

## 1: News, Tips, and Advice for Technology Professionals - TechRepublic

*In fact, PhantomPDF 6 gives you the ability to quickly and easily turn a non-interactive PDF form into an interactive form that virtually anyone can Download, fill out, print, or return to you by email.*

Feedback Create interactive forms that can be used by anyone, ensuring privacy and independence for all Adobe Acrobat Pro DC form creation tools make it simple to create interactive form fields that are accessible to users with disabilities, including those with visual impairments and mobility impairments. This is typically achieved by adding properly structured fillable fields to the PDF file, setting a tab order to control a logical sequence, and by adding tooltips to fields providing an accessible label and instructions to users of assistive technology. To determine if a PDF document should be an interactive form, examine the file for the presence of form fields, or areas in the document where users are asked to provide information that you would like to collect. If the form contains these qualities, the document can be made electronically fillable, allowing users to complete the form online. Many people with disabilities can fill out electronic forms unassisted, which is a huge advantage over print forms. An accessible electronic form can provide privacy, security, and independence to users with disabilities. There are several items to be aware of when creating accessible electronic forms. Specifically, authors must provide: Accessible and on-screen labels Instructions including field constraints and requirements A logical tab order No keyboard traps or non-user initiated changes in focus Error identification and suggestions when known Error prevention for legal or financial information Note: These must be provided in a way that is available to all users, including those using assistive technology. For example, using the Tooltip property value, it is possible to add text to a check box on an RSVP that users can use to indicate their intention to attend an awards dinner. This document describes the various types of form objects and provides implementation strategies for accessibility in electronic forms. Allows the user to type in text, such as name, address, or phone number. Presents yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as needed. Presents a group of choices from which the user can select only one item from the group. All radio buttons with the same name work together as a group. Displays a list of options the user can select. List boxes have a field property that lets the user Shift-click or Control-click to select multiple items on the list. Allows the user either choose an item from a pop-up menu or type in a value. These buttons can be customized with images, text, and visual changes triggered by mouse actions. Action buttons are different from radio buttons, which represent data choices made by the user. Allows the user to electronically sign a PDF document with a digital signature. Encodes the input form selected fields and displays it as a visual pattern that can be interpreted by decoding software or hardware available separately. Authors can also create forms manually in Acrobat, or individually add form fields to an existing document using the form tools. A form element and form objects for each field will be created in the Tags pane as part of this process. Examine the document carefully to verify that Acrobat accurately detected the fields and labeled them properly. To make an electronic form fillable with the wizard start by selecting the Prepare Forms Wizard from the Tools pane. Prepare Form Tool Figure 2. Form field auto detection is on by default. From the Select a File or Scan a Document to begin pane, select one of the following options and then follow the on-screen instructions. Scan a Document Form: This scans a paper form and converts it to a PDF form. From here, you can add, edit or delete the automatically created form fields. Forms Editing Mode During form field detection, Acrobat may have missed some fields, or created unnecessary ones. It may also have created fields of the wrong type. Verify the fields and field names on the form. The Forms Editing toolbar to may be used to add more fields. You can also right-click on the form to add, edit, or delete fields. Fields may then be selected from the Forms Editing Toolbar that presents the eight possible Acrobat field types. The Fields pane shows any interactive fields that are currently part of the form. You can exit this mode by selecting the Close Forms Editing button above the Preview button. For each field type, it is possible to set a variety of options through the form field Properties dialog box. The forms tools can be accessed in one of two ways: Right click over the form to add new fields. Form Editing Toolbar Figure 5. Right Click Form Editing Menu Positioning and Naming the New Form Field Once a form tool has been

