



GOVERNOR'S TECHNOLOGY OFFICE

CREATE A FILLABLE PDF FORM

INTRODUCTION

Designing fillable forms that can be completed and submitted online enhances usability for all users. By ensuring the form is accessible, you make it easier for individuals with disabilities to use and complete, fostering inclusivity, equal participation, and an improved overall user experience.

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SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

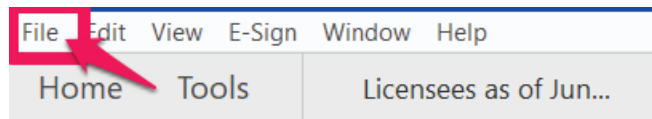
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

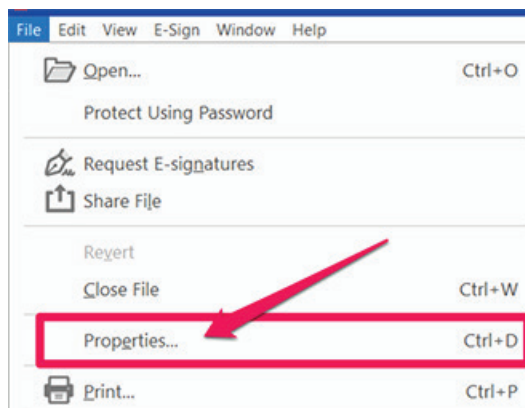
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.

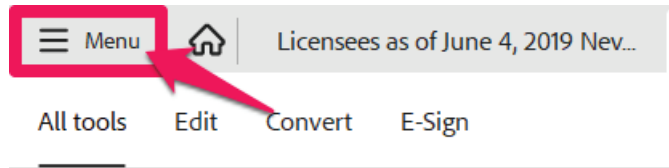


2. Select "Properties" to open the Document Properties window.

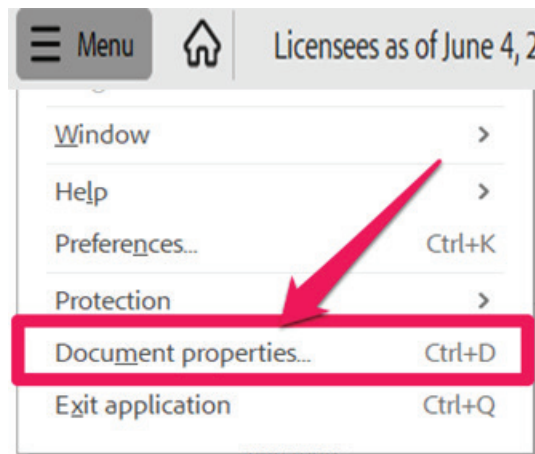


Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

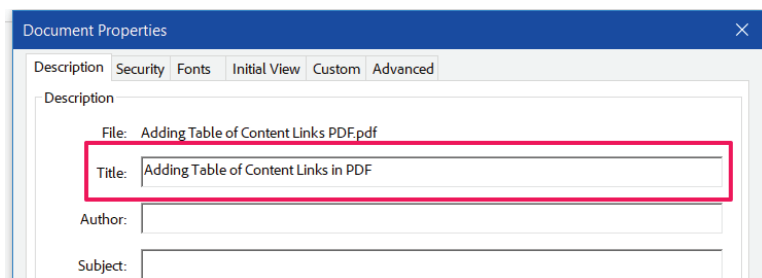


2. Select "Document Properties" to open the Document Properties window.



3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat



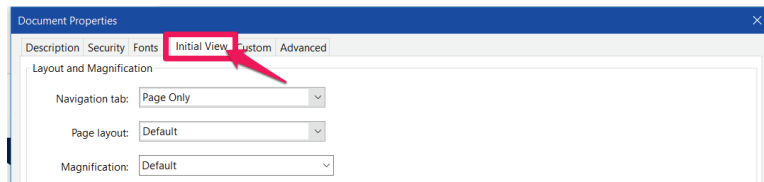
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

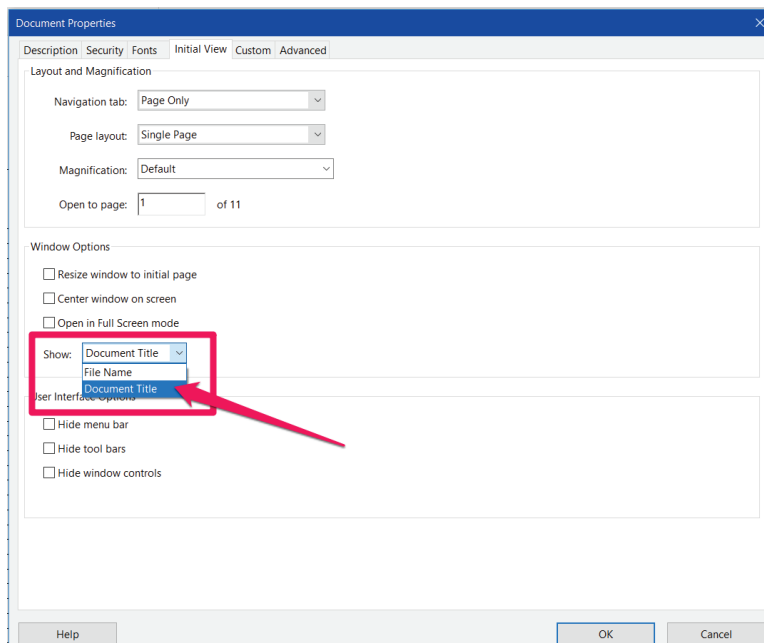
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the “Initial View” tab.



3. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”

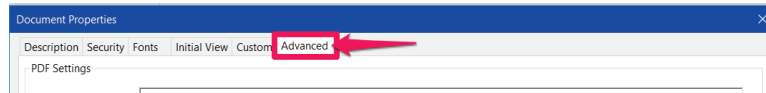


SETTING THE LANGUAGE IN PDF

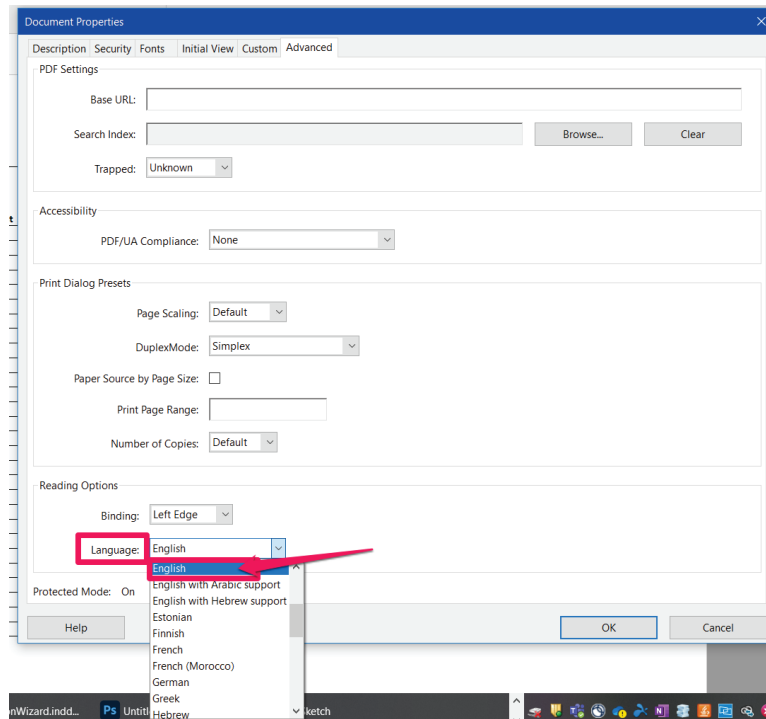
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the “Advanced” tab in the Document Properties window.



2. Choose the “Language dropdown” and change it to the correct language. In this case “English.”



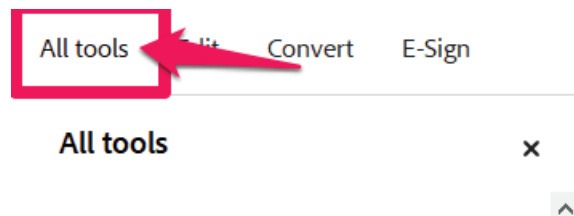
3. Click the “OK button to save any changes to the PDF title or language.

NEWER VERSIONS OF ADOBE ACROBAT

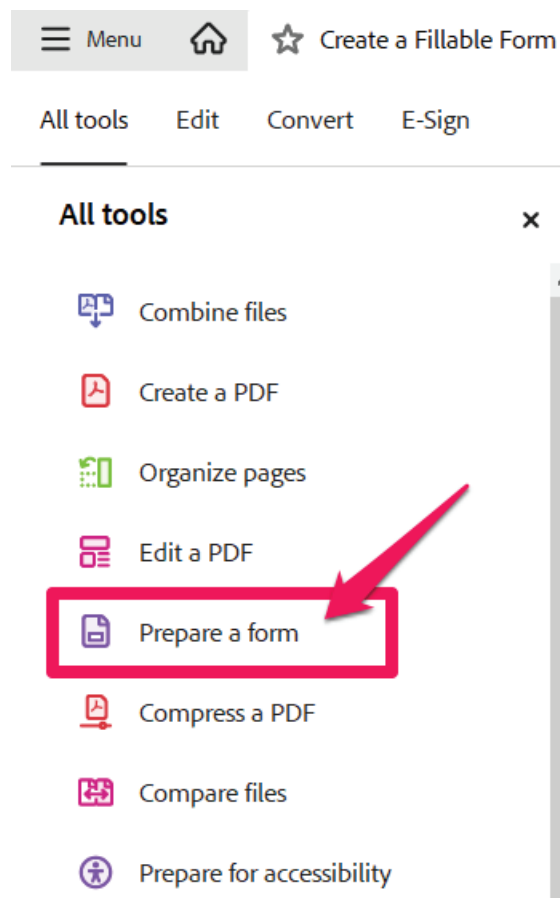
LOCATING THE PREPARE FORM TOOL

The next step is to create the fillable form document. To do this add form fields to the document, such as text fields, checkboxes, or drop-down menus. Adobe Acrobat Pro can automate most of the creation of fillable form fields by using the **Prepare Form tools**. By following these steps, the Prepare Form tool can be used to create a fillable form. Remember to save regularly.

1. Click the "All Tools" tab if it is not displayed by default.



2. Scroll down and click on the Prepare a form tool.



CONVERTING THE DOCUMENT TO A FILLABLE FORM

Acrobat will automatically analyze the document to detect for any form files. If it recognizes any form fields, it will highlight them. Reviewing and editing these fields will be needed.

Once the Prepare Form tool has been clicked it will indicate "Choose an option to create a form" dialog box will appear.

1. Your document will already appear to be selected so click on the **Create Form button** to begin the process. Adobe will automatically add the fillable form fields into the document.

Choose an option to create a form

Select a file

Scan a document

Start from blank page

Create a Web Form

ceu-application-form...
Change file

This document requires signatures

Auto-detect form field is ON [Change](#)

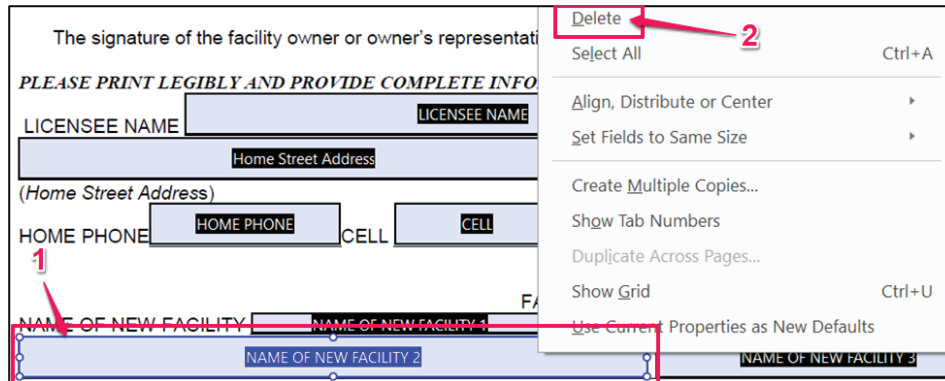
Create form

Allow a few moments for the tool to detect and add form fields to the document. Once it is done the document is now a fillable form with form fields to input information in.

EXTRA FORM FIELDS

Sometime extra form fields are created because the program may have detected something similar to a field in the document when it was not. It does occasionally happen, the best way to deal with these extra unnecessary form fields is to remove them.

1. Still on the Prepare Form tool right-click on the extra form field.
2. Select the Delete option.



The extra form field is now deleted.

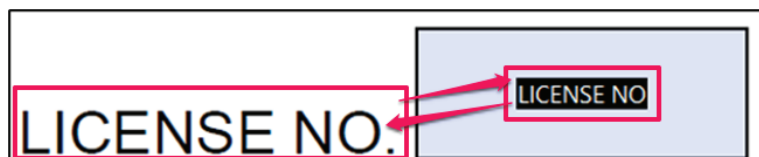
EDITING AND ADJUSTING FORM FIELDS

After the Prepare Form tool has added the form fields, their properties can be adjusted. In the form field's properties, you can edit/set the field's name, appearance, validation, formatting, and other options. These require a manual process to be accomplished. There are no tools or shortcuts to edit the form fields.

NAMING FORM FIELDS

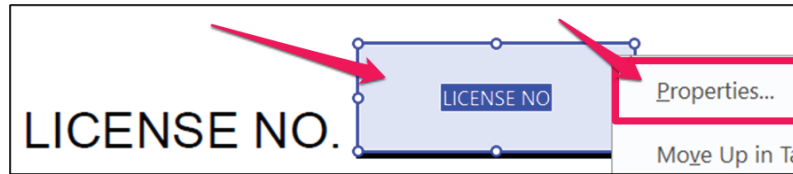
Providing a unique and descriptive name for each form field ensures that screen readers and other assistive technologies can properly identify and interpret the fields. This allows individual with visual impairments or disabilities to navigate and interact with the form effectively.

Once the fields have been created, go through the document to see if the fields have been named correctly. Such as License No should be License Number.

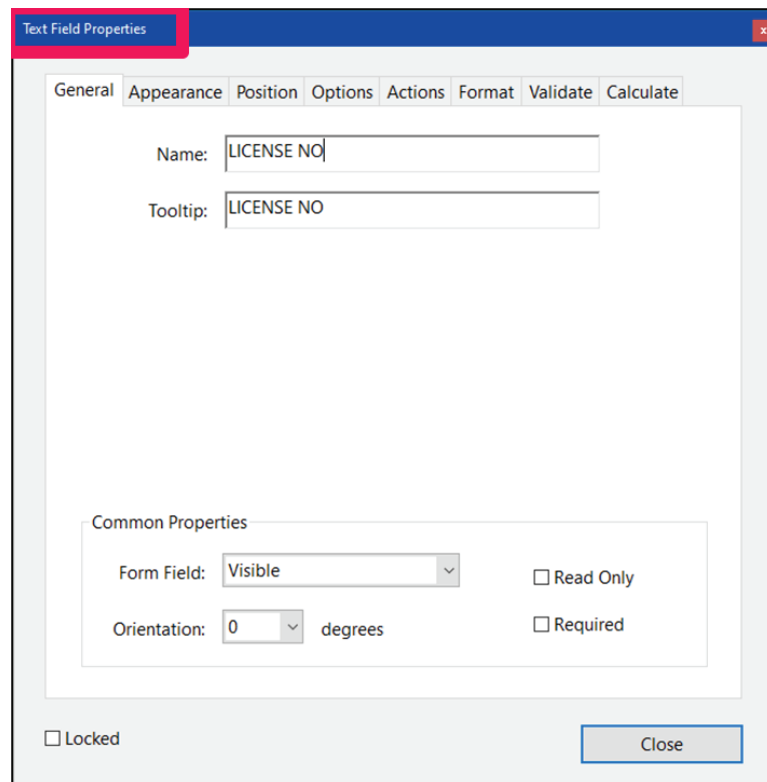


If the name of the form field is incorrect or appears odd change the name of the form field.

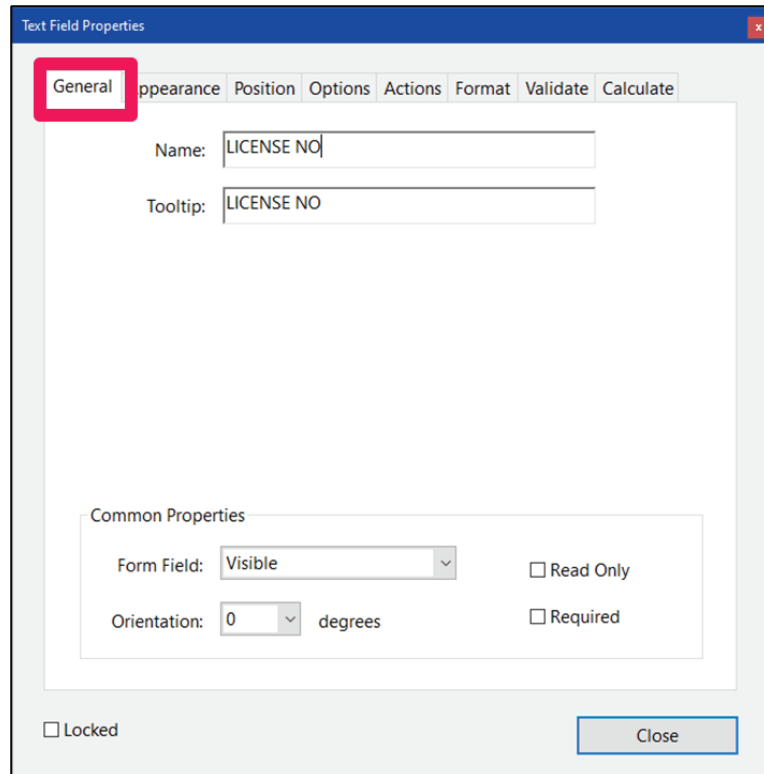
1. Still in the Prepare Form tool right-click on the form field that's name needs to be changed.
2. Select the Properties option.



