

Adobe Acrobat Pro:

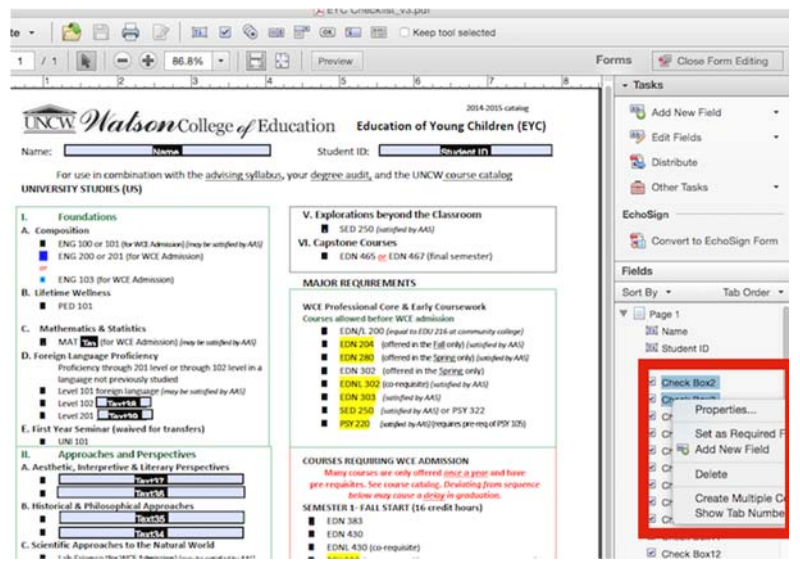
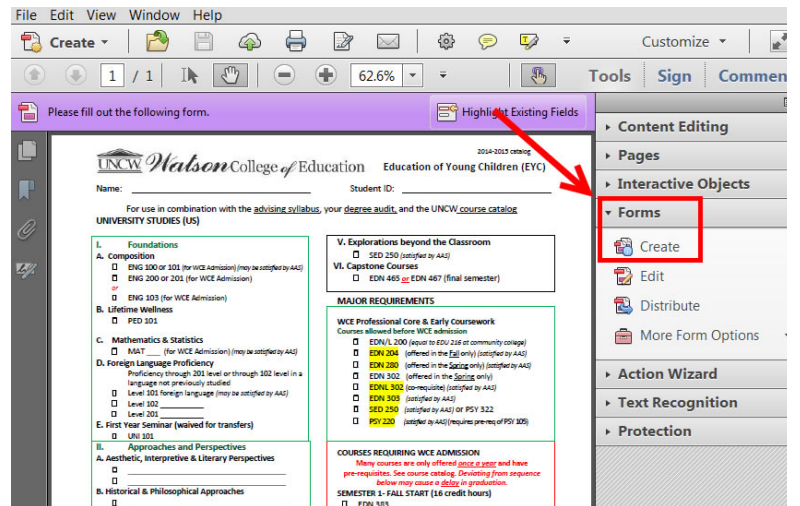
How to make a PDF form interactive with text boxes and checkboxes throughout:

1. Open document in Adobe Acrobat Pro

2. Open the Tools panel

3. Go to FORMS > CREATE

4. If there are already fields such as text boxes and check boxes, check to make sure they work and delete nonworking fields by right clicking > Delete



Adobe Acrobat Pro:

- To insert a new field, go to **TOOLS > FORMS > EDIT >** go top of the page and select the icon you wish to use; Text box, check box or radio button.

- Place new field on the document with a click and drag of the mouse

- Double click the field to edit color, lines or size

- Click > Close Form Editing to view the document changes

