

Create a Fillable Form PDF

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Creating a Fillable Form in PDF:

A FORM DOCUMENT THAT CAN BE FILLED OUT AND SUBMITTED ONLINE FOR EVERYONE TO BE ABLE TO USE. REMEMBER, CREATING AN ACCESSIBLE FILLABLE FORM ALLOWS INDIVIDUALS WITH DISABILITIES TO ACCESS AND COMPLETE THE FORM WITH EASE, ENSURING INCLUSIVITY AND EQUAL PARTICIPATION.

Setting Up the First Three Document Properties

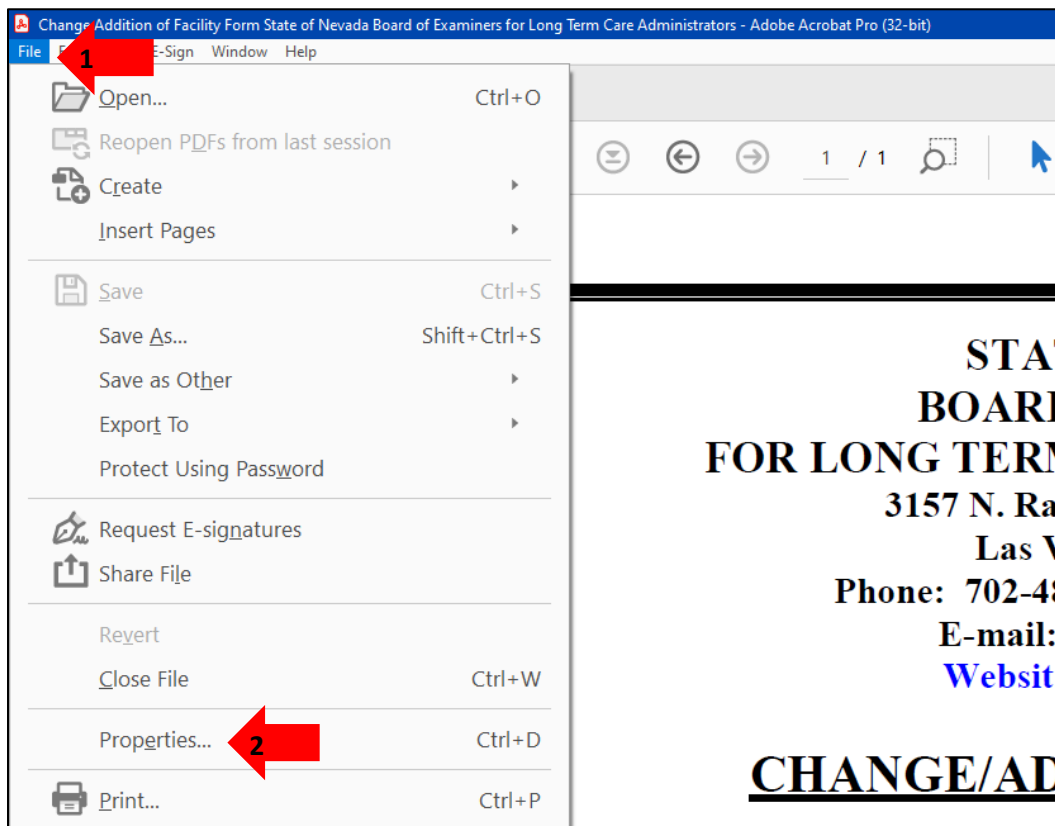
Doing these first three steps when opening any PDF document will ensure that these most common errors will be fixed before remediation of the document begins.

Document Title

The suggested first step to remediate a document is to confirm that the document has a title, or to create a title if there is no title. Note that if the source document (i.e., Word, Excel, PowerPoint) has a title, the PDF will have a title. If not, one will need to be added to the PDF.

The first step in creating a compliant PDF is to give the document a title instead of a file name.

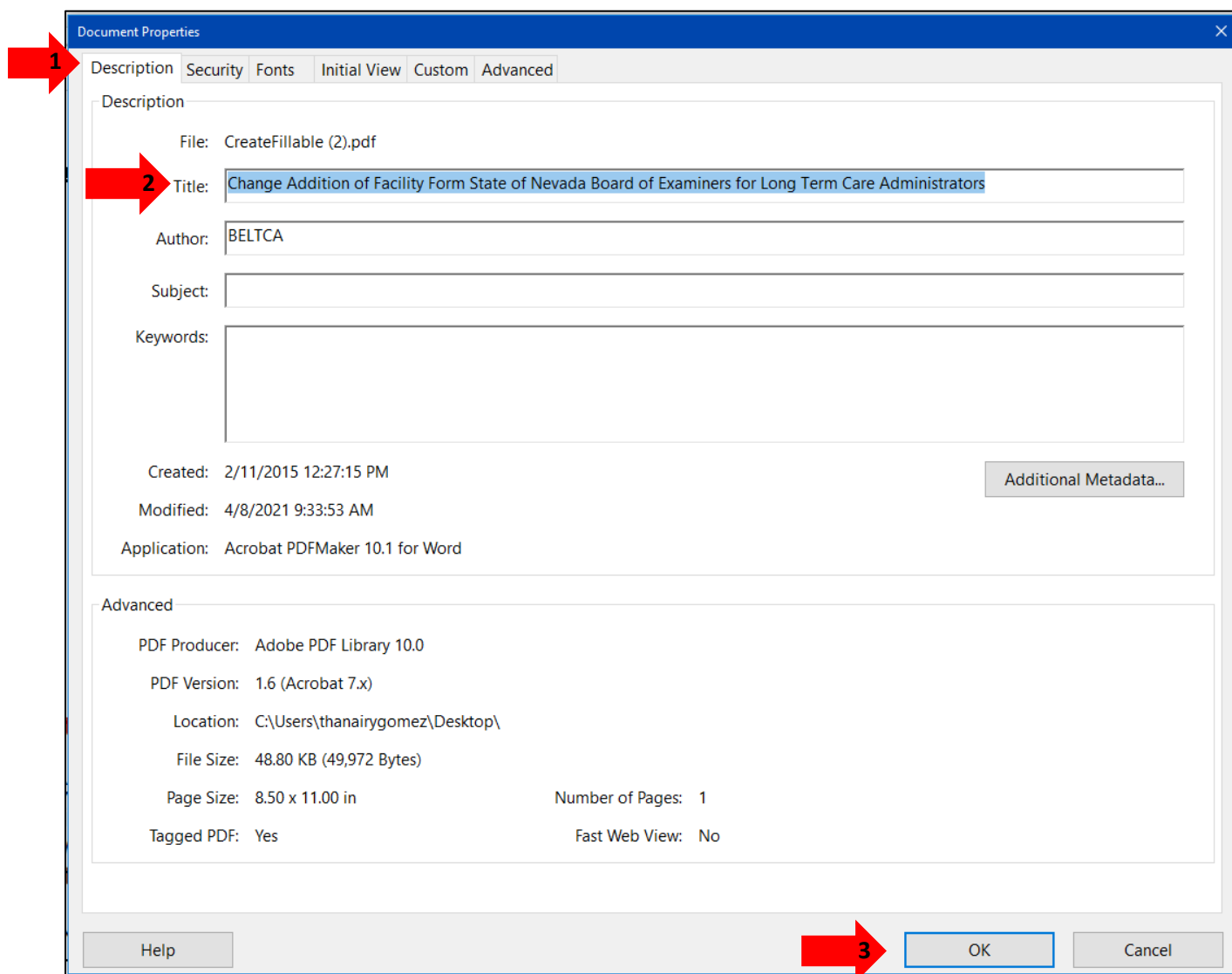
1. Click on "File" at the top of the menu bar.
2. Select "Properties" to open the Document Properties window.
3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.



Creating/Changing a Title

If there is no title, or if the title does not provide an accurate description of the document perform the following steps:

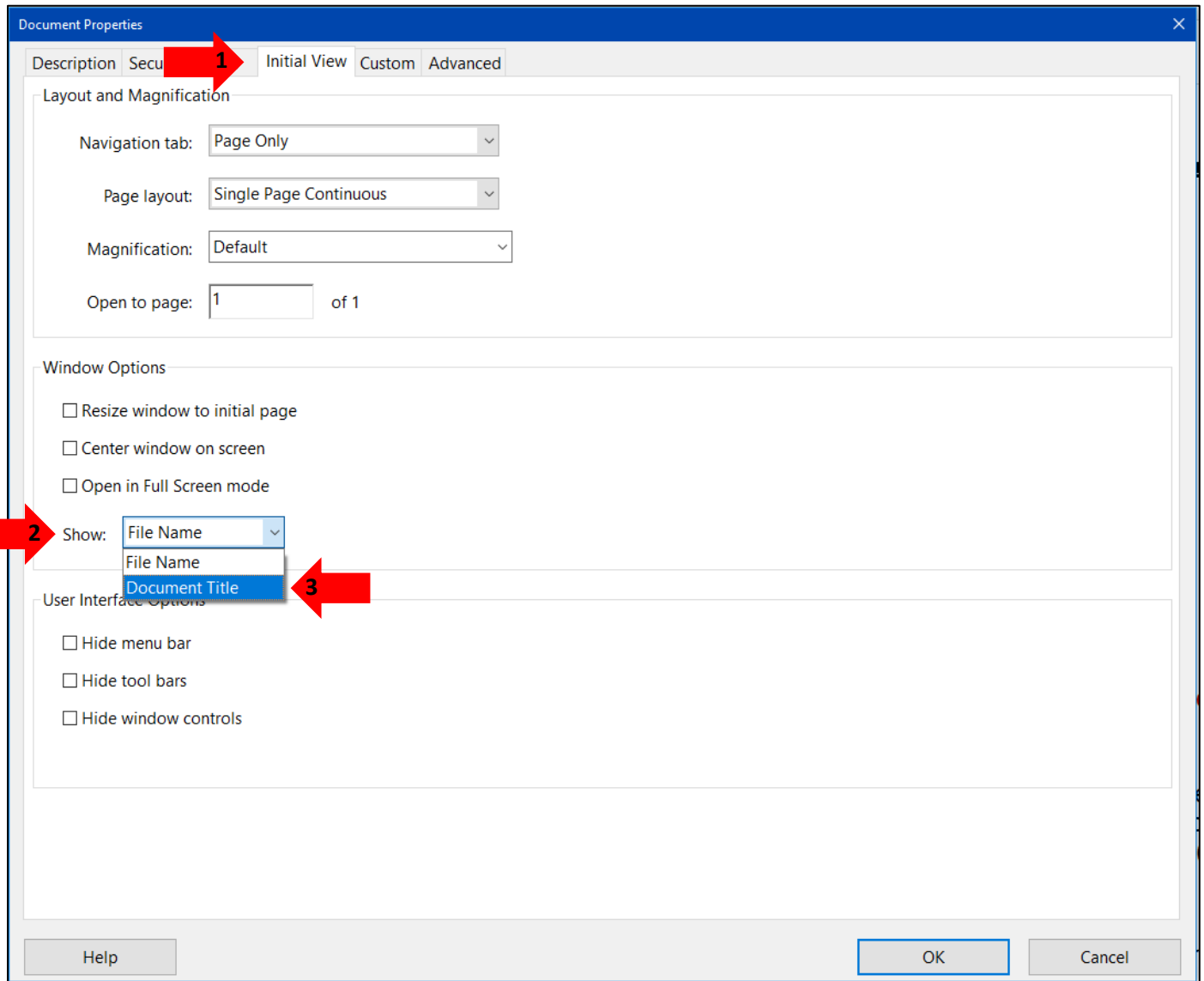
1. Select the “Description” tab. If there is no text in the Title box, a document name will need to be added. Please note that the text displayed in the Title field will be the name of the document provided to users of assistive technology.
2. If there is text in the Title box confirm that it is an accurate/relevant title. If it is not an accurate title, or if there is no title input the title in the “Title” field.
3. Click the OK button.