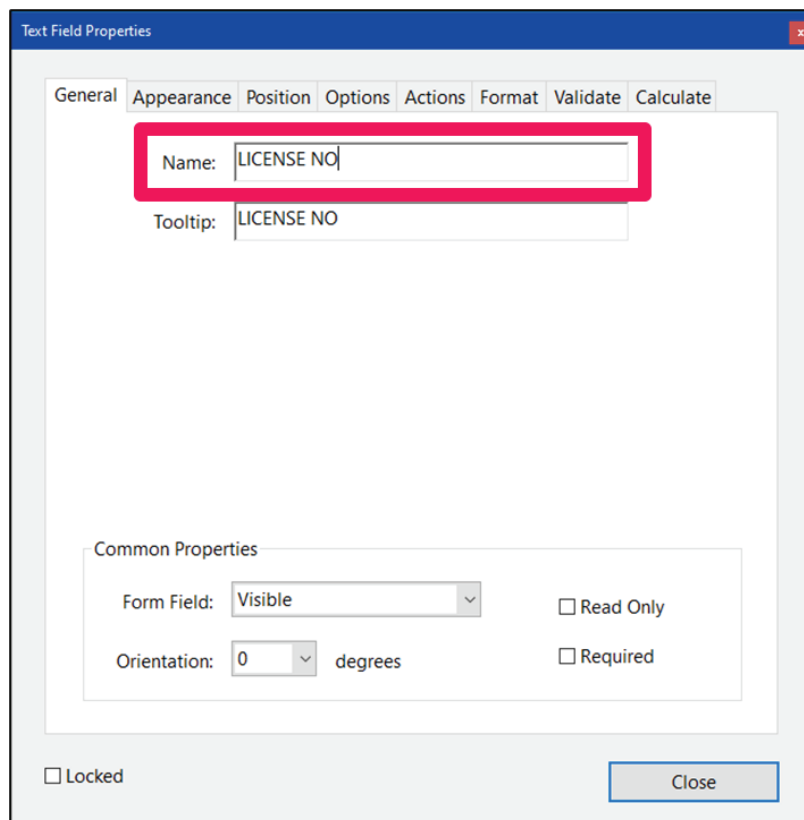
3. The Text Field Properties box will appear. This is where to edit the form field.



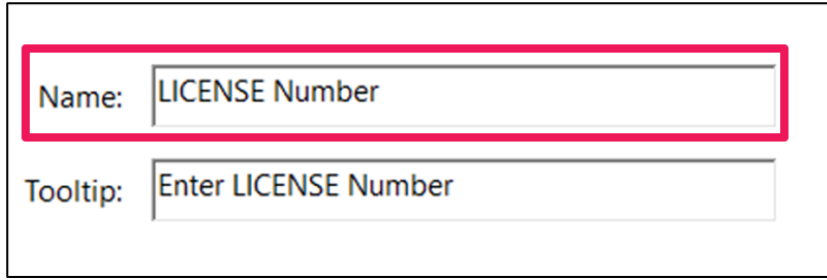
4. Make sure you are in the "General" tab.



5. Find where it says "Name." There is an input type box with the form fields name that needs to be changed. In this example Name is License No.



- Click inside the Name input type box and type in License Number instead.



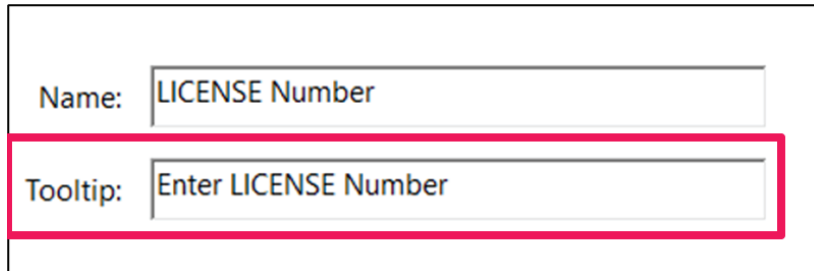
A screenshot of a form field configuration window. It contains two input boxes. The top one is labeled "Name:" and contains the text "LICENSE Number". The bottom one is labeled "Tooltip:" and contains the text "Enter LICENSE Number". A red rectangular box highlights both input boxes.

- Then click on the Tab button on the keyboard, this ensures that the name change will be saved.

TOOLTIP IN FORM FIELDS

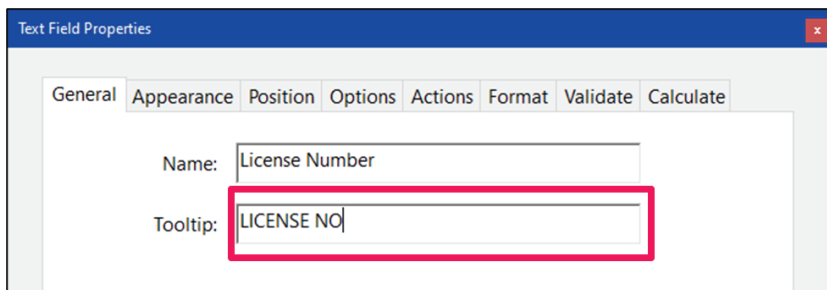
Tooltip is a feature that allows additional information or instructions for the form fields. It can provide additional context or clarification about the purpose or expected input for a specific form field. It'll help users understand what information is required or how they should interact with the field, reducing confusion and potential errors.

- Still in both the Text Field Properties box and General tab find the input type box called "Tooltip."
- Click inside the Tooltip input box.



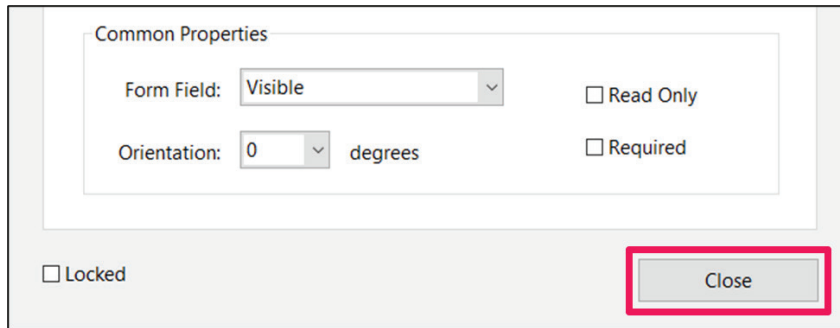
A screenshot of a form field configuration window, similar to the one above. The "Name:" field contains "LICENSE Number" and the "Tooltip:" field contains "Enter LICENSE Number". A red rectangular box highlights the "Tooltip:" input box.

- Type the description or the instructions of the form field. In this example the form field's tooltip should be Enter License Number. Press the Tab button on the keyboard, to ensure that the changes are saved.



A screenshot of a software dialog box titled "Text Field Properties". It has several tabs: "General", "Appearance", "Position", "Options", "Actions", "Format", "Validate", and "Calculate". The "General" tab is selected. Inside the dialog, there are two input fields. The first is labeled "Name:" and contains the text "License Number". The second is labeled "Tooltip:" and contains the text "LICENSE NO". A red rectangular box highlights the "Tooltip:" input field.

- Click on the Close button of the Text Field Properties.



Now clear instructions can be read from the form fields' tooltip.

INSERT A DATE PICKER IN FORM FIELDS

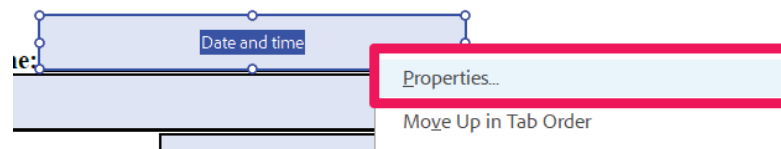
Using a date picker in a form field will provide a user-friendly way for people to input dates accurately. It eliminates the need for users to manually type the date, reducing the chances of errors and ensuring consistency in the form. To add a date picker in a form field, follow these steps:

Still be in the Prepare Form tool, so that changes can be made to any of the form fields.

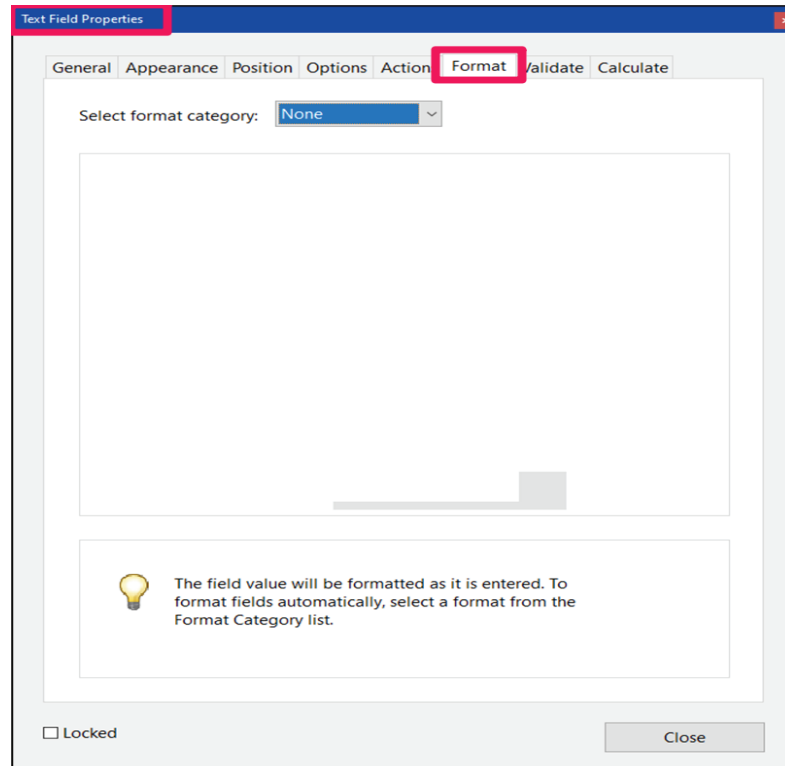
- Select a form field that requires a date. Right click on the form field.



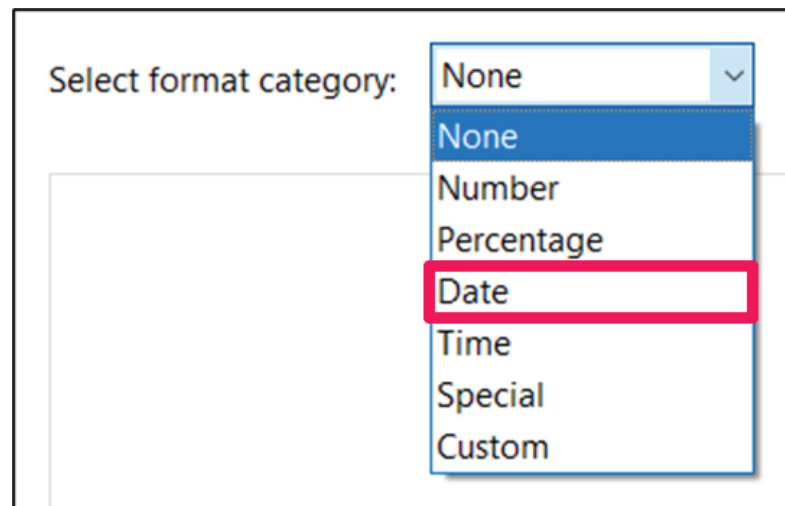
- Select Properties.



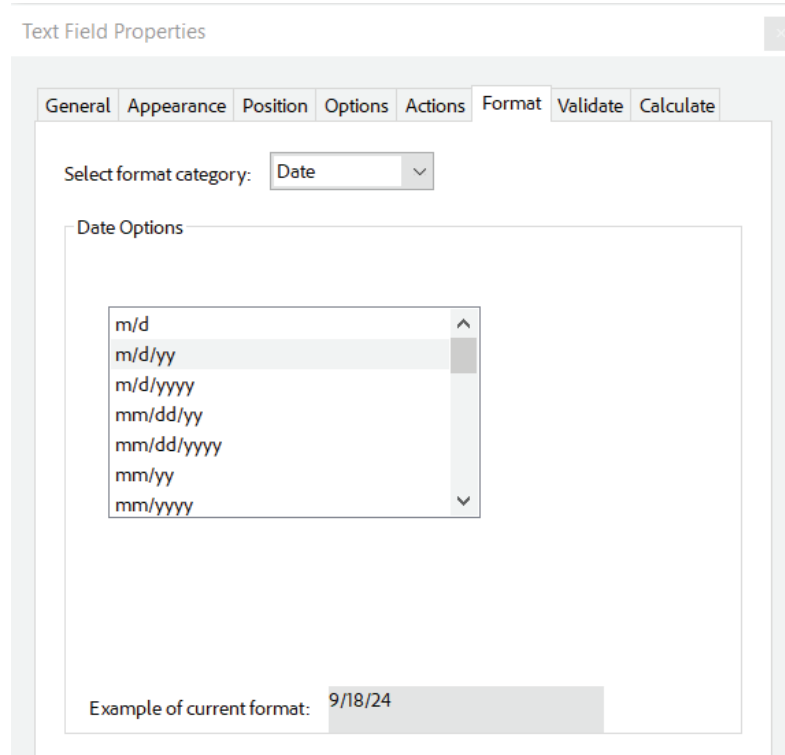
3. The Text Field Properties box will appear. Click on the Format tab.



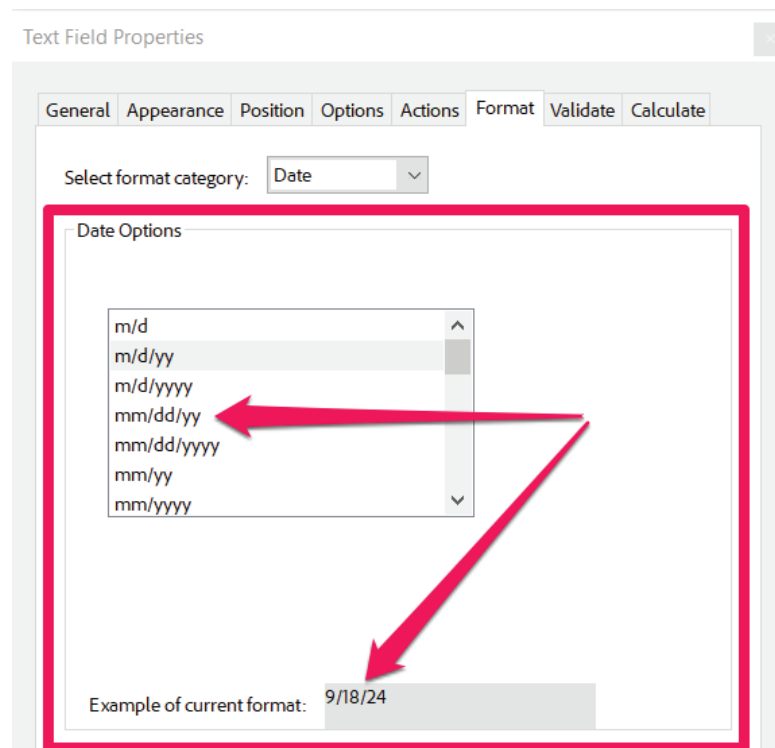
4. Click the "Select format category" drop-down menu. Change "None" to the "Date" option.



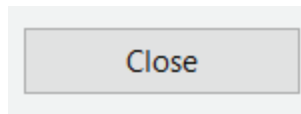
5. After selecting, the Date Options section will appear on the Format tab. It'll show how the date will be displayed in the form field once the information is entered by users.



6. Select a date option such as mm/dd/yyyy. The Example of current format section shows how the date will be displayed in the form field once the information is entered by users.



7. Click on Close button at the bottom right of the Text Field Properties box.



Now when interacting with the form field, users will be able to select a date using the date picker. Remember that this date picker will help those who may have difficulty to select a date manually typing dates it allows to select a date visually instead. Enhancing usability for those with motor disabilities or visual impairments.

CREATING A BUTTON FOR A FILLABLE DOCUMENT

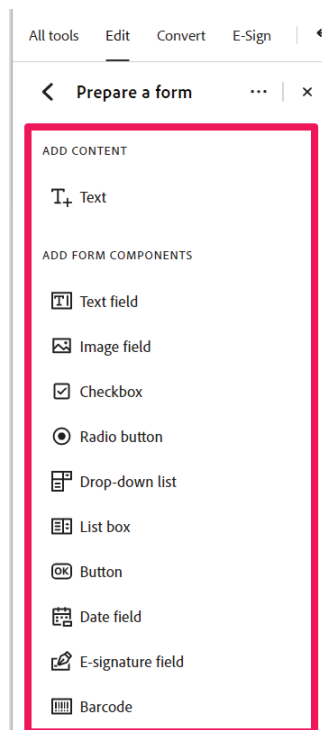
Buttons are important for user interaction of a fillable form document. Creating submit and reset form buttons are important to facilitate user interaction, prevent errors, meet user expectations, guide form to completion and ensure accessibility.

CREATE A SUBMIT FORM BUTTON

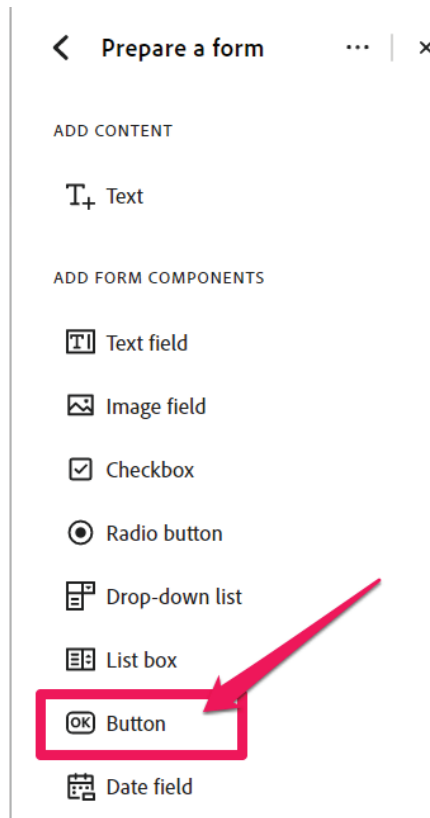
Providing a submit button allows users to indicate easily and clearly the submitting of the form. The presence of a submit button signals to users they completion of the form and is ready to submit. It will provide a straightforward way for users to finalize the form and send the data for processing.

