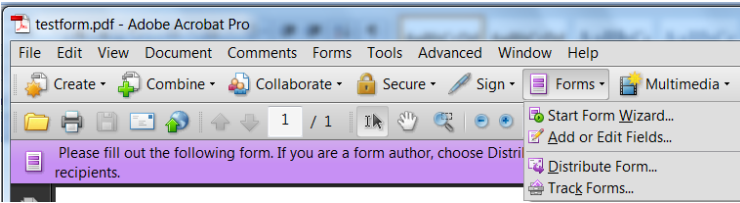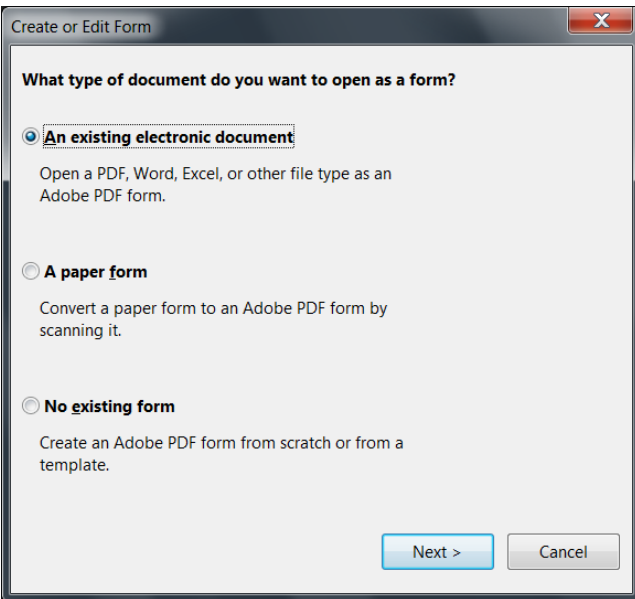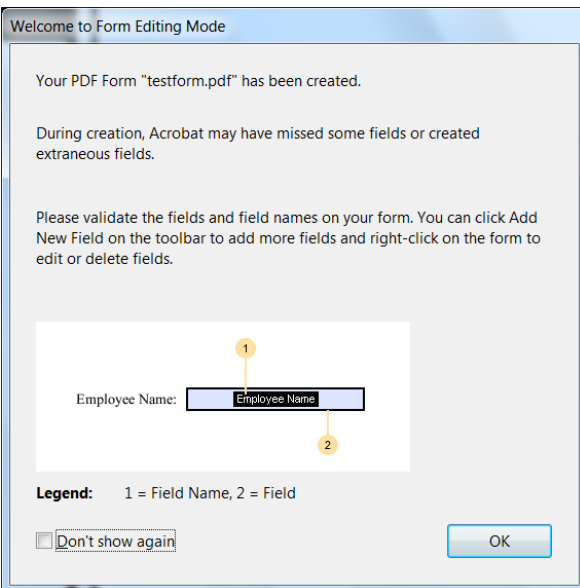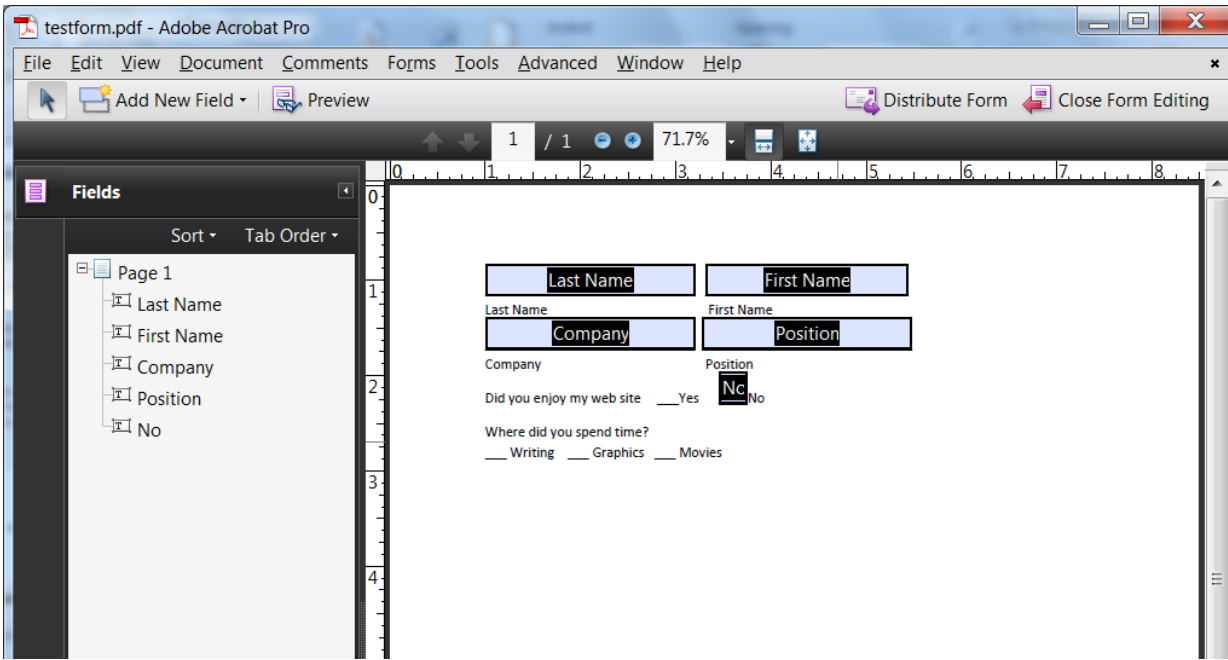Start the Form wizard

