

Let's Make a Form!

Adobe Acrobat has some great capabilities for you to create a form to solicit information from vendors or the community at large. Users can have the application use its best guess for what the form fields should look like, or the entire form can be created by hand.

Let's take a look at some of the common fields we might want to use when creating a form. A common thing to see is a series of identifiers, it might include:

Name: _____ Phone Number: _____

Email Address: _____

Address: _____

Here you may be asking a question that requires a longer response:

Checkboxes can be used for people to make multiple selections from a set of choices.

- | | |
|--|--|
| <input type="checkbox"/> This is an option | <input type="checkbox"/> Multiple columns |
| <input type="checkbox"/> A second option | <input type="checkbox"/> can be made |
| <input type="checkbox"/> The third option | <input type="checkbox"/> to accommodate more choices |
| <input type="checkbox"/> Other (please explain): _____ | |

Radio buttons should be used when only one item from a set of choices should be selected.

- Immediate
- 3-6 months
- 6+ months
- N/A