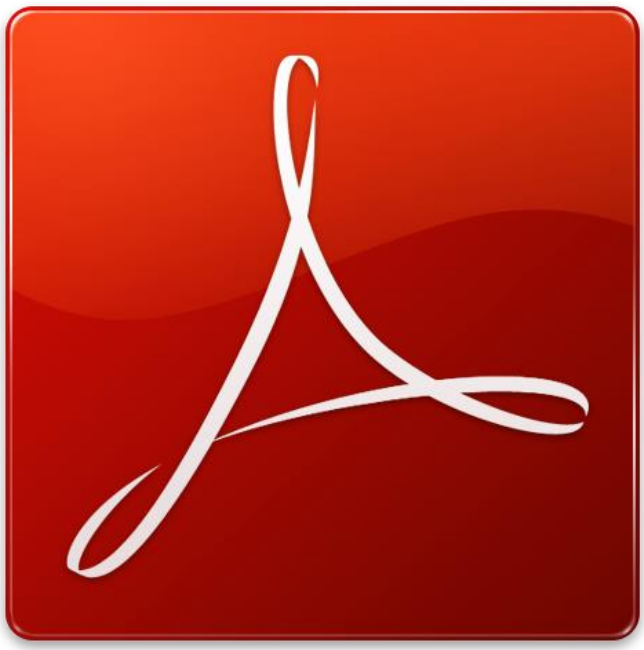
Adobe Acrobat XI Pro



Fillable Forms

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Forms

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've scanned or a form document you've created in any application.

1. 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 Acrobat PDFMaker, the Adobe PDF printer, or the Create PDF commands in Acrobat.

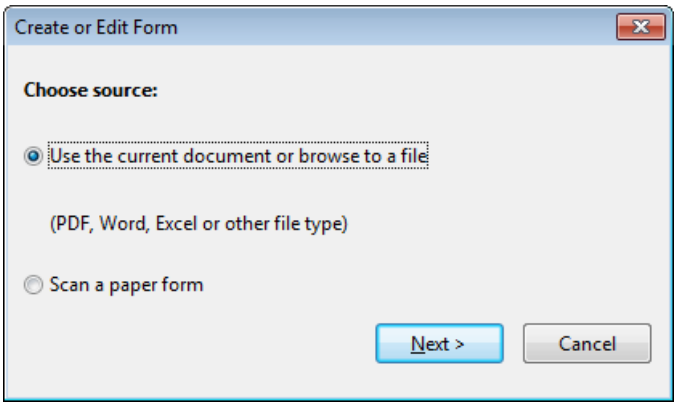
   Create a form in Word as follows.

Data Entry Form

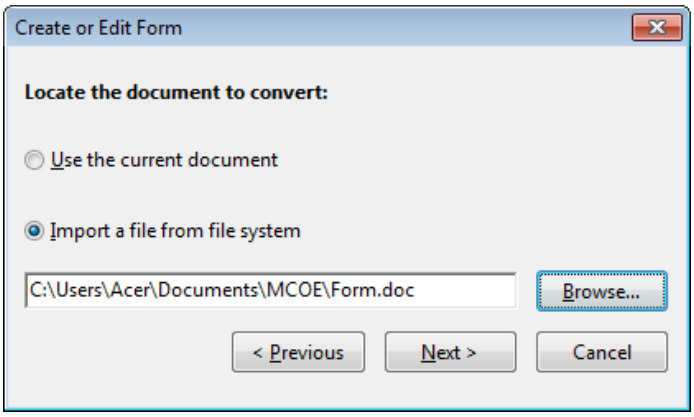
First:	
Last:	
Address:	
City:	
State:	
Zip:	
Phone:	
Email:	
Category:	
Amount:	
Quantity:	
Total:	

2. Use the Form Tool to automatically create form fields.

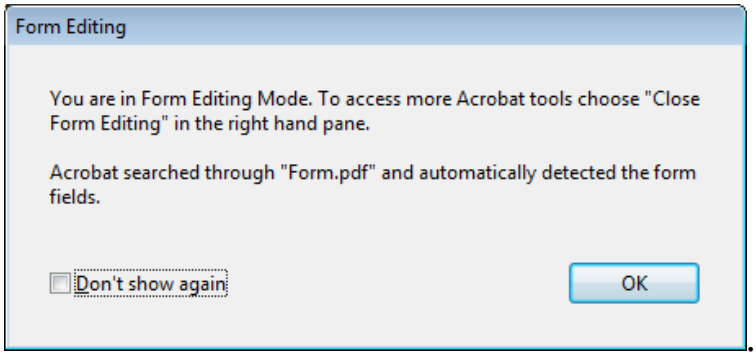
   Choose **View, Tools, Forms, Create** and the following screen appears.



   Click on **Next** and the following screen appears.



