



College of Agriculture,  
Food and Environment  
Cooperative Extension Service

## **Adobe Acrobat Training**

[agtraining@uky.edu](mailto:agtraining@uky.edu)

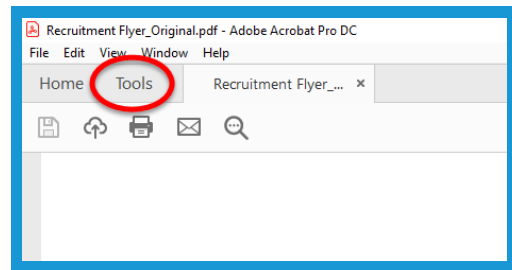


# Table of Contents

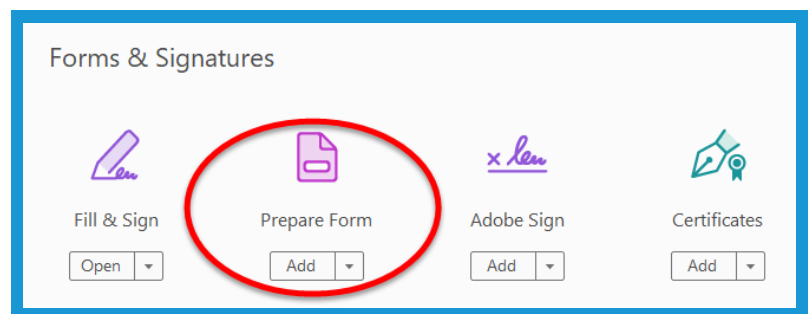
Section 1: Recruitment Flyer - Prepare Form Tool	
Section 1A: Getting Started.....	1
Section 1B: Creating a Text Field.....	3
Section 1C: Creating a Drop Down List.....	6
Section 1D: Creating a Date and Time Field.....	9
Section 2: Editing a Flyer - Edit PDF Tool	
Section 2A: Modifying a Text Box.....	12
Section 2B: Replacing/Adding an Image.....	13
Section 3: Adding Signatures	
Section 3A: Fill & Sign Tool.....	15
Section 3B: Certificate Tool.....	18
Section 4: Compiling Documents - Combine Tool	
Section 4A: Getting Started.....	24
Section 4B: Inserting a Page.....	27
Section 4C: Replacing a Page.....	29
Section 5: Using Forms - Prepare Form Tool	
Section 5A: Getting Started.....	31
Section 5B: Text Fields.....	34
Section 5C: Formatting Currency.....	34
Section 5D: Checkboxes/Radio Buttons.....	36
Section 5E: Clear Form Button.....	37

## Section 1A: Recruitment Flyer - Prepare Form Tool Getting Started

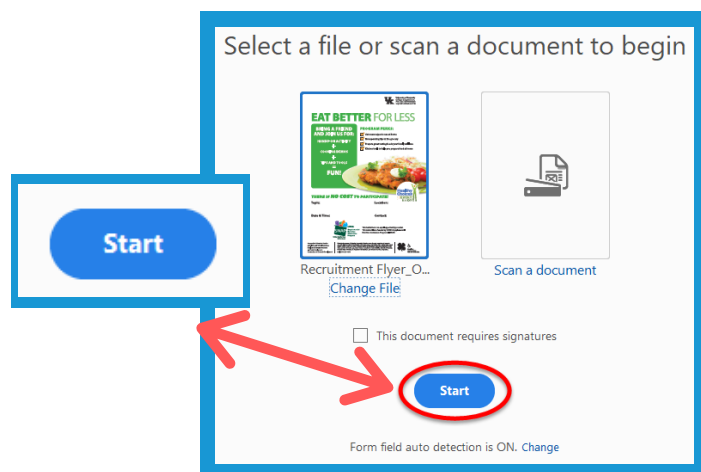
1. To add fields to the flyer, click on **Tools**.



2. Click on **Prepare Form**.

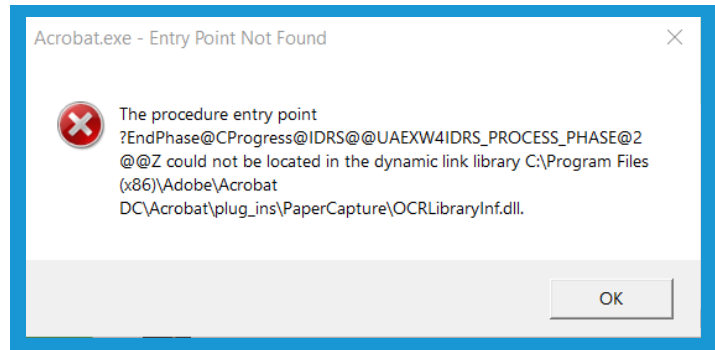


3. Make sure the file is selected, then click **Start**.

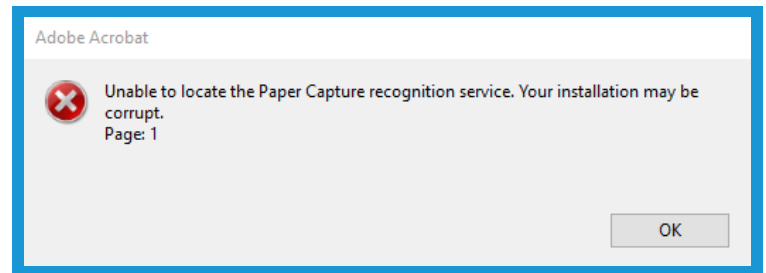


## Section 1A: Recruitment Flyer - Prepare Form Tool Getting Started

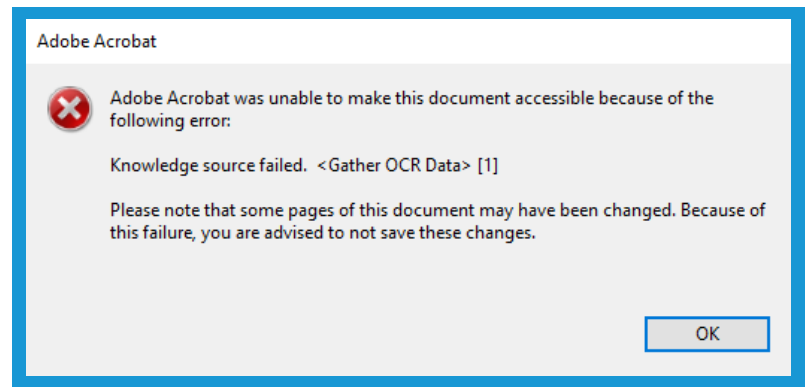
4. If you get an error window that appears, click **OK**.



5. Click **OK**, on the second error window.

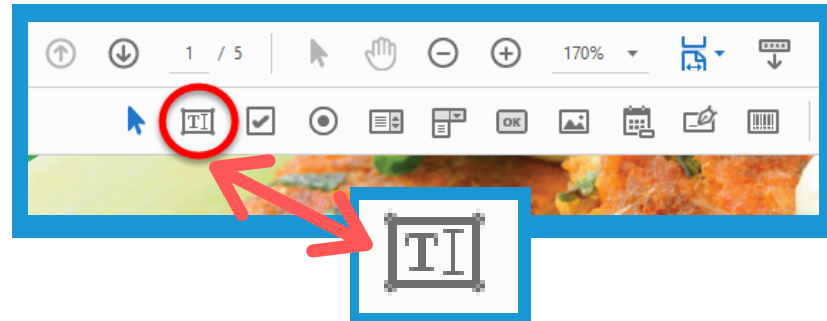


6. Click **OK**, on the third error window.



## Section 1B: Recruitment Flyer - Prepare Form Tool Creating a Text Field

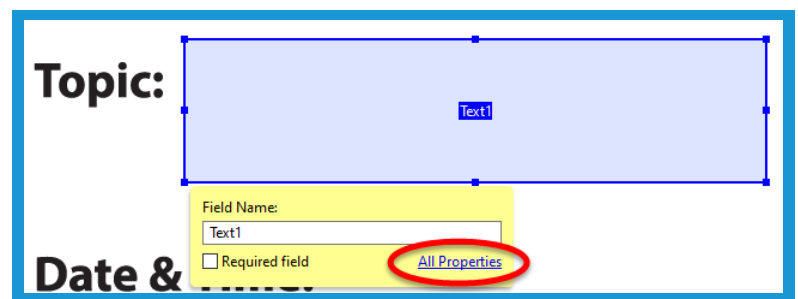
7. Click on the **Add a Text Field** button in the **toolbar** at the top of the screen.



8. Your mouse will become a **Text tool**. **Holding down your left mouse button**, drag a box to the desired size. **Let go of the mouse button** to create the text box.

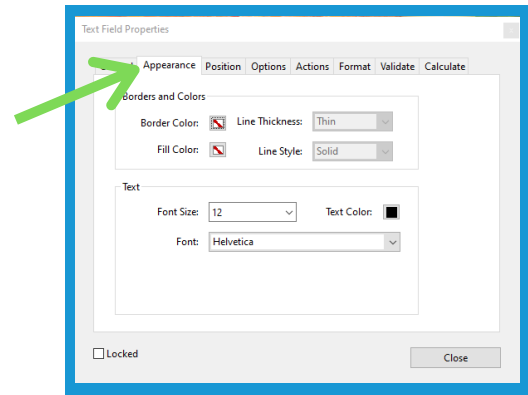


9. Near the new text box, a **yellow box** will appear. Give your text field a name in the **Field Name** section. Then click **All Properties**.

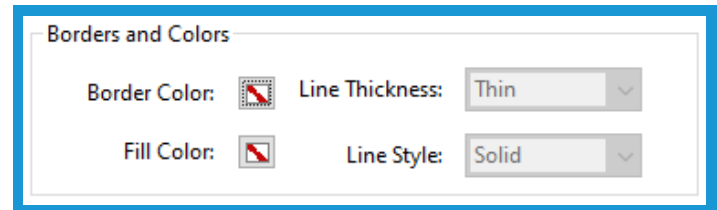


## Section 1B: Recruitment Flyer - Prepare Form Tool Creating a Text Field

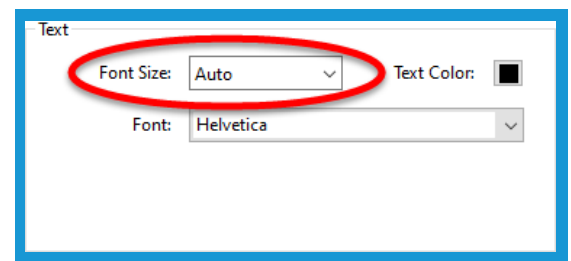
10. Click on the **Appearance Tab** to alter the **Text Field's** look.



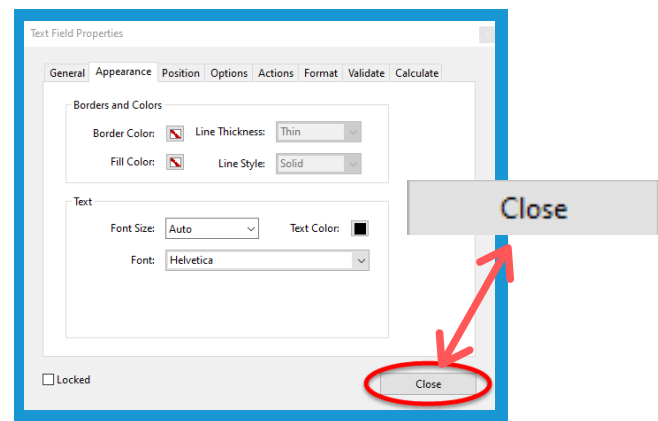
11. **Border and Colors** can give the **Text Field** a **Border** and pick a **color to fill** the box. These fields are automatically turned off.



12. In the **Text** section changing **Font Size** to **Auto** will allow your Text to adjust its size based on the amount of text you enter.

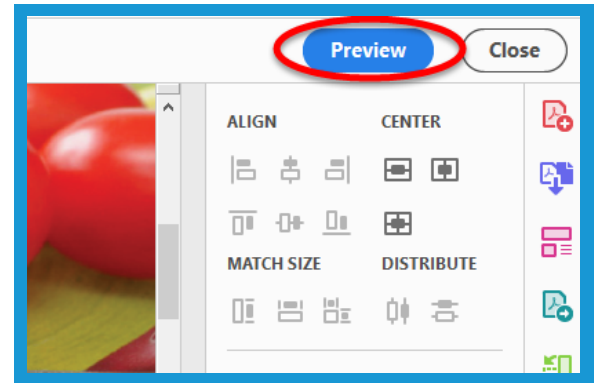


13. Once all the changes are made, click **Close** to confirm the changes.

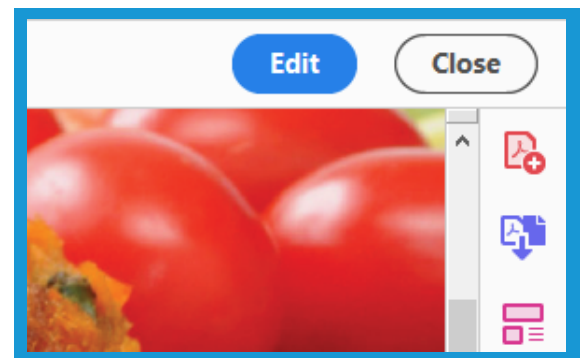


## Section 1B: Recruitment Flyer - Prepare Form Tool Creating a Text Field

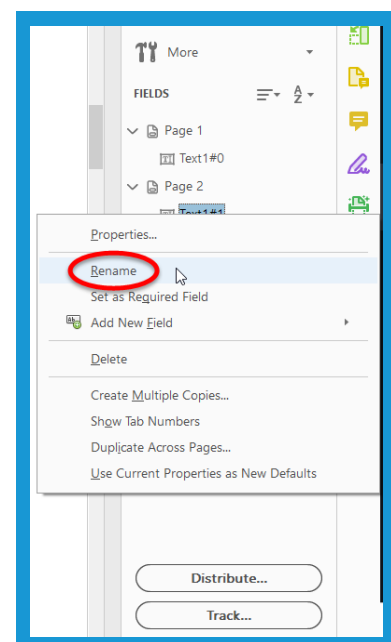
14. Click on **Preview** in the upper right corner to review the changes that were made.