selected, a crosshair cursor appears, and a blue region defines the outline of the form object selected for placement. On the page, click where the field is to be added. A field with a default size. To create a field using a custom size, drag a rectangle to set the dimensions of the field. In the Field Name box, type the name of the field. Select a name that is relevant and descriptive to make organizing and collecting the data easier. This name is not shown to users of the form. Field Name Box To test the form, select the Preview button at the top of the document window. Preview lets you view a form the way a form recipient would, and gives the author a chance to verify the appearance and behavior of the form. If a form is being previewed, click the Edit button to return to Forms Editing Mode. Next, set the accessible name for the field. This is how the field will be announced by assistive technology. Other properties such as required field notation may also be set here. Each time the page is clicked, a new field is added to the form. To exit this mode, press the Esc key or click the Select Object Tool button. To modify the properties of a field, double-click it. Form Field Properties How a form field behaves is determined by settings in the Properties dialog box for that individual field. Properties can be set that apply formatting, determine how the form field information relates to other form fields, impose limitations on what the user can enter in the form field, trigger custom scripts, and so forth. A variety of properties can be set for an Acrobat form field, depending on the form field type. The properties for each type of form field are selected on a series of tabs. When a property is changed, it is applied as soon as another property is selected or when Enter is pressed. All form field types have a General tab, Appearance tab, and an Actions tab. Other tabs appear only in specific types of form fields. The Options tab appears for most form field types, but the options available are unique to each type of form field. You can leave the Properties dialog box open if you want to change multiple fields at once. Setting Tooltips for Form Fields The tooltip field on the General tab of the field properties dialog is the most important item for form fields. The content of the tooltip will be announced by screen readers as the accessible name of the field. This property provides the user with information and instructions about the field. The tooltip also displays text that users may find helpful in filling in the form field. Tooltips appear when the pointer hovers briefly over the form field. To set the tooltip property of a form field: Set Name and Tooltip Value for Form Field Tooltips for Radio Buttons To create a radio button group, where only one field can be selected at a time, assign each field the same name and the same tooltip, but provide different Button Choices values. The radio button choice is a field in the Options tab of the Radio Button Properties dialog. The tooltip and button value will be announced to users of assistive technology for each radio button. When the same radio button name is assigned to a radio button, the tooltip field should automatically be populated with the tooltip text from the other radio buttons in the group. Create four radio buttons. Properties for multiple form fields can be set at once. To edit multiple form fields, select the fields to edit. Change the properties on each of the available tabs, as needed. The property is changed as soon as another property is selected or Enter is pressed. Activate the Close button or press enter to close the Properties dialog box. If form fields are selected that have different property values, some options in the Properties dialog box are not available. Otherwise, changes to the available options are applied to all selected form fields. To avoid accidental changes to the form field, select Locked in the lower left corner of the Properties dialog box before it is closed. To unlock, click the check box again. Deleting a Form Field With the document in Prepare Forms mode, click on the field to delete and do any of the following: Right-click and select Delete Note: Field Actions There are many different actions that can be associated with a form field. These include actions based on mouse entry, mouse exit, mouse up, mouse down, on focus, and on blur. It is important to note that mouse-only actions will not be keyboard accessible. All functionality must be keyboard-accessible without requiring the use of a mouse. These actions should be used with caution. The user must be able to navigate past form fields without having the keyboard focus trapped.

### 2: How To Create Interactive PDF Forms™ And Why You™d Want To | Foxit Blog

*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. Acrobat will automatically recognize and convert static form fields to fillable ones when you.*

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.

### 3: About PDF forms and determining their capabilities

*An interactive form is a PDF form that you can fill out electronically. For example, you can enter text in fields, select options from menus, and click radio buttons. Many tax forms, registration forms, and contracts arrive as interactive PDFs to be completed and returned via email.*

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.

