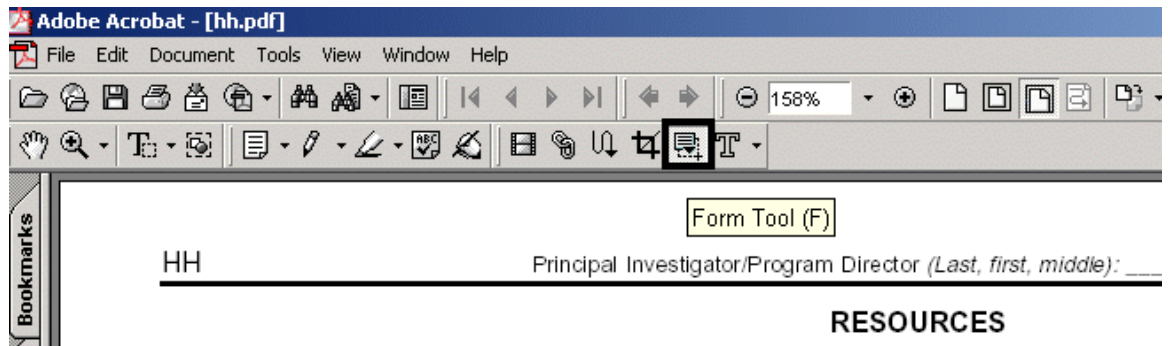
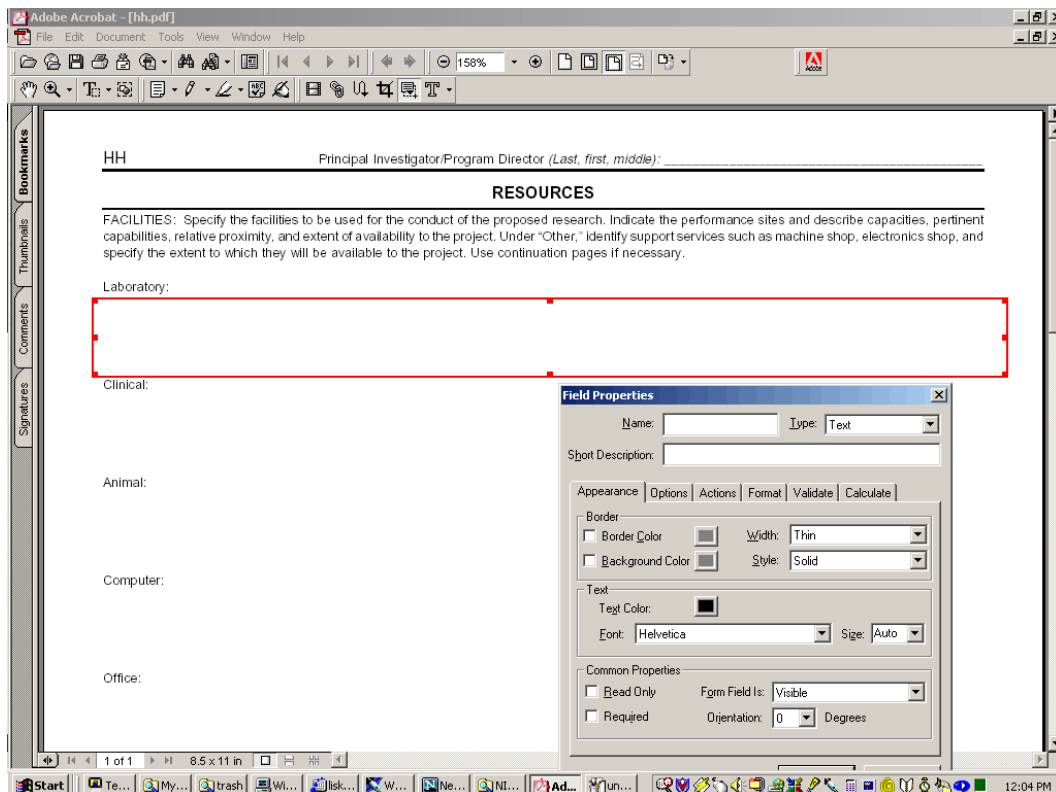


Adobe Acrobat: Forms¹

You can use the Forms tool in Adobe Acrobat to modify .pdf documents so that you create places to insert text. The form tool is in a dark square below.