15. If additional changes are needed you can click on the **Edit** button in the upper right corner, or you can click on **Close** to exit the Prepare Form Tool. Make sure to **Save** your changes.



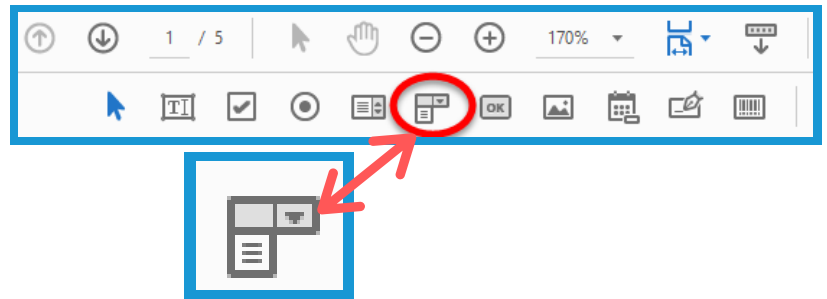
16. This new text box can be copied (**CTRL+C**) and pasted (**CTRL+V**) onto another page in the PDF. All fields that are copied will **auto-populate** whatever is typed into one of them. In order to stop this from occurring, you will need to **rename** the fields in the **toolbar** on the **right side** of the screen.



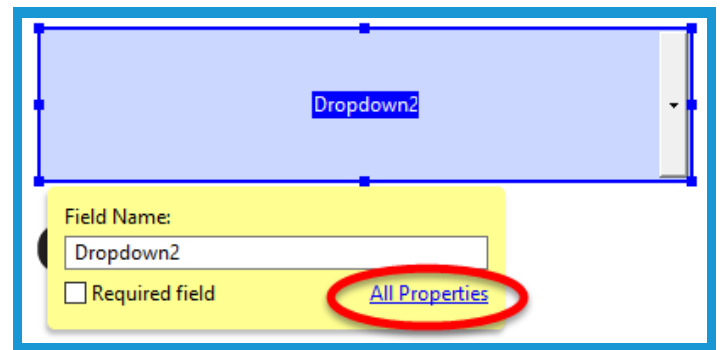


## Section 1C: Recruitment Flyer - Prepare Form Tool Creating a Drop-down List

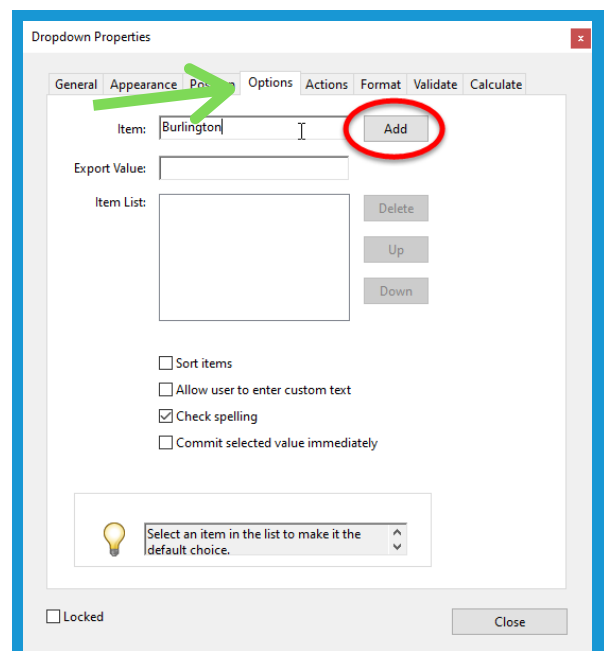
17. Click on the **Dropdown List** button in the **toolbar** at the top of the screen.



18. Near the new text box, a new **yellow box** will appear. Give your new field a name in the **Field Name** section. Then click **All Properties**.

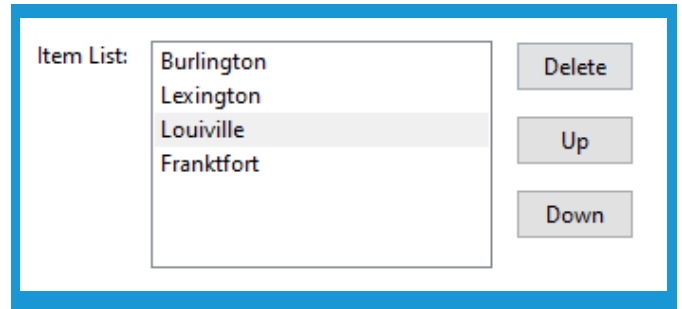


19. Click on the **Options** tab. In the **Item** field, enter a value you want in the Drop-down list. Click **Add** to place it into the **Items List** below. Repeat this process until all values are entered.

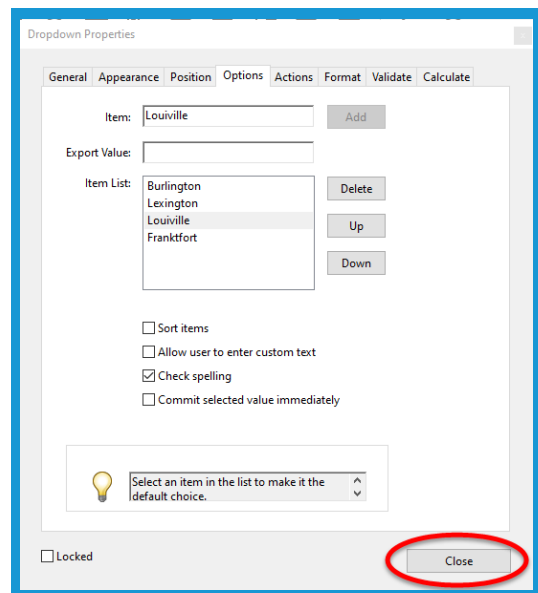


## Section 1C: Recruitment Flyer - Prepare Form Tool Creating a Drop-down List

20. In the **Items List**, you can **Delete**, move items **Up** the menu, or move them further **Down** the menu.

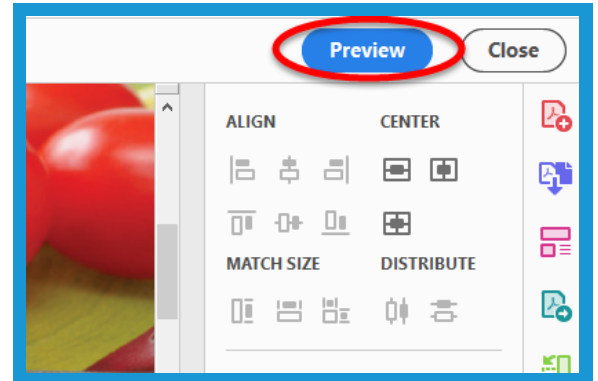


21. After all changes are made, click **Close** to confirm the changes

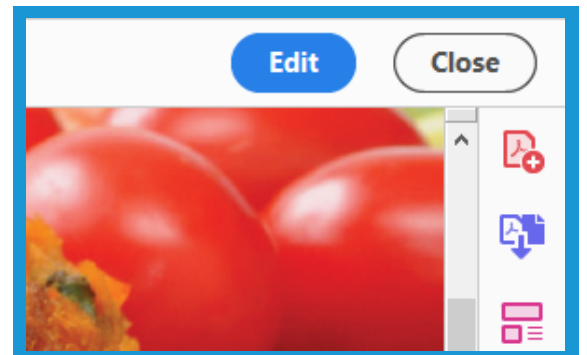


## Section 1C: Recruitment Flyer - Prepare Form Tool Creating a Drop-down List

22. Click on **Preview** in the upper right corner to review the changes that were made.

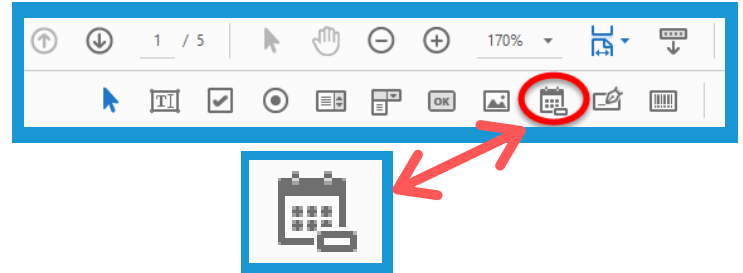


23. If additional changes are needed you can click on the **Edit** button in the upper right corner, or you can click on **Close** to exit the Prepare Form Tool. Make sure to **Save** your changes.

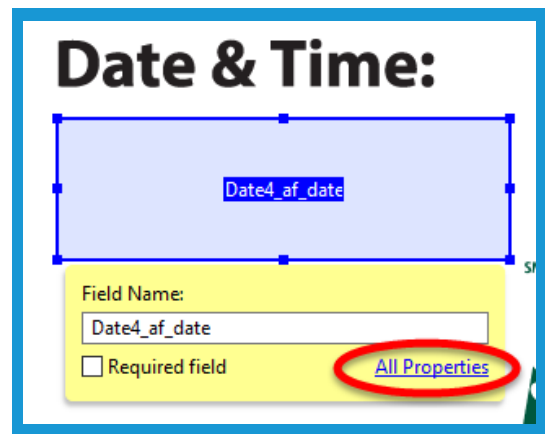


## Section 1D: Recruitment Flyer - Prepare Form Tool Date and Time Field

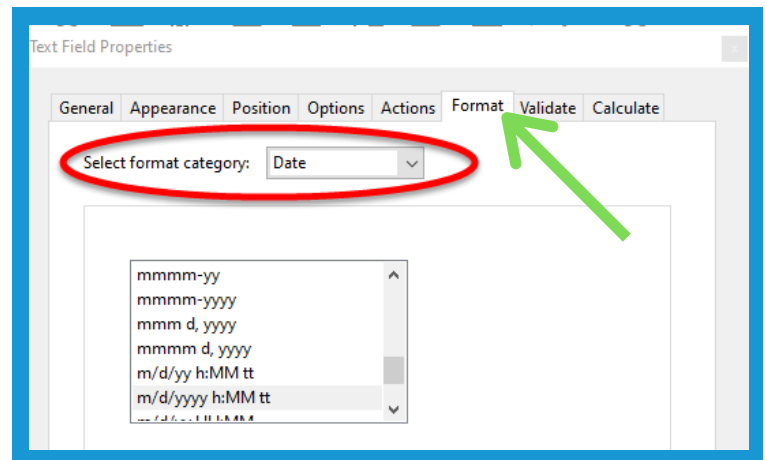
24. Click on the **Add a Date Field** button located in the **toolbar** at the top of the screen.



25. Near the new text box, a new **yellow box** will appear. Give your new field a name in the **Field Name** section. Then click **All Properties**.

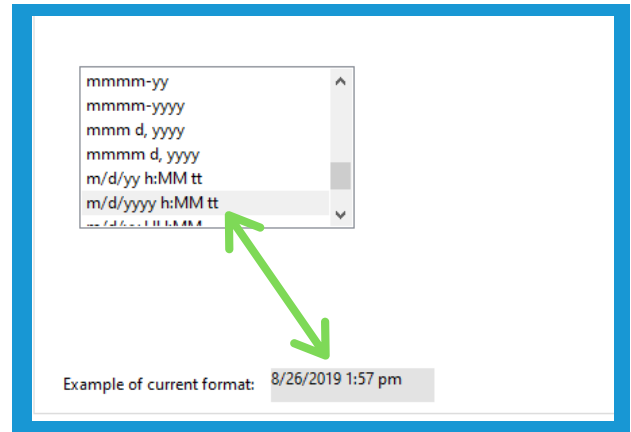


26. Click on the **Format** tab. In the Select format category make sure **Date** is selected in the drop down menu

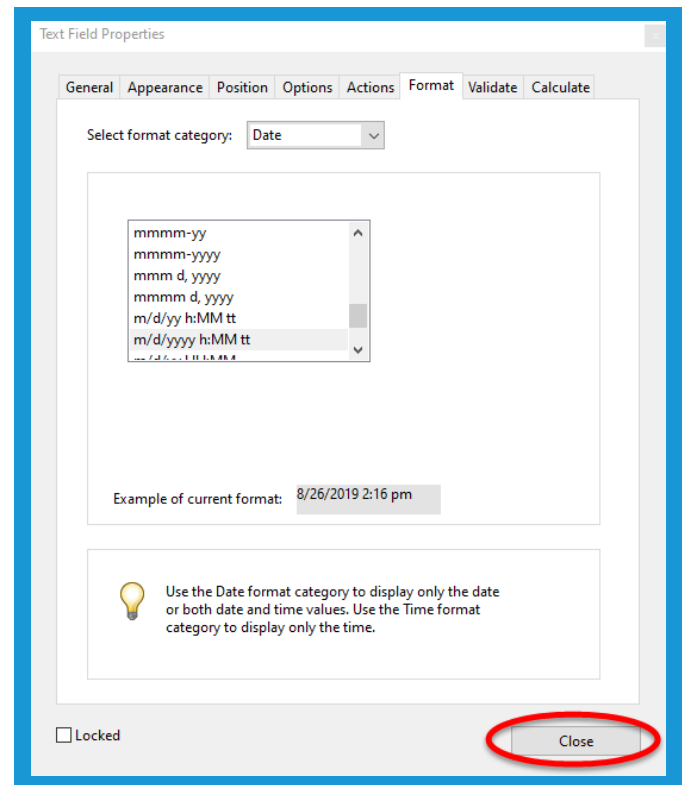


## Section 1D: Recruitment Flyer - Prepare Form Tool Date and Time Field

27. In the **Format** tab, select the format of the date and time you want to display. You can see an example of the format below the menu. (Recommended is **m/d/yyyy h:MM tt**)

