

Adobe Forms Advanced Topics and Helpful Video Links

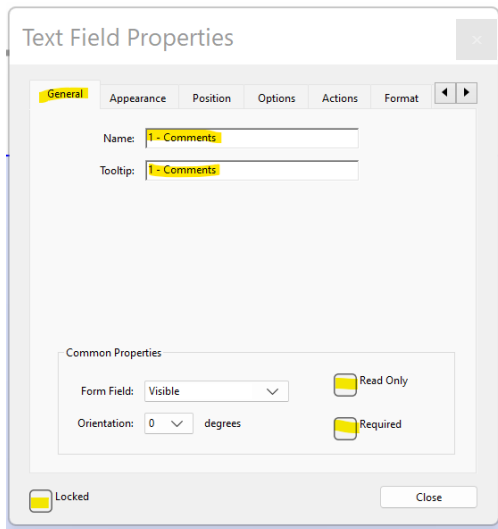
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Adobe Form Field Properties Box and Tabs

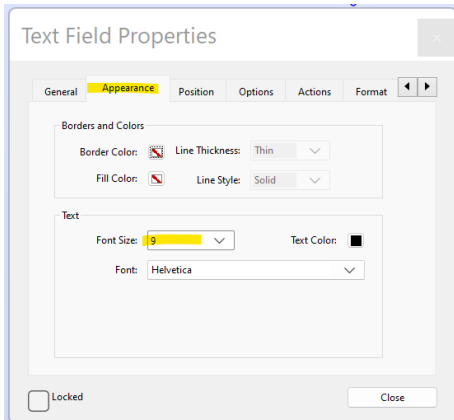
- Once you have run the Prepare Form Wizard Acrobat will do its best to create and name all form fields it finds.
- Here is a video on the properties box https://www.youtube.com/watch?v=Z7_sqHL7gdo

General Tab



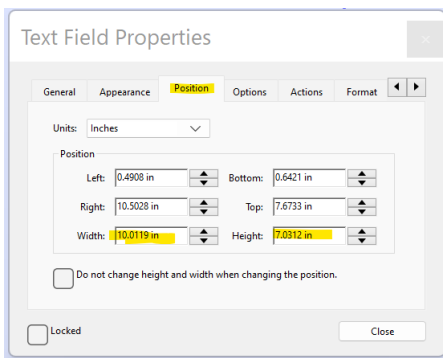
- - The Name and Tooltip must both be filled out. Normally they match. The screen reader reads the user the tool tip value. If Adobe auto creates the field both fields will be filled out. If you manually create the field, then you need to type in both.
 - You can define if a field is read only, required, or optional and if the field is to be locked. Locked fields are used in calculations.
 - Video: video on the properties box https://www.youtube.com/watch?v=Z7_sqHL7gdo

Appearance Tab



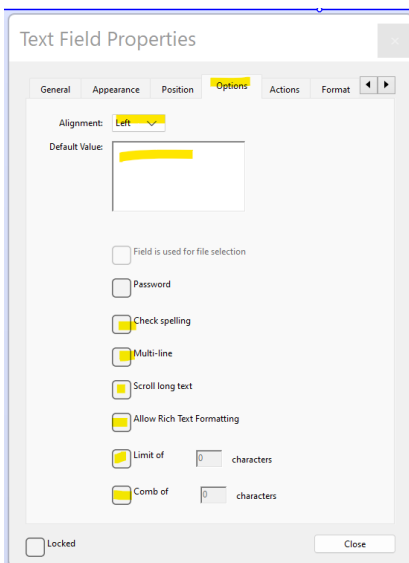
- Here the most frequent update is to font size. The default is “Auto” – this will auto-size the text when entered to fit the form field. This can be a good option, but it can also have jarring effects as the font size can vary wildly in a form. So I try to pick a logical size and be sure it repeats in throughout.
- Video: <https://www.youtube.com/watch?v=ifbnkcfMWg>

Position Tab



- This tab most notable values is the width and height of a field. Things to pay attention are:
 - Check box sizes in form should be consistent and they should be square (the height and width should match). Determine the right size and copy matching heights and widths for each check box.
 - Single Line fields in documents should be similar to other fields. Determine the right height and copy that height for each text field.
- Video: <https://www.youtube.com/watch?v=ivHIBKeGvFM>

