

PDF FORMS

The following instructions are for creating “fill and print” PDF forms using Acrobat 6 Professional. Your customers can open this type of form in the free Acrobat Reader, fill in the form fields, and print the completed form. They cannot save the form or submit it.

Design your form

- Use Word, Excel, or any other application to create the form with labels, field boxes, your logo, etc.
- If you have a large box for many lines of text, don't include horizontal rules as writing guides.
- Don't include boxes for checkboxes: Acrobat will add them.

Configure Acrobat Distiller

1. Start Acrobat Distiller. Change the Default Settings to Smallest File Size. Select Settings > Edit Adobe PDF Settings from the menu, and change Compatibility to Acrobat 4. Save your custom settings as Web.joboptions. Close Distiller.
2. Open the Adobe PDF printer and choose Printing > Printing Preferences > Adobe PDF Settings. Change Default Settings to Web.

Convert your form to a PDF

Print your form to the Adobe PDF printer.

Add form fields in Acrobat

1. Open the PDF in the full version of Acrobat, not the Reader.
2. Select Tools > Advanced Editing > Forms > Show Forms Toolbar from the Acrobat menu.
3. Click the toolbar button for the field type you want and draw a field on the form.
4. Set the Field Properties as needed.
5. Continue adding fields and setting their properties as needed.
6. To make a set of mutually exclusive option buttons, give them all the same name.
7. Move fields around if needed.
8. Fix the tab order if needed.
9. If you've added any calculations, select Advanced > Forms > Set Field Calculation Order and rearrange the order in which your fields get calculated.
10. Save the form.

Test and optimize the form

Use the Hand tool to test the form

- Any test data you enter will get saved with the form. If you discover a problem that needs fixing, close the form without saving (this discards the test data), then open it to make your changes, and save it before testing again.
- Check the tab order, field formats, calculations, etc.

Optimize the form

Select File > Reduce File Size to shrink the form for web posting. Make it compatible with Acrobat 4 and later.