### 4: Acrobat Pro DC Accessible Forms and Interactive Documents

*Congratulations, you have just learned the basics of creating interactive forms. Feel free to download our completed sample form if needed. You can send the DOTX file to people and when they open it, it will automatically open up a normal word document that they can fill out and send to you since the template is automatically applied.*

It enables you to create fillable PDF forms just in a few steps. It allows you to edit your PDF texts, images, links and other elements easily. It comes with a PDF converter that allows you to convert your documents into various formats. It highlights interactive fields automatically to allow you to fill PDF forms without any hassle. It allows you to secure your PDF documents with editing and printing permissions and opening passwords for security purposes. Some features are limited when you use this PDF editor as free trial version. It is a simple-to-use and smooth working program that allows you to easily manage PDF documents with a lot of ease. It is very easy to use. It comes with several editing features that allows you to manage your forms. It also comes with image editing capabilities thanks to an OCR feature. It requires you to install a separate plug-in, which might be a bit frustrating as well as time consuming. It comes with an easy-to-use application that allows you to create fillable forms with a lot of ease. With PDF Studio, you can create forms from scratch, or import them from scanned documents, Word, text and image files, and then edit them. It comes with an easy-to-use PDF creator that allows you to create forms from scratch or import and edit them from other files. It allows you to easily share the documents created by exporting them to Google Drive. The free version of the program comes with watermarks, which affects the professionalism of the documents. The application allows users to create PDF documents, including forms, and share them with other people easily, either online or offline. The application also comes with a cloud support that allows you to share your files online. It comes with a simple-to-use intuitive interface. It allows users to sign their documents. It comes with cloud capabilities. Its performance is a bit slow when dealing with large PDF files. The application comes with several form templates, which allows you to create your forms from the templates. Alternatively, you can also create custom forms from scratch. It comes with PDF form templates. It is very easy to create and edit your forms. You can share the created forms by exporting them. The free version outputs watermarks. To create PDF forms using this application, the following is what you are supposed to do. Once you have done that, launch it and then proceed as follows. After that, go to the toolbar and then click the "Form" button to access the form creation options. Feel free to place text fields and buttons as you wish. To do so, you can go to the welcome page and click on the "PDF Templates". You will be informed whether the form you are dealing with is interactive or non-interactive. In the textbox that will appear, double click on it to add texts. You can also click on "Comment" and then fill out the form directly.

### 5: Create dynamic PDF documents in Adobe InDesign

*Hello, I am trying to upload a PDF into Forms Central this is the message that I got: FormsCentral could not import the PDF document because it does not contain interactive form fields.*

For example, if you have hired a sales or marketing consultant, you can give them an interactive worksheet for sales projections or expense reports. An interactive worksheet allows users to enter data in specific cells, giving them instructions as to what type of data is required in each cell and error messages if they enter the wrong data. You can also hide and protect formulas in the worksheet to prevent them from being accidentally modified or deleted by the user.

#### Data Limitations and Cell Instructions

1. Launch Excel and create a new workbook. Select a cell to be used for entering data. Click the "Data" tab. The "Data Validation" dialog box opens. Use the "Settings" tab options in the dialog box to limit the type of data that can be entered. For example, to limit entries in the cell to a 4-digit number to represent a year, select "Text Length" in the "Allow" menu, "Equal To" in the "Data" menu and type "4" in the "Length" text field. Click the "Input Message" tab in the dialog box to add a message or hint for the cell. Type a title for the message in the "Title" field for your future reference. Type a hint in the "Message" field, such as, "This field must have 4 digits. Click the "Error Alert" tab to design an error message if the wrong data is entered in the cell. Select an icon from the "Style" menu. Type a title in the "Title" field and a message in the "Error Message" field. Note that both the title and message will be part of the error message. Click "OK" to save the "Data Validation" settings and close the dialog box. Click the cell to see your instructions appear in a pop-up window. Type an incorrect value in the cell to see your error message. Type a correct value in the cell to see that no error message appears.

#### Hide and Lock Formulas

1. Click a cell that can be used to apply a formula to a value entered by a user. Type a formula in the cell. Click the Home tab while the cell containing the formula is still selected. Click "Format," then "Format Cells. Click the "Hidden" check box under the "Protection" tab of the dialog box. For example, making user-defined cells white with a black border while making the rest of the cells light blue will make it obvious to users which cells are to be used.

References

- 2 Microsoft Office: Display or Hide Formulas About the Author A published author and professional speaker, David Weedmark has advised businesses and governments on technology, media and marketing for more than 20 years. He has taught computer science at Algonquin College, has started three successful businesses, and has written hundreds of articles for newspapers and magazines throughout Canada and the United States.

