



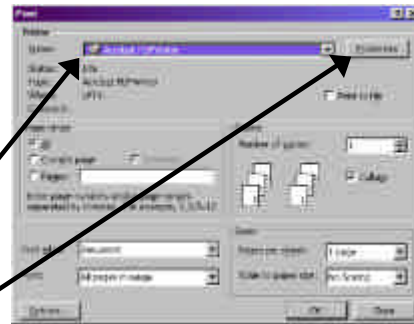
Creating OnLine Forms with Adobe Acrobat

Prepare the File in Word

- Create and Save the Document in Word as a document (.doc)
 - Example: Worksheet, Homework Assignment, or Test

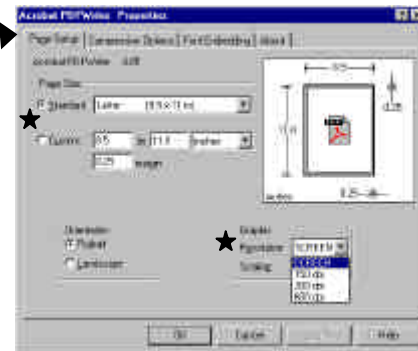
Print the File to Adobe

- Use File ⇒ Print to print the file using the *Adobe PDF Writer* instead of a printer
- Change the PDF Properties *before* clicking OK...



Page Setup

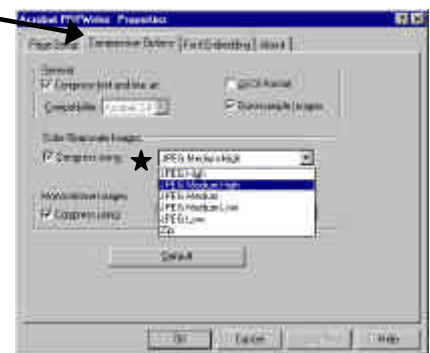
- Page Size – Standard or Custom
- Graphic Resolution
 - For Computer Screen: SCREEN
 - For Web Page: 150 dpi
 - For Handout/Paper: 300-600 dpi



Compression Options

- Color/Grayscale Compress Using
 - JPEG High – Fantastic Quality
 - JPEG Low – Poor Quality

...Apply/OK



- OK to print or Save as an Adobe file

Save the File

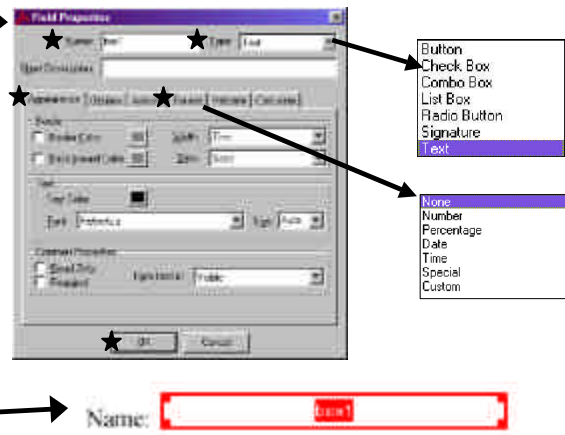
- File ⇒ Save As ⇒ filename.PDF
- Use an appropriate filename – 6-8 characters, no spaces or symbols if positing on the Web.

Add Form components to the File

- Open the file in Adobe Acrobat...
- Select the *Form Tool* (F) from the Tool bar (F9 to turn Tool Bar on/off)
 - A dashed crosshair will appear in place of your cursor
 - Use the crosshair to *draw* the position of the *Form Fields* you want.
 - As soon as the “box” for a field is drawn, Adobe will prompt for the Field Properties...



- Form Field Properties
 - Each form field must have a different Name. (i.e., box1, box2, check1, etc.)
 - Establish what Type of Form Field it will be (i.e., Text, Check Box, etc.)
 - Format the Appearance (i.e., Field Border and Background, Text Color, Style and Size, etc.)
 - Set the Format if you'd like it to be a Date, etc.
 - Click on OK when you're done – a red box with the Name will appear.
- Repeat the process for each additional Field you want to include.



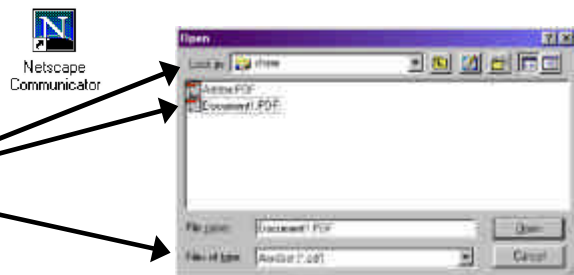
Save the File

- File ⇒ Save As ⇒ filename.PDF

★ Remember to choose filenames carefully. If your intent is to post the file on the Web, leave out spaces, symbols, and keep it short.

Test/Proofread the File

- Open Netscape Navigator/Communicator
- File ⇒ Open Page ⇒ Choose File ⇒ locate the directory where you saved the file ⇒ change *Files of type* to Acrobat (*.pdf) ⇒ select your file ⇒ Click Open or press Enter
- Click in the boxes and test the Form

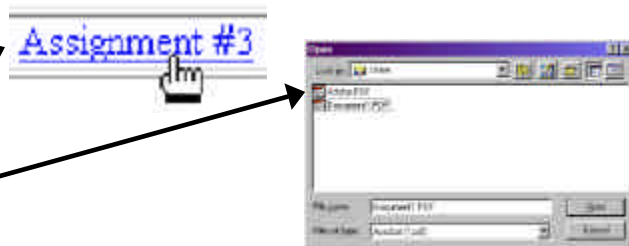


Correct any Problems

- Press Back or Home in Netscape to get out of file and Minimize Netscape
- Return to Adobe, open file and correct errors and re-Save
- In Netscape, click Forward or re-Open the file, Reload/Refresh the browser and double-check changes

Have Students access the file...

- Ideally, post the resulting .PDF file on a Web site and access it from a link on your class Web page – browser opens Adobe Reader automatically
- It can be Opened from a Web browser (Netscape) from a shared Network drive – also opens Adobe Reader



Completing the Form & Submitting Results

- Instruct students to Save the page (as a .PDF) to their computer, Network drive or floppy & complete it in Adobe Reader
- Print the file –or– Save when complete and eMail to you as an Attachment

