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.

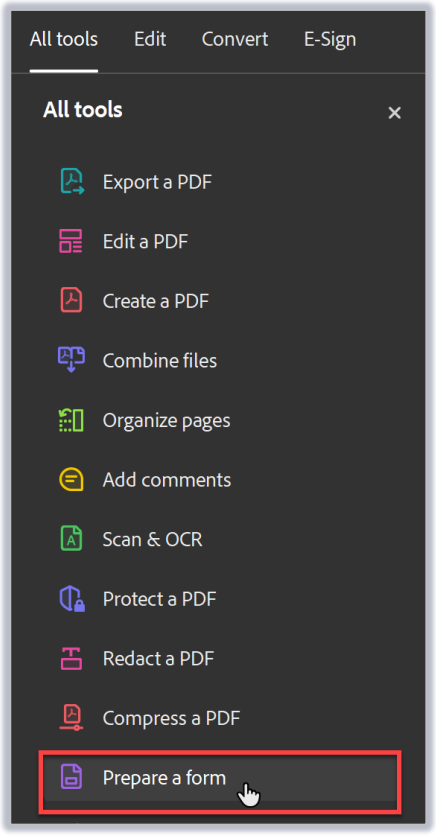
Before you start

Software requirements

– Adobe Acrobat DC[1]

Detecting and editing 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**.

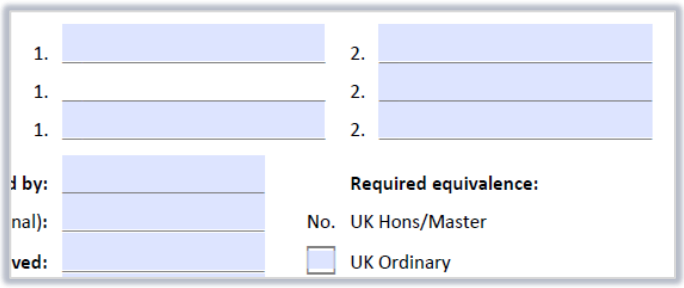


4. If fields are not visible, select the document and click **start** to run the field detection wizard.

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

The University of Aberdeen is a charity registered in Scotland, No SC013683

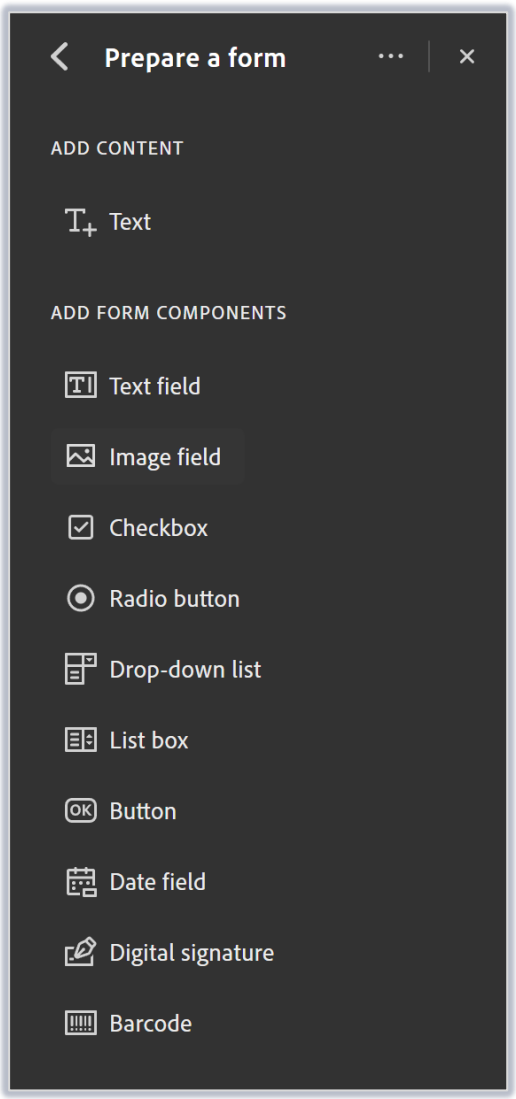
5. If there are form fields they will appear as shaded blocks.



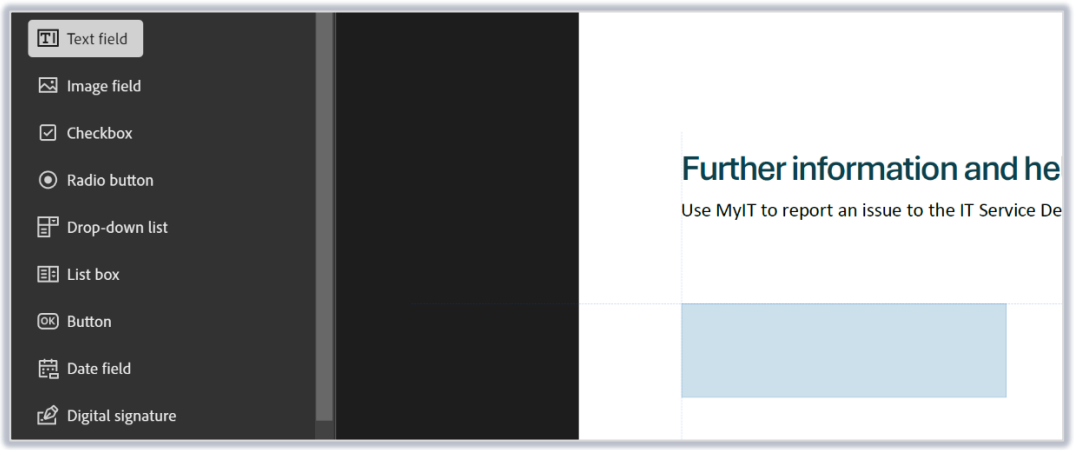
6. Double click on a field to change the properties.

Adding form fields to a PDF

1. Click **All tools**
2. Click **Prepare a form**.
3. The following tools will appear on the toolbar:



4. To add a field, select the appropriate tool and click and drag on the page.



5. Enter any required text e.g. for a drop-down list, a number of options will be needed.
6. 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