

# T4L Support Guides

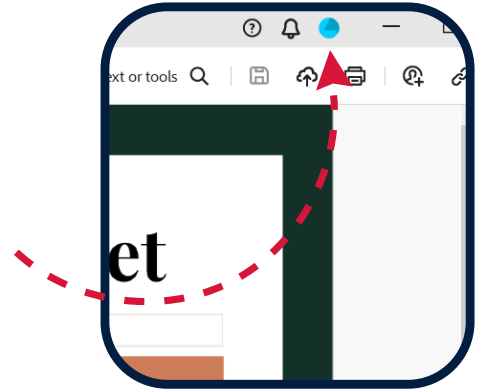
## Adobe Acrobat Pro

\*Requires Creative Cloud Licence

### Create Fillable Form

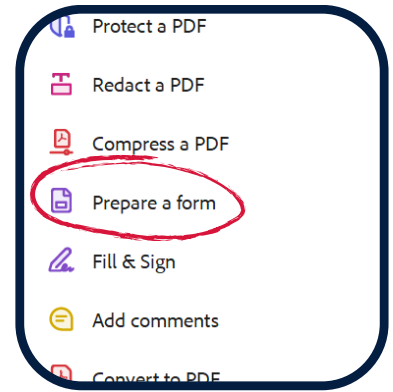
#### Step 1

Open Acrobat Pro and the document you wish to convert. Ensure that you are signed into Acrobat with your @det credentials.



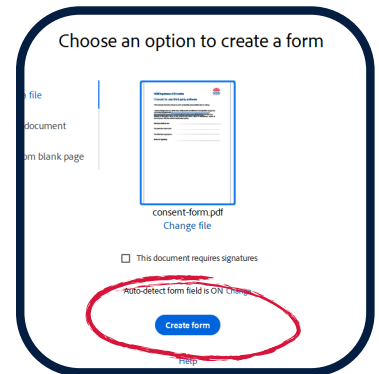
#### Step 2

From the tools panel select **prepare a form**.



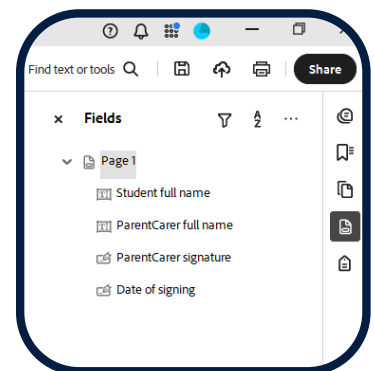
#### Step 3

Click the **create form** button to begin creating the form.



#### Step 4

Fillable space on the PDF document will be identified. Those that have been identified will be listed in the **fields** panel. Click a section to see it on the form highlighted in blue.



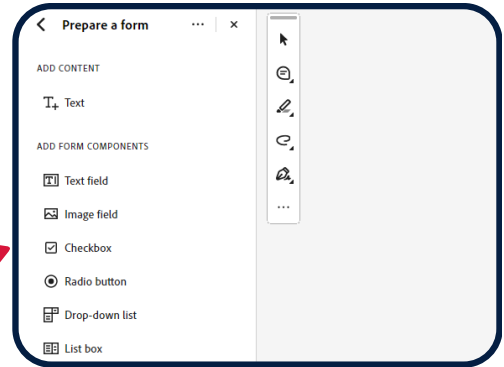
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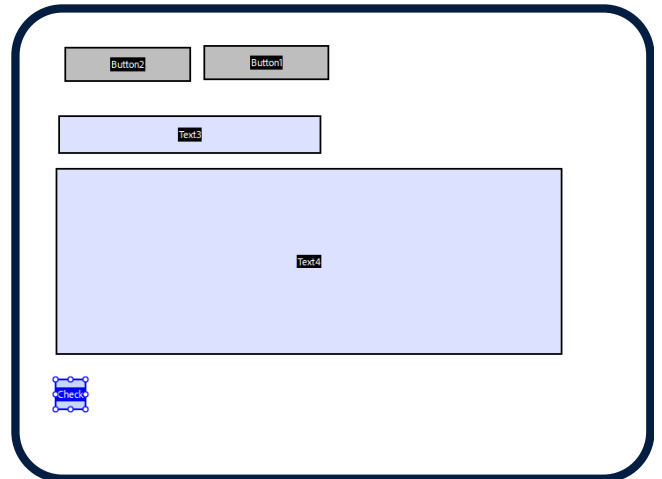
#### Step 5

To add further fields to the form you are creating, select an option from the **prepare a form** menu.



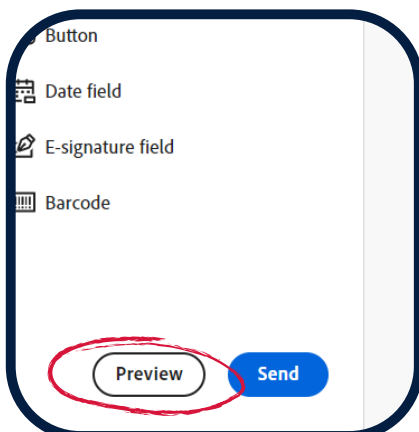
#### Step 6

Once you have selected an option for a component to be inserted into the form, a blue box will appear. Move the box into the position and click when complete. You can then use the handles to increase the size of the space that you have inserted. You can edit the name of the field by double clicking on its name in the **fields** panel. Right click on the field to access its properties and change the features of that fillable area.



#### Step 7

To preview what your form looks like for a recipient to complete, click the **preview** button at the bottom of the **prepare a form** panel. Click the **exit preview** button to return to your document.



#### Step 8

Once you have finished editing, click the **menu** button, then select the save option that best suits your requirement.

