

Whether you start with a scanned paper form or a simple form made in Microsoft Word, Excel, or another application, you can turn it into an intelligent PDF form with Acrobat DC. Make any field fillable.

PDF forms can be accessed over the Internet or via email. If a PDF form includes form fields for example, text fields, buttons, list boxes , you can fill the form onscreen with an Acrobat product. With a rights-enabled form, Adobe Reader users can comment on, fill, save, distribute, submit, and add digital signatures to the form. Adobe Reader capabilities Adobe Reader provides the following forms capabilities: Save forms and data locally Fill and submit forms online Distribute forms to others for review and comment Add digital signatures Acrobat Standard capabilities Acrobat Standard contains all the capabilities of Adobe Reader, in addition to the following: More advanced features in Adobe LiveCycle Designer let you use scripting objects, integrate a form with a data source, and create dynamic forms. To determine whether a form contains interactive form fields, do the following: Open the form in an Acrobat product. Select the Hand tool, and then drag it over fields in the PDF form. The form contains form fields if the Hand tool changes to either of the following icons: Interactive fields display a colored fill. If you use Acrobat 3D or Acrobat Professional, you can verify that a form contains form fields by selecting a form tool. Acrobat then highlights any form fields. On Windows XP, form fields are highlighted in blue. Print the form and fill it manually. For information about creating form fields, see the following sources: To change the security settings, do the following If you use Adobe Reader, you cannot change the security settings: Choose a compatibility option. Select Use A Password to restrict printing and editing of the document and its security settings. Choose a printing option from the Printing Allowed menu. Save, close, and reopen the document to access the form fields.

Chapter 2 : How do I create fillable forms in Acrobat 9? | Adobe Community

Right-click anywhere on the ribbon and choose "Customize the Ribbon." Check the "Developer" box and press "OK" to add the tab to the ribbon. You need to perform this step only once, the first time you make a form.

Then, hold Left mouse button to create a form field of the required size. Select a Link Type: Enter a mail to link like this: You can click each Tab to see the content. You must save editing into a project file PFL so that you can resume editing later. You have two options: Put your PDF Form under a website and email your clients the link. Email the entire PDF Form to your clients. If he has problem to submit, please uninstall all the versions of Adobe Reader from Control Panel, then install the latest Adobe Reader. He will see this "Send Email" dialog. If he select "Default Email Application", he should see the email window like this: If he selects "Use Webmail", and select "Add Gmail", he should see a window like this: You may have to rename that FDF using your client name. You can print the PDF form filled by your client in any time in the following way: You will see this warning message Adobe Acrobat Professional also has the same problem: To avoid this warning, there are three solutions: When the warning message comes up, click "Yes" and select your original PDF. Then, save into a new PDF. FDF is just a text file, you can open it with WordPad to see the difference. You can right click and select to open it with WordPad.

Chapter 3 : How to Create a Fillable PDF Without Adobe | It Still Works

To create a form in Word that others can fill out, start with a template and add content controls. Content controls include things like check boxes, text boxes, date pickers, and drop-down lists. If you're familiar with databases, these content controls can even be linked to data.

