

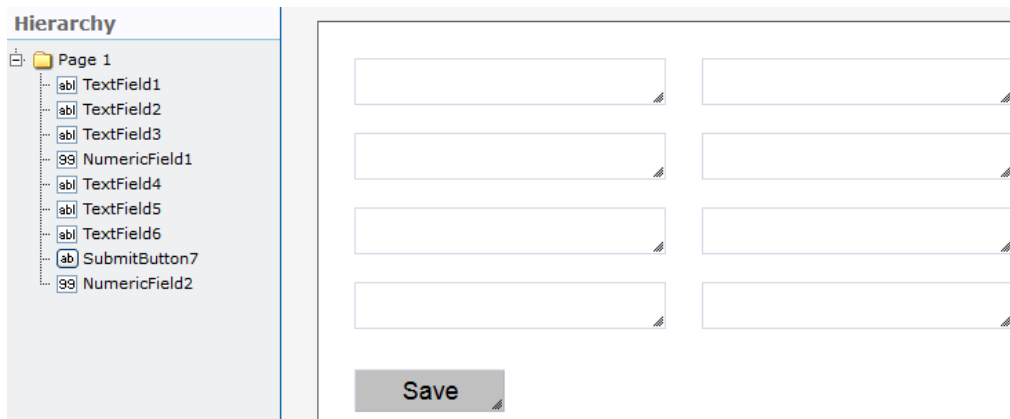
Changing the tabbing order in PDF forms

Static Acro form

There are two ways to change the tabbing order: in PDF Designer and in Adobe Acrobat.

PDF Designer

Step 1. Place control into the page. It will also appear in **Hierarchy** tree:



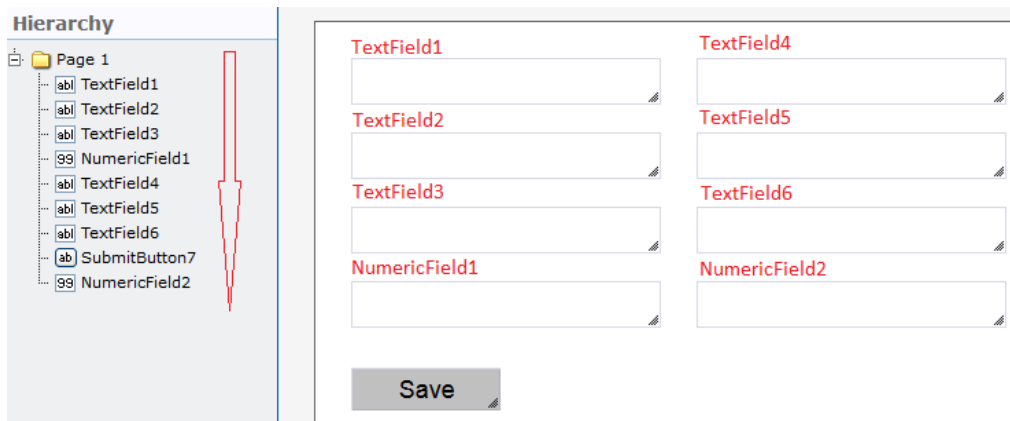
As an example, here were placed six text fields, two numeric fields and one submit button.

NOTE:

Every pressing on "Tab" button will select a field located under the previous one in "Hierarchy" tree.

In our example, if user selects "TextField3" and presses on "Tab" button, "NumericField1" will be selected.

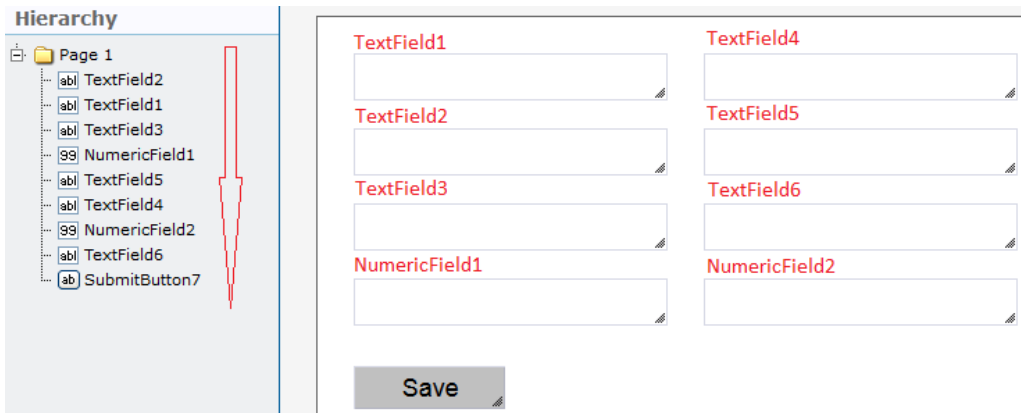
So we have the following fields' position:



Pressing a **Tab** button will skip fields in the following order:

TextField1 → TextField2 → TextField3 → NumericField1 → TextField4 → TextField5 → TextField6 → SubmitButton7 → NumericField2.

