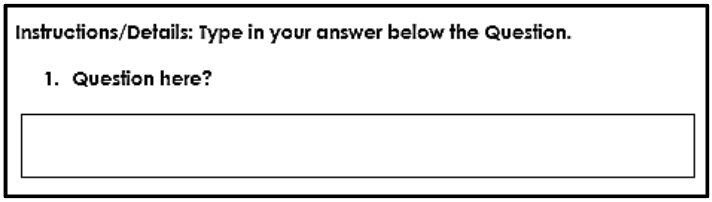
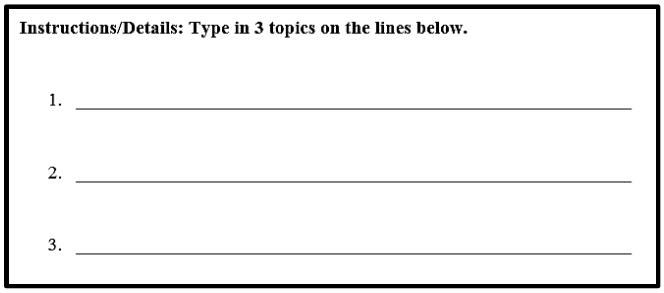
Create a Fill in Form Using Word then use Adobe Pro X to Complete Process

In this tutorial will be details to start a Word document and add areas to the document that will be filled in by customers. The word document will then be saved as word then saved as a pdf. Once it is a pdf then we will complete the process by using Adobe Pro.

First, open Word and add any Heading & Instructions for this form.
For example below: First start numbering your questions by going into the **Home** tab, **Paragraph** grouping, add numbers. Then under each question add a table for answers to be typed into. **Insert** tab, **Table**, select one cell. Make it large enough for the answer but know that the text will adjust smaller & smaller as it is typed in the box.

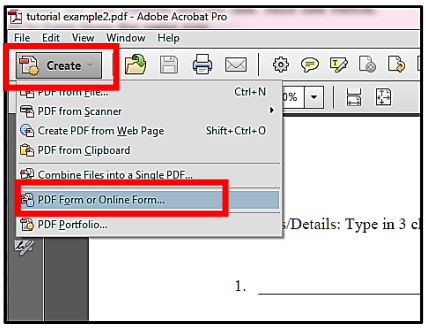


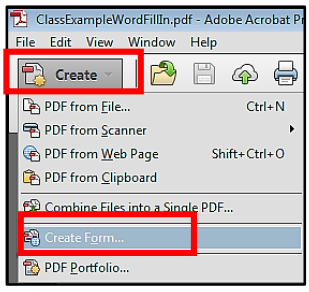
For example below: Start numbering by going into the **Home** tab, **Paragraph** grouping, add numbers. After the first number add the line. Shift line button. Copy & Paste that onto each number to keep them the same size.



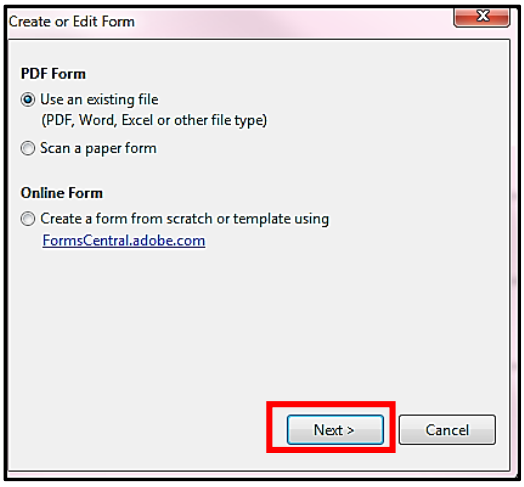
Save the word document as Word (docx), then under **File, Save As**, choose in the drop down list to **Save As Type**, as **PDF**.
As the PDF is created most computers will open up in Adobe Pro on the computer.

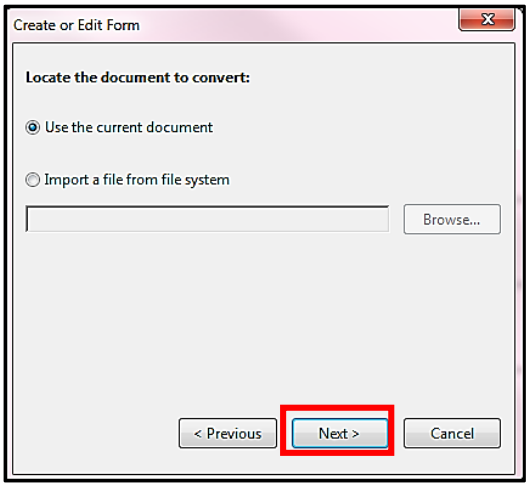
In Adobe Pro, with the pdf file opened, under **Create**, select **PDF Form or Online Form** or **Create, Create Form**. (Different versions have different menu wording)



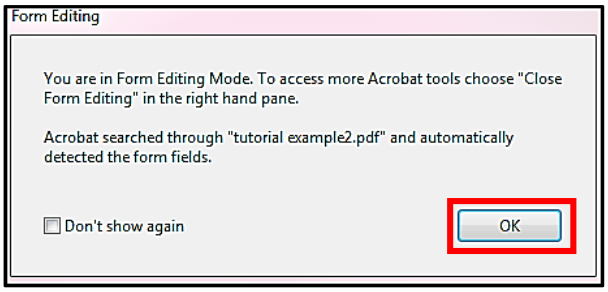


Leave as default but read both dialog boxes below, click the **Next** button.
(Versions Wording might be slightly different)

