



OFFICE OF THE CHIEF INFORMATION OFFICER

CREATE A FILLABLE PDF FORM

INTRODUCTION

Designing fillable forms that can be completed and submitted online enhances usability for all users. By ensuring the form is accessible, you make it easier for individuals with disabilities to use and complete, fostering inclusivity, equal participation, and an improved overall user experience.

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SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

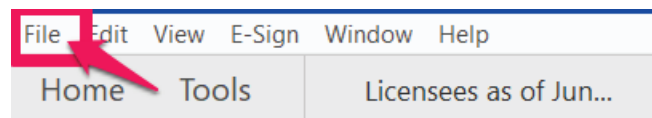
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

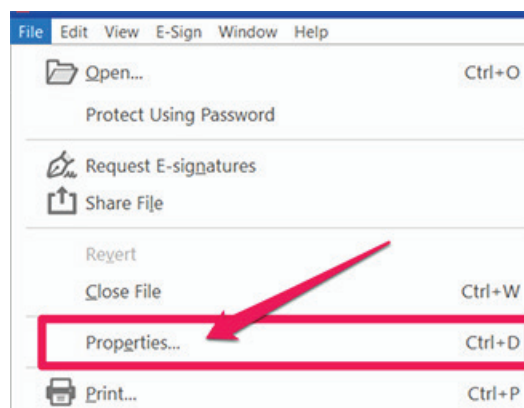
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.

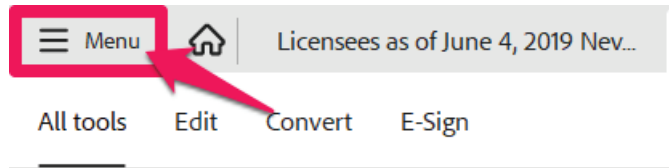


2. Select "Properties" to open the Document Properties window.

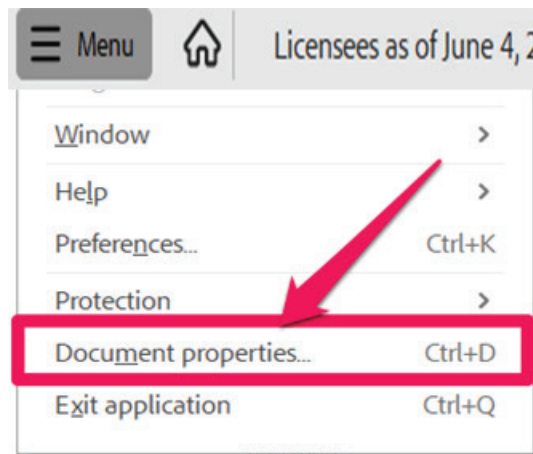


Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

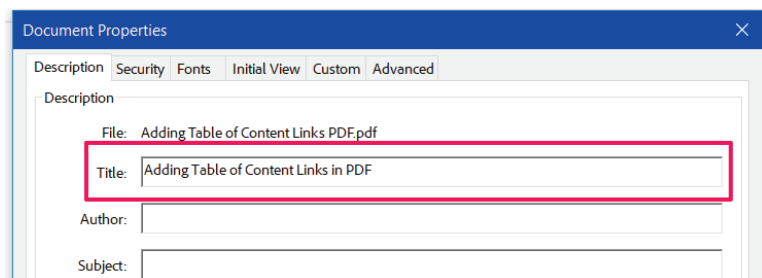


2. Select "Document Properties" to open the Document Properties window.



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. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat



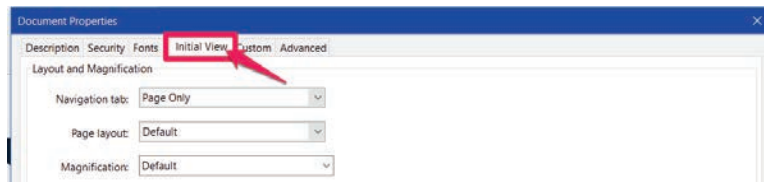
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

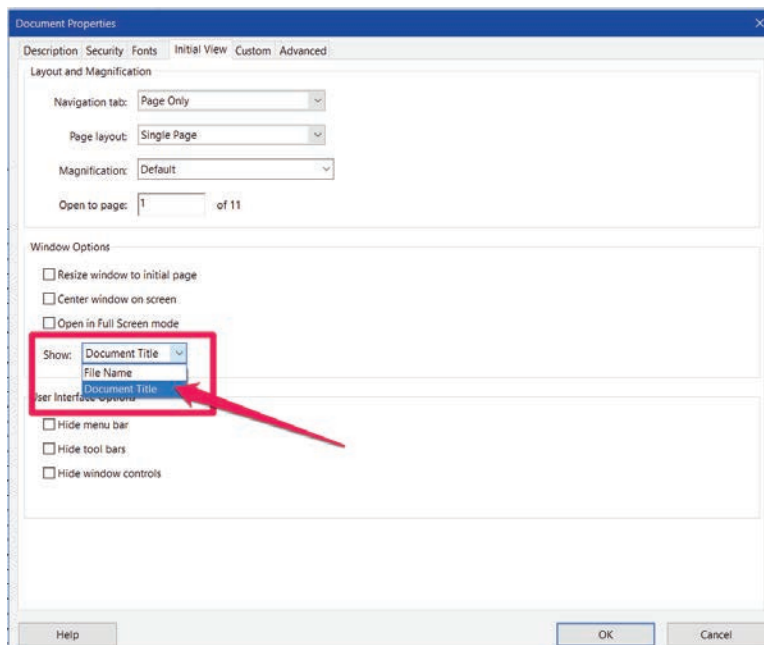
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the “Initial View” tab.



3. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



SETTING THE LANGUAGE IN PDF

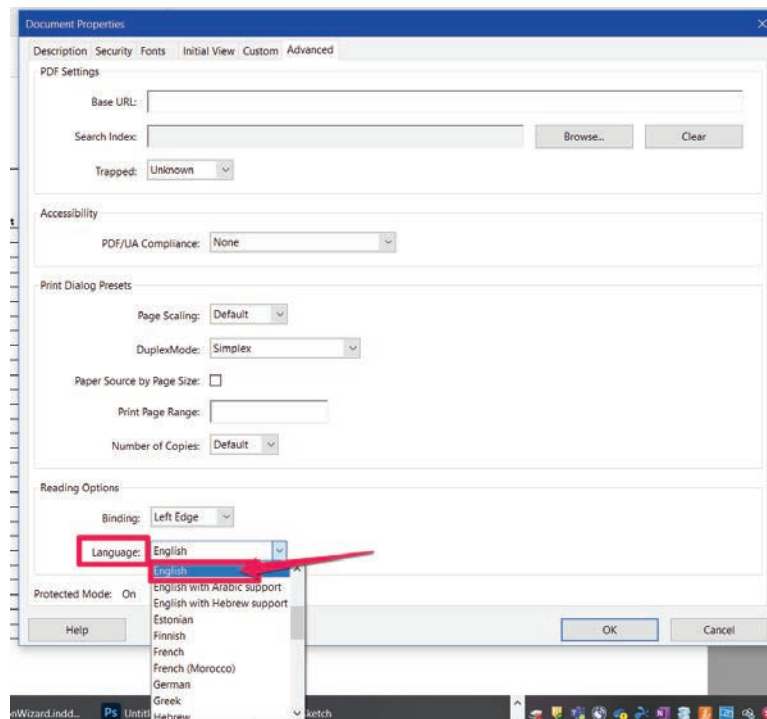
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the "Advanced" tab in the Document Properties window.



2. Choose the "Language dropdown" and change it to the correct language. In this case "English."



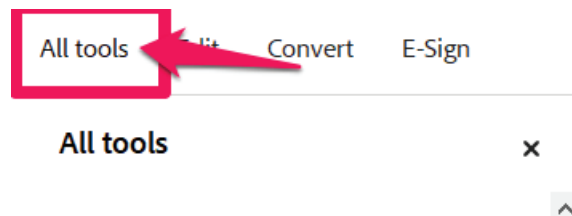
3. Click the "OK" button to save any changes to the PDF title or language.

NEWER VERSIONS OF ADOBE ACROBAT

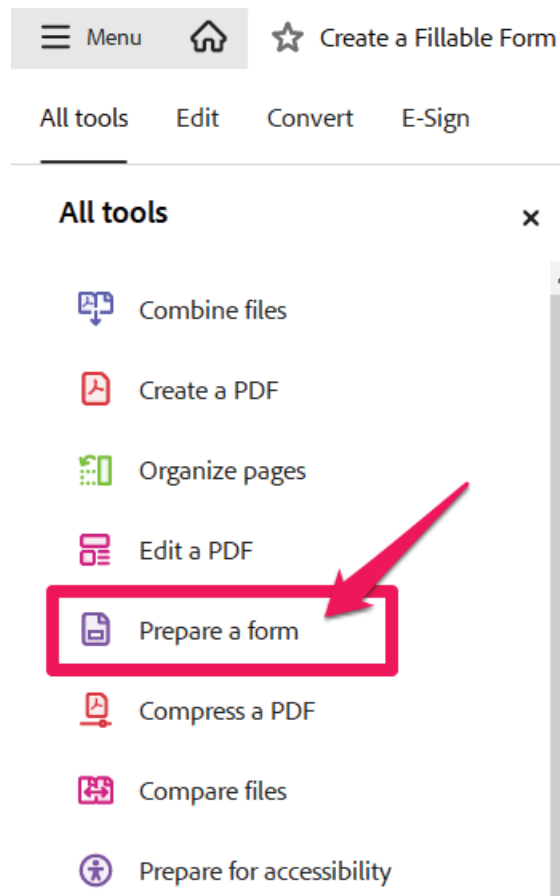
LOCATING THE PREPARE FORM TOOL

The 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, the Prepare Form tool can be used to create a fillable form. Remember to save regularly.

1. Click the "All Tools" tab if it is not displayed by default.



2. Scroll down and click on the Prepare a 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.

Once the Prepare Form tool has been clicked it will indicate "Choose an option to create a form" dialog box will appear.

1. Your document will already appear to be selected so click on the **Create Form button** to begin the process. Adobe will automatically add the fillable form fields into the document.

Choose an option to create a form

Select a file

Scan a document

Start from blank page

Create a Web Form



ceu-application-form...

[Change file](#)

☐ This document requires signatures

Auto-detect form field is ON [Change](#)

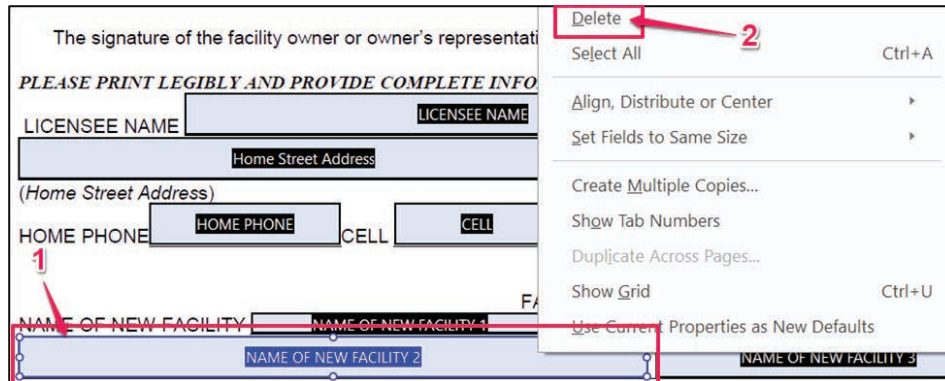
Create form

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.

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 right-click on the extra form field.
2. Select the Delete option.



The extra form field is now deleted.

EDITING AND ADJUSTING FORM FIELDS

After the Prepare Form tool has added the form fields, their properties can be adjusted. In the form field's properties, you 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

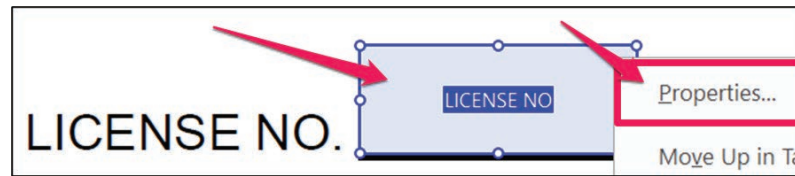
Providing a unique and descriptive name for each form field ensures that screen readers and other assistive technologies can properly identify and interpret the fields. This allows individual with visual impairments or disabilities to navigate and interact with the form effectively.

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 the Prepare Form tool right-click on the form field that's 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 field.

A screenshot of the 'Text Field Properties' dialog box. The 'General' tab is selected. It contains fields for 'Name' (LICENSE NO) and 'Tooltip' (LICENSE NO). Below these 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.

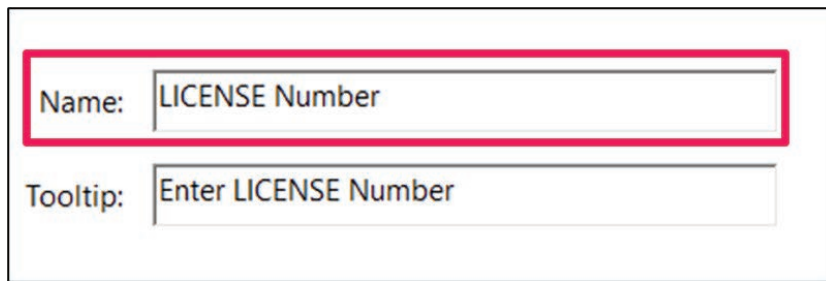
4. Make sure you are in the "General" tab.

The screenshot shows the 'Text Field Properties' dialog box with the 'General' tab selected. The 'Name' field is set to 'LICENSE NO' and the 'Tooltip' field is also set to '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.

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.

This screenshot is similar to the previous one, but the 'Name' input field, which contains the text 'LICENSE NO', is highlighted with a red rectangular box to draw attention to it.

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



Name: LICENSE Number

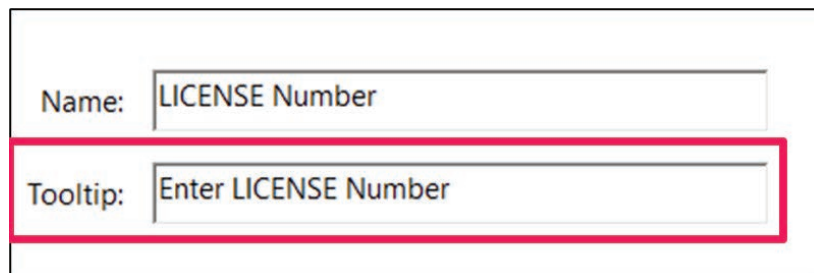
Tooltip: Enter LICENSE Number

- Then click on the Tab button on the keyboard, this ensures that the name change 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.

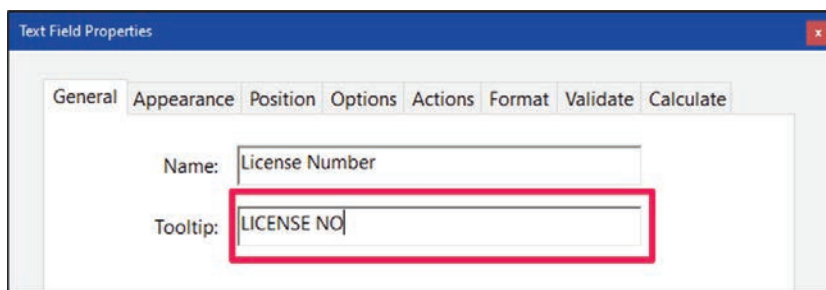
- Still in both the Text Field Properties box and General tab find the input type box called "Tooltip."
- Click inside the Tooltip input box.