Step 2. Change fields' order in **Hierarchy**:



This time pressing a **Tab** button will skip fields in the following order:

TextField2 → TextField1 → TextField3 → NumericField1 → TextField5 → TextField4 → NumericField2 → TextField6 → SubmitButton7

NOTE:

You can check all changes in the tabbing order in **Preview PDF**:

PDF Form tools → **Home** → **Preview PDF**

Adobe Acrobat

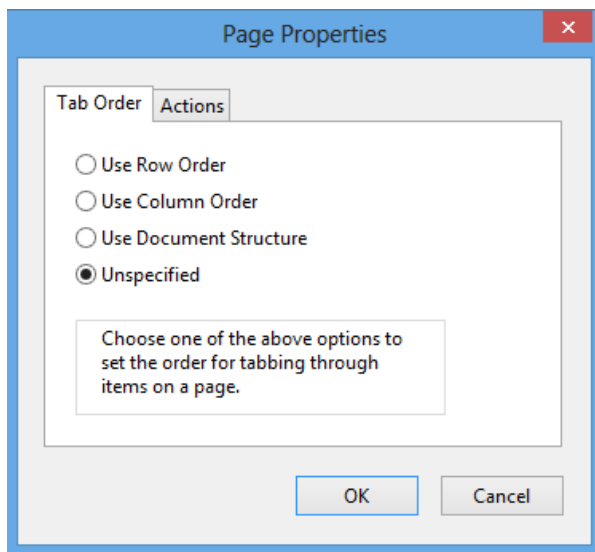
Step 1. Save and download the created template before deploying it:

- 1) Save the template: **PDF Form Tools** → **Home** → **Save**;
- 2) Exit PDF Designer: **PDF Form Tools** → **Home** → **Exit**;
- 3) Download the template: **Library Tools Documents** → **Download a Copy**.



Step 2. Open the downloaded template in Adobe Acrobat and set the tabbing order:

- 1) Open the form in Adobe Acrobat;
- 2) Open Page Thumbnails: **Tools** → **Page Thumbnails**;
- 3) Select the page you want to change and click on its properties: **Right click** → **Page Properties...**



- 4) Select the tabbing order you need and click **OK**;
- 5) Save the template.

Step 3. Upload it back to the **PDF Forms Templates** library and deploy:

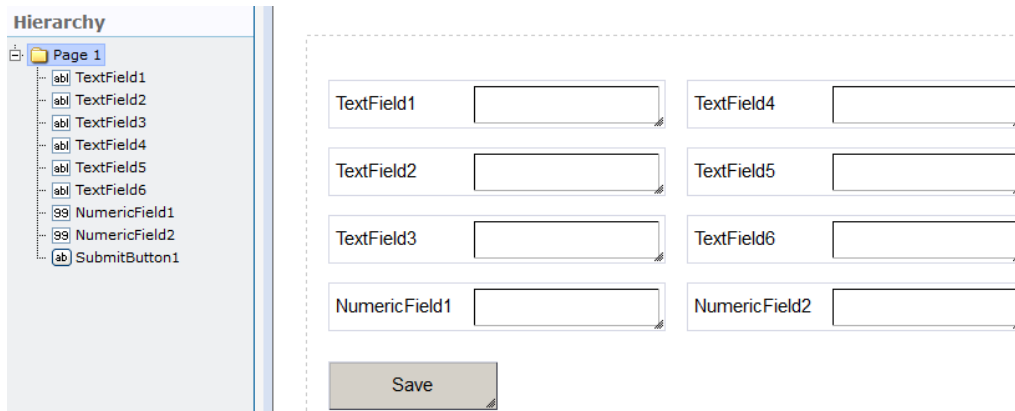
- 1) To upload a template to the library click on **Add new item**;

 [Add new item](#)

- 2) Open the uploaded template in PDF Designer;
- 3) Deploy it: **PDF Form Tools** → **Home** → **Deploy**.

Dynamic XFA form

As an example, the following template will be used:



NOTE:

In XFA templates default tabbing order is working by browsing rows.

In our example, the tabbing order is:

