DOWNLOAD PDF MAKE A EDITABLE ACROBAT 9

Chapter 1 : How to Edit Text in Adobe Acrobat Pro | racedaydvl.com

Adobe Acrobat Pro provides users with an incredibly powerful resource, that being the ability to convert PDF documents into interactive, editable forms. As you can imagine, this allows for a wide range of practical applications, ranging from the creation of easily distributable applications to administrative forms and other important documents.

PDF forms can be accessed over the Internet or via email. If a PDF form includes form fields for example, text fields, buttons, list boxes , you can fill the form onscreen with an Acrobat product. With a rights-enabled form, Adobe Reader users can comment on, fill, save, distribute, submit, and add digital signatures to the form. Adobe Reader capabilities Adobe Reader provides the following forms capabilities: Save forms and data locally Fill and submit forms online Distribute forms to others for review and comment Add digital signatures Acrobat Standard capabilities Acrobat Standard contains all the capabilities of Adobe Reader, in addition to the following: More advanced features in Adobe LiveCycle Designer let you use scripting objects, integrate a form with a data source, and create dynamic forms. To determine whether a form contains interactive form fields, do the following: Open the form in an Acrobat product. Select the Hand tool, and then drag it over fields in the PDF form. The form contains form fields if the Hand tool changes to either of the following icons: Interactive fields display a colored fill. If you use Acrobat 3D or Acrobat Professional, you can verify that a form contains form fields by selecting a form tool. Acrobat then highlights any form fields. On Windows XP, form fields are highlighted in blue. Print the form and fill it manually. For information about creating form fields, see the following sources: To change the security settings, do the following If you use Adobe Reader, you cannot change the security settings: Choose a compatibility option. Select Use A Password to restrict printing and editing of the document and its security settings. Choose a printing option from the Printing Allowed menu. Save, close, and reopen the document to access the form fields.

The usual way is to create the PDF form Word, open the PDF in Acrobat, and add the form fields: Forms > Add or Edit fields and you'll be in form editing mode where you can add and configure form fields.

Feedback Create interactive forms that can be used by anyone, ensuring privacy and independence for all Adobe Acrobat Pro DC form creation tools make it simple to create interactive form fields that are accessible to users with disabilities, including those with visual impairments and mobility impairments. This is typically achieved by adding properly structured fillable fields to the PDF file, setting a tab order to control a logical sequence, and by adding tooltips to fields providing an accessible label and instructions to users of assistive technology. To determine if a PDF document should be an interactive form, examine the file for the presence of form fields, or areas in the document where users are asked to provide information that you would like to collect. If the form contains these qualities, the document can be made electronically fillable, allowing users to complete the form online. Many people with disabilities can fill out electronic forms unassisted, which is a huge advantage over print forms. An accessible electronic form can provide privacy, security, and independence to users with disabilities. There are several items to be aware of when creating accessible electronic forms. Specifically, authors must provide: Accessible and on-screen labels Instructions including field constraints and requirements A logical tab order No keyboard traps or non-user initiated changes in focus Error identification and suggestions when known Error prevention for legal or financial information Note: These must be provided in a way that is available to all users, including those using assistive technology. For example, using the Tooltip property value, it is possible to add text to a check box on an RSVP that users can use to indicate their intention to attend an awards dinner. This document describes the various types of form objects and provides implementation strategies for accessibility in electronic forms. Allows the user to type in text, such as name, address, or phone number. Presents yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as needed. Presents a group of choices from which the user can select only one item from the group. All radio buttons with the same name work together as a group. Displays a list of options the user can select. List boxes have a field property that lets the user Shift-click or Control-click to select multiple items on the list. Allows the user either choose an item from a pop-up menu or type in a value. These buttons can be customized with images, text, and visual changes triggered by mouse actions. Action buttons are different from radio buttons, which represent data choices made by the user. Allows the user to electronically sign a PDF document with a digital signature. Encodes the input form selected fields and displays it as a visual pattern that can be interpreted by decoding software or hardware available separately. Authors can also create forms manually in Acrobat, or individually add form fields to an existing document using the form tools. A form element and form objects for each field will be created in the Tags pane as part of this process. Examine the document carefully to verify that Acrobat accurately detected the fields and labeled them properly. To make an electronic form fillable with the wizard start by selecting the Prepare Forms Wizard from the Tools pane. Prepare Form Tool Figure 2. Form field auto detection is on by default. From the Select a File or Scan a Document to begin pane, select one of the following options and then follow the on-screen instructions. Scan a Document Form: This scans a paper form and converts it to a PDF form. From here, you can add, edit or delete the automatically created form fields. Forms Editing Mode During form field detection, Acrobat may have missed some fields, or created unnecessary ones. It may also have created fields of the wrong type. Verify the fields and field names on the form. The Forms Editing toolbar to may be used to add more fields. You can also right-click on the form to add, edit, or delete fields. Fields may then be selected from the Forms Editing Toolbar that presents the eight possible Acrobat field types. The Fields pane shows any interactive fields that are currently part of the form. You can exit this mode by selecting the Close Forms Editing button above the Preview button. For each field type, it is possible to set a variety of options through the form field Properties dialog box. The forms tools can be accessed in one of two ways: Right click over the form to add new fields. Form Editing Toolbar Figure 5. Right Click Form Editing Menu Positioning and Naming the New Form Field Once a form tool has been

selected, a crosshair cursor appears, and a blue region defines the outline of the form object selected for placement. On the page, click where the field is to be added. A field with a default size. To create a field using a custom size, drag a rectangle to set the dimensions of the field. In the Field Name box, type the name of the field. Select a name that is relevant and descriptive to make organizing and collecting the data easier. This name is not shown to users of the form. Field Name Box To test the form, select the Preview button at the top of the document window. Preview lets you view a form the way a form recipient would, and gives the author a chance to verify the appearance and behavior of the form. If a form is being previewed, click the Edit button to return to Forms Editing Mode. Next, set the accessible name for the field. This is how the field will be announced by assistive technology. Other properties such as required field notation may also be set here. Each time the page is clicked, a new field is added to the form. To exit this mode, press the Esc key or click the Select Object Tool button. To modify the properties of a field, double-click it. Form Field Properties How a form field behaves is determined by settings in the Properties dialog box for that individual field. Properties can be set that apply formatting, determine how the form field information relates to other form fields, impose limitations on what the user can enter in the form field, trigger custom scripts, and so forth. A variety of properties can be set for an Acrobat form field, depending on the form field type. The properties for each type of form field are selected on a series of tabs. When a property is changed, it is applied as soon as another property is selected or when Enter is pressed. All form field types have a General tab, Appearance tab, and an Actions tab. Other tabs appear only in specific types of form fields. The Options tab appears for most form field types, but the options available are unique to each type of form field. You can leave the Properties dialog box open if you want to change multiple fields at once. Setting Tooltips for Form Fields The tooltip field on the General tab of the field properties dialog is the most important item for form fields. The content of the tooltip will be announced by screen readers as the accessible name of the field. This property provides the user with information and instructions about the field. The tooltip also displays text that users may find helpful in filling in the form field. Tooltips appear when the pointer hovers briefly over the form field. To set the tooltip property of a form field: Set Name and Tooltip Value for Form Field Tooltips for Radio Buttons To create a radio button group, where only one field can be selected at a time, assign each field the same name and the same tooltip, but provide different Button Choices values. The radio button choice is a field in the Options tab of the Radio Button Properties dialog. The tooltip and button value will be announced to users of assistive technology for each radio button. When the same radio button name is assigned to a radio button, the tooltip field should automatically be populated with the tooltip text from the other radio buttons in the group. Create four radio buttons. Properties for multiple form fields can be set at once. To edit multiple form fields, select the fields to edit. Change the properties on each of the available tabs, as needed. The property is changed as soon as another property is selected or Enter is pressed. Activate the Close button or press enter to close the Properties dialog box. If form fields are selected that have different property values, some options in the Properties dialog box are not available. Otherwise, changes to the available options are applied to all selected form fields. To avoid accidental changes to the form field, select Locked in the lower left corner of the Properties dialog box before it is closed. To unlock, click the check box again. Deleting a Form Field With the document in Prepare Forms mode, click on the field to delete and do any of the following: Right-click and select Delete Note: Field Actions There are many different actions that can be associated with a form field. These include actions based on mouse entry, mouse exit, mouse up, mouse down, on focus, and on blur. It is important to note that mouse-only actions will not be keyboard accessible. All functionality must be keyboard-accessible without requiring the use of a mouse. These actions should be used with caution. The user must be able to navigate past form fields without having the keyboard focus trapped.

Chapter 3 : PDF editor, edit text in PDF files | Adobe Acrobat DC

Acrobat is not a desktop publishing application. It sounds like you want to do some extensive editing. If you want to be efficient at your job you'll need to get the original files (before they were a PDF), edit them then create new PDF's.

Receiving a PDF document that was sent for completion and not being able to fill in the required sections is frustrating. Having to print and complete the form takes several additional steps and is ecologically irresponsible. Avoid the frustration by using one of the programs that can take existing PDF files and convert them into fillable documents right on the computer, smartphone or tablet. Click on the Tools pane, open the Forms pane and click Create. Choose the current document or follow the prompts to scan or open a new document. The program scans the document, searching for sections that are designed to have information added. Review the form boxes the program creates. Edit any incomplete form fields or add new ones with the Task tab. Preview the form and perform a test, completing the form. Save the new PDF form for future use. After it is downloaded onto your device, open the program. Choose from the tools on the menu at the bottom of the screen. To create a fillable box to type in, tap the dotted square Selection Tool with your finger and drag it to the area where you want a fillable form. Tap the new square to type new information. There is also a handwriting Pencil tool you can use for a signature or notes. This is next to the Selection Tool and allows you to sign or write on documents in the application. Save the file with a different name when the template is completed. The template or completed form can be exported via email or text. This negates one advantage to keeping the form as a PDF template; PDFs maintain noneditable sections preserving language and information. After you open the program, open the PDF file in it. Use the Select Tool to open the pages for conversion to Word and select Convert. At this point, a dialog box opens. Select the Forms option and save the document.

