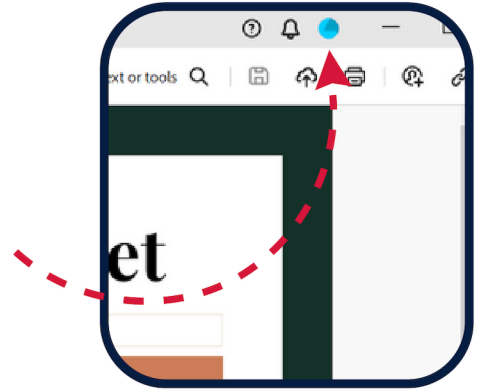# T4L Support Guides
Adobe Acrobat Pro
Creating a Fillable Form

Step 1

Open Acrobat Pro and the document you wish to convert. Ensure that you are signed into Acrobat Reader with your @det credentials.
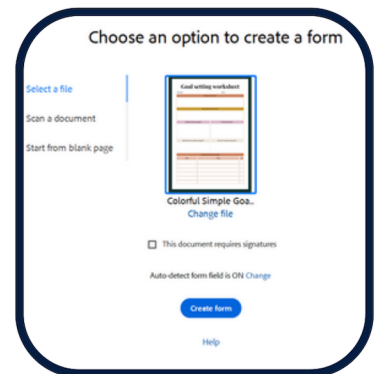
Step 2

From the tools panel select **prepare a form**.

Step 3

Click the **create form** button to begin creating the form.

Step 4

Fillable space on the PDF document will be identified. Those that have been identified will be listed in the fields panel on the right hand side. Click a section to see it on the form highlighted in blue.
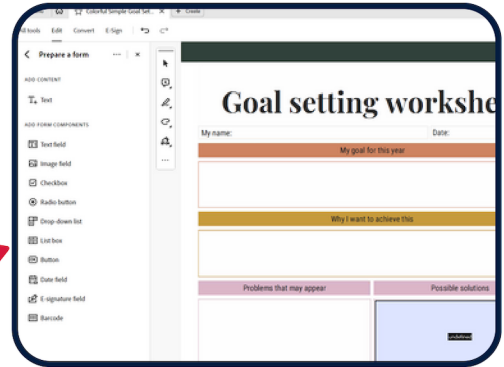
T4L Support Guides
Adobe Acrobat Pro
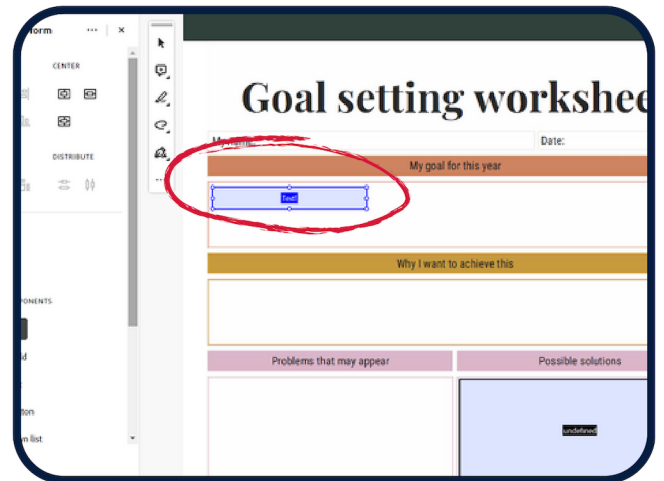## Creating a Fillable Form

Step 5

To add further fields to the form you are creating, select an option from the left hand menu.

Step 6

Once you have selected an option for a component to be inserted into the form, a blue box will appear. Move the box into the position and click when complete.

You can then use the handles to increase the size of the space that you have inserted. You can edit the name of the field by double clicking on its name in the right hand **fields** panel. Right click on the field to access its properties and change the features of that fillable area.

Step 7

To preview what your form looks like for a recipient to complete, click the **preview** button at the bottom of the left hand panel. Click the **exit preview** button in the top left to return to your document.

Step 8

Once you have finished editing, click the **menu** button, then select the save option that best suits your requirement.