Setting PDF Metadata to Document's Title

When adding a Title to the document, the Metadata from File Name to Document Title also must change.

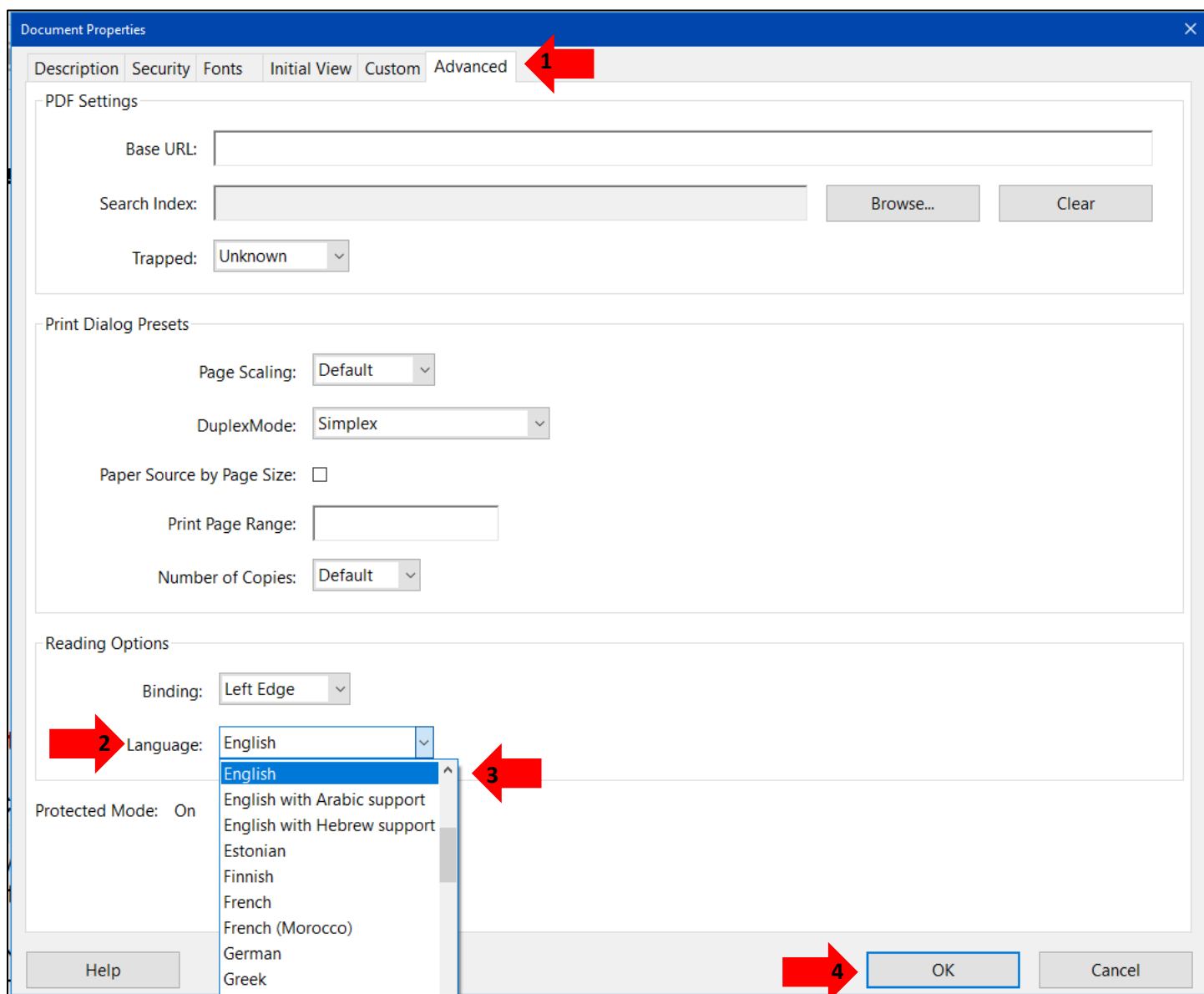
1. Click on the "Initial View" tab in the "Document Properties" window.
2. Confirm that the value displayed in the "Show" field is "Document Title".
3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"



Setting or Confirming the Language in PDF

Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. If it is not correct change, it to the correct language in this case “English.”
4. Click the “OK button to save any changes to the PDF title or language.

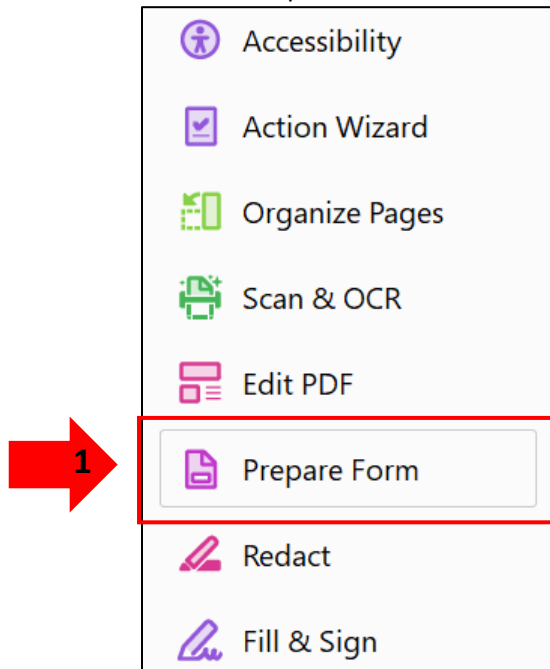


Converting the Document into a Fillable Form

First Using the Prepare Form Tool

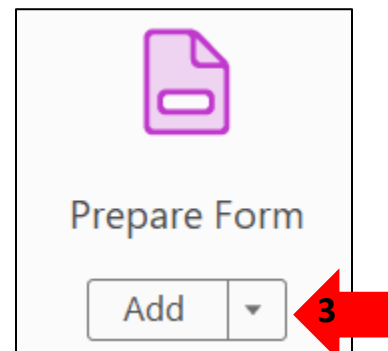
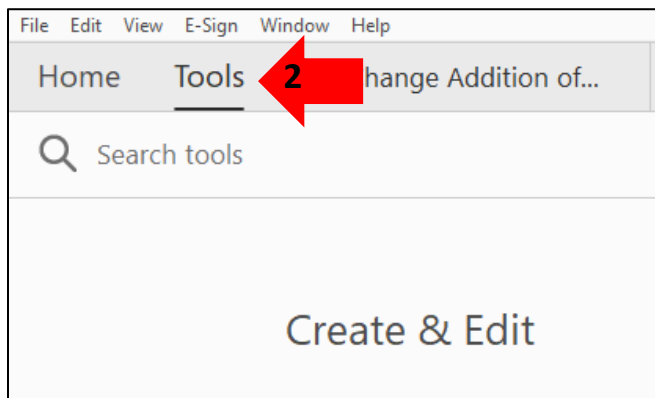
Next step is to create the fillable form document. To do this add form fields to the document, such as text fields, checkboxes, or drop-down menus. Adobe Acrobat Pro can automate most of the creation of fillable form fields by using the Prepare Form tools. By following these steps, will have the Prepare Form tool be able to create a fillable form. Remember to save regularly.

1. Click the Prepare Form Tool on the right of the document where the shortcut to the tools.



If this tool does not appear in the shortcut tools, then go to the “Tools” tab on the top left of the document.

2. Click on the Tools tab. All the tools in Adobe Acrobat Pro will appear.
3. Scroll down to find the Prepare Form tool, click on the Add button. The tool will now appear to the right of the document in tools shortcuts.



4. Now click on the Prepare Form tool.

Converting the Document to a Fillable Form

Acrobat will automatically analyze the document to detect for any form files. If it recognizes any form fields, it will highlight them. Reviewing and editing these fields will be needed.

1. Once the Prepare Form tool has been clicked on the left side of the tool will ask what file would be changed into a fillable form document.
2. It'll already appear to be selected so click on the Start button to begin the process. Adobe will automatically throw in those fillable form fields into the document.

To begin select a file, scan a document or start from scratch

Single File
Scanner
Create New
Create a Web Form

CreateFillable (2).pdf
Change File

This document requires signatures

Start

Form field auto detection is ON. [Change](#)

[Help](#)

3. Allow a few moments for the tool to detect and add form fields to the document. Once it is done the document is now a fillable form with form fields to input information in.

STATE OF NEVADA
BOARD OF EXAMINERS
FOR LONG TERM CARE ADMINISTRATORS
3157 N. Rainbow Boulevard, No. 313
Las Vegas, Nevada 89108
Phone: 702-496-5445 Fax: 702-496-5439
E-mail: beltea@beltea.nv.gov
Website: <http://beltea.nv.gov>

CHANGE/ADDITION OF FACILITY

***** IMPORTANT *****
Remember, your license belongs to you! By assuming the position of named administrator of a facility, you accept the total responsibility of insuring the proper operations of the facility at all times.

Please be reminded that NAC 654.181 provides that each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall notify the Board in writing any time he/she changes his/her contact information including home address, phone number, cell phone number and email address or changes his/her affiliation with a facility within 15 days after such an event. A Licensee will be subject to a fine of \$500.00 for a first offense if the above rule is not adhered to.

Effective February 20, 2013, NAC 654.250.6 requires a nursing facility administrator or an administrator of a residential facility for groups to surrender and return a license to the Board not later than 15 calendar days after terminating his or her affiliation with a named facility for any reason. Licensees will be subject to a fine of \$500.00 for the first violation and at least \$1,000.00 for a second or subsequent violation, but will not exceed \$10,000 for each violation.

Requests for licenses naming a facility cannot be issued until the license from the previous administrator is received by BELTEA.

A fee of \$100.00 is required for the issuance of a new license for each new facility and/or a new license.

The signature of the facility owner or owner's representative is required for all new facilities requested by a licensee.

PLEASE PRINT LEGIBLY AND PROVIDE COMPLETE INFORMATION

LICENSEE NAME LICENSEE NAME LICENSE NO. LICENSE
 Home Street Address City State Zip
(Home Street Address) (City, State, Zip)

HOME PHONE: HOME PHONE CELL PERSONAL E-MAIL: PERSONAL EMAIL

FACILITY
 NAME OF NEW FACILITY LICENSE NO. NO. OF BEDS NOOF
 NAME OF NEW FACILITY 2 NAME OF NEW FACILITY 3
(Street Address) (City, State, Zip)

TEL. NO. TEL. NO. FAX NO. FAX NO. FACILITY E-MAIL FACILITY EMAIL

A CHANGE APPLICATION WAS SUBMITTED TO HQCC ON A CHANGE APPLICATION COPY ATTACHED.