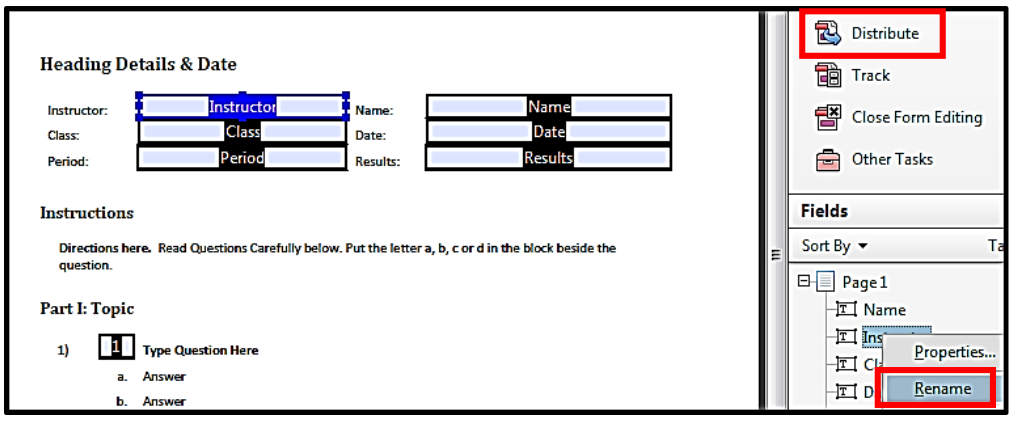




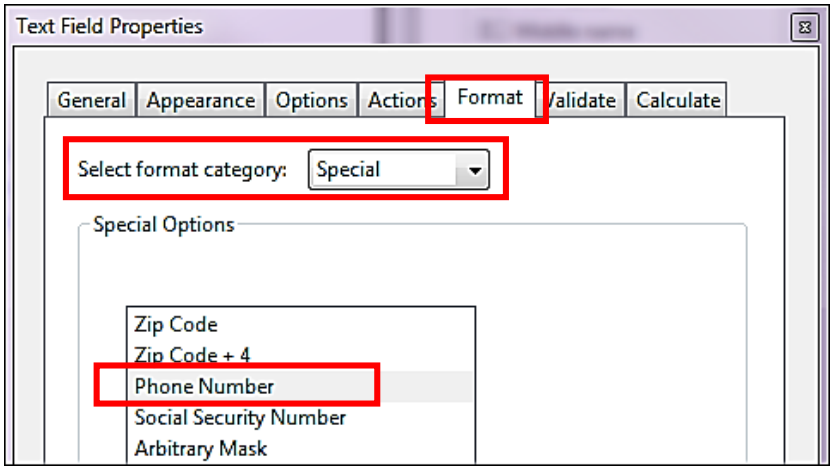
A **Form Editing** dialog box appears, click **OK**.



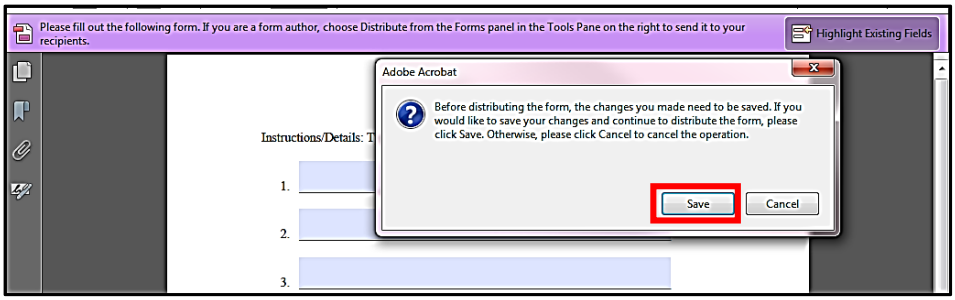
Under **Fields** you can rename the areas in blue by right mouse clicking, then choose **Rename**.



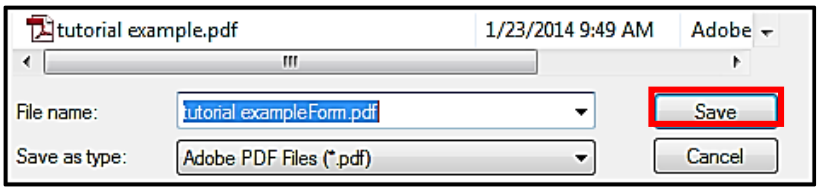
If you have a field that you want to be only used for Zip Code or Telephone numbers you can right mouse on the field name in the **Fields** pane, choose **Properties**, then the **Format** tab, choose a **Category** of **Special**, select **Phone Number**. Click **Close**.



When complete click on **Distribute.** Click **Save** on the Adobe Acrobat dialog box as shown below about saving this file.



Save the file with a new name, a suggestion would be leave the original PDF named as is but add **Form** to this PDF file name as shown below. See the original pdf file called **tutorial example** & the new named pdf file in **File name** dialog box. Click **Save**.



The **Distribute Form** dialog box appears, click **Cancel**. Your pdf file is ready to send!

