Instructions to View Adobe PDF Form Fields

An Adobe PDF form is an electronic-based form, resembling the paper based form that can collect data using Adobe Acrobat Professional. This PDF is a sample document that is form enabled. On the pages that follow, users can fill in data on the form as well as view the form fields directly. Instructions for each are described below.

To enter data directly into the form:
1. Choose Tools > Basic > Hand Tool from the menu.
2. Position the pointer inside a form field and click. The I-beam pointer allows you to type text. If your pointer appears as a pointing finger you can select a check box.
3. After entering the text or making the selection, you can do one of the following:
   - Press Tab or Shift-Tab to move to the next or previous field
   - Click on the next field to edit
   - Choose File > Save As to save the form and the data you have entered.

To view the fields on the form and their properties:
1. Choose Tools > Advanced Editing > Select Object Tool. Now each form field is visible on the screen.
2. Do one of the following to select a field's properties:
   - Double-click on the form field
   - Right-click (Windows) or Control-click (Mac OS), and select Properties
   - Click on the form field to select it, and then click on the More button on the Properties toolbar to open the Properties dialog box.