   Click on **Browse,** select a file and then click on **Next**, you are now in Form Editing Mode. Click on **OK**

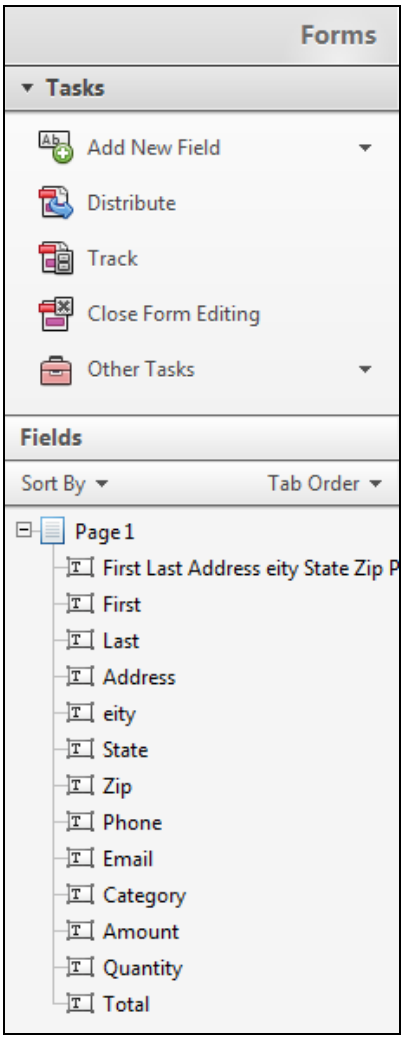


3. Evaluate the form fields Acrobat created.

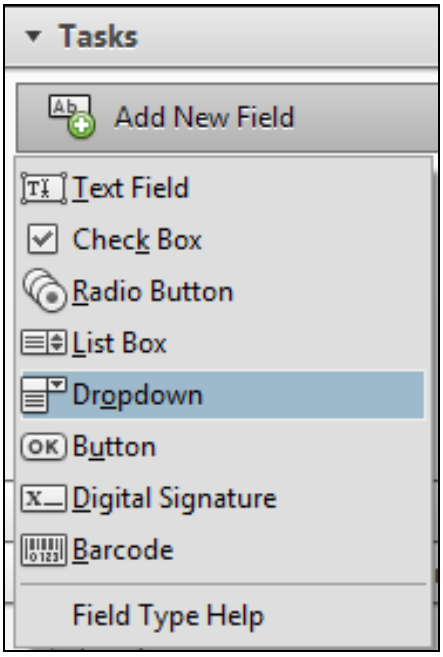
   Acrobat lists the form fields it created in the **Fields pane**. Scroll through the document to see whether Acrobat missed any fields or created any extra fields. To delete a field, select it in the Fields pane and press **Delete**.

4. Add and edit form fields as needed.

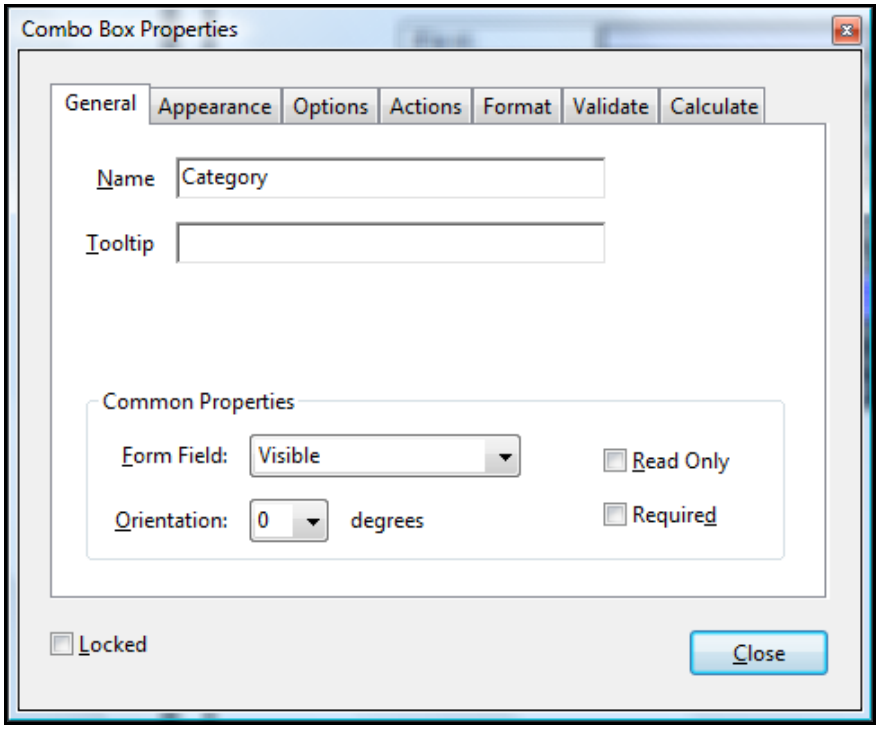
   Add form fields where you need them. You can add text fields, check boxes, list boxes, combo boxes, radio buttons, action buttons, digital signature fields, and even barcodes to the PDF. Select the type of form field from the Add New Field list in the Forms toolbar, and then click where you want the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



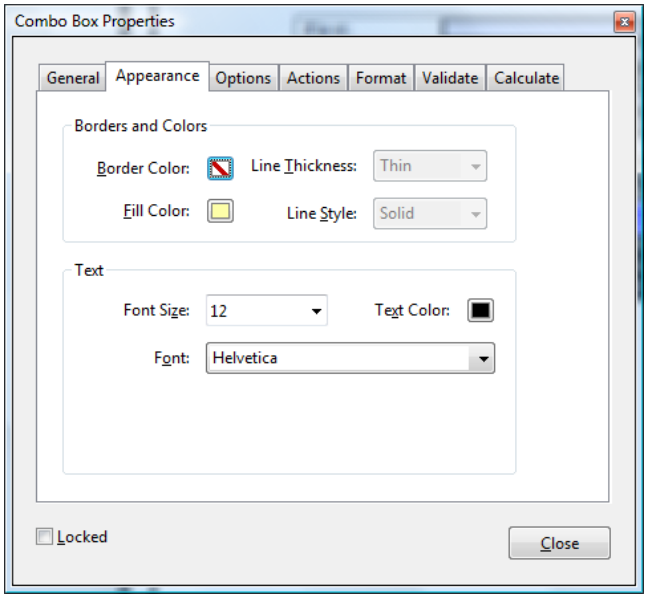
Delete the **Category Text Field** and re-create as a **Dropdown List Field**



