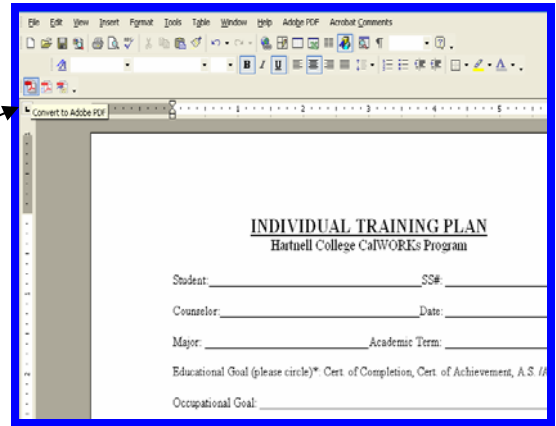


How to

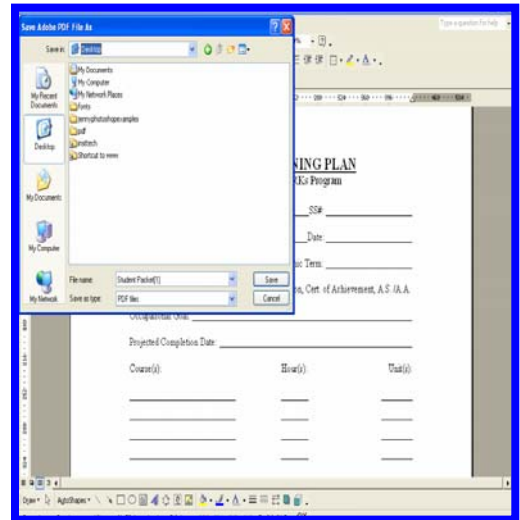
Create a fillable PDF Form

Step 1: Open up the document in Word

Step 2: Covert Word Doc into a PDF file

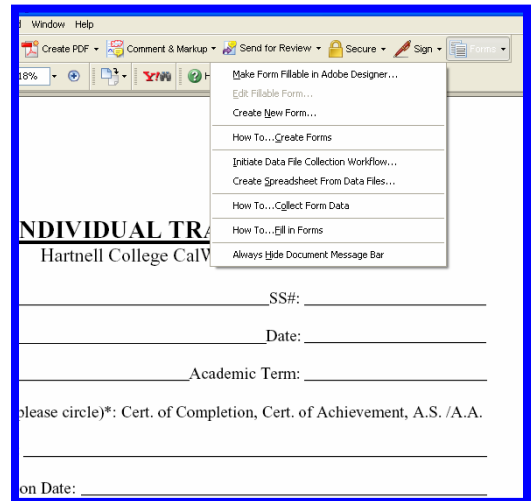


Step 3: Save the PDF file where you would like it to be



Step 4: Once it's into a PDF file

- A. Click Form**
- B. Highlight *Make form fillable in adobe designer*** your fill will be opened in adobe designer



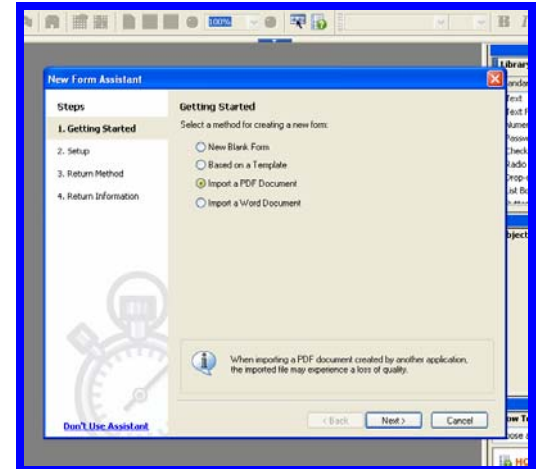
How to

Create a fillable PDF Form

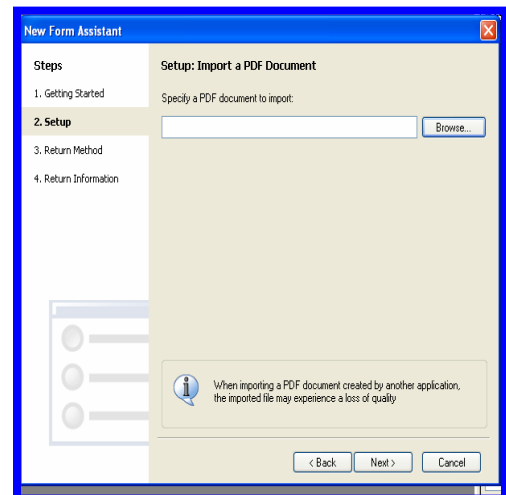
Adobe Designer Wizard

Step 1: Setting up Wizard gives you options (Choose one)

- New blank form
- Based on a template
- Import a PDF Document
- Import a word Document



Step 2: This is where you would save the Document, Form or Template



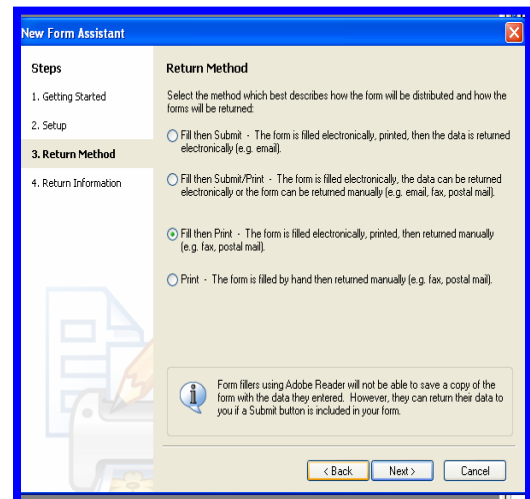
Step 3: Return Method gives you options

Fill then Submit – The filled electronically, printed, then the date is returned electronically