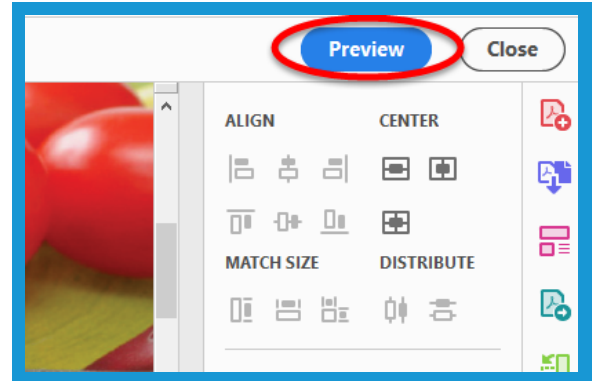


28. After all changes are made, click **Close** to confirm the changes

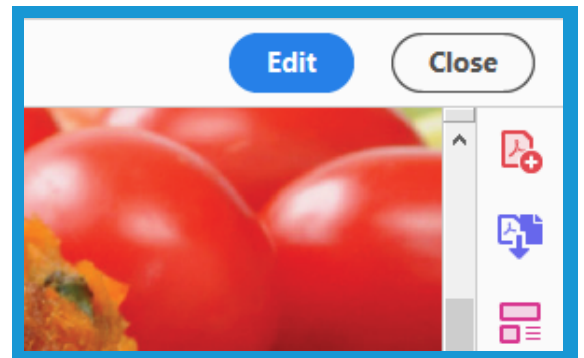


## Section 1D: Recruitment Flyer - Prepare Form Tool Date and Time Field

29. Click on **Preview** in the upper right corner to review the changes that were made.

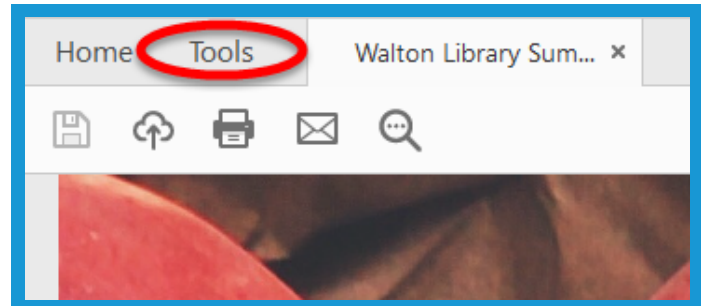


30. If additional changes are needed you can click on the **Edit** button in the upper right corner, or you can click on **Close** to exit the Prepare Form Tool. Make sure to **Save** your changes.

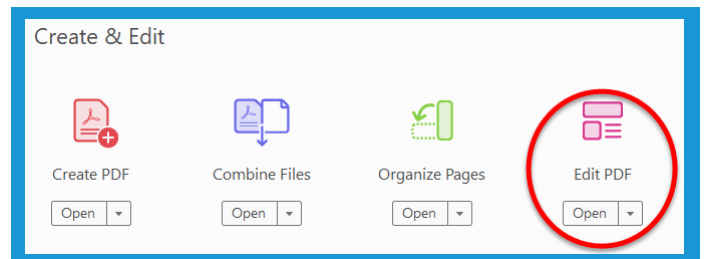


## Section 2A: Editing a Flyer - Edit PDF Tool Modifying a Text Box

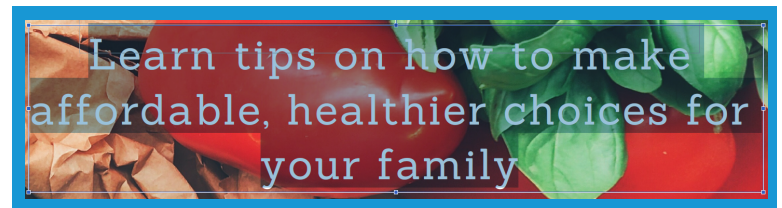
1. To adjust Text in a Flyer, click on **Tools**.



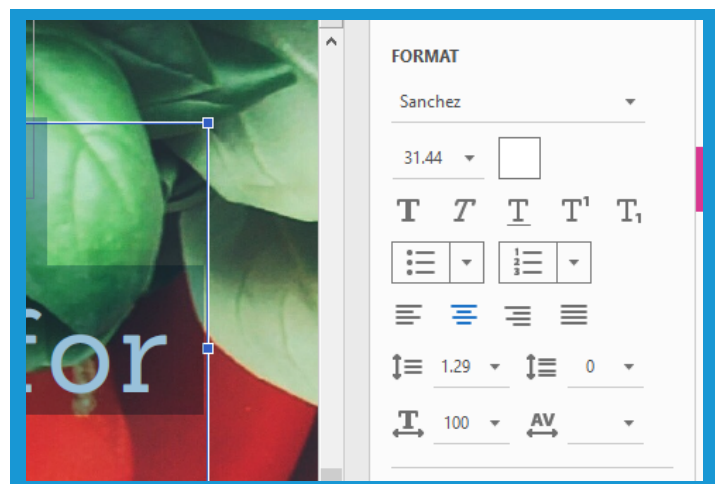
2. Click on **Edit PDF**.



3. **Click** in a Text box that you want to edit, and then **double click** to **highlight** the text.

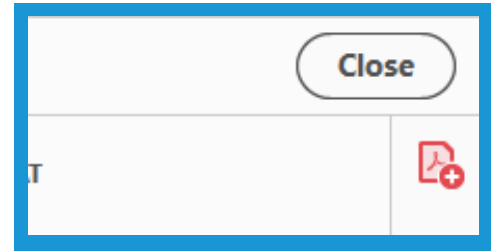


4. In the **Toolbar** on the **right side** of the screen you can alter the text style, size, color, and various other formatting options.



## Section 2A: Editing a Flyer - Edit PDF Tool Modifying a Text Box

5. Click on **Close** when all changes are completed. Also, **Save** your PDF to make sure no changes are lost.

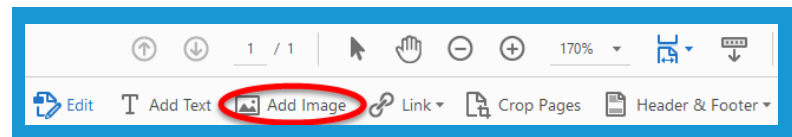


## Section 2B: Editing a Flyer - Edit PDF Tool Replacing/Adding an Image

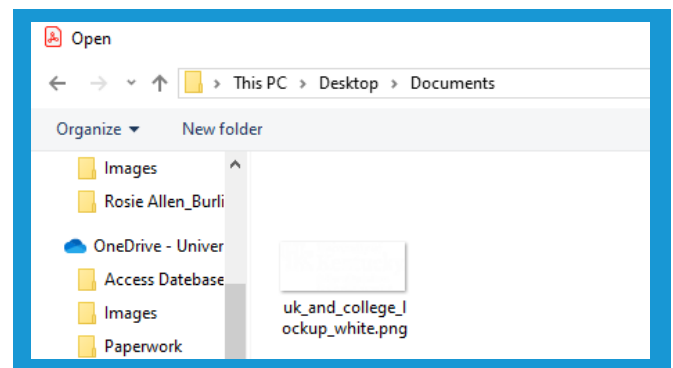
1. To replace an image, make sure you go back into the **Edit PDF Tool**. **Click** on the image and hit the **Delete** button on your keyboard. If you accidentally delete an image you can **undo** the change by hitting **CTRL+Z** on the keyboard.



2. To place a new image, click on the **Add Image** button in the toolbar at the top of the screen.



3. In the new window, locate the file you want to add. **Double click** to load the image.





## Section 2B: Editing a Flyer - Edit PDF Tool Replacing/Adding an Image

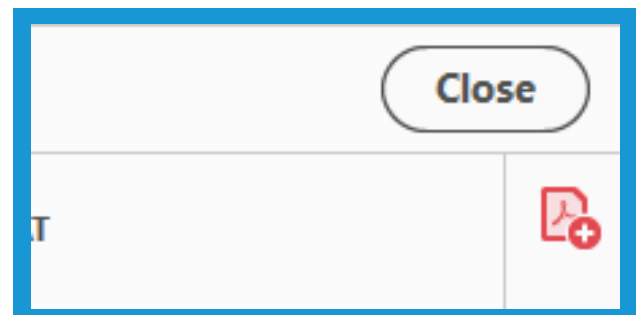
4. Your mouse will turn into an **image box**. Place your mouse where you want the image to drop, and click the **left button** on your mouse.



5. Your image will place itself onto the PDF. **Resize** the image by placing your mouse on the the **blue squares** that appear at the **corners** and **centers** of the square. **Hold down** the left mouse button, and **drag** your **mouse** to the needed size.

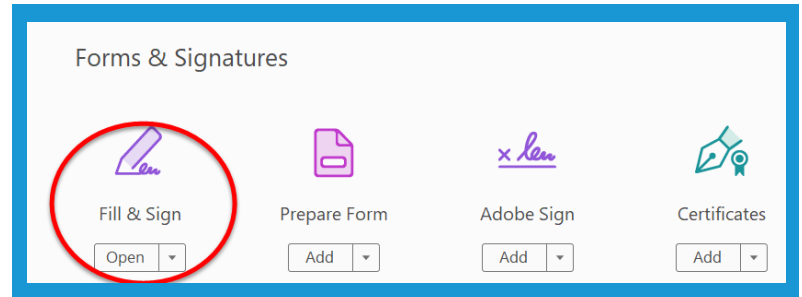


6. After all edits are completed, make sure to click **Close** in the **upper right corner** of the screen. Also, don't forget to **save** the file.

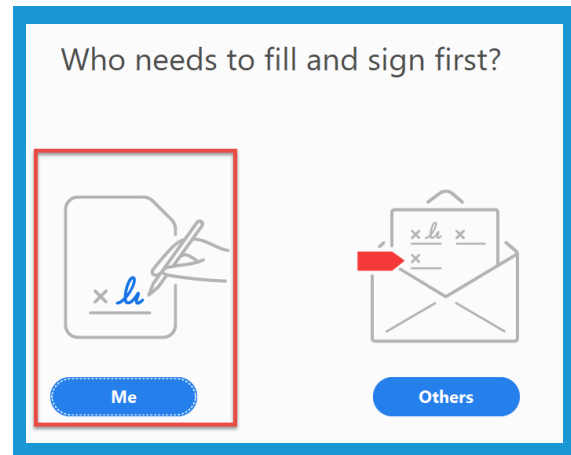


## Section 3A: Adding a Signature P1 - Fill & Sign Tool

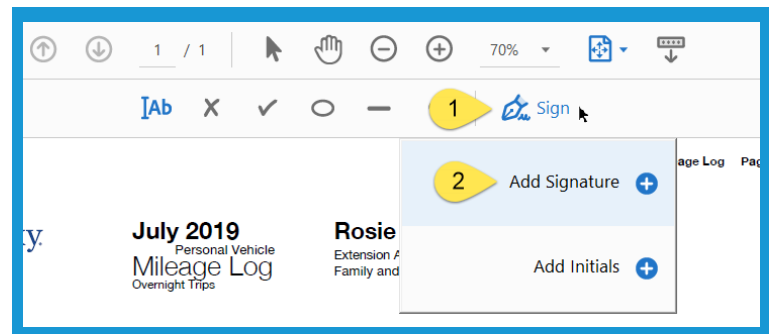
1. To add a signature click on **Tools** in the upper left corner, and click on the **Fill & Sign** tool.



2. On the next screen, click **Me** to add your own signature.



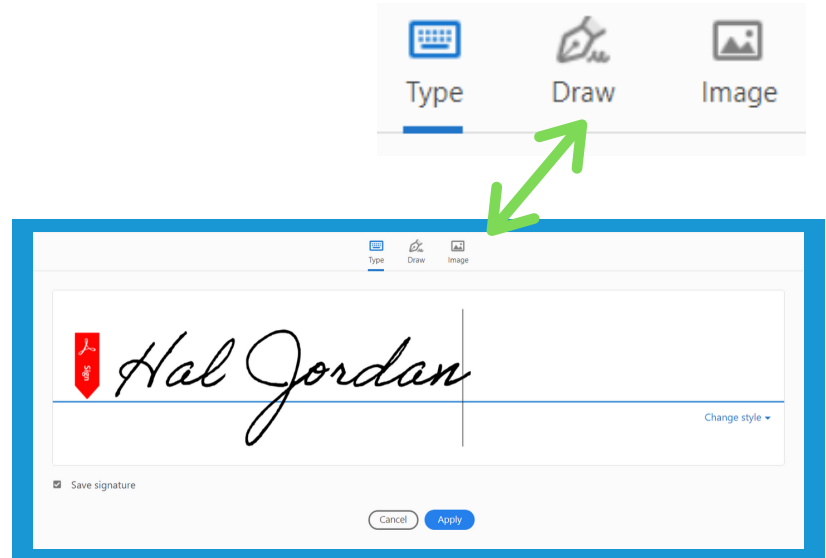
3. In the **toolbar** at the **top** of the screen, click on the **Sign Document** button. Then click on **Add Signature**.



## Section 3A: Adding a Signature P1 - Fill & Sign Tool

4. In the signature window you have three options.

- **Type (shown):** Type in your name to have it replicate a signature
- **Draw:** Use your mouse to draw a signature
- **Image:** Load a scanned image of a signed signature.



5. Once your signature is ready, click **Apply** at the bottom of the window.



6. Your **mouse** is now a **signature tool**. Place your signature where you want it to go, and then **click** the **left mouse button**.



## Section 3A: Adding a Signature P1 - Fill & Sign Tool

7. In the new signature box, you can **enlarge** the signature by click on the **uppercase A** or **delete it** by clicking on the **trashcan** icon.



8. **Increase** the size of the signature by placing your **mouse** over the **blue circle** in the **lower right corner**. **Holding down** the **left mouse** button, **drag** your signature to the desired size.



9. Move the signature around by placing your **mouse** into the **signature box**. The **mouse** will become a **cross**. **Hold** the **left mouse button** down, and **drag** your **signature** to the desired location



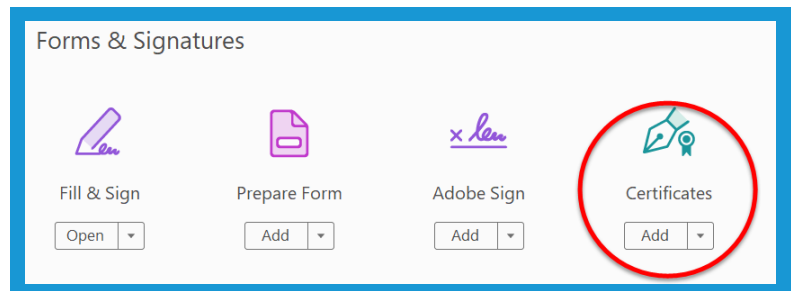
## Section 3A: Adding a Signature P1 - Fill & Sign Tool

10. In the upper right corner, click **Next** to send an **electronic copy** of the document. Click **Close** and then **Save** the document to keep your records.

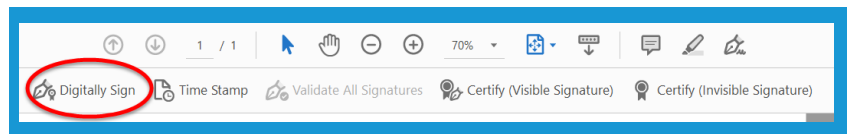


## Section 3B: Adding a Signature P2 - Certificate Tool

1. Click on **Tools** in the upper left corner, and then click on the **Certificate** tool.

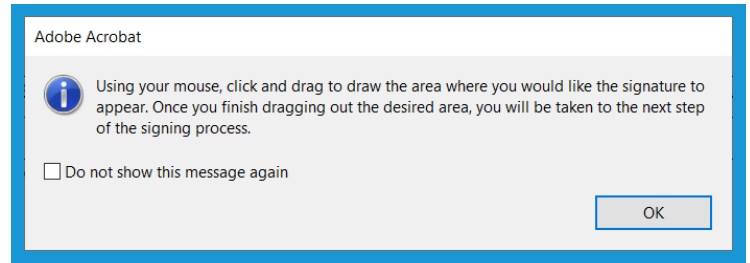


2. Click on **Digitally Sign** located in the **toolbar** at the top of the screen.



## Section 3B: Adding a Signature P2 - Certificate Tool

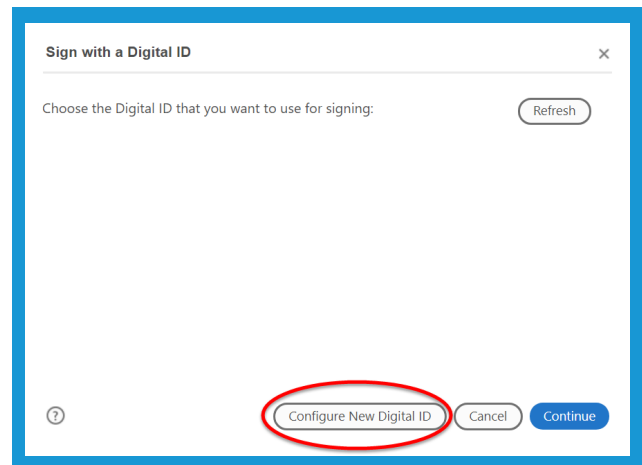
3. Click **OK** on the new window that appears.



4. Your **mouse** will become a **drawing tool**. Put your mouse where you want to place the signature. **Holding down the left mouse button, drag** a box. Then **let go** of the button.

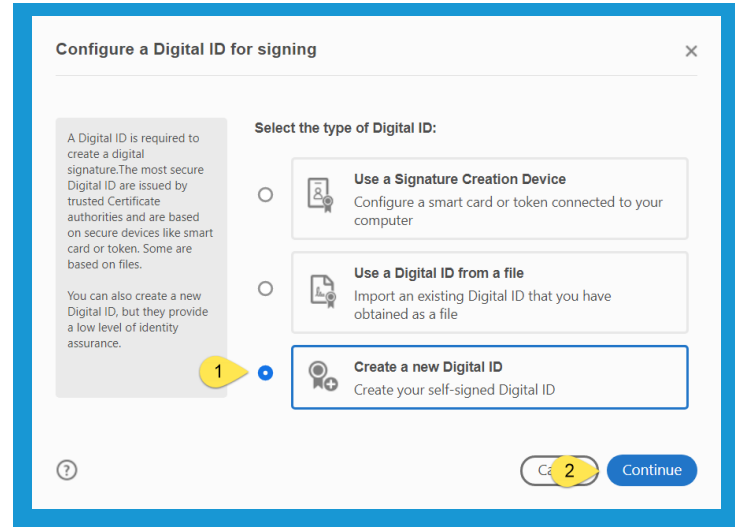


5. In the new window, click on **Configure New ID**.

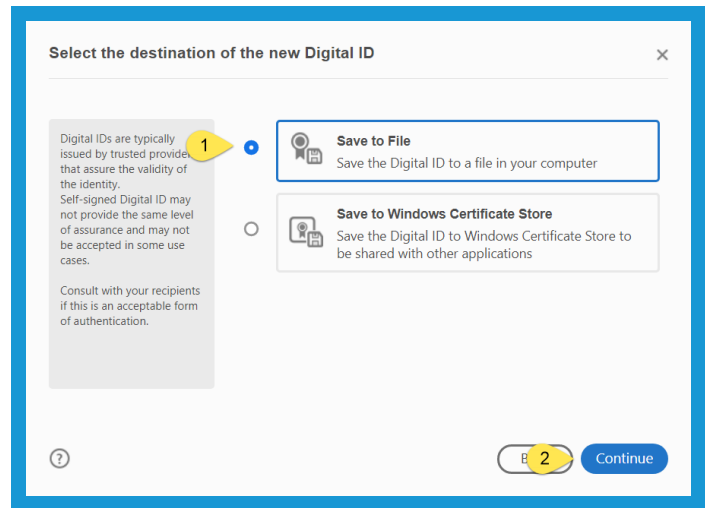


## Section 3B: Adding a Signature P2 - Certificate Tool

6. Click **Create a new Digital ID**.  
Then Click **Continue**.

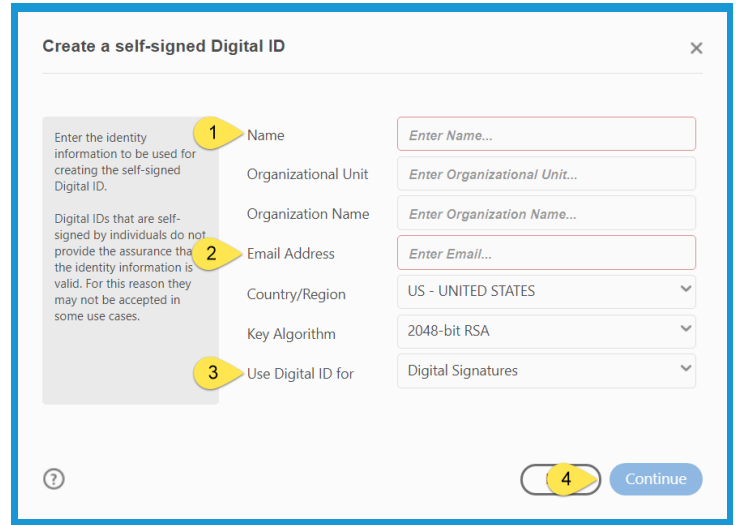


7. Click on **Save to File**. Then  
Click **Continue**.

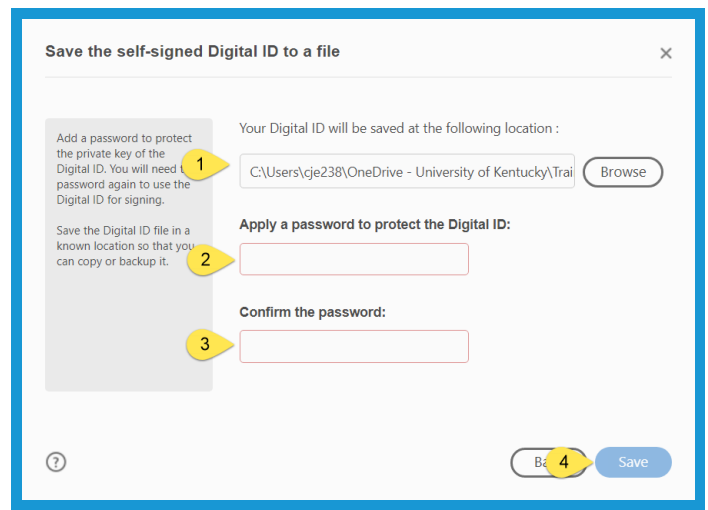


## Section 3B: Adding a Signature P2 - Certificate Tool

8. Fill in the **required fields**. Make sure **Digital Signature** is selected in the **Use Digital ID** for field. Then click **Continue**.



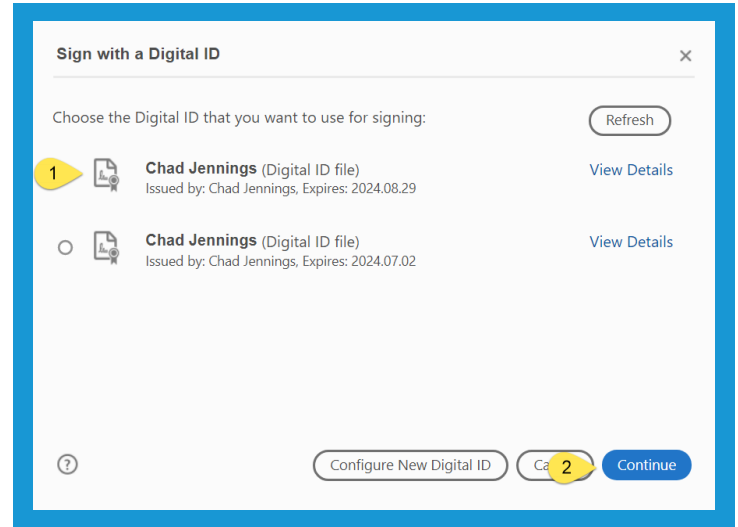
9. In the new window, **pick a location** to save your digital signature. Give your **digital ID** a **password**, and **confirm the password**. Then click **Save**.



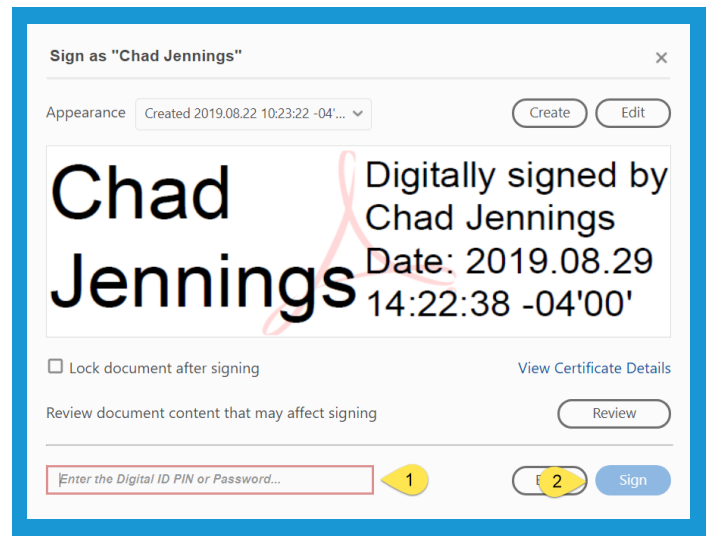


## Section 3B: Adding a Signature P2 - Certificate Tool

10. In the new window select the **signature** you want to use, then click **Continue**.

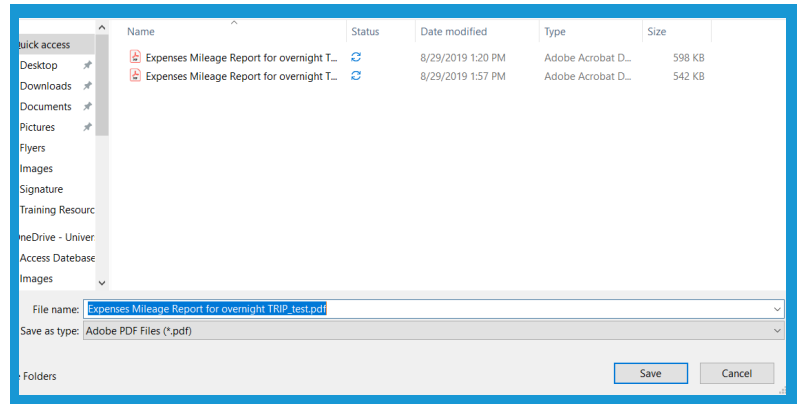


11. Enter the **password** you assigned to the signature. Then click **Sign**.

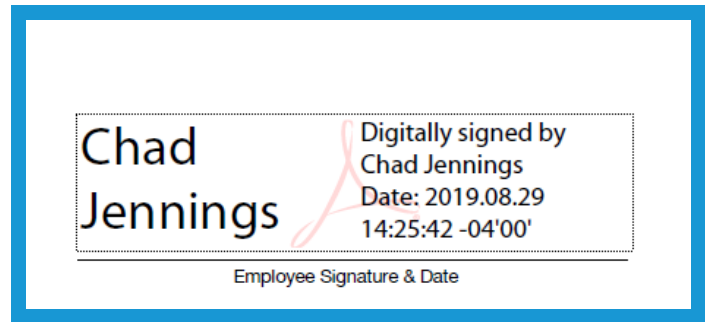


## Section 3B: Adding a Signature P2 - Certificate Tool

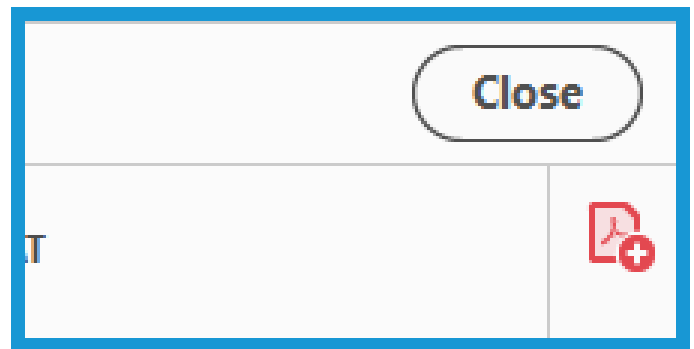
12. In the **File Explorer** window, pick a location to place your form. Then click **Save**.