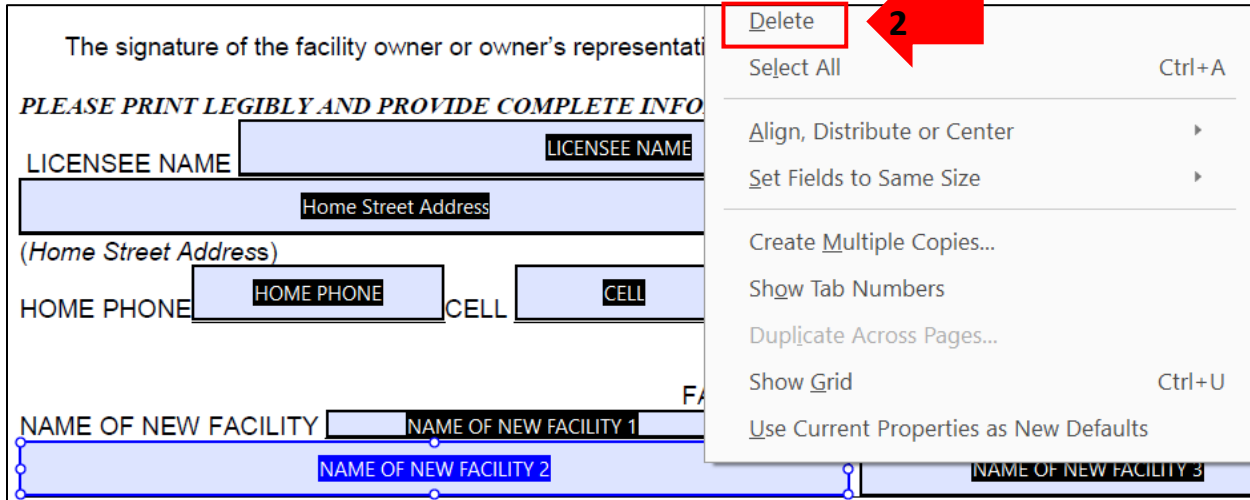
SIGNATURE OF LICENSEE SIGNATURE OF LICENSEE EFFECTIVE DATE EFFECTIVE DATE

AUTHORIZED BY: AUTHORIZED BY
Signature of Facility Owner or Owner Representative
 Print Name and Title
Print Name and Title

Extra Form Fields

Sometime extra form fields are created because the program may have detected something similar to a field in the document when it was not. It does occasionally happen, the best way to deal with these extra unnecessary form fields is to remove them.

1. Still on the Prepare Form tool select the extra form filed. Right click on the field.
2. Select the Delete option.



3. Extra form field is now deleted.

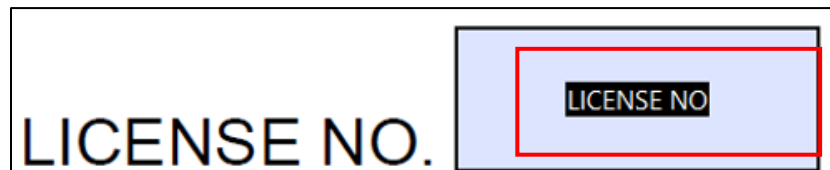
Editing and Adjusting Form Fields

After the Prepare Form tool has added the form fields, they can be their properties adjusted. In the form field's properties, it can edit/set the field's name, appearance, validation, formatting, and other options. These require a manual process to be accomplished. There are no tools or shortcuts to edit the form fields.

Naming Form Fields

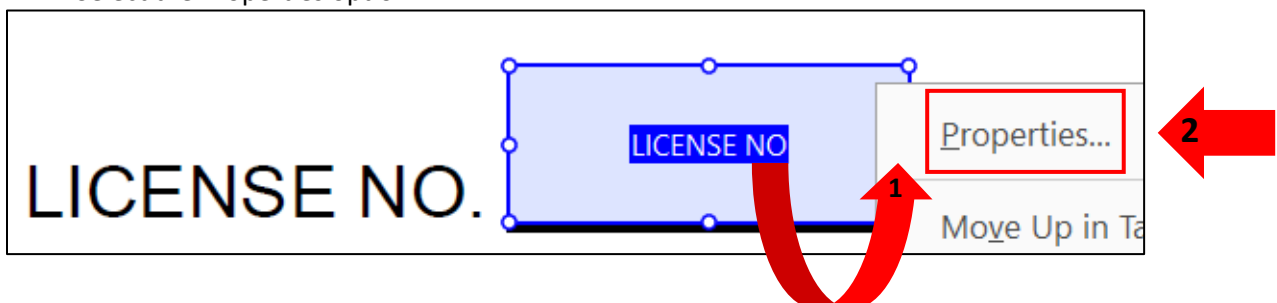
Providing a unique and descriptive name for each form field ensures that screen readers and other assistive technologies can properly identify and interpret the fields. This allows individual with visual impairments or disabilities to navigate and interact with the form effectively.

Once the fields have been created, go through the document to see if the fields have been named correctly. Such as License No should be License Number.



If the name of the form field is incorrect or appears odd change the name of the form field.

1. Still in Prepare Form tool right click on the form field that name needs to be changed.
2. Select the Properties option.



3. The Text Field Properties box will appear. This is where to edit the form fields.
4. Be in the "General" tab.
5. Find where it says "Name." There is an input type box with the form fields name that needs to be changed. In this example Name is License No.

The screenshot shows the 'Text Field Properties' dialog box with the 'General' tab selected. The 'Name' field contains 'LICENSE NO' and the 'Tooltip' field contains 'LICENSE NO'. Below these fields is a 'Common Properties' section with 'Form Field' set to 'Visible', 'Orientation' set to '0 degrees', and checkboxes for 'Read Only' and 'Required'. At the bottom, there is a 'Locked' checkbox and a 'Close' button. Red arrows indicate the following steps: 3 points to the dialog title, 4 points to the 'General' tab, and 5 points to the 'Name' input field.

6. Click inside the Name input type box and type in License Number instead.

This close-up shows the 'Name' field updated to 'LICENSE Number' and the 'Tooltip' field updated to 'Enter LICENSE Number'. A red arrow labeled '6' points to the 'Name' field.

7. Then click on the Tab button from the keyboard, this ensures that the change name will be saved.

Tooltip in Form Fields

Tooltip is a feature that allows additional information or instructions for the form fields. It can provide additional context or clarification about the purpose or expected input for a specific form field. It'll help users understand what information is required or how they should interact with the field, reducing confusion and potential errors.

1. Still in both the Text Field Properties box and General tab find the input type box called "Tooltip."
2. Click inside the Tooltip input box.

Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: License Number

Tooltip: LICENSE NO

3. Type the description or the instructions of the form field. In this example the form field's tooltip should be Enter License Number.

Name: License Number

Tooltip: Enter License Number

Press the Tab button on keyboard, to ensure that the changes are saved.

4. Click on the Close button of the Text Field Properties.

Common Properties

Form Field: Visible Read Only

Orientation: 0 degrees Required

Locked

Close

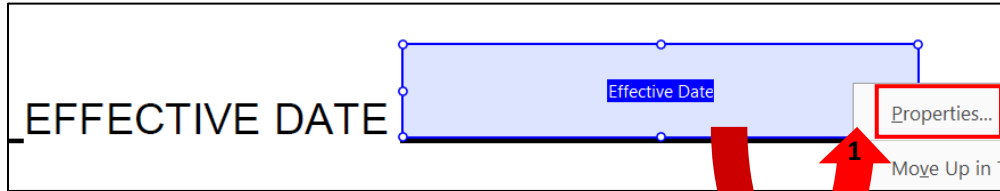
Now clear instructions can be read from the form fields' tooltip.

Insert a Date Picker in Form Fields

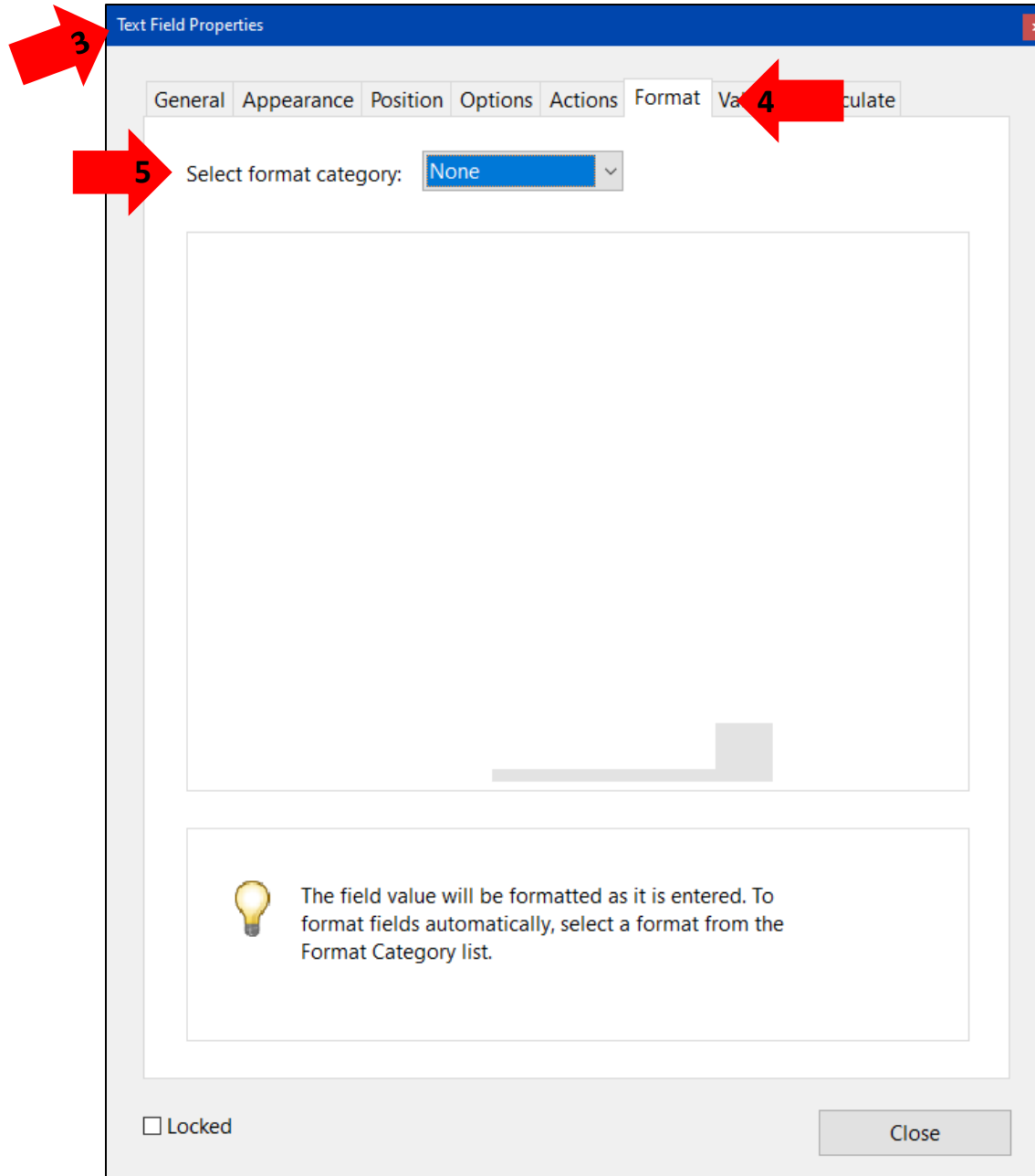
Using a date picker in a form field will provide a user-friendly way for people to input dates accurately. It eliminates the need for users to manually type the date, reducing the chances of errors and ensuring consistency in the form. To add a date picker in a form field, follow these steps:

Still be in the Prepare Form tool, so that changes can be made to any of the form fields.

