

## To create a PDF with fillable fields from a Word Document (form):

1. Open your Word document.
2. File > Print > Acrobat PDF
3. Save your PDF.
4. Your document will open in Acrobat Professional.
5. Forms > Start Forms Wizard> an existing electronic document > use current document
6. You can create fields individually for those that are not recognized by the form wizard by choosing Add a New Field (whichever kind of field you need).
7. You can right mouse click on any text box > Properties to set border color, etc.

### Add a Submit Button

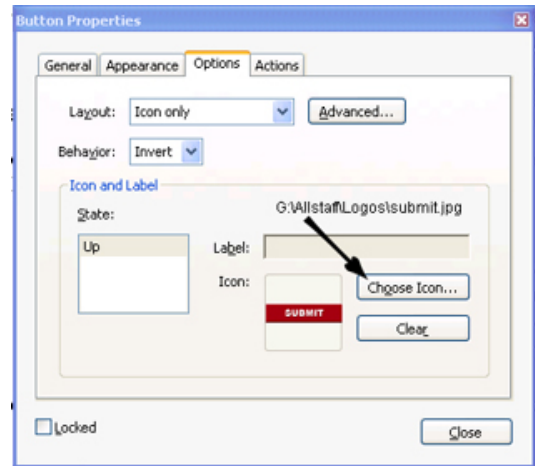
Choose Add a New Field on the Acrobat toolbar, select the Button tool, and create a button at the bottom of the form. Once placed, click away from it.

1. Double-click the button to open the button Properties dialog box.
2. Click the Actions tab, and select **Mouse Up** from the Select Trigger menu.
3. Select **Submit a Form** from the Select Action menu, and then click Add.
4. In the Submit Form Selections dialog box, type an entry in Enter A URL For This Link:  
To send the form data to an email address, enter mailto: followed by the email address.

\*example -

<mailto:deborah.hargroves@sccps.com>

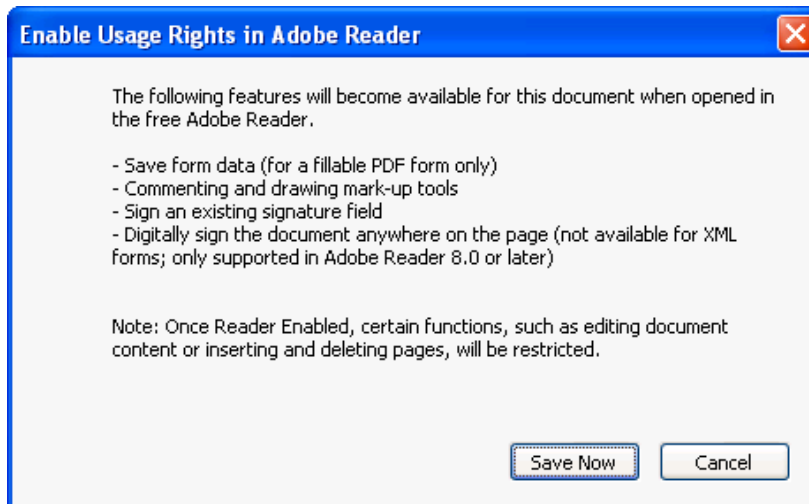
After typing in the email address, choose PDF – the complete document as the export format.



5. On Button Properties Options Tab, choose Icon Only for Layout. Browse for file to choose icon from your CD > submit button.gif (be sure to change file type of the browse to Compuserver gif) Click OK & close.

### Enable Reader users to save form data

Choose Advanced > Extend Features in Adobe Reader. Click Save Now.



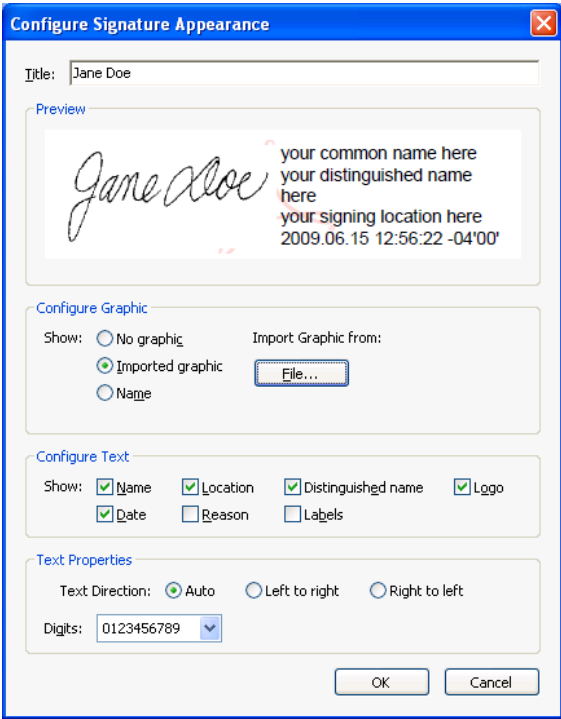
## To Create Digital Signatures in Acrobat Professional 9

A **digital signature**, like a conventional handwritten signature, identifies the person signing a document. Unlike a handwritten signature, a digital signature is difficult to forge because it contains encrypted information that is unique to the signer and easily verified.

When you apply a digital signature, Acrobat uses a hashing algorithm to generate a message digest, which it encrypts using your private key. Acrobat embeds the encrypted message digest in the PDF, along with details from your certificate, an image of your signature, and a version of the document at the time it was signed.

To include an image of your handwritten signature in the digital signature, scan your signature, and save it as an image file. Place the image in a document by itself, and convert the document to PDF.

I have done this for you for this tutorial and the signature “Jane Doe” is included on your CD in the Acrobat 9 folder.

<p>Edit &gt; Preferences &gt; Security</p> <p>Configure Signature Appearance</p> <p>Title (Type in Jane Doe)</p> <p>Configure Graphic –</p> <p>Imported Graphic &gt; Browse for file “Jane Doe” on CD</p> <p>Configure Text – uncheck Reason &amp; Labels</p> <p>Click OK, OK</p>	
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## Open Pdf in Adobe Reader 9

In My Computer, navigate to the pdf form you just created with fillable fields, called TAH Resource Library Loan Agreement. Right mouse click on it & click on Open with **Adobe Reader 9**.

In Adobe Reader, go to Document > Sign > Place Signature