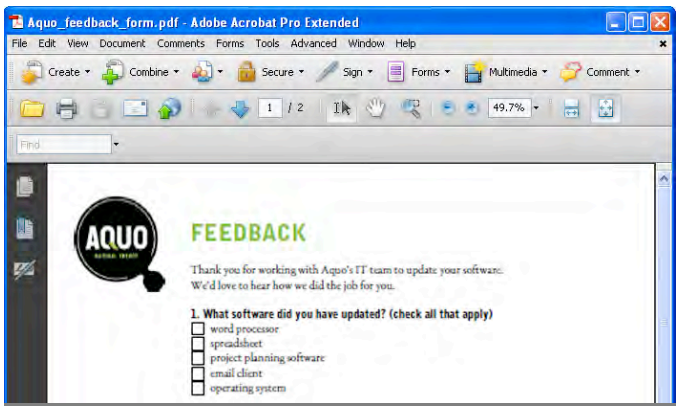
Creating an Interactive Form

You can convert any form into an interactive form that users can fill out and send back electronically. Start with a paper form you've scanned in or a form document you've created in any application.

1. Create the PDF document.

Scan a paper form directly into Adobe® Acrobat® (choose File > Create PDF > From Scanner) or convert any electronic document into PDF using Acrobat PDFMaker, the Adobe PDF printer, or the Create PDF commands in Acrobat.



Start with a flat PDF form.

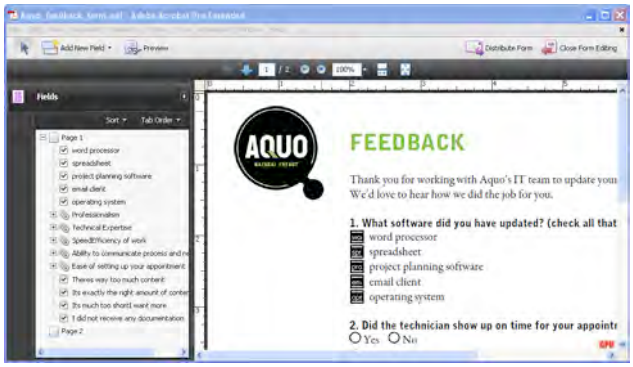
2. Use the Form wizard to automatically identify and create interactive form fields.

Choose Forms > Start Form Wizard. Follow the on-screen instructions in the wizard, and click OK to close the Welcome To Form Editing Mode dialog box.

When you run the wizard, Acrobat analyzes the document and automatically creates electronic form fields.

3. Evaluate the form fields Acrobat created.

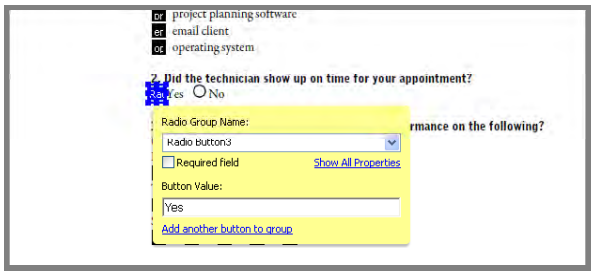
Acrobat lists the form fields it created in the Fields pane. Scroll through the document to see whether Acrobat missed any fields or created any extra fields. To delete a field, select it in the Fields pane and press the Delete or Backspace key on your keyboard.



Identify missing or extraneous form fields.

4. Add and edit form fields as needed.

Add form fields where you need them. You can add text fields, check boxes, list boxes, radio buttons, action buttons, digital signature fields, and even barcodes to an Acrobat document. Simply select the type of form field from the Add New Field list in the Forms toolbar, and then click where you want the field to appear. Give each new field a unique and descriptive name; it won't appear on the form, but it identifies the field if you work with the data in databases or spreadsheets.



Add form fields where needed.

5. Save the form.

Be sure to save the form with all the fields you've added. Choose File > Save As to save the form with a different name, so that your original flat document remains intact.

6. Preview the form.

To see your form as others will, click Preview in the Forms toolbar. You'll see the Document Message Bar and instructions for completing the form. Fill out fields to make sure they work the way you expect them to. When you're done testing the form, choose Forms > Clear Form to remove content from the fields.

Tip: To allow people to complete your form using Adobe Reader, choose Advanced > Extend Features In Adobe Reader. Then, click Save Now. Finally, save the file when prompted; rename it if you want to be able to edit the original later.

Next Steps:

- Distribute the form.
- Track form responses.

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