However, Word is also quite a powerful tool and you can use it to quickly create forms that you can either print or send via email, etc. You can also make your forms a lot better looking if you use tables to organize everything. To enable the tab, click on File and then Options. On the left-hand side, click on Customize Ribbon and then check the Developer box in the right-hand list box. Click OK and click on the tab in the ribbon. The section we are most interested in is Controls. Creating a Form in Word The Controls section has about eight different controls that can be added to your Word document: To insert a control, just click on it and it will appear wherever your cursor was located. In my example below, I created a table and added two plain-text boxes for first name and last name. By default, each control has its own filler text. For a plain text control, it is Click or tap here to enter text. You can edit this text for any control by clicking on the Design Mode button that is to the right of the control icons. Click on the Design Mode button again to exit the mode. Next, click on your newly added control so that it is highlighted and then click on Properties, which is directly below the Design Mode button. Each control will have a standard set of options with custom options at the bottom based on what type of control it is. Here you can give the control a title, change the color, style the text and specify whether or not the control can be edited or deleted. At the very bottom are the control specific options, which for the case of a plain text control, is whether you want to allow multiple lines or not. That last option is useful if you need someone to type in a paragraph of text. You would think the plain-text control would not allow bold, font changes or color changes, but it does. Next, I went ahead and added a drop down list control to my form. In order to add items to the list, you have to click on Properties. Click the Add button and then type in a name for your choice. By default, the Display Name and Value will be the same, but you can change it if you like. There really is no reason to change the value unless you are writing Word macros and refer to the controls in code. The only difference between the dropdown list control and the combo box control is that the latter allows the user to enter their own value if they please. In the dropdown list, you have to choose from one of choices in the list. In the combo box, you can either choose from the list or type in your own value. The date picker control works just like any date picker you have probably used on airline booking sites, etc. When you click on it, a calendar appears and you can simply click on the date to select it. You can choose a different format to display the date and choose a different calendar type. The picture control is another nice option that will allow users to insert a picture easily. They also have options for Facebook and Flickr. Note that when you add a checkbox and try to type text into it, it will tell you that the selection is locked. I believe this is by design. You have to click next to the checkbox and then type in your text. Lastly, you can insert a building block control, which lets you pick content from Quick Parts and AutoText. In my example, I added some quotes to a custom AutoText and then linked the control to it via the Properties dialog. To do this, click on Restrict Editing on the Developer tab. In the pane that shows up on the right, click on the dropdown under Editing restrictions and choose Filling in forms. Make sure to check the Allow only this type of editing in the document box. Click Yes, Start Enforcing Protection and then enter a password if you like. The user can easily use the TAB key to move between the different form fields. If you have any questions, feel free to comment. March 21, by Aseem Kishore. He began blogging in and quit his job in to blog full-time. He has over 15 years of industry experience in IT and holds several technical certifications.

Chapter 4 : How to Create Fillable Forms with Microsoft Word

The form we will create in this example is a simple form to collect information about people who fill them out. First, you will need to enter the basic questions. For this tutorial, we will try to get the following information.

Already own Microsoft Word? Then you are in the right place because this guide will teach you how to create fillable forms using Microsoft Word. Read on to learn more. Click the Developer tab in the far right side of the Word ribbon. If it is not displayed, click the File tab, click Options, and go to Customize Ribbon in the new window that comes up. In the right column list, make sure the Developer option is checked, and click OK. It is good to bring together form elements using tables. You can click-n-drag any of the table lines to resize the table, rows, or columns. In the left column, we can type in the data fields we would like to collect, viz. Before adding any form elements, you need to click Design Mode in the Controls group in the Developer tab to activate it. Although not critical, a good idea is to identify the purpose of each of the form elements. To accomplish this, you need to fully select your form element. To make sure the entire element is selected, click the blue tab at the left end of the element. Now, click the Properties button in the Controls group. The title will be displayed next to the control to provide a visual clue of what the control is about. Now, click the Date Picker Content Control looks like a calendar icon. Now, click the Check Box Content Control looks like that only. Just as before, select each form element, click Properties, and provide a title for each box. With the control selected, click Properties. In the bottom right, click Add. When creating these dropdown items sometimes the display name is long for the user to understand while the value is brief for information to be later saved to a database. Consider providing an abbreviated value as appropriate. Continue to add manufacturer options as you require. You can also Move Up or Move Down the items. With all of the form fields created, turn off the Design Mode by clicking the button. You will now notice the blue brackets around the form elements disappear. Click the Restrict Editing in the Protect group of the Developer tab. You are then prompted to supply a password to protect this document. Else, without the password you will not be able to make changes to your document again! Once secure, save the document. Conclusion Your document must be distributed as a Word document to retain it as a fillable form. Ideally, these forms will be filled in, saved and emailed back to you. Saving the form as a PDF will negate any interactive form functionality. If a user would like to print out the form, and fill it in by hand, then your form items may be a problem.

Chapter 5 : How to create fillable forms with Microsoft Word [Guide] | dotTech

*Tip: To learn how to create a form from scratch or template, see [Create a form from scratch or a template in Acrobat XI Pro](#). *Tip: To distribute your form and analyze responses, see [Distribute PDF forms and analyze responses](#).**