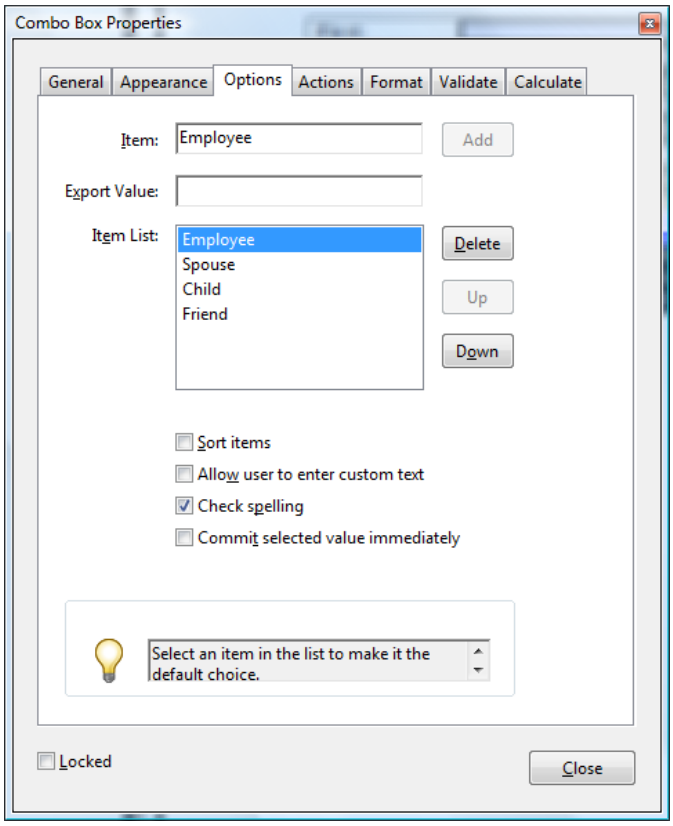
Double Click on the field to show the properties. Click on the **General Tab** and change the name to Category



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

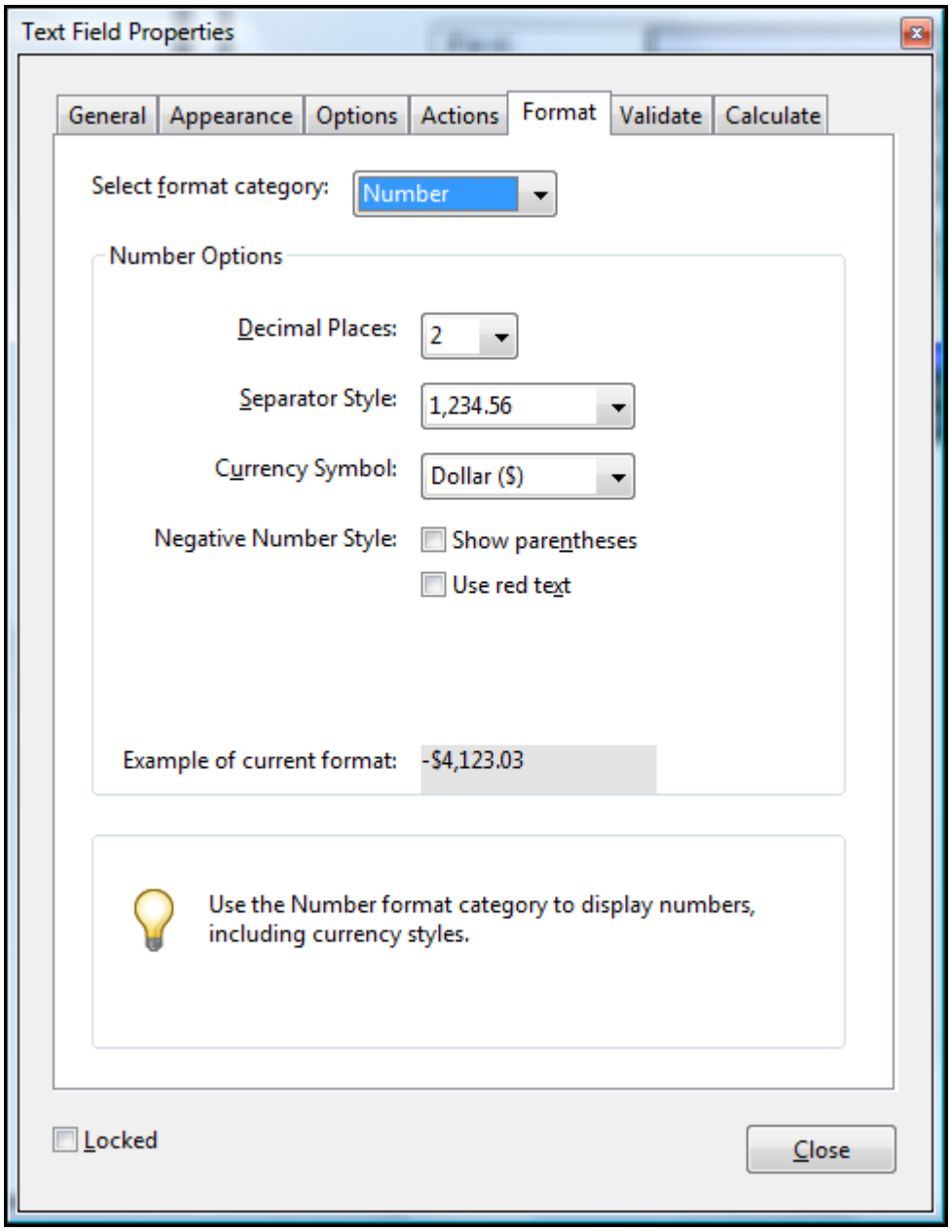


Click on the **Options Tab** and enter the following options.