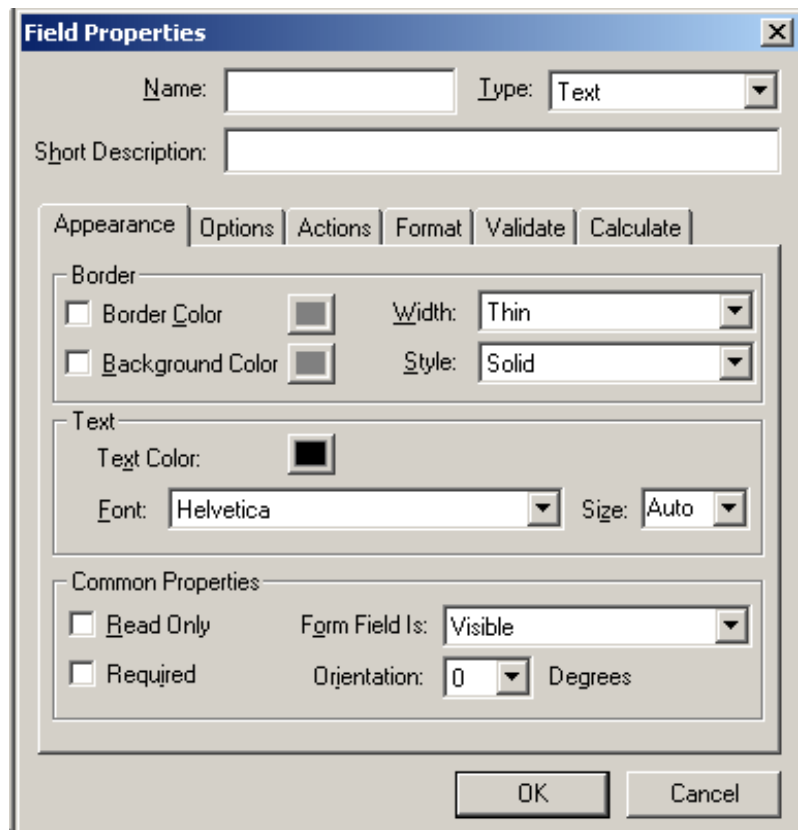
To use the tool, click on it, and then move your mouse to the place where you want to be able to insert text. Use your mouse to draw a box for the text. When you release your mouse button, a dialogue box will appear.



¹Prepared by Patty Glynn, University of Washington, May 4, 2002

You will have the opportunity to configure the form field in a variety of ways. There are useful and important options.

The Name is important. If you use the same Name for different fields, when you make an entry in one field with that name, the same entry will go into all fields of that name. This is a very useful feature - it can the users of the form from having to type the same thing over and over.



When the Form Tool is clicked, you will see the data fields, and the names of the fields.

HH Principal Investigator/Program Director (*Last, first, middle*):

RESOURCES

FACILITIES: Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Under "Other," identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project. Use continuation pages if necessary.

Laboratory:

Clinical:

Animal:

When you click away from the form tool, the fields may not be visible at all (depending on how they were configured).

HH _____ Principal Investigator/Program Director (*Last, first, middle*): _____

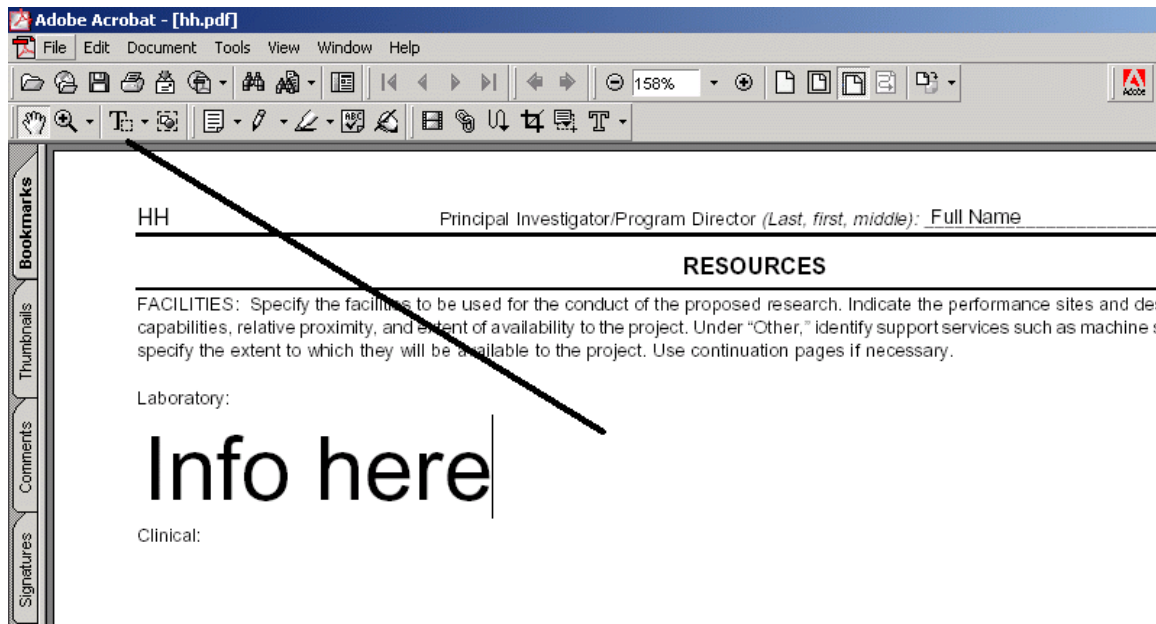
RESOURCES

FACILITIES: Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Under "Other," identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project. Use continuation pages if necessary.

