

Title: How to Create a Fillable Form

<u>Task:</u>

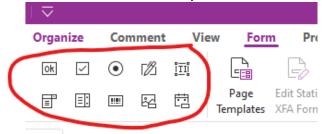
By following these instructions, you'll be able to create a fillable form to save time and reduce paper costs.

Instructions:

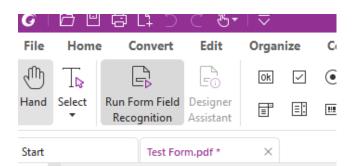
- 1. First, create the form in another application such as Microsoft Word.
- 2. Open Foxit PDF Editor.
- 3. Convert the file to PDF with your preferred method.

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Nar	ne:			
Add	ress:			
City	:	State:	Zip Code	:
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- 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.

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

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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.

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

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

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- 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.

	Foxit PDF Editor	×
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Address:	The value entered does not match the format of the field = "99999"	
Address:		ОК
City:		
tate:		
Lip Code: 11111		

- 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.

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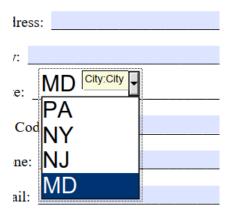
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Address:							
City:							
State:							
Name: Combo Box0							
Zip Required <u>All Properties</u>							

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

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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.