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.

Instructions/Details: Type in your answer below the Question.
1. Question here?

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.

Instruction	instructions/Details: Type in 3 topics on the lines below.	
1		
2		
3		

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)

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1	B Create Form Create Portfolio

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

Create or Edit Form	Create or Edit Form
PDF Form Wise an existing file	Locate the document to convert:
(PDF, Word, Excel or other file type) © Scan a paper form	Use the current document
Online Form	◎ Import a file from file system
Create a form from scratch or template using FormsCentral.adobe.com	Browse
Next > Cancel	< Previous Next > Cancel

A Form Editing dialog box appears, click OK.



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

Heading Details & Date		Distribute
Instructor: Instructor Name: Name		Close Form Editing
Class: Date: Date		
Period Results Results		💼 Other Tasks
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Directions here. Read Questions Carefully below. Put the letter a, b, c or d in the block beside the question.	ш	Sort By 🕶 Ta
question.		🖂 🔄 Page 1
Part I: Topic		TI Name
1) Type Question Here		T Ins Properties
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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**.

Text Field Properties	8
General Appearance Options Actions Format Validate Calculate	
Select format category: Special	
Special Options	
Zip Code Zip Code + 4	
Phone Number	
Social Security Number	
Arbitrary Mask	

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

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Ø		Instructions/Details: 7	click Save. Otherwise, please click Cancel to cancel the operation.
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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**.

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

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