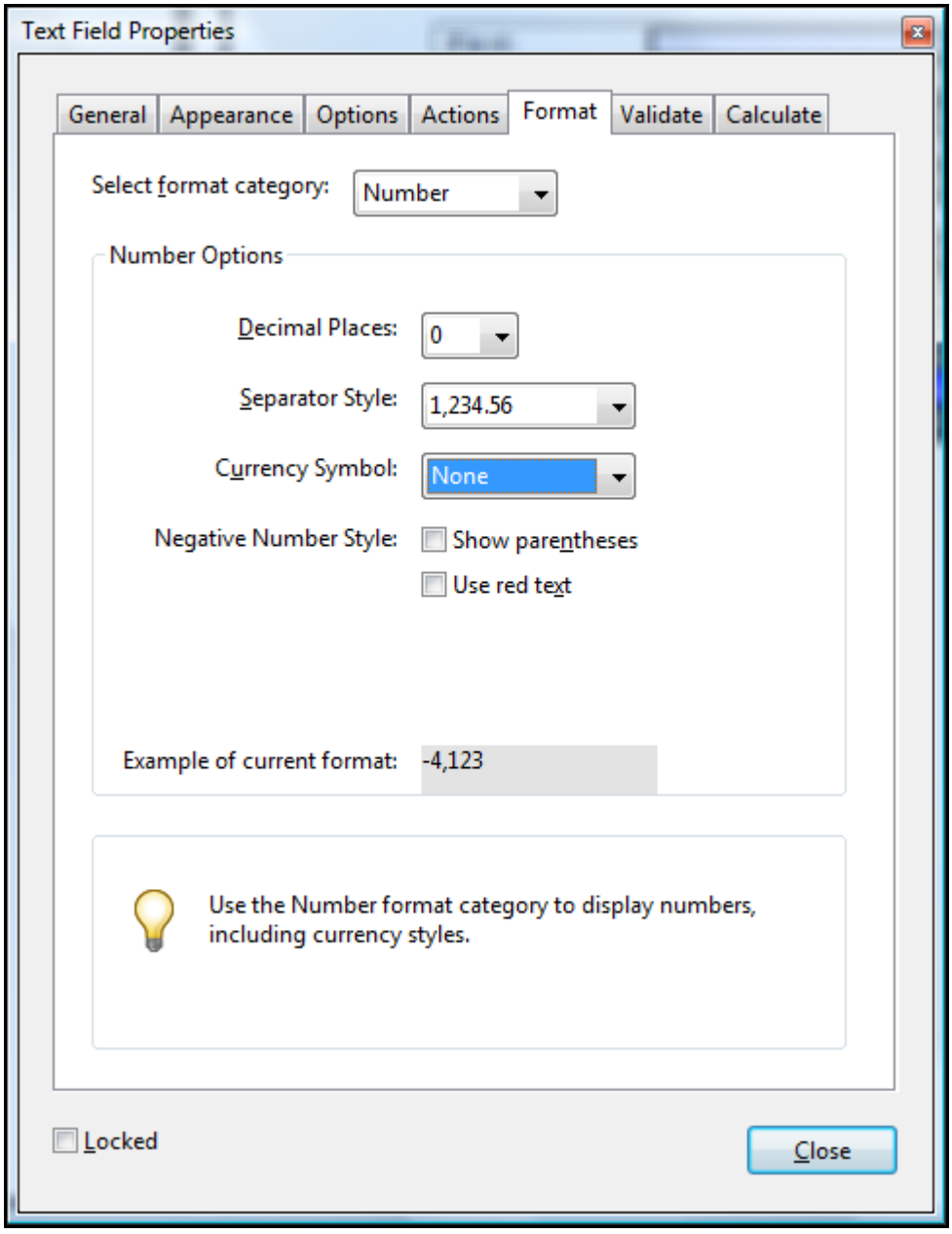


Set the default item to employee

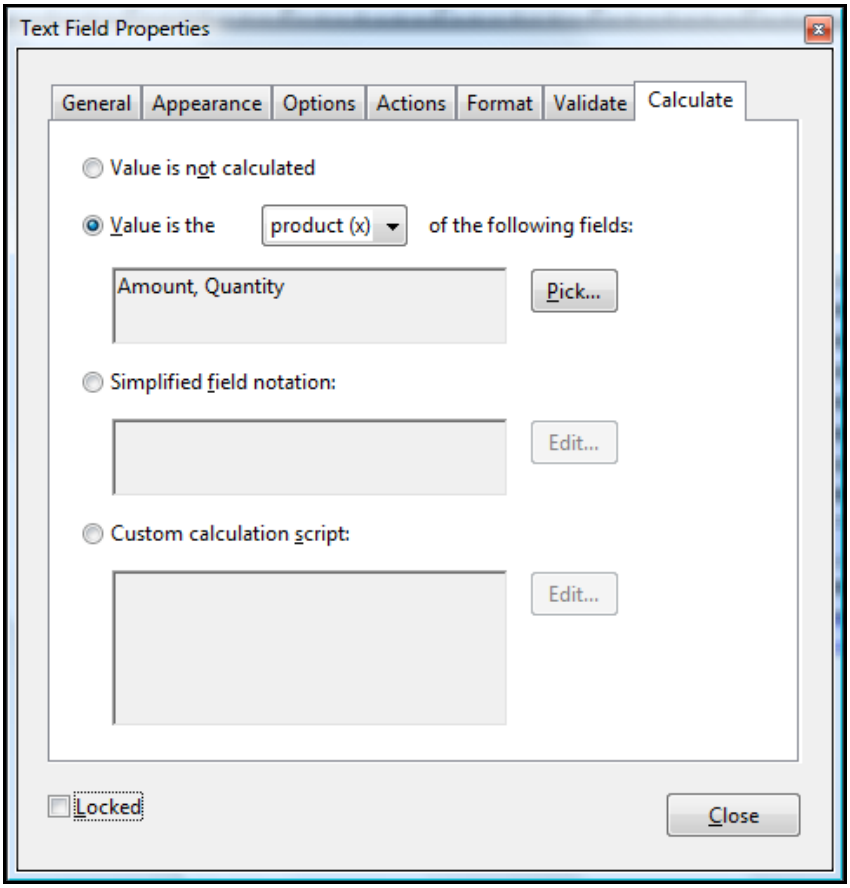
Double click on the **Amount Field** and click on the **Format tab** and set the following properties.



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

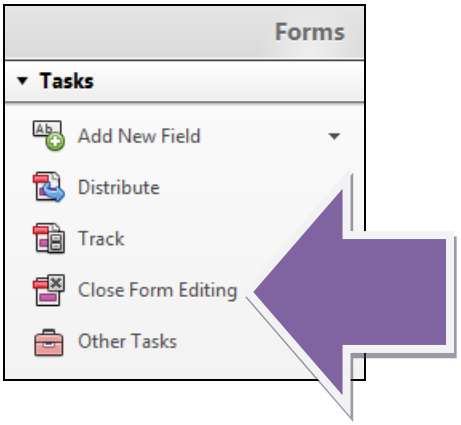


Double Click on the **Total field** and set the following properties.

