Adobe Acrobat DC

Practice Form Tutorial
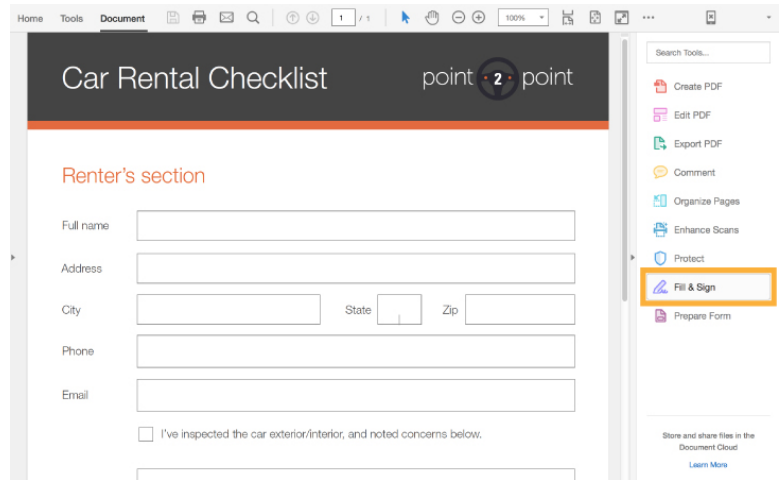
Use this during class with Tom and as a
How To sheet in the future

Open a PDF document
Download the **fill-and-sign-forms.pdf** practice
file and open it in Acrobat, or open your own
fillable PDF form.
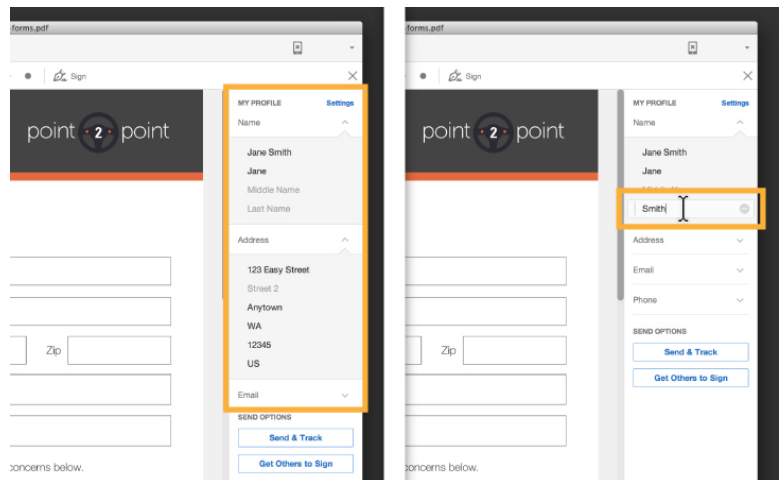In the right hand pane, select the **Fill & Sign**
tool.

Add information to your Profile
Some of your information will show up in the
My Profile section of the Fill & Sign tool.
Information such as your name, address,
email, and phone number are conveniently
stored for future use.
If any of your information is missing, simply
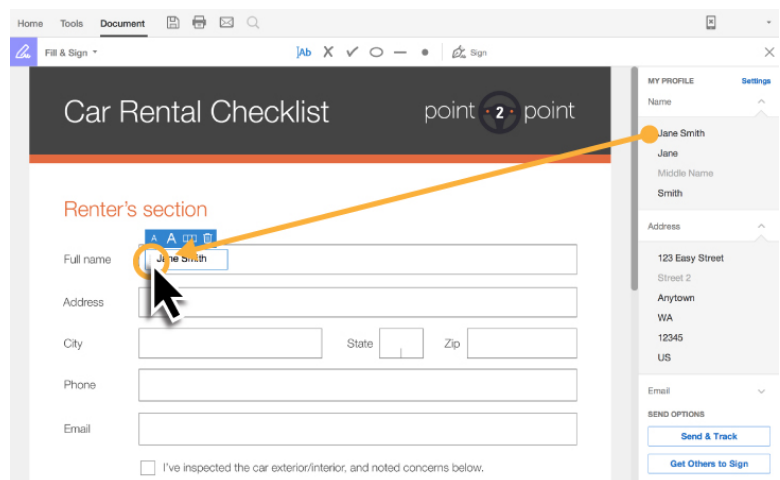type it in to add it to your Profile.

Place your information in the document
To add any of the information to your
document, simply *click and drag* from the **My
Profile** section to the appropriate location in
the form.
To reposition your text, click and drag the left
edge of the text box.

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To **increase** the text size, click the large A icon.
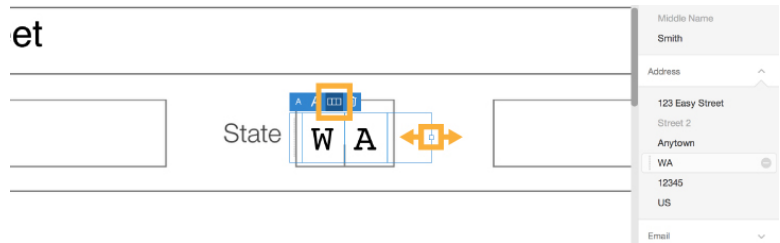To **decrease** the text size, click the small A icon.

