

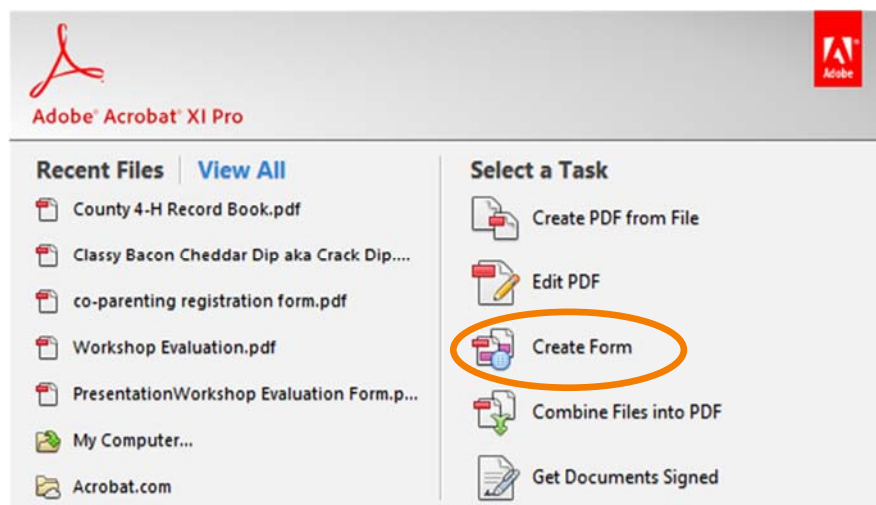
Creating a Fillable Form

Using Adobe Acrobat Pro

One feature of Adobe Acrobat Pro is the ability to take an existing form created using Word or similar software, and turn it into a fillable form. This allows the form to be sent out and responded to via email. This resource will demonstrate how to turn a form created in Word into an Adobe Fillable Form that can be sent out via email.

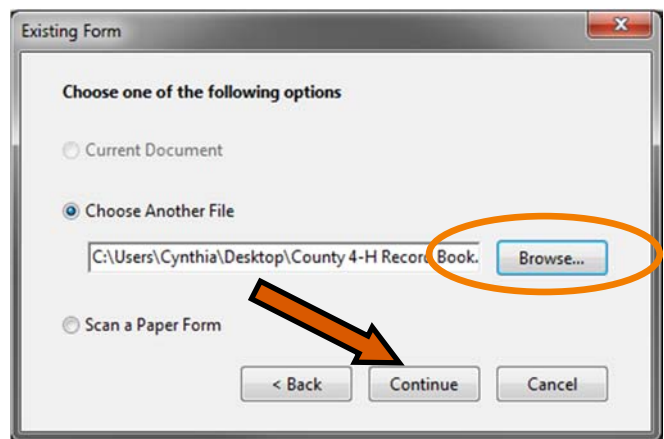
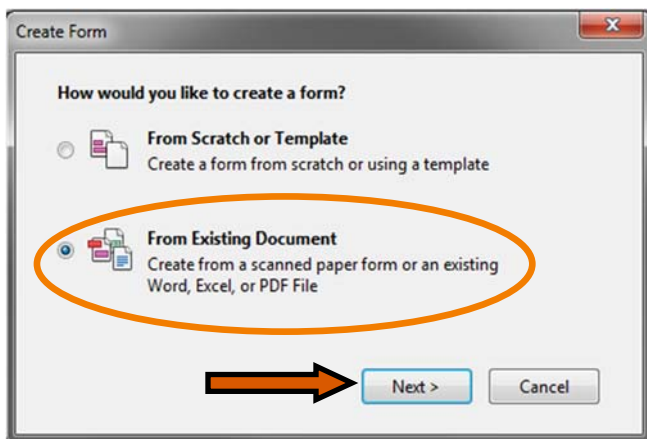
To get started:

Open Adobe Acrobat Pro from your list of programs and select "Create Form" from the task list.



Select "From Existing Document" and click "Next".

