

(Legacy) Adobe Acrobat 9 Pro: PDF Forms: Form Field Options

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This article is based on legacy software.

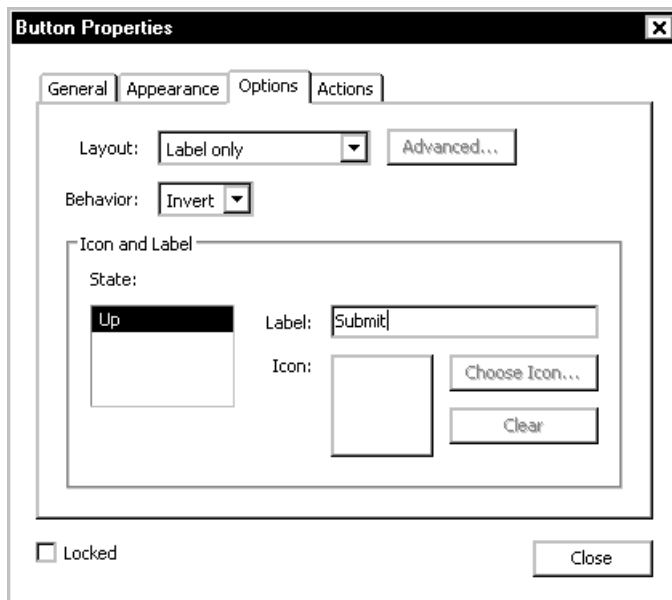
Each type of form field in a PDF form has unique options. These options described in this document can be found on the Options tab of the *Properties* dialog box. Using these options, the form developer can control what a user sees and does with fields in the form. This document describes the options available for the different types of form fields and how to access them.

Accessing Form Field Options

1. Open the PDF form.
2. From the *Forms* menu, select **Add or Edit Fields...**
3. Right click the form field » select **Properties...**
The [*Field*] *Properties* dialog box appears.
4. Select the **Options** tab.

Button Options

Buttons have a variety of uses; they can be formatted to play movies, open a new link, or submit information. Below you will find descriptions of options to customize the appearance and function of your buttons.



Layout

Allows you to select how the button will appear to a user.

Behavior

Allows you to select how the button will appear when a user clicks on it.

Icon and Label

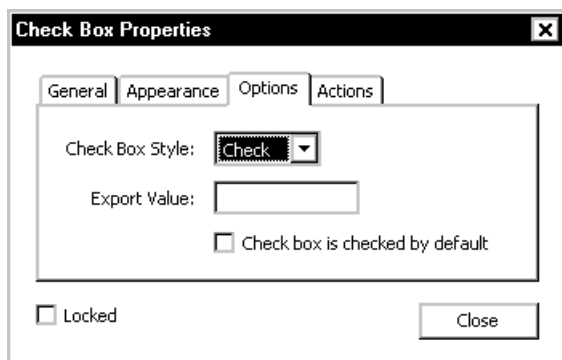
Allows you to define an image or text that appears on a button.

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Check Box Options

Check boxes allow you to present the user with a number of choices. The user will be able to select one or more of the options by clicking in the check box.



Check Box Style

Allows you to select the type of character that will indicate a user's selection.

Export Value

Contains a value that indicates what item is chosen.

NOTE: The export value that you choose will be the information that is actually sent to the database. An export value for each item is necessary only if you want the information reported to be different from the name of that item.

Check box is checked by default

Allows you to indicate the option as selected by default.

HINT: Use pre-selected options with caution. If you pre-select a response for users, they may not look at the alternative choices.

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Combo Box Options

Combo boxes allow a user to either select an item from a pop-up list, or enter their own data. Below is a description of the options available for combo boxes.

Item

Represents the options users see within the combo box. For more information, see [Working with Combo Boxes](#).

Export Value

Contains a value that represents the item chosen.

NOTE: The export value that you choose will be the information that is actually sent to the database. An export value for each item is necessary only if you want the information reported to be different from the name of that item.

Item List

Shows the items that will appear in the combo box.

NOTE: You can move items up or down, or delete them.

Sort Items

Sorts the options within the combo box numerically or alphabetically.

Allow user to enter custom text

Allows users to enter their own text, if their answer is not available.

Check Spelling

Spell-checks custom entries in the combo box.

Commit selected value immediately

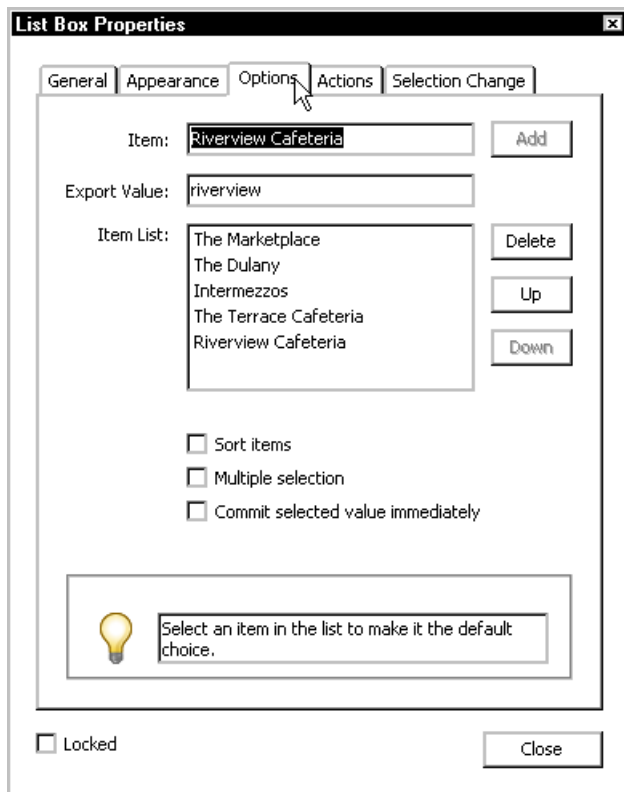
Saves a value as soon as a user selects it.

