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:

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Tools Fill & Sign Comment			
	✓ Content Editing		
🛃 Edit Text & Images			
	T Add Text		
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	Export File to		
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And on that new menu choose 'Create':

Customize 👻			
Tools Fill & Sign Comment			
Content Editing			
▶ Pages			
Interactive Objects			
✓ Forms			
🗃 Create			
🔂 Edit			
🔁 Distribute			
More Form Options 🔹			
► Action Wizard			
Text Recognition			
Protection			
▶ JavaScript			

Acrobat will now ask how to create the form, choose 'From Existing Document' and hit next:



Then choose 'Current Document' and hit continue:

Existing Form	23		
Choose one of the following options			
Ourrent Document			
Choose Another File			
	Browse		
🔘 Scan a Paper Form			
< Back Continue	Cancel		

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.