



Title: How to Create a Fillable Form

Task:

By following these instructions, you'll be able to create a fillable form to save time and reduce paper costs.

Instructions:

1. First, create the form in another application such as Microsoft Word.
2. Open Foxit PDF Editor.
3. Convert the file to PDF with your preferred method.



Name:

Address:

City:

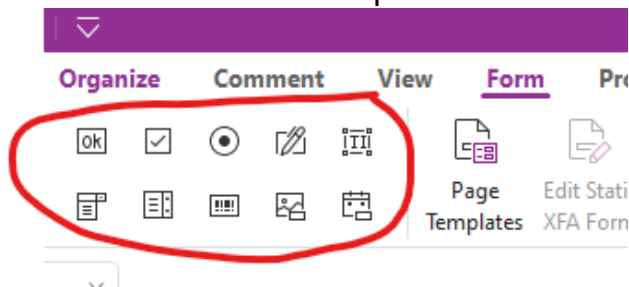
State:

Zip Code:

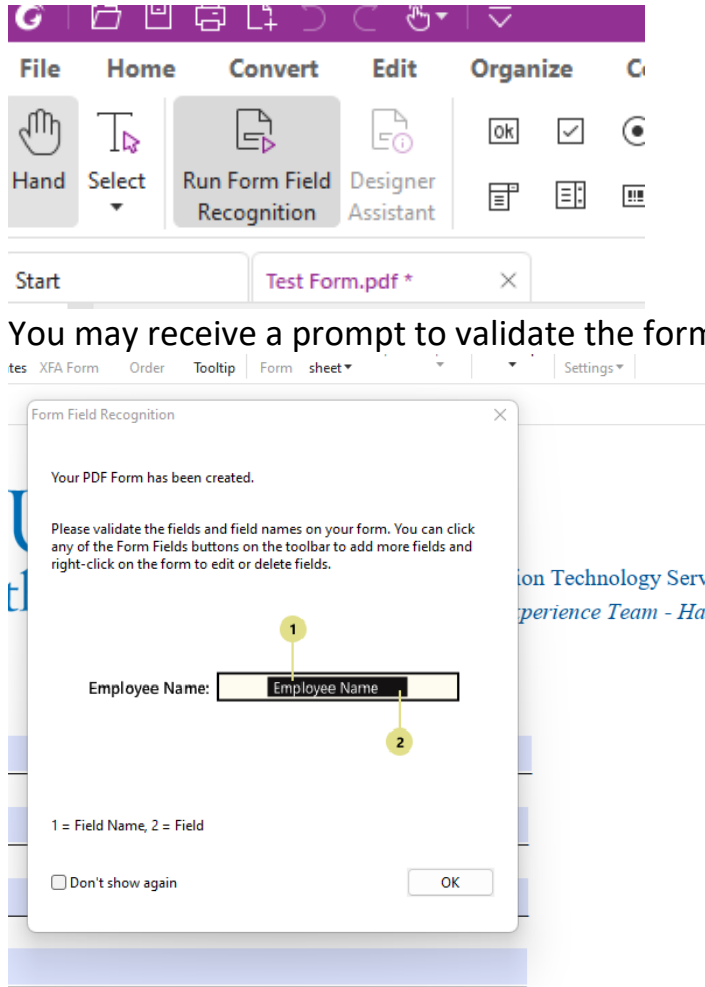
Phone:

Email:

4. Click the form tab.
5. There are several field options to choose.



6. For this example test fields will be used.
7. Click Run Form Field Recognition.



8. You may receive a prompt to validate the form fields. Click OK.

9. Foxit should recognize the text fields in your form.



Name:

Address:

Address:

City:

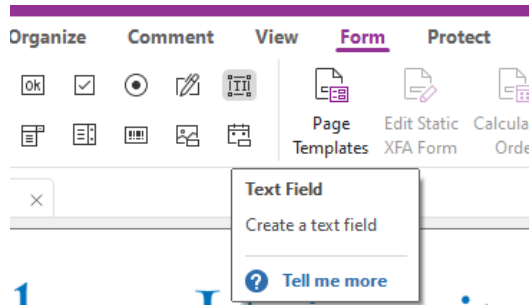
State:

Zip Code:

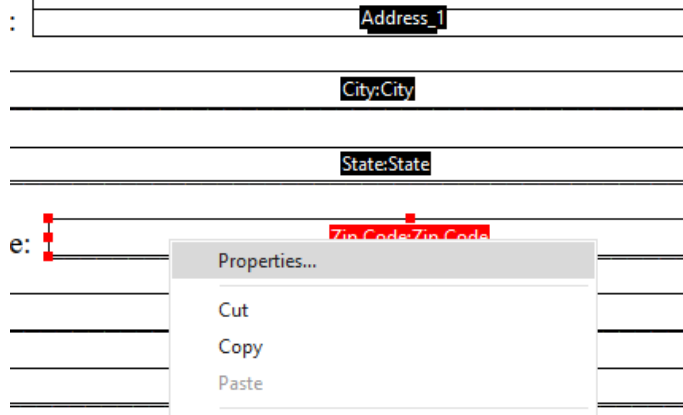
Phone:

10. Fields can be changed as needed. Foxit has several built-in formats available.

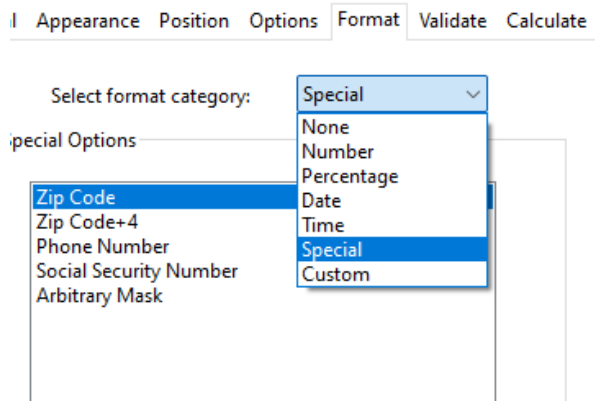
11. Click the Text Field icon.



12. For instance, right-click on the Zip Code field and click Properties.



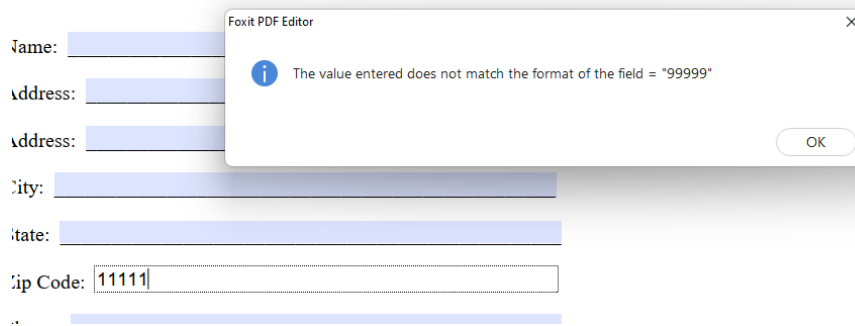
13. Click the Format tab and select Special from the dropdown list.



14. Select the desired Zip Code format.

15. Select the Hand icon to test your formatting.

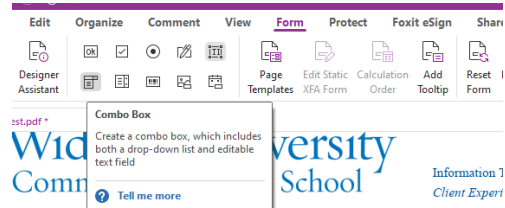
16. Entering more text than the formatting allows will produce a warning message.



17. Foxit also allows you to change a text field to another type of field such as a Combo Box.

18. For instance, the Text Box for State can be deleted.

19. A Combo Box can be inserted in order to limit the available choices.



Name:

Address:

Address:

City:

State:

Zip Code:

20. Click Properties.

Address:

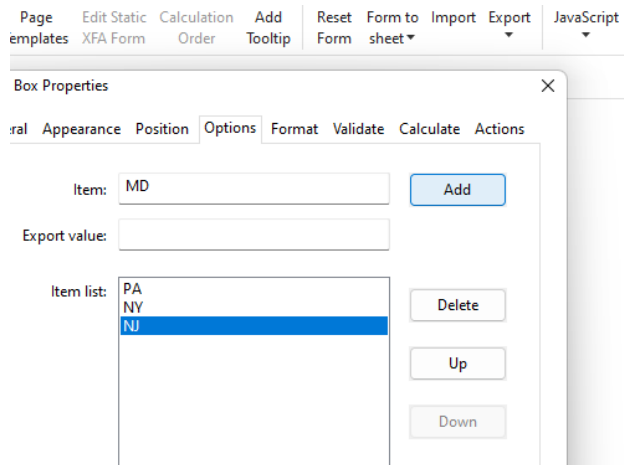
Address:

City:

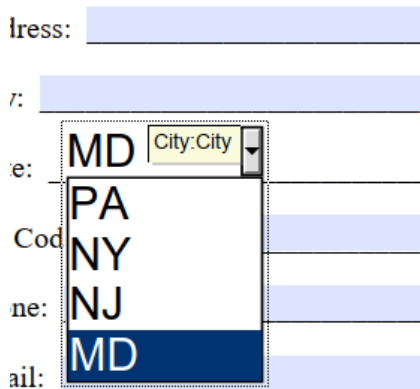
State:

Zip Required [All Properties](#)

21. Enter the desired choices in the Item field and click Add; click Close when finished.



22. Click the Hand icon to test your form.



23. Remember to save your form.

Video Link:

[How to create fillable PDF forms | PDF Editor | Edit PDF | Foxit](#)

Outcome:

Hopefully this information has been useful. If not, or you still have questions, please don't hesitate to contact CWLaw Client Experience.