

Learn Adobe Acrobat

with Tom Vorves

Easily turn form made in Microsoft Word, Excel, or another application into an intelligent PDF form. Acrobat DC enables you to easily distribute forms to recipients, collect signatures and track the status of replies.

Adobe Acrobat Forms1

- Creating PDFs from other popular applications
- Convert a PDF to a Microsoft Office document
- Adding text fields, check boxes, radio buttons, and dropdown lists
- Performing calculations in fields
- Form field validation rules
- Using the Form Wizard
- Distributing forms
- Collect form signatures

Creating PDFs from other popular applications

Size varies based on settings

Methods to create a PDF from a Microsoft application

- ACROBAT Tab → Create PDF
- Save As
- Save as Adobe PDF
- Print

Challenge: Save a PDF all 4 ways and check the file size and quality

Convert a PDF to a Microsoft Office document

Don't expect too much with this one...

- Open the PDF in Acrobat DC
- Select Export PDF from the Tools panel



- Select the Office format
 - or
- Open Microsoft Word
- Open the PDF in Word (Word attempts a conversion)

Adding text fields, check boxes, radio buttons, and dropdown lists

Menu

- A SELECT and EDIT objects
- B Add a TEXT field
- C Add a CHECK box
- D Add a RADIO button
- E Add a LIST OF ITEMS
- F Add a drop down LIST OF ITEMS

- G Add a form BUTTON
- H Add an IMAGE field
- I Add a DATE field
- J Add a SIGNATURE field
- K Add a BARCODE field



Simple example of Javascript:

var x = this.getField("Text3").value; var chk = this.getField("chk1").value; if (x > 10) { x = x * 4; } else if (x > 5) { x = x * 2; } if (chk == "Yes") { x = x + 2; } this.getField("Text4").value = x;

Form field validation rules

Format Window

	Appearance Pos	sition Options Actions Format Validate Calculate	
Selec	t format category:	Special 🗸	
- Special Options		None Number Percentage	
	Zip Code	_ Date Time	
	Zip Code + 4 Phone Number	Special Custom	
	Social Security N		
	Arbitrary Mask		
	ormatting a	cial format category to set up custom and to display phone numbers, zip/postal social security numbers.	
	ormatting a	and to display phone numbers, zip/postal	

Validation Window

eneral	Appearance	Position	Options	Actions	Format	Validate	Calculate
⊖ Fie	ld value is not	validated					
• Fie	ld value is in r	ange:					
Fr	om: 0	To:	15				
OR	n custom vali	lation scri	at:				
	in custom van	actorraction					
					Edit	l	
1							

Using the Form Wizard

An example using a Microsoft Word document to use as a form template Start with a Word document. Use underscores, tables, tab leader lines to indicate where form fields should be created when converting to a PDF form. Then convert the document to a PDF.

Name:	
Address:	
City	
State:	
Name	
Name:	
Name	

Next Click the Prepare Form button



Select a file or scan a document to begin					
	Name.pdf Change File	Scan a document			
This document requires signatures					
Start					
Form field auto detection is ON. Change					

The results can be great, or terrible. But most likely the results will be mediocre at best. At this point you can clean up the form, add/delete form fields.

Name		
Address:		
City		
State		
Name	Name_2	
Name:	Name_3	
Name		Name_4
NameRow1		

Distributing Forms

- Send and Track
- Send for Signature