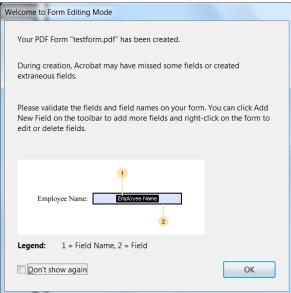
Start the Form wizard

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Choose an existing document. When finished you get this dialog.



Portfolios can use pdf files to distribute artifacts, but a pdf form can add interactivity to your emailed résumé or add interactivity to your web site, allowing you to collect feedback from visitors or prospective employers.

While this class involves Acrobat, we could spend many, many weeks on this topic alone, but hopefully this overview will suffice for the needs of Portfolio Development.

The form looks like this

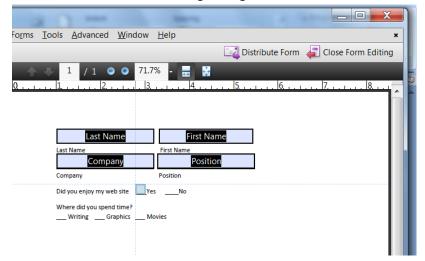
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There should be Radio buttons for 'Did you enjoy my web site...' so select [No], then delete

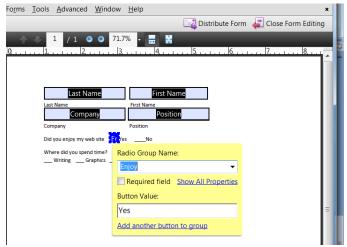
Add a radio button by choosing Add New Field, then select Radio button

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		3.				

Point at where the field should go using the crosshairs



Rename the group name and the value, then click 'Add another button to the group'



Use the crosshairs to point to the new location and click

Edit the new Button value (Radio buttons SHARE the same Group Name... all other fields should have unique names)

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Simply click off the Radio Group Name when finished to close it.

Now to make check boxes... each check box gets a unique name. Use the crosshairs to place and get the Field name box. Give each item a unique, meaningful name.

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4	Required field Show All Properties	

If you need to edit the text, choose Close Form Editing in the upper right hand.

You can choose Tools, Advanced Editing to get the following

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Touch up text can let you fix typos, Crop can let you delete objects, etc.

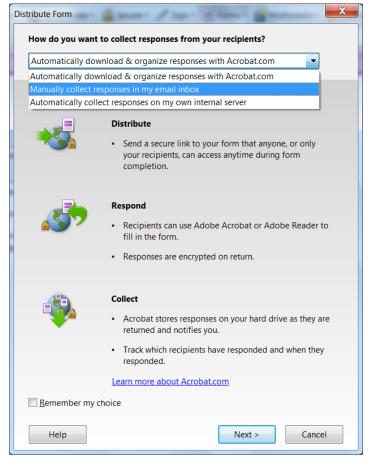
You can return to the form editor to wrap up the project.

Option One to Save: File\Save As\Reader Extended PDF\Enable Additional Features

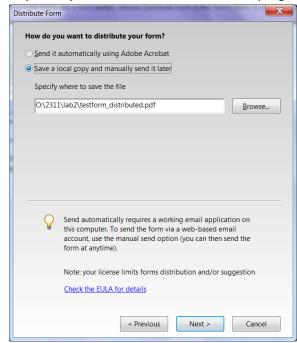
Option Two to Save: (For geeks only) Choose Forms\Distribute forms.

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While several options are available, for this class choose 'Manually collect responses in my inbox.'



As you may not have a full featured email program (Web Mail won't work, we'll choose 'Save a local copy...'



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Delivery Method:	Manually collect responses in my email inbox (manually send)
Collect name &	email from recipients to provide optimal tracking

Now you can track the feedback.

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What the form and delivery engine now look like. This is what users will see, with the 'Submit form' button in the upper right hand corner.

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