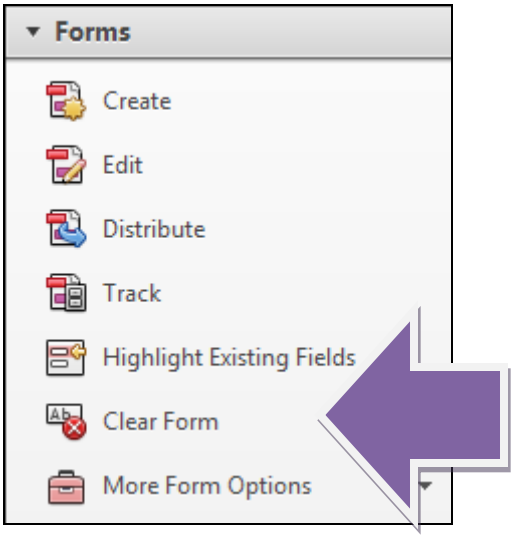


You will click on the **Pick field** to pick the Amount and Quantity fields as part of the calculation.

To Run the Form click on **Close Form Editing** in the top right corner of the **Forms Pane**.



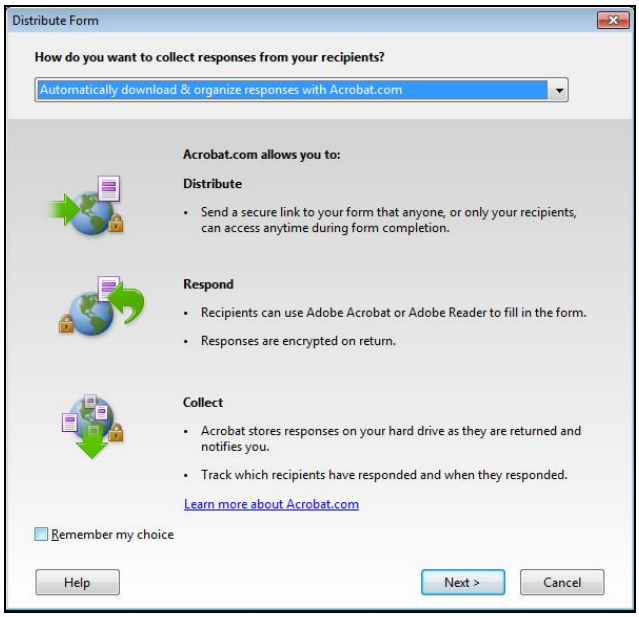
Save the form and it is now ready to fill out. Choose **Forms, Clear Form** to clear the form of any old data.