While still in the Prepare Form tool follow the instructions below:

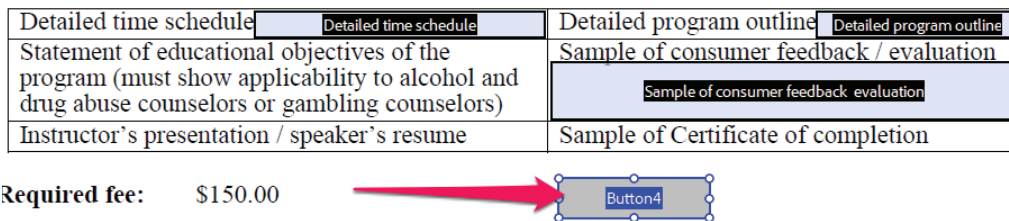
1. Locate the additional tools under the Prepare Form Tool on the left side of the screen.



2. the "Button" option in the Prepare Form tool panel to create a button.

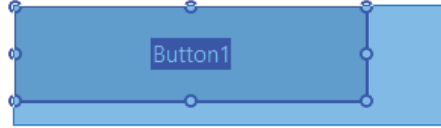


3. Move the cursor to the spot where you want to add the button. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.

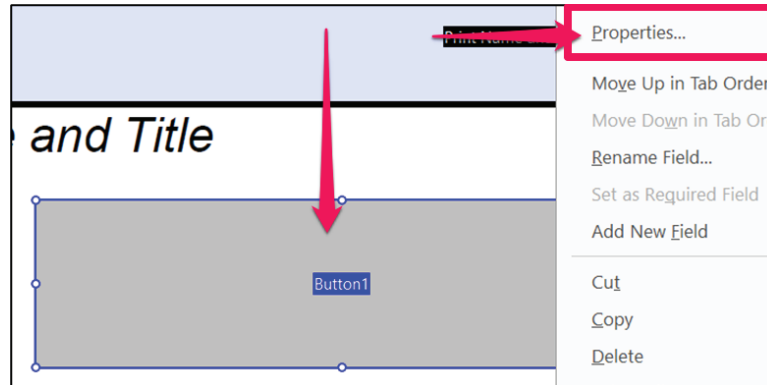


- Click and drag to draw a rectangular button area on the form. The button will be given the default name Button1 (depending on how many buttons you've added to the form).

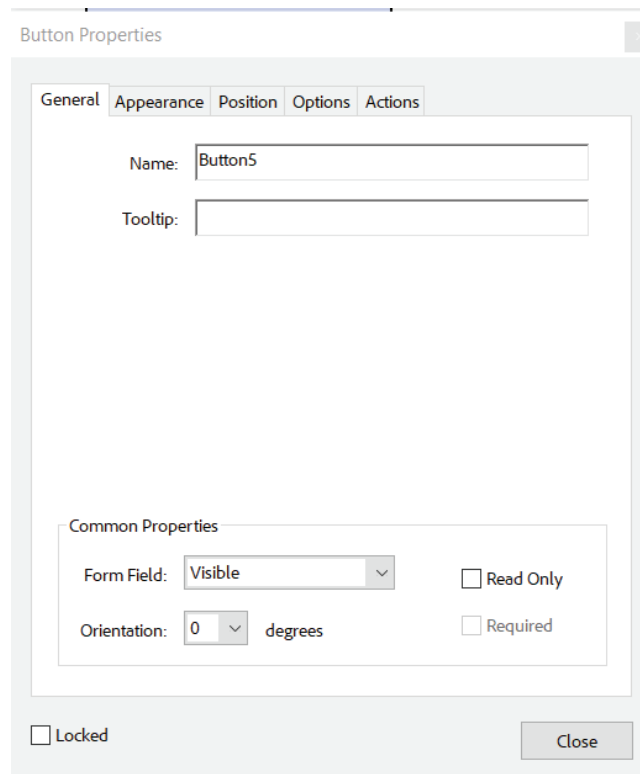
Print Name and Title



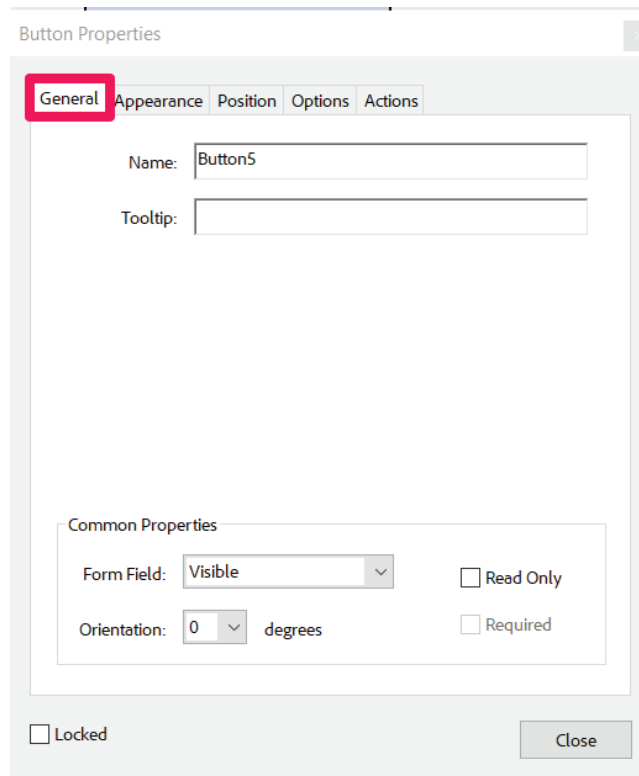
- Right click on the button and select Properties from the drop-down menu.



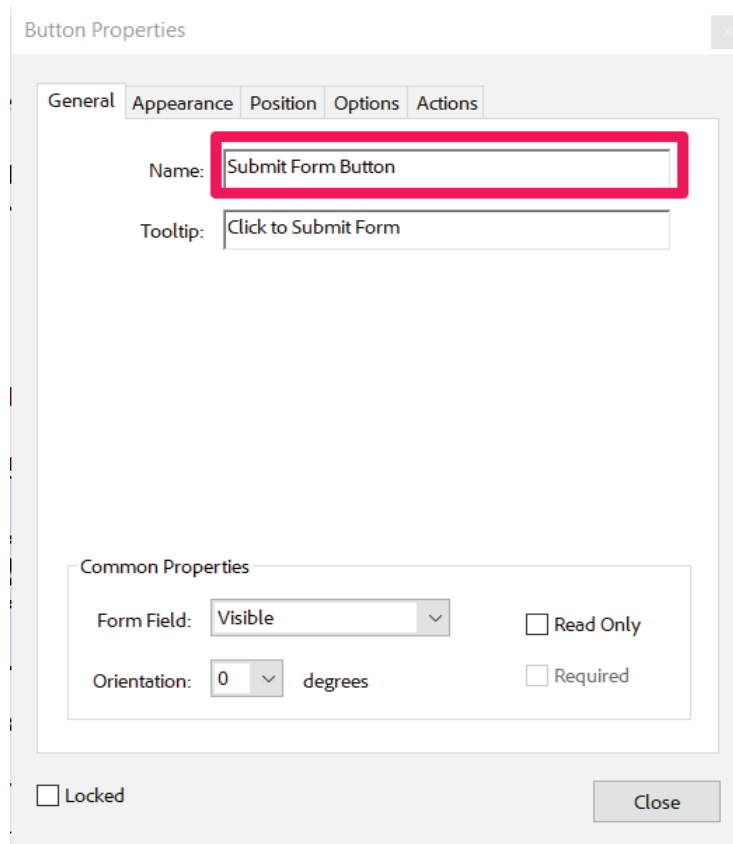
- The Button Properties box will appear. Note: the button number will depend on how many buttons have been made in the document.



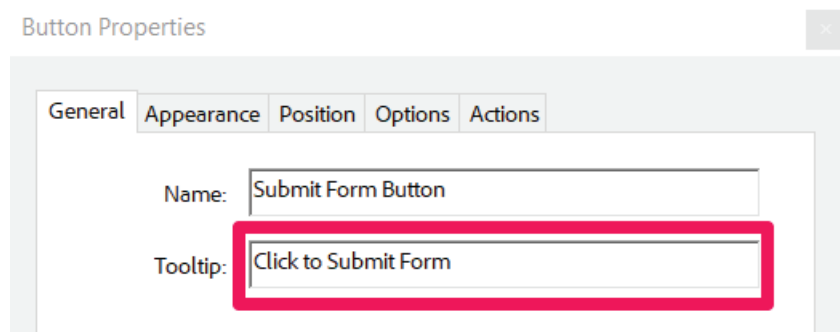
7. Click on the General tab, if it is not selected by default.



8. In the Name type input box rename ButtonX to "Submit Form Button".



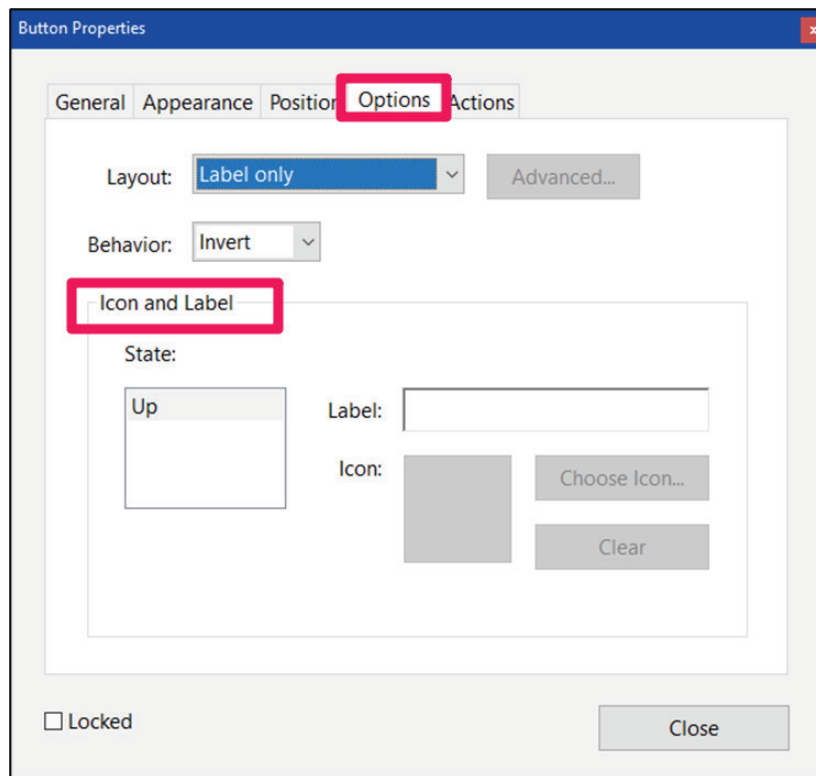
9. In the Tooltip input type box enter the instructions "Submit Form Button".



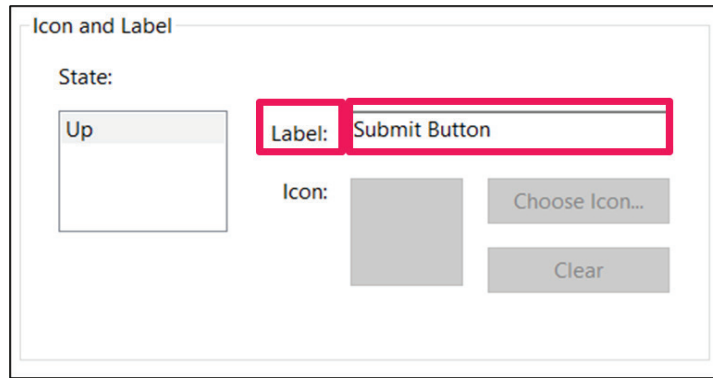
LABELING THE SUBMIT BUTTON

Now creating a label for the Submit Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is. Making the document inaccessible to visual users. To make sure that all users know what kind of button it is follow these steps:

1. Go to "Option" tab.
2. Find the "Icon and Label" section of the Options tab.



- Find the Label input type box. Type the Label of the Submit Form Button as Submit Form.

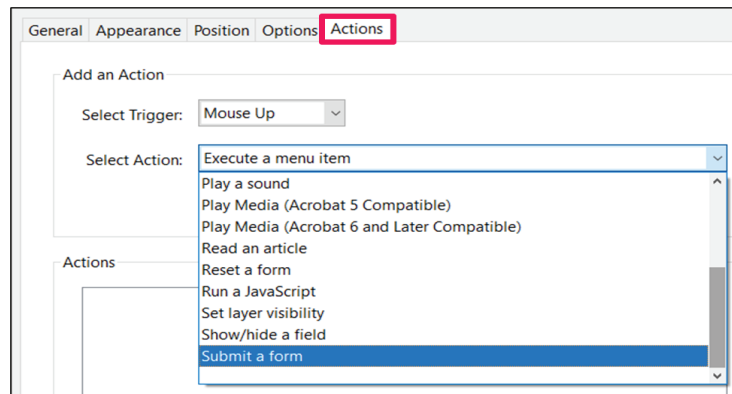


Now the button will have the label Submit Form on it for the visual users.

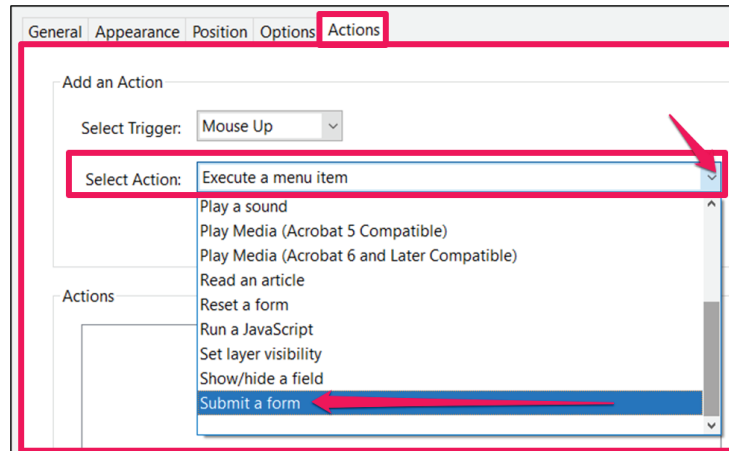
CREATE A SUBMIT ACTION FOR BUTTON

The button has been created, given a label and name now it is time have it be able to submit the form. To do this the button needs to be given an action, so that the form knows that when this button is selected this action will be performed in this case the submit a form action. Follow these steps to ensure that submitting of the form will be accomplished:

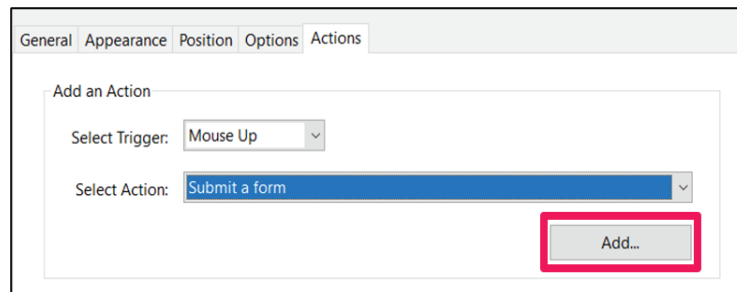
- Go to the "Actions" tab in Button Properties.



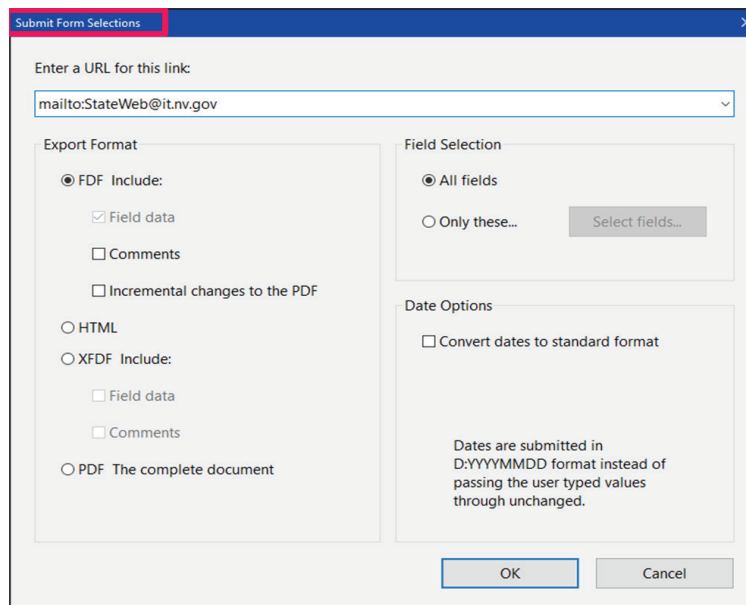
5. Locate the "Select Action" section of the "Add an Action" panel of the Actions tab and select the "Submit a form" option.



6. Click on the "Add" button.



7. The Submit Form Selections box will appear.



8. Enter the URL or email address where the form data should be sent upon submission in "Enter a URL for this link:" input type box.

Submit Form Selections

Enter a URL for this link:

mailto:StateWeb@it.nv.gov

Export Format

FDF Include:

- Field data
- Comments
- Incremental changes to the PDF

HTML

XFDF Include:

- Field data
- Comments

PDF The complete document

Field Selection

All fields

Only these... Select fields...

Date Options

Convert dates to standard format

Dates are submitted in D:YYYYMMDD format instead of passing the user typed values through unchanged.

OK Cancel

9. Click on the Ok button. It'll go back to the Button Properties box in the Action tab.
10. Find the Actions section of the Action tab. It'll show what action will be taken in this case the Submit a form action will be applied when the mouse is click up.