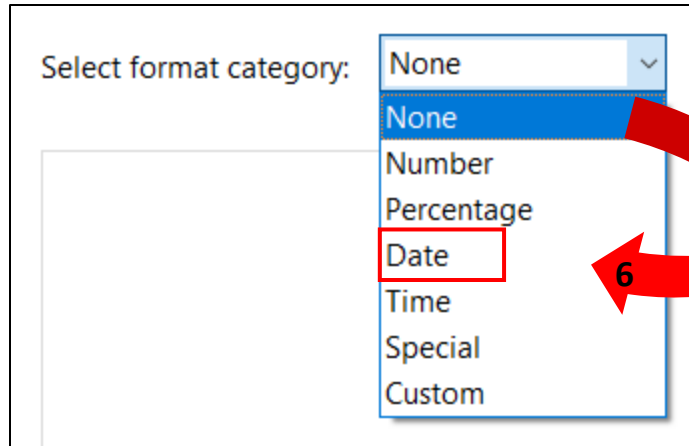
1. Select a form field that requires a date. Right click on the form field.
2. Select Properties.



3. The Text Field Properties box will appear.
4. Be in the Format tab.
5. Go to the "Select format category" drop-down menu.



6. Under the "Select format category" drop-down menu. Select from "None" to "Date" option.

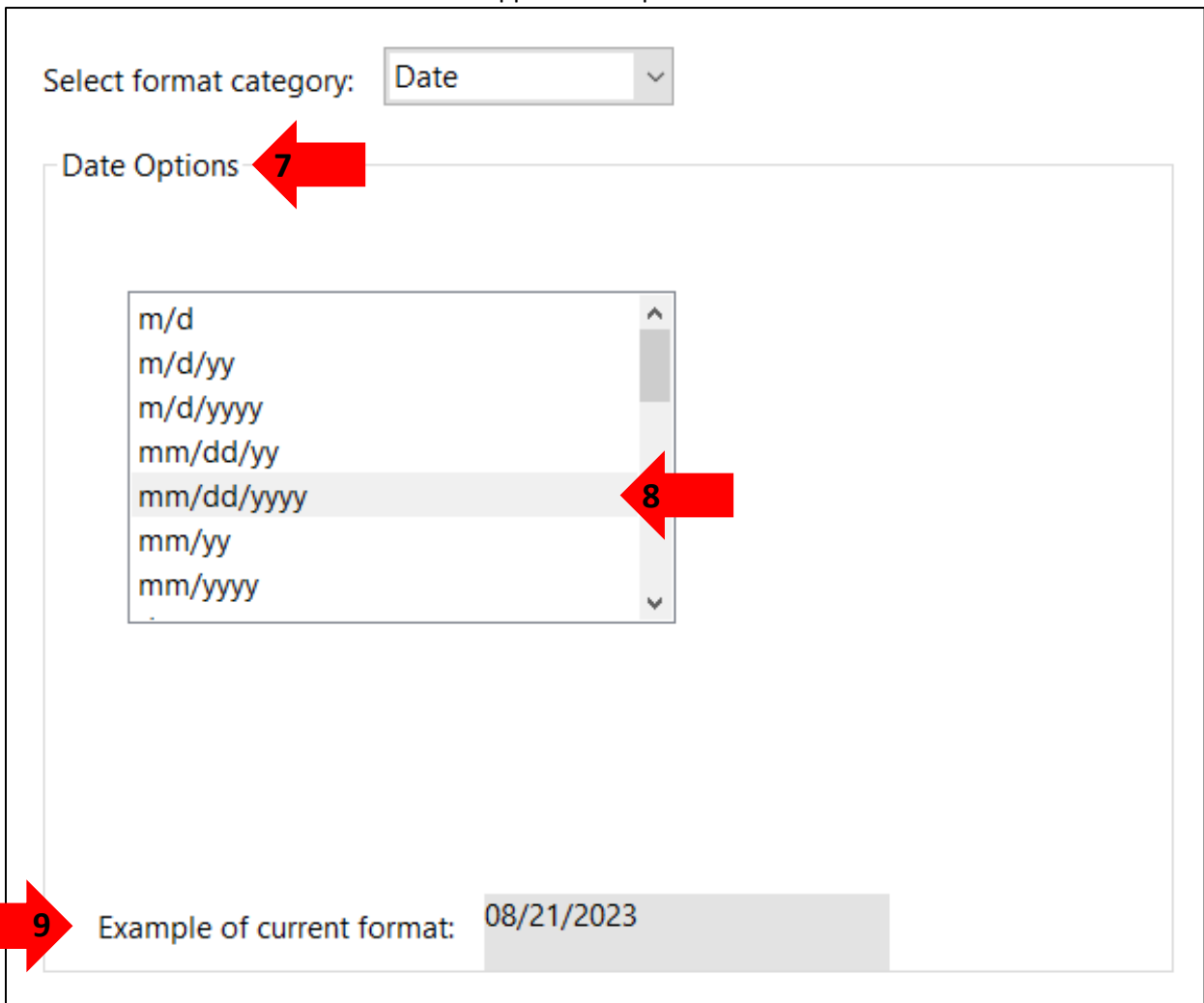


7. After selecting Date there will appear Date options will appear.

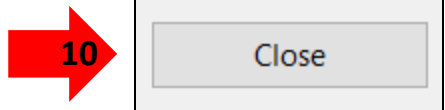
*It'll show how the date will be displayed in the form field once the information is entered by users. *

8. Select a date option such as mm/dd/yyyy.

9. To see the different appearances of the date options is to go to where it says, "Example of current format." It is below the date appearance options.



10. Click on Close button at the bottom right of the Text Field Properties box.



Now when interacting with the form field, users will be able to select a date using the date picker. Remember that this date picker will help those who may have difficulty to select a date manually typing dates it allows to select a date visually instead. Enhancing usability for those with motor disabilities or visual impairments.

Creating a Button for a Fillable Document

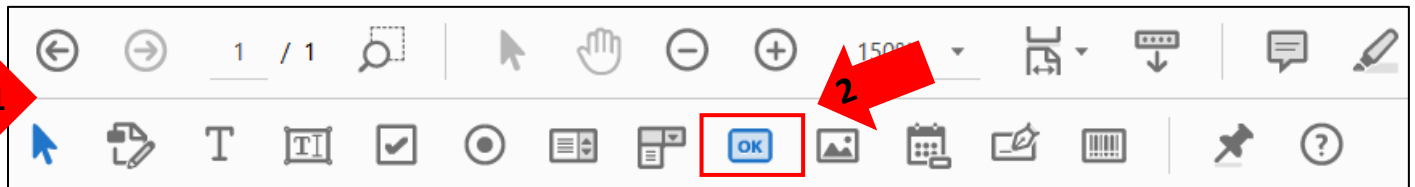
Buttons are important for user interaction of a fillable form document. Creating a submit and reset form buttons are important to facilitate user interaction, prevent errors, meet user expectations, guide form to completion and ensure accessibility.

Create a Submit Form Button

Providing a submit button allows users to indicate easily and clearly the submitting of the form. The presence of a submit button signals to users they completion of the form and is ready to submit. It will provide a straightforward way for users to finalize the form and send the data for processing.

While still in the Prepare Form tool follow these instructions:

1. On the top of the document there are more tools while using the Prepare Form tool.
2. Select the "Add a" option to create a button.



3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.

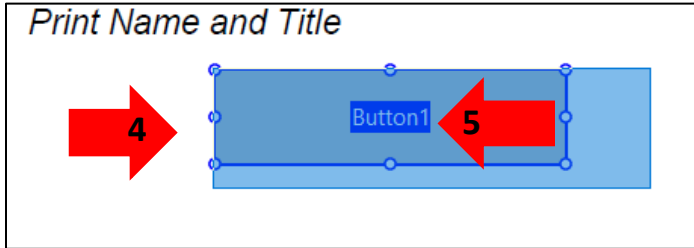
Signature of Facility Owner or Owner Representative

Signature of Facility Owner or Owner Representative

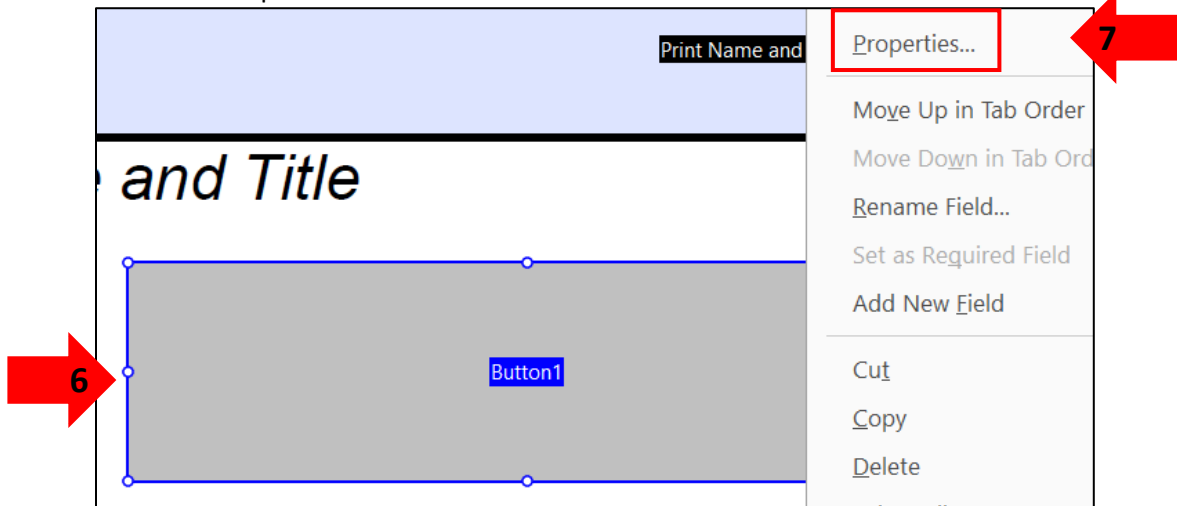
Print Name and Title

Print Name and Title

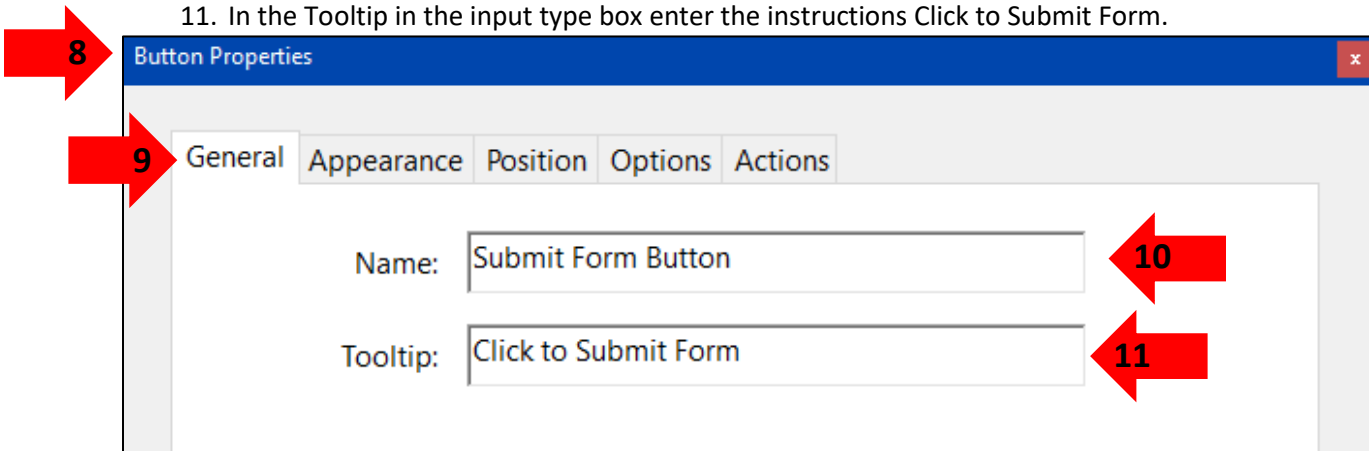
4. Click and drag to draw a rectangular button area on the form.
5. The button will be given the default name Button1.