13. Your new signature will be displayed where you created the signature box in step 4.

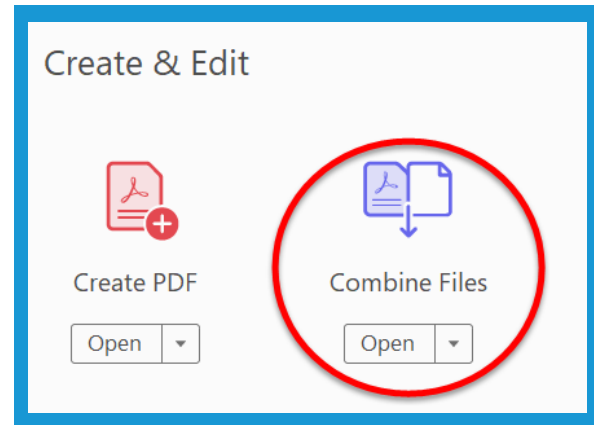


14. Click **Close** in the upper right corner. Then **Save** your file.

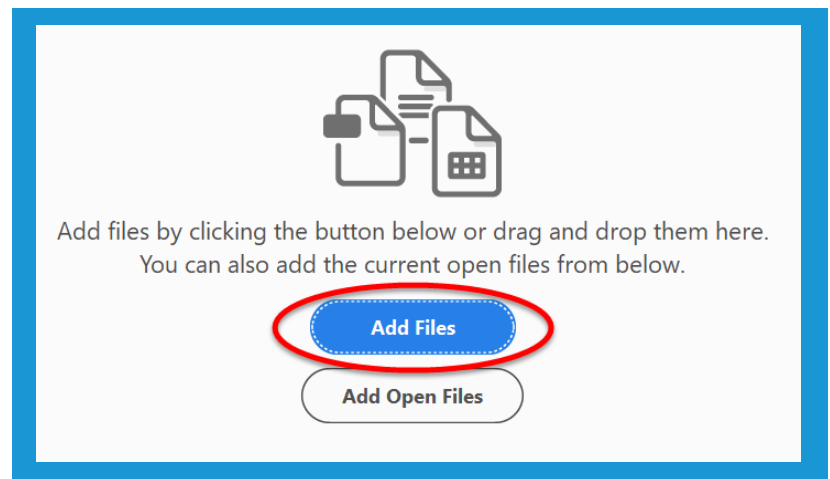


## Section 4A: Compiling Documents - Combine Tool

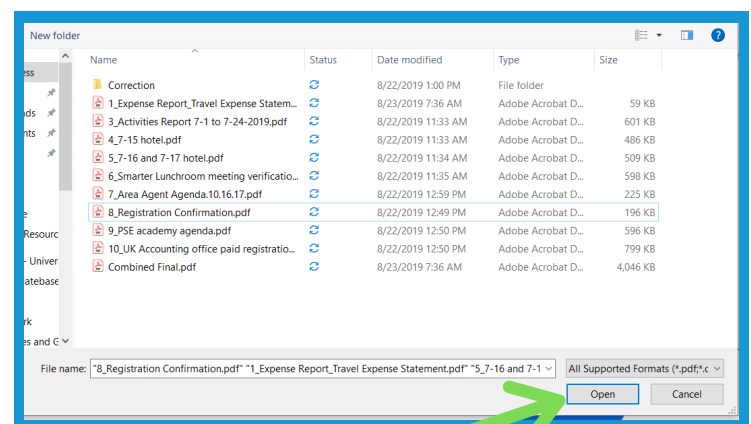
1. Open a **PDF file** that you want to add to a compilation. Click on **Tools** in the **upper left corner** of the screen, then select the **Combine** tool.



2. Click on **Add Files**.

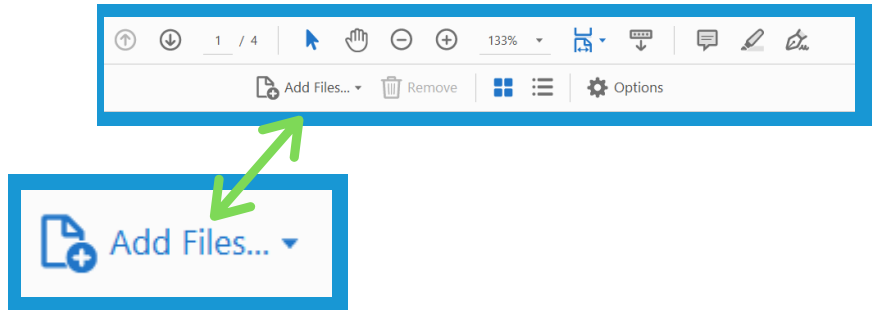


3. In the **File Explorer** window, locate the files you want to combine. You can add more than one file by holding down the **CTRL** key, and clicking on each file. Once all the files are selected, click **Open**.



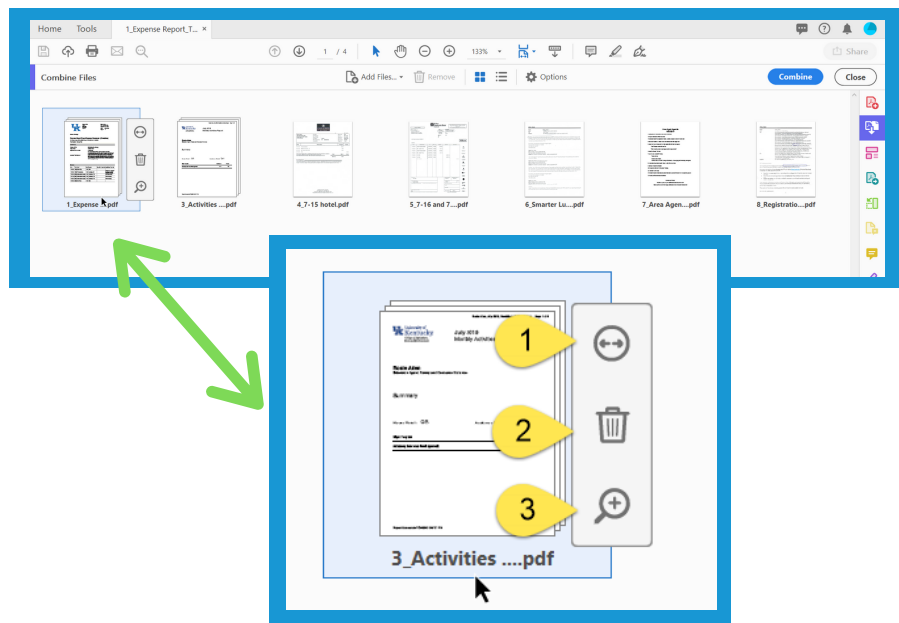
## Section 4A: Compiling Documents - Combine Tool

4. On the **Combine Window**, click on **Add Files** in the **Toolbar** on the **top** of the screen if additional files are needed.



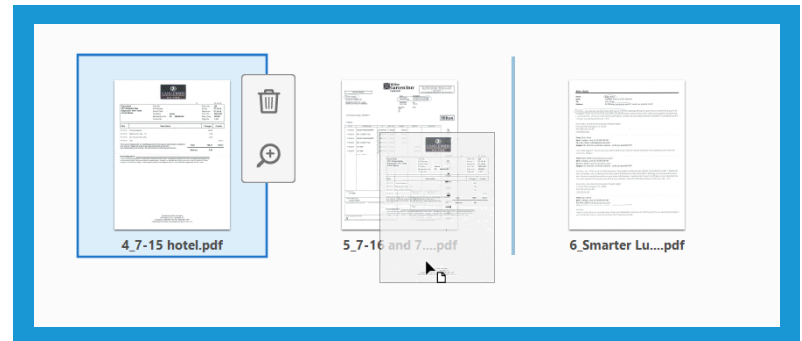
5. You will see all of the documents you are compiling in the **Combine Window**. If you place your mouse over a document with multiple pages a new tool will appear.

- The first tool allows you to **expand** the document to see all the pages you are adding.
- The second tool will allow you to **delete** the document from the compilation.
- The third tool allows you to zoom in and see a more detailed version of the document.

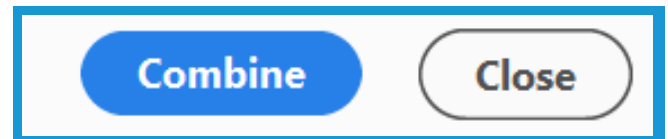


## Section 4A: Compiling Documents - Combine Tool

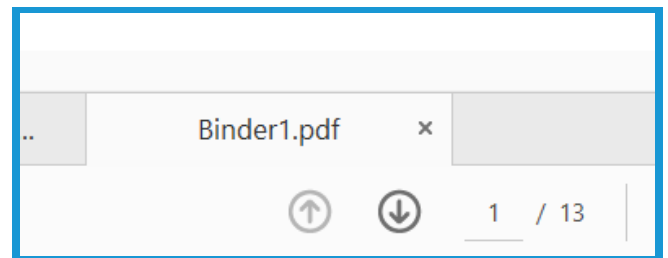
6. Placing your **mouse** over a document, and holding down the **left mouse button** will allow you to **drag** a document to a different location in your compilation. **Let go** of the button to place the document.



7. After all the documents are arranged, click **Combine** in the upper **right corner** of the screen.

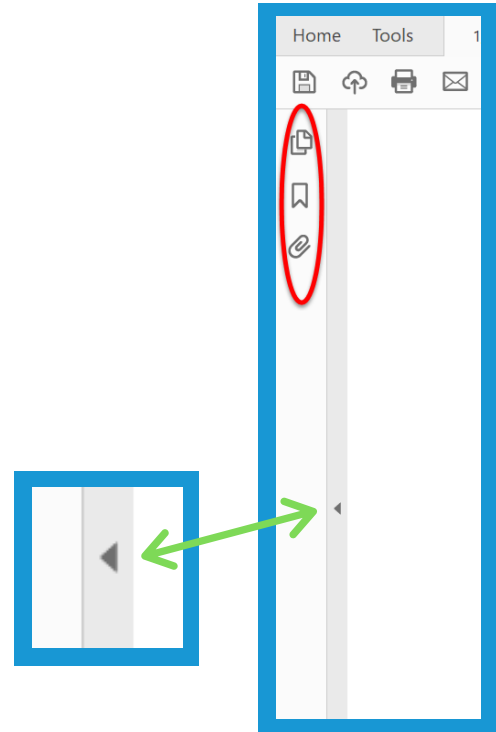


8. A new PDF document will be created, called **Binder**. It is recommended that you **Save** the file at this point, and give your file a more proper name.

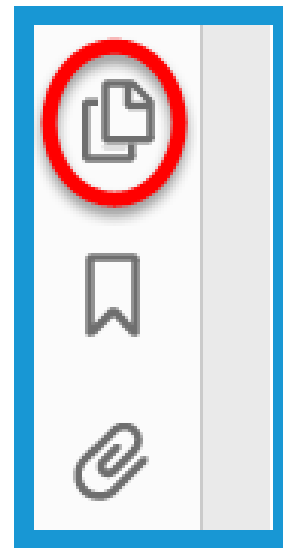


## Section 4B: Compiling Documents - Combine Tool Inserting New Pages

1. On the **left hand** side of the screen you should see a new tool bar with **three icons**. If you do not see this toolbar, click on the **small arrow** that is in the **center** of the screen.

