



Creating Fillable Forms in Adobe Acrobat Pro DC

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Hello! Nice to See You.

Introductions

- ▶ Name
- ▶ Department and position
- ▶ How many years have you worked for the district?
- ▶ Why do you want to learn about fillable forms?
What are you going to do with this new skill?

We Will Learn How To...

- I. Create a PDF in Acrobat Pro DC from a Word doc
- II. Add interactive form fields in Acrobat Pro DC
- III. Edit form fields (format options, align, distribute, tab order)
- IV. Save a form with “Reader Extended Privileges”
- V. Export returned forms as data into Excel
- VI. Sign and editing forms

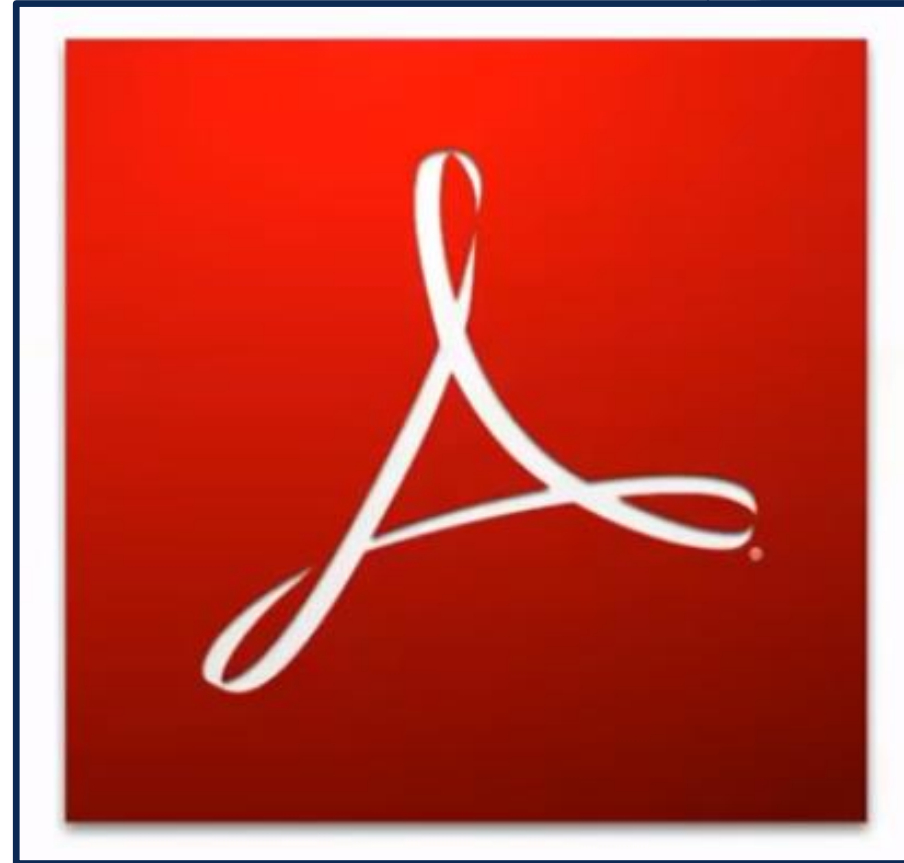
Why Word?

- Acrobat is not a word processor, so design work needs to be done in another platform
- Word is a program most people are familiar with
- Most programs allow users to save files as PDF



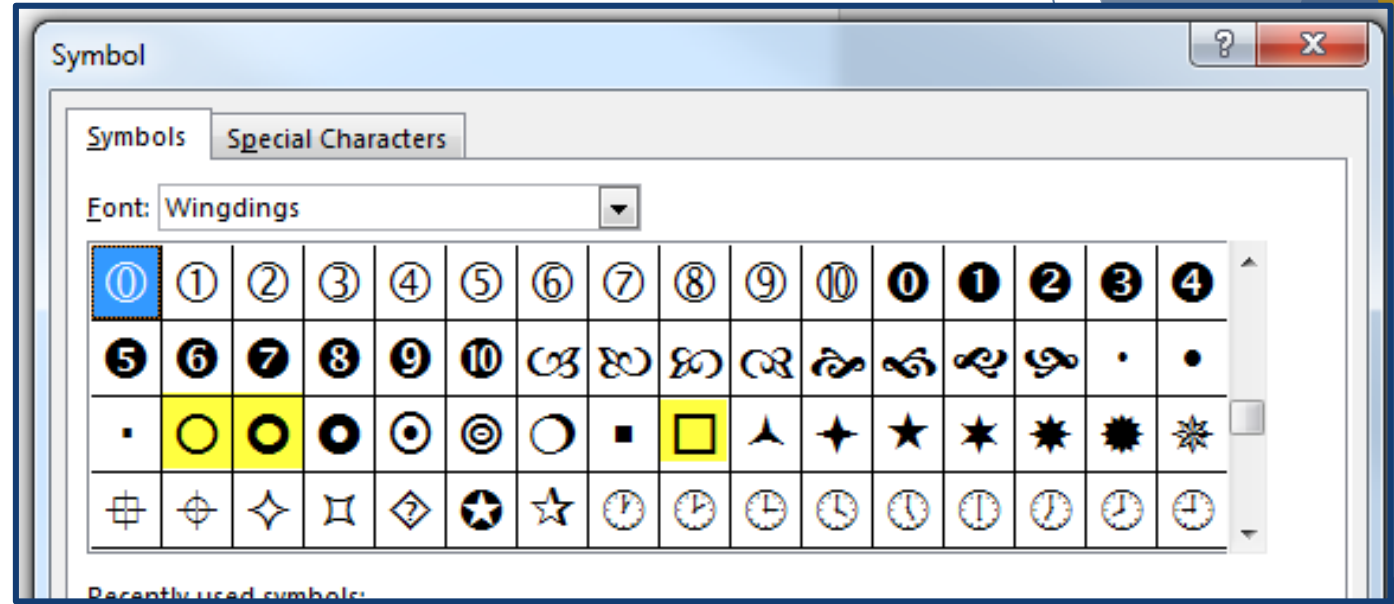
Why Acrobat Pro DC?