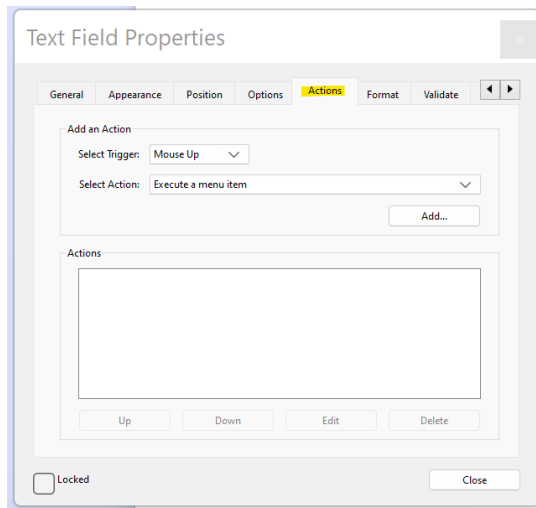
Options Tab



- This is tab allows you to

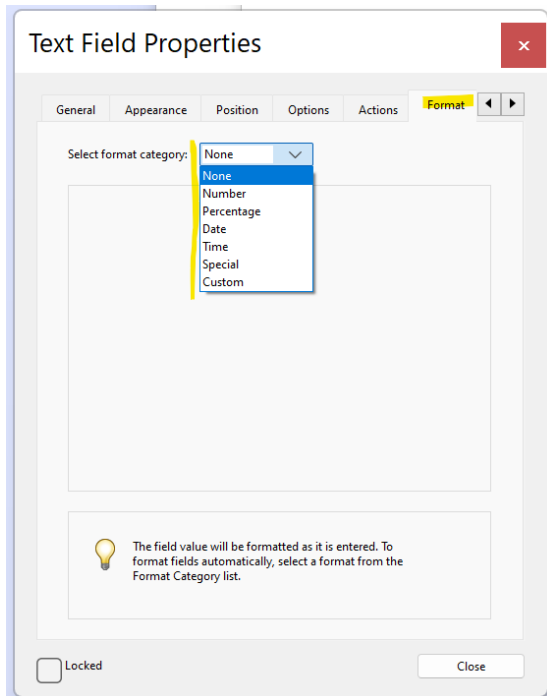
- align the field value Left, Right or Center
- Define a default value of desired
- Check Spelling
- Multi-line (allows you to have a larger text box include multiple lines in the response)
- Scroll Long text (this is a default value – but do not use on a form that will be printed as it will not be visible.)
- Allow rich text formatting for larger text fields
- Limit of x characters allows you to set the maximum number of characters
- Comb (or Combination) of x characters to set the number of required characters (e.g. a student OSIS number is always n characters long)
- Video: <https://www.youtube.com/watch?v=7XpH3henfz4>

Actions Tab



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- This tab allows for more complex coding – I have yet to find a use for.
- Video: <https://www.youtube.com/watch?v=E6LR4pkFnKc>

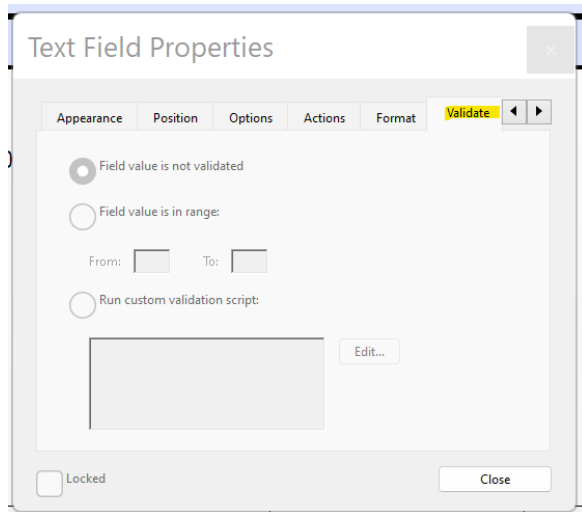
Format Tab



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- This tab allows you define the format type for a form field. Common uses are
 - Date
 - Number – you can define decimal places, separator style (,) Currency symbol, etc.
 - Percentage