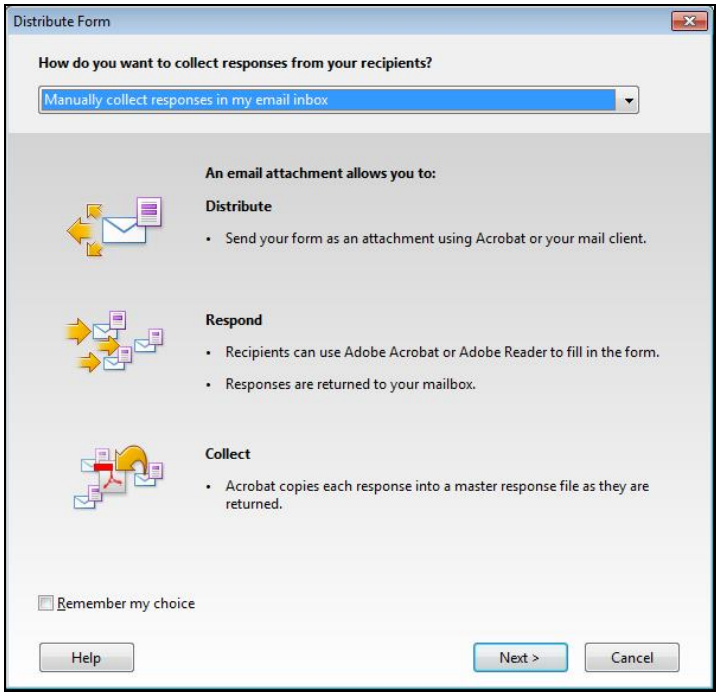
*Note: If you are using the form in Acrobat Reader you will only be able to save the form if you have enabled the **File, Save As, Reader Extended, Enable Additional Features options**. Otherwise you will only be able to print the form out on Paper.*

Distribute The Form

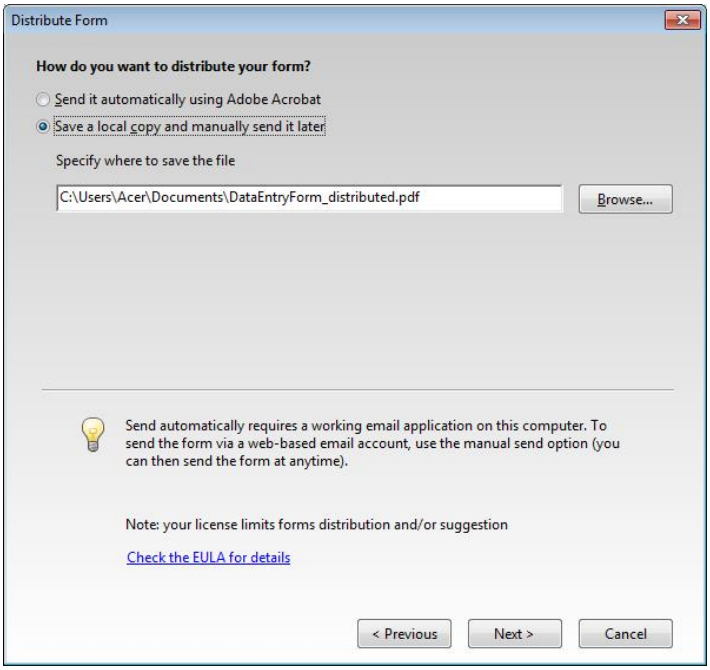
To Distribute the Form, click on **Forms, Distribute Form** and the following dialog box appears.



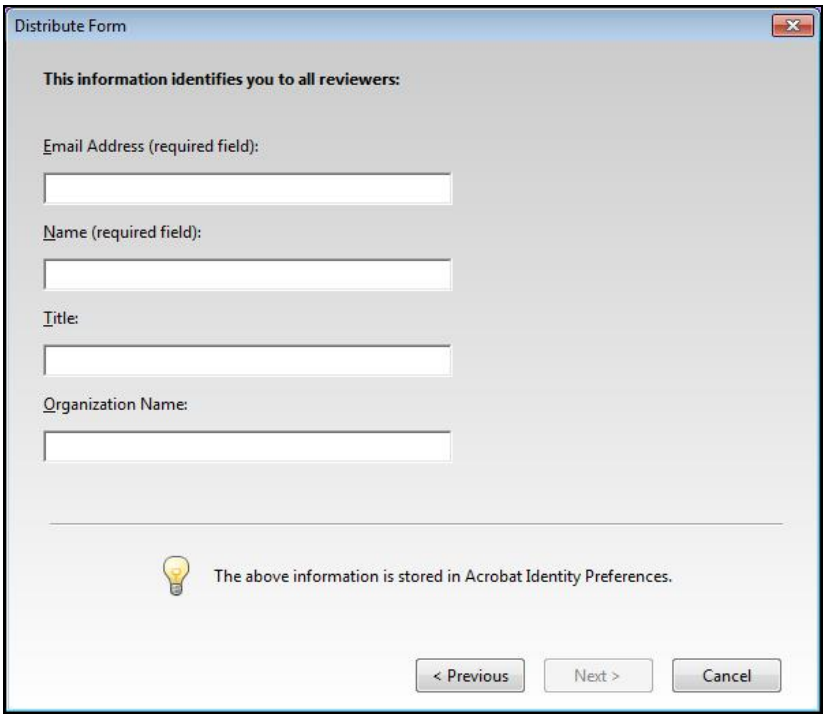
Choose how you want to collect responses from your recipients, for example **Manually.**



