Acrobat DC: Detecting Form Fields in a PDF

Overview

You can use Adobe Acrobat to detect form fields within a PDF; this allows users to complete forms electronically. In order for the auto field detection feature to work successfully, it is important that your original PDF contains specific design elements that Acrobat can process, for example underlines.
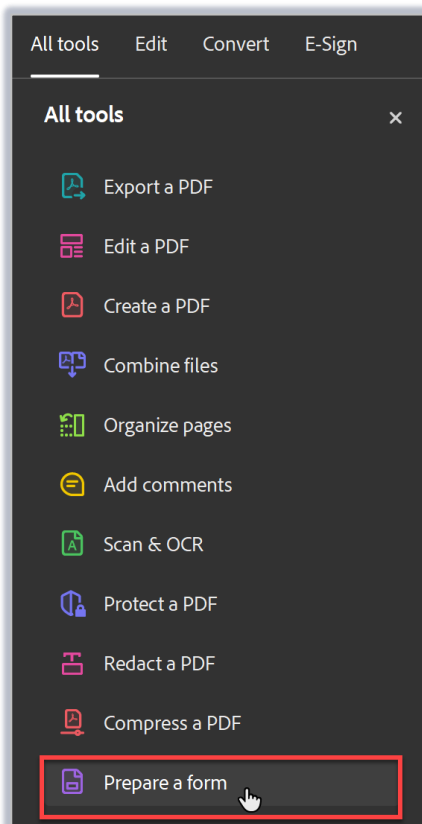
Before you start

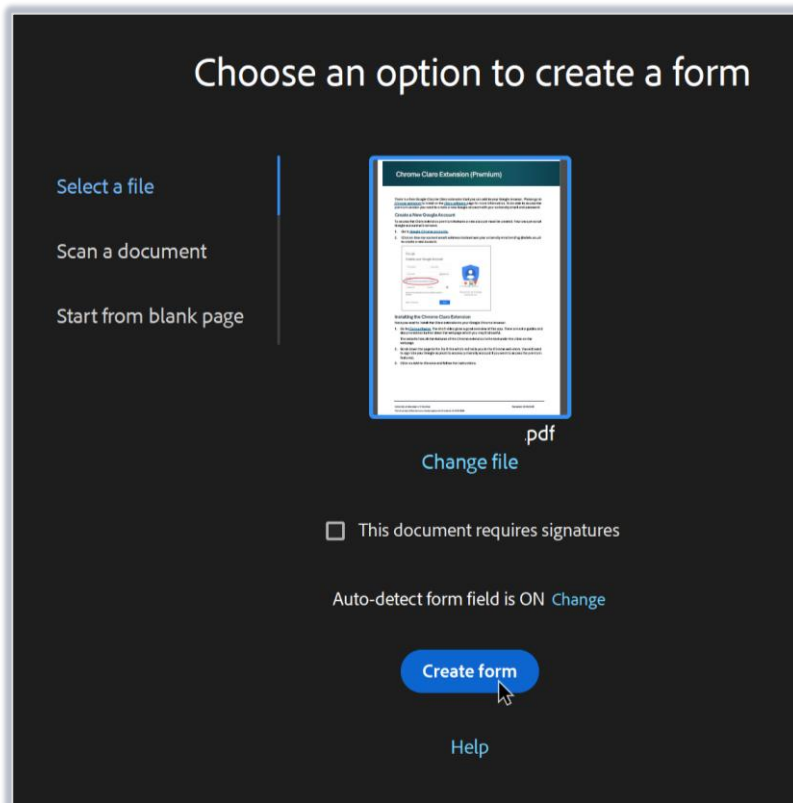### Software requirements

− Adobe Acrobat DC[1]

Detecting form fields in a PDF

1. Open Acrobat DC, then click **Menu**, **Open...**

2. Navigate to your PDF (eg PDF C) and click **Open.**

3. Click **All tools** and then **Prepare a form**.

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[1] Don't have Acrobat DC? You can request the software for your University managed device via the IT Service Desk using MyIT.

4. In the window that opens **select** your document and click **Create form.**

5. A wizard will run to detect any form fields in your document. If you see a second prompt to save your document, click **Save** if you are happy to overwrite the open file, or **Cancel** to save as a different name.

6. Form fields will be shaded blue.

7. Save the PDF.

Further information and help

Use MyIT to report an issue to the IT Service Desk: https://myit.abdn.ac.uk