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
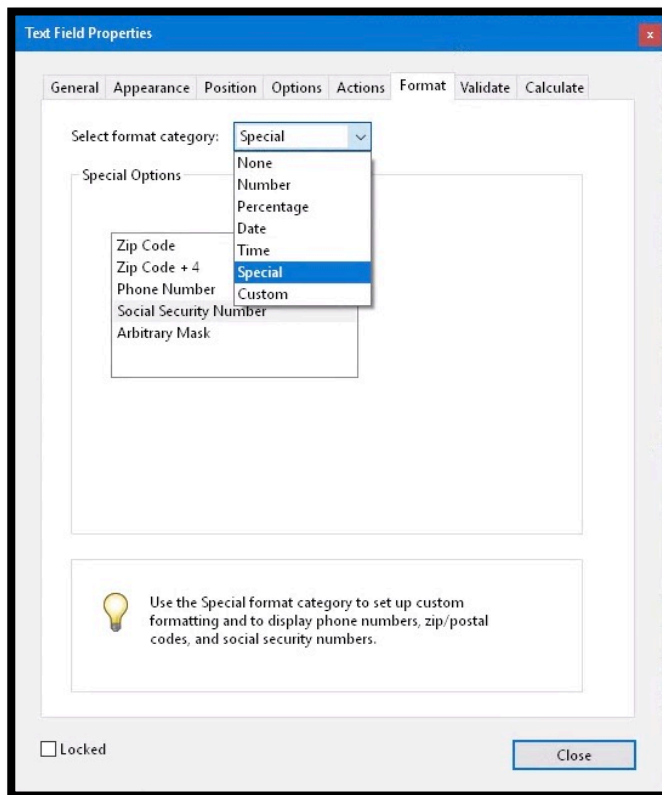I   Add a DATE field
J   Add a SIGNATURE field
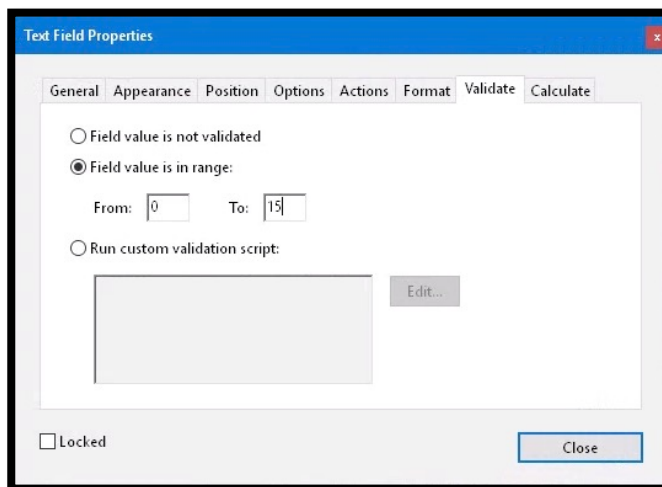K   Add a BARCODE field

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

Validation Window

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: _____
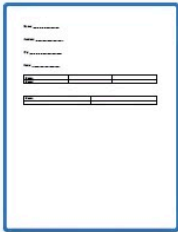
Address: _____

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.

Distributing Forms

- Send and Track
- Send for Signature