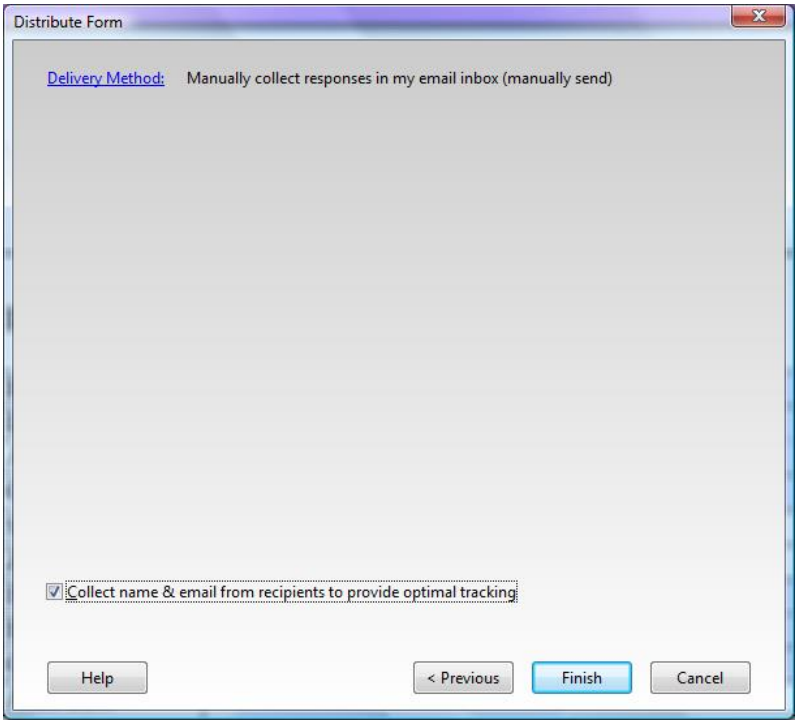
Click on **Next** and choose **Save a Local Copy and Manually Send it Later**.



Click on **Next** and fill out the following screen with you Email address etc.

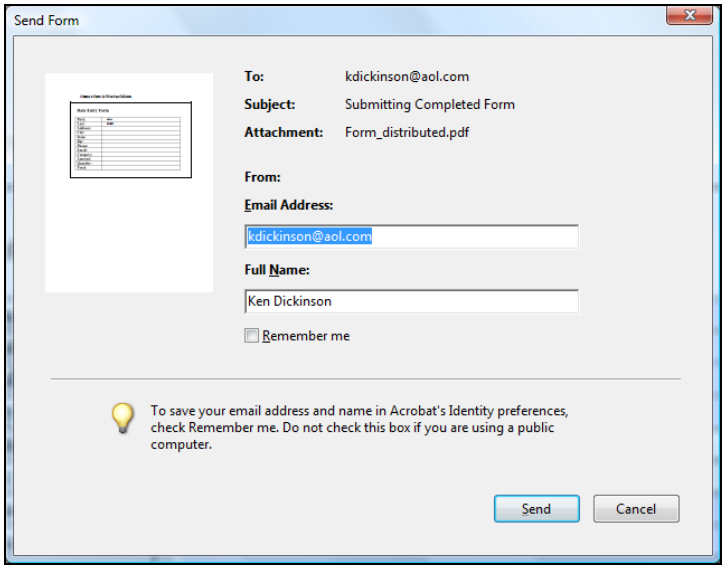


You will manually collect responses by email in your Inbox from a manual send of the form to the recipient as in the example below.

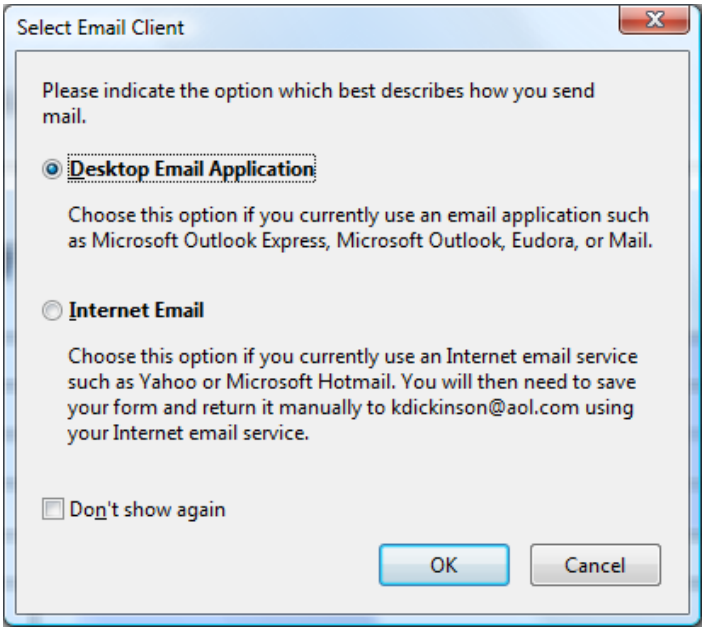


Send the form by Email and when it arrives in your Inbox double click on the form to open it.

Fill out the form and click on the **Submit** button and the following screen appears.



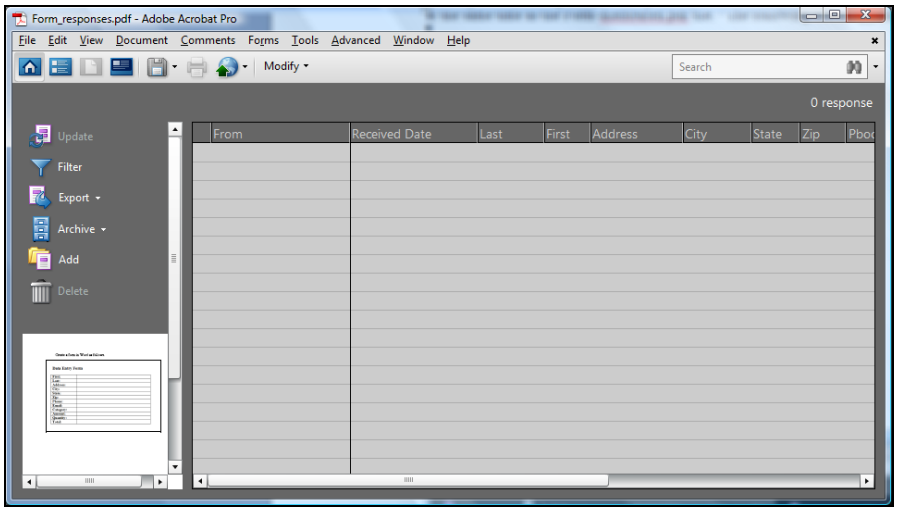
Click on **Send** and the following dialog box appears.