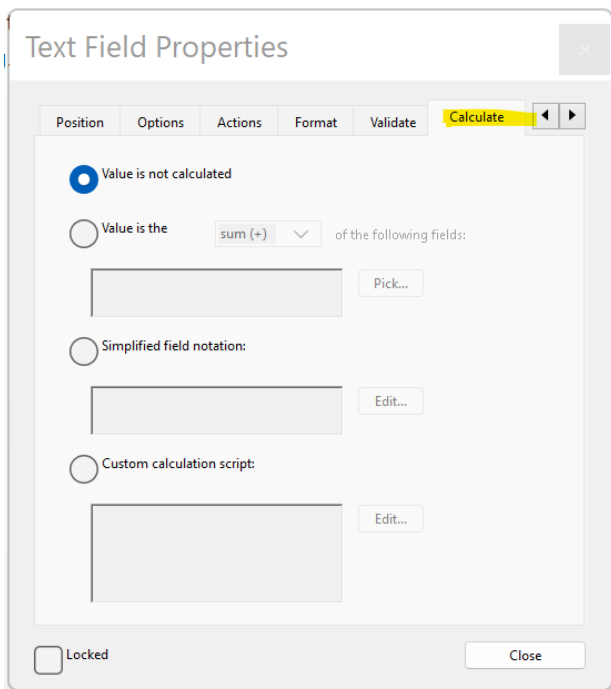
- Date
- Time
- Special
 - Zip code
 - Phone number
 - Social Security Number
 - Arbitrary Mask
- Special
- Video: <https://www.youtube.com/watch?v=l1W09X2afgw>

Validate Tab



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- This tab allows you to add a valid range of numbers add a custom validation script
- Video - <https://www.youtube.com/watch?v=V5KGtbLEPA4>

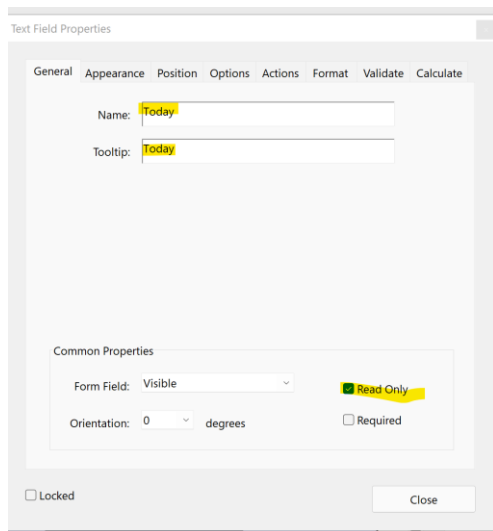
Calculate Tab



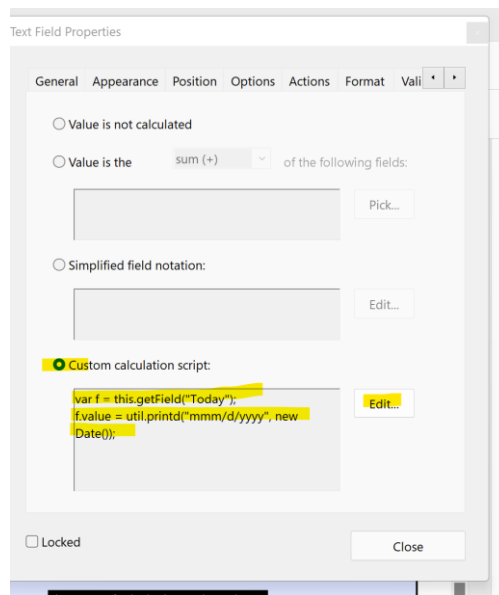
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- You can use this tab to do simple calculations.
- Video - <https://www.youtube.com/watch?v=qQQO2qHU5HPo>

How to add a Form Field that Displays Today's Date in a PDF Form

- When you are in your PDF form. Create/name a field "Today"
- Set the field to be read only



- Click on the Calculate Tab:



- Select Custom Calculation Script and click edit
- Enter the following text (use cut and paste (improper spacing can cause errors) in the java script editor that opens:

```
var f = this.getField("Today");  
f.value = util.printd("mmm/d/yyyy", new Date());
```

- Then click ok
- The actual date format displayed is defined in the Format tab:
 - Select Format Category Date – pick the desired display format and click closed.
- The form will now show the today's date in the today field:

Date Printed: 03/08/22 Today

(Originally found (but simplified above) at –

<https://www.uwec.edu/kb/article/pdf-forms-inserting-an-automatic-date-field/>)