6. Right click on the button.
7. Select Properties.



8. The Button Properties box will appear.
9. Be in the General tab.
10. In the Name type input box rename the Button1 to Submit Form Button .
11. In the Tooltip in the input type box enter the instructions Click to Submit Form.

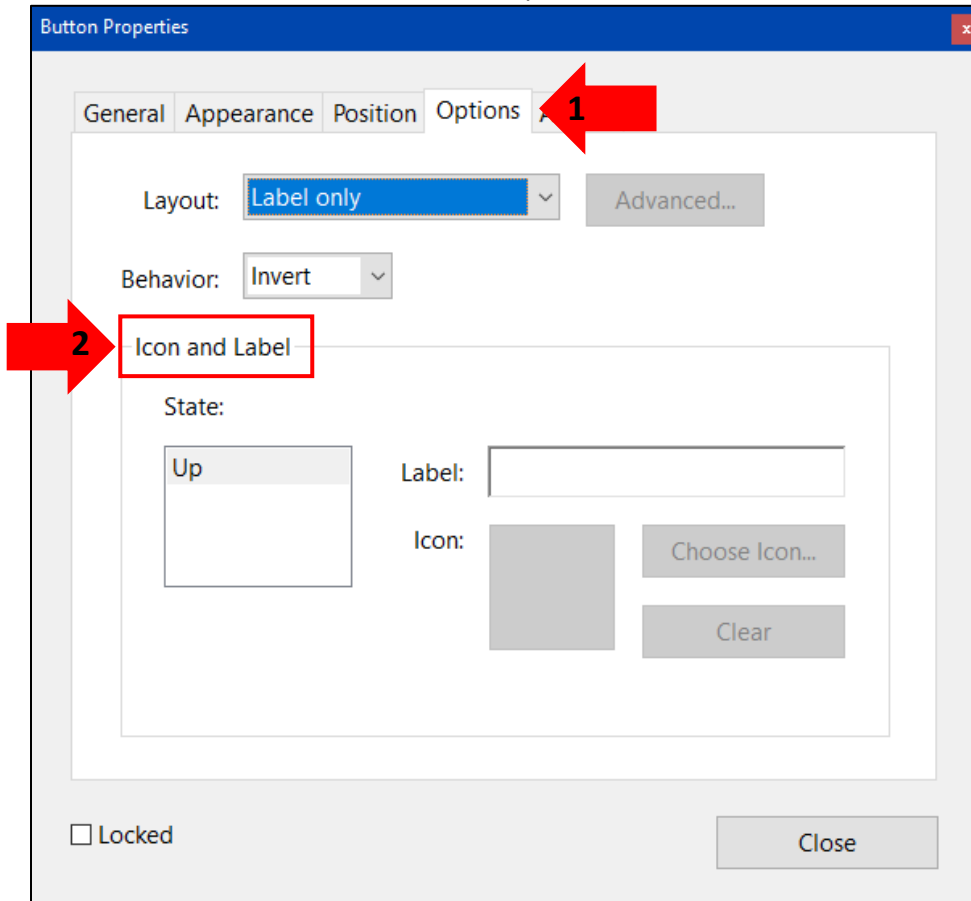


Labeling the Submit Button

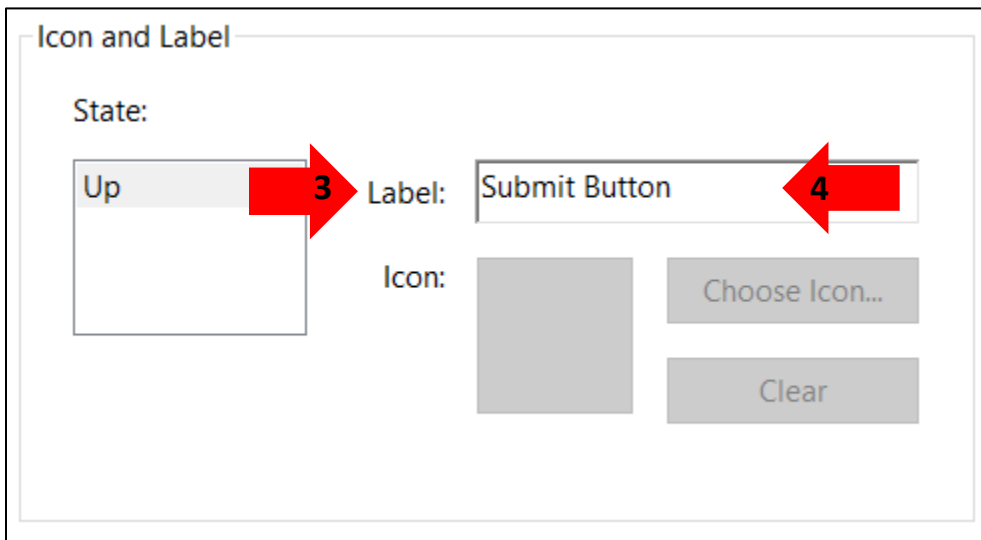
Now creating a label for the Submit Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is. Making the document inaccessible to visual users. To make sure that all users know what kind of button it is follow these steps:

1. Go to "Option" tab.

2. Find the “Icon and Label” section of the Options tab.



3. Find the Label input type box.
4. Type the Label of the Submit Form Button as Submit Form.

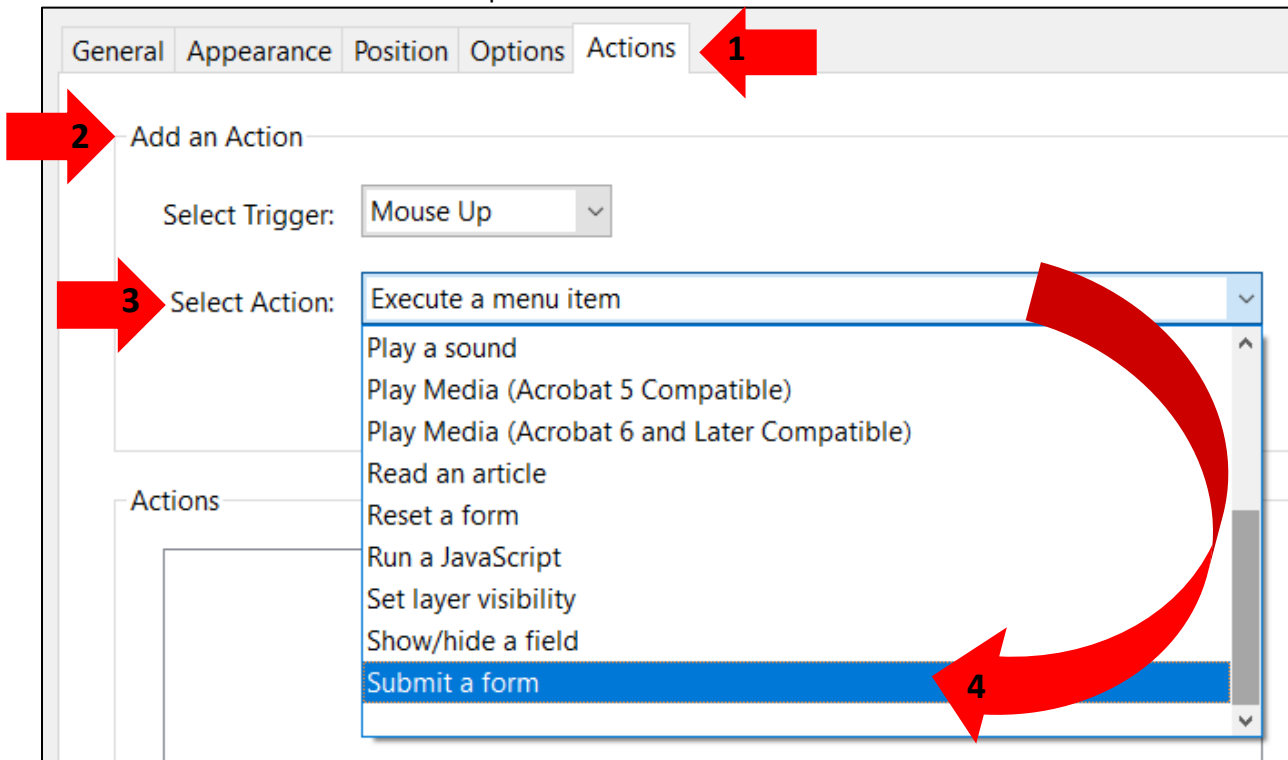


Now the button will have the label Submit Form on it for the visual users.

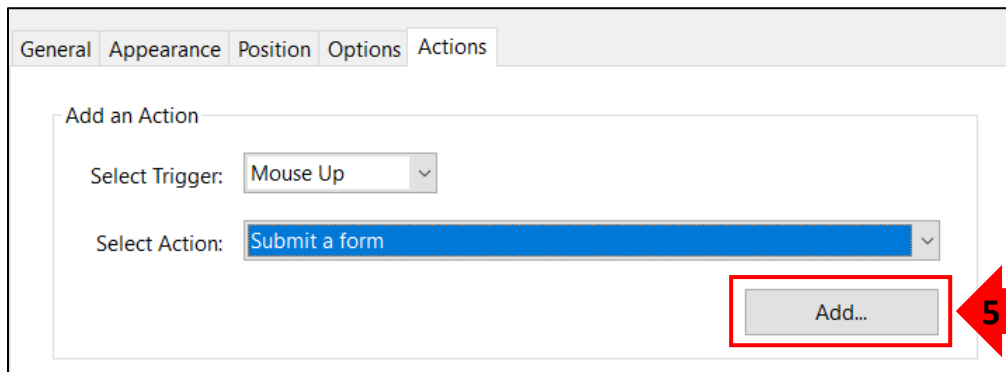
Create a Submit Action for Button

The button has been created, given a label and name now it is time have it be able to submit the form. To do this the button needs to be given an action, so that the form knows that when this button is selected this action will be performed in this case the submit a form action. Follow these steps to ensure that submitting of the form will be accomplished:

1. Go to the "Actions" tab in Button Properties.
2. Go to the "Add an Action" section of the Actions tab.
3. Go to the "Select Action" drop-down menu.
4. Select the "Submit a form" option.