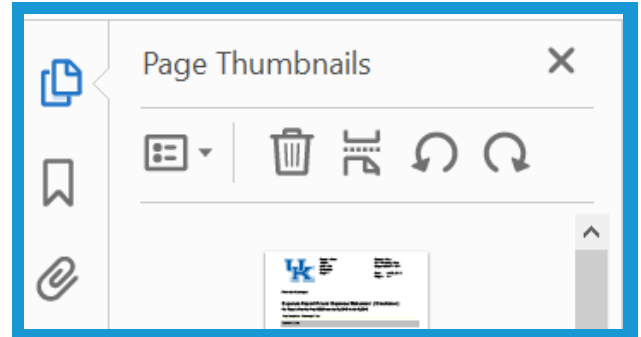


2. Click on the **Page Thumbnails** button to a reduced view of each page in your compilation.

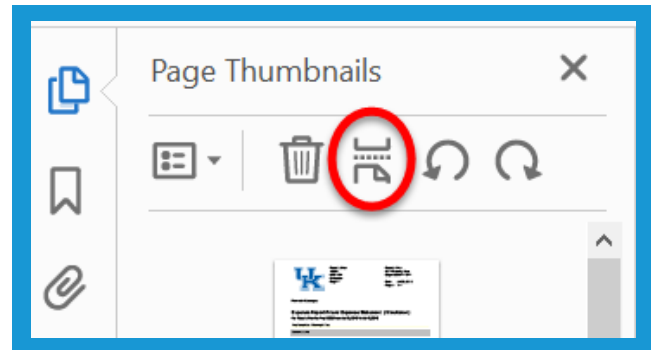


## Section 4B: Compiling Documents - Combine Tool Inserting New Pages

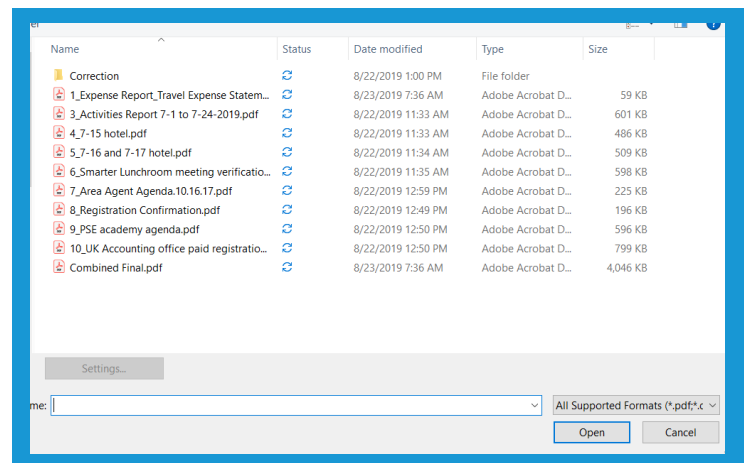
3. A **new toolbar** will appear at the top left of the screen.



4. To insert additional pages, **click** on the **page** where you want the new page to be added. Then **click** on the **Insert Page** button.

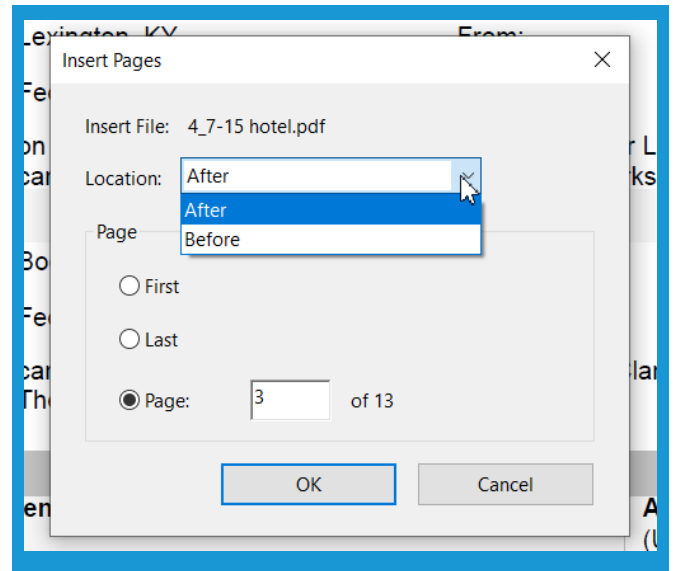


5. Locate the file you want to add then click **Open** or **double click** on the file.



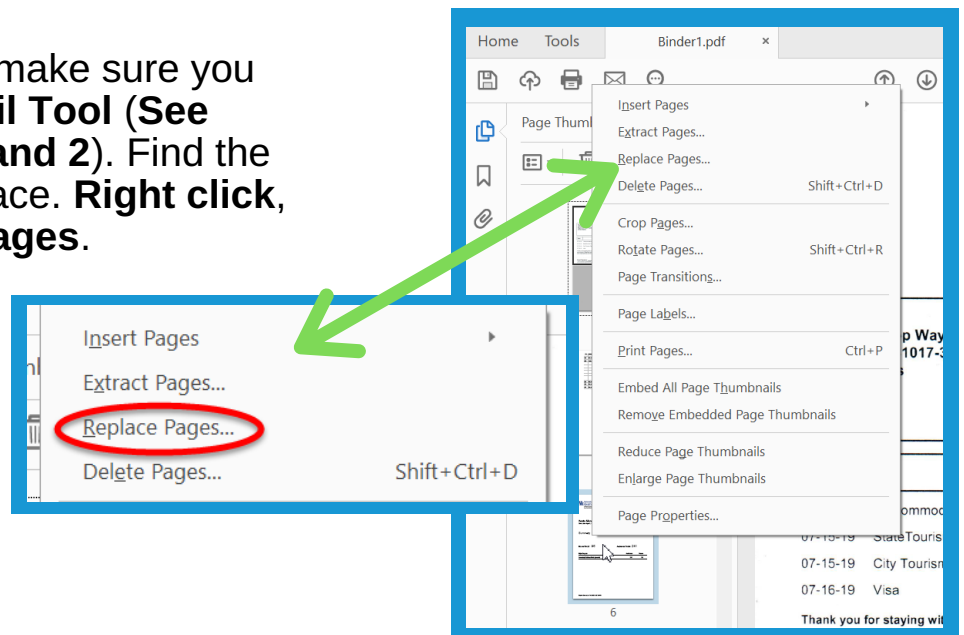
## Section 4B: Compiling Documents - Combine Tool Inserting New Pages

6. In the new window you can choose if you want to place the page **After** or **Before** the page you selected. You can choose if you want this to be the **first** or **last** page. You can also enter the **exact page number** you would like the new page to drop. Click **OK** to make the change.



## Section 4C: Compiling Documents - Combine Tool Replacing a Page

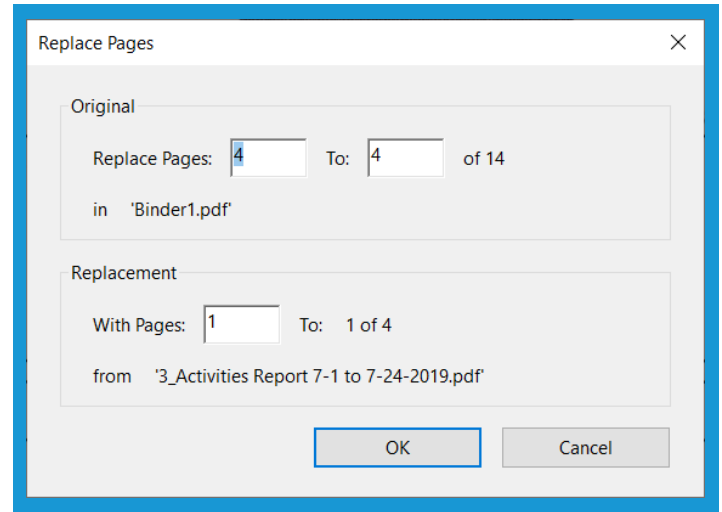
1. To replace a page, make sure you click on the **Thumbnail Tool** (See **Section 4A, Steps 1 and 2**). Find the page you want to replace. **Right click**, and select **Replace Pages**.



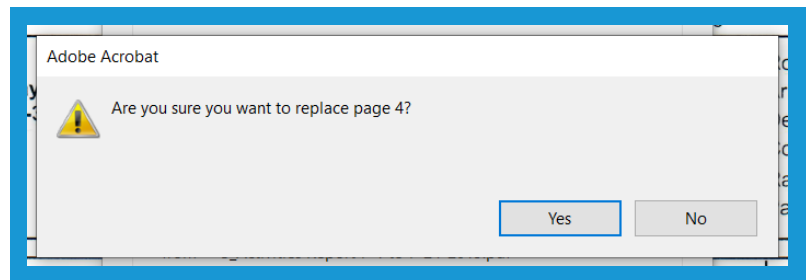


## Section 4C: Compiling Documents - Combine Tool Replacing a Page

2. Make sure the page you want to replace is selected in the **Original section**. Also make sure the pages from the **replacement document** are selected. Then click **OK**.

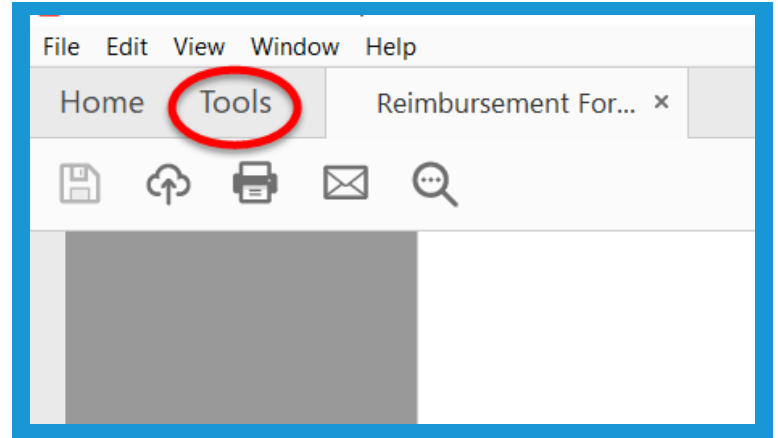


3. **Verify** that you are replacing the correct page by clicking **Yes**. Make sure to **Save** your changes.

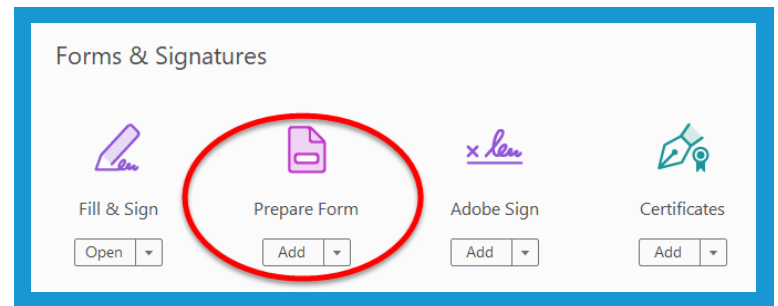


## Section 5A: Receipt Form - Prepare Form Tool

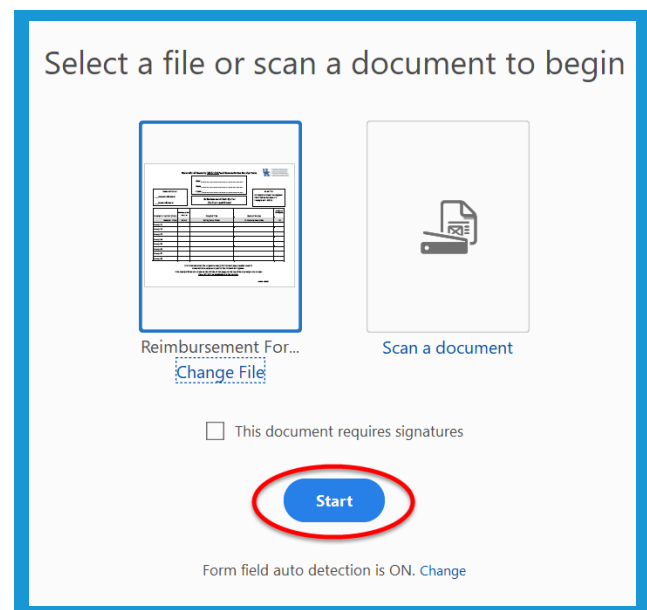
1. Click **Tools** to start working on the form.



2. Under **Forms & Signatures**, select **Prepare Form**.

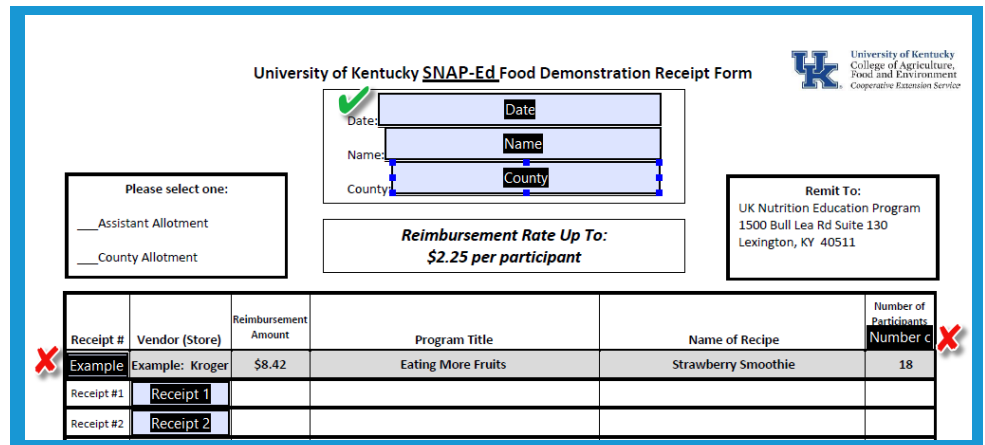


3. Make sure your file is selected. Then click **Start**.



## Section 5A: Receipt Form - Prepare Form Tool

4. Adobe will **autopopulate** fields. This is **NOT** an exact process. **Delete** out fields that are not necessary. Some fields will have to be renamed.



