Converting a Word or PDF form to a fillable PDF

Starting with a form that is either in a Word or PDF format is necessary. Be sure that the form is formatted in such a way that it would be fillable if somebody was to print it out and complete it by hand. For example be sure all the fields have lines, boxes, etc.

Once the form is ready convert it to PDF if necessary.

Right click on the PDF and choose the 'Edit with Adobe Acrobat' option. The content of the PDF can now be edited, or fillable form fields can be added.

To add the form fields, let Adobe auto generate what it can first, this will save some time. On the right hand pane in Acrobat choose the 'Forms' option:
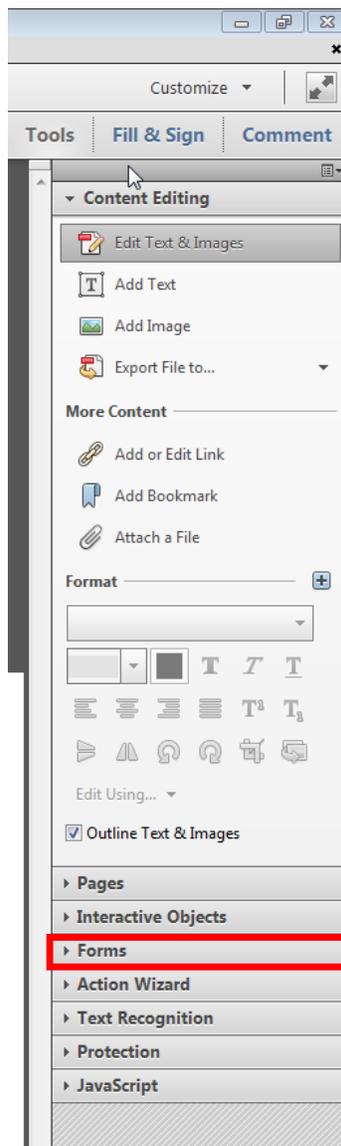
And on that new menu choose 'Create':
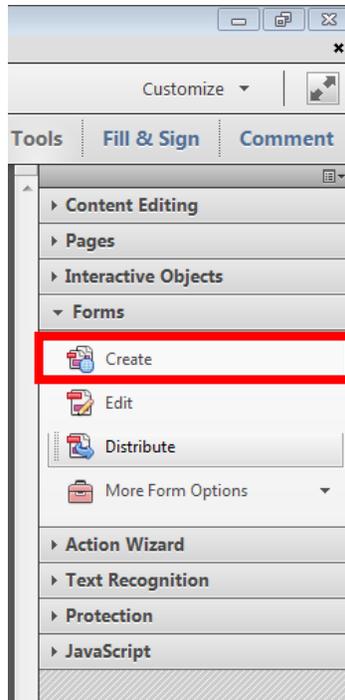
Acrobat will now ask how to create the form, choose 'From Existing Document' and hit next:
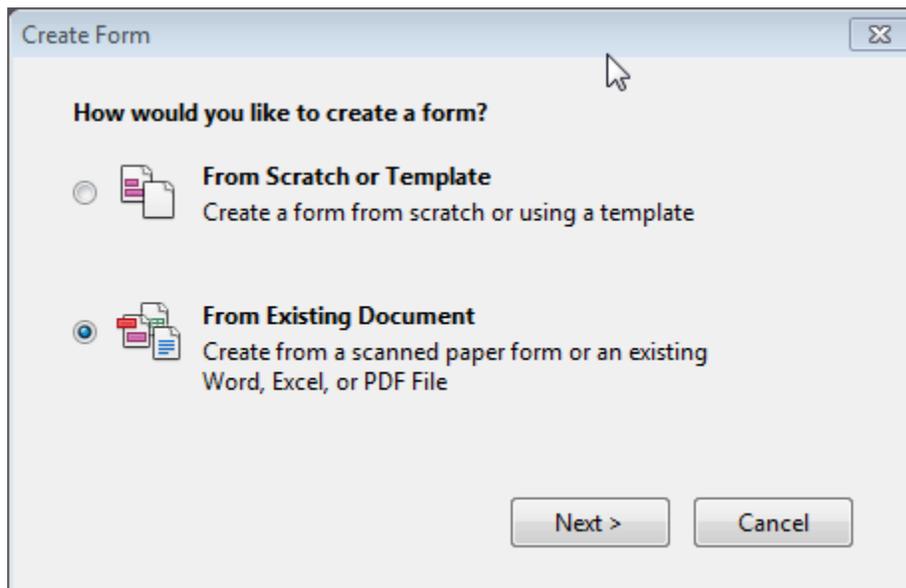
Then choose 'Current Document' and hit continue:
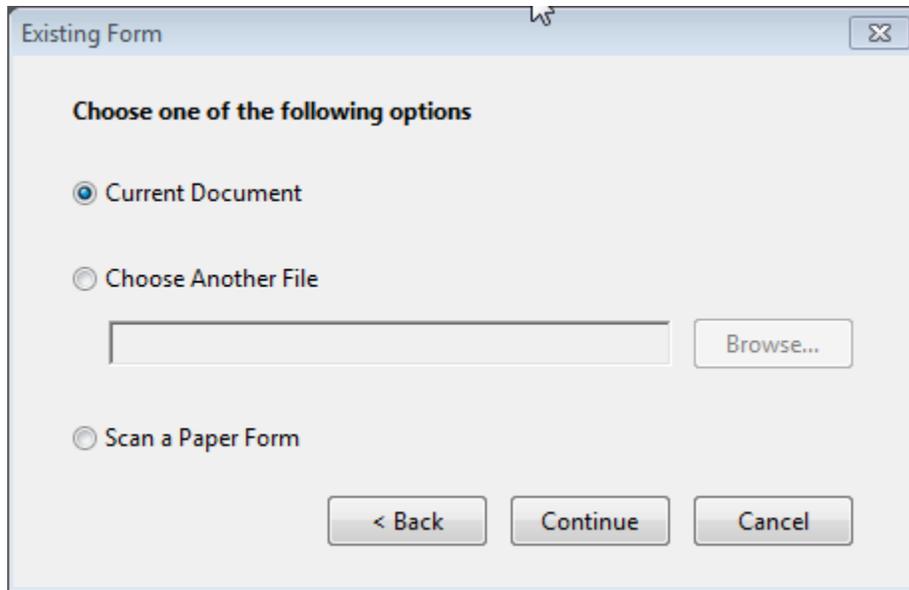
This feature of Acrobat is pretty powerful and should make a form field for text fields and signatures, but will sometimes create fields for white space that is on a page. These will need to be deleted and any checkbox, dropdown options, or radio buttons will have to be added back manually.

Once all the form fields have been recreated save the form and send to WebAdmin for posting to the website.