

(Archives) Adobe Acrobat 9 Pro: PDF Forms: Working with Text Fields

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This article is based on legacy software.

Text fields allow users to input variable information on PDF files, for example, information that is not constant or that cannot be predetermined with radio button choices, such as a name, department, or phone number. It also allows you to create text areas where users can write comments. This document explains how to create and delete text fields in a PDF form.

Considerations

When text fields are used in online forms, they allow users to type their own answers or submit comments. When using text fields, it is important to understand how the name value works.

The name for a text field identifies the information you are prompting the user for or what question you are asking them to answer. For example, a text field requesting a user's city of residence may have the name "city," which will correspond to the value of the text field: the user's city of residence.

About the Font Size Property in Text Fields

Determining if the font size should be fixed or varied visually affects the overall impression of your form, especially when there are a lot of text boxes within the PDF form. If the font size is left as *Auto*, the text size varies; that is, it is adjusted as the user completes the text field. For example, if the user has a long name and a short text box, the font will get smaller as he/she types, so it all fits inside the text box; however, if the user has a short name in a short text box, the characters might not need to adjust to fit within the text field boundaries. The repetition of these possibilities may result in text fields with varying font sizes.

RECOMMENDATION: Select a fixed font size and adjust the size of the text fields to accommodate the amount of information anticipated when you are creating text fields.

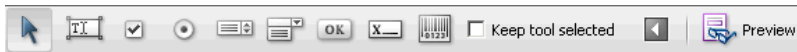
Creating a Text Field

Text fields are used for open-ended questions and short answers (e.g., name) where the user will type their response.

1. Open the PDF file that you will use the form for.
2. From the *Forms* menu, select **Add or Edit Fields...**

3. From the *Add New Field* pull-down menu, select **Show Tools on Toolbar**.

The *Forms* toolbar appears.

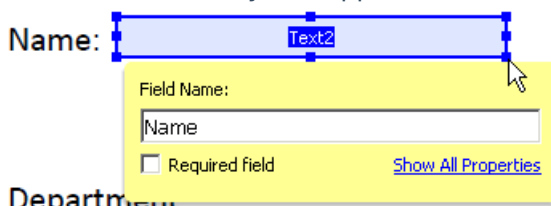


4. Click **Text Field Tool**.

HINT: The cursor changes to a cross hairs. The cross hairs allow you to align the field with the ruler, text, or another field.

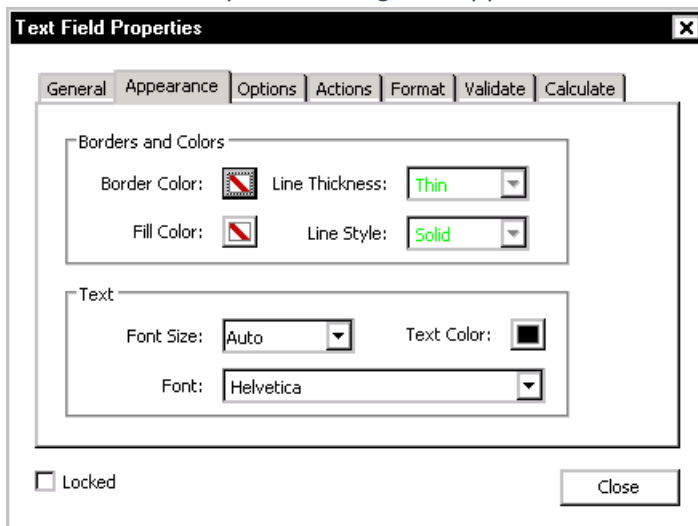
5. Position the cursor where you want the text field to begin.
6. Click and drag the mouse until the text field reaches desired size.
7. Release the mouse button.

The *Field Name* entry box appears.



8. In the *Field Name* text box, type a name that identifies the text box.
NOTE: For text boxes, the Field Name should describe the information requested.
9. To edit additional properties of this form field, click **Show All Properties**.

The *Text Field Properties* dialog box appears.



10. Select the **General** tab.
11. (Optional) In the *Tooltip* text box, type a tip for users explaining what they should enter in the text field.
EXAMPLE: If you have a text field box named Department, your tip might be, "Enter the department you work for."
12. Select the **Appearance** tab.

13. In the *Borders and Colors* section, from the *Border Color* box, select a color for the text field border.
14. From the *Line Thickness* pull-down list, select the line thickness for the border.
15. From the *Fill Color* box, select the color to fill the text field.
NOTE: If you select a color for your text field, you will not be able to see any graphics behind it.
16. From the *Line Style* pull-down menu, select the style of the text field border.
17. In the *Text* section, from the *Font Size* pull-down list, select a font size.
NOTE: For information about how font size affects your form, refer to About the Font Size Property in Text Fields above.
18. From the *Text Color* box, select the desired color.
19. On the *Options* tab, from the *Alignment* pull-down list, select an alignment.
NOTE: Alignment applies to the text typed within the text box.



20. Select other options as desired.
For a description of the options available, refer to [Form Field Options](#).
21. To prevent accidental changes to the text field, on the bottom left-hand side of the dialog box, select **Locked**.
NOTE: The option is selected when a checkmark appears in the box.
22. Click **Close**.
The text box is created.
NOTE: For information on changing the appearance, size, or alignment of form fields, refer to [Modifying Form Fields](#).

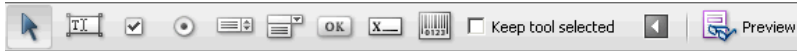
Deleting a Text Field

If you create a text box and later decide it is not necessary, you can delete it.

NOTE: If the text box was locked, you have to unlock it to perform this procedure.

1. From the *Forms* menu, select **Add or Edit Fields...**

The *Forms* toolbar appears.



2. Select the text box by clicking it.
 3. Press [Delete].
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