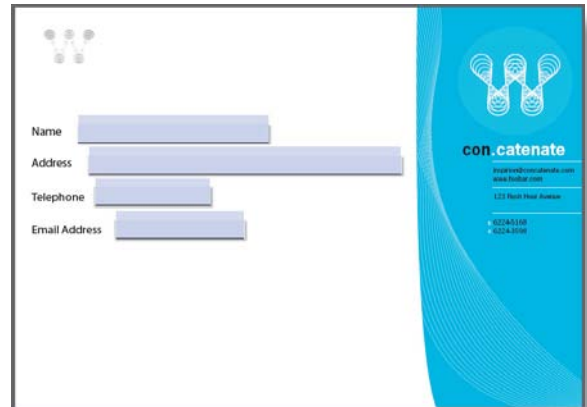


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Create fillable forms on the fly



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Instructor

“Do you spend loads of time designing forms and subsequently spending even more time adding the relevant form fields? Fret no more as this new feature in Acrobat 8 is the tool for you!

Run Form Field Recognition is the latest mind-blowing function that is able to convert static form fields found on your PDF file, such as textboxes to fillable fields. This feature even recognizes checkboxes and signature fields and converts them to dynamic fields. Magical right?

Move right on and read this nifty tip!”



Chris M.S.
Adobe Certified Expert

Preparing your forms

- 1) Forms can be designed using programs such as Adobe InDesign and Adobe Illustrator. To get the best results, ensure that your fields are created with lines and not with boxes.

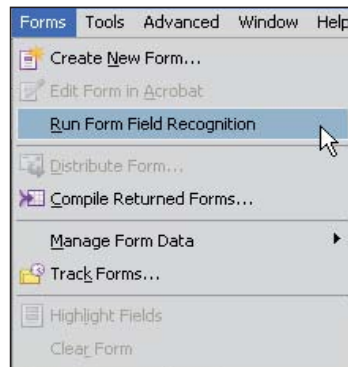
First Name:  *Field created with line*

First Name:  *Field created with box*

- 2) Once you have completed designing your form, click **File > Print** to convert the form you have designed to a PDF file.

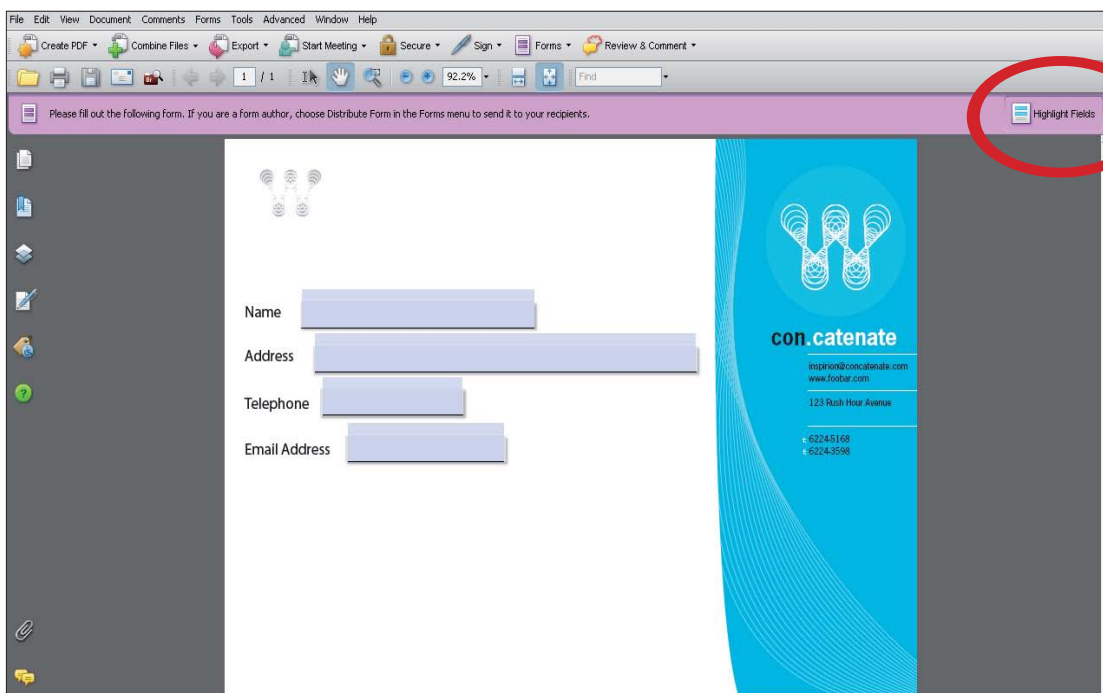
Run Form Field Recognition feature

- 3) Open the converted PDF file in Acrobat and choose **Forms > Run Form Field Recognition**.



Highlight enabled fields

- 4) A document message bar appears between the Acrobat toolbars and the form itself. Clicking on the **Highlight Fields** button colors the backgrounds of all the fields that have been created.



Click to see converted fields

Use Hand Tool to verify fields

- 5) Use the **Hand Tool** to click in the form fields to verify that Acrobat has converted them. You will notice that your once static form fields have now been converted to dynamic and fillable fields! Neat right?



Further enhancement using Forms toolbar

- 6) You can further enhance your form using the Forms toolbar. Click **View > Toolbars > Forms** to reveal the Forms toolbar.



Hope you found this tip pretty handy as now you can save time when creating your PDF forms!