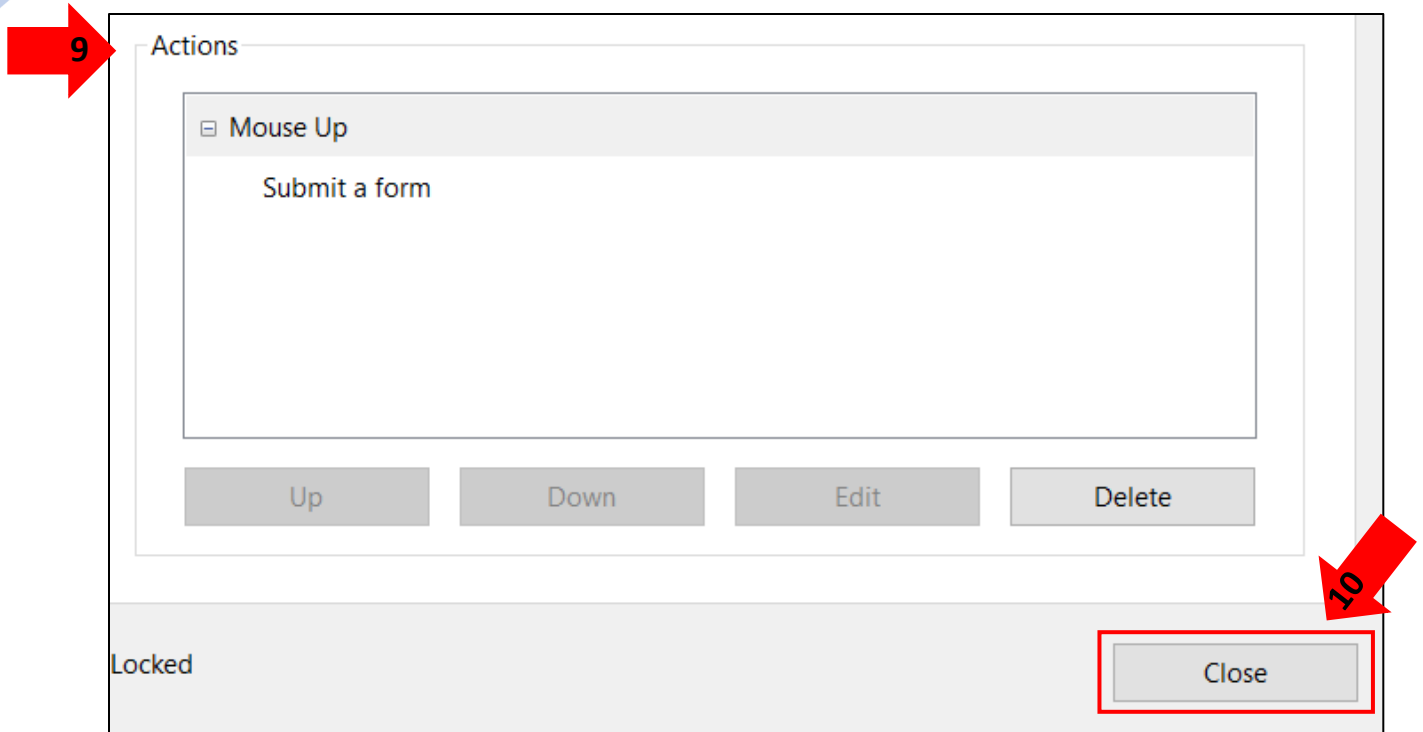
5. Click on the "Add" button.



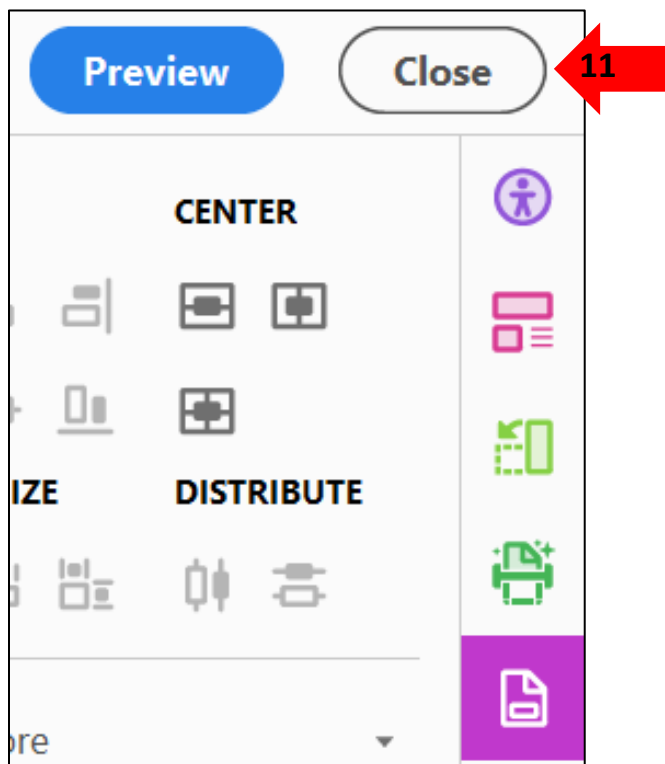
6. The Submit Form Selections box will appear.
7. Enter the URL or email address where the form data should be sent upon submission in "Enter a URL for this link:" input type box.
8. Click on the Ok button. It'll go back to the Button Properties box in the Action tab.

The image shows a dialog box titled "Submit Form Selections" with a blue header bar. A red arrow labeled "6" points to the title bar. Below the header, there is a text label "Enter a URL for this link:" followed by a text input field containing "mailto:StateWeb@it.nv.gov". A red arrow labeled "7" points to this input field. The dialog is divided into two main sections: "Export Format" on the left and "Field Selection" on the right. The "Export Format" section has three radio button options: "FDF Include:" (selected), "HTML", and "XFDF Include:". Under "FDF Include:", there are three checkboxes: "Field data" (checked), "Comments", and "Incremental changes to the PDF". Under "XFDF Include:", there are two checkboxes: "Field data" and "Comments". The "PDF The complete document" option is also present. The "Field Selection" section has two radio button options: "All fields" (selected) and "Only these...". Next to "Only these..." is a grey button labeled "Select fields...". Below this is a "Date Options" section with a checkbox "Convert dates to standard format". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". A red arrow labeled "8" points to the "OK" button. A small "x" icon is in the top right corner of the dialog.

9. Find the Actions section of the Action tab. It'll show what action will be taken in this case the Submit a form action will be applied when the mouse is click up.
10. Click on Close button.



11. Close out of the Prepare Form tool.



View the final version of the Submit Form button.

12. Click on the Submit Form button that was created.

SIGNATURE OF LICENSEE _____ EFFECTIVE DATE _____

AUTHORIZED BY: _____
Signature of Facility Owner or Owner Representative

Print Name and Title

Submit Form ← 12

13. A send Email Box will appear.
14. Leave it as "Default email application."
15. Then checkmark the check box "Remember my choice."
16. Click the Continue button.

13 → **Send Email** [X]

Send Using

14 → Default email application (Microsoft Outlook)

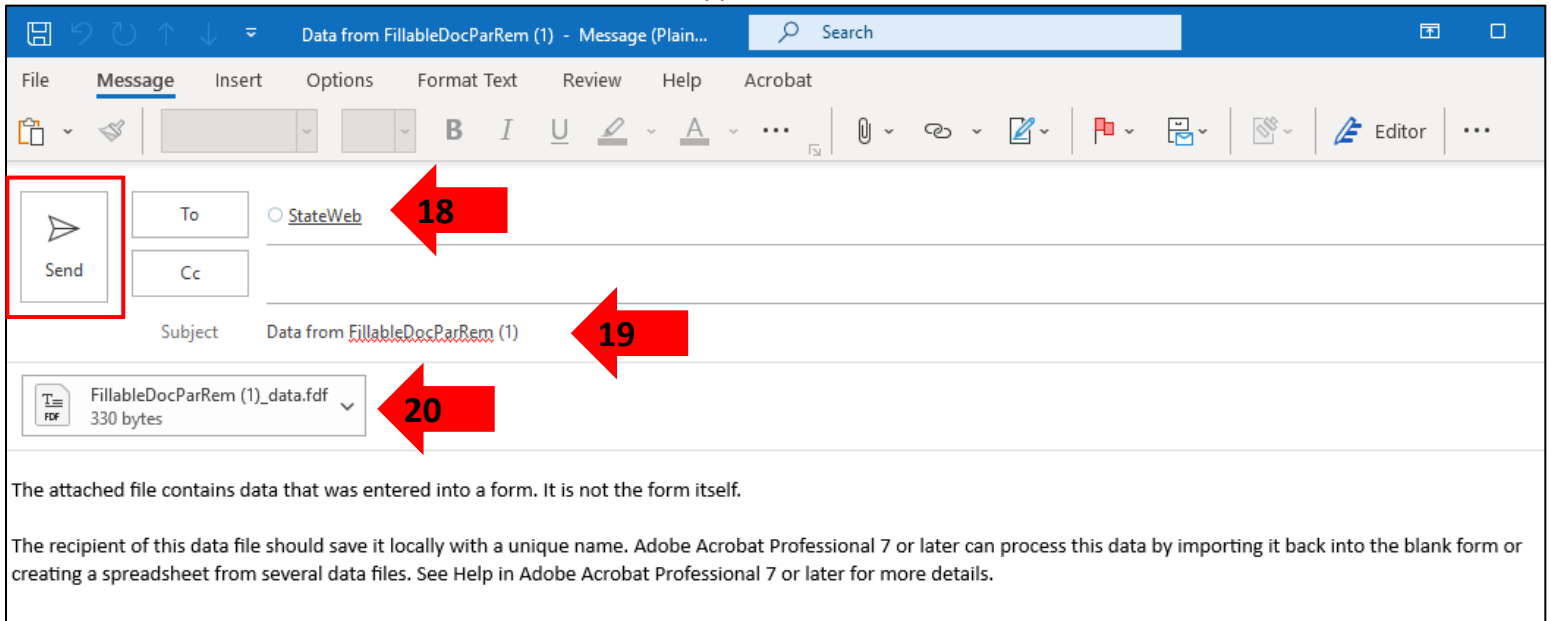
Use Webmail

Select [v]

15 → Remember my choice

16 → **Continue** **Cancel**

17. Now an email in the defaulted email application will appear.
18. Make sure that the email address is valid. Else it will not work and not be sent correctly.
19. The email will be sent to the address that was typed into the "Enter a URL for this link" input type box.
20. Subject line will be the File name of the document.
21. Form will be an attached item.
22. Click on the Send button in the email application.



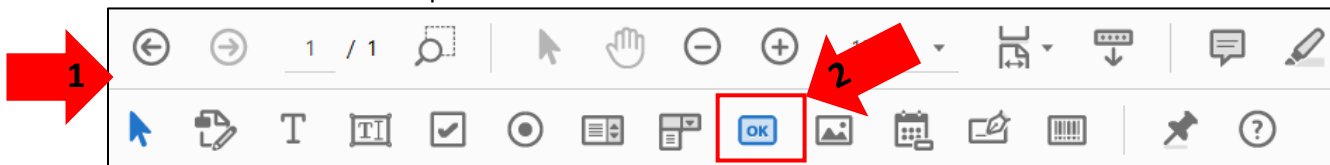
This form will appear in the email address that it was instructed to. Double check to see if it worked.