Browse to the location the original document is saved and click "Continue"



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It may take a little bit for the document to process, but once it completes, Adobe will have recognized possible fields and labeled them. In the case that the labels are incorrect, use the "Edit Fields" in the Task menu.

The screenshot displays the Adobe Acrobat Pro interface with a document titled "My County 4-H Record Book for (year) [year]". The document content includes:

- Logo:** A four-leaf clover with the letters 'H' on each leaf, with "Provided Under M.S.C. 79F" below it.
- Title:** "My County 4-H Record Book for (year) [year]"
- Instructions:**

Parts of a County 4-H Record Book

Staple the following items together (NO FOLDERS OR BINDERS PLEASE):

 - This form
 - One or more Project Report Sheets
 - Two pages of 3 photos per page (with captions)
 - Story (2 page maximum)
- Project List:**

My Project(s) that will be reported in this County 4-H Record Book:

 - [4H Record Book 1]
 - [4H Record Book 2]
- Guidelines:**

County Guidelines:

Please report only one project per book. Two project medals can be earned per year. 4-H members can only earn the same project medal twice, once as a junior and once as a senior 4-H'er. A 4-H'er can earn additional medals by showing growth in a project. The awards will be bronze, silver or gold. This will be determined by project growth and number of years in that project. To achieve the additional awards the member must submit the previous record book of that project to enable the judges to see growth in that project.
- Signature Fields:**

We have reviewed this form and believe the information in it to be correct

Member [Member] Date [Date]
Parent [Parent] Date [Date_2]
4-H Leader [4H Leader] Date [Date_3]

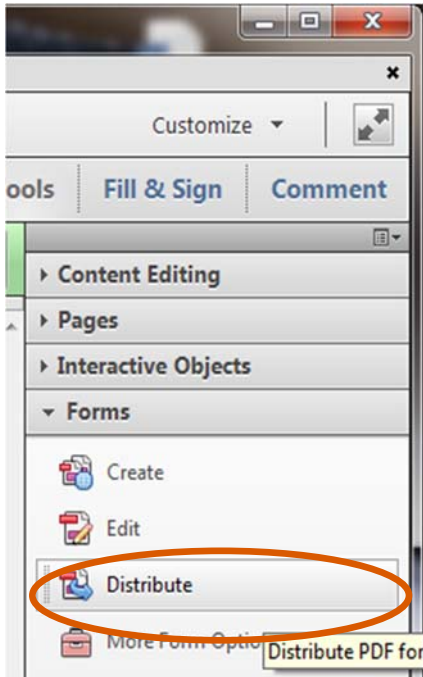
The right-hand side of the interface shows the "Forms" panel. The "Tasks" section includes "Add New Field", "Edit Fields" (highlighted with an orange arrow), "Distribute", "Track", and "Other Tasks". The "Fields" section shows a list of detected fields for "Page 1":

- year
- 4H Record Book 1
- 4H Record Book 2
- Member
- Date
- Parent
- Date_2
- 4H Leader
- Date_3