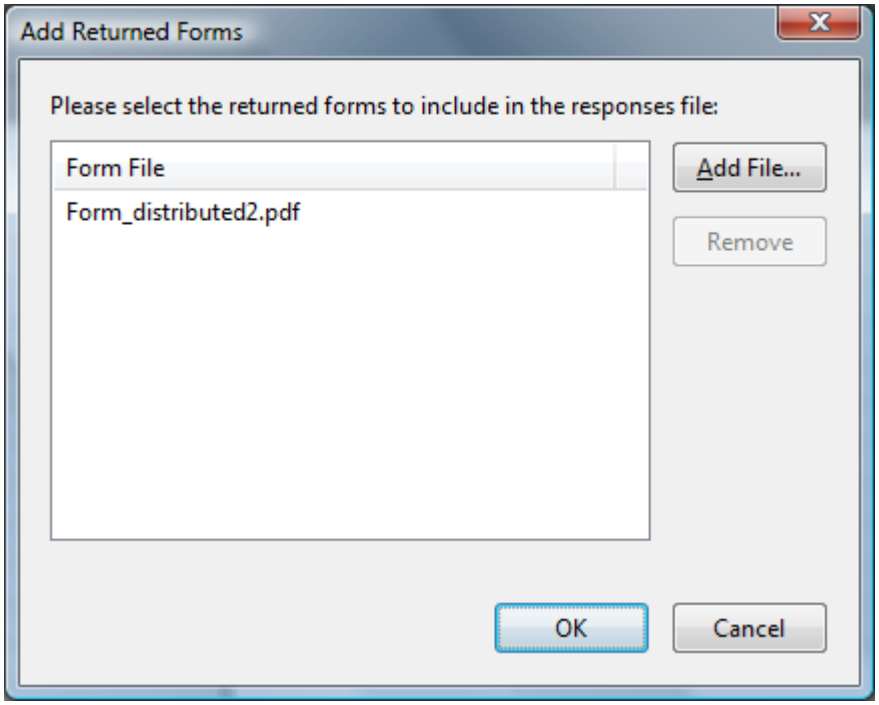
Select the appropriate send method and click on **OK**

Collecting The Data

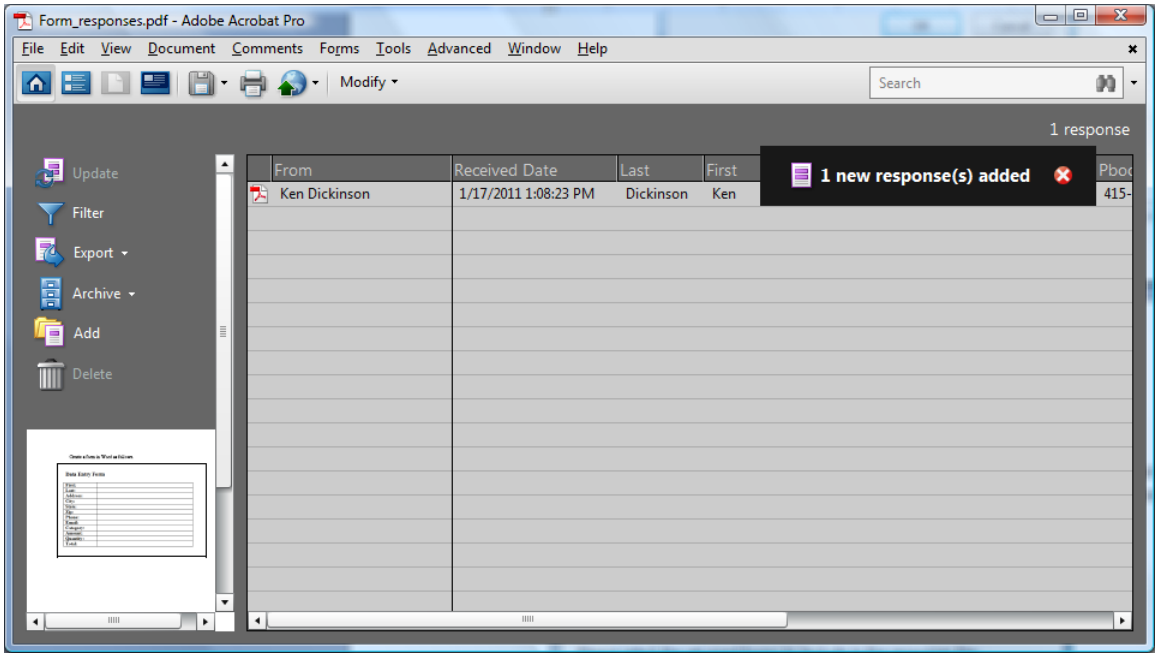
To collect the data you must open the **Form-responses.pdf** file which was created at the same time as the **Form-distributed.pdf** file. The following screen appears.



Click on the **Add** button to add the distributed data file responses. The following dialog box appears.



The returned forms are added in as they arrive and appear in the responses pdf file as shown below.



You can click on the **Export All** button to Export the forms to a CSV or Excel file for.