

Quick Tips

for

Creating PDF Forms

Getting Started

One of the most popular types of forms on the Internet is PDF (Portable Document Format.) PDF is convenient because a PDF reader is free and it is difficult for users to modify the document. It looks the same on every computer and easily prints out just as it looks on the screen. This Quick Tip explains how to create a PDF form.


Use a Word Document to create Layout

Just as in Microsoft Word, you can lay your form out by using table. However, because most people are more familiar with Microsoft Word, we suggest that you first create the Table and labels in a Word Document. Then, to save it as a PDF file, do the following:


- Select File - Print.
- Click on the Printer Name drop-down box and change it to Acrobat PDF Writer.
- Click Okay.
- Instead of printing to your printer, Word will print to the PDF writer, and you will see a Save As dialogue box appear. Choose the file location and name for the new PDF writer. Also, click the check box "View PDF File" so that the file will automatically open in Adobe Acrobat.

Insert Form Fields

You will find that even if you had already inserted form fields in your Word document, they do not appear in the PDF document. So, you will need to insert Form Fields using Adobe Acrobat.

- Click Form Tool  located on the toolbar.
- Move your mouse to the location where you'd like the form field to be. Click and drag to create a field of the desired size.
- In the field property box, name the field and select the field type (text, radio button, etc.). Select the options for the field, and click Okay.

Preview Form

Select the Hand Tool  to preview and fill out the form.

Save and Distribute your Form

Click File – Save As to save your file. You can distribute your form the same way that you can any electronic Document – via email, disk, or the Internet. The user must have the Adobe Acrobat Reader to view the form.

- *Creating Forms in Microsoft Word*
- *Publishing to Your Web Drive*