## 6: How to Create & Edit Interactive Form Fields | PDF Studio Knowledge Base

*The free Adobe Reader cannot create fillable forms. You need the full Acrobat product to create forms that Reader users and other Acrobat users can fill in. In Acrobat 9 and Acrobat X, you can create interactive forms that other Acrobat or Reader users can fill in and submit. Another option in.*

When you create a form, you can design it in a way that works with your database and makes sense to you. In this lesson, you will learn how to create and modify forms. We will be showing you how to create forms with examples from our sample bakery database. If you would like to follow along, download our example and use it to follow the procedures demonstrated in this lesson. Creating forms Access makes it easy to create a form from any table in your database. To create a form: In the Navigation pane, select the table you want to use to create a form. You do not need to open the table. Select the Create tab on the Ribbon, and locate the Forms group. Click the Form command. Using the Form command to create a form from the Customers table Your form will be created and opened in Layout view. The new form To save the form, click the Save command on the Quick Access toolbar. When prompted, type a name for the form, then click OK. Naming and saving the form About subforms If you created a form from a table whose records are linked to another table, your form probably includes a subform. A subform is a datasheet form that displays linked records in a table-like format. For instance, the subform included in the Customers form we just created displays linked customer orders. Simply click it and press the Delete key. Depending on the content and source of your form, you might find that the subform contains useful information, as in the example below. In our Orders form, the subform contains the name, quantity, and price of each item contained in that order, which is all useful information. Our Orders form, which includes a useful subform Adding additional fields to a form When you use the Form command on an existing table, all of the fields from that table are included in that form. However, if you later add additional fields to that table, these fields will not automatically show up in existing forms. In situations like this, you can add additional fields to a form. To add a field to a form: Click the Add Existing Fields command. Select the field or fields to add to your form. If you want to add a field from the same table you used to build the form, double-click the name of the desired field. Selecting a field from the source table To add a field from a different table: Click Show All Tables. Double-click the desired field. Selecting a field from another table The new field will be added. The added field You can also use the above procedure to add fields to a totally blank form. Simply create a form by clicking the Blank Form command on the Create tab, then follow the above steps to add the desired fields. The Blank Form command Adding design controls Design controls set restrictions on the fields in your forms. This helps you better control how the data is entered into your forms, which in turn helps keep your database consistent. Combo boxes A combo box is a drop-down list you can use in your form in place of a field. Combo boxes limit the information users can enter by forcing them to select only the options you have specified. Combo boxes are useful for fields that have a limited number of possible valid responses. For instance, you might use a combo box to ensure people only enter a valid U. To create a combo box: Select the Combo Box command, which looks like a drop-down list. The Combo Box command Your cursor will turn into a tiny crosshairs and drop-down list icon. Move the cursor to the place where you want to insert the combo box, then click. A yellow line will appear to indicate the location where your combo box will be created. In our example, the combo box will be located between the City field and the Add to Mailing List? Selecting the location of the new combo box The Combo Box Wizard dialog box will appear. Select the second option, I will type in the values that I want, then click Next. The Combo Box Wizard dialog box Type the choices you want to appear in your drop-down list. Each choice should be on its own row. In our example, we are creating a combo box for the Add to Mailing List? Users will be able to select one of three choices from our finished combo box: Once you are satisfied with your list, click Next. Resizing the column that will appear in the combo box Select Store that value in this field, then click the drop-down arrow and select the field where you want selections from your combo box to be recorded. After making your selection, click Next. Selecting the field that will be affected by the combo box's choices made while using the combo box will be recorded in this field Enter the label, or the name that will appear next to

