

Creating Fillable Forms Using Adobe Acrobat

Using the steps below, you can convert an existing electronic document (for example, a Word, Excel, or PDF document) and then add interactive fillable form fields to the form.

1. Open **Adobe Acrobat**.
2. Click **Tools** on the right side of the toolbar to open the *Tools task pane*.
3. Click **Forms** in the *Tools task pane* to display the *Forms panel*.
4. Click **Create** on the *Forms panel*.
5. Select **Use an existing file** option from the *Create or Edit Form* dialog box that displays.
6. Click **Next**.
7. Select **Use the current document** or **Import a file from file system** to select an existing electronic document such as a Word, Excel, or PDF document.
8. Click **Next**.

Note: *The Form Editing dialog box should now display confirming you are currently in Form Editing Mode and that Adobe Acrobat searched through your document and automatically detected the form fields.*

9. Click **OK**.

Note: *The areas highlighted in blue have been recognized as form fields. You need to examine the document carefully to verify that Adobe Acrobat detected the correct fields. You may need to change the field name(s), tab order, or add fields to suite your needs. You can do this using the Forms task pane or the toolbar.*

10. Once you are done editing the document click **Close Form Editing** on the *Forms task pane*.
11. Click **File** on the menu bar and then click **Save** to save the form.

For tutorial videos on Adobe Acrobat, see these resources:

- Learn Adobe Acrobat:
<http://tv.adobe.com/show/learn-acrobat-x/>
- Creating Simple Forms:
<http://tv.adobe.com/watch/learn-acrobat-x/getting-started-creating-simple-forms/>
- How to Protect PDF Documents:
<http://tv.adobe.com/watch/learn-acrobat-x/how-to-protect-pdf-documents/>
- Distributing Forms Using Acrobat.com:
<http://tv.adobe.com/watch/learn-acrobat-x/distributing-forms-using-acrobatcom/>
- Managing Form Data:
<http://tv.adobe.com/watch/learn-acrobat-x/managing-form-data/>
- Using Digital Signatures in a PDF File:
<http://tv.adobe.com/watch/learn-acrobat-x/using-digital-signatures-in-a-pdf/>