Step 4 of 7
Adjust text to fit the form
Sometimes a form will require you to "comb" out your letters so that they fit equally in pre-defined boxes. To do so, place your text and click the **Comb icon** in the blue context menu.
To adjust the spacing of your combed text, drag the **resize handle** on the right-edge of the text box.

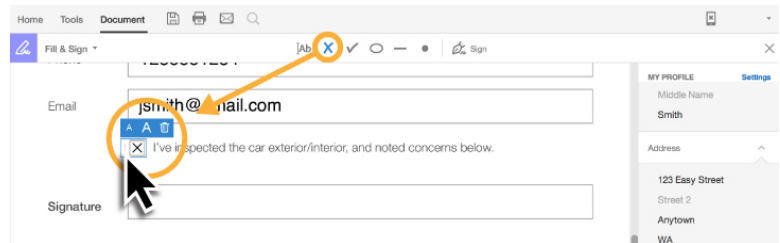## Step 5 of 7
Add a Cross Check
To add a Cross Check (or any other symbol), **click once** on the icon in the menu. Then hover to the correct location in the document and **click again** to place the cross check.
You can reposition the element by clicking and dragging the left-edge of the bounding box.

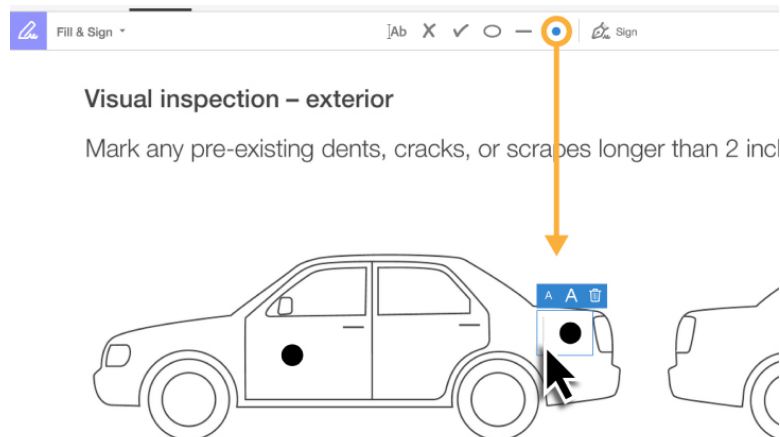## Step 6 of 7
Add Dots
Follow the same process from the previous step to place some **Dots** on the car diagram. All of the symbols (cross check, check mark, circle, line, dot) can be used to add marks to forms where text is not necessary.

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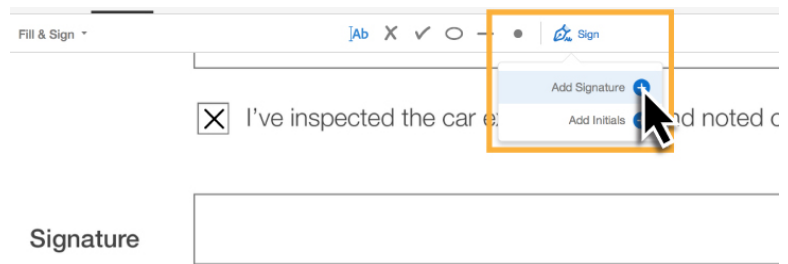# Practice Form Tutorial

Add a custom signature
To add your signature to a form without printing and signing in pen, click the **Sign** icon in the menu.
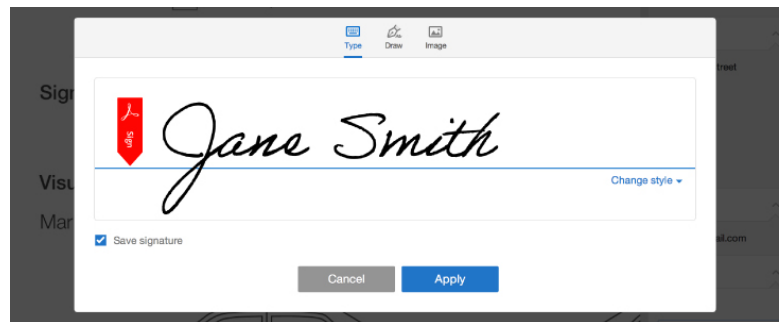In the sub menu, click **Add Signature**.

Acrobat gives three options for adding a signature.
1. **Type** your name and choose from Acrobat's signature styles
2. **Draw** your own signature using your mouse
3. Upload an **image** of your own signature

When you've found the signature style that works best, click **Apply.**

Move your mouse to the correct location and **click once** to place your signature. To reposition the signature, click and drag the left-edge of the bounding box.
To change the size of the signature, click and drag the handle on the bottom-right of the bounding box, or click one of the **A icons** in the blue context menu.
Note: When you *save* a form with a signature or initials, you will no longer be able to edit the existing form fields.

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