or

To get this

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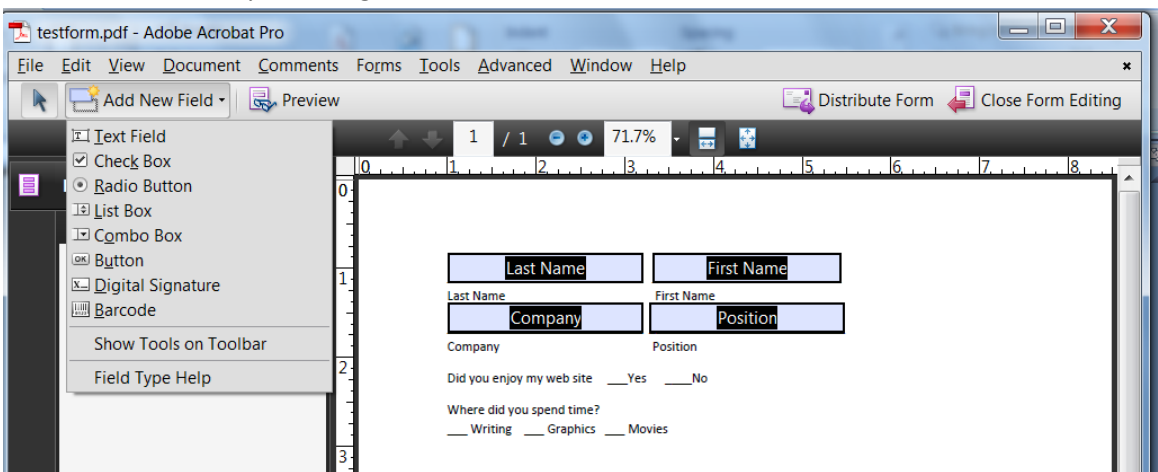
While this class involves Acrobat, we could spend many, many weeks on this topic alone, but hopefully this overview will suffice for the needs of Portfolio Development.