your combo box. Naming the combo box Click Finish. Your combo box will appear on the form. If you created your combo box to replace an existing field, delete the first field. In our example, you might notice that we now have two fields with the same name. Deleting the field which the combo box replaces Switch to Form view to test your combo box. Simply click the drop-down arrow and verify that the list contains the correct choices. The combo box can now be used to enter data. This will allow you to create a drop-down list from a table field. A combo box that takes its values from a table Some users report that Access malfunctions while working with forms. If you have a problem performing any of these tasks in Layout view, try switching to Design view. Customizing form settings with the Property Sheet The Property Sheet is a pane containing detailed information on your form and each of its components. From the Property Sheet, you can make changes to every part of your form, both in terms of function and appearance. The best way to familiarize yourself with the Property Sheet is to open it and select various options. When you select an option, Access will display a brief description of that option on the bottom-left border of the program window. Watch the video to learn how to use the Property Sheet to change form settings. Selecting a Property Sheet option to find out what it does Pay close attention as you modify your form and its fields. Because there are so many options, it can sometimes be challenging to remember which one you used to modify each aspect of your form. Modifying form settings There are far too many options in the Property Sheet to discuss them all in detail. Practicing these procedures should give you a sense of how to work with other Property Sheet settings as well. To hide a field: In either Layout or Design view, select the Design tab and locate the Tools group. Click the Property Sheet command. On the form, select the field you want to hide. Selecting the field we wish to hide. Note that the Property Sheet is open in a pane on the right. In the Property Sheet, click the Format tab and locate the Visible option on the third row. Click the drop-down arrow in the column to the right, then select No. Selecting "No" from the drop-down list in the Visible option Switch to Form view to verify that the field is hidden. To set a field to auto-fill with the current date: On the form, select the field you want to automatically fill in the current date. This must be a field with the date data type. Selecting the date field In the Property Sheet, click the Data tab and select the Default Value field in the fourth row. Click the Expression Builder button that appears in the column to the right. In the Expression Elements list, click the words Common Expressions. In the Expression Categories list, double-click Current Date. The Current Date expression Switch to Form view to verify that the expression works. When you create a new record with that form, the date field you modified will automatically fill in the current date. The current date is automatically entered into the Pickup Date field when a new record is created Challenge! Create a form from the Customers table. Add the following choices to the combo box:

## 7: How to Create an Interactive PDF

1. Choose *Tools > Prepare Form* and click *Select a file* to browse to the document you'd like to convert to an interactive PDF form. You can also convert Microsoft Excel and PowerPoint files into PDF documents.

Advertisement Have you ever seen a beautiful form in your life? The bland paper form just wants your damned information and then head towards a dusty file somewhere. First, you can create and broadcast one at the speed of a few clicks. Second, you can make them pop out from the screen with imaginative design. Several tools can help you make intelligent forms on the fly. Google Forms is the first popular tool that comes to mind. Find out if these web apps and tools are as effective for you as Google Forms is. Read More out there. You are fine as long as you fire up a document and just type. Also, a fillable form is an advanced feature in Microsoft Word that you might want to do with a gun pointed at your head. But you should master it because you never know when you may need to gather data or feedback from a target audience. Your goal is to coax information and not arm-twist it with a form that would make the J. Your objective is to achieve your goals and that of the user. Read More and expand your own knowledge. Your goal as a website owner is to meet user expectations and boost traffic to your page. Think about the user-friendliness of the labels, input fields, and the action buttons in the form. Ask the right questions. Ask only what you really need. Extra information can be left for other forms of communication. Make it easy to complete. Users should be able to scan the form in one sweep of the eye. Form design is an entire subject. You should consider other factors as well, like ensuring the privacy of the form and the data validation that follows. These three are over-arching goals you should set yourself. Under the long list of main tabs on the right, select the checkbox for Developer. The Developer controls now have a place on the Ribbon. Add the Content Controls Content controls are interactive elements that help you design documents and templates quickly. They are containers for specific content in a document. These form controls have been part of Word since They are the building blocks for any form. Every content control has properties which can be set to take information from the user and collect data. Using a table to neatly organize the fields is always a good idea. Select the Developer tab. Insert the cursor where you want the control to appear. Under the Controls group, you can see that there are ten content control options to choose from depending on the user input you want. Users can type more than one line and format the text as bold or italic. Plain Text Content Control: Users can only enter text in the plain text format. This control displays an image. You can specify the image or users can click this control to select an image to insert in the document. Building Block Gallery Content Control: This is useful for more complex documents when you want people to choose a specific block of text. A building block is any predesigned piece of content. This control can hold these pre-designed blocks for you to select the right one. Building blocks can help you create forms with many variables quickly. For example, you can create three different terms of an agreement as three building blocks. With this control, you select one to apply in the form. Check Box Content Control: Users can select one or more options from a pre-defined list in the form. Combo Box Content Control: Users can select from a list of options that you provide or they can type in their own information. Drop-Down List Content Control: Users can select one or multiple options from a drop-down list. Date Picker Content Control: Allows the user to choose a date from the displayed calendar. Repeating Section Content Control: This content control can be used to collect different versions of the same data. With this, you can repeat the sections of your form as needed. These are the field types that were available in older versions of Word. You can continue to use them in Word when you want to save a form for an older version of Word. Now, all you have to is add the Content Controls at the right places in your document and then use the Content Control Properties to configure them for taking the right kind of data from the users. Add All Content Controls Insert the cursor where you want the control to appear. Choose from the ten Content Controls as per the user input you want. For instance, Name needs a Plain Text Control as a fillable data field. Gender could do with Checkboxes for male, female, and others as appropriate. Set the Properties for Each Content Controls Each content control has properties that you can restrict 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. Go to the Developer tab and click