Using Adobe Acrobat (ver 9) to make a fillable PDF. Alternatives to Acrobat and Acrobat Reader for simple operations such as merging PDFs.. These directions are for the Mac version of Adobe Acrobat Pro (version 9).

You can select them by going to the Comment pane on the right side, then click on the Stamp tool to bring up the list of stamps. What if we need a dynamic stamp that is not in the list? First, we need to find out where these stamps are located. The good news here is that Acrobat can actually tell us by using one line of JavaScript. To get the location of the application level stamps, we would use the following JavaScript command in the JavaScript console: When we look in these directories, we would find sub-directories one or more, depending on the type of Acrobat installation for different languages. For English, we would use the ENU directory. In this directory are all the stamp files that Acrobat comes with. The one we are interested in is the file Dynamic. When we open this in Acrobat, we can see that there is one page per stamp. Once you have a second copy of this stamp in your document, make sure that you work with the copy and not the original stamp. When we go to the page that contains our copy of the Received stamp, we can modify it. To match the color and the font, select the just typed text and change the font to Arial, Arial Unicode MS or Helvetica, click on the Bold and Italics button, set the font size to 20 and adjust the color by clicking on the black box to the right of the font size. Now you can delete this character by using the Delete key or fn-Delete on a Mac. At this point, the new stamp image is correct. Activating the Page Templates tool will display the Page Templates dialog. Before you do that, make sure that our new stamp is still the active page in Acrobat. Acknowledge that you want to convert your active page to a template, and close the dialog. At this point you can save the updated stamp file. Depending on which operating system you are on, saving back to the original file will just work, or you will have to save to a temporary location e. The new stamp is now ready to be used, all you need to do is restart Acrobat so that it re-reads the stamp files.

Chapter 5 : How to Make an Existing PDF Fillable | racedaydvl.com

Learn how to create Forms using Adobe Acrobat Pro 9 for existing electronic documents. A printable handout can be found here: racedaydvl.com

Spacing between words and characters Baseline adjustments Follow these steps: With the TouchUp Text tool, first click the row of text or select the words or characters you want to edit. Control-click the text to open the shortcut menu. The TouchUp Properties dialog box opens see Figure 2. Choose a font from the Font drop-down list. As you make adjustments, the changes are previewed automatically in the selected text. Click Close to apply the settings. Tips for Tranquil Text Tweaking Keep these notes in mind when touching up text: If you need to select an entire paragraph, use the shortcut key combination Ctrl-A Mac: Option-click within the document where you want to add the text. The New Text Font dialog box opens with the default options set Arial text and horizontal writing mode. Select the font and writing mode you want, and click OK. The default text "New Text" appears on the page. Select it, and then type the new text. Click outside the new line of text to finish the process. Only fonts with a vertical writing mode will write vertically. TIP In addition to adding text, you can add line breaks. Click the location on the text block where you want it to break, and then right-click Mac: Control-click to open the shortcut menu. Then press Enter Mac: Return to wrap the text to the next line. You can use the same method to insert other items, including soft hyphens, nonbreaking spaces, and em dashes.

Chapter 6 : Easily create online forms with Acrobat 9

This video tutorial narrates how to create basic fillable forms within Acrobat 9 using the Live Cycle Designer form wizard. An exact replication of what you can expect to see on your own screen makes the process incredible easy to follow.

Chapter 7 : How to Edit Text in Adobe Acrobat (with Pictures) - wikiHow

Learn how to use Acrobat 9 to convert any form into an interactive online form. By Adobe - April 8, With Adobe Acrobat 9, you can convert any form into an interactive online form (sometimes called HTML form or web form) that users can fill out and return electronically.

Chapter 8 : About PDF forms and determining their capabilities

Hi Preston, Just to add a point to try67's instructions- you must make sure you add the fields to the "stamp file"- that is, after you have created the stamp image and saved it, you must navigate to the Acrobat stamp folder, open the appropriate stamp file and add the fields.

Chapter 9 : Acrobat Pro DC Accessible Forms and Interactive Documents

Article Description The TouchUp Text tool in Acrobat 9 is designed for making quick textual and formatting changes in a document. Donna L. Baker walks us through the process of using the TouchUp Text tool.