Using Adobe Acrobat Professional to

Create an interactive PDF form file that is accessible with the FREE Adobe Reader

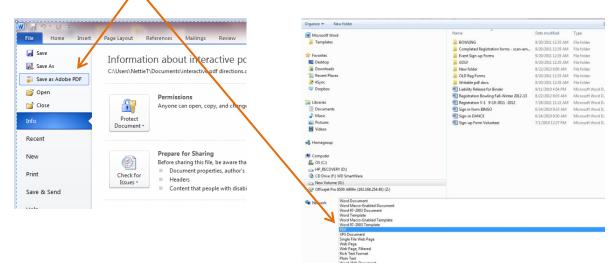
Page | 1

Step 1: Create you document, i.e., in Word and save in an easily accessible location as a "Document name -Working File"

(I save the file to my desktop for easy access and transfer to the target file folder on my hard drive when finished)

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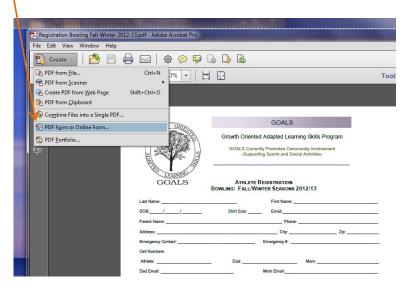
Step 2: Save as pdf file (two file Save As options)



Step 3: View of the document saved as pdf

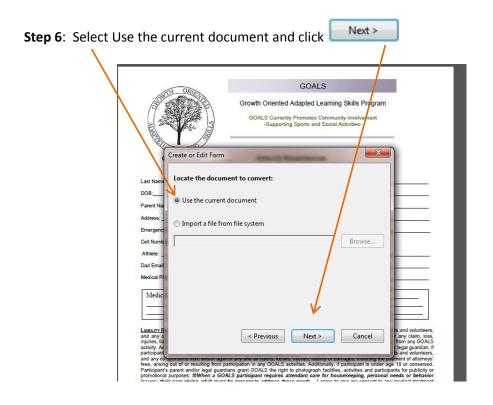
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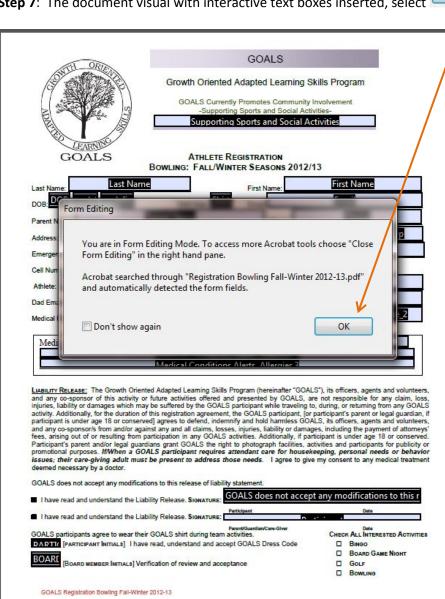
Step 4: Select Create PDF form or Online Form from dropdown menu



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Step 7: The document visual with interactive text boxes inserted, select

OK

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Step 8: Review document and select text boxes to modify and/or delete.

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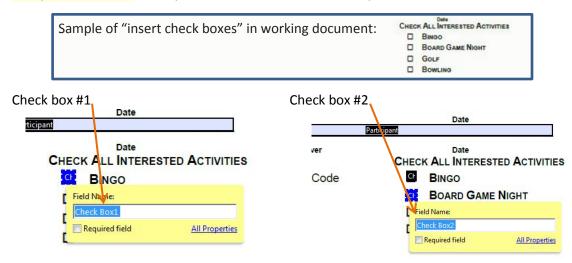
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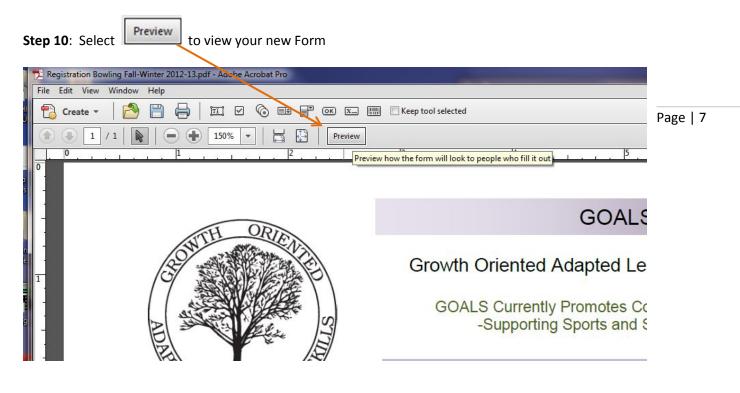
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Step 9: Insert desired options, for example:

IMPORTANT: When adding options DO NOT copy paste; this will create cells that duplicate input options to the cells when you use the paste option. Each cell must be created individually. Select and check the "Keep tool selected" box if you want to create similar, multiple cells.

