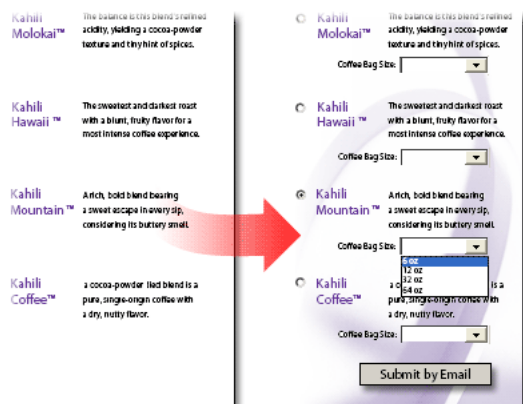


Adobe Acrobat 7.0

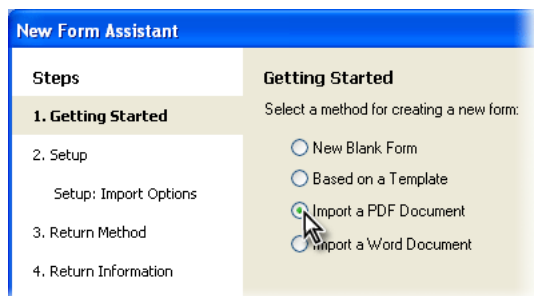
Transform any PDF document into a fillable form

It's easy to make an attractive, clear PDF form using Adobe® LiveCycle Designer, which is included with Adobe Acrobat® 7.0 Professional for Windows. You can transform any Adobe PDF file into an interactive form with various field types and formatting options. Advanced form designers can use scripting features to add even more functionality to PDF forms.



1. Open Designer.

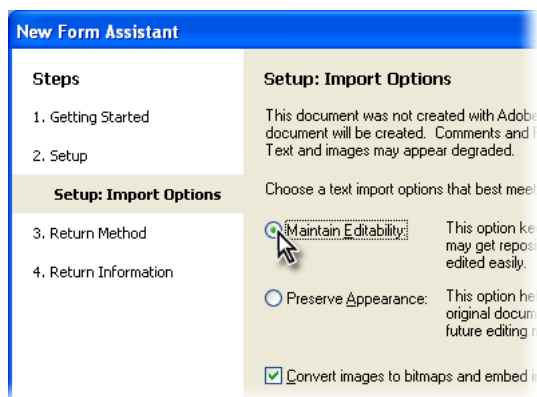
In Acrobat, open the PDF file that you want to convert to a fillable form. Then choose **Advanced > Forms > Make Form Fillable** in Designer. Acrobat opens Designer. The New Form Assistant appears.



2. Choose import options.

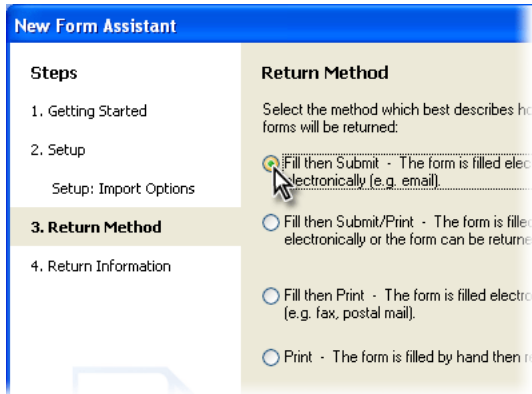
Verify that the document that you want to use as a form is selected, and click **Next**. Then choose import options. Choose **Maintain Editability** if you want to be able to edit the text later.

Designer opens a copy of the document. The original remains open in Acrobat so that you can refer to it. Because Designer didn't create the document, it must import the PDF file.



3. Select a return method.

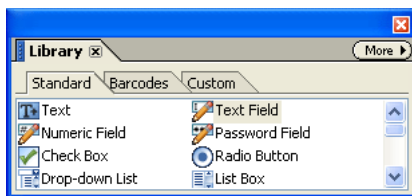
Select the method by which completed form data will be returned to you. If you select a Submit option, a Submit button is automatically added to the page; specify the e-mail address to which the data should be sent. If you select a Print option, a Print button is automatically added to the page. Click Finish to close the New Form Assistant.



4. Add and update fields.

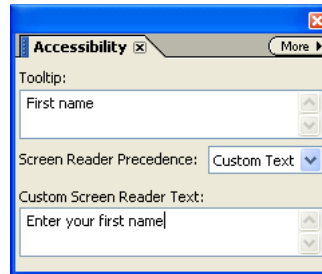
You can edit existing fields or add new ones. To add a field to the form, drag a field type from the Library palette onto the page. Then customize the field using options in the Object, Layout, Border, and Accessibility palettes.

You can name the field and specify its appearance using the Object palette, change its size and position using the Layout palette, and design its edges using the Border palette.



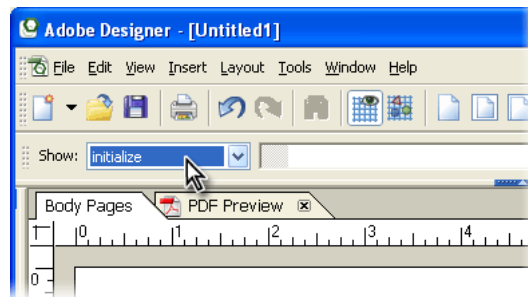
5. Add tool tips and screen reader text.

Use the Accessibility palette to add information about fillable fields. This information can be used by screen readers and other assistive technology to tell users with disabilities about the fields.



6. Add calculations and actions.

You can use JavaScript or FormCalc to include calculations and actions for buttons. Use Script Editor in Designer to customize scripts. For more information, see Adobe Acrobat Help.



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