Fill then Submit/Print – The form is filled electronically the data can be returned electronically or the form can be returned manually

Fill then Print – The form is filled electronically printed then returned manually

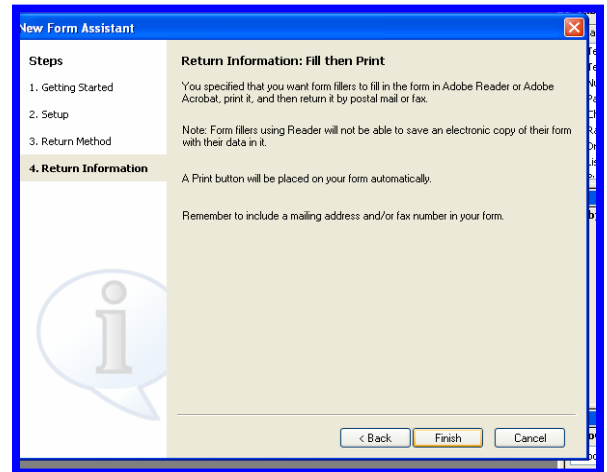
Print – The form is filled by hand then returned manually



How to

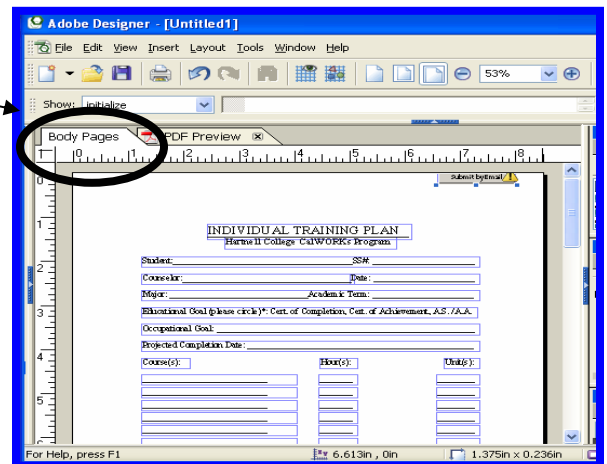
Create a fillable PDF Form

Step 4: Click finish



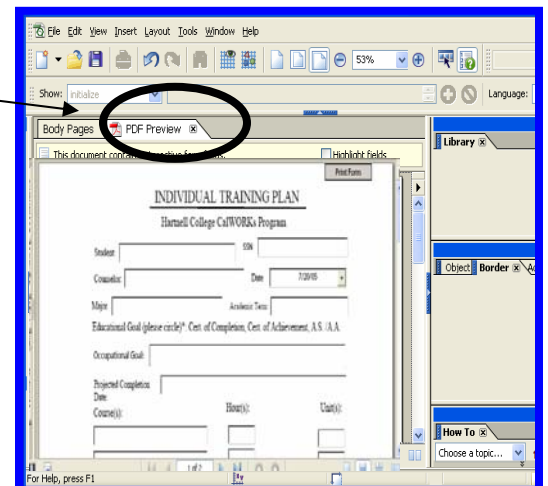
Step 5:

Body page – to make the document editable



Step 6:

PDF preview – Shows what you did when you edited the document from the Body Pages

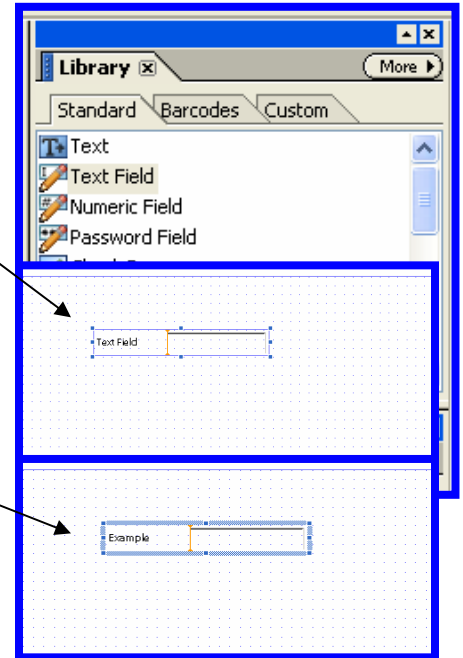


How to

Create a fillable PDF Form

Step 5:

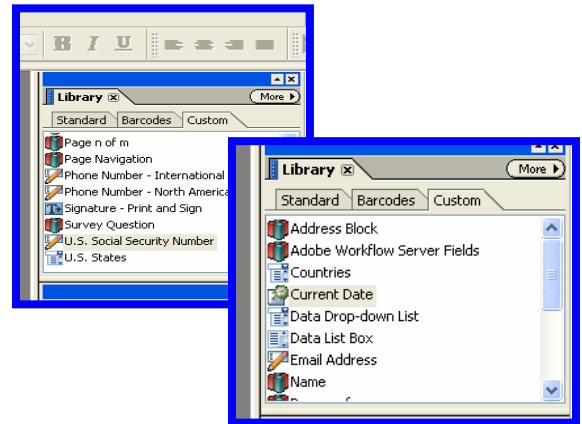
- Drag the mouse over Text and highlight it
- Drag it to the document to make a box fillable
- **Type in what ever you want it to say:**
I typed in Example you can it to whatever you want it to say



** Note

If you need a text box for SS# or a current date

- ** Click on Custom scroll down til
 - U.S. Social Security Number
 - Current Date



This is what you will get in the end