- Creating forms is relatively easy
- Anyone with Adobe Reader can view, complete, and save the form
- Data contained in forms can be exported to Excel (CSV)
- ****Its Free to YCCD Employees!****



Getting the Most from Word

- Acrobat recognizes and converts these Word elements into form fields
 - Underlines = text fields
 - Square symbols = check boxes
 - Circle symbols = radio buttons



ProTip
 When using these symbols make sure font is set to 20+



Types of Form Fields

- Text Fields (single or multi line options)

Name of Student:

- Dropdown Fields

Work Site:

- Select One
- WCC-Clear Lake Campus
- WCC-Colusa County Campus
- Woodland Community College-Main Campus
- Yuba College-Beale AFB
- Yuba College-Marysville
- Yuba College-Sutter Center
- Yuba Community College District Office

- Check Boxes-Multi Select

Pre-existing Conditions *(check all that apply)*

- Hypertension
- Diabetes
- Hyperlipidemia

- Radio Buttons-Single Select

Marital Status *(check one):* Married Single Other



Additional Resources

- CCCCO Vision Recourse Center-Free self-paced training videos
 - <https://visionresourcecenter.cccco.edu/>
- Youtube!



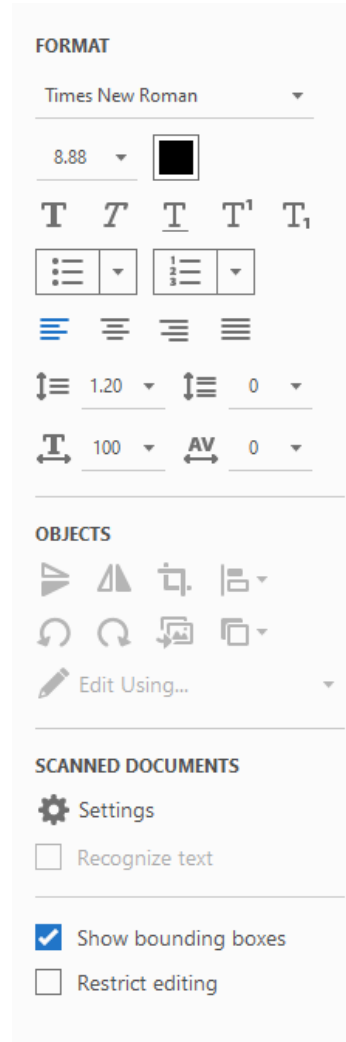
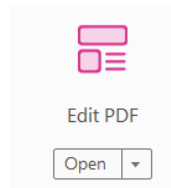
Access Practice Form

- <https://bit.ly/2Z3ZDdD>



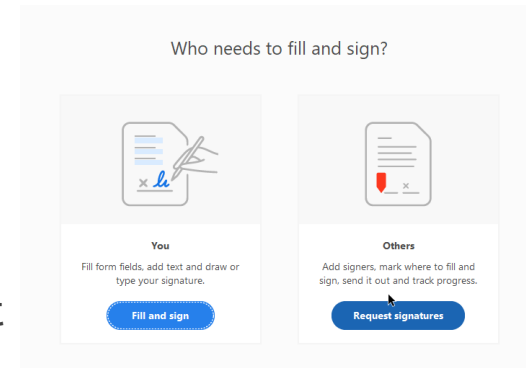
Editing a PDF

- ▶ In the Tools menu, verify “Edit PDF” is added
- ▶ Things that can be edited
 - ▶ Text
 - ▶ Lines
 - ▶ Text size (useful for fillable PDFs)
 - ▶ Location of text boxes and pictures



Signatures in PDF

- ▶ In the Tools menu, verify “Fill & Sign” is added
- ▶ Who can sign?
 - ▶ You can add your signature
 - ▶ You can mark areas for other people to sign and securely send it
- ▶ How to add your signature
 - ▶ Click sign
 - ▶ Add signature
 - ▶ Load a picture of your signature or add it using the mouse/trackpad





Access Practice For Edits/Signature

- <https://bit.ly/310LYca>
- Download the PDF and open with Adobe Acrobat DC