



COMPLETE A FORM WITH ADOBE ACROBAT Or, HOW TO ENTER TEXT ON A PDF FILE



This is very handy when a form or application has many lines to fill in, includes a chart, etc. If the PDF file is accessed from the Internet, you may need to save the file first and then access it by opening it from Acrobat Pro. NOTE: **Some activities are only available in Acrobat Pro version and not the free downloadable Reader.** This handout is based on Acrobat Pro version 9, Windows version.

Basic Form Filling with Interactive Fields:

Many PDF files have interactive form fields. These PDF files were prepared so one may enter text using Adobe Acrobat Reader. This is the message that indicates the form is prepared for text insertion. If you have trouble identifying where to insert text, select “Highlight fields”.

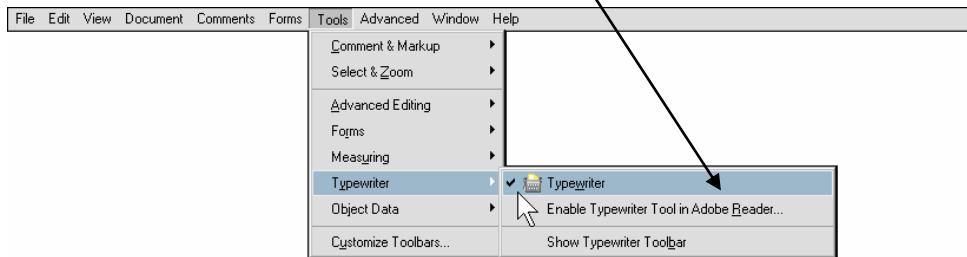
 Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.  Highlight Fields


See last page for printing; you must select “**Document and Markups**” to print the completed form with text entered. “Submit” by email if that is an option. If you attempt to save the file, you may receive a message in Adobe Acrobat Reader that indicates the file cannot be saved with the text you inserted. You may be able to save the file with inserted text in Adobe Acrobat Pro. Option: Print the file, scan it and creating a new PDF file.


When PDF file has no Interactive Fields -Using the Typewriter Tool- available in Acrobat Pro; may/may not be available in the Reader

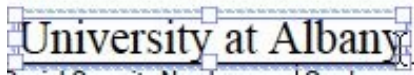
If using Acrobat Reader, the Typewriter tool only works if it is enabled. To enable it open the file in Acrobat Pro. Select **Tools > Typewriter > Enable Typewriter Tool Adobe Reader...** Then **Save** file and it is ready to use in Acrobat Reader.

To use the Typewriter in Acrobat Pro, select **Tools > Typewriter > Show Typewriter Toolbar.**



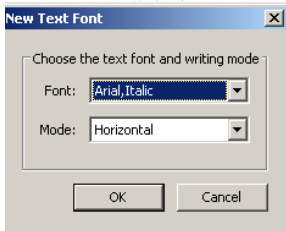
Click on the Typewriter and begin typing. TIP: When the Typewriter tool is ready for use, the cursor will change to . If you move to another place in the document, click then enter text. Select the options on the Typewriter Tool Bar to change text size and spacing. Double Click and highlight text to edit. Right click for more editing options.

Text is entered in a textbox. To move or resize the text click on the text and when the blue box appears drag the text box corners to change it's size. To move the text, move the text box when the crosshairs appear. 



When PDF file has no Interactive Fields – Add Text Using the TouchUp Text tool available in Acrobat Pro; not available in the Reader

This option allows you to add text using the fonts available on the computer. Select **View > Toolbars > Advance Editing > Show Advanced Editing Toolbar**. Click on the **TouchUp Text Tool** to activate it.

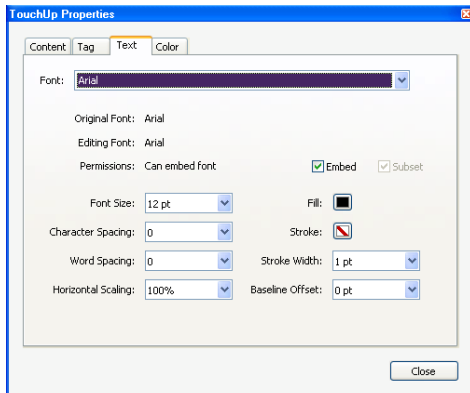
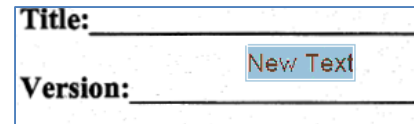


Position the cursor in the document where text will be entered. Press **Ctrl-click**. (MAC Users = **Option/Alt Key + Click**)



A window opens; select the font and text direction.

Press OK. Add text.



Highlight text and type corrections. Right click for editing options.



To move text box or resize text field select the TouchUp Object tool. When the text is outline, drag the outline to resize. When the cross hairs appear, use to move the text.

To Print select “Document and Markups” to print the pdf file with the text you’ve entered.

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