

Creating a Writable PDF Form

1. After creating the form in Word, go to 'Adobe PDF' at the top of the screen and select 'Convert to PDF'.
2. Switch to the PDF document and select 'Forms' at the top of the screen and select 'Create a New Form'.
3. On the next pop-up screen, select the default, "Start with an electronic document". Click continue.
4. The next pop-up screen informs you that Adobe LiveCycle Designer will open to setup the form. Click 'continue'.
5. Pop-up screen—"Create a New Form", select 'use the current document' unless you have not opened the file yet, then you can 'import a file from the file system' and browse to locate it. Click 'next'.
6. Pop-up screen—"how would you like to identify the fields on your document". The default is "Run Auto Field Detection" which is usually the easiest. If you have a very complicated form, you might want to use "Place Fields by Hand". Click 'next'.
7. Pop-up screen—tells you when the 'Auto-Detection is complete'. Click 'next'.
8. Pop-up screen – "Congratulations". Click done.
9. Pop-up screen—"Form Return Setup: Adding Buttons (optional)" allows you to add a button for emailing the form back to the sender and/or a button for printing the form. Click 'finish'.
10. If you get a pop-up screen telling you there are 'missing fonts' and 'substitute fonts', click 'OK'.
11. If using the 'email' button, a yellow warning sign appears on it, scroll over it to read the message.
12. Click on the "Object" tab on the right side of the screen and enter the email address of the person to receive the form. Enter an email subject line of your choosing.
13. Click on the form fields if you would like to resize them, change the font size in the toolbar above the form. The 'Paragraph' tab on the right side of the screen allows you to

select the positioning of the entered text i.e. left, centered, etc. and to choose if the entered text will be in the top, middle or bottom of the text box. The “Object” tab/’Field’ tab has an ‘Appearance’ drop-down box which allows you to control the look of the fields on your form.

14. If you determine you need additional fields on the form, click on the “Library” tab on the right side of the screen and choose the type of field you need to add.
15. Click anywhere in the document outside of any of the form fields, so that none are selected. Click on ‘View’ at the top of the screen and scroll down to the bottom and select “Tab Order”.
16. Hold down the ‘Shift’ key and click in the first field you want filled in. Release the ‘shift’ key and click in all the other fields in the order you want them to be filled.
17. You can preview your form by clicking on the “Preview PDF” tab. Click back on the “Design View” to make any changes if necessary. Preview again until the form is satisfactory.
18. Click on the “Design View” tab and save the document to the desired location on your computer. When you open it, it will open as an Adobe PDF writable form.