

Acrobat forms with LiveCycle Designer

XAVIER UNIVERSITY | DISCOVERY SERVICES



The Blank Document

To get started, first create a document (such as MS Word, Publisher, etc.) and design the layout of your form.

Leave space where the form elements will later be placed. There is no need to include lines (for example: 'Name: _____' is not necessary. 'Name: _____' is best).

Be sure to finalize your design BEFORE moving forward. It is difficult to go back and edit the layout once you start working with Acrobat. *Save and close the document.*

My Form
Directions for the form.

Name: _____

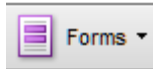
Email: _____

Phone: _____

Creating the PDF Form

1. Open Adobe Acrobat Professional. Acrobat Reader will not work for what you are trying to accomplish.

2. Click on the 'Forms' button in the toolbar.



3. Choose 'Create new form'.

4. Choose 'Start with an electronic document'.

5. Click Continue. You will be notified that you will be working with another software called LiveCycle Designer. Click continue again.

Create a New Form

How would you like to create your interactive form?

Select a template
Choose from a library of forms templates.

Start with an electronic document
Convert an existing file into an interactive form.

Import data from a spreadsheet
Copy and paste data from the cells of a spreadsheet.

Scan from paper
Use a scanner to import a paper form.

Continue > Cancel

6. Click 'Browse' to find the document you just created.

Locate your existing document

Import a file from file system

Browse...

7. Be sure that the 'Files of Type' box is set to Find your specific file type. For example, if you are browsing for a Word document, this should be set to 'Microsoft Office Word'.

File name: My Form.doc

Files of type: Microsoft Office Word (*.doc;*.rtf;*.docx;*.docm)

Open Cancel

8. Click 'Next'

9. Once the document is ready, click 'Next'

Import electronic document

Creating PDF from file "My Form.doc". Please wait for a while.



The document is ready. Please click Next to continue.

10. Choose 'Place Fields by Hand' Click 'Next'

11. Click 'Done'

12. In the New Forms Assistant dialog box, choose if you would like an email button (provide your email address if you choose this option) and/or print button.

Add a print button

Form fillers use the Print button to print the form and return it manually.

13. Click 'Finish'

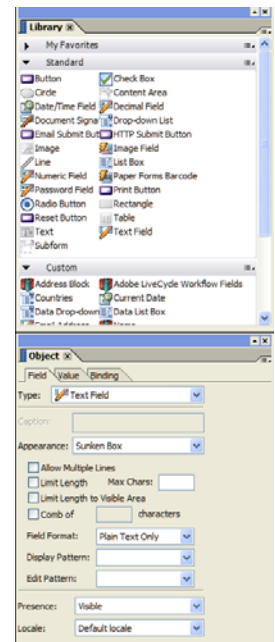
LiveCycle Designer

1. In LiveCycle Designer, be sure you see the 'Library' and 'Object' windows to the right. If you do not, go to Window > Library and Window > Object.

It is recommended to minimize any other panels you might see here.

2. Choose form objects for your form from the Library. Drag the items from the Library to your document.

3. Once placed, click on the form object. The 'Object' panel will change to display the properties of that object. Edit as needed. Save when finished.



Working with Emailed Forms

Note that when submitted by email, the form itself is not sent. Instead, forms sent to you via email will be sent as an attached XML document. You can open these files with Excel to view the submitted data.