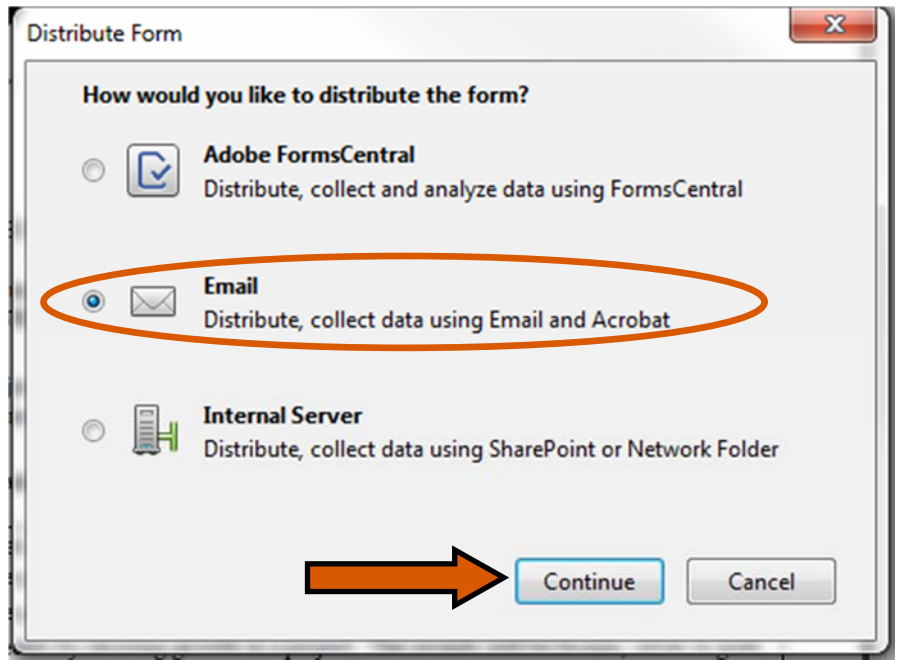
Distributing Forms via Email

Using Adobe Acrobat Pro

When you are ready to distribute your newly created form, select "Distribute" from the lists of tasks.



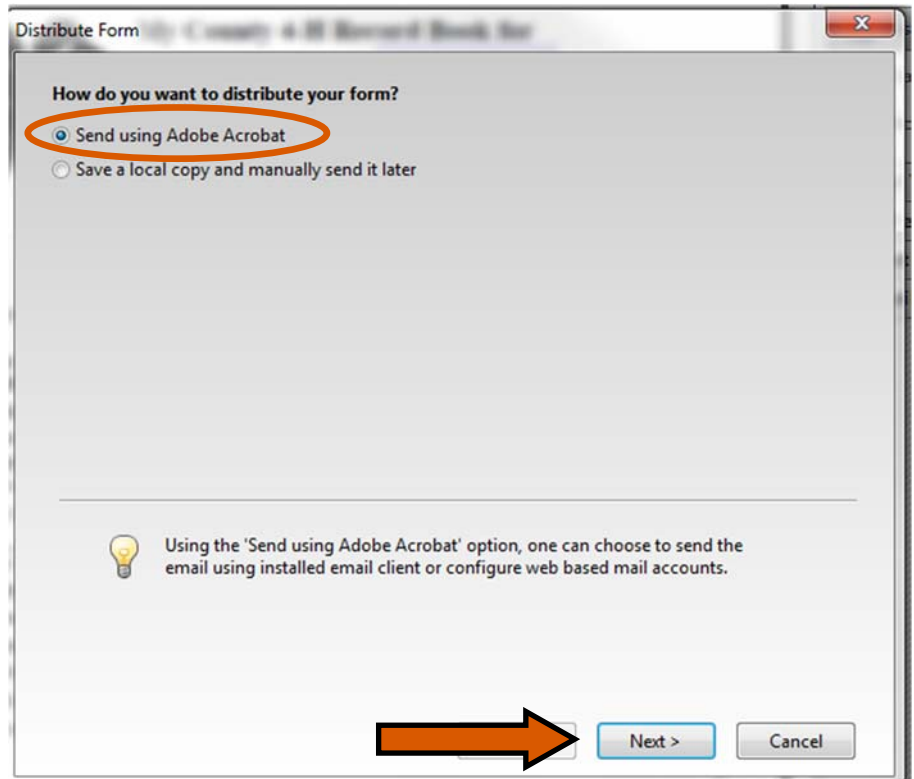
Then select "Email" in the window that opens and click "Continue"



Choose how you would like to distribute the form.

Adobe gives you 2 options. For this resource, select "Send using Adobe Acrobat" and click "Next"

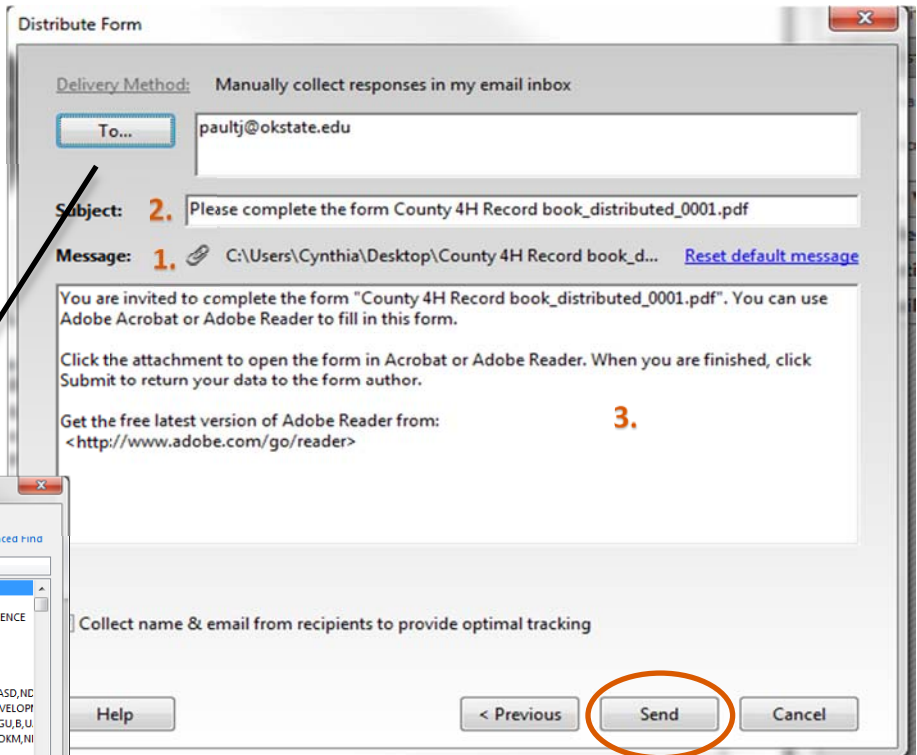
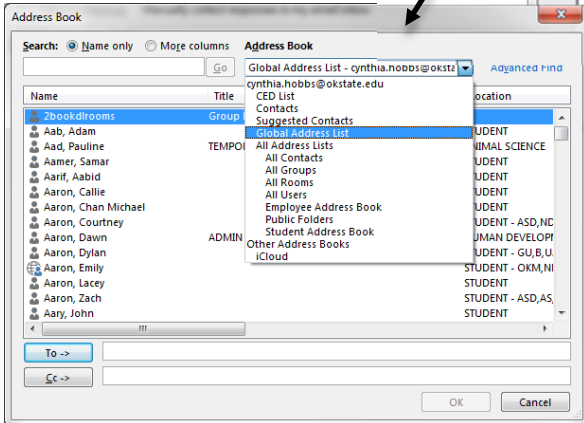
*Note: Choosing the "Save a local copy and manually send it later" saves a copy of the document to your computer. You can then add the file to an email as an attachment.



Distributing Forms via Email

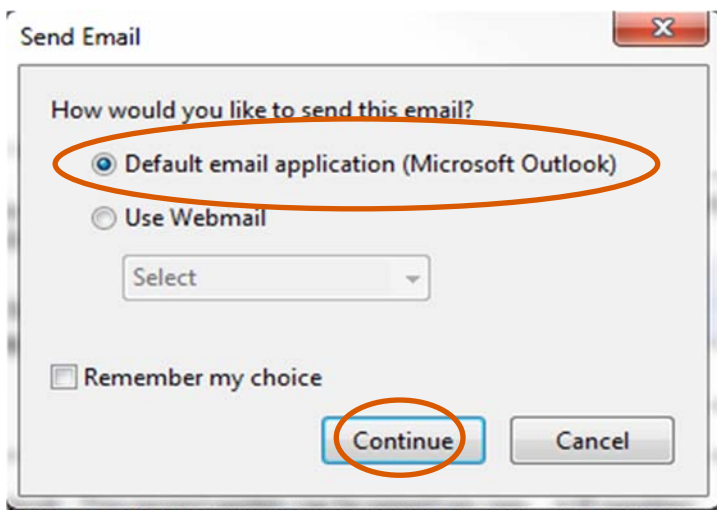
Using Adobe Acrobat Pro

On the right is an example of the email that Adobe will send with your form. You may enter each email address, or clicking on "To" will bring up the Outlook address book window. From there you may access the OSU Global Address List or even a mailing list from within your contacts.



A few items to note:

1. The form is being sent as an attachment.
2. You may change the subject line to fit your distribution needs.
3. The body of the email is also editable.

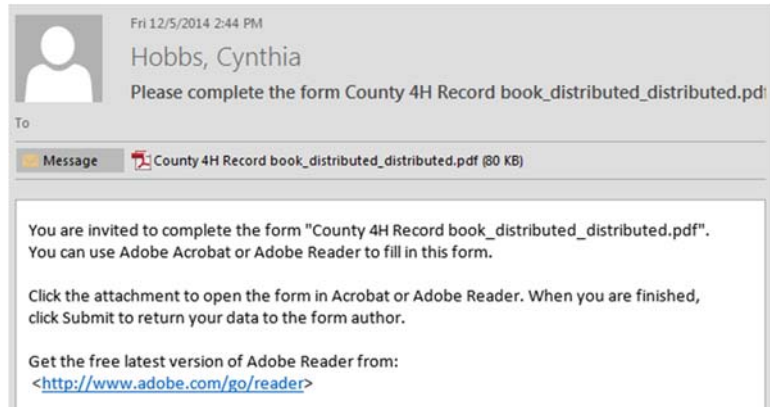


Once the email is ready, click "Send". This will open another window (shown to the left). Choose the "Default email application (Microsoft Outlook)" and click "Continue".

Distributing Forms via Email

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The first example demonstrates what the email looks like when received. The person needing to fill out the form will open the attachment, enter the information needed and then email the form back as an attachment.



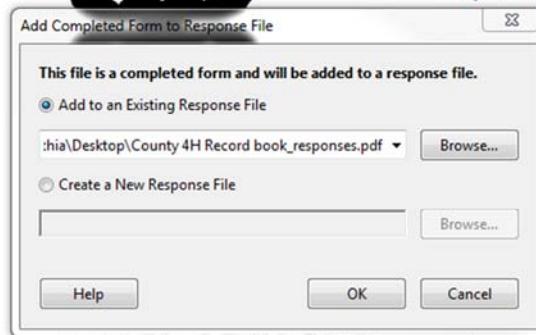
To the left is the example of the email you will receive once it has been filled out and returned. Following the directions will then create a file on your computer that will track the responses.

- Instructions to add this form to a response file:
1. Double-click the attachment.
 2. Acrobat will prompt you to select a response file.

After double clicking on the attachment, you will be prompted to create a response file. For the first one, you will choose to "Create a New Response File". After that, you will simply browse to the location of the existing response file. On the next page is an example of what a started response file might look.



My County 4-H Record Book for (year) 2020



(NO FOLDERS OR BINDERS PLEASE):

- This form
- One or more Project Report Sheets
- Two pages of 3 photos per page (with captions)
- Story (2 page maximum)

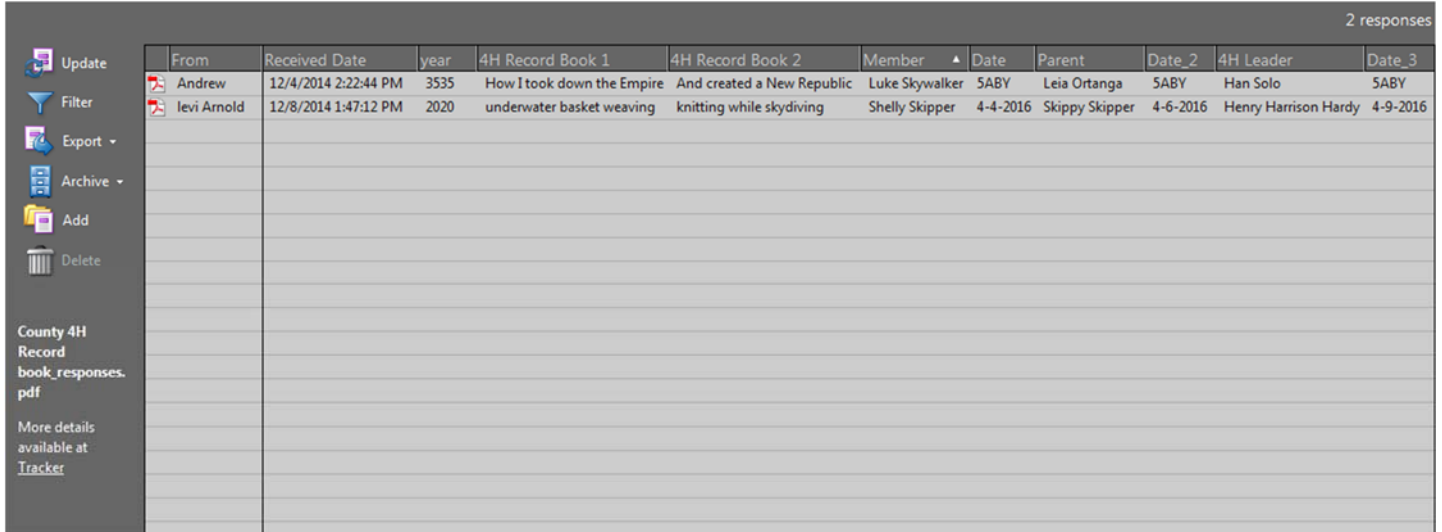
Project(s) that will be reported in this County 4-H Record Book:

underwater basket weaving
knitting while skydiving

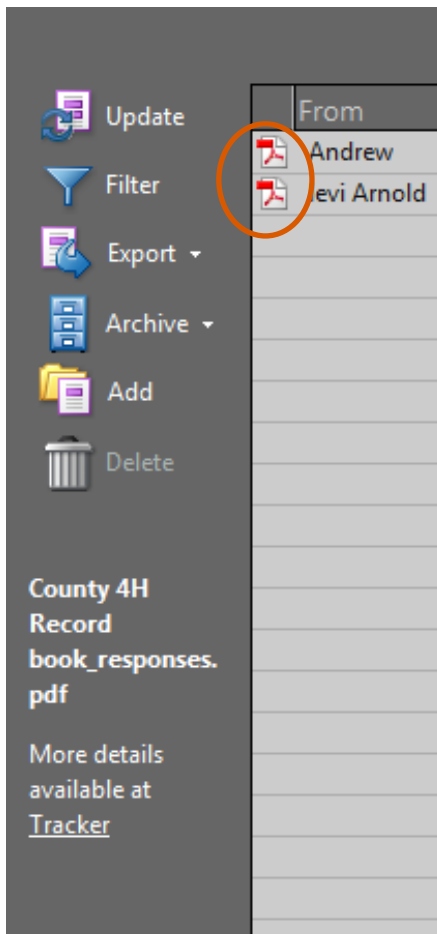
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Example of a Response file:



	From	Received Date	year	4H Record Book 1	4H Record Book 2	Member	Date	Parent	Date_2	4H Leader	Date_3
	Andrew	12/4/2014 2:22:44 PM	3535	How I took down the Empire	And created a New Republic	Luke Skywalker	SABY	Leia Ortanga	SABY	Han Solo	SABY
	levi Arnold	12/8/2014 1:47:12 PM	2020	underwater basket weaving	knitting while skydiving	Shelly Skipper	4-4-2016	Skippy Skipper	4-6-2016	Henry Harrison Hardy	4-9-2016



The spreadsheet compiles the data from the completed form in an easy to read format. The menu bar on the left provides a filter option and an “update” button to sync forms as they are returned to your inbox.

If you want to view the form outside of the response file, simply click on the Adobe icon on the far left of the spreadsheet.

*Note: The response file can be exported into an Excel Spreadsheet.