

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 theses Word elements into form fields

Yuba ollege

- Underlines = text fields
- Square symbols = check boxes
- Circle symbols = radio buttons

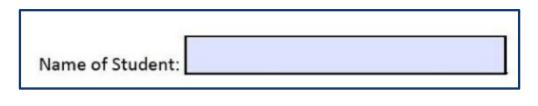
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ProTip When using these symbols make sure font is set to 20+

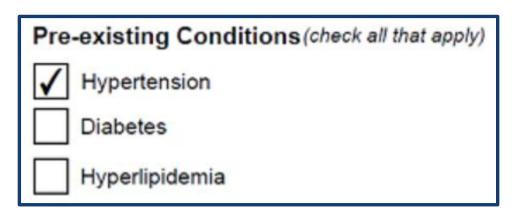


Types of Form Fields

• Text Fields (single or multi line options) •



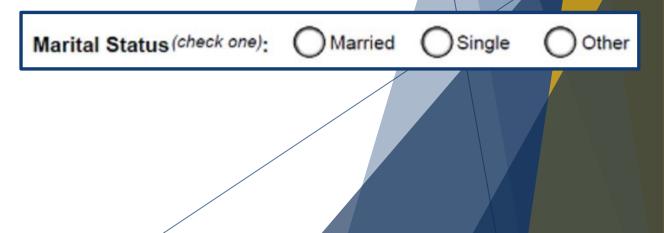
• Check Boxes-Multi Select



• Dropdown Fields

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	Select One								
	WCC-Clear Lake Campus								
	WCC-Colusa County Campus								
	Woodland Community College-Main Campus								
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• Radio Buttons-Single Select





Additional Resources

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



Access Practice Form

https://bit.ly/2Z3ZDdD



Editing a PDF

Edit PDF

Open 👻

- ▶ 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

You	Others
Fill form fields, add text and draw or	Add signers, mark where to fill and
type your signature.	sign, send it out and track progress.
Fill and sign	Request signatures

Who needs to fill and sign?



Access Practice For Edits/Signature

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