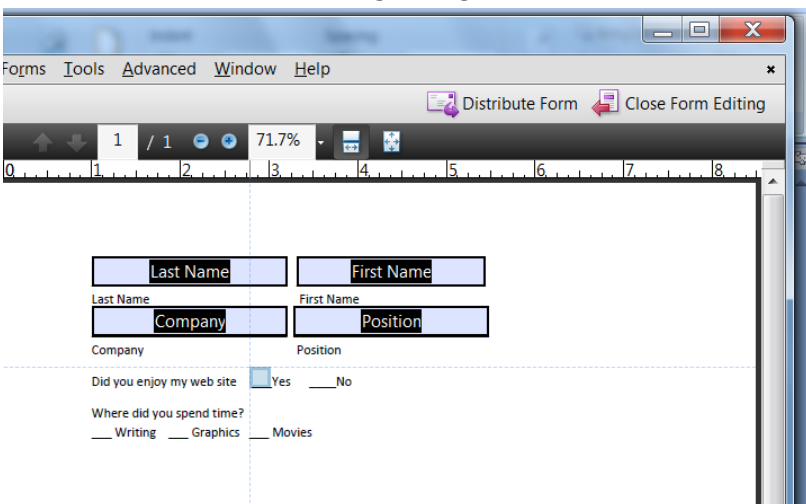The form looks like this

There should be Radio buttons for 'Did you enjoy my web site…' so select [No], then delete
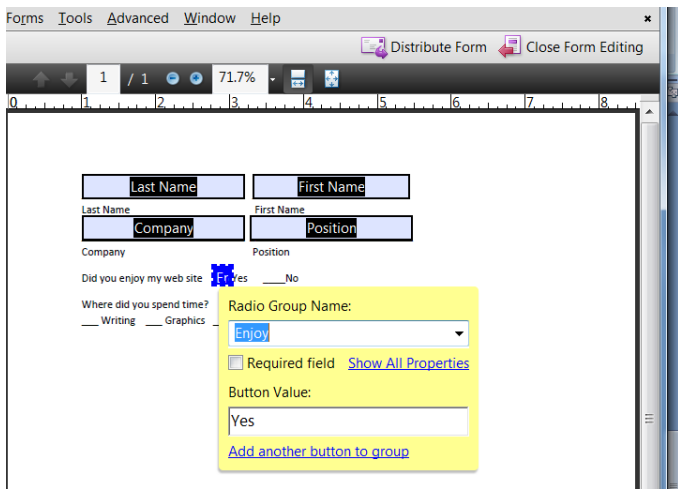
Add a radio button by choosing Add New Field, then select Radio button

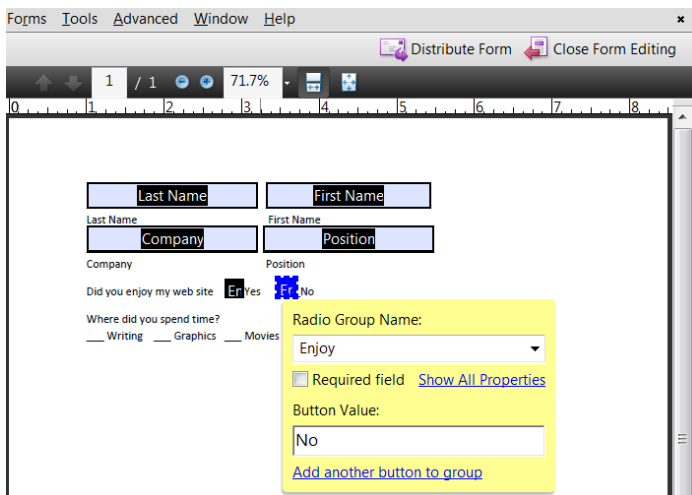Point at where the field should go using the crosshairs

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

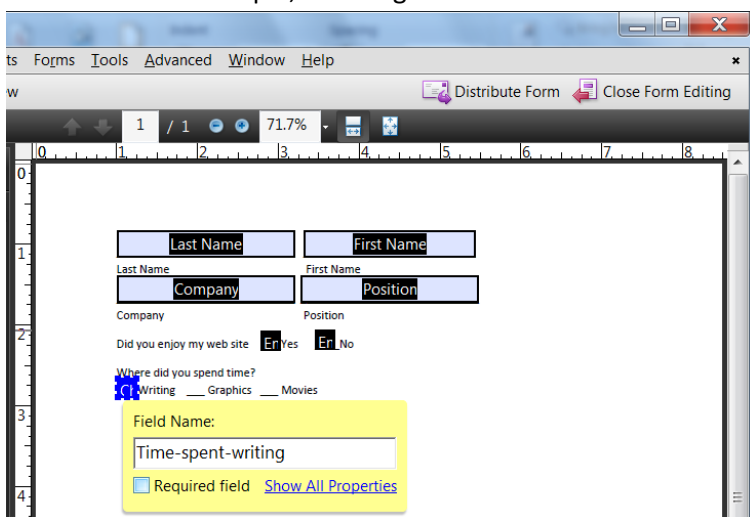
Use the crosshairs to point to the new location and click