Name: LICENSE Number

Tooltip: Enter LICENSE Number

- Type the description or the instructions of the form field. In this example the form field's tooltip should be Enter License Number. Press the Tab button on the keyboard, to ensure that the changes are saved.



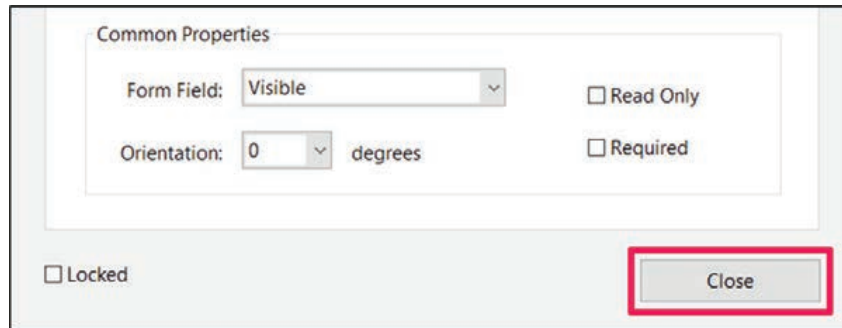
Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: License Number

Tooltip: LICENSE NO

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



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

INSERT A DATE PICKER IN FORM FIELDS

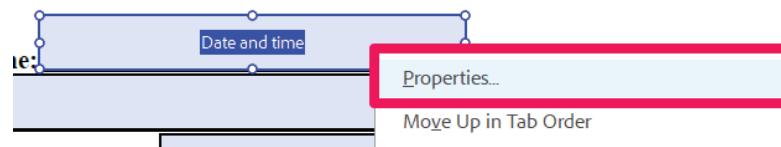
Using a date picker in a form field will provide a user-friendly way for people to input dates accurately. It eliminates the need for users to manually type the date, reducing the chances of errors and ensuring consistency in the form. To add a date picker in a form field, follow these steps:

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

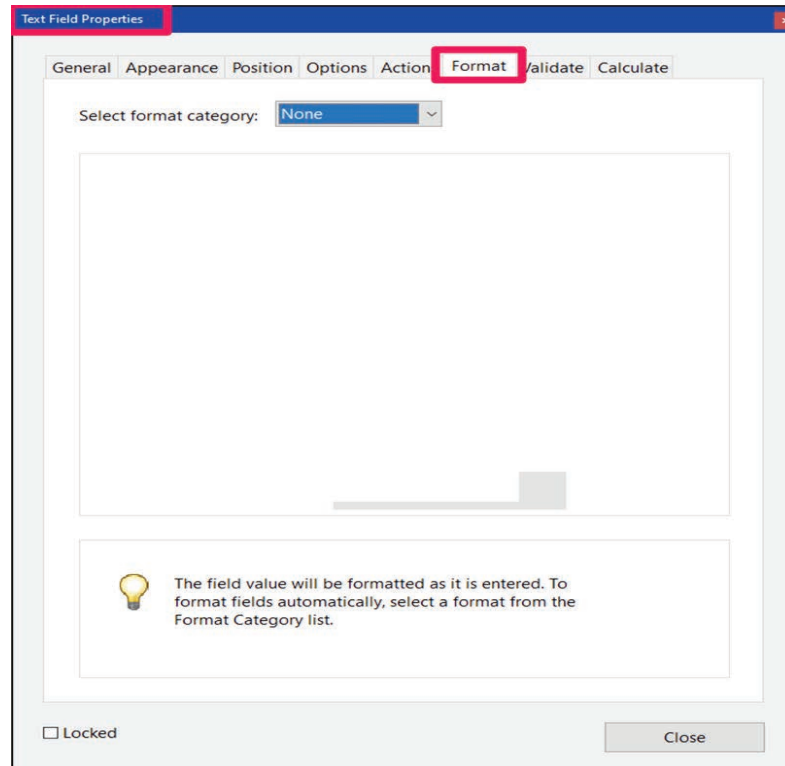
- Select a form field that requires a date. Right click on the form field.



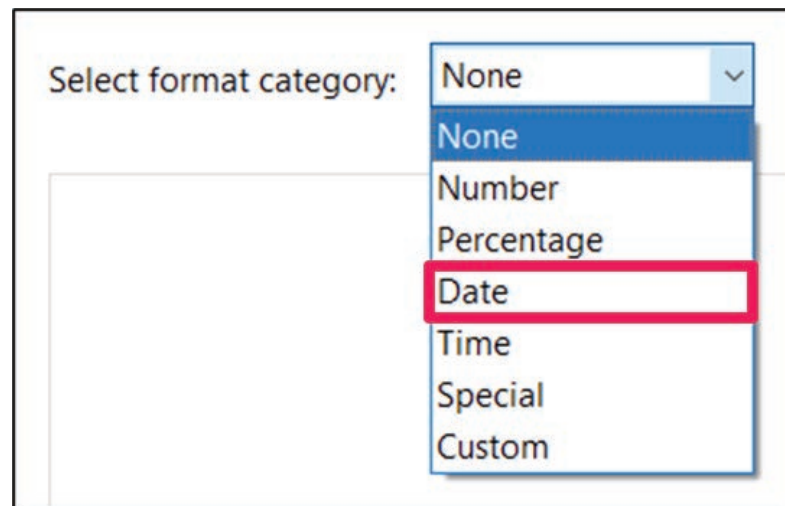
- Select Properties.



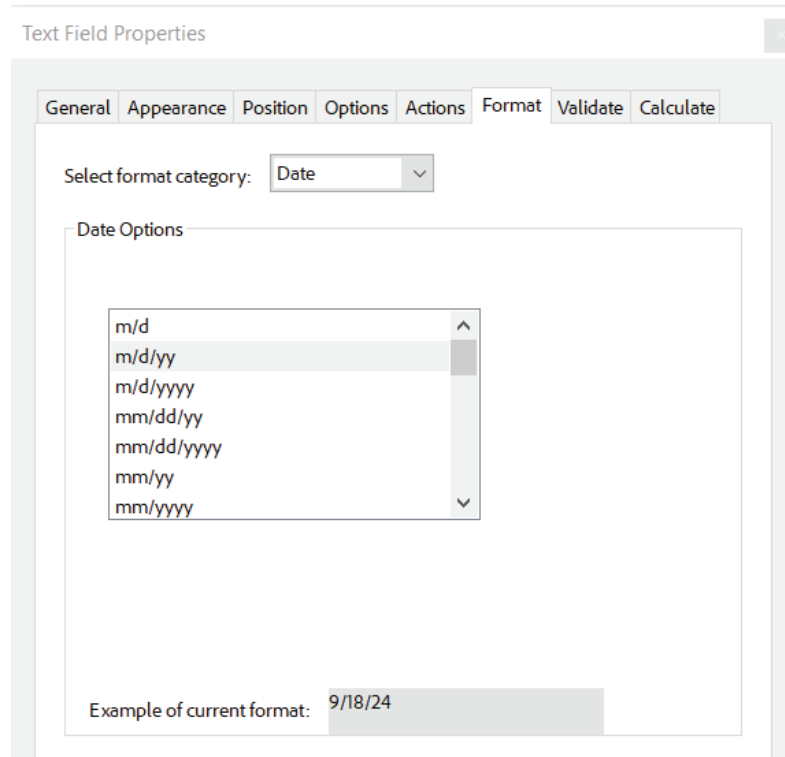
3. The Text Field Properties box will appear. Click on the Format tab.



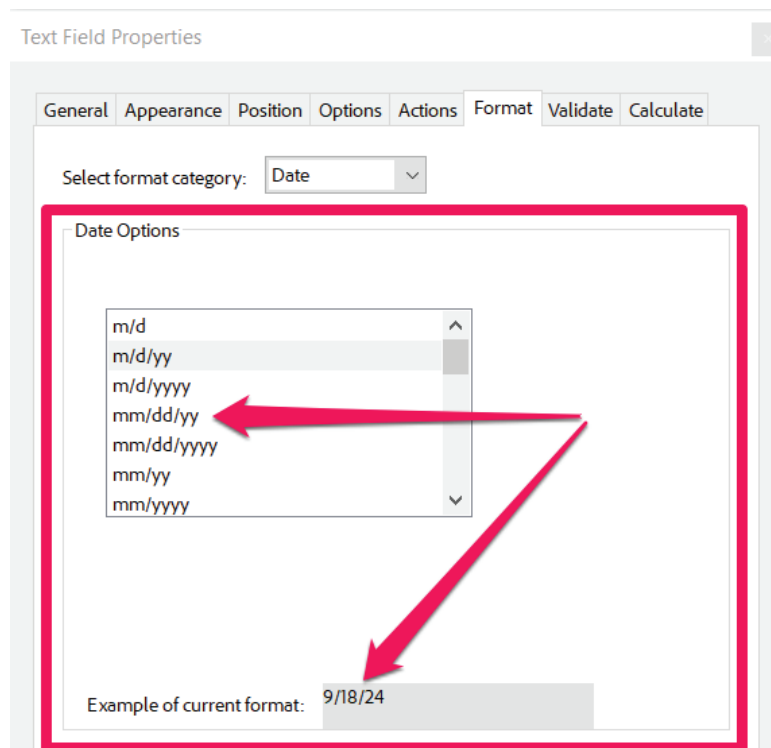
4. Click the "Select format category" drop-down menu. Change "None" to the "Date" option.



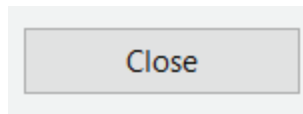
- After selecting, the Date Options section will appear on the Format tab. It'll show how the date will be displayed in the form field once the information is entered by users.



- Select a date option such as mm/dd/yyyy. The Example of current format section shows how the date will be displayed in the form field once the information is entered by users.



- 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

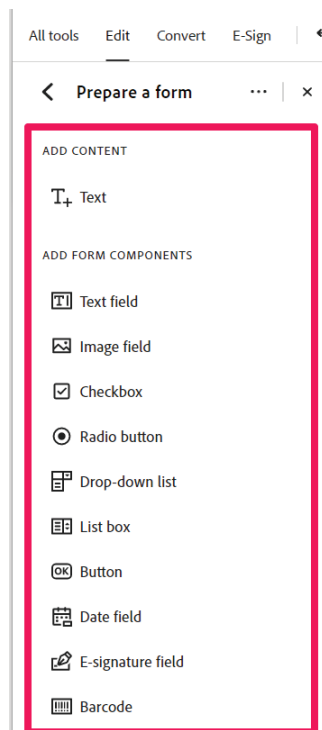
Buttons are important for user interaction of a fillable form document. Creating submit and reset form buttons are important to facilitate user interaction, prevent errors, meet user expectations, guide form to completion and ensure accessibility.

CREATE A SUBMIT FORM BUTTON

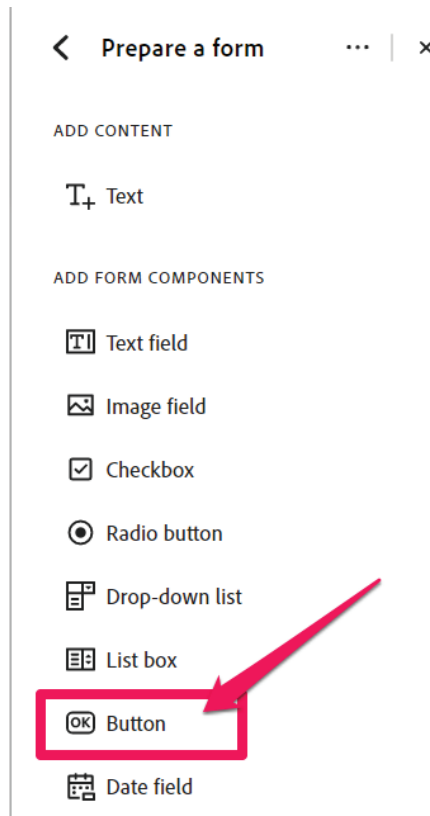
Providing a submit button allows users to indicate easily and clearly the submitting of the form. The presence of a submit button signals to users they completion of the form and is ready to submit. It will provide a straightforward way for users to finalize the form and send the data for processing.

While still in the Prepare Form tool follow the instructions below:

- Locate the additional tools under the Prepare Form Tool on the left side of the screen.



- the "Button" option in the Prepare Form tool panel to create a button.



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

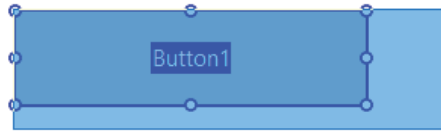
Detailed time schedule	Detailed time schedule	Detailed program outline	Detailed program outline
Statement of educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)	Sample of consumer feedback / evaluation		
Instructor's presentation / speaker's resume	Sample of Certificate of completion		

Required fee: \$150.00

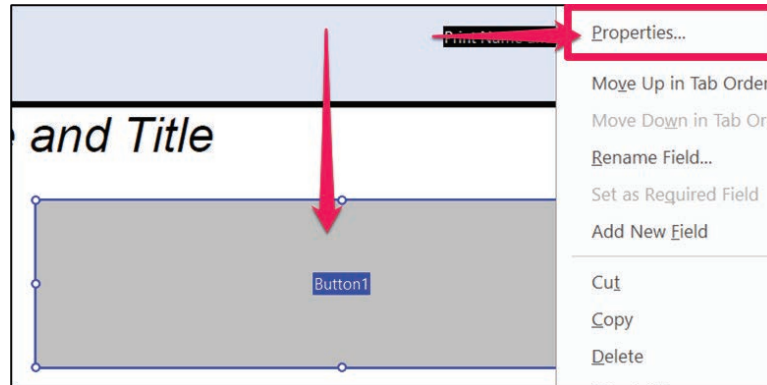
Button4

- Click and drag to draw a rectangular button area on the form. The button will be given the default name Button1 (depending on how many buttons you've added to the form).

Print Name and Title



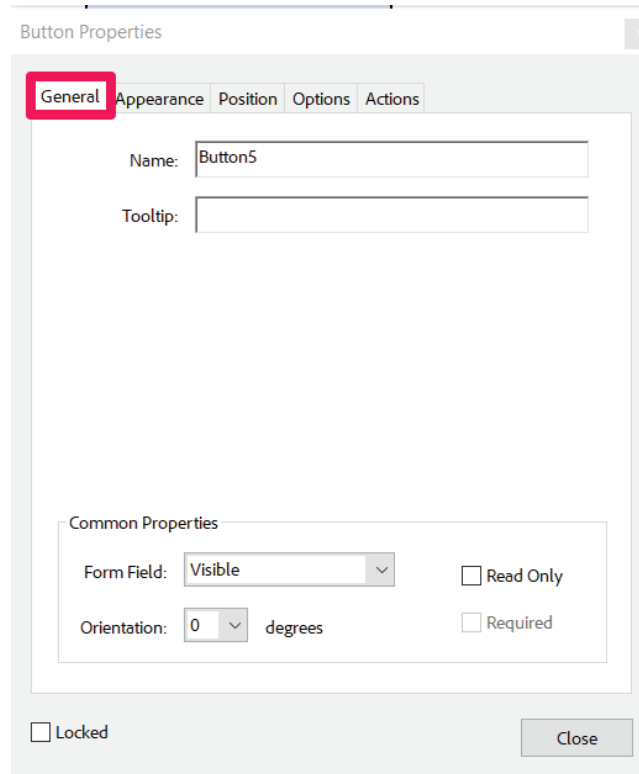
- Right click on the button and select Properties from the drop-down menu.