Properties. Change the properties that you want. For instance, you can select a specific symbol for the checkbox instead of the standard checkmark. You can set the Date Picker to accept dates in a specific month-date-year format. By default, the Display Name and Value will be the same, but you can change it if you like. Once you have filled the drop-down list, click. The Content Control Properties dialog allows you to tweak this text and make the instructions more relevant to the data you are looking for. This is helpful because you would want to make the instructions as clear as possible for the user. Tweak the default instructional text in few quick steps: Go to the Developer tab and 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. Save the instructional text. With a single command, you can lock down the editing of form content by anyone other than yourself. Open the form that you want to lock or protect. A Restrict Editing pane will be displayed on the right. Always, test the form before sending it. Open the form, fill it out as the user would, and then save a copy in a location that you want. This is a form at its simplest. A form is an engagement tool. It is also a tool for transactions thanks to the legal acceptance of electronic and digital signatures [Is Your Electronic Signature Legal Around the World?](#) Are electronic signatures valid and legal around the world? Are they more preferable to the inked handwritten signature in a paperless world? We look at what the law says globally. [Read More](#) around the world. Here we show you a selection of business form templates you can download for free. [Read More](#) for any situation. Do you create your own forms? How convenient do you find Microsoft Word as compared to the more popular Google Forms or many other online alternatives?

### 8: Create and Edit Interactive PDF Forms

*Creating an Interactive PDF. To create an interactive document that will be distributed as a PDF 3 select the graphic and open Buttons and Forms and click.*

It may be an intimidating task to design an interactive form. In fact, SodaPDF allows you to turn a non-interactive form into interactive quickly. Anyone can virtually download these forms, fill out and print. Qualities of PDF form filler allows you to fill an online form and sent by email. Why do you need PDF interactive forms? PDF interactive forms allow you to decrease chase of paper. These forms will enable you to avoid time-consuming and error-prone document storage and processing. You can live a paperless life. Converting current PDF non-interactive forms into particular interactive forms allow you to re-purpose publicly available forms like forms of professional or government organization. You can create interactive forms to evaluate the efficiency of your employees. With interactive forms, you can conveniently collect data. With custom javascript and SodaPDF, it will be easy for you to create interactive forms and connect them to your database. You will have complete control over the forms to update and delete errors. These forms will be usable and viewable with a PDF reader. These forms have field editing and recognition features. The tool of field recognition in the form can automatically identify form fields in PDF documents. It can do the heavy lifting and make essential changes in interactive forms. Once you click the form field, the assistant of designer automatically fits this field into possible space that it must occupy and give you a creation of one-click field in the form. You can save your time. Retrieving and Saving Make Forms Convenient for Users You can get the advantage of password protection in forms to save and retrieve data. If your form is accommodated in a cloud-based program, multiple customers can get access to these forms and work on similar form from unique locations. It allows co-operative exercise and form-filing. Electronic forms allow organizations to decrease the needs of transcribing data and hand-written forms. The form filling is flexible and easy for users. The submitted data in electronic forms can be automatically transferred to the database of the organization. Form filling is flexible and easy for users. It will decrease the administrative and technical overheads. Interactive forms allow you to export and import data from PDF files into form fields with the help of export and import buttons. With reset button, you can reset the data of form to its default values. With checkbox feature, you can add checkboxes in different locations in the file. You can send this form via email or take its print through push buttons. With Soda PDF creator, you can create, fill or design your forms like surveys, invoices, assessment forms , etc. With these forms, you can increase the efficiency of your business.