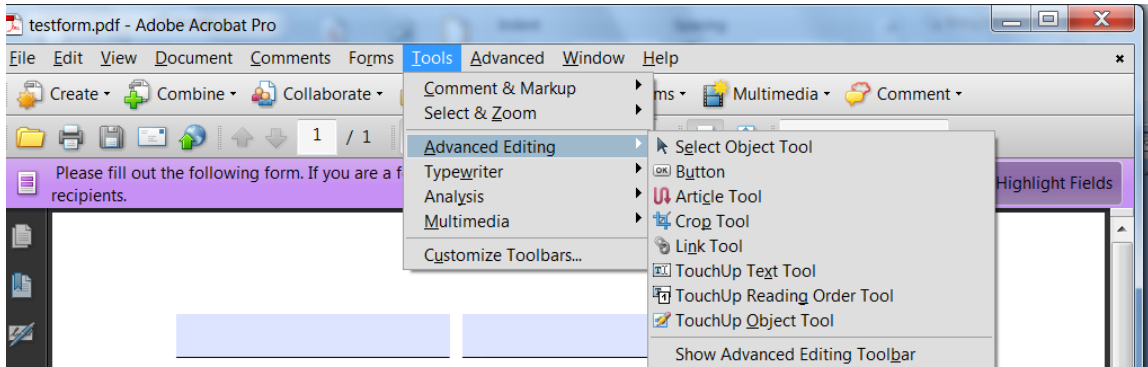Edit the new Button value (Radio buttons SHARE the same Group Name… all other fields should have unique names)

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.

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
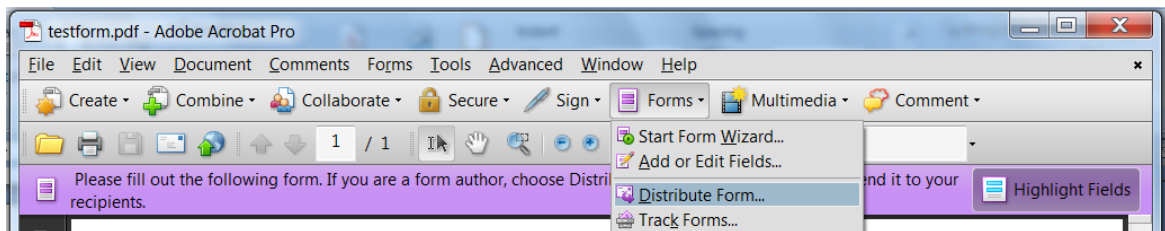

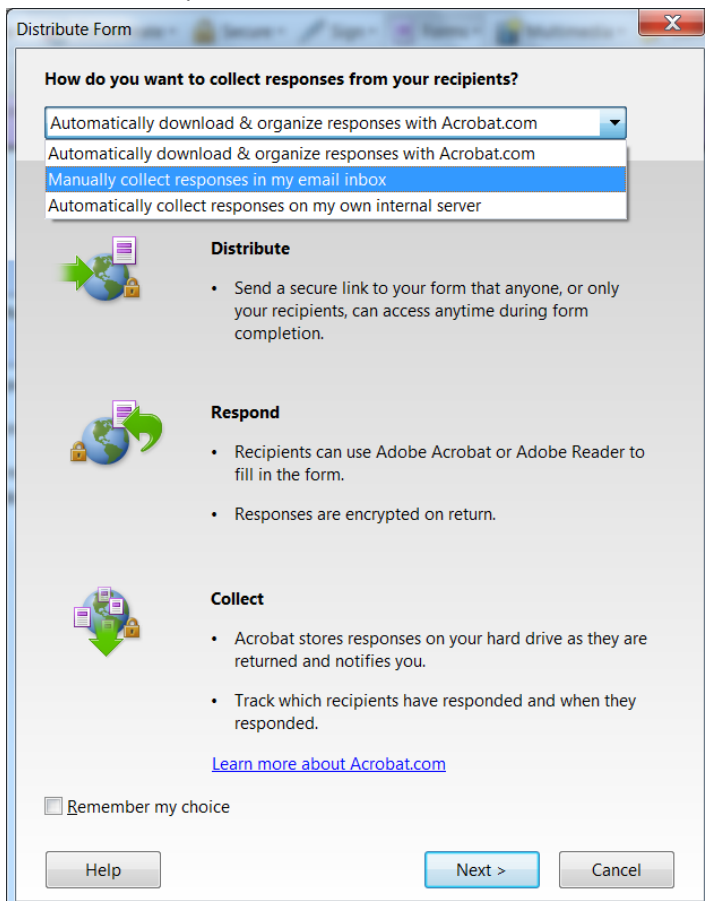Touch up text can let you fix typos, Crop can let you delete objects, etc.