Actions

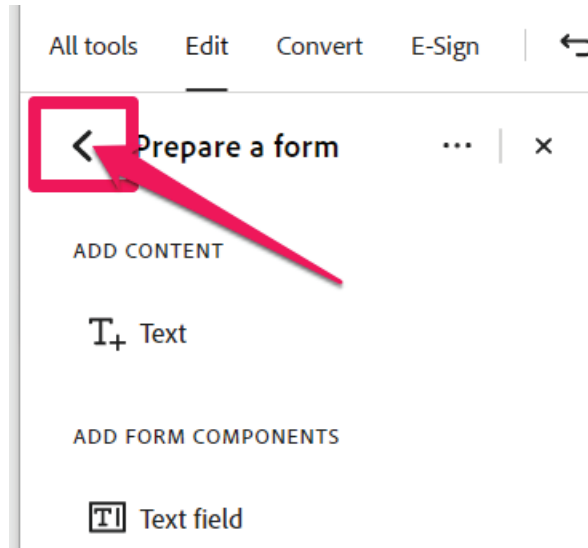
Mouse Up

- Submit a form

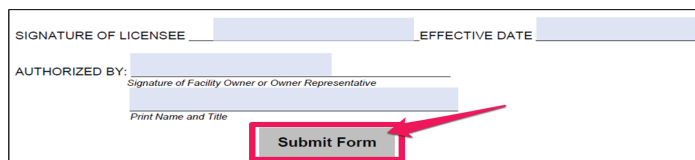
Up Down Edit Delete

Locked Close

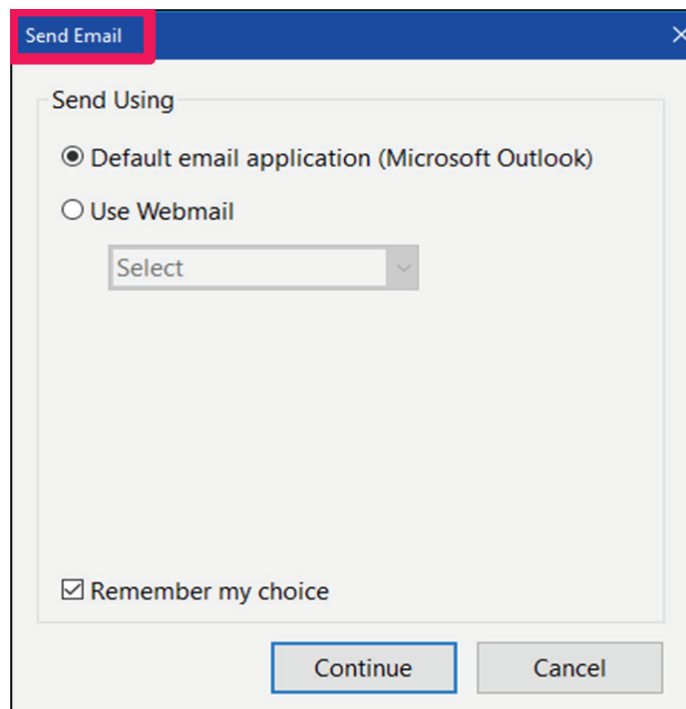
11. Click on Close button.
12. Close out of the Prepare Form tool by clicking the back button next to Prepare a form.



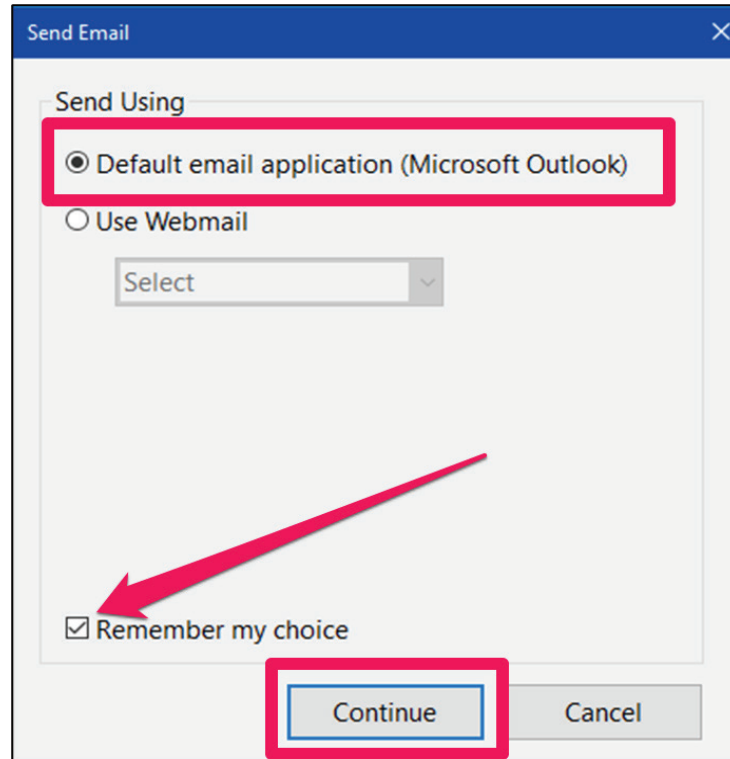
13. View the final version of the Submit Form button by clicking on the Submit Form button that was created.



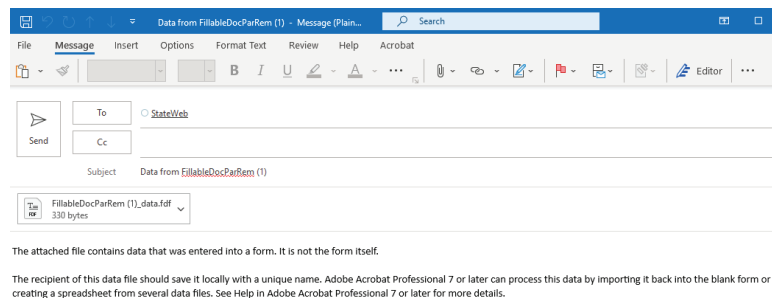
14. A send Email Box will appear.



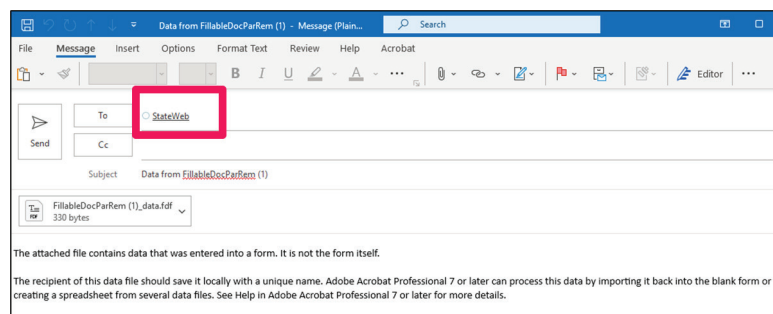
15. Leave Send Using on "Default email application", check the check box for "Remember my choice and click Continue."



16. Now an email in the default email application will appear.

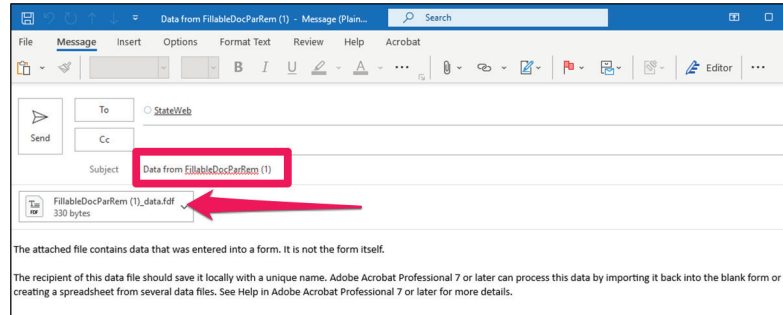


17. Make sure that the email address that appears in the To field is valid. Else it will not work and will not be sent correctly.

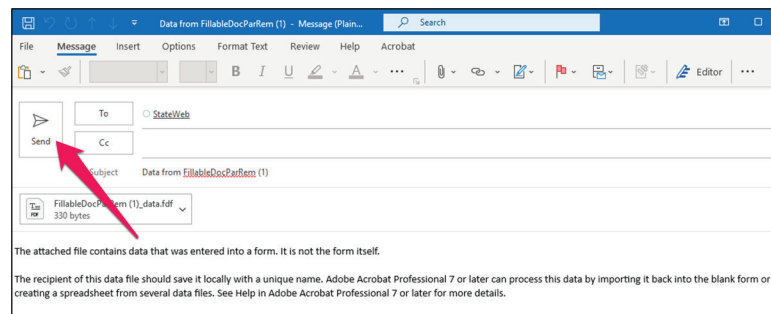


The email will be sent to the address that was typed into the "Enter a URL for this link" (Step 5 of this procedure) input type box in Adobe Acrobat.

18. Subject line will be the File name of the document, and the form will be attached to the email.



19. Then click the Send button



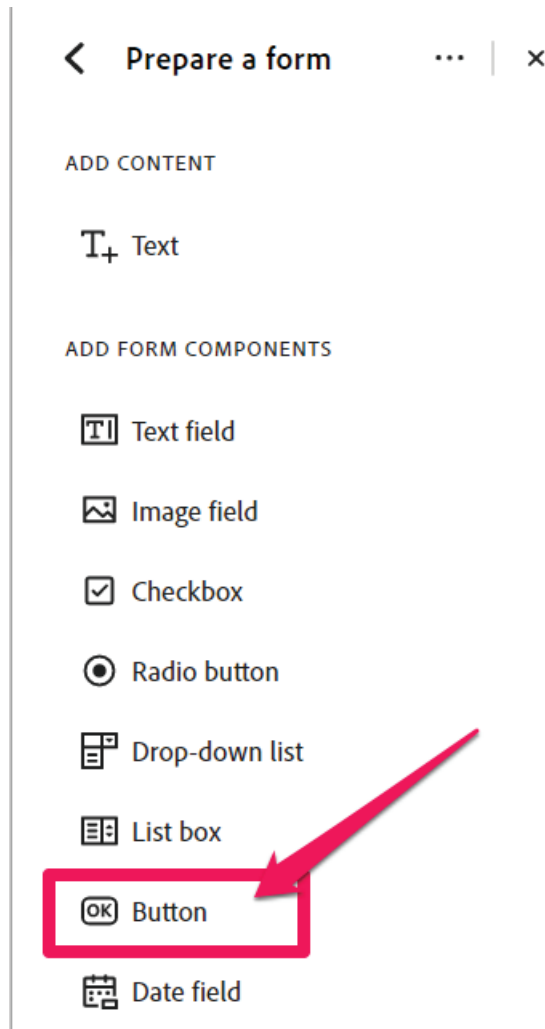
This form will appear in the email address that it was instructed to. Double check to see if it worked.

Now a Submit Form button has been added to the form document. Allowing the users to submit the entered information of the form data to be sent to the specified destination.

CREATE A RESET FORM BUTTON

Providing a reset button error prevention before submitting document. Reset button gives users the ability to clear the form and start over if corrections are needed. It helps prevent errors by allowing users to easily undo field entries. While still in the Prepare Form tool follow these instructions:

1. Locate the Prepare Form tools and click the "Button" option to create a button.



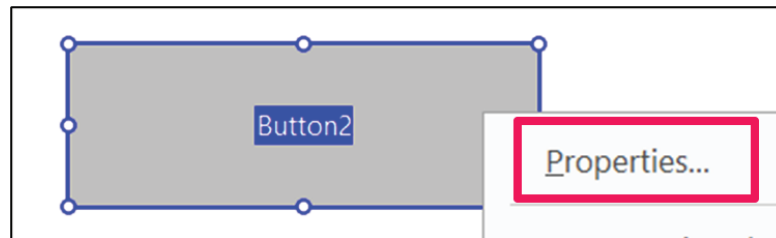
2. Click and drag to draw a rectangular button area on the form. The button will be given the default name Buttonx (depending on how many buttons you've added).



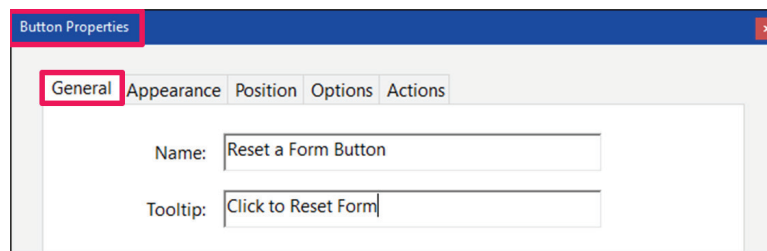
3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.



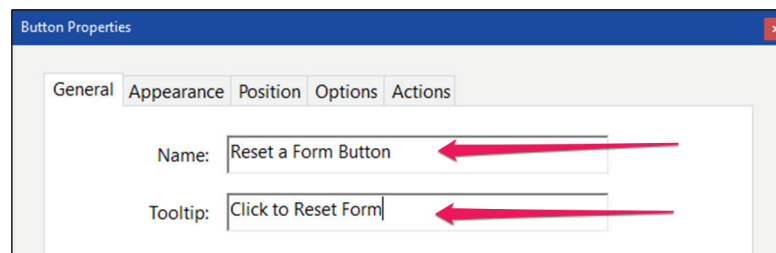
4. Right click on the button and select Properties.



5. The Button Properties box will appear. Make sure you are in the General tab.



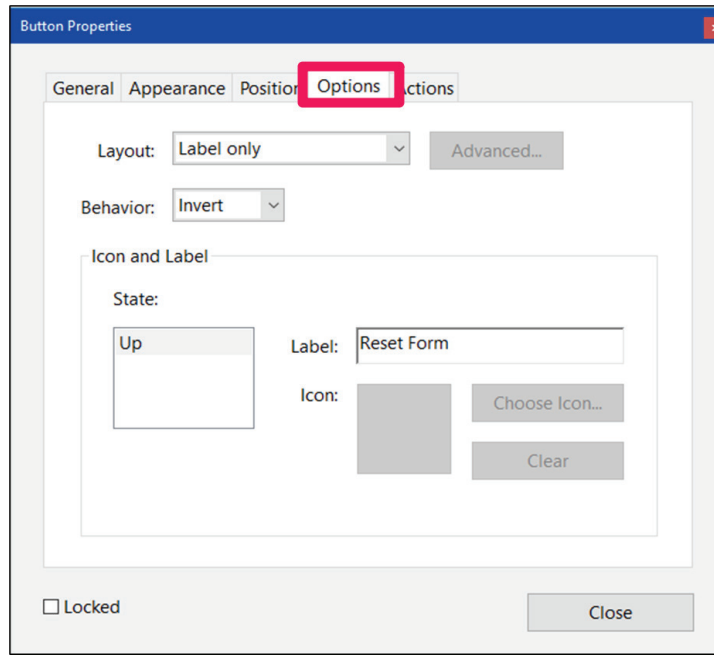
6. In the Name type input box rename Button2 to Reset a Form Button and in the Tooltip field type "Click to Reset form".



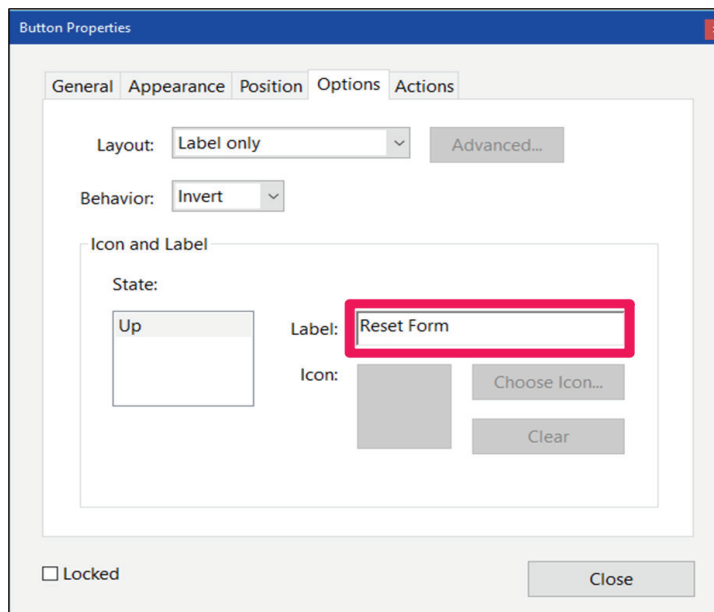
LABELING THE RESET FORM BUTTON

Now creating a label for the Reset Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is, making the document inaccessible to visual users. To make sure that all users know what kind of button it is follow these steps:

1. Click on the "Option" tab.



2. Enter "Reset Form" in the Label input type box in the "Icon and Label" section of the Options tab.

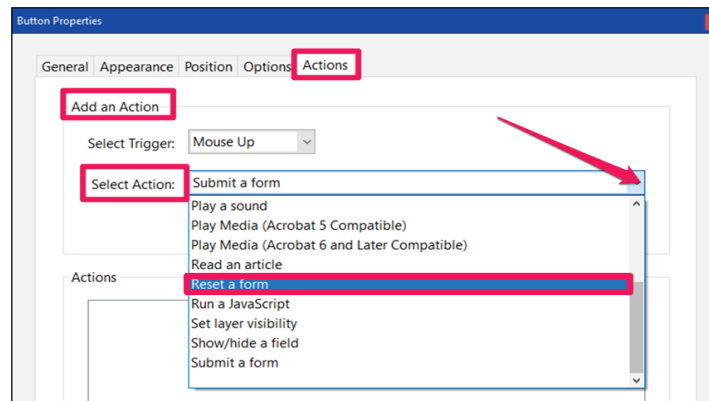


Now the button will have the label Reset Form button on it for the visual users.

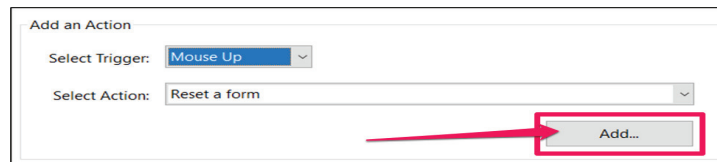
CREATE A RESET ACTION FOR BUTTON

The button has been created, given a label and name, and now it is time have it be able to reset the form. To do this the button needs to be given an action, so that the form knows that when this button is selected this action will be performed in this case the reset a form action. Follow these steps to ensure that resetting of the form will be accomplished: Go to the "Actions" tab in Button Properties.

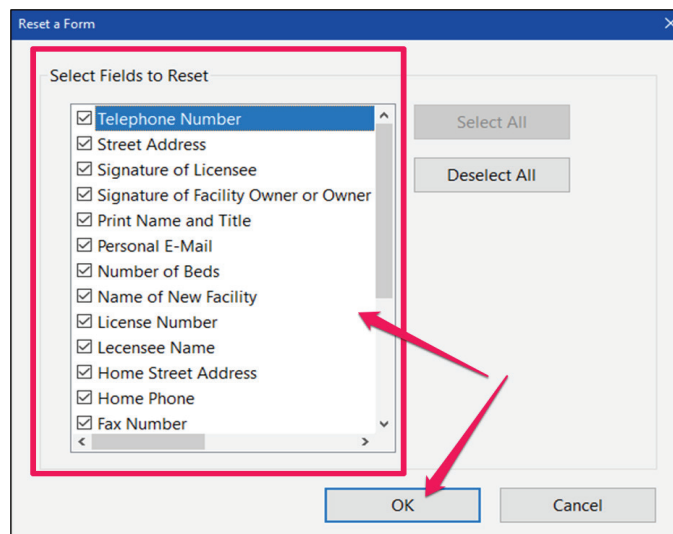
1. Click the Actions tab and under the Add an Action section, click on the Select Action drop-down menu and choose "Reset a form" from the options list.