University of Kentucky SNAP-Ed Food Demonstration Receipt Form

Date:  ✓  
Name:   
County:

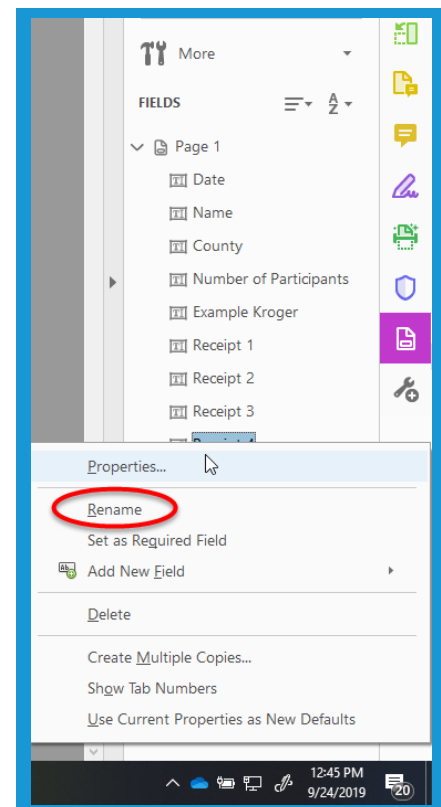
Please select one:  
 Assistant Allotment  
 County Allotment

Reimbursement Rate Up To:  
**\$2.25 per participant**

Remit To:  
UK Nutrition Education Program  
1500 Bull Lea Rd Suite 130  
Lexington, KY 40511

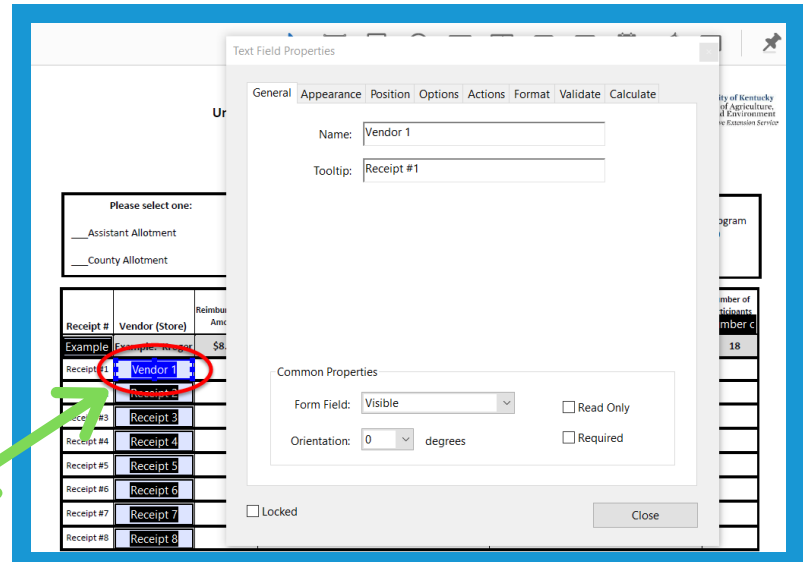
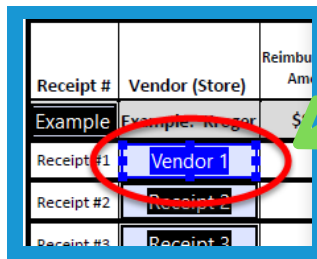
Receipt #	Vendor (Store)	Reimbursement Amount	Program Title	Name of Recipe	Number of Participants
Example	Example: Kroger	\$8.42	Eating More Fruits	Strawberry Smoothie	18
Receipt #1	Receipt 1				
Receipt #2	Receipt 2				

5. Rename fields by finding the field name in the **toolbar** on the **right side** of the screen. **Right click** and select **Rename**. When the new name is typed in hit the **Enter** button to set the change.

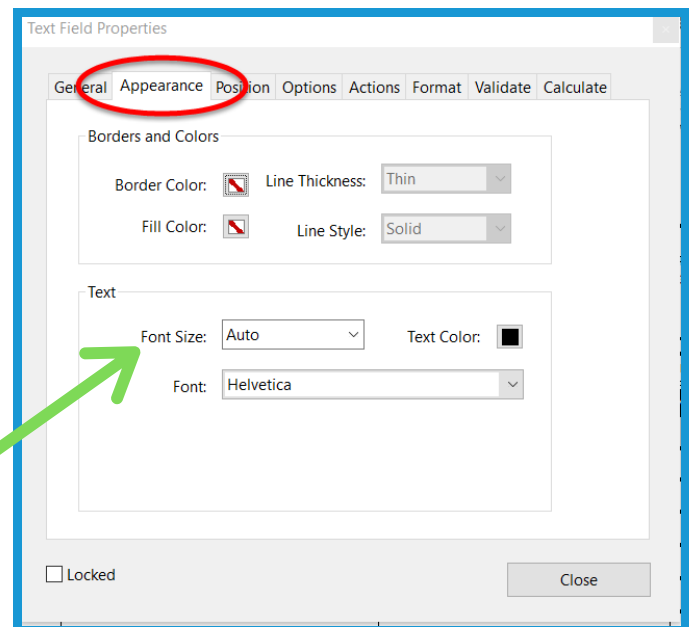


## Section 5A: Receipt Form - Prepare Form Tool

6. To access the fields properties, **double click** in the field on the form.

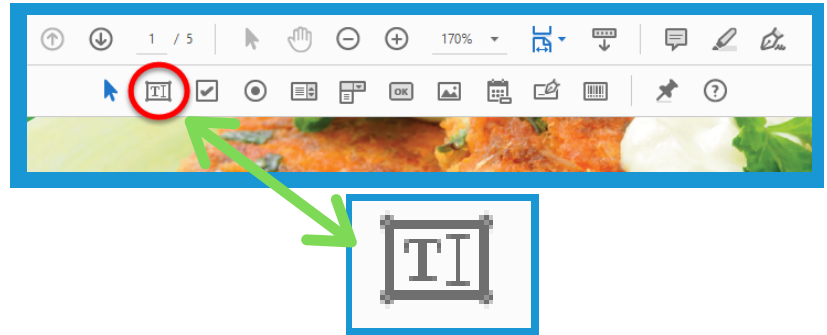


5. Under the **Appearance** tab you can change the border color, or fill in the field. You can also change the text formatting. Reminder, setting **font size** to **Auto** will have the text change its size to fit the field.



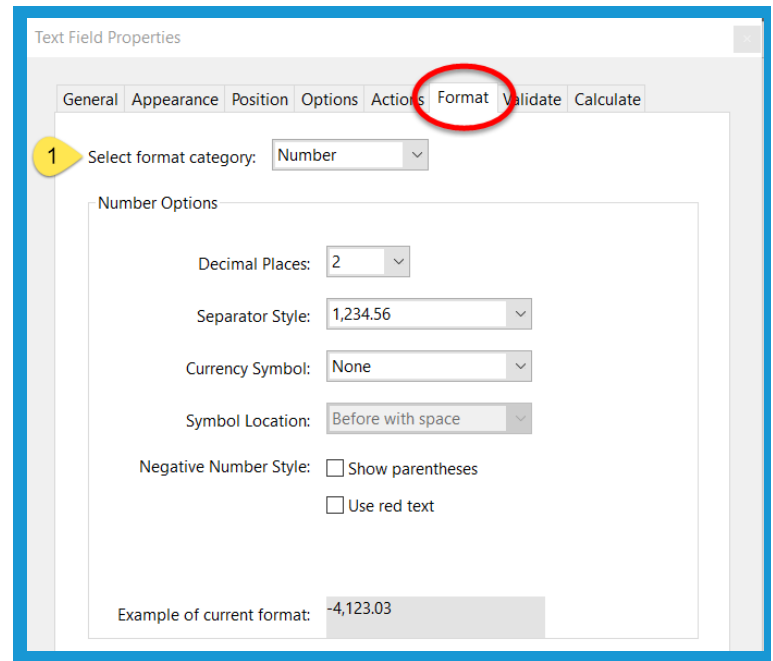
## Section 5B: Receipt Form - Prepare Form Tool Text Field

1. To draw a text field.  
Click on the **Text Field** button at the top of the screen. Then **click** and **drag** a field box to fit the area. (See Section 1B, Steps 7 and 8)



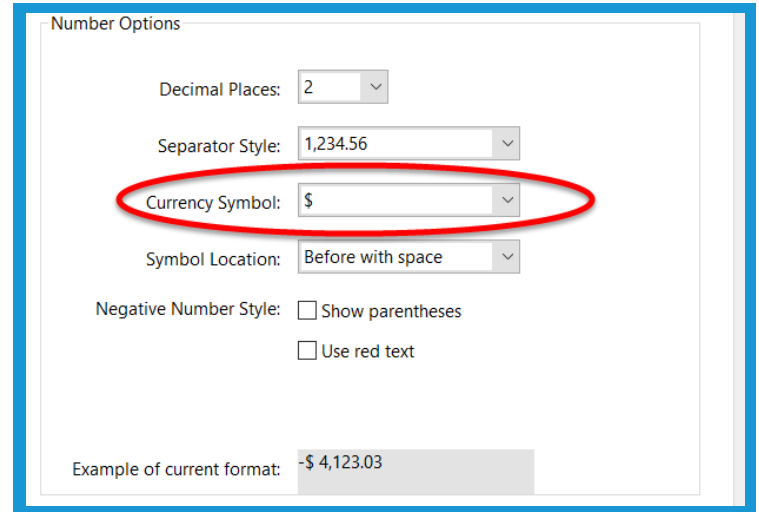
## Section 5C: Receipt Form - Prepare Form Tool Currency Formatting

1. After creating a new Text field, **double click** to access the **Field Properties**. Click on the **Format Tab**. Then under **Select Format Category**, select **Number**.



## Section 5C: Receipt Form - Prepare Form Tool Currency Field

2. Under **Number Options** in the **Format Tab**, you can change the format of number. You can also add dollar sign in the **Currency Symbol** drop down menu. Under **Symbol Location**, you can choose the location of the symbol.



Number Options

Decimal Places: 2

Separator Style: 1,234.56

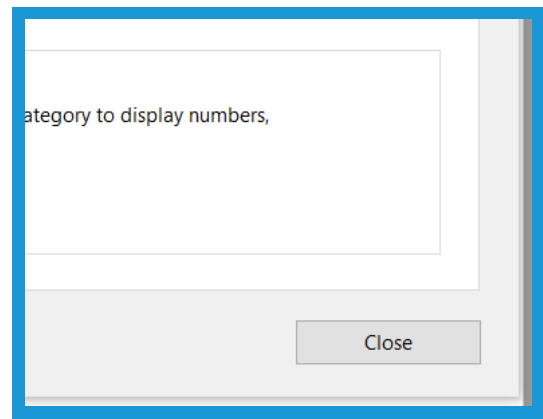
Currency Symbol: \$

Symbol Location: Before with space

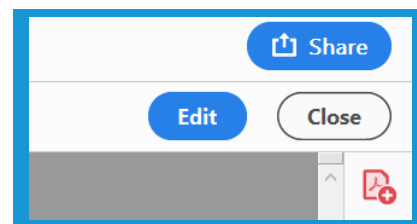
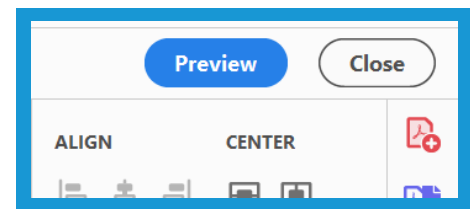
Negative Number Style:  Show parentheses  
 Use red text

Example of current format: -\$ 4,123.03

3. Click **Close** in the **bottom right corner** to confirm the changes to the field.

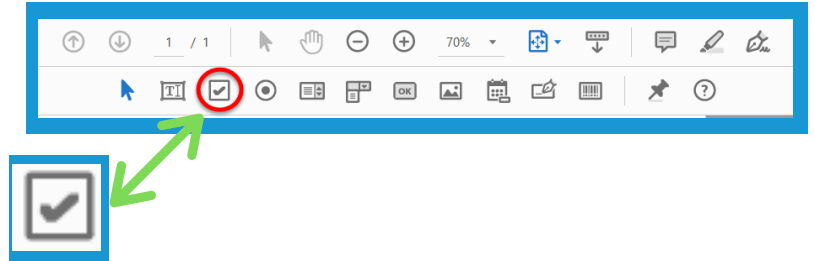


4. To test the changes you made, click on **Preview** in the upper right corner. If you need to go back in to make changes, click **Edit**. If you have completed all changes, click **Close** and **Save** the file.

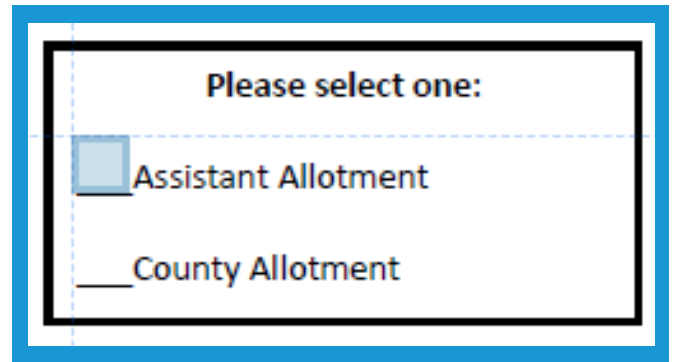


## Section 5D: Receipt Form - Prepare Form Tool Adding a Checkbox

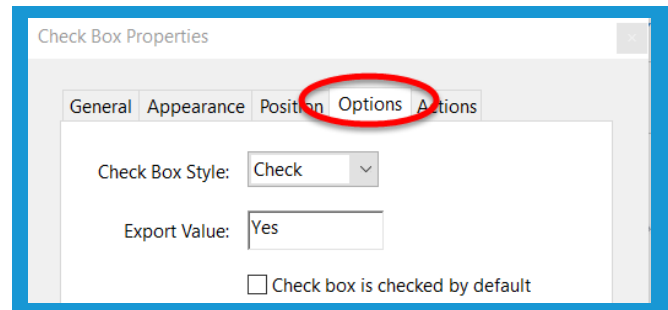
1. To add a **checkbox field**, click the **Checkbox** button in the **toolbar** at the **top** of the page.



