

# Acrobat DC: Preparing Form Fields in a PDF

## Overview

You can use Adobe Acrobat to create and edit form fields within a PDF; this allows users to complete your form electronically.

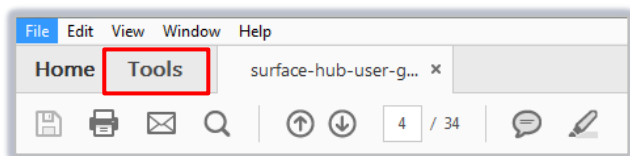
## Before you start

Software requirements

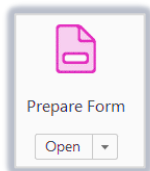
- Adobe Acrobat DC<sup>1</sup>

## Detecting and editing form fields in a PDF

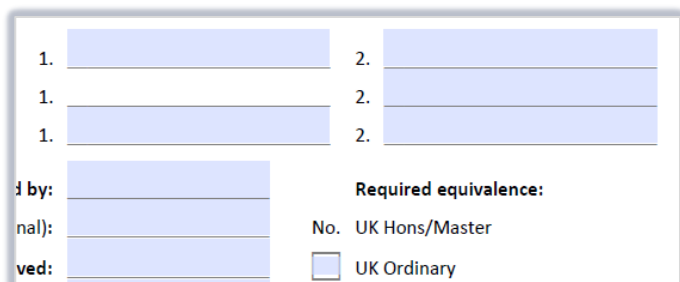
1. Open **Adobe Acrobat DC**, then click **File**, then **Open...**
2. Navigate to your PDF and click **Open**.
3. Click the **Tools** menu option:



4. Scroll down to the **Forms & Signatures** section and click **Prepare Form**.



5. If fields are not visible, select the document and click **start** to run the field detection wizard.
6. If there are form fields they will appear as shaded blocks.



7. Double click on a field to change the properties.

<sup>1</sup> Don't have Acrobat DC? You can request the software for your University managed device via the IT Service Desk using [MYIT](#).

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## Adding form fields to a PDF

1. Click the **Tools** menu option.
2. Scroll down to the **Forms & Signatures** section.
3. Click **Prepare Form**.
4. The following tools will appear on the toolbar:



To **select** a field and move it



To add a **Text Field**



To add a **Check Box**



To add a **Radio Button**



To add a **List**



To add a **Dropdown**



To add an **Action** button



To add a **Signature** field



To add (barcode field) – not part of licence



Pin tool



Help

5. To add a field, select the appropriate tool and click and drag on the page.
6. Enter any required text e.g. for a drop-down list, a number of options will be needed.
7. Click **All Properties** for more options.

## Further information and help

For advice on checking the accessibility of your document see our [Toolkit resource](#).

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