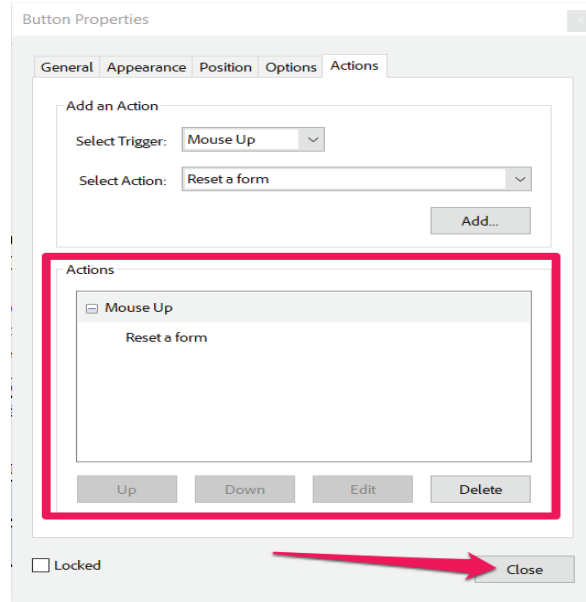
2. Click on the "Add" button.



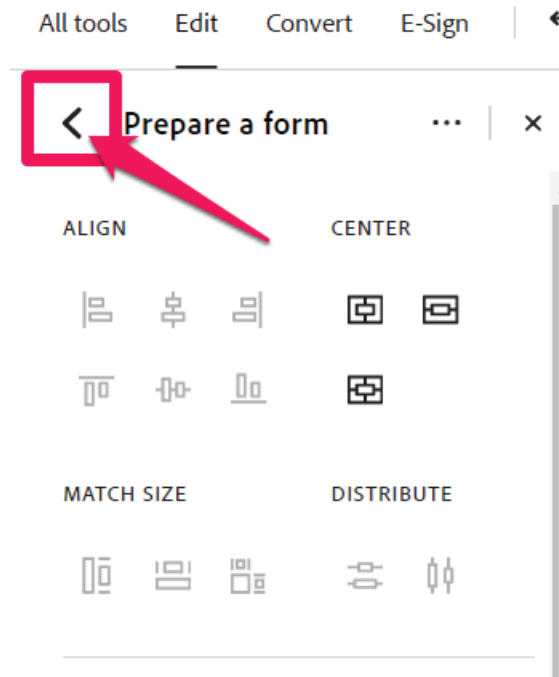
3. The Reset a Form dialog box will appear. In the "Select Fields to Reset" section there is a checkbox with different form fields that are on the document. Note: Leave all the form fields check marked. Doing so will ensure that when the form is reset all those fields will have the previous data entered erased, then click OK.



4. It'll return to the Actions tab in the Button Properties. Find the Actions section. When Mouse is Up the action Reset a Form will be activated. Then click the Close Button.



5. Now back to the form document. Close out of the Prepare Form tool by clicking the back button to the left of Prepare a form.



6. View the final version of the Reset Form button.



*Add some information to any of the form fields. Click on the Reset Form button to see if it erases the data. If it does the action works. *

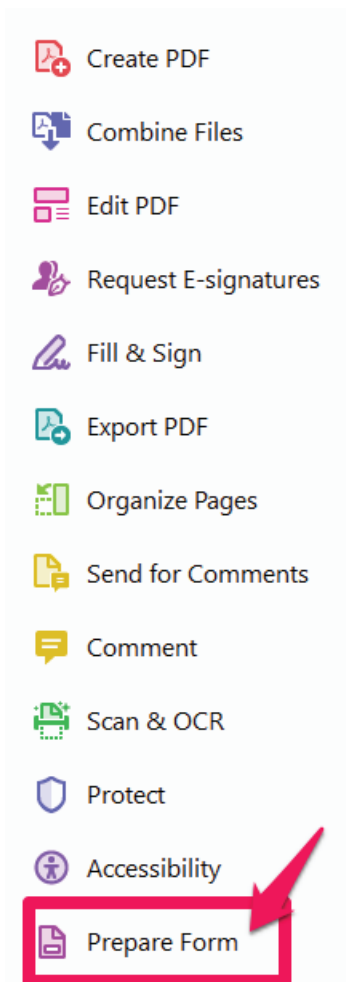
Now a Reset Form button has been added to the form document. Allowing the users to reset the entered information of the form data to be sent to the specified destination.

OLDER VERSIONS OF ADOBE ACROBAT

LOCATING THE PREPARE FORM TOOL

Next step is to create the fillable form document. To do this add form fields to the document, such as text fields, checkboxes, or drop-down menus. Adobe Acrobat Pro can automate most of the creation of fillable form fields by using the Prepare Form tools. By following these steps, will have the **Prepare Form tool** be able to create a fillable form. Remember to save regularly.

1. Click the Prepare Form Tool on the right of the document.



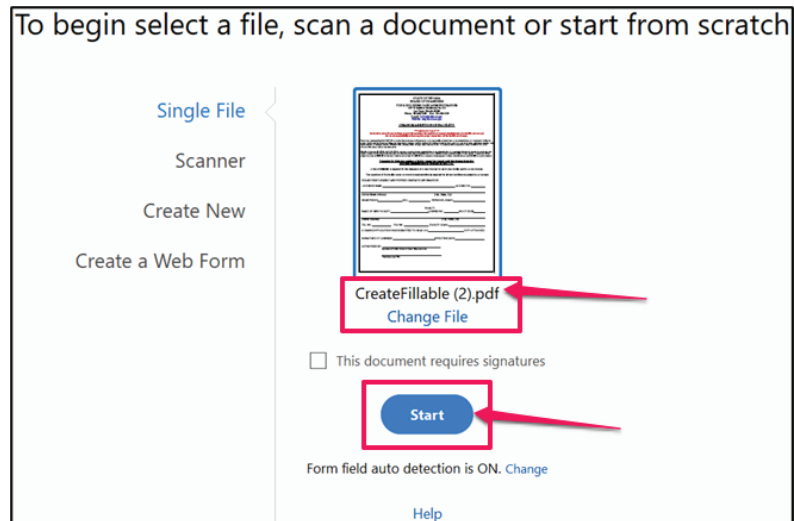
If you don't see the Prepare Form tool in the Tools Shortcuts, follow the procedure for [Adding the Accessibility Panel to the Tools Shortcut Menu](#)

CONVERTING THE DOCUMENT TO A FILLABLE FORM

Acrobat will automatically analyze the document to detect for any form files. If it recognizes any form fields, it will highlight them. Reviewing and editing these fields will be needed.

Once the Prepare Form tool has been clicked on the left side of the tool it will ask what file will be changed into a fillable form document.

1. It'll already appear to be selected so click on the Start button to begin the process. Adobe will automatically throw in those fillable form fields into the document.

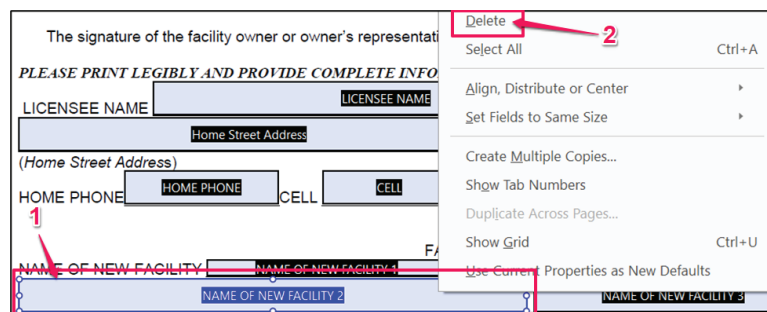


2. Allow a few moments for the tool to detect and add form fields to the document. Once it is done the document is now a fillable form with form fields to input information in.

EXTRA FORM FIELDS

Sometime extra form fields are created because the program may have detected something similar to a field in the document when it was not. It does occasionally happen, the best way to deal with these extra unnecessary form fields is to remove them.

1. Still on the Prepare Form tool select the extra form filed. Right click on the field.
2. Select the Delete option.



The extra form field is now deleted.

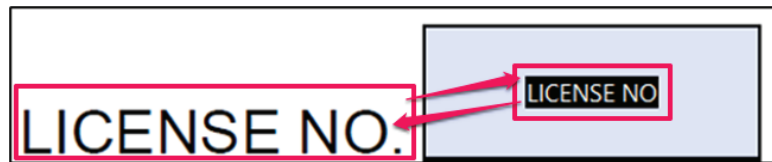
EDITING AND ADJUSTING FORM FIELDS

After the Prepare Form tool has added the form fields, their properties can be adjusted. In the form field's properties, you can edit/set the field's name, appearance, validation, formatting, and other options. These require a manual process to be accomplished. There are no tools or shortcuts to edit the form fields.

NAMING FORM FIELDS

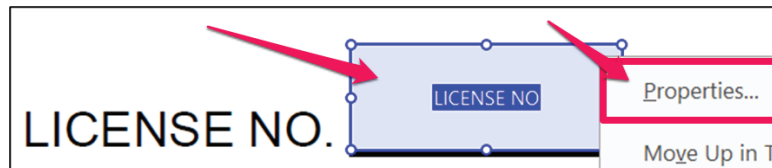
Providing a unique and descriptive name for each form field ensures that screen readers and other assistive technologies can properly identify and interpret the fields. This allows individual with visual impairments or disabilities to navigate and interact with the form effectively.

Once the fields have been created, go through the document to see if the fields have been named correctly. Such as License No should be License Number.

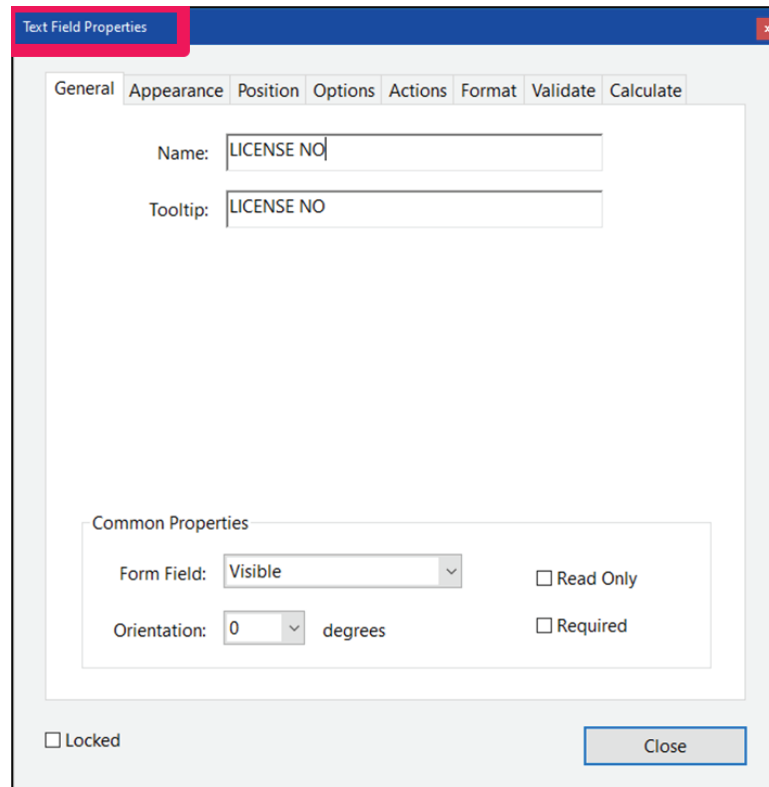


If the name of the form field is incorrect or appears odd change the name of the form field.

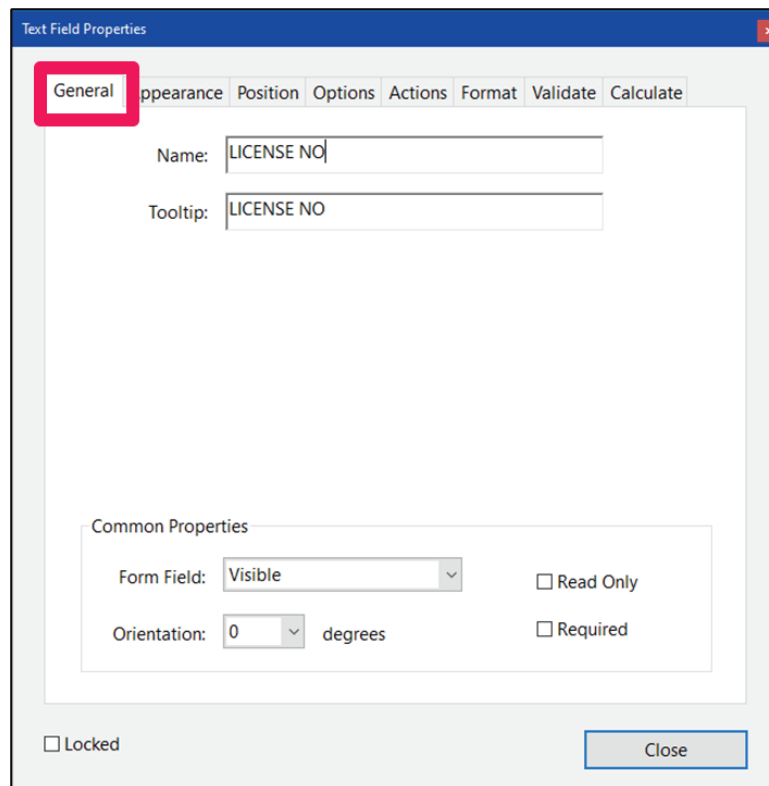
1. Still in the Prepare Form tool right-click on the form field that's name needs to be changes.
2. Select the Properties option.



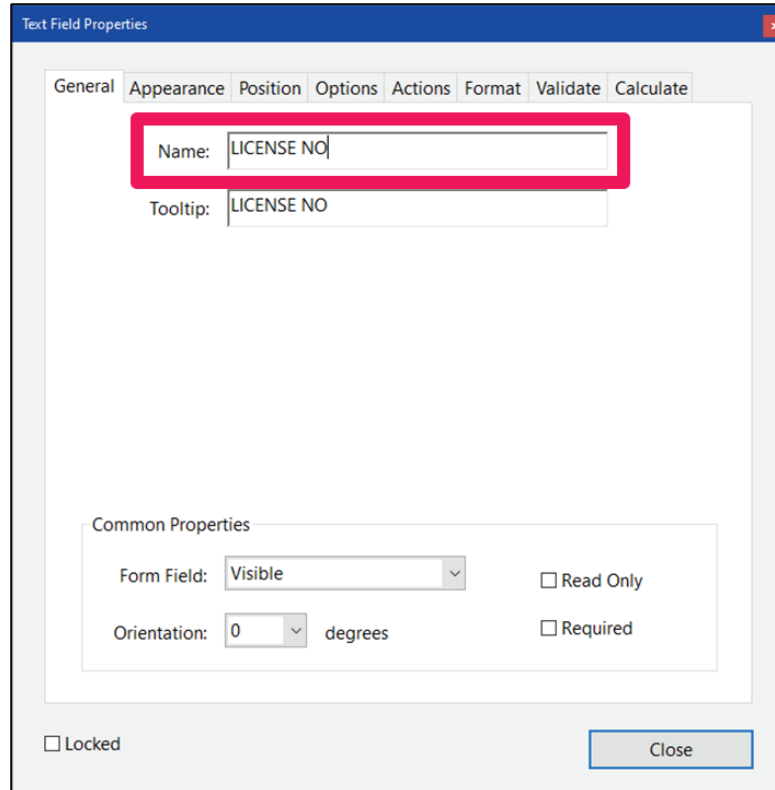
3. The Text Field Properties box will appear. This is where to edit the form fields.



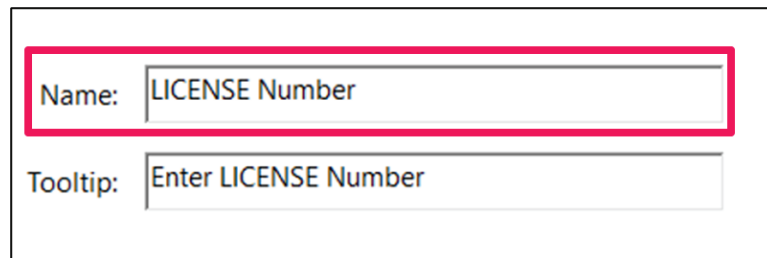
4. Make sure you are in the "General" tab.



- Find where it says "Name." There is an input type box with the form fields name that needs to be changed. In this example Name is License No.



- Click inside the Name input type box and type in License Number instead.

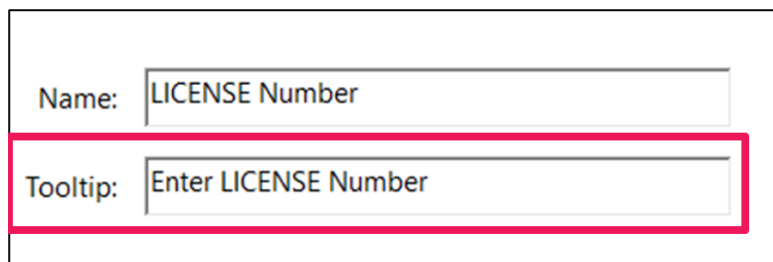


- Then click on the Tab button on the keyboard, this ensures that the name change will be saved.

TOOLTIP IN FORM FIELDS

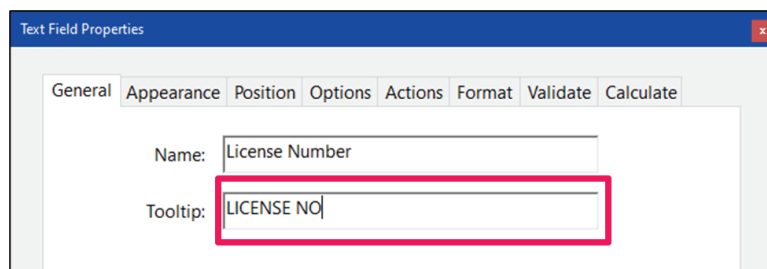
Tooltip is a feature that allows additional information or instructions for the form fields. It can provide additional context or clarification about the purpose or expected input for a specific form field. It'll help users understand what information is required or how they should interact with the field, reducing confusion and potential errors.

1. Still in both the Text Field Properties box and General tab find the input type box called "Tooltip."
2. Click inside the Tooltip input box.



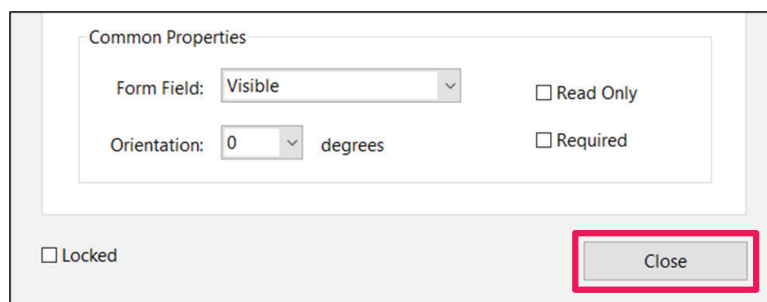
A screenshot of the 'Text Field Properties' dialog box. The 'Name' field contains 'LICENSE Number'. The 'Tooltip' field contains 'Enter LICENSE Number'. Both fields are highlighted with a red rectangular border.

3. Type the description or the instructions of the form field. In this example the form field's tooltip should be Enter License Number. Press the Tab button on keyboard, to ensure that the changes are saved.



A screenshot of the 'Text Field Properties' dialog box. The 'Name' field contains 'License Number'. The 'Tooltip' field contains 'LICENSE NO'. The 'Tooltip' field is highlighted with a red rectangular border.

4. Click on the Close button of the Text Field Properties.



A screenshot of the 'Common Properties' dialog box. The 'Form Field' dropdown is set to 'Visible'. The 'Orientation' dropdown is set to '0 degrees'. There are checkboxes for 'Read Only' and 'Required'. A 'Close' button is highlighted with a red rectangular border.

Now clear instructions can be read from the form fields' tooltip.

INSERT A DATE PICKER IN FORM FIELDS

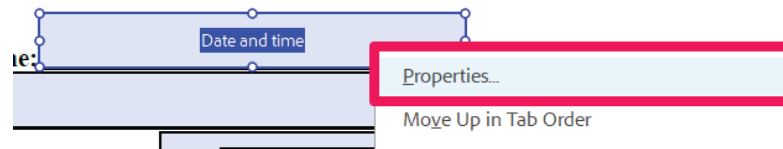
Using a date picker in a form field will provide a user-friendly way for people to input dates accurately. It eliminates the need for users to manually type the date, reducing the chances of errors and ensuring consistency in the form. To add a date picker in a form field, follow these steps:

Still be in the Prepare Form tool, so that changes can be made to any of the form fields.

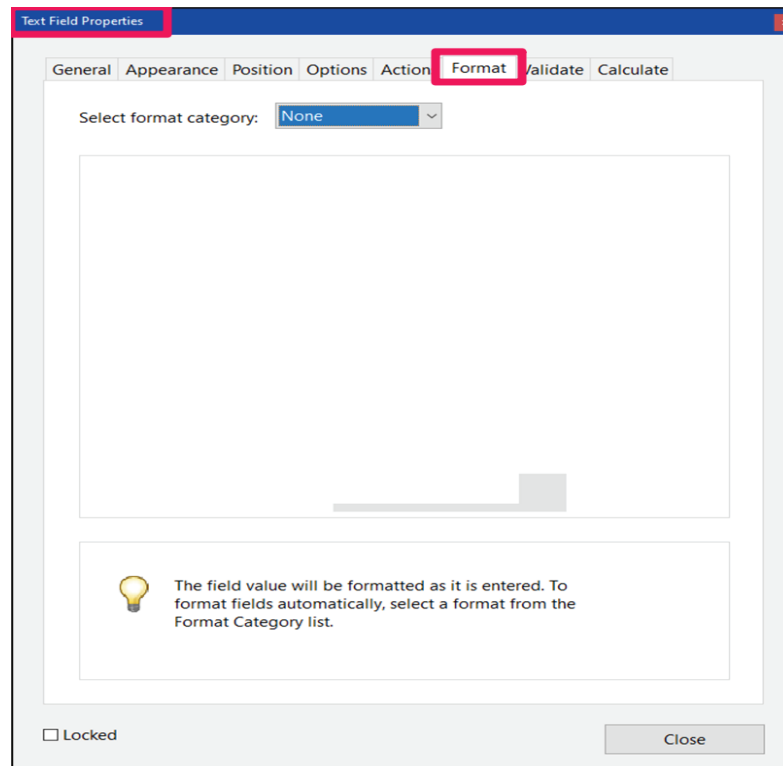
1. Select a form field that requires a date. Right click on the form field.



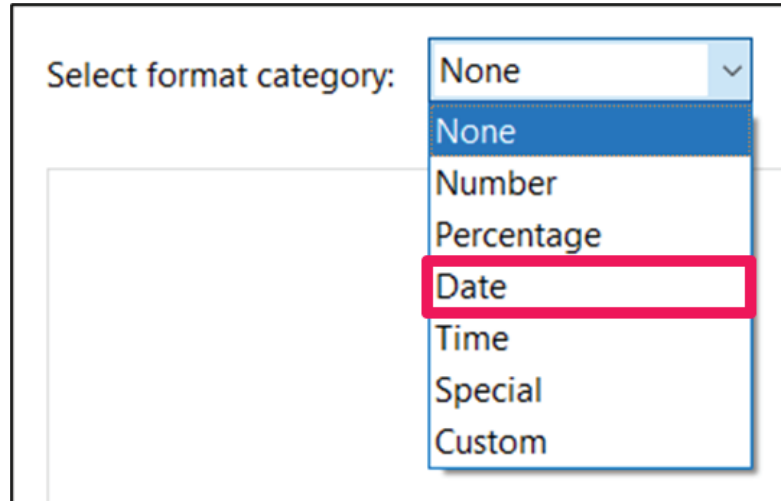
2. Select Properties.



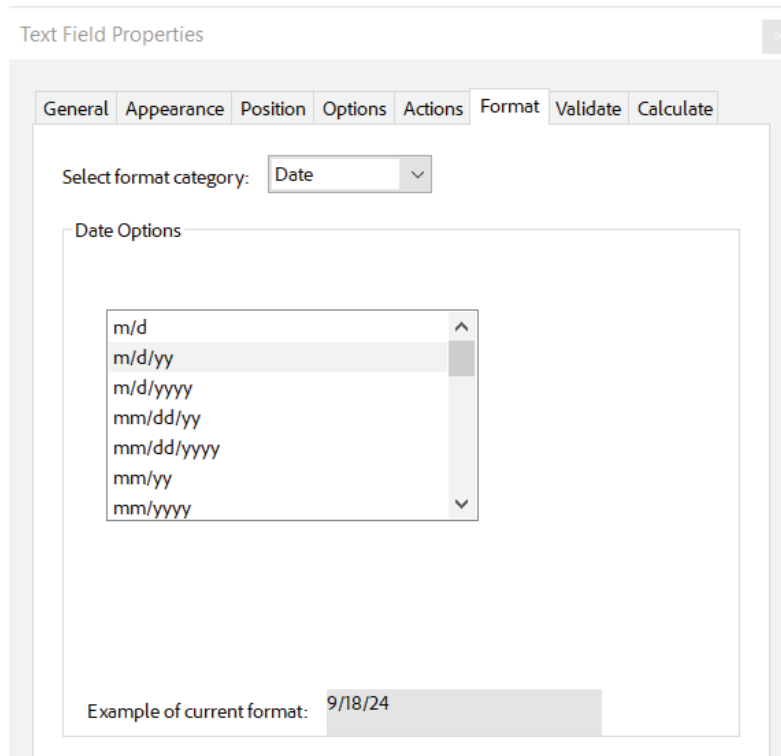
3. The Text Field Properties box will appear. Click on the Format tab.



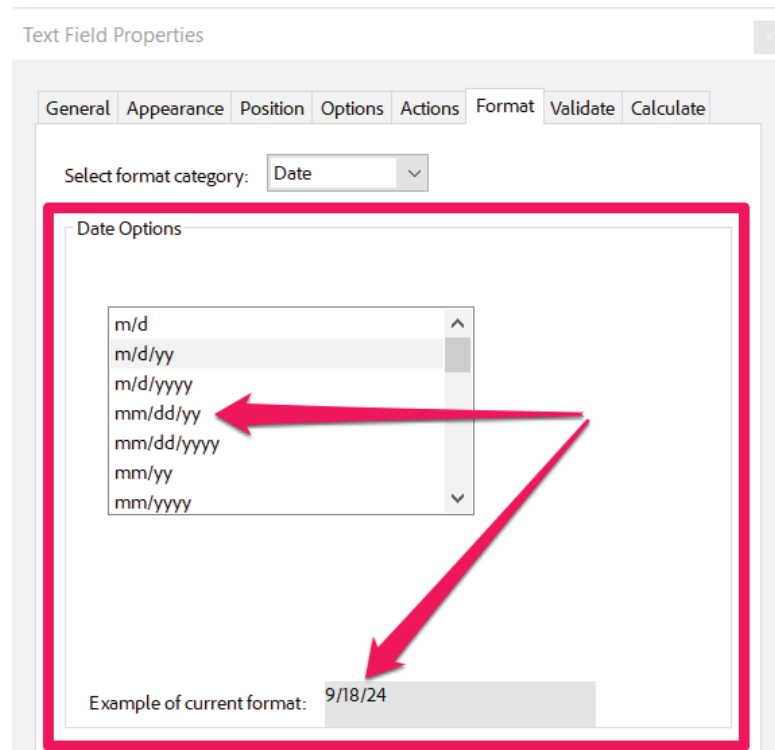
4. Click the to the "Select format category" drop-down menu. Change "None" to the "Date" option.



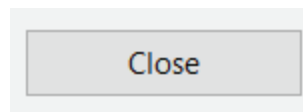
5. After selecting, the Date Options section will appear on the Format tab. It'll show how the date will be displayed in the form field once the information is entered by users.



6. Select a date option such as mm/dd/yyyy. To see the different appearances of the date options is to go to where it says, "Example of current format." It is below the date appearance options.



7. Click on Close button at the bottom right of the Text Field Properties box.



Now when interacting with the form field, users will be able to select a date using the date picker. Remember that this date picker will help those who may have difficulty to select a date manually typing dates it allows to select a date visually instead. Enhancing usability for those with motor disabilities or visual impairments.

CREATING A BUTTON FOR A FILLABLE DOCUMENT

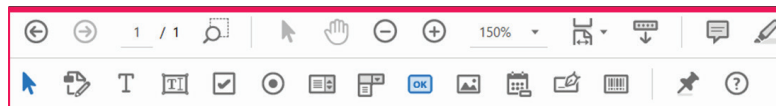
Buttons are important for user interaction of a fillable form document. Creating a submit and reset form buttons are important to facilitate user interaction, prevent errors, meet user expectations, guide form to completion and ensure accessibility.

CREATE A SUBMIT FORM BUTTON

Providing a submit button allows users to indicate easily and clearly the submitting of the form. The presence of a submit button signals to users they completion of the form and is ready to submit. It will provide a straightforward way for users to finalize the form and send the data for processing.

While still in the Prepare Form tool follow these instructions depending on whether you are user an older or newer version of Adobe Acrobat:

1. Locate the additional tools using the Prepare Form Tool. On the top of the document there are more tools while using the Prepare Form tool.
2. Select the "Add a" option to create a button.



3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.

Detailed time schedule	Detailed time schedule	Detailed program outline	Detailed program outline
Statement of educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)		Sample of consumer feedback / evaluation	
Instructor's presentation / speaker's resume		Sample of Certificate of completion	

Required fee: \$150.00

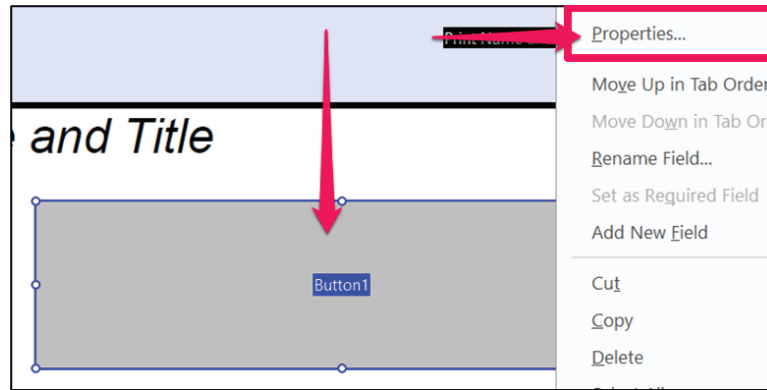
Button4

4. Click and drag to draw a rectangular button area on the form. The button will be given the default name Button1.

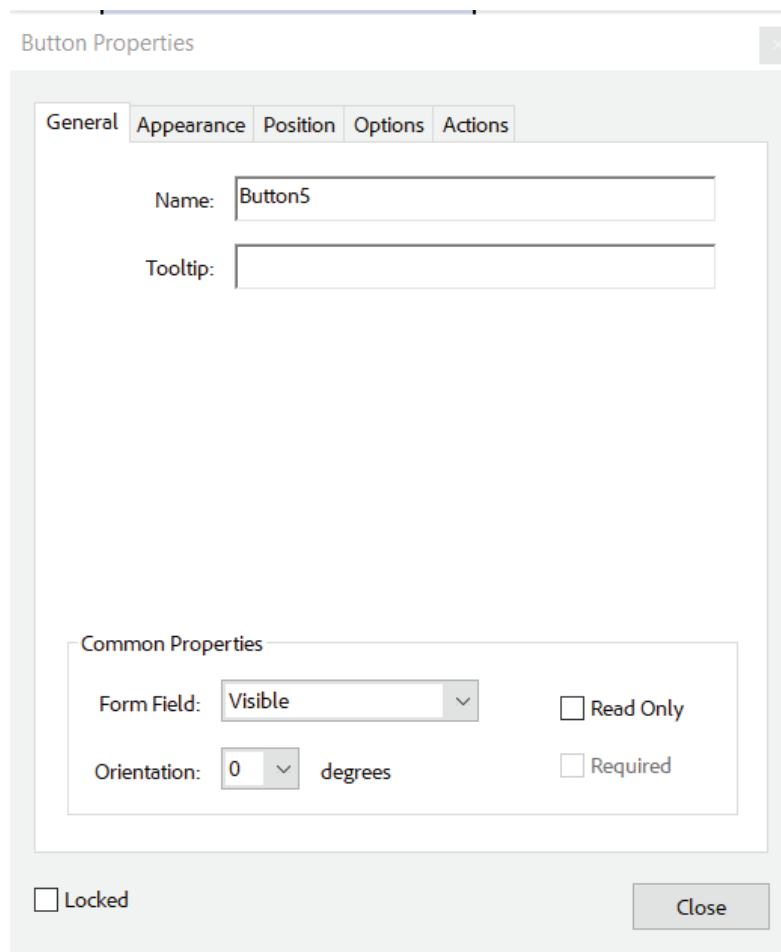
Print Name and Title



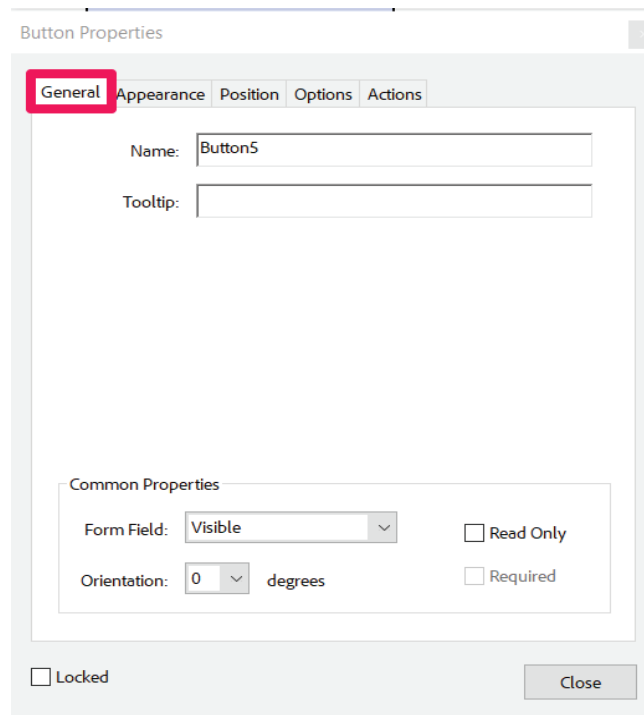
5. Right click on the button and select Properties from the drop-down menu.



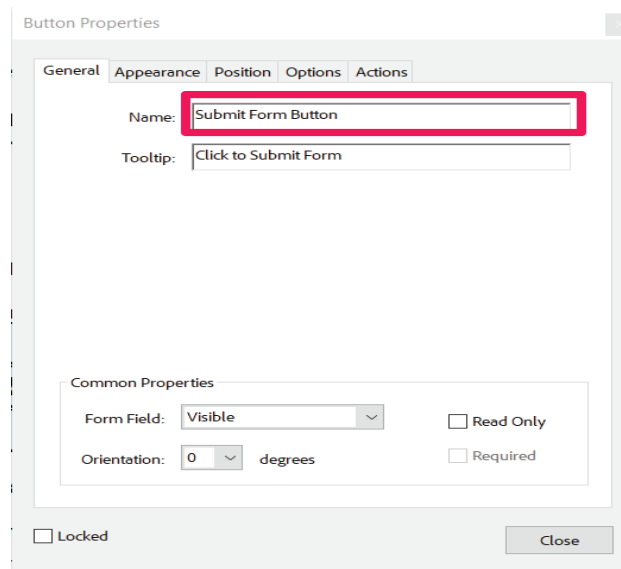
6. The Button Properties box will appear. Note: the button number will depend on how many buttons have been made in the document.



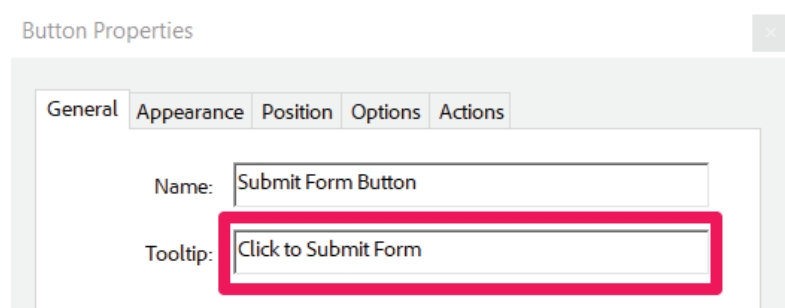
7. Click on the General tab, if it is not selected by default.



8. In the Name type input box rename ButtonX to "Submit Form Button".



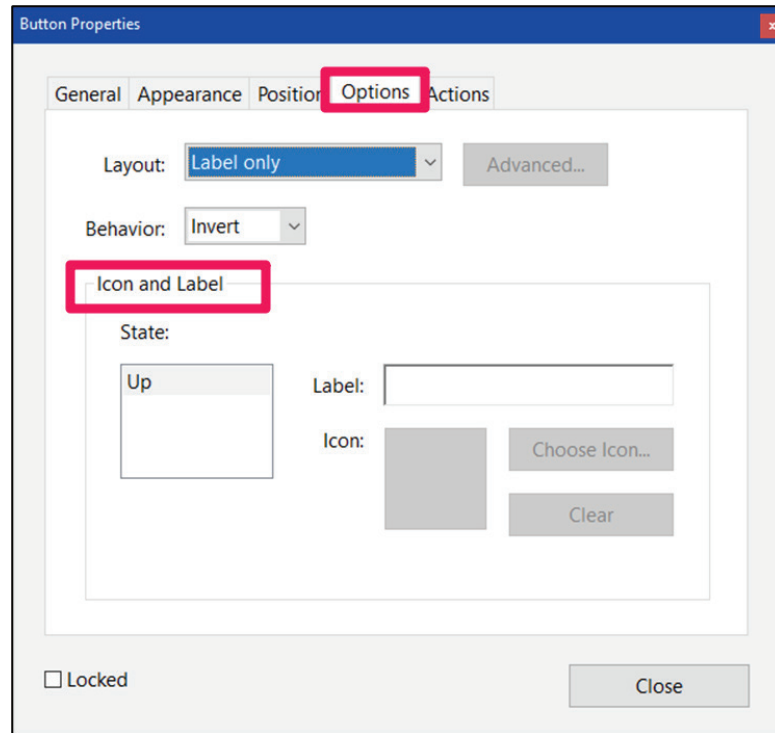
9. In the Tooltip in the input type box enter the instructions "Click to Submit Form".



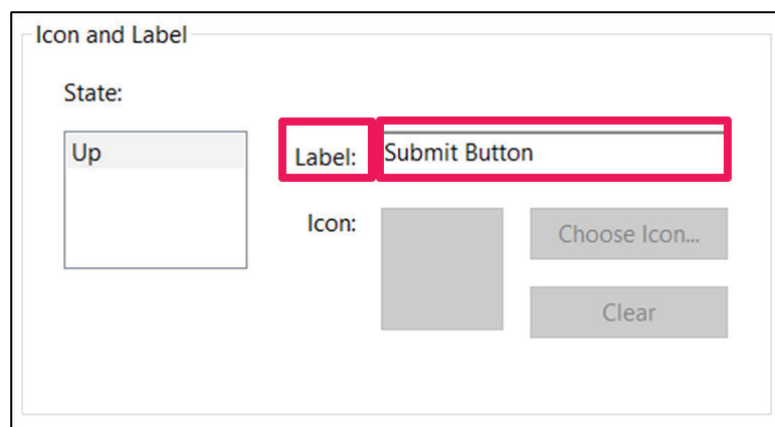
LABELING THE SUBMIT BUTTON

Now creating a label for the Submit Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is. Making the document inaccessible to visual users. To make sure that all users know what kind of button it is follow these steps:

1. Go to "Option" tab.
2. Find the "Icon and Label" section of the Options tab.



3. Find the Label input type box. Type the Label of the Submit Form Button as Submit Form.

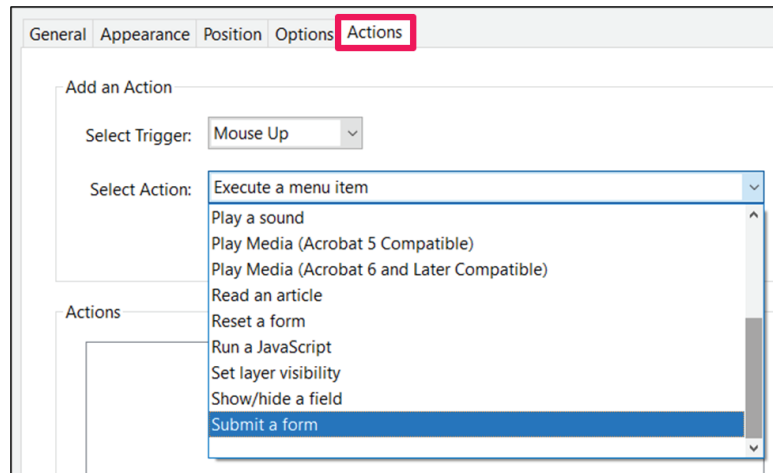


Now the button will have the label Submit Form on it for the visual users.

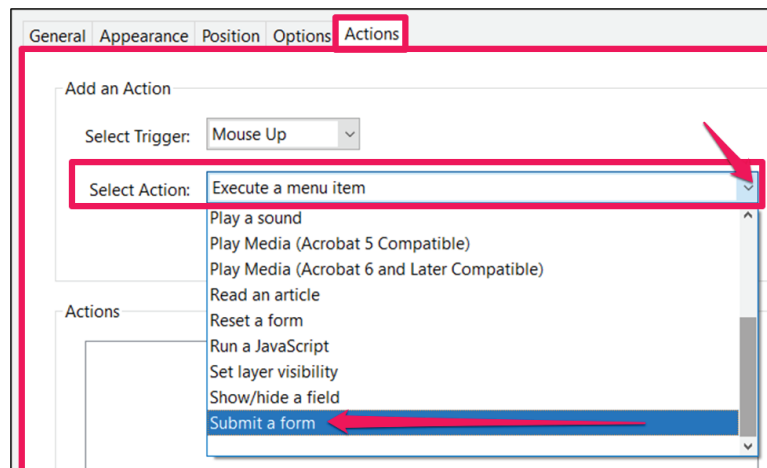
CREATE A SUBMIT ACTION FOR BUTTON

The button has been created, given a label and name now it is time have it be able to submit the form. To do this the button needs to be given an action, so that the form knows that when this button is selected this action will be performed in this case the submit a form action. Follow these steps to ensure that submitting of the form will be accomplished:

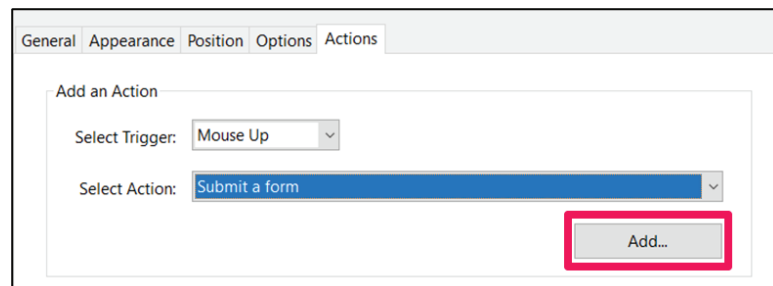
1. Go to the "Actions" tab in Button Properties.



2. Locate the "Select Action" section of the "Add an Action" panel of the Actions tab and select the "Submit a form" option.



3. Click on the "Add" button.



4. The Submit Form Selections box will appear.

Submit Form Selections

Enter a URL for this link:

mailto:StateWeb@it.nv.gov

Export Format

FDF Include:

Field data

Comments

Incremental changes to the PDF

HTML

XFDF Include:

Field data

Comments

PDF The complete document

Field Selection

All fields

Only these... Select fields...

Date Options

Convert dates to standard format

Dates are submitted in D:YYYYMMDD format instead of passing the user typed values through unchanged.

OK Cancel

5. Enter the URL or email address where the form data should be sent upon submission in "Enter a URL for this link:" input type box.

Submit Form Selections

Enter a URL for this link:

mailto:StateWeb@it.nv.gov

Export Format

FDF Include:

Field data

Comments

Incremental changes to the PDF

HTML

XFDF Include:

Field data

Comments

PDF The complete document

Field Selection

All fields

Only these... Select fields...

Date Options

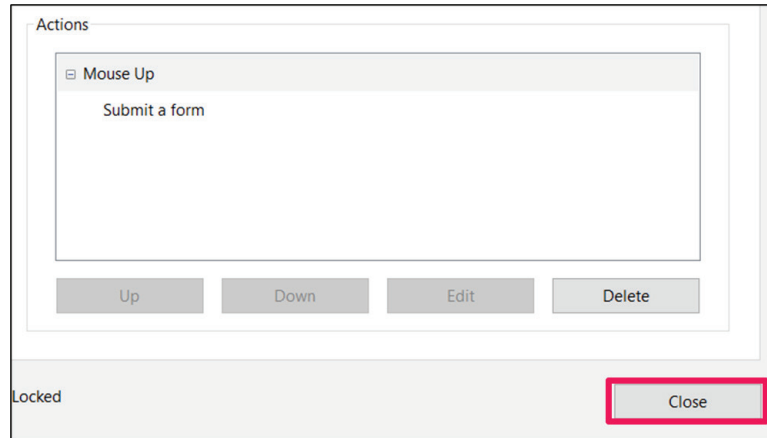
Convert dates to standard format

Dates are submitted in D:YYYYMMDD format instead of passing the user typed values through unchanged.

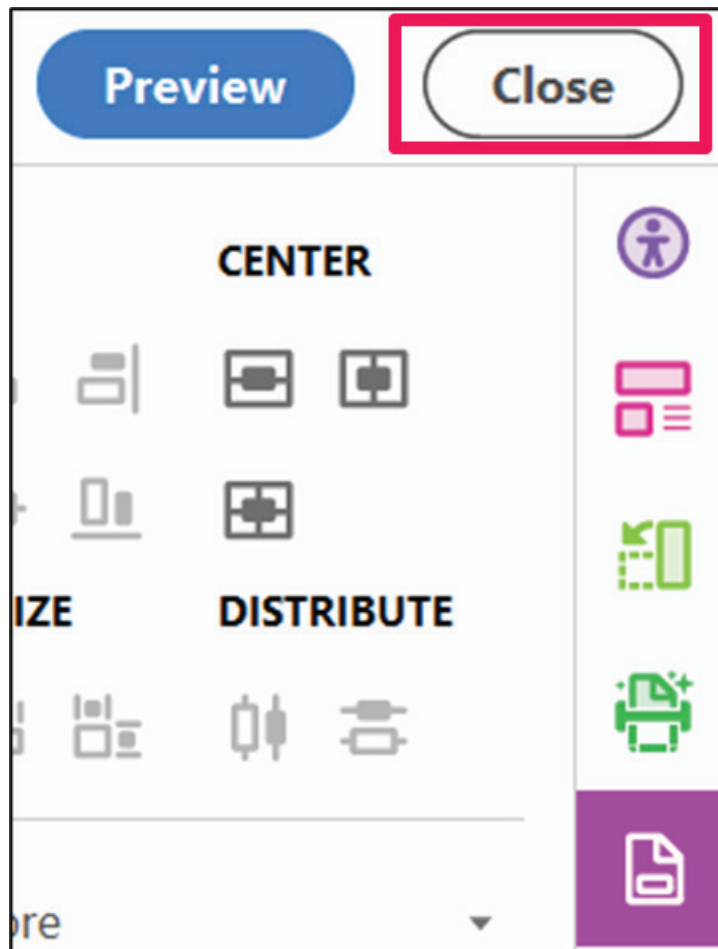
OK Cancel

6. Click on the Ok button. It'll go back to the Button Properties box in the Action tab.

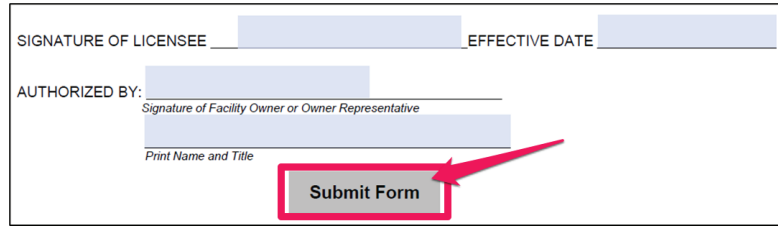
- Find the Actions section of the Action tab. It'll show what action will be taken in this case the Submit a form action will be applied when the mouse is click up.



- Click on Close button.
- Close out of the Prepare Form tool by click the Close button.



10. View the final version of the Submit Form button by clicking on the Submit Form button that was created.



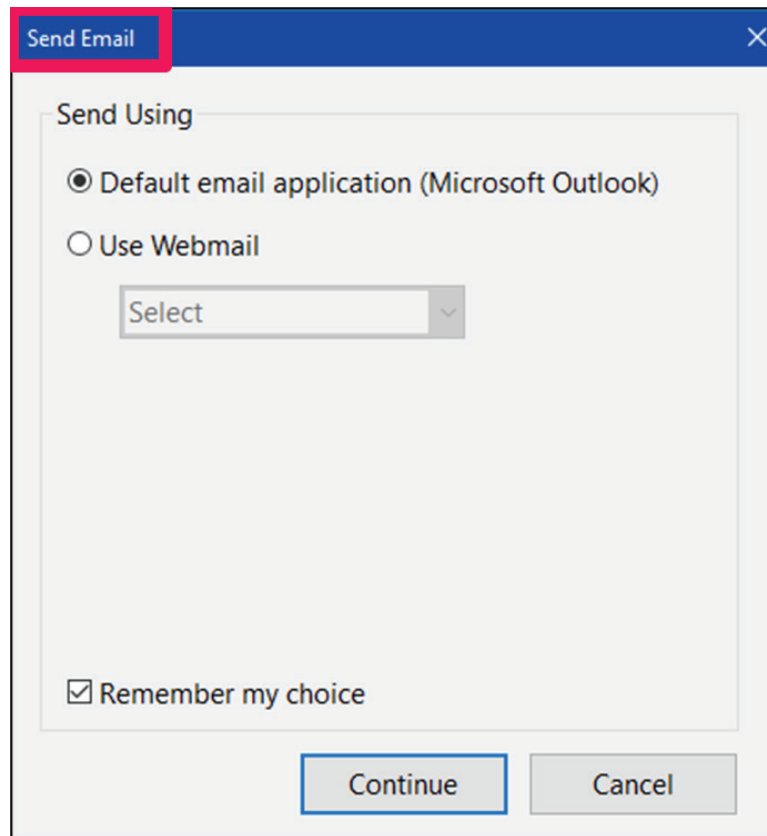
SIGNATURE OF LICENSEE _____ EFFECTIVE DATE _____

AUTHORIZED BY: _____
Signature of Facility Owner or Owner Representative

Print Name and Title

Submit Form

11. A send Email Box will appear.



Send Email

Send Using

Default email application (Microsoft Outlook)

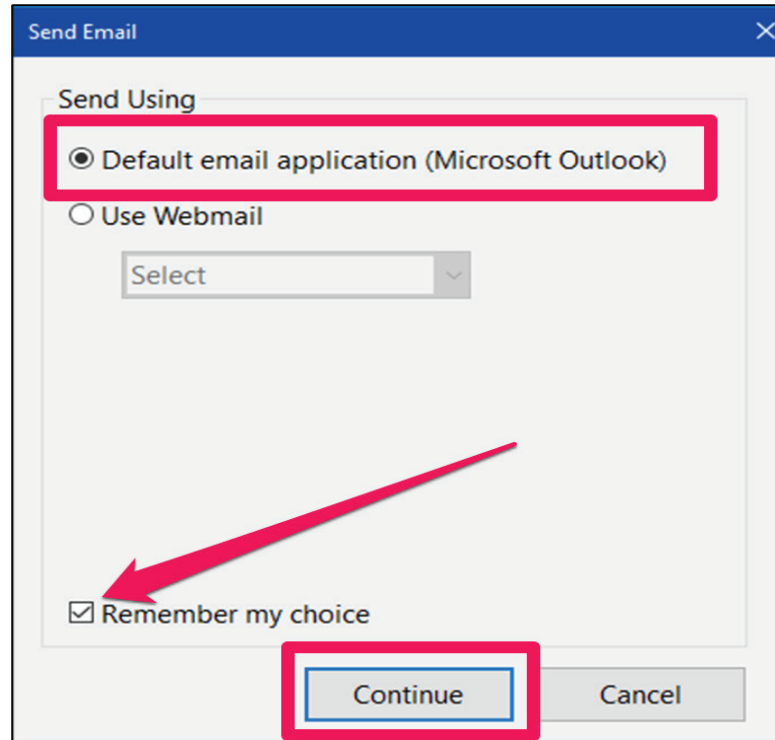
Use Webmail

Select

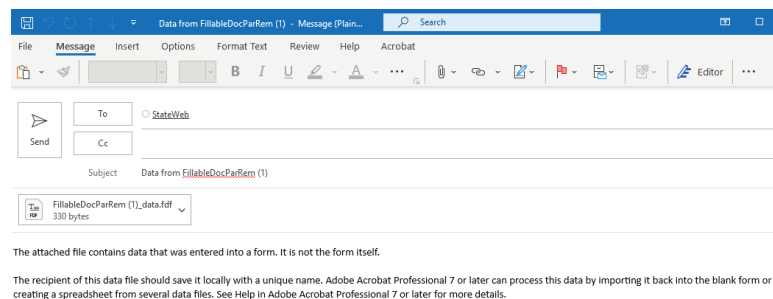
Remember my choice

Continue Cancel

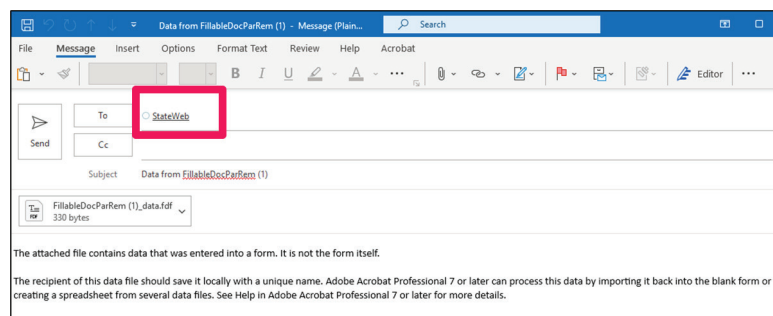
12. Leave Send Using on "Default email application", check the check box for "Remember my choice and click Continue."



13. Now an email in the default email application will appear.

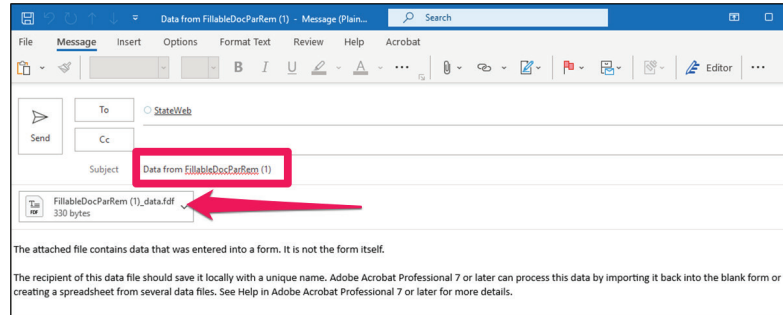


14. Make sure that the email address that appears in the To field is valid. Else it will not work and will not be sent correctly.

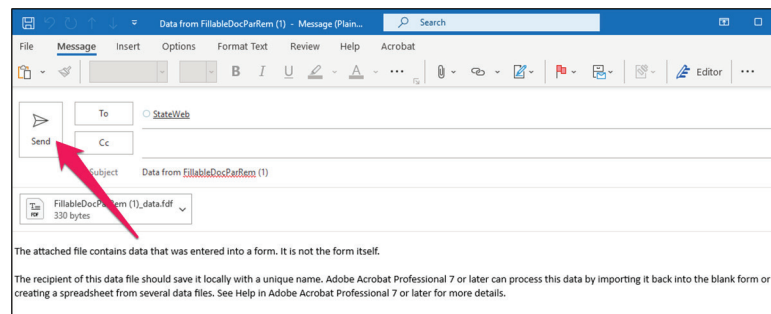


The email will be sent to the address that was typed into the "Enter a URL for this link" (Step 5 of this procedure) input type box in Adobe Acrobat.

15. Subject line will be the File name of the document, and the form will be attached to the email.



16. Then click the Send button



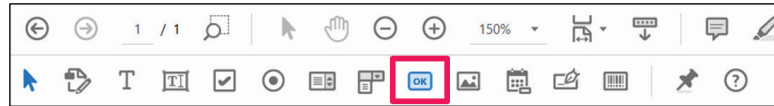
This form will appear in the email address that it was instructed to. Double check to see if it worked.

Now a Submit Form button has been added to the form document. Allowing the users to submit the entered information of the form data to be sent to the specified destination.

CREATE A RESET FORM BUTTON

Providing a reset button error prevention before submitting document. Reset button gives users the ability to clear the form and start over if corrections are needed. It helps prevent errors by allowing users to easily undo field entries. While still in the Prepare Form tool follow these instructions:

1. Locate the Prepare Form tools and select the "Add a" option to create a button.



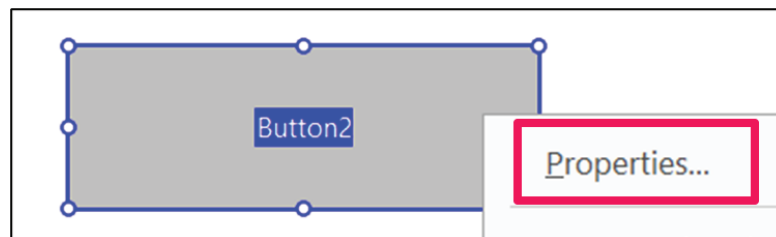
2. Click and drag to draw a rectangular button area on the form. The button will be given the default name Buttonx (depending on how many buttons you've added).



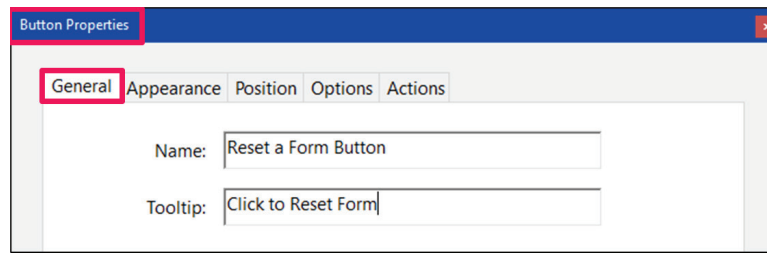
3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.



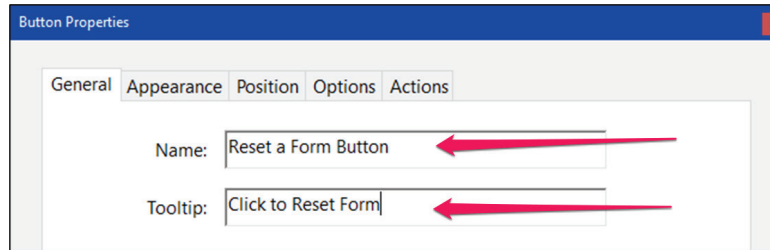
4. Right click on the button and select Properties.



5. The Button Properties box will appear. Make sure you are in the General tab.



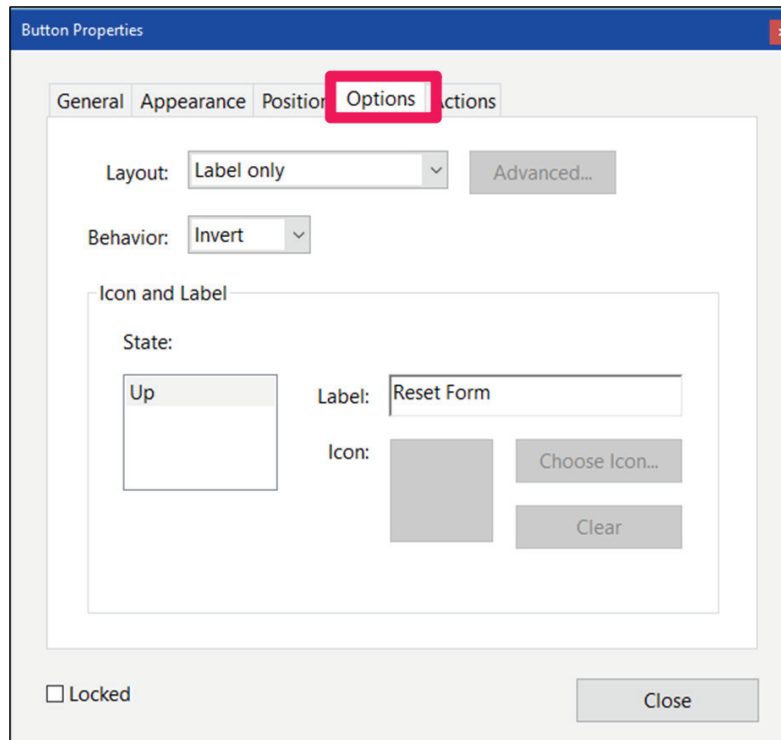
6. In the Name type input box rename Button2 to Reset a Form Button and in the Tooltip field type "Click to Reset form".



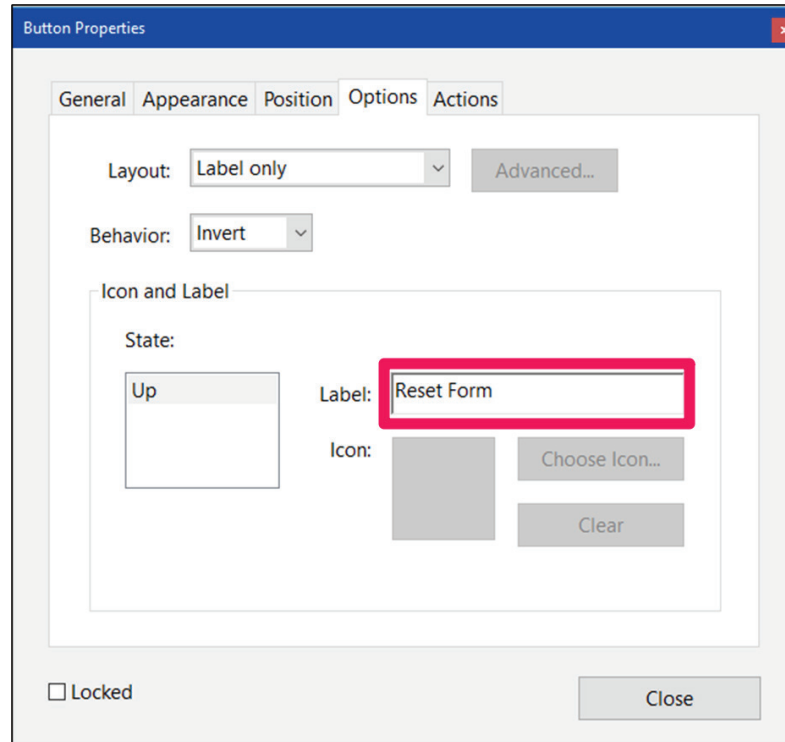
LABELING THE RESET FORM BUTTON

Now creating a label for the Reset Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is, making the document inaccessible to visual users. To make sure that all users know what kind of button it is follow these steps:

1. Go to "Option" tab.



2. Enter "Reset Form" in the Label input type box in the "Icon and Label" section of the Options tab.

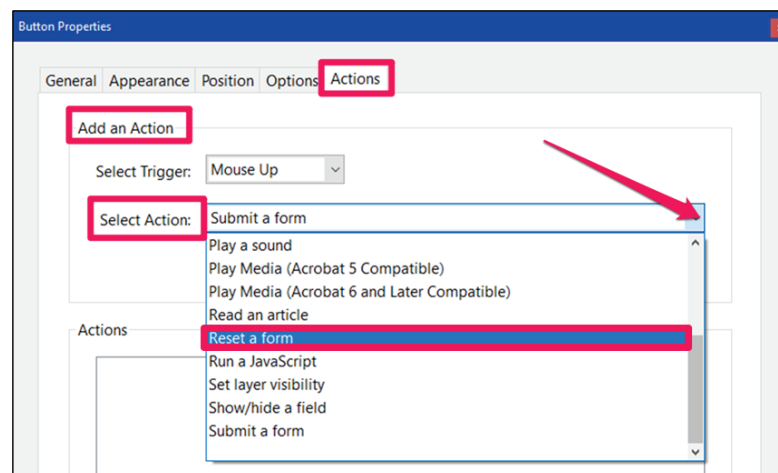


Now the button will have the label Reset Form on it for the visual users.

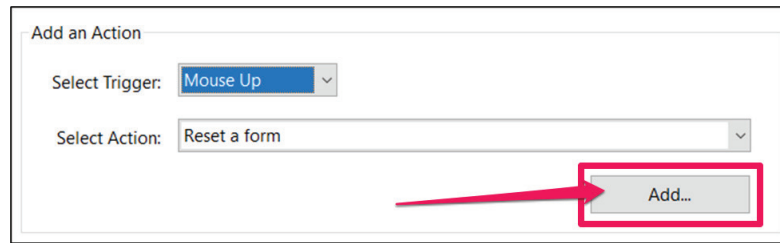
CREATE A RESET ACTION FOR BUTTON

The button has been created, given a label and name, and now it is time have it be able to reset the form. To do this the button needs to be given an action, so that the form knows that when this button is selected this action will be performed in this case the reset a form action. Follow these steps to ensure that resetting of the form will be accomplished: Go to the "Actions" tab in Button Properties.

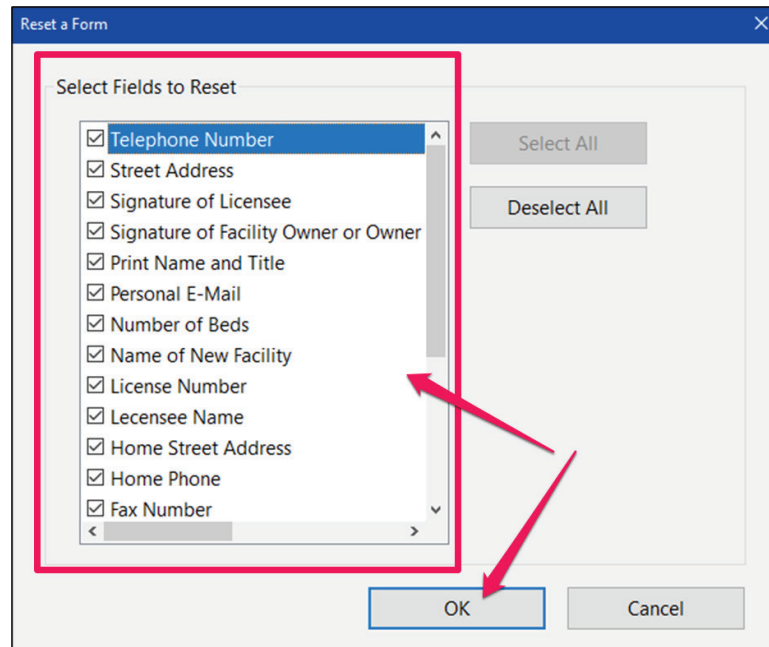
1. Click the Actions tab and under the Add an Action section, click on the Select Action drop-down menu and choose "Reset a form" from the options list.



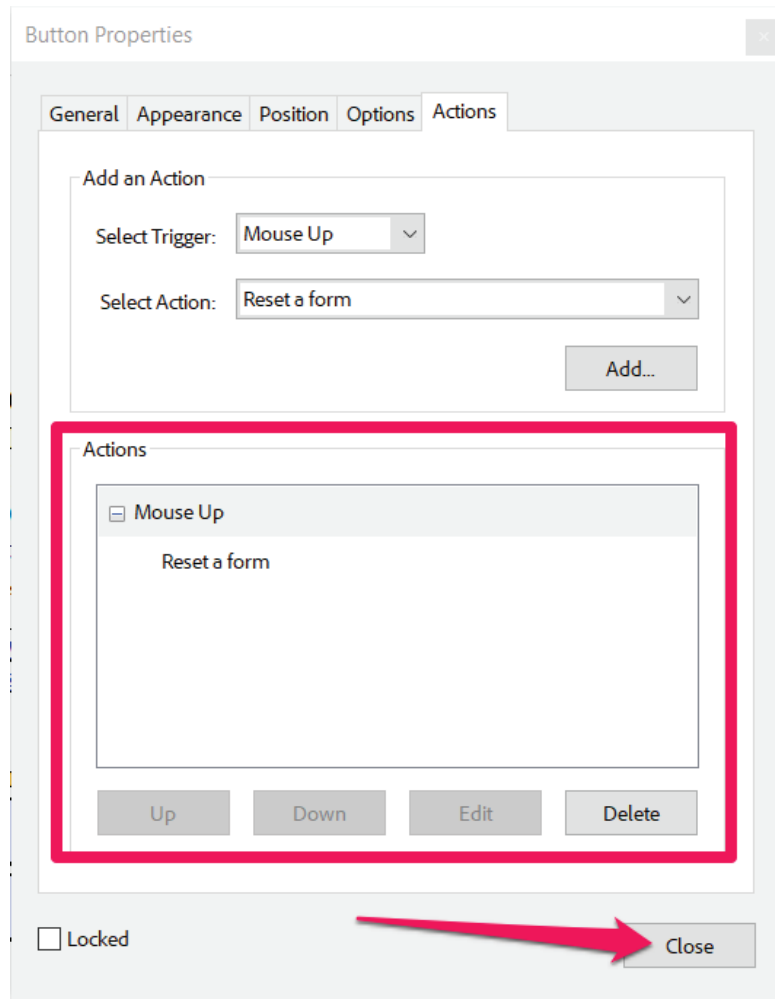
2. Click on the "Add" button.



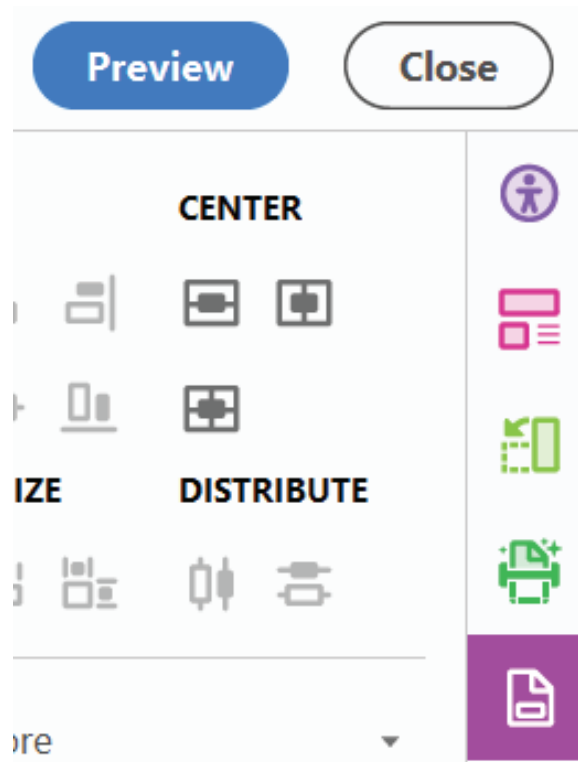
3. The Reset a Form dialog box will appear. In the "Select Fields to Reset" section there is a checkbox with different form fields that are on the document. Note: **Leave all the form fields check marked. Doing so will ensure that when the form is reset all those fields will have the previous data entered erased, then click OK.**



4. It'll return to the Actions tab in the Button Properties. Find the Actions section. When Mouse is Up the action Reset a Form will be activated. Then click the Close Button.



5. Now back to the form document. Close out of the Prepare Form tool.



6. View the final version of the Reset Form button.



*Add some information to any of the form fields. Click on the Reset Form button to see if it erases the data. If it does the action works. *

Now a Reset Form button has been added to the form document. Allowing the users to reset the entered information of the form data to be sent to the specified destination.