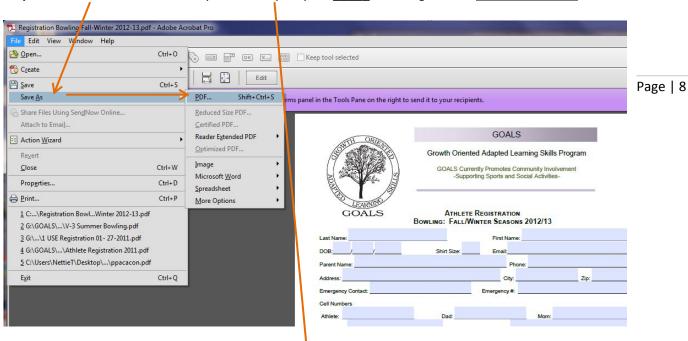


Each check box was created independently – please note (When the form is filled out when the original document was created using the copy/paste option, text input in one cell will be duplicated text/checks, etc. to all the copied cells).



The preview of your new PDF form:

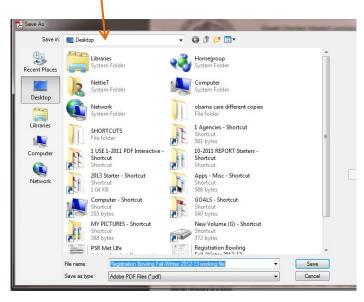
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Step 11: Save As PDF=> PDF... to your desktop as your _____ -working file and CLOSE document

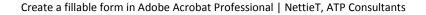
Step 11 B: To Desktop and/or your designated your work area

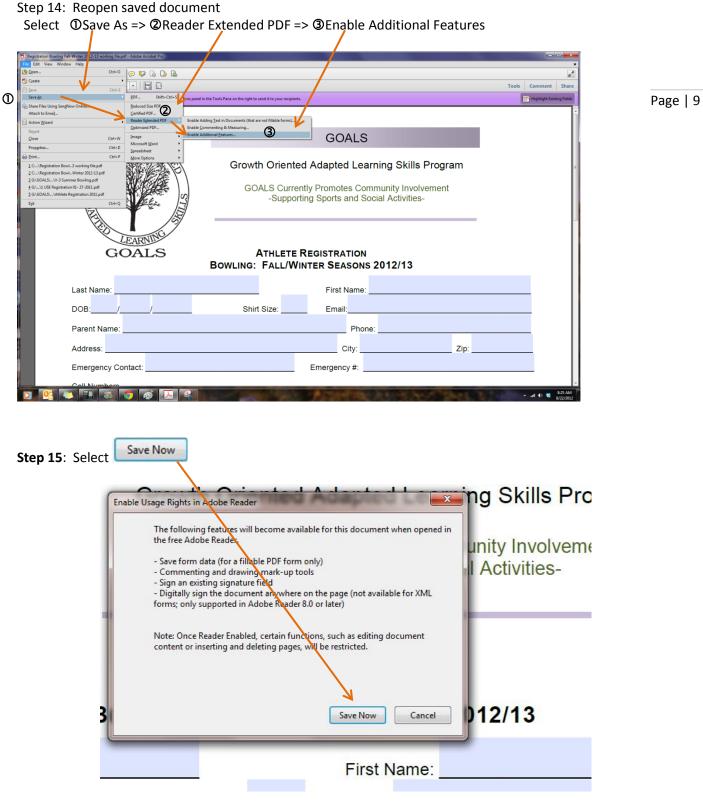
IMPORTANT: If you do not close the document, you will not be able to save the file with the Adobe's extended reader options.

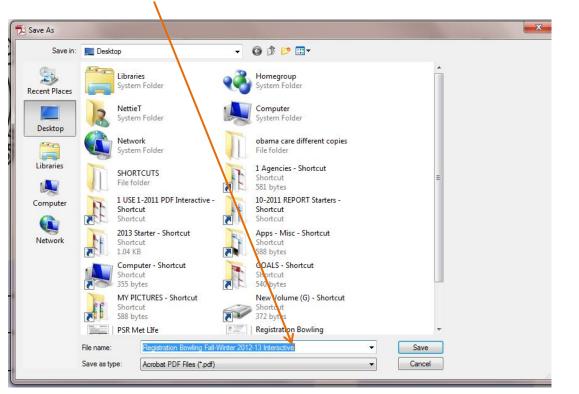


Step 13: View of saved document on my desktop - <u>**REPEAT**</u>: Close the document after it has been saved!!!









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Step 16: Save => I add Interactive to the file name to help define the document

Step 17: Navigate to the final destination file folder and save final document-

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Enjoy and share if you find this helpful, Nétlie I. Fischer, arr