Laboratory:

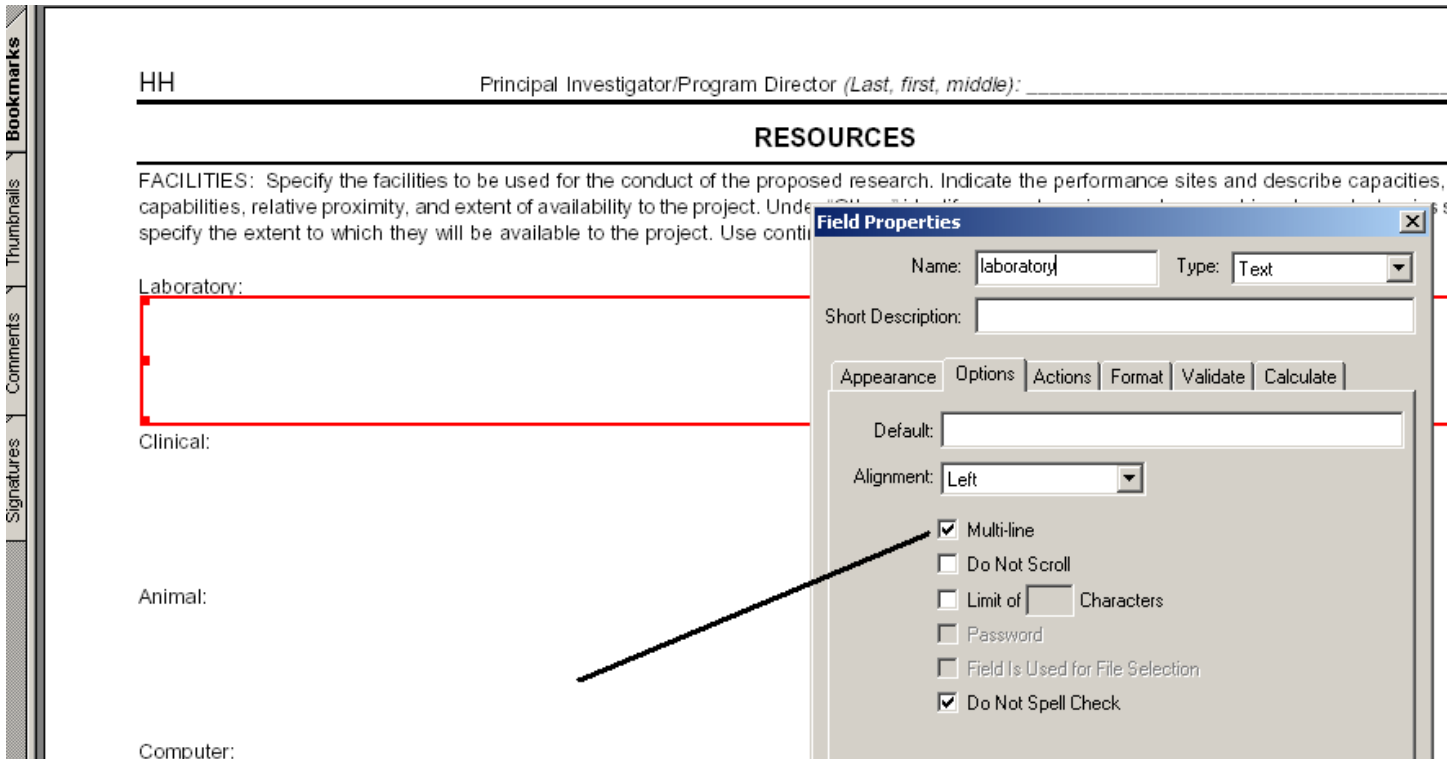
Clinical:

When it is time to enter information into the form field, click on the Text Select Tool, or hand tool, and then click on the field where you want to put information. If you have not specified font size in the configuration menu, the font will fill the field.



You can fix this by clicking on the form tool again. The fields will become visible again. Double click on the field you want to modify, and the configuration dialogue menu will appear.

Unless Multi-line is checked on the Options tab of the configuration menu, the user will not be able to enter more than one line of text.



Following is the modified form, with text that I have entered, and subsequently highlighted using the highlighter tool. This process may seem like a lot of work, but for the typing-impaired, it is easier than using a type-writer. And, once the form is created, it can save work subsequently, and for others.

