

How to Make a Fillable Form Using Adobe Acrobat

- 1. Open the PDF you want to make fillable in **Adobe Acrobat**.
- 2. Navigate to the **Tools tab** in the upper left of the screen.
- 3. Choose **Prepare Form** from the options listed under the Forms & Signatures section.
- 4. Click the blue **Start** button to start Adobe's intelligent scan of your PDF file. Adobe will now process the PDF to auto-detect any fillable fields. *Do not check the box next to the "This document requires a signature" option.*
- 5. Review Adobe's smart processing of your PDF and make adjustments to the fillable sections.
 - a. **To remove fillable spaces** applied by the smart processing, click on the field and press the delete or backspace button on your keyboard.
 - b. **To add fillable spaces**, including text, check boxes, radio buttons, dropdowns and more, select the appropriate field from the upper toolbar and apply it to the PDF in the designated space.
- 6. When you have applied fillable elements to all the fillable spaces on the PDF, press the blue **Preview** button in the top right corner to preview your fillable form.
 - a. Press the **Close** button in the top right corner to exit the preview mode.
- Save your new fillable form by choosing File > Save As. Choose Adobe PDF Files from the Format dropdown if it is not already selected.