- The Button Properties box will appear. Note: the button number will depend on how many buttons have been made in the document.

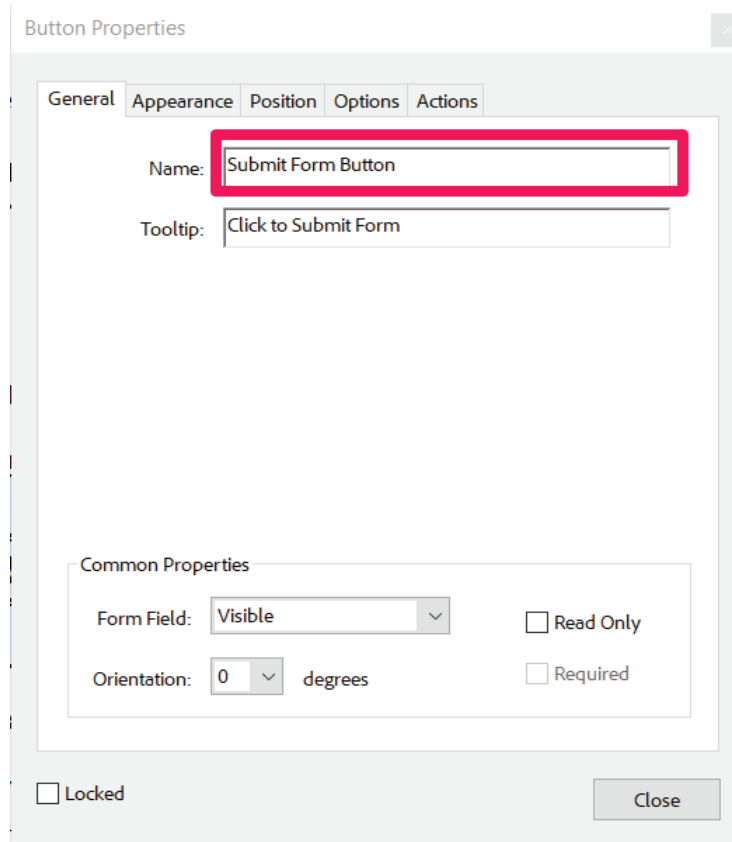
A screenshot of the 'Button Properties' dialog box. The 'General' tab is selected. It contains fields for 'Name' (set to 'Button5') and 'Tooltip'. Below these are 'Common Properties' including a 'Form Field' dropdown set to 'Visible', an 'Orientation' dropdown set to '0 degrees', and checkboxes for 'Read Only' and 'Required'. At the bottom, there is a 'Locked' checkbox and a 'Close' button.

- Click on the General tab, if it is not selected by default.



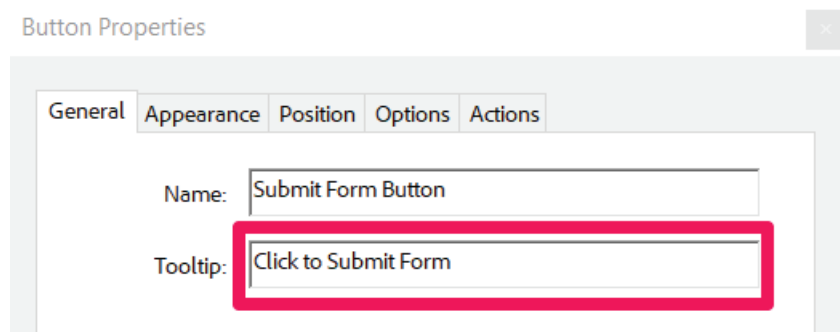
The screenshot shows the 'Button Properties' dialog box with the 'General' tab selected. The 'Name' field contains 'Button5' and the 'Tooltip' field is empty. The 'Common Properties' section shows 'Form Field' set to 'Visible', 'Orientation' set to '0 degrees', and checkboxes for 'Read Only' and 'Required' are unchecked. A 'Locked' checkbox is also present at the bottom left, and a 'Close' button is at the bottom right.

- In the Name type input box rename ButtonX to "Submit Form Button".



The screenshot shows the 'Button Properties' dialog box with the 'General' tab selected. The 'Name' field now contains 'Submit Form Button' and the 'Tooltip' field contains 'Click to Submit Form'. The 'Common Properties' section remains the same as in the previous screenshot. The 'Locked' checkbox is still unchecked, and the 'Close' button is still present.

9. In the Tooltip input type box enter the instructions "Submit Form Button".

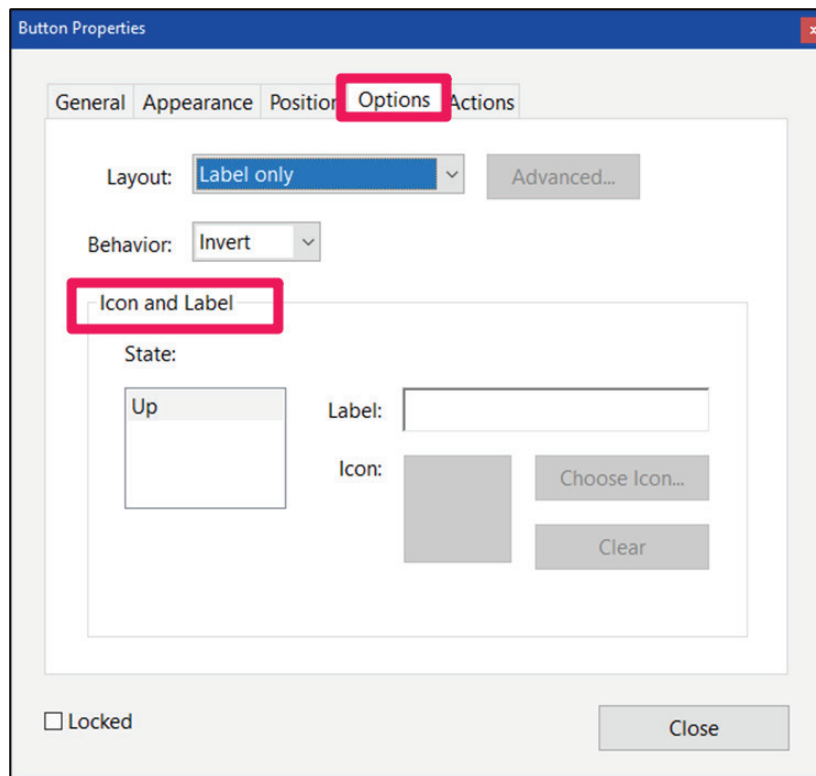


The screenshot shows the "Button Properties" dialog box with the "General" tab selected. The "Name" field contains "Submit Form Button". The "Tooltip" field contains "Click to Submit Form" and is highlighted with a red rectangle.

LABELING THE SUBMIT BUTTON

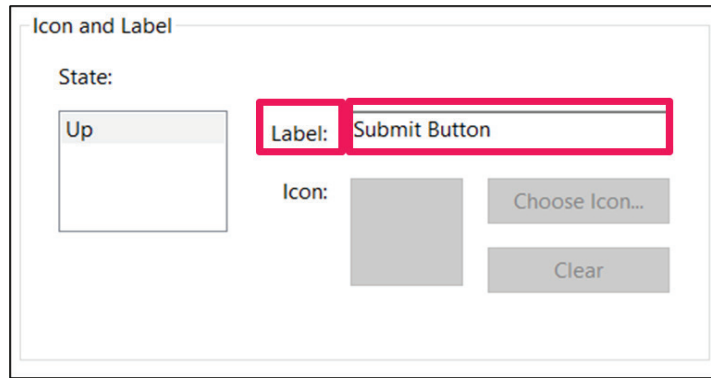
Now creating a label for the Submit Form Button needs to be done. The button on the fillable form document will appear blank to all users, only those using screen or document readers will know what the button is. Making the document inaccessible to visual users. To make sure that all users know what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

1. Go to "Option" tab.
2. Find the "Icon and Label" section of the Options tab.



The screenshot shows the "Button Properties" dialog box with the "Options" tab selected. The "Layout" dropdown is set to "Label only". The "Behavior" dropdown is set to "Invert". The "Icon and Label" section is highlighted with a red rectangle. It contains a "State" section with a "Up" button, a "Label" input field, and an "Icon" section with a "Choose Icon..." button and a "Clear" button. At the bottom, there is a "Locked" checkbox and a "Close" button.

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

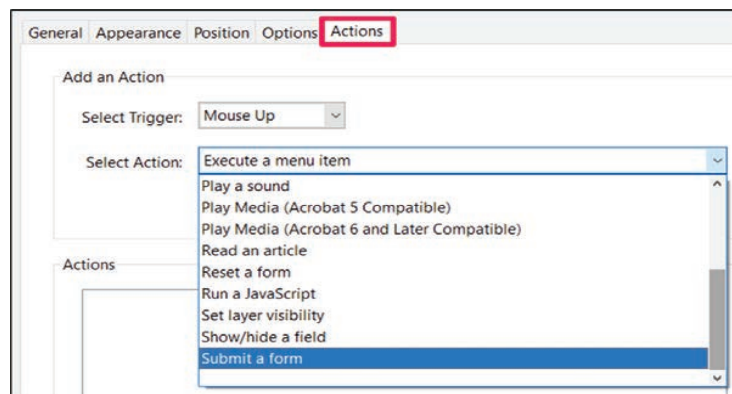


Now the button will have the label Submit Form on it for the visual users.

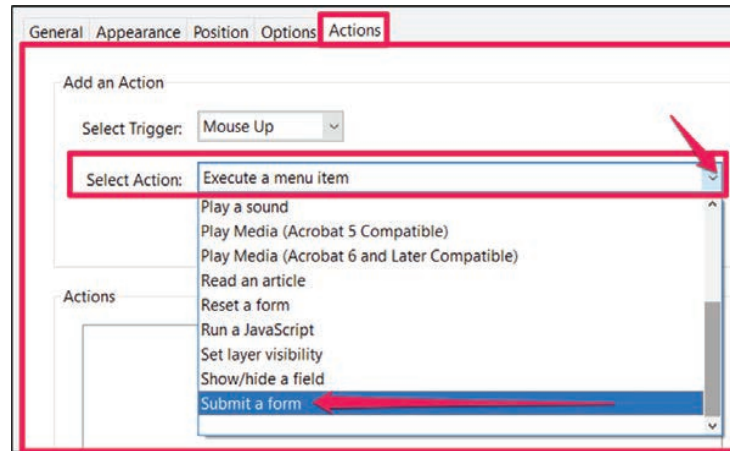
CREATE A SUBMIT ACTION FOR BUTTON

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:

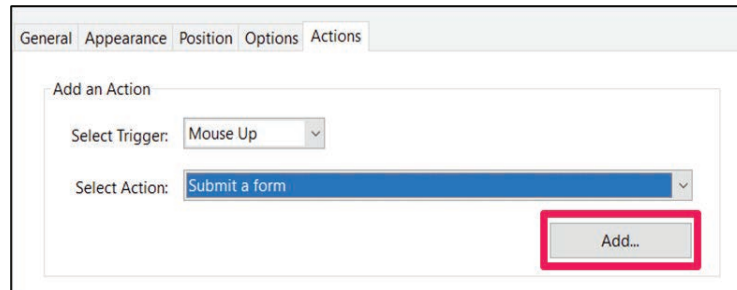
- Go to the "Actions" tab in Button Properties.



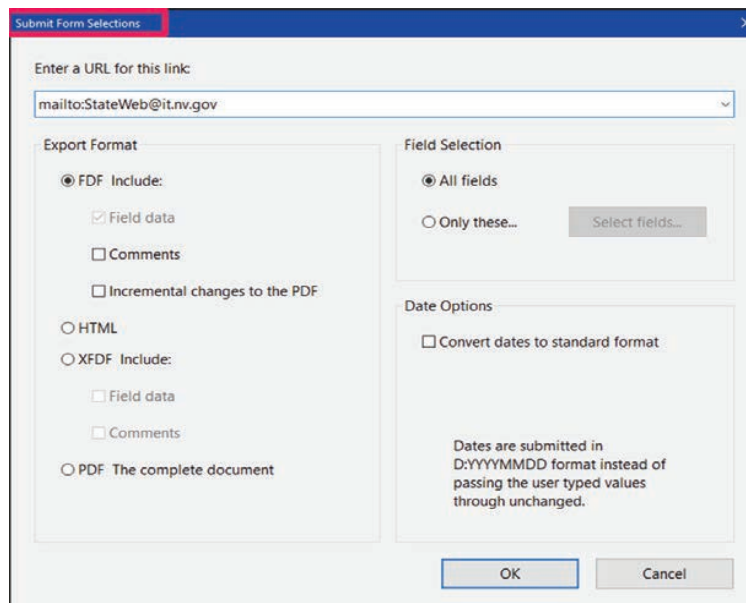
5. Locate the "Select Action" section of the "Add an Action" panel of the Actions tab and select the "Submit a form" option.



6. Click on the "Add" button.



7. The Submit Form Selections box will appear.



8. 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.

Submit Form Selections

Enter a URL for this link:

mailto:StateWeb@it.nv.gov

Export Format

☒ FDF Include:

☒ Field data

☐ Comments

☐ Incremental changes to the PDF

☐ HTML

☐ XFDF Include:

☐ Field data

☐ Comments

☐ PDF The complete document

Field Selection

☒ All fields

☐ Only these... Select fields...

Date Options

☐ Convert dates to standard format

Dates are submitted in D:YYYYMMDD format instead of passing the user typed values through unchanged.

OK Cancel

9. Click on the Ok button. It'll go back to the Button Properties box in the Action tab.
10. 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.

Actions

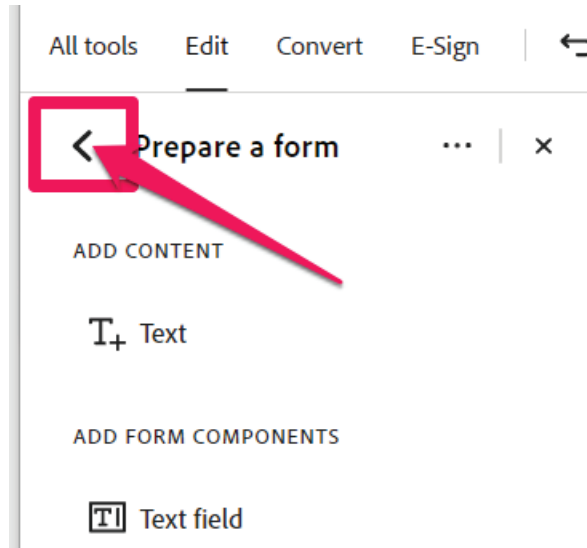
Mouse Up

Submit a form

Up Down Edit Delete

Locked Close

11. Click on Close button.
12. Close out of the Prepare Form tool by clicking the back button next to Prepare a form.



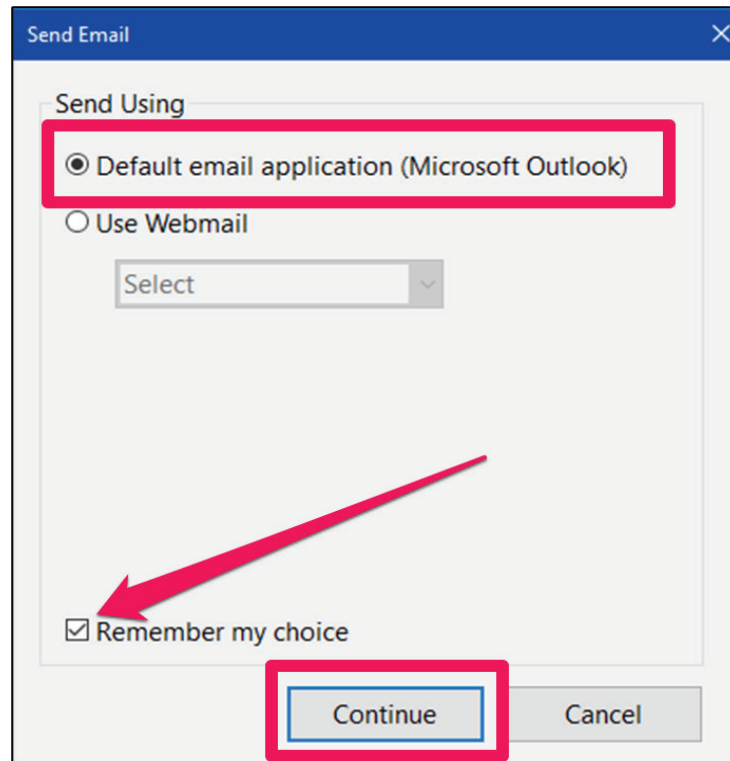
13. View the final version of the Submit Form button by clicking on the Submit Form button that was created.

A screenshot of a form. At the top, there are two fields: "SIGNATURE OF LICENSEE" and "EFFECTIVE DATE". Below these, there is a section titled "AUTHORIZED BY:" which includes a line for a signature and a line for "Print Name and Title". At the bottom right of the form, there is a button labeled "Submit Form". A red box highlights this button, and a red arrow points to it from the right.

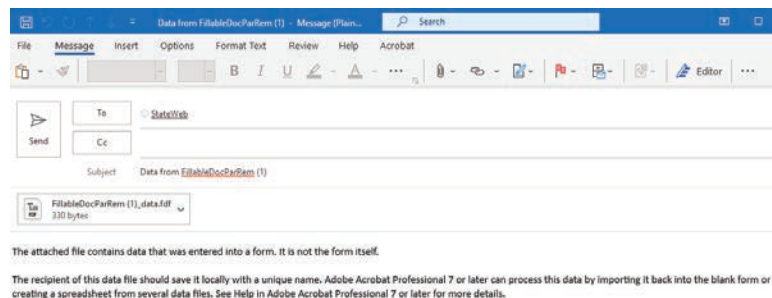
14. A send Email Box will appear.

A screenshot of a "Send Email" dialog box. The title bar is blue and says "Send Email" with a close button. The main content area is titled "Send Using". It has two radio buttons: "Default email application (Microsoft Outlook)" which is selected, and "Use Webmail". Below "Use Webmail" is a dropdown menu with the word "Select" and a downward arrow. At the bottom of the dialog, there is a checkbox labeled "Remember my choice" which is checked. At the very bottom are two buttons: "Continue" and "Cancel".

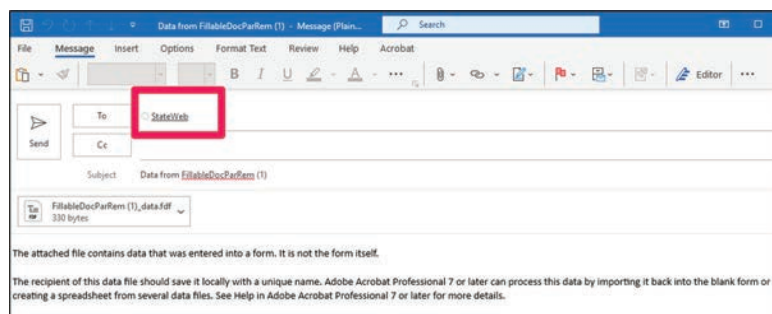
15. Leave Send Using on “Default email application”, check the check box for “Remember my choice and click Continue.”



16. Now an email in the default email application will appear.

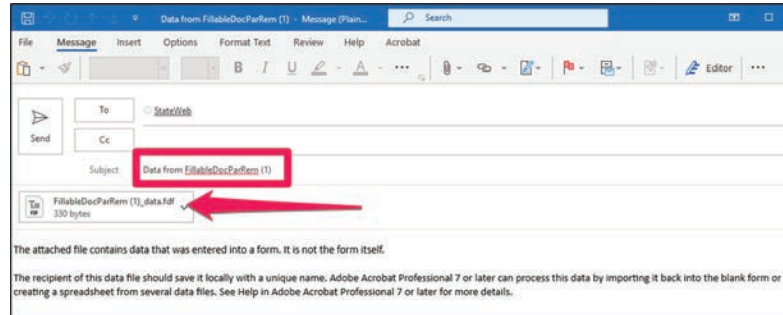


17. Make sure that the email address that appears in the To field is valid. Else it will not work and will not be sent correctly.

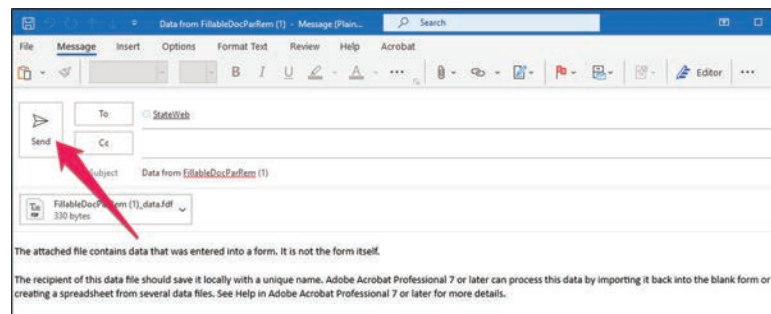


The email will be sent to the address that was typed into the “Enter a URL for this link” (Step 5 of this procedure) input type box in Adobe Acrobat.

18. Subject line will be the File name of the document, and the form will be attached to the email.



19. Then click the Send button



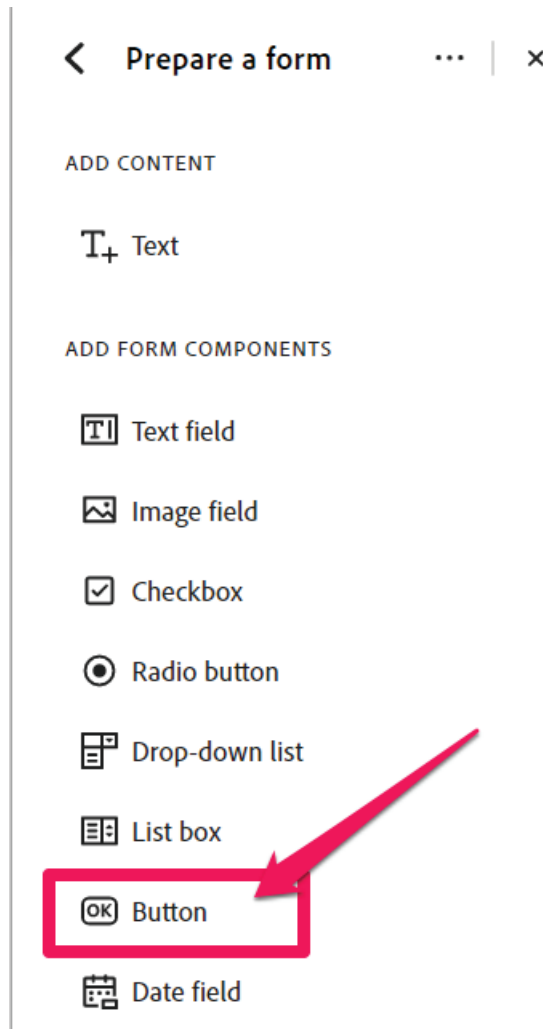
This form will appear in the email address that it was instructed to. Double check to see if it worked.

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. Locate the Prepare Form tools and click the "Button" option to create a button.



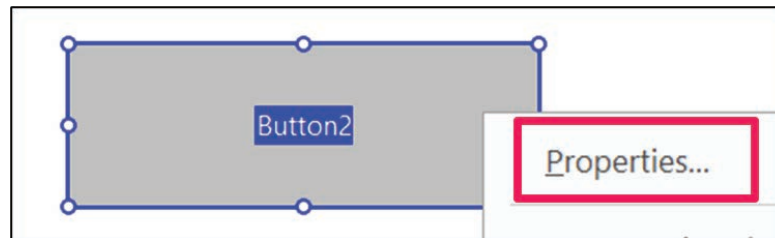
2. Click and drag to draw a rectangular button area on the form. The button will be given the default name Buttonx (depending on how many buttons you've added).



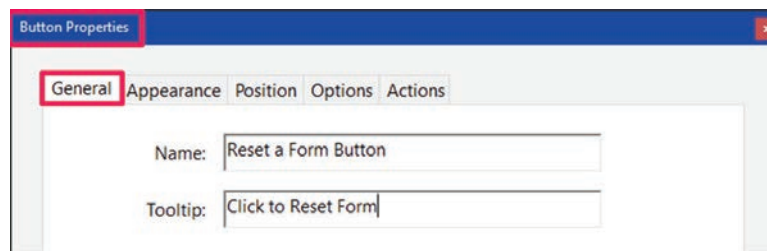
3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.



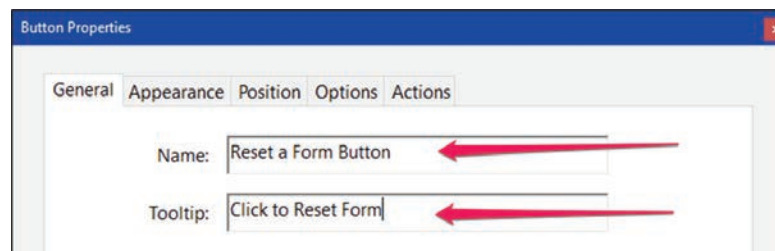
4. Right click on the button and select Properties.



5. The Button Properties box will appear. Make sure you are in the General tab.



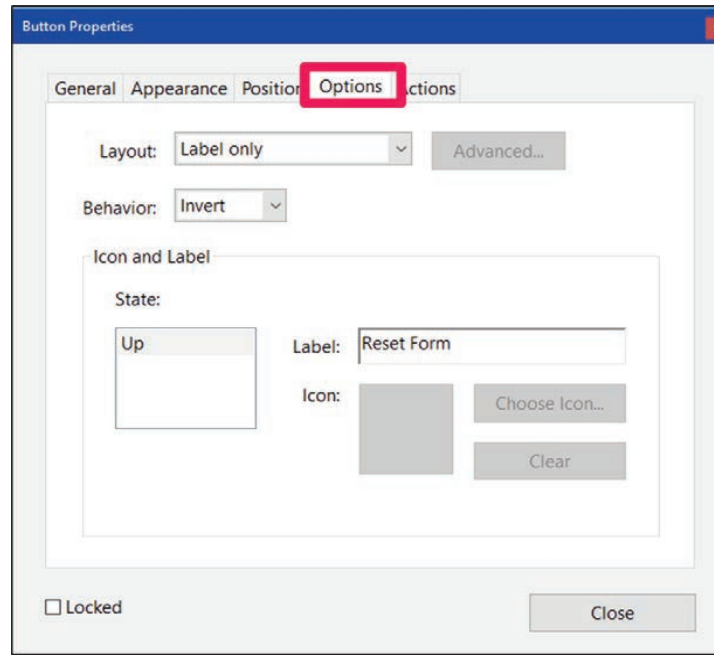
6. In the Name type input box rename Button2 to Reset a Form Button and in the Tooltip field type "Click to Reset form".



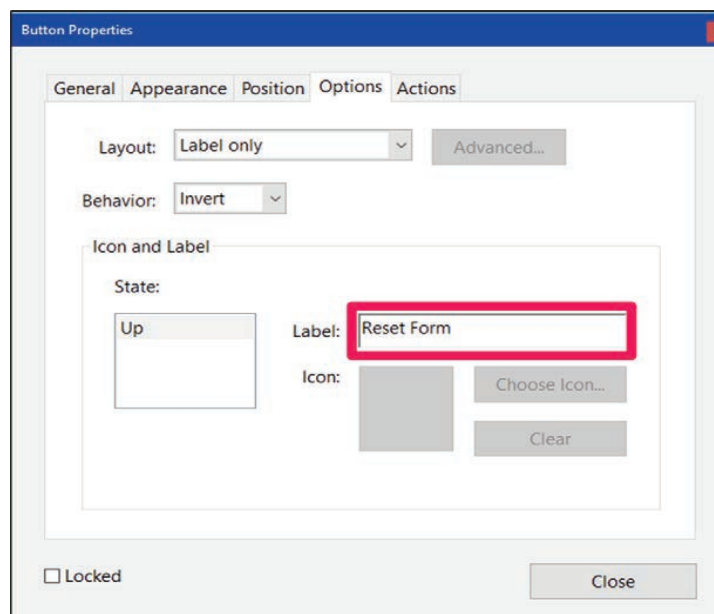
LABELING THE RESET FORM BUTTON

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. Click on the "Option" tab.



2. Enter "Reset Form" in the Label input type box in the "Icon and Label" section of the Options tab.

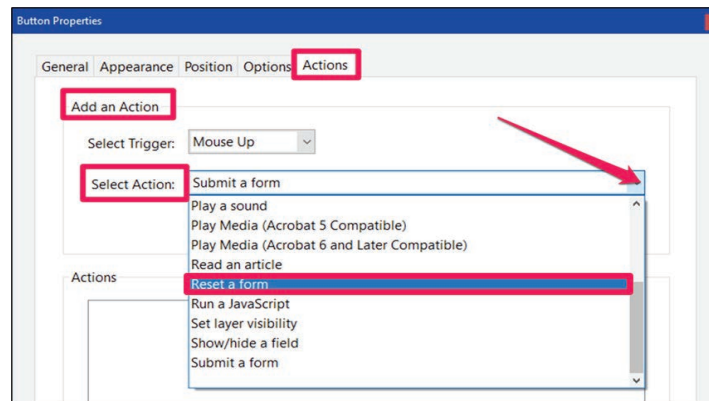


Now the button will have the label Reset Form button on it for the visual users.

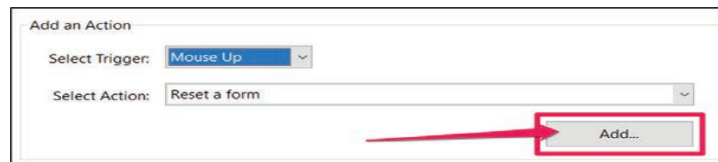
CREATE A RESET ACTION FOR BUTTON

The button has been created, given a label and name, and 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: Go to the "Actions" tab in Button Properties.

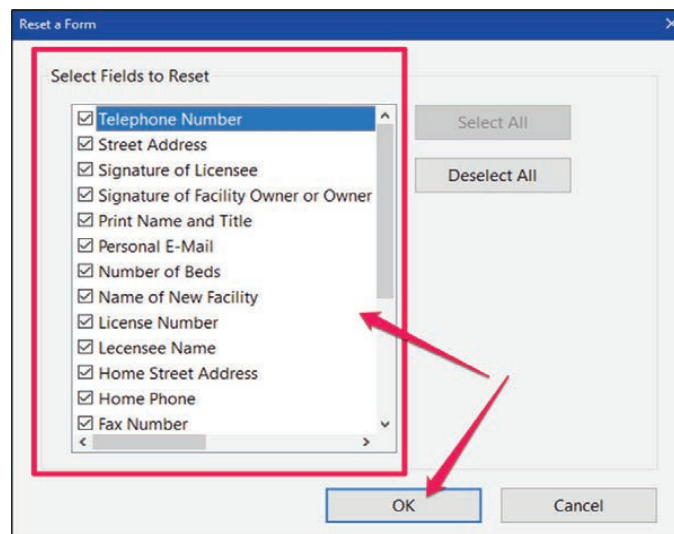
1. Click the Actions tab and under the Add an Action section, click on the Select Action drop-down menu and choose "Reset a form" from the options list.



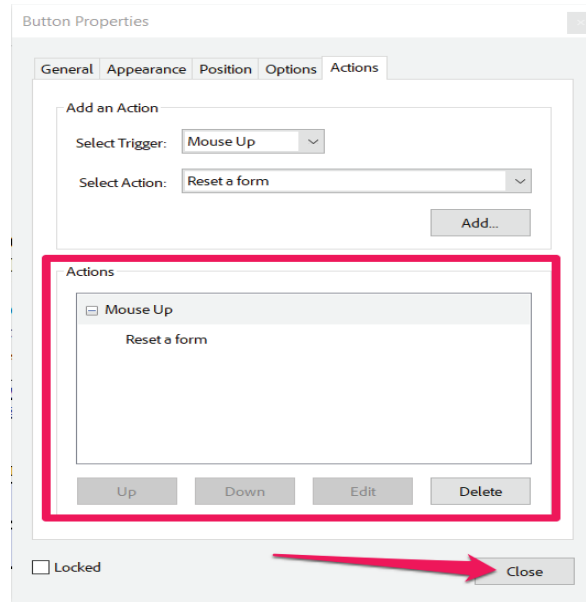
2. Click on the "Add" button.



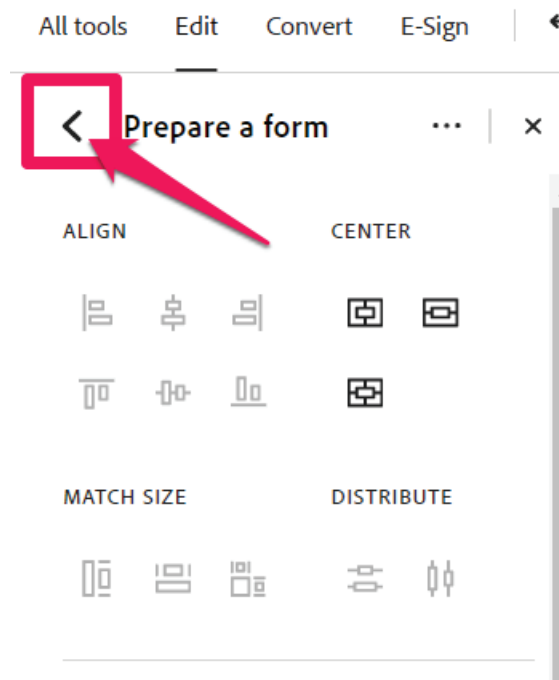
3. The Reset a Form dialog box will appear. In the "Select Fields to Reset" section there is a checkbox with different form fields that are on the document. Note: Leave all the form fields check marked. Doing so will ensure that when the form is reset all those fields will have the previous data entered erased, then click OK.



- It'll return to the Actions tab in the Button Properties. Find the Actions section. When Mouse is Up the action Reset a Form will be activated. Then click the Close Button.



- Now back to the form document. Close out of the Prepare Form tool by clicking the back button to the left of Prepare a form.



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

STATE OF NEVADA
BOARD OF EXAMINERS
FOR LONG TERM CARE ADMINISTRATORS
3157 N. Rainbow Boulevard, No. 313
Las Vegas, Nevada 89108
Phone: 702-486-5445 Fax: 702-486-5439
E-mail: beltea@beltea.nv.gov
Website: <http://beltea.nv.gov>

Reset Form

CHANGE/ADDITION OF FACILITY

*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. *

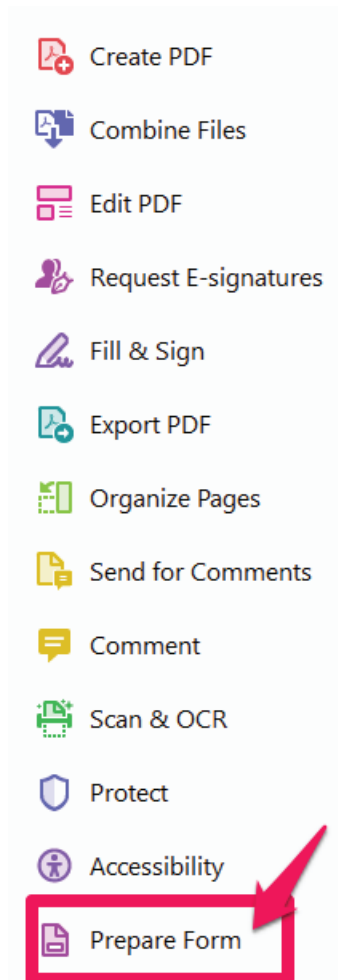
Now a Reset Form button has been added to the form document. Allowing the users to reset the entered information of the form data to be sent to the specified destination.

OLDER VERSIONS OF ADOBE ACROBAT

LOCATING 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.



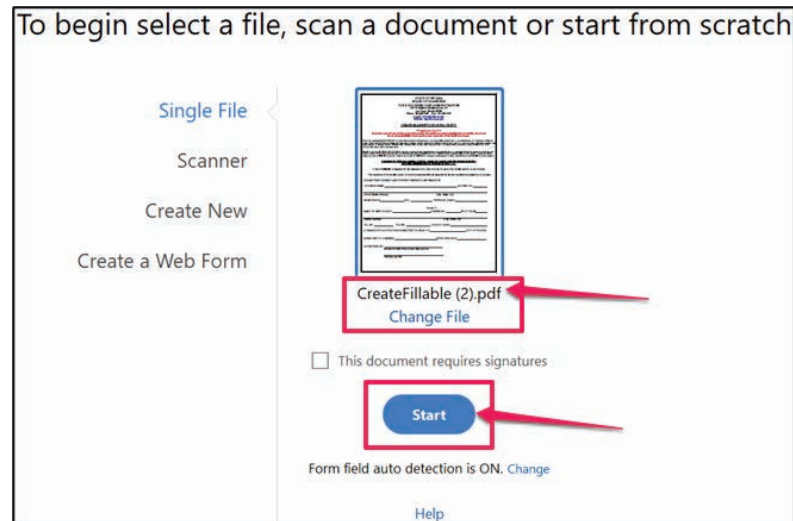
If you don't see the Prepare Form tool in the Tools Shortcuts,
follow the procedure for [Adding the Accessibility Panel to the Tools Shortcut Menu](#)

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.

Once the Prepare Form tool has been clicked on the left side of the tool it will ask what file will be changed into a fillable form document.

1. 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.

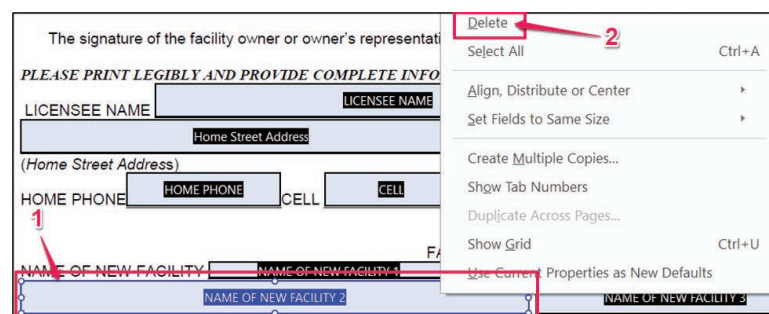


2. Allow a few moments for the tool to detect and add form fields to the document. Once it is done the document is now a fillable form with form fields to input information in.

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.



The extra form field is now deleted.

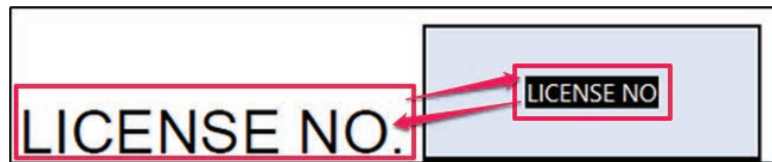
EDITING AND ADJUSTING FORM FIELDS

After the Prepare Form tool has added the form fields, their properties can be adjusted. In the form field's properties, you 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

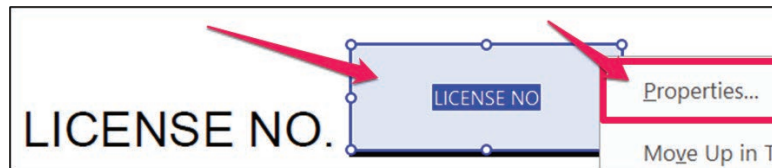
Providing a unique and descriptive name for each form field ensures that screen readers and other assistive technologies can properly identify and interpret the fields. This allows individual with visual impairments or disabilities to navigate and interact with the form effectively.

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 the Prepare Form tool right-click on the form field that's name needs to be changes.
2. Select the Properties option.



3. The Text Field Properties box will appear. This is where to edit the form fields.

The screenshot shows the 'Text Field Properties' dialog box with the 'General' tab selected. The 'Name' and 'Tooltip' fields both contain the text 'LICENSE NO'. Below these fields is a 'Common Properties' section with a 'Form Field' dropdown set to 'Visible', an 'Orientation' dropdown set to '0' degrees, and two checkboxes: 'Read Only' and 'Required', both of which are unchecked. At the bottom left is a 'Locked' checkbox, also unchecked, and at the bottom right is a 'Close' button.

4. Make sure you are in the "General" tab.

This screenshot is identical to the one above, showing the 'Text Field Properties' dialog box with the 'General' tab selected. The 'Name' and 'Tooltip' fields both contain the text 'LICENSE NO'. Below these fields is a 'Common Properties' section with a 'Form Field' dropdown set to 'Visible', an 'Orientation' dropdown set to '0' degrees, and two checkboxes: 'Read Only' and 'Required', both of which are unchecked. At the bottom left is a 'Locked' checkbox, also unchecked, and at the bottom right is a 'Close' button. In this version of the image, the 'General' tab in the top navigation bar is highlighted with a red box.

- 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.

Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: LICENSE NO

Tooltip: LICENSE NO

Common Properties

Form Field: Visible ☐ Read Only

Orientation: 0 degrees ☐ Required

☐ Locked

Close

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

Name: LICENSE Number

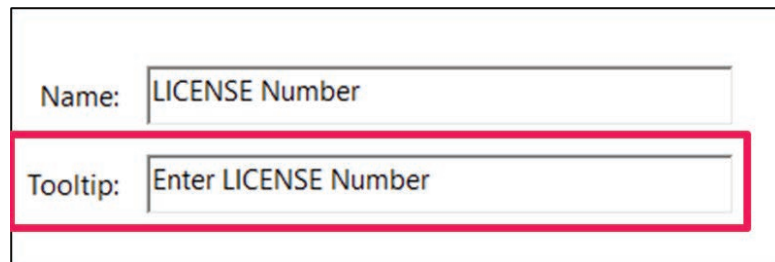
Tooltip: Enter LICENSE Number

- Then click on the Tab button on the keyboard, this ensures that the name change 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.

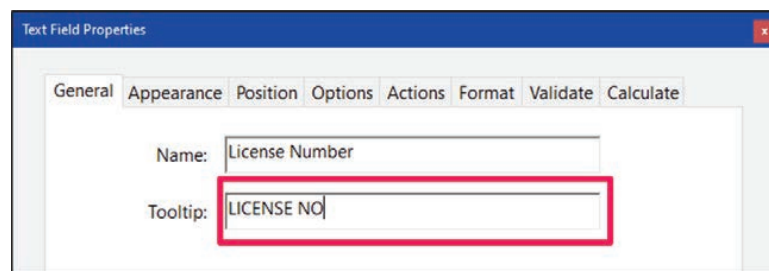
1. Still in both the Text Field Properties box and General tab find the input type box called "Tooltip."
2. Click inside the Tooltip input box.



Name: LICENSE Number

Tooltip: Enter LICENSE Number

3. Type the description or the instructions of the form field. In this example the form field's tooltip should be Enter License Number. Press the Tab button on keyboard, to ensure that the changes are saved.



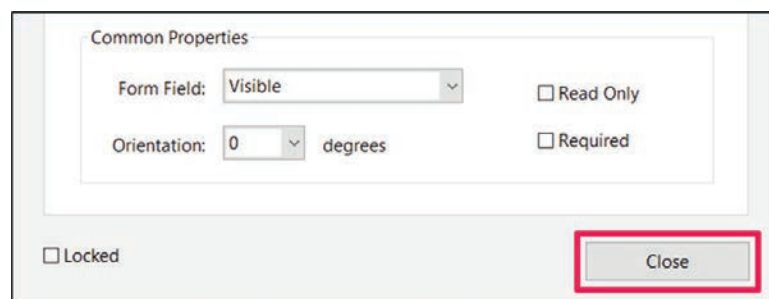
Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: License Number

Tooltip: LICENSE NO

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



Common Properties

Form Field: Visible

Orientation: 0 degrees

☐ Read Only

☐ Required

☐ Locked

Close

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

INSERT A DATE PICKER IN FORM FIELDS

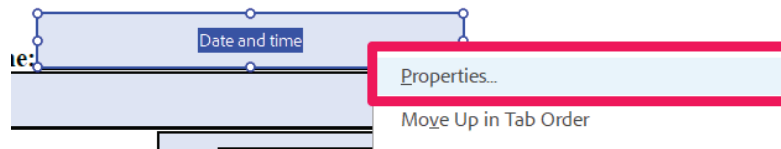
Using a date picker in a form field will provide a user-friendly way for people to input dates accurately. It eliminates the need for users to manually type the date, reducing the chances of errors and ensuring consistency in the form. To add a date picker in a form field, follow these steps:

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

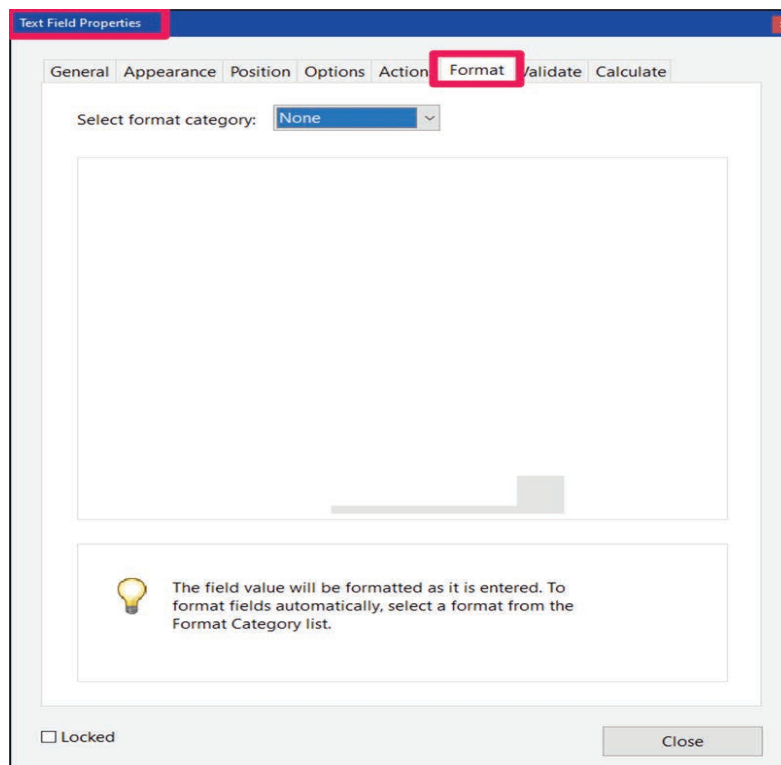
1. Select a form field that requires a date. Right click on the form field.



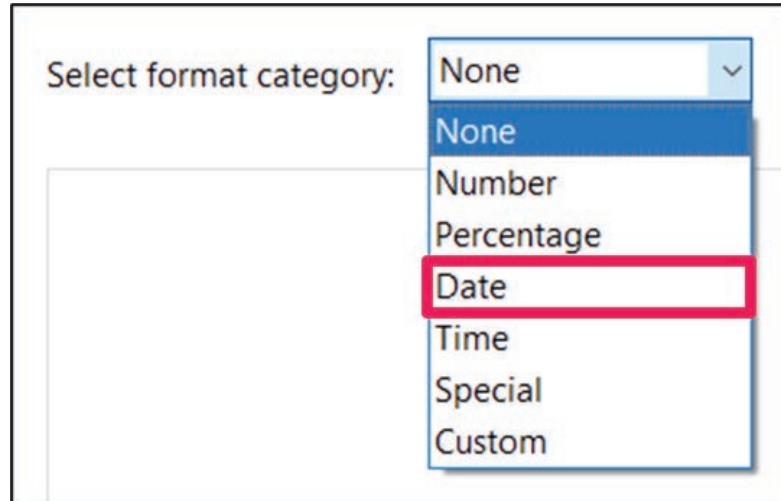
2. Select Properties.



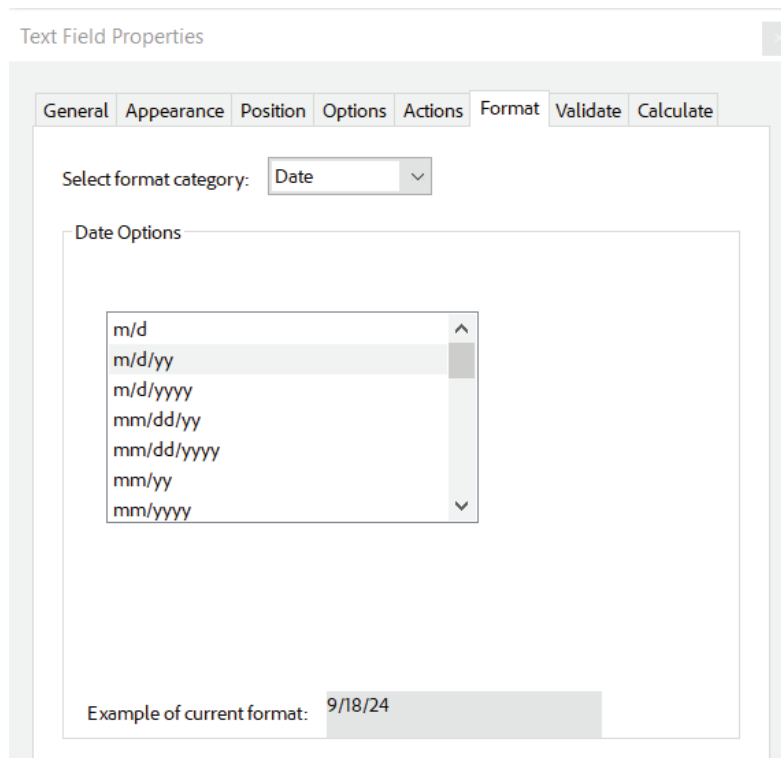
3. The Text Field Properties box will appear. Click on the Format tab.



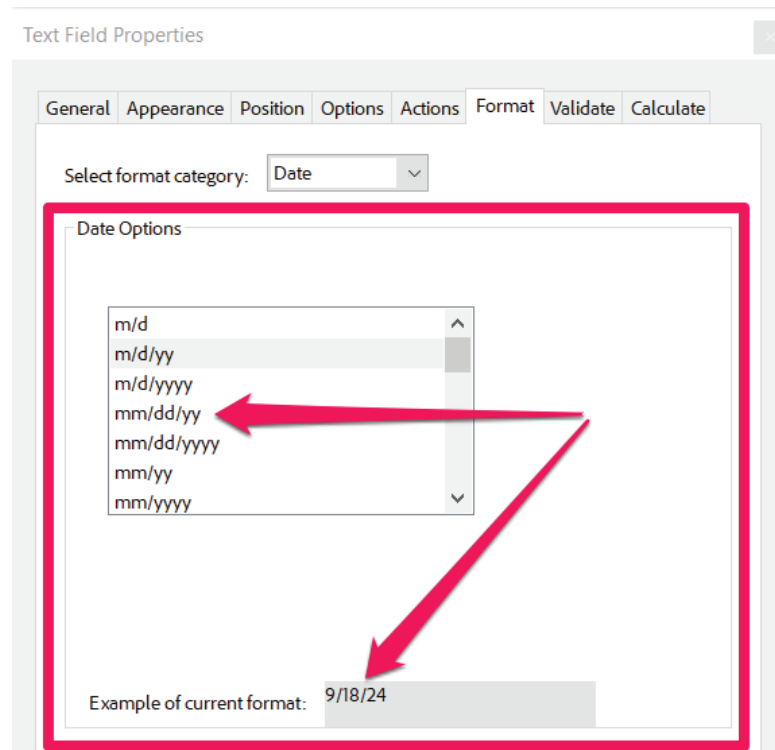
- Click the to the "Select format category" drop-down menu. Change "None" to the "Date" option.



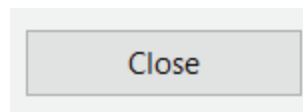
- After selecting, the Date Options section will appear on the Format tab. It'll show how the date will be displayed in the form field once the information is entered by users.



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



7. 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

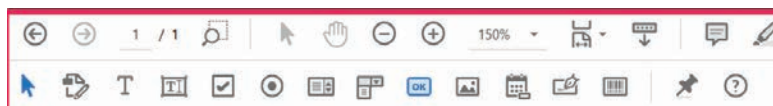
Buttons are important for user interaction of a fillable form document. Creating a submit and reset form buttons are important to facilitate user interaction, prevent errors, meet user expectations, guide form to completion and ensure accessibility.

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 depending on whether you are user an older or newer version of Adobe Acrobat:

1. Locate the additional tools using the Prepare Form Tool. 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.

Detailed time schedule	Detailed time schedule	Detailed program outline	Detailed program outline
Statement of educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)		Sample of consumer feedback / evaluation	
Instructor's presentation / speaker's resume		Sample of Certificate of completion	

Required fee: \$150.00

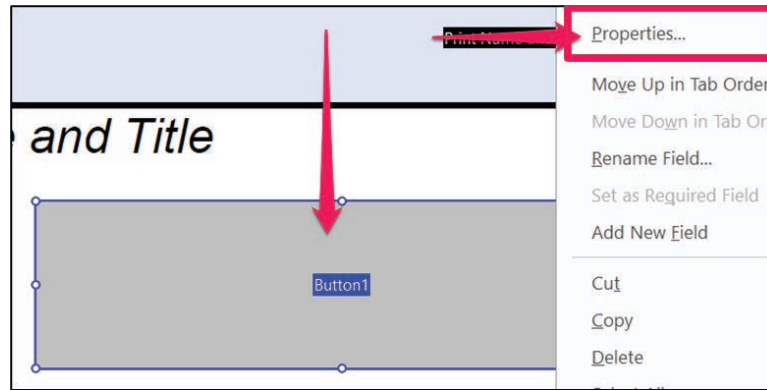
Button4

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

Print Name and Title



5. Right click on the button and select Properties from the drop-down menu.



6. The Button Properties box will appear. Note: the button number will depend on how many buttons have been made in the document.

A screenshot of the 'Button Properties' dialog box. The dialog has a title bar with the text 'Button Properties' and a close button. It features five tabs: 'General', 'Appearance', 'Position', 'Options', and 'Actions'. The 'General' tab is currently selected. Inside the 'General' tab, there are two text input fields: 'Name:' with the value 'Button5' and 'Tooltip:' which is empty. Below these fields is a section titled 'Common Properties'. This section contains a 'Form Field:' dropdown menu set to 'Visible', an 'Orientation:' dropdown set to '0' followed by the text 'degrees', and two checkboxes: 'Read Only' and 'Required', both of which are unchecked. At the bottom of the dialog, there is a 'Locked' checkbox (unchecked) and a 'Close' button.

7. Click on the General tab, if it is not selected by default.

The screenshot shows the 'Button Properties' dialog box with the 'General' tab selected. The 'Name' field contains 'Button5' and the 'Tooltip' field is empty. 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. The 'General' tab is highlighted with a red box.

8. In the Name type input box rename ButtonX to "Submit Form Button".

This screenshot shows the 'Button Properties' dialog box with the 'Name' field now containing 'Submit Form Button'. The 'Tooltip' field still contains 'Click to Submit Form'. The 'Common Properties' section remains the same. The 'Name' field is highlighted with a red box.

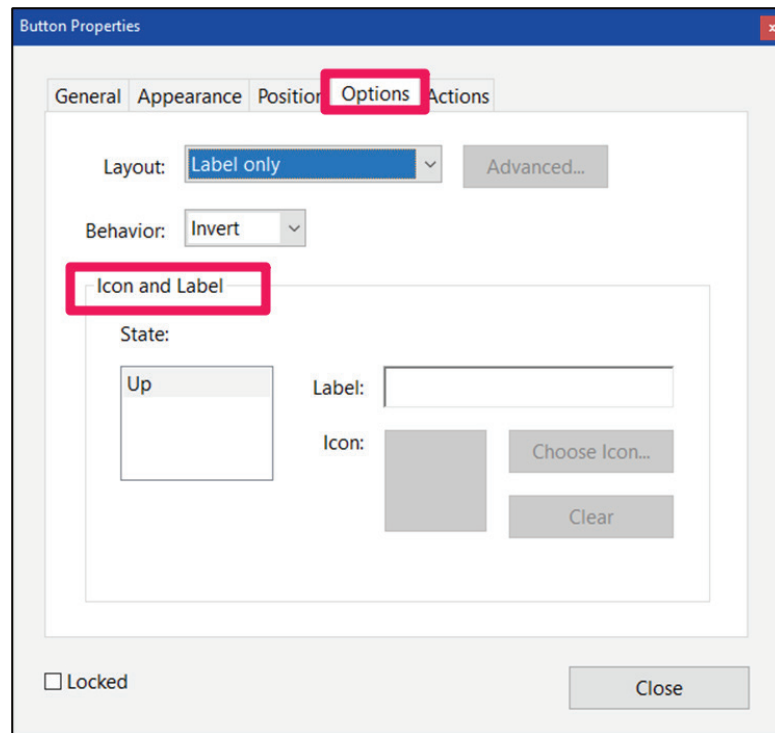
9. In the Tooltip in the input type box enter the instructions "Click to Submit Form".

This screenshot shows the 'Button Properties' dialog box with the 'Tooltip' field now containing 'Click to Submit Form'. The 'Name' field still contains 'Submit Form Button'. The 'Common Properties' section remains the same. The 'Tooltip' field is highlighted with a red box.

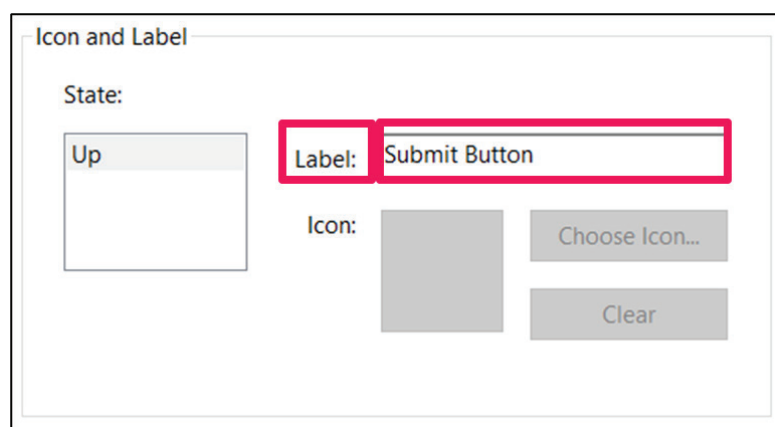
LABELING THE SUBMIT BUTTON

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. Type the Label of the Submit Form Button as Submit Form.

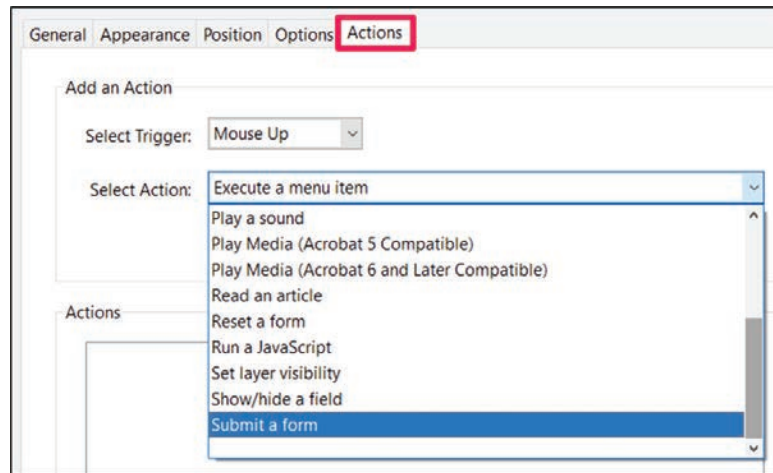


Now the button will have the label Submit Form on it for the visual users.

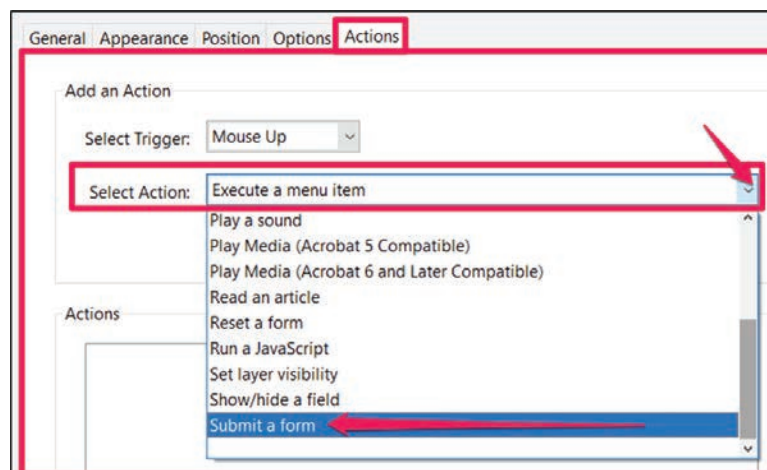
CREATE A SUBMIT ACTION FOR BUTTON

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:

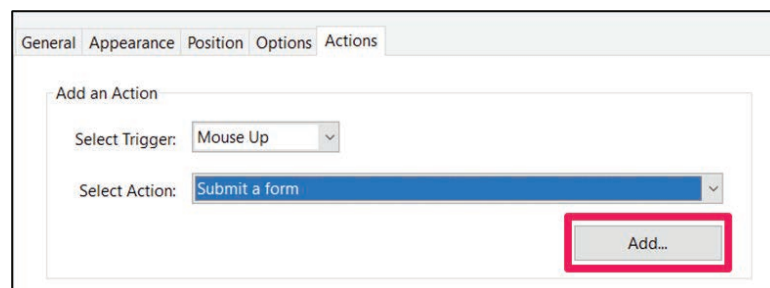
1. Go to the "Actions" tab in Button Properties.



2. Locate the "Select Action" section of the "Add an Action" panel of the Actions tab and select the "Submit a form" option.



3. Click on the "Add" button.



4. The Submit Form Selections box will appear.

Submit Form Selections

Enter a URL for this link:
mailto:StateWeb@it.nv.gov

Export Format

☒ FDF Include:

☒ Field data

☐ Comments

☐ Incremental changes to the PDF

☐ HTML

☐ XFDF Include:

☐ Field data

☐ Comments

☐ PDF The complete document

Field Selection

☒ All fields

☐ Only these... [Select fields...](#)

Date Options

☐ Convert dates to standard format

Dates are submitted in D:YYYYMMDD format instead of passing the user typed values through unchanged.

OK Cancel

5. 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.

Submit Form Selections

Enter a URL for this link:
mailto:StateWeb@it.nv.gov

Export Format

☒ FDF Include:

☒ Field data

☐ Comments

☐ Incremental changes to the PDF

☐ HTML

☐ XFDF Include:

☐ Field data

☐ Comments

☐ PDF The complete document

Field Selection

☒ All fields

☐ Only these... [Select fields...](#)

Date Options

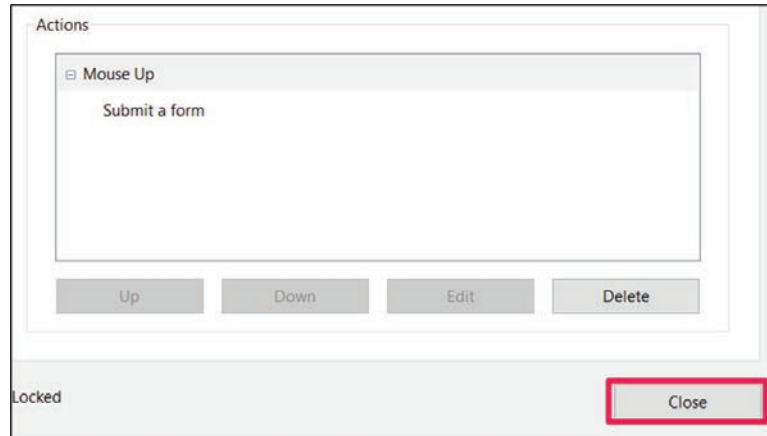
☐ Convert dates to standard format

Dates are submitted in D:YYYYMMDD format instead of passing the user typed values through unchanged.

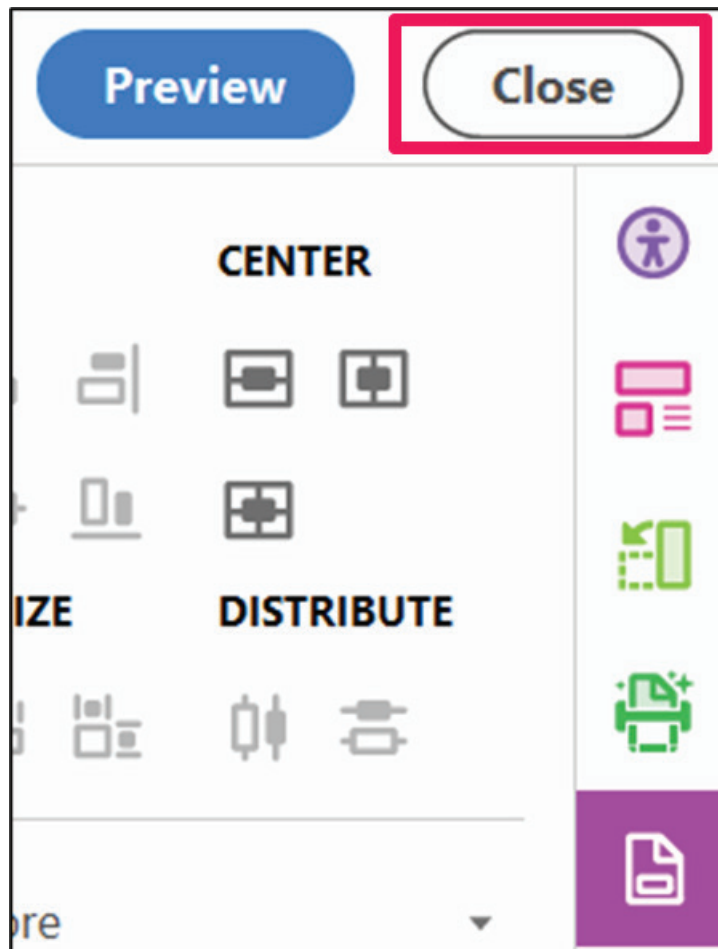
OK Cancel

6. Click on the Ok button. It'll go back to the Button Properties box in the Action tab.

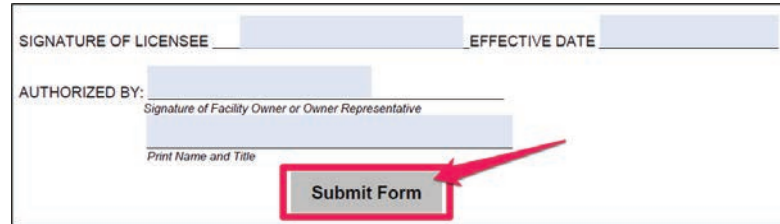
- Find the Actions section of the Action tab. It'll show what action will be taken in this case the Submit a form action will be applied when the mouse is click up.



- Click on Close button.
- Close out of the Prepare Form tool by click the Close button.



10. View the final version of the Submit Form button by clicking on the Submit Form button that was created.



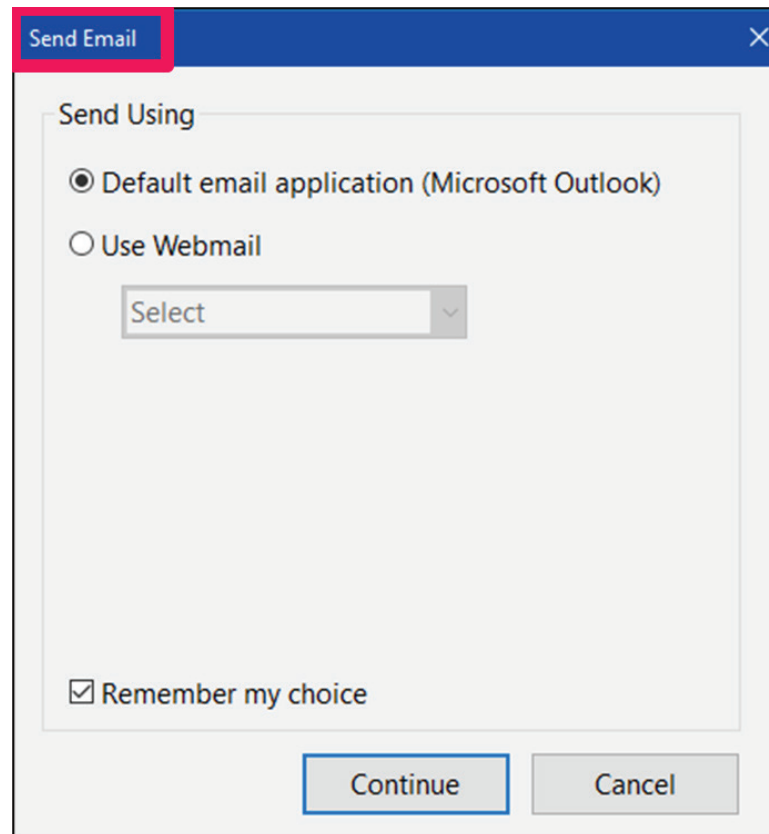
SIGNATURE OF LICENSEE _____ EFFECTIVE DATE _____

AUTHORIZED BY: _____
Signature of Facility Owner or Owner Representative

Print Name and Title

Submit Form

11. A send Email Box will appear.



Send Email [X]

Send Using

☒ Default email application (Microsoft Outlook)

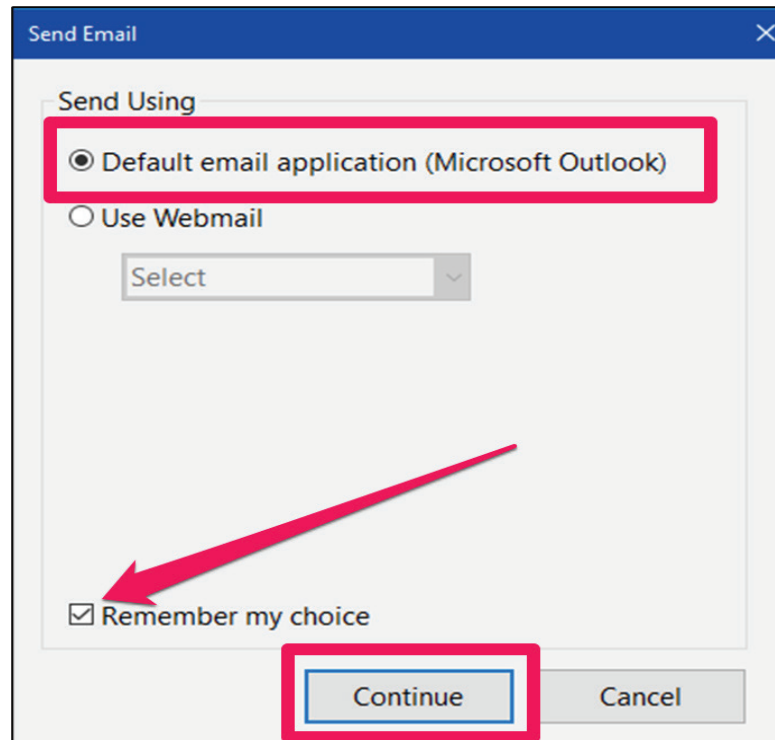
☐ Use Webmail

Select [v]

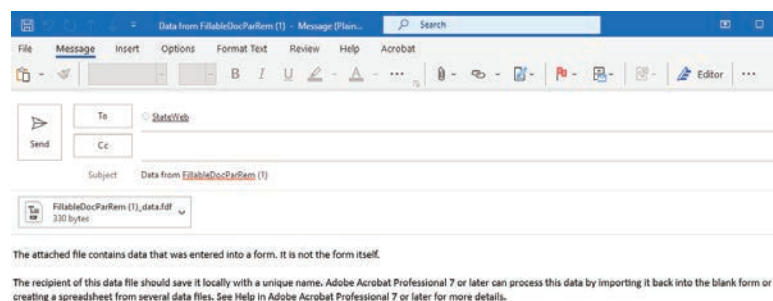
☒ Remember my choice

Continue **Cancel**

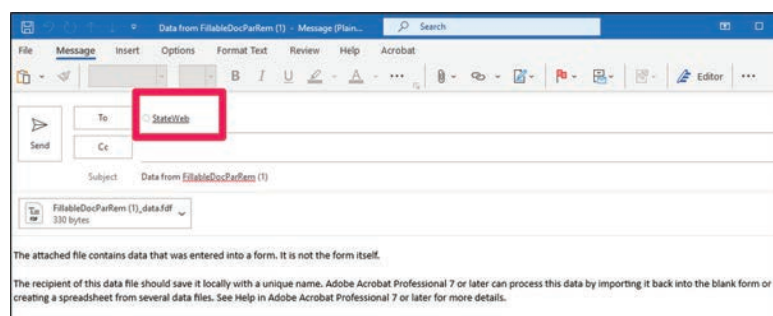
12. Leave Send Using on “Default email application”, check the check box for “Remember my choice” and click Continue.”



13. Now an email in the default email application will appear.

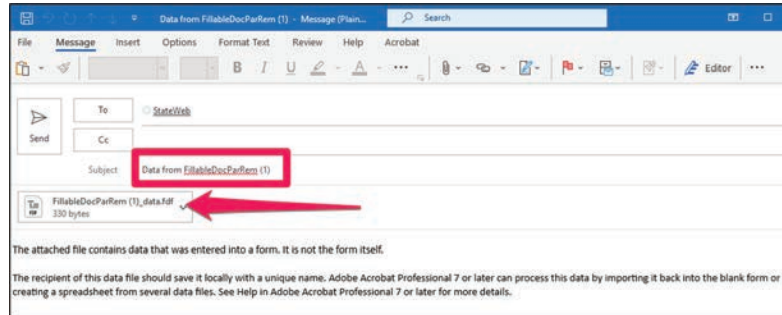


14. Make sure that the email address that appears in the To field is valid. Else it will not work and will not be sent correctly.

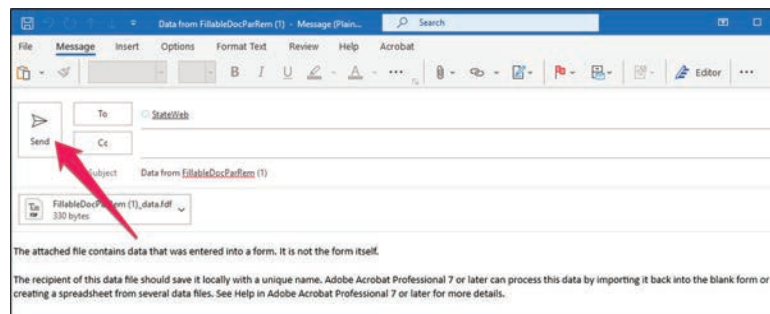


The email will be sent to the address that was typed into the “Enter a URL for this link” (Step 5 of this procedure) input type box in Adobe Acrobat.

15. Subject line will be the File name of the document, and the form will be attached to the email.



16. Then click the Send button



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.

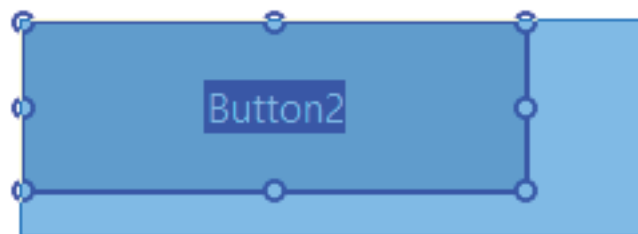
CREATE A RESET FORM BUTTON

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. Locate the Prepare Form tools and select the "Add a" option to create a button.



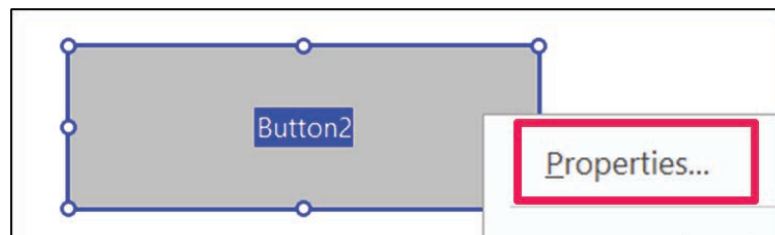
2. Click and drag to draw a rectangular button area on the form. The button will be given the default name Buttonx (depending on how many buttons you've added).



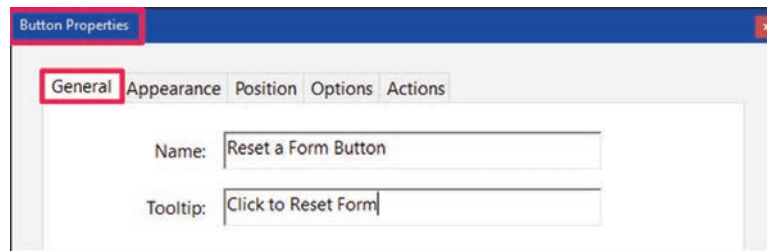
3. Move the cursor to the spot that the button will be added. While going to that area a blue rectangle will appear. Position the cursor where the submit button will be added.



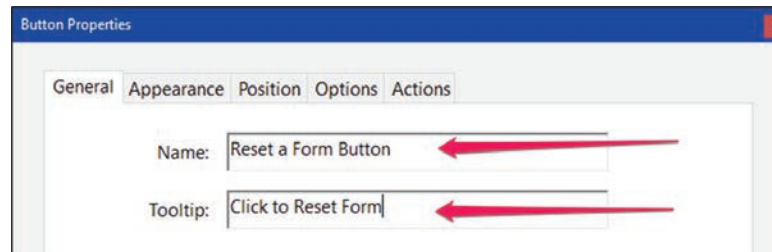
4. Right click on the button and select Properties.



5. The Button Properties box will appear. Make sure you are in the General tab.



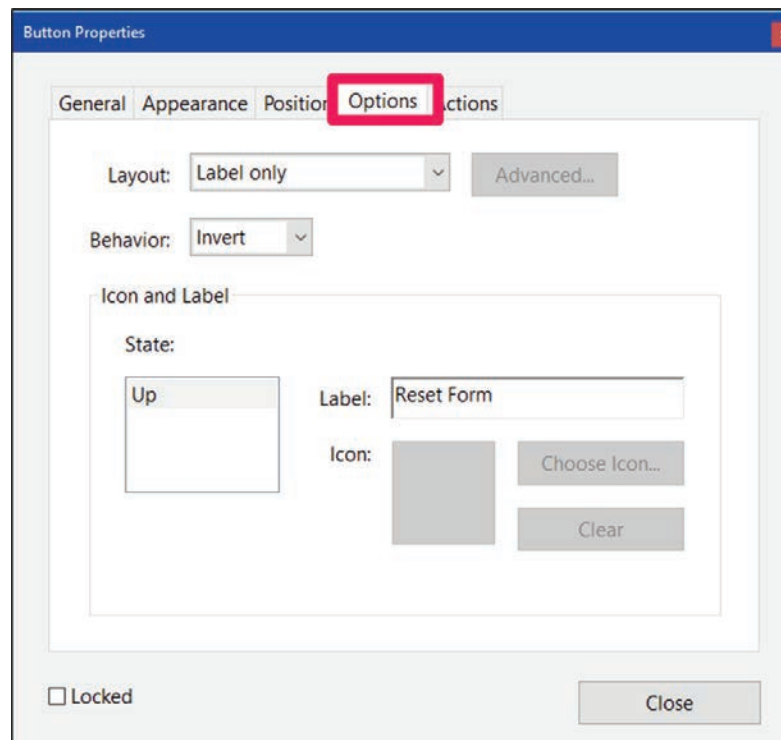
6. In the Name type input box rename Button2 to Reset a Form Button and in the Tooltip field type "Click to Reset form".



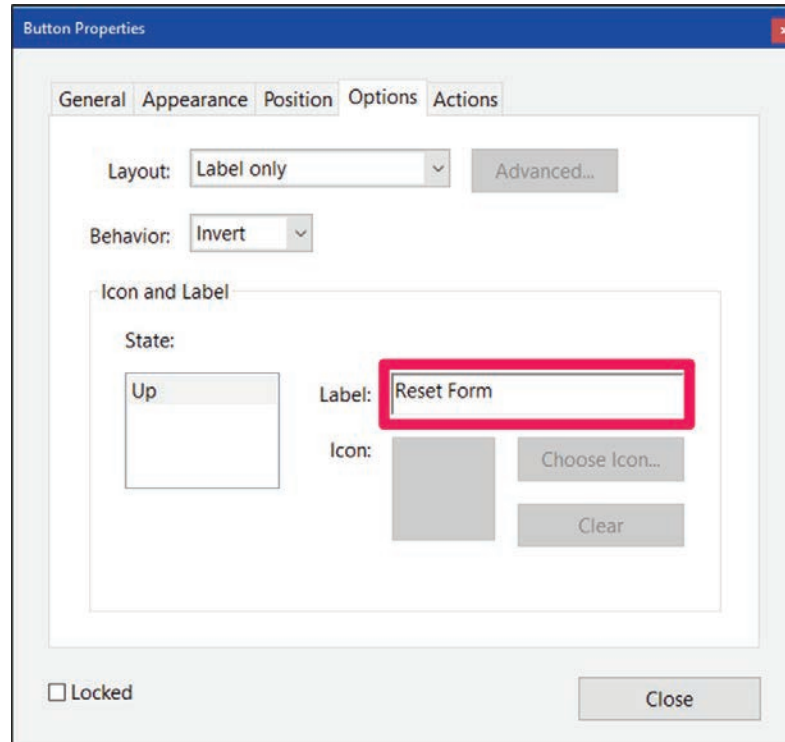
LABELING THE RESET FORM BUTTON

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. Enter "Reset Form" in the Label input type box in the "Icon and Label" section of the Options tab.

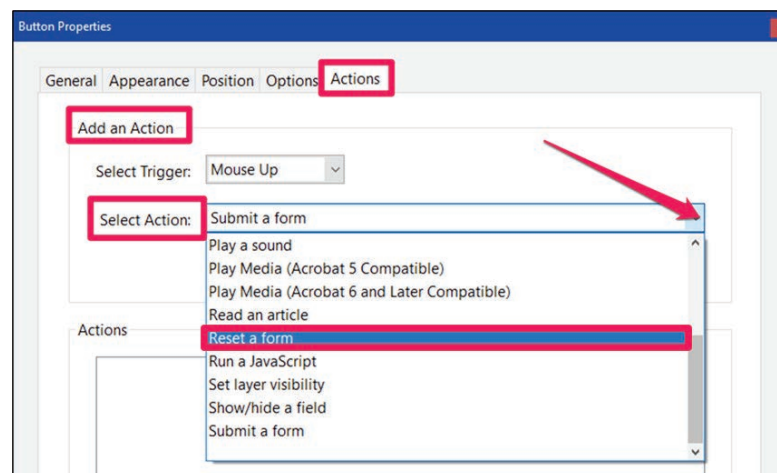


Now the button will have the label Reset Form on it for the visual users.

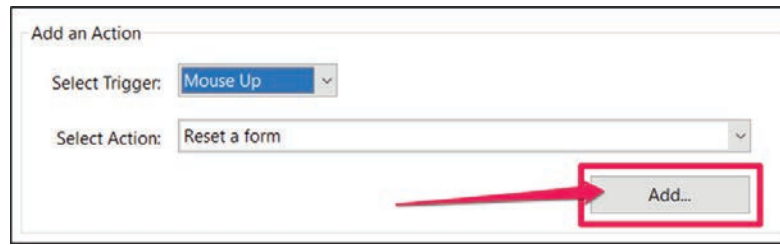
CREATE A RESET ACTION FOR BUTTON

The button has been created, given a label and name, and 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: Go to the "Actions" tab in Button Properties.

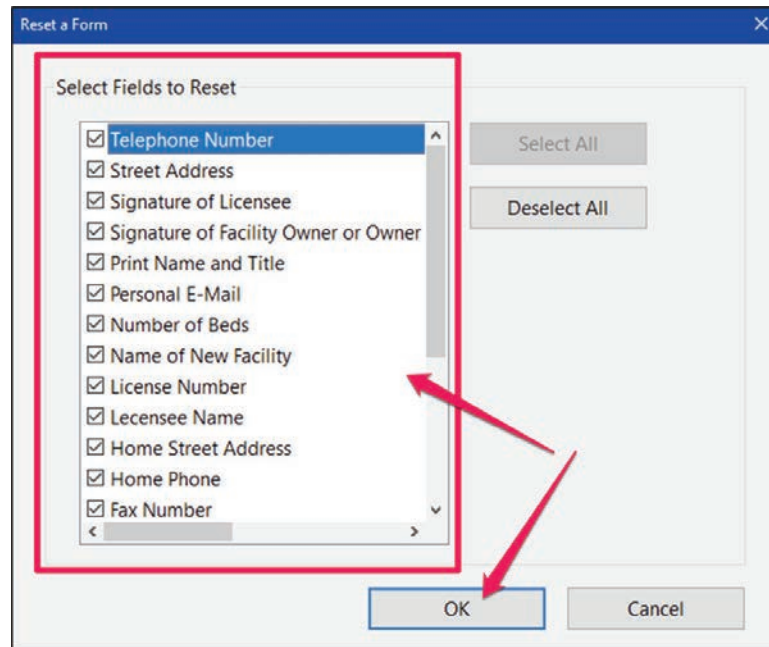
1. Click the Actions tab and under the Add an Action section, click on the Select Action drop-down menu and choose "Reset a form" from the options list.



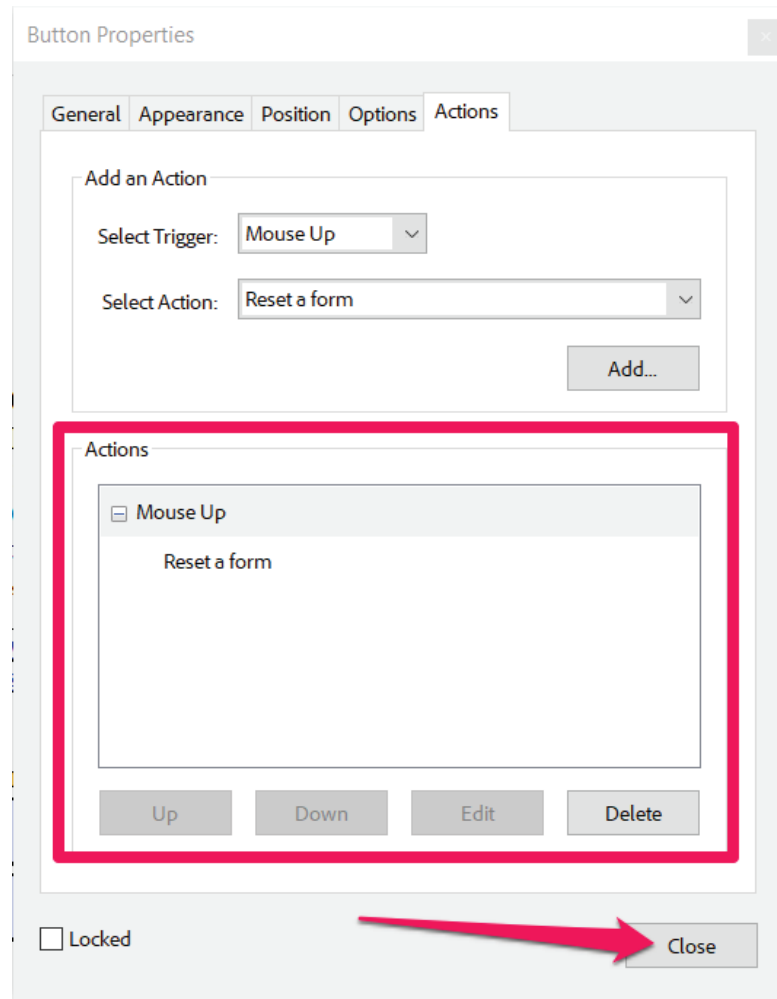
2. Click on the "Add" button.



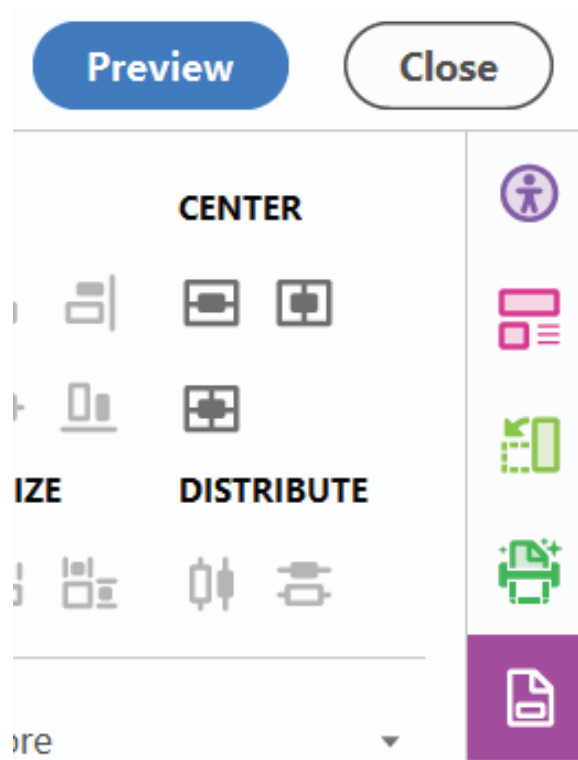
3. The Reset a Form dialog box will appear. In the "Select Fields to Reset" section there is a checkbox with different form fields that are on the document. Note: ***Leave all the form fields check marked. Doing so will ensure that when the form is reset all those fields will have the previous data entered erased, then click OK.***



4. It'll return to the Actions tab in the Button Properties. Find the Actions section. When Mouse is Up the action Reset a Form will be activated. Then click the Close Button.



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



6. View the final version of 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.