



University Information
Technology Services

Adobe Acrobat Pro DC for Windows

Creating Interactive PDF Forms

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Table of Contents

Introduction	5
Learning Objectives.....	5
Creating an Interactive Form	6
Preparing a Form from an Electronic Document	6
Creating a Form from a Scanned Document	10
Creating a Form from Scratch.....	13
Adding Form Elements to a Form	15
Prepare Form Tools.....	19
Adding a Text Field.....	20
Adding a Check Box.....	22
Adding a Radio Button	24
Adding a List Box.....	27
Adding a Drop-Down.....	30
Adding a Button	33
Adding a Clear Form Button.....	33
Test the Clear Form Button.....	36
Adding a Submit Form Button	37
Test the Submit Button	40
Form Layout	41
Resizing Form Fields.....	41
Resize Multiple Form Fields to Match a Selected Form Field.....	41
Moving Form Fields.....	42
Aligning Form Fields.....	42
Adjusting Spacing Between Fields	43

Deleting a Field	43
Setting Tab Order	44
Replace Pages	47
Securing a Form with a Password	49
Setting Password Security.....	50
Viewing and Changing Security Settings.....	53
Enabling Usage Rights.....	55
Distributing the Form and Collecting Form Responses	55
Distributing the Form by Email	56
Collecting Responses to an Emailed Form.....	56
Distributing the Form from a Website.....	56
Collecting Responses to a Downloaded Form	56
Using the Distribute Form Wizard	57
Using the Email Option in Adobe Acrobat Pro DC.....	57
Using the Email Option by Saving a Local Copy to Manually Email Later.....	61
Using Tracker	64
Exporting Data from Returned Forms to a Spreadsheet	67
Accessibility.....	68
Resources	68
Additional Help	69

Introduction

Electronic forms have clear advantages over standard paper forms. Not only can they be made available to users online or distributed via email, but they can include interactive functionality that makes them easier and more reliable to use.

Using Adobe Acrobat Pro DC, you can create interactive forms that users can fill in and submit as a complete form, or, you can just collect the data that the users fill in. Acrobat Pro DC also allows you to build in added functionality, such as data validation, automatic calculation of numbers, and exporting of values to a database.

Adobe Acrobat Pro DC provides a simplified, more task-based interface than prior versions of Acrobat, with easy access to the tools you use most for PDF creation. To view the interface and opening screens, see the [Adobe Acrobat Pro DC: Quick Start Guide](#).

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Navigate the newly designed interface
- Prepare a form from electronic document, scanned document, or scratch
- Add and edit elements such as text fields
- Arrange and adjust the layout of your elements
- Setting the tab order of your elements
- Distribute and collect form responses
- Use the tracker to keep track of your responses
- Export responses from a returned form to a spreadsheet

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