Add content to the form On the Developer tab, click Design Mode, and then insert the controls that you want. You can print a form that was created using content controls, but the boxes around the content controls will not print. Insert a text control where users can enter text In a rich text content control, users can format text as bold or italic, and they can type multiple paragraphs. If you want to limit what users add, insert the plain text content control. Click where you want to insert the control. To set specific properties on the control, see Step 4: Set or change properties for content controls. Insert a picture control A picture control is often used for templates, but you can also add a picture control to a form. On the Developer tab, click Picture Content Control. Insert a building block control Use building block controls when you want people to choose a specific block of text. You can create rich text content controls for each version of the boilerplate text, and then you can use a building block control as the container for the rich text content controls. You can also use a building block control in a form. On the Developer tab, in the Controls group, click a content control: Insert a combo box or a drop-down list In a combo box, users can select from a list of choices that you provide or they can type in their own information. In a drop-down list, users can only select from the list of choices. Select the content control, and then on the Developer tab, click Properties. Repeat this step until all of the choices are in the drop-down list. Fill in any other properties that you want. Insert a date picker Click where you want to insert the date picker control. Insert a check box Click where you want to insert the check box control. Set or change properties for content controls Each content control has properties that you can set or change. For example, the Date Picker control offers options for the format you want to use to display the date. Click the content control that you want to change. On the Developer tab, click Properties, and change the properties that you want. Add instructional text to the form Instructional text can enhance the usability of the form you create and distribute. You can change the default instructional text in content controls. On the Developer tab, click Design Mode. Click the content control where you want to revise the placeholder instructional text. Edit the placeholder text and format it any way you want. On the Developer tab, click Design Mode to turn off the design feature and save the instructional text. Do not select the Contents cannot be edited check box if you want form users to replace the instructional text with their own text. Add protection to a form If you want to limit how much others can edit or format a form, use the Restrict Editing command: Open the form that you want to lock or protect. After selecting restrictions, click Yes, Start Enforcing Protection. If you want, you can test the form prior to distributing it. Open the form, fill it out as the user would, and then save a copy in a location that you want. Expand your Office skills.

Chapter 6 : How to create fillable PDF, form creator, PDF form - Adobe Acrobat

Fill-in forms embedded in a PDF allow users to type in, save or print any customized text using the popular Adobe Acrobat software. Fillable PDF forms are especially convenient for preparation of various applications, including tax and other government forms.

In addition to plain text fields, you can also provide interactive elements such as check boxes, a drop-down menu for selecting a choice of items and a date picker. Date pickers provide users with calendars for selecting dates. Image courtesy of Microsoft Turn on the Developer tab. Image courtesy of Microsoft Right-click anywhere on the ribbon and choose "Customize the Ribbon. You need to perform this step only once, the first time you make a form. Video of the Day Create a blank form template. Image courtesy of Microsoft Lay out and type the static elements of the form, such as the title. For a more professional look, you might want to insert a table -- click "Table" on the Insert tab and select a size. Switch to the "Layout" tab and use the "Merge Cells" button in the Merge section to combine cells to create fields of variable size. Image courtesy of Microsoft Place the cursor where you want to insert a fillable text box and click the right "Aa" icon in the Controls group. If you want to allow users to modify the formatting of the text as well as the content, click the left "Aa" icon instead. Type the default contents of the form in the text box. Repeat to insert as many fields as necessary. Image courtesy of Microsoft Click the check mark icon to insert check boxes. Create lists or date pickers. Image courtesy of Microsoft Insert a drop-down list or date picker from the Controls group to give your users a choice of items or dates. After creating a drop-down list, select it and press "Properties. Image courtesy of Microsoft Click "Add" to add an item to the drop-down list. Leave the two fields set to the same name and press "OK. After entering list items, rearrange them with the "Move Up" and "Move Down" buttons, and then press "OK" to finish the list. Image courtesy of Microsoft Turn off "Design Mode" when you finish designing your form, and then click "Restrict Editing. Optionally, enter a password when prompted to stop users from turning off the protection.

Chapter 7 : Create fillable PDF forms, PDF form creator | Adobe Acrobat DC

PDFs with Forms Create fillable PDF forms in one click, not from scratch. Organizations often need to create documents with check boxes and fill-in-the-blanks that need be completed by customers, vendors or everyday users.

Chapter 8 : How can I create a fillable PDF form without Adobe Acrobat - blog.quintoapp.com

Edit Article How to Create a Fillable PDF. In this Article: Creating a Fillable PDF Adding and Deleting Fields Troubleshooting Community Q&A Fillable PDF forms are often used in place of official paper documents when completing important paperwork via the Web.

Chapter 9 : How to Edit a Fillable PDF | It Still Works

If you're familiar with the desktop version of Word, you might know you can use it to create fillable forms. That option isn't available in Word Online. To open your document in the desktop version of Word, click Edit Document > Edit in Word, or click Open in Word.