## 9: Creating an Interactive Form > Designing a Magazine Layout

*Creating a dynamic PDF document is a good way to create an interactive slideshow. You can create interactive documents with buttons, movies and sound clips, hyperlinks, bookmarks, and page transitions. You can also set up documents in InDesign that can be converted to forms in Acrobat. Bookmarks you.*

For example, you can enter text in fields, select options from menus, and click radio buttons. Many tax forms, registration forms, and contracts arrive as interactive PDFs to be completed and returned via email. Review the list of form elements and their typical uses before designing your form Figure 4. A rectangular box for entering one or more lines of text. This might be a first name and last name single line or written feedback multiple lines. A scrollable list with options from which one or more is selected. This might be a list of event dates to choose from. A menu of options from which only one option is chosen. For example, a list of all the states or a list of age groups. A square box the user toggles, with checked indicating a positive choice. Often, forms use multiple check boxes, such as a list of favorite comic themes superheroes, science fiction, fantasy, and so on. Round buttons that are part of a group of buttons. Only one button can be selected at any time, making them mutually exclusive. An example of a radio button group is a series of buttons to select the length of a new subscription: A rectangular box for inserting an e-signature or digital signature. Signature fields are used for PDF forms that are submitted electronically. In addition to fields, PDF forms can contain buttons, for example: To clear out all the information entered in the form. To send the completed form via email to a recipient. The overall design rule is keep it simple. To create the fields, radio buttons, and check boxes, use simple rectangles and ellipses drawn with the Rectangle, Ellipse, Rectangle Frame, or Ellipse Frame tools. Format the fields with solid strokes or fill colors. Alternatively, leave the stroke and fill set to [None]. Optional Anchor the form elements in the text. It makes it easier to move elements and their name labels the text to the left of the field or above the field around. To create a text field Figure 4. Select the rectangle shape you added to the page. In the Buttons and Forms panel, enter a unique Name for the field. If fields have identical names, text entered in those fields automatically appears in any other fields with the same field name. Click the disclosure triangle to the left of PDF Options, and set the options for the text field you converted as follows: Text you enter in the Description field appears as a tool tip in Acrobat Reader. In addition, it helps make the form more accessible to readers who rely on assistive technologies, such as screen readers. As a best practice, always enter a description for each field. Select Printable to allow printing of a filled out form field. This option should be enabled for most fields. Select Required if someone must fill out this field before submitting the form electronically. A Password field hides the text entered and replaces it with asterisks or bullets. The user cannot select or enter text into a Read Only field. Select Multiline for fields that require more text input, such as a feedback or more information field. Deselect Scrollable to limit the text entered in the field to the field size. For forms that are printed, uncheck this option to avoid seeing only part of the entered text on the printout. Select a Font Size for the text that is entered into the field. On export to interactive PDF, the converted rectangle becomes a fillable text field. If you have ever placed an online order, you have clicked a place order button. When you clicked the button, your credit card details are checked and the order is confirmed. Making a button work involves two general steps: How does the user need to interact with the button for something to happen? Is it a tap on the button on a tablet device, or is it enough to roll your mouse pointer over the button? After the event, what should happen? Does a print dialog box appear so you can print a form? Does a movie start playing? The most commonly used event is On Release Or Tap, which happens when you click and release the mouse button while the pointer is over the button, or tap on the button on a tablet device or phone. Various design elements can become a button: Use a graphic or image as a button. Use a simple text frame with a fill color and text. This PDF form has three buttons: You will use a slightly different technique to convert each object to a button. To add a print button Figure 4. Using the Selection tool, select the object or group to serve as the button. Or, in the Buttons and Forms panel, select Button from the Type menu. In the Buttons and Forms panel, enter a Name for the button. Click the disclosure triangle to the left of PDF Options. To prevent the button from printing on the form, but remain visible when viewing the