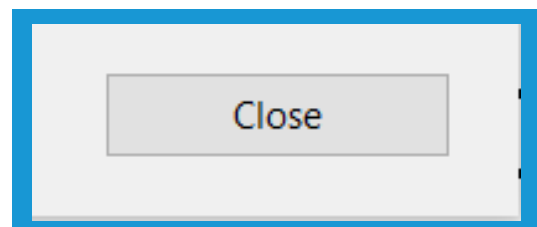
2. Place your mouse where you want the check box to go. Then **click and drag** a box to fit the area. **Let go** of the mouse button once the box has been created.



3. **Double click** the new box to access the **field properties**. Under the **Options** tab, you can change the **appearance** of the **checkmark**.

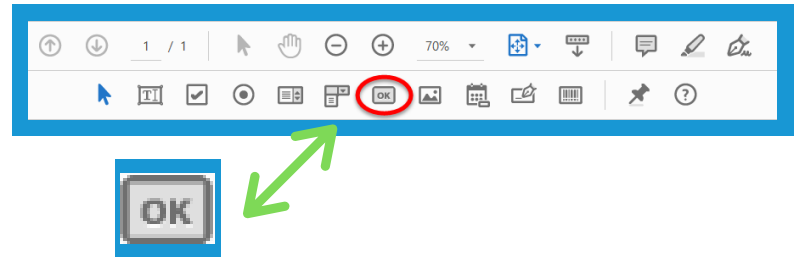


4. Once all of your changes are completed, click Close. You can then preview, make changes, or save your document. (See **Section 5B, Step 4**)

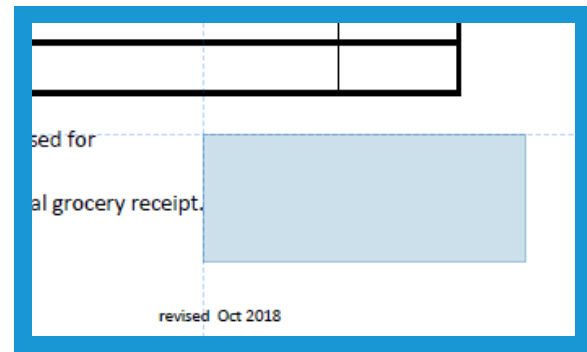


## Section 5E: Receipt Form - Prepare Form Tool Clear Form Button

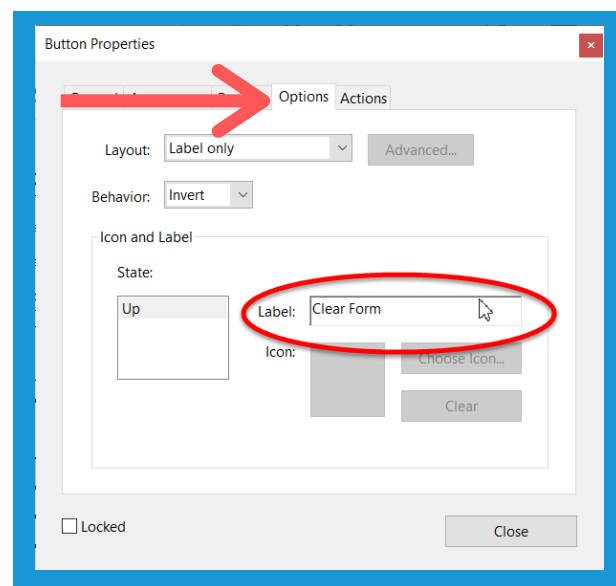
1. To add a **button to clear the form**, click the **OK button** in the **toolbar** at the **top** of the page.



2. Now that your **mouse** is a **button tool**, **left click** and **drag** a box in the desired area. **Let go** of your mouse button when the box is ready. **Double click** to access the **Field Properties**.



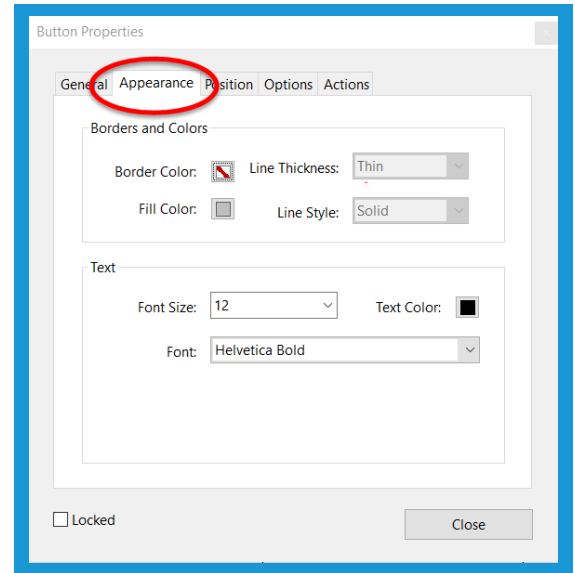
3. Under the **Options** tab, you can create a **label** for your button. This is text that will appear on the button.



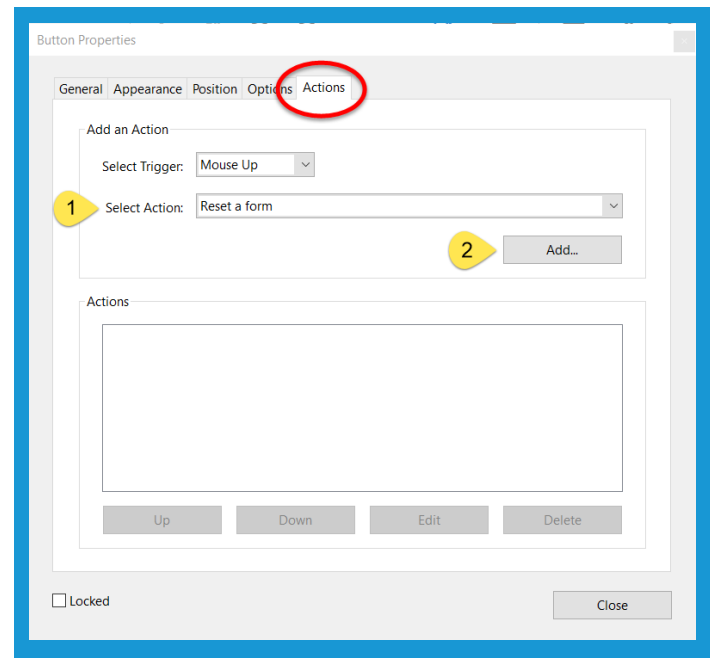


## Section 5E: Receipt Form - Prepare Form Tool Clear Form Button

4. Under the **Appearance** tab, you can change the **font style** and **size** of the label text. You can also give the button a **border** and **color**.

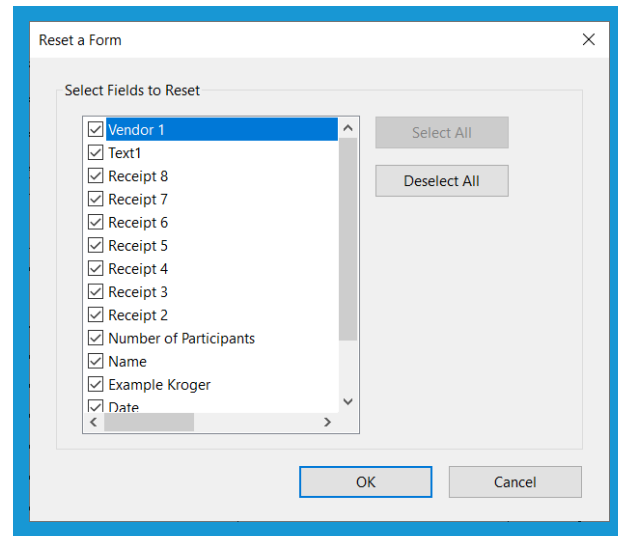


5. Under the **Actions** tab, in the **Select Action** drop down menu, select **Reset a Form**. Then click **Add**.

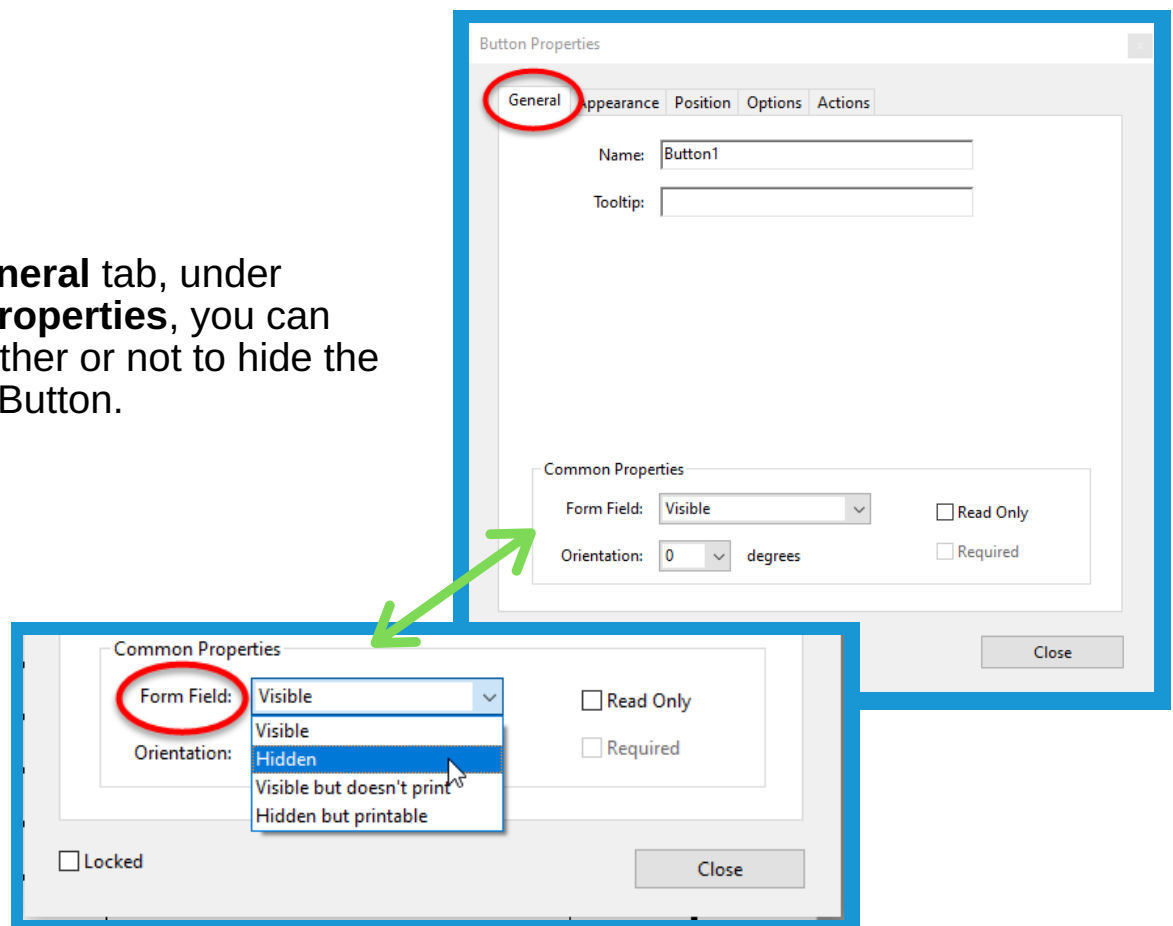


## Section 5E: Receipt Form - Prepare Form Tool Clear Form Button

6. In the next window. You can **select** which fields you want the button to **clear**. **All fields** are **automatically** selected. Click **OK**.

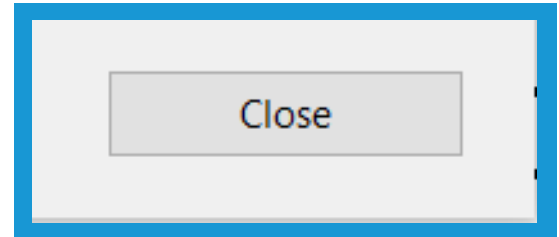


7. In the **General** tab, under **Common Properties**, you can choose whether or not to hide the Clear Form Button.

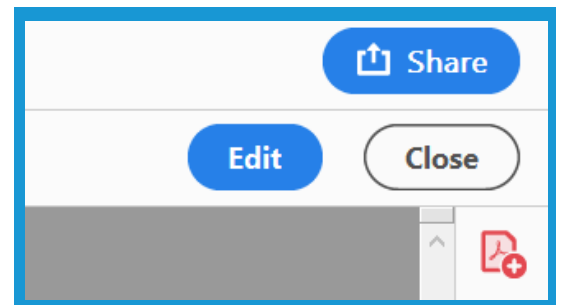
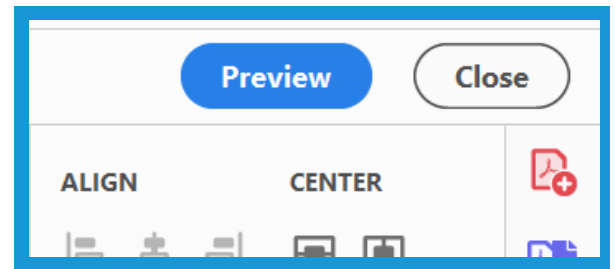


## Section 5E: Receipt Form - Prepare Form Tool Clear Form Button

7. After all the changes are completed. Click **Close** to confirm changes.



8. Test out the button by clicking on **Preview** in the upper right corner. If additional changes are needed click the **Edit** button that is now in the upper left. If all modification are completed, click **Close**.







College of Agriculture,  
Food and Environment  
Cooperative Extension Service

Any questions, or have a training  
request please email:  
**[agtraining@uky.edu](mailto:agtraining@uky.edu)**