

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.
7. Save your new fillable form by choosing **File > Save As**. Choose **Adobe PDF Files** from the Format dropdown if it is not already selected.