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.

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...'

Distribute Form

How do you want to distribute your form?

○ Send it automatically using Adobe Acrobat

● Save a local copy and manually send it later

Specify where to save the file

`O:\2311\lab2\testform_distributed.pdf`   [Browse...]

💡 Send automatically requires a working email application on this computer. To send the form via a web-based email account, use the manual send option (you can then send the form at anytime).

Note: your license limits forms distribution and/or suggestion

Check the EULA for details

[< Previous] [Next >] [Cancel]

Fill in the following

Distribute Form

This information identifies you to all reviewers:

Email Address (required field):

[   ]

Name (required field):

[   ]
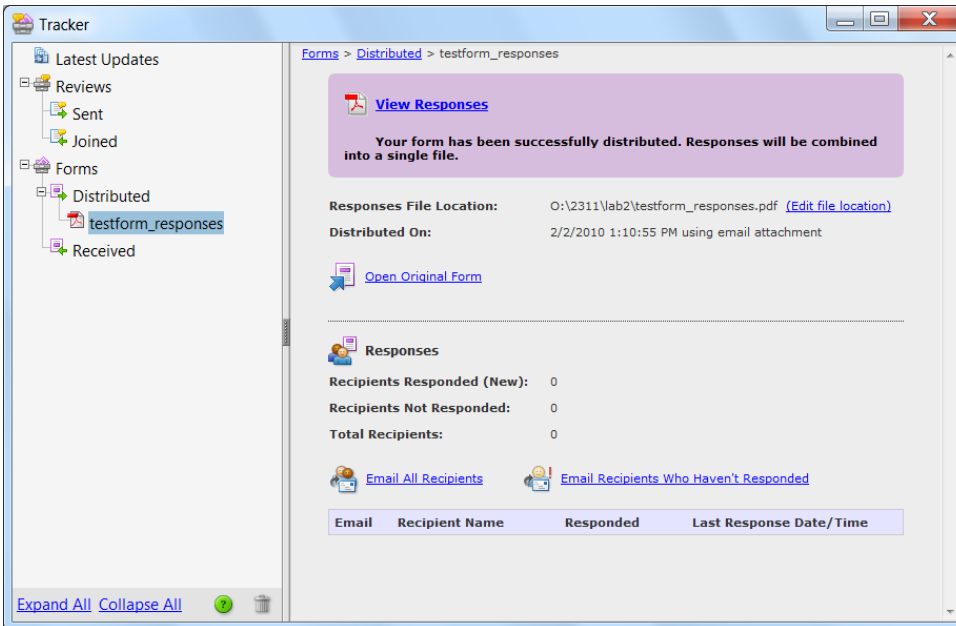
Title:

[   ]

Organization Name:

[   ]

💡 The above information is stored in Acrobat Identity Preferences.

[< Previous] [Next >] [Cancel]

.....

Distribute Form

Delivery Method: Manually collect responses in my email inbox (manually send)

☑ Collect name & email from recipients to provide optimal tracking

[Help]   [< Previous] [Finish] [Cancel]

Now you can track the feedback.

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.