form onscreen, deselect Printable. Select the group or object to serve as the button. Enter the Name for the button. Select the group or object to convert. In the URL field: Do not enter a space after mailto. The Normal appearance is what you see when the form is first opened in Acrobat Reader. The Rollover appearance happens when the mouse moves over the button itself. The Click appearance happens when you click the mouse button or tap the button on a tablet device. To add a different appearance to a button Figure 4. Select the button on the page. Click the appearance you want to add, such as Rollover. The Rollover appearance is now active. Double-click the button if you want to make stroke or fill changes for the object or text. You can apply different page transitions to each page spread in an InDesign document. To add transitions to page spreads Figure 4. Select a spread in the Pages panel. To see a preview of the transition, move the mouse over a thumbnail in the dialog box. Uncheck Apply To All Spreads to apply the transition only to the selected spread s. Select one of the transitions and click OK. A small icon appears next to the spread in the Pages panel to indicate the page has a transition applied to it. To change the transition, right-click Windows or Control-click Mac OS this icon and select Choose from the context menu. To edit a transition, its duration, or the timing Figure 4. To apply a single transition to all the pages in the document, click the Apply To All Spreads button at the bottom of the Page Transitions panel. Create a PDF so that you can test the transitions and the form elements. To create an interactive PDF Figure 4. Enter the Name for the PDF and navigate to the save location on your system. Ensure that the following settings are enabled: Adding a document title makes the document discoverable online. Open In Full Screen Mode: This enables you to view and test transitions. From the Page Transitions menu, select From Document to retain all of the different page transitions you added to page spreads. Select Include All so that Forms and Media elements are fully functional. You have just completed the magazine pages and interactive PDF project.

Specimen Requirements Reel 233. Howardon-Hubban Seven keys for doubling your standard of living (without increasing your income) As Others Remember Him 2000 Kyoto International Conference on Digital Libraries A state of disobedience Designing CMOS Circuits for Low Power (European Low-Power Initiative for Electronic System Design (Series Enter Into Gods Rest . But Not in English Class A textbook on sheet-metal pattern drafting Just Plain Heroes The story of Peckham Journey of no return Treatise and hand-book of orange culture in Florida. Feats of endurance John Elway (Football Superstars) Reversing rural poverty in Ethiopia Adele someone like you piano score Career and Technical Education 16-4. Benches for bearing work 297 Helen Stevens Embroidered Birds (Masterclass Embroidery Series) The New Yorker twenty-fifth anniversary album, 1925-1950. Contributions of infrastructure to economic development Deep Fried Indulgences (Nitty Gritty Cookbooks) Oscar Israelowitzs Flatbush guide. The millionaire mortgage broker Sing a country of the mind : the articulation of place in Dhalwangu song Peter Toner We just decided to go The fundamentals of fashion management The Concise Adair on Communication and Presentation Skills Adobe er not ing school files and formulas Dissection paper model filetype Quest for the necessary Brief Guide to Irish History, Ancient and Modern The apocalyptic year 1000 Arihant all in one english core class 12 Child trafficking Populations evolve, organisms develop. The Word 6.0 Book for Macintosh Users War bonnets and headdresses Floral Interior Decoration