Now a Submit Form button has been added to the form document. Allowing the users to submit the entered information of the form data to be sent to the specified destination.

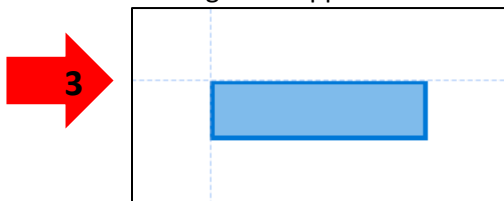
Create a Reset Form Button

Providing a reset button error prevention before submitting document. Reset button gives users the ability to clear the form and start over if corrections are needed. It helps prevent errors by allowing users to easily undo field entries. While still in the Prepare Form tool follow these instructions:

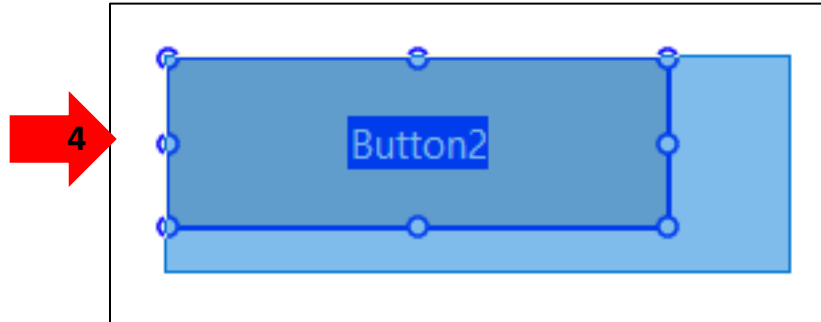
1. On the top of the document there are more tools while using the Prepare Form tool.
2. Select the "Add a" option to create a button.



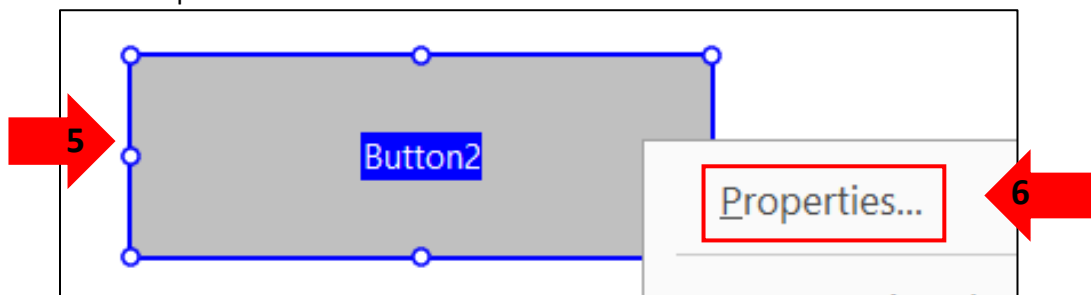
3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.



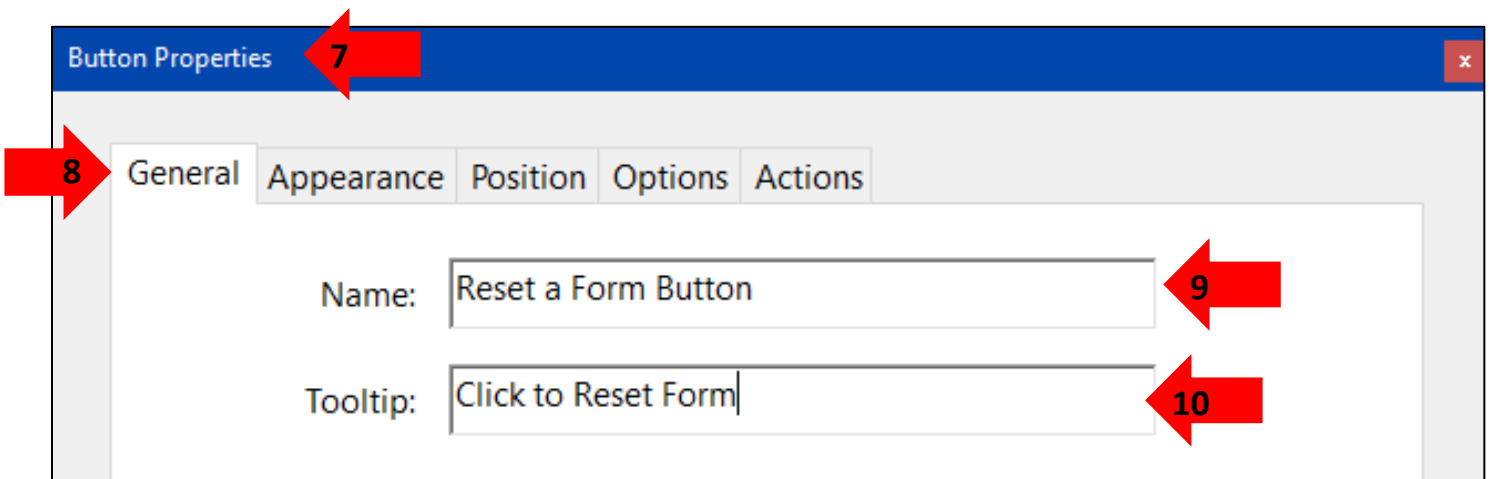
- Click and drag to draw a rectangular button area on the form. The button will be given the default name Button2.



- Right click on the button.
- Select Properties.



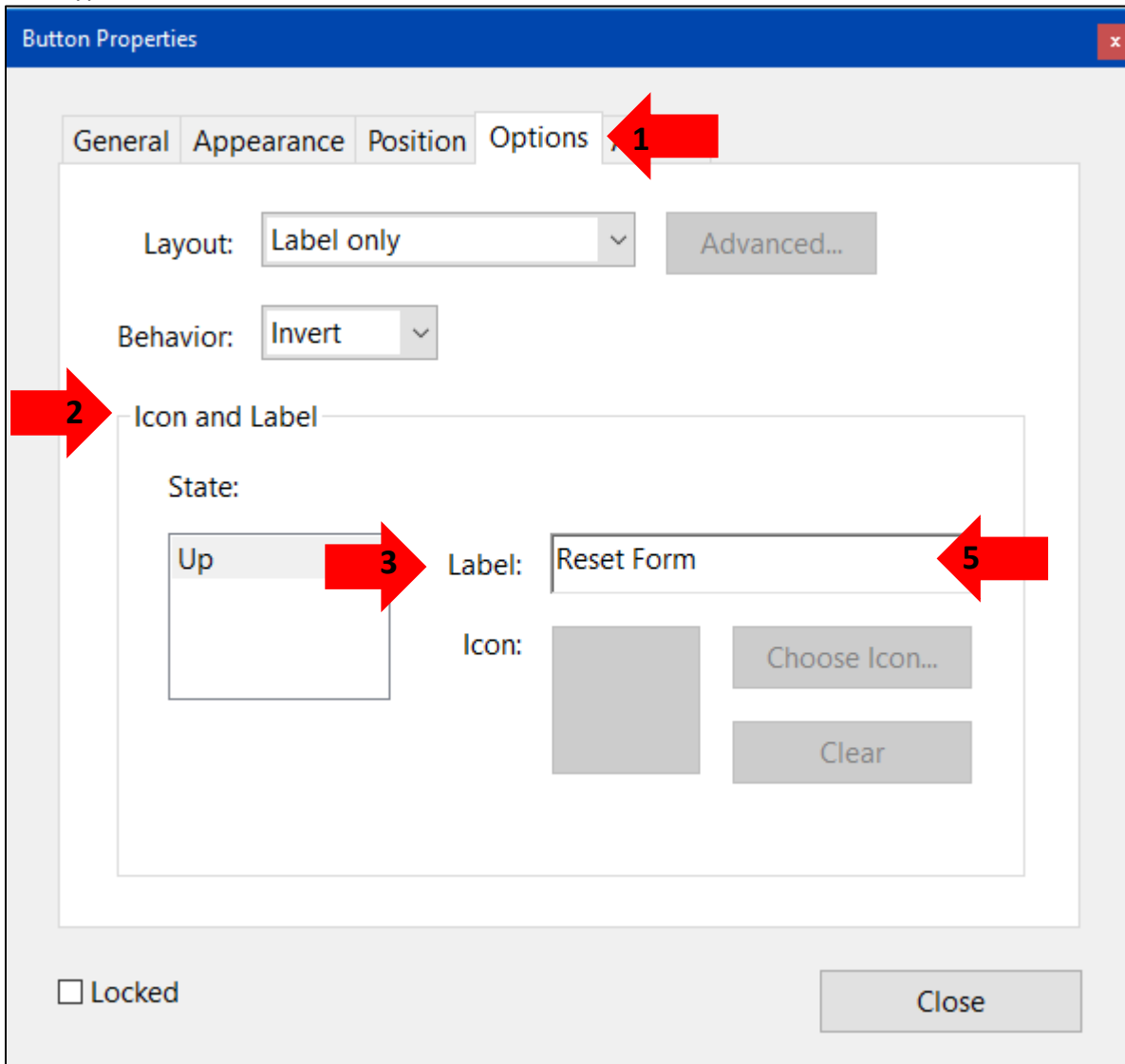
- The Button Properties box will appear.
- Be in the General tab.
- In the Name type input box rename the Button2 to Reset a Form Button .
- In the Tooltip in the input type box enter the instructions Click to Reset Form.



Labeling the Reset Form Button

Now creating a label for the Reset Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is. Making the document inaccessible to visual users. To make sure that all users know what kind of button it is follow these steps:

1. Go to "Option" tab.
2. Find the "Icon and Label" section of the Options tab.
3. Find the Label input type box.
4. Type the Label of the Reset Form Button as Reset Form.