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List Box Options

List boxes contain the list of items for a user to scroll through. Below is information about how to customize the information and functions of your list box.



List Box Properties

General Appearance **Options** Actions Selection Change


Item:

Export Value:

Item List:

- The Marketplace
- The Dulany
- Intermezzos
- The Terrace Cafeteria
- Riverview Cafeteria

☐ Sort items
☐ Multiple selection
☐ Commit selected value immediately

 Select an item in the list to make it the default choice.

☐ Locked

Item

Represents the options users see within the list box.

Export Value

Contains a value that represents the item chosen.

NOTE: The export value that you choose will be the information that is actually sent to the database. An export value for each item is necessary only if you want the information reported to be different from the name of that item.

Item List

Shows the items in the list box.

NOTE: You can move items up or down, or delete them.

Sort items

Sorts the options within the list box numerically or alphabetically.

Multiple selection

Allows users to select more than one item from the list.

Commit selected value immediately

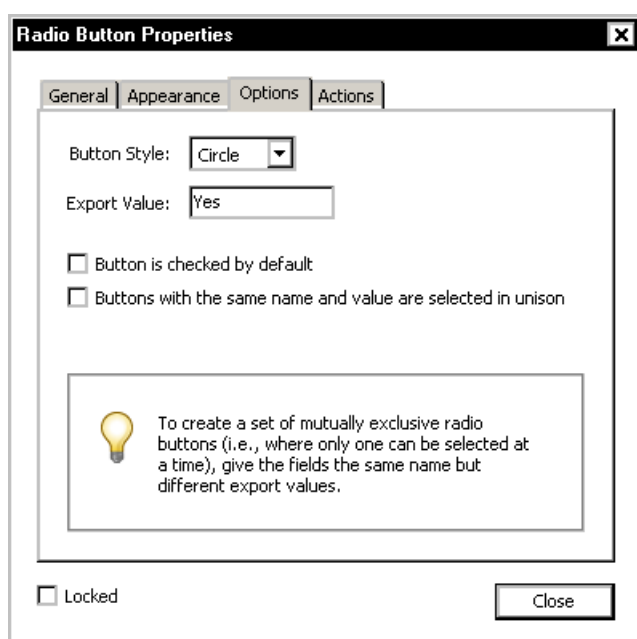
Saves a value as soon as a user selects it.

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Radio Button Options

[Radio buttons](#) limit a user to only one response from each group. Below is information about modifying the appearance and performance of radio buttons.



Radio Button Properties


General | Appearance | Options | Actions

Button Style:

Export Value:

☐ Button is checked by default

☐ Buttons with the same name and value are selected in unison

 To create a set of mutually exclusive radio buttons (i.e., where only one can be selected at a time), give the fields the same name but different export values.

☐ Locked

Close

Button Style

Allows you to select the look of the radio button that users will click to select an option.

Export Value

Contains a value that represents the item chosen.

NOTE: The export value that you choose will be the information that is actually sent to the database.

Button is checked by default

Allows you to indicate the option as selected by default.

HINT: Use pre-selected options with caution. If you pre-select a response for users, they may not look at the alternative choices.

Buttons with the same name and value are selected in unison

Allows you to cause all buttons with the same name and export value to be selected when the user selects any one of them.

NOTE: For more explanation of name and export values, refer to [Working with Radio Buttons](#).

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Text Field Options

[Text fields](#) allow a user to enter their own information. Below is information about modifying your text fields.

Text Field Properties

General | Appearance | **Options** | Actions | Format | Validate | Calculate

Alignment: Left

Default Value:

☐ Multi-line

☒ Scroll long text

☐ Allow Rich Text Formatting

☐ Limit of characters

☐ Password

☐ Field is used for file selection

☒ Check spelling

☐ Comb of characters

☐ Locked

Close

Alignment

Sets the alignment of the text that the user will type.

Default Value

Allows you to enter text that will appear in the text field when the user first opens the form.

HINT: This can be used to suggest the format you would like (e.g., Last name, First name).

Multi-line

As the text the user is typing reaches the end of the text box, it automatically continues on the next line down.

Scroll long text

Scrolls text forward when the user's entry reaches the limit of the visible area of the text box.

Allow Rich Text Formatting

Allows users to add basic formatting (e.g., bold text).

Limit of __ characters

Allows you to limit user entries to the number of characters specified.

Password

Masks a user's entry with ****.

NOTE: Choosing this option excludes all other options except limiting the number of characters.

Field is used for file selection

Opens a file selection dialog box, allowing the user to select a file to submit with the form.

NOTE: Selecting this option excludes all other options.

Check Spelling

Spell-checks entries made by the user in the text box.

Comb of __ characters

Evenly distributes the text across a text field, the value you enter defines the maximum number of characters allowed.

NOTE: This option is not available when any other option is selected.

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