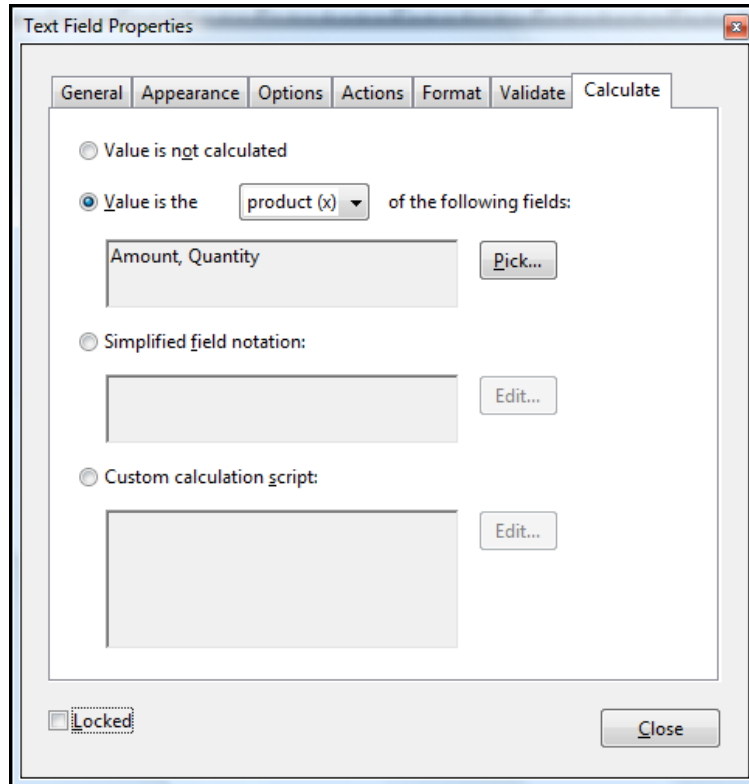
Negative Number Style: Show parentheses
 Use red text

Example of current format: -4,123

 Use the Number format category to display numbers, including currency styles.

Locked Close

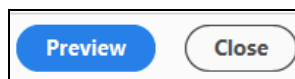
Double Click on the **Total field** and set the following properties.



You will click on the **Pick field** to pick the Amount and Quantity fields as part of the calculation.

Test the Form

To **Test the Form** click on **Preview** in the top right corner of the **Forms Pane**.

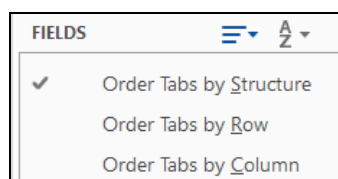


Click on **Edit** to return to Form Editing



Change the Tab Order

Click on the Fields Tools to change the Tab order, i.e. Order Tabs by Row



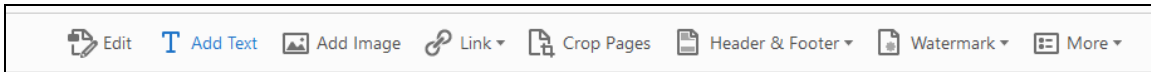
Clear the Form

Click on the More tool and select Clear Form to clear the form of any test data



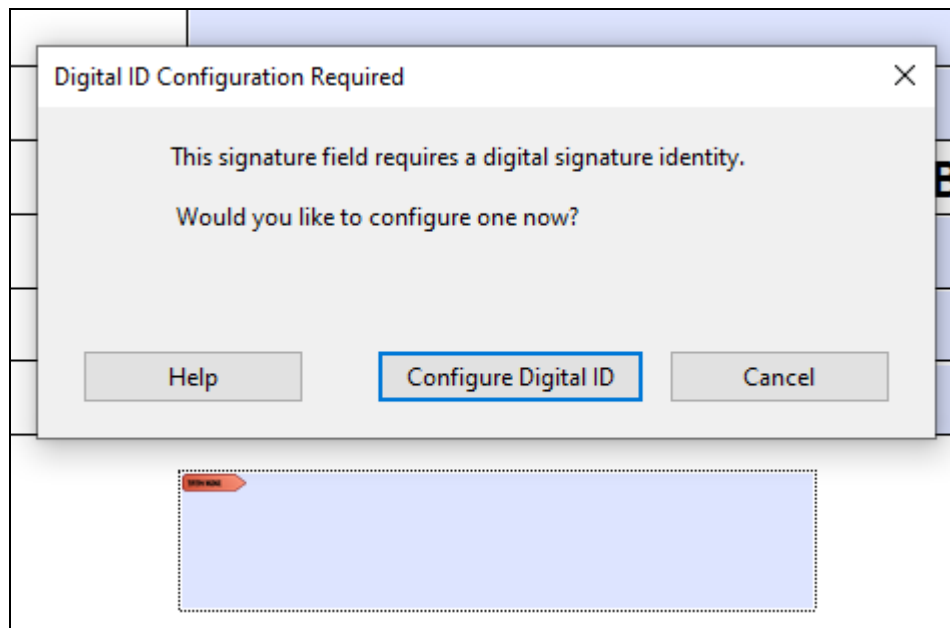
Add a Signature field to a form

Use the **Edit PDF** tool to add a Signature Field label to your document.

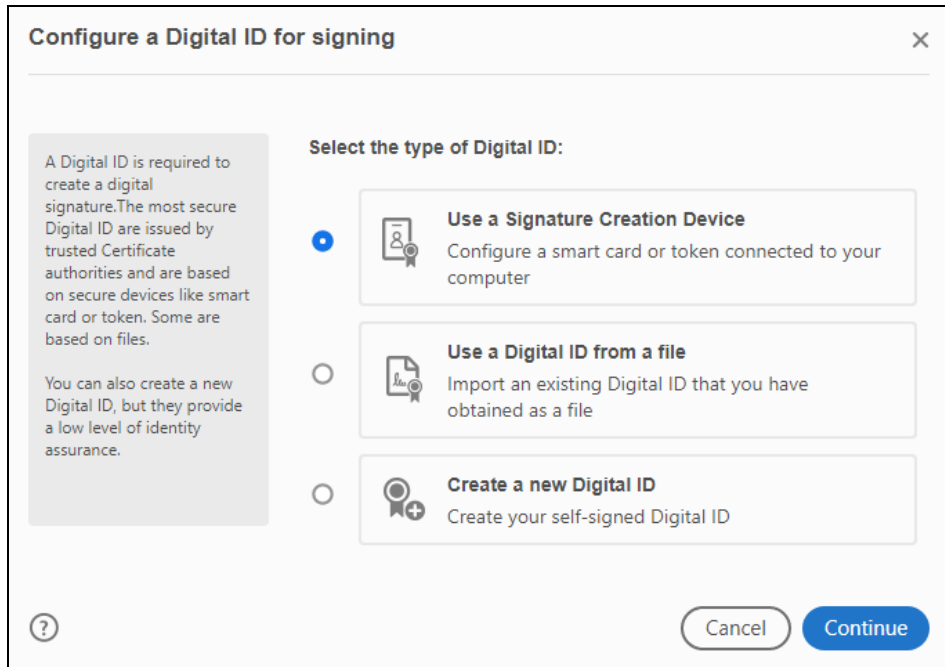


Use the Prepare Form tool to add a new Digital Signature Field

Click on the Configure Digital Id button listed below.



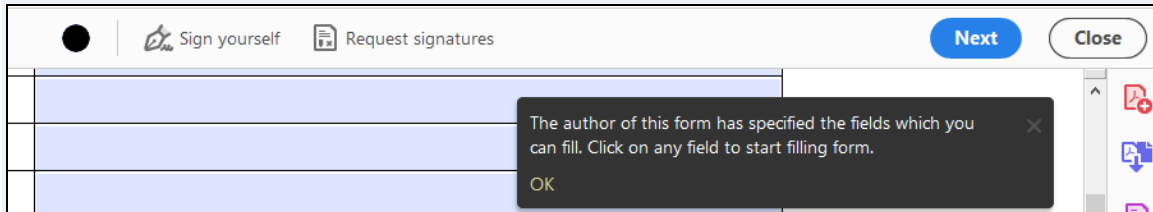
Work through the Digital ID types shown below with your instructor.



Using Fill and Sign

Alternatively, you can use the **Fill & Sign** tool.

Click the **Fill & Sign** tool in the right pane or from the **Fill** drop down menu at the top of the screen. The following screen appears.



Fill out your form:

Complete form filling by clicking a text field and typing or adding a text box. You can add checkmarks and fill in radio buttons too.

Sign your form:

Click **Sign** in the toolbar at the top of the page. Then draw, type, or choose an image for your signature. Then click **Apply** to place your signature on the form.

Send your form:

After you have filled the form, you can share the PDF with others and even send to sign. To share the form, click **Next** and follow the instructions.

Save the Form

Save the form and it is now ready to fill out.

If you are using the form in Acrobat Reader for some older version you will only be able to save the form if you have enabled the **File, Save As, Reader Extended, Enable Additional Features options**. Otherwise, you will only be able to print the form out on Paper.