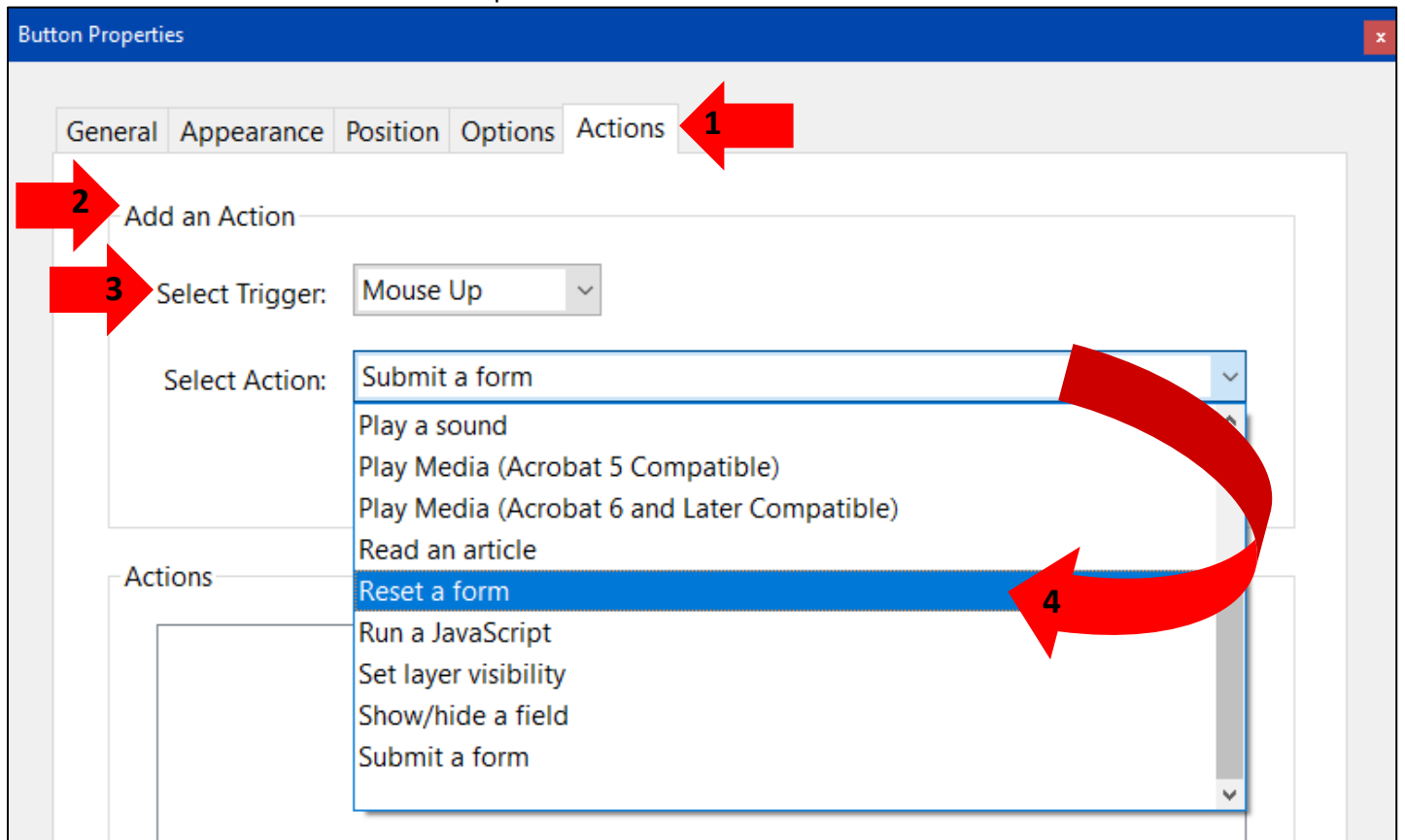


Now the button will have the label Reset Form on it for the visual users.

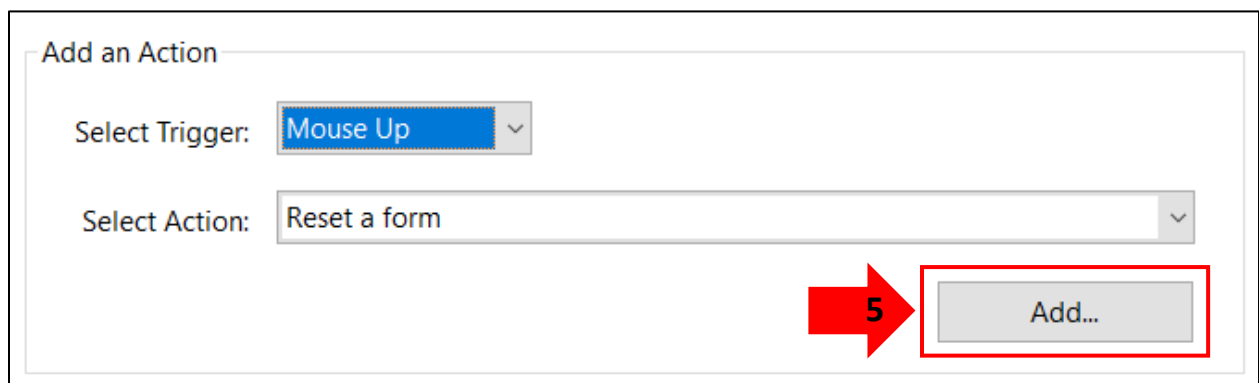
Create a Reset Action for Button

The button has been created, given a label and name now it is time have it be able to reset the form. To do this the button needs to be given an action, so that the form knows that when this button is selected this action will be performed in this case the reset a form action. Follow these steps to ensure that resetting of the form will be accomplished:

1. Go to the "Actions" tab in Button Properties.
2. Go to the "Add an Action" section of the Actions tab.
3. Go to the "Select Action" drop-down menu.
4. Select the "Reset a form" option.



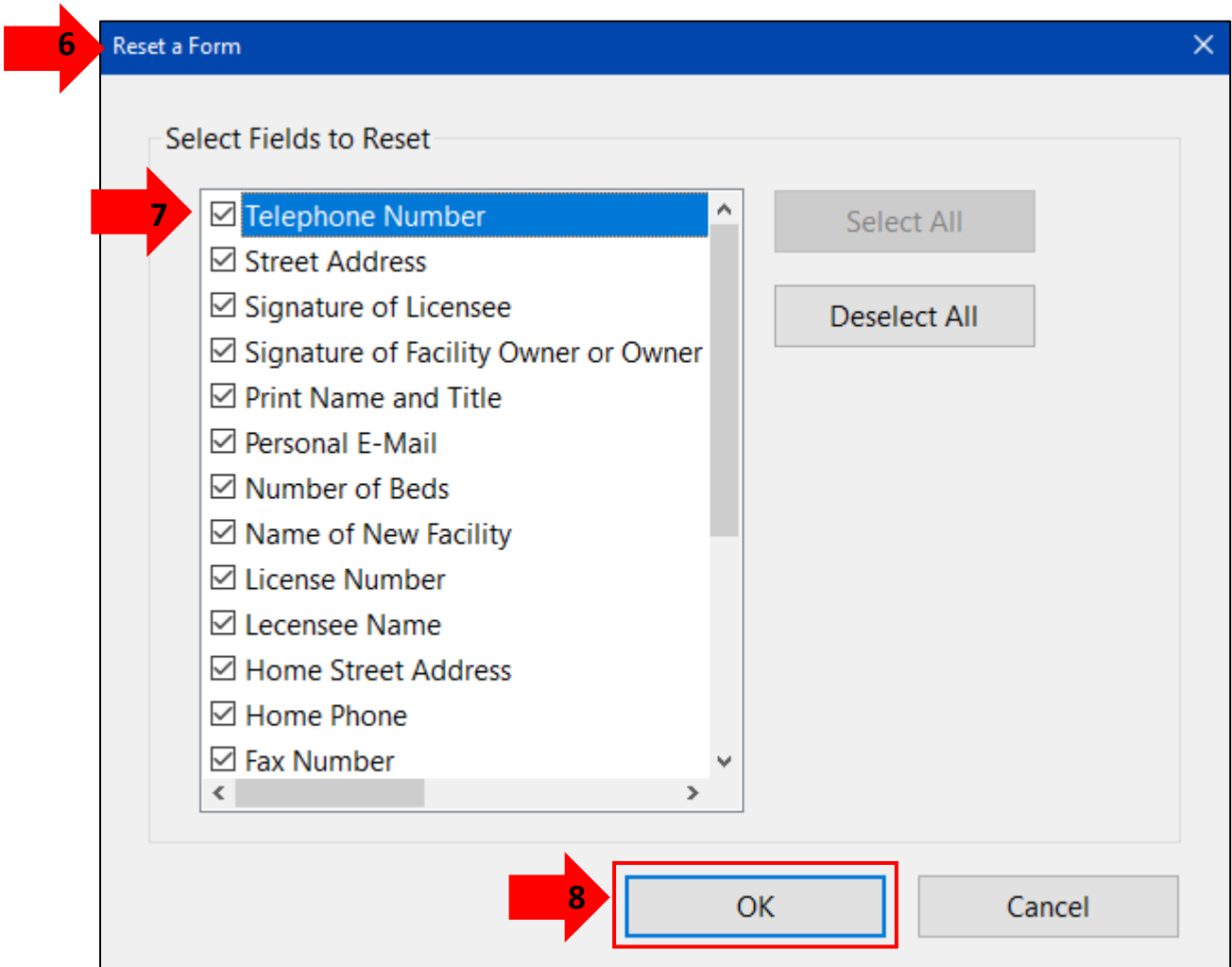
5. Click on the "Add" button.



6. Reset a Form box will appear.
7. In the "Select Fields to Reset" section there is a checkbox with different form fields that are on the document.

Leave all the form fields check marked. Doing so will ensure that when the form is reset all those fields will have the previous data entered erased.

8. Click on OK.

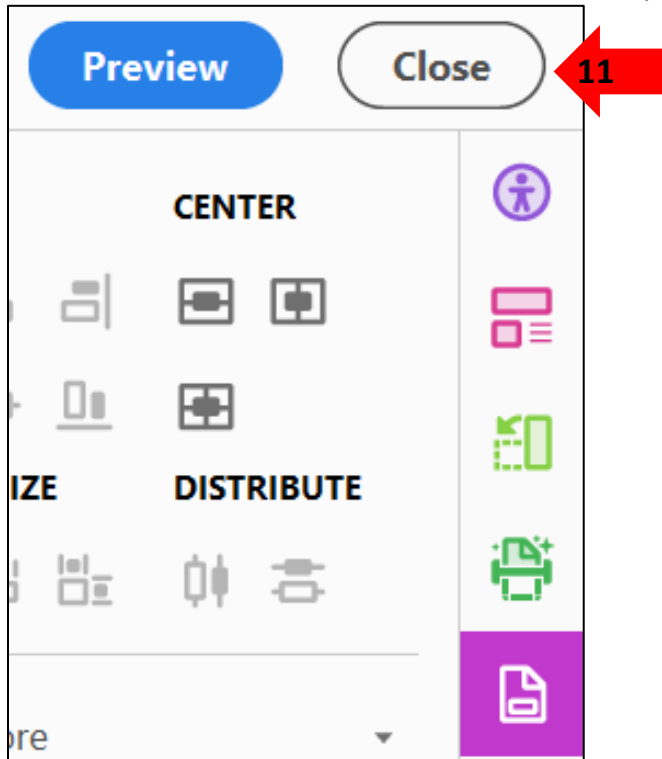


9. It'll return to the Actions tab in the Button Properties. Find the Actions section.

10. When Mouse is Up the action Reset a form will be activated. Then click the Close button.



11. Now back to the form document. Close out of the Prepare Form tool.



12. View the final version of the Reset Form button.

 A screenshot of a form document. The form is titled 'STATE OF NEVADA BOARD OF EXAMINERS FOR LONG TERM CARE ADMINISTRATORS'. It includes the following text: '3157 N. Rainbow Boulevard, No. 313', 'Las Vegas, Nevada 89108', 'Phone: 702-486-5445 Fax: 702-486-5439', 'E-mail: beltea@beltea.nv.gov', and 'Website: <http://beltea.nv.gov>'. Below this is the title 'CHANGE/ADDITION OF FACILITY'. On the right side of the form, there is a grey button labeled 'Reset Form'. A red arrow labeled '12' points to the 'Reset Form' button.

*Add some information to any of the form fields. Click on the Reset Form button to see if it erases the data. If it does the action works. *

Now a Reset Form button has been added to the form document. Allowing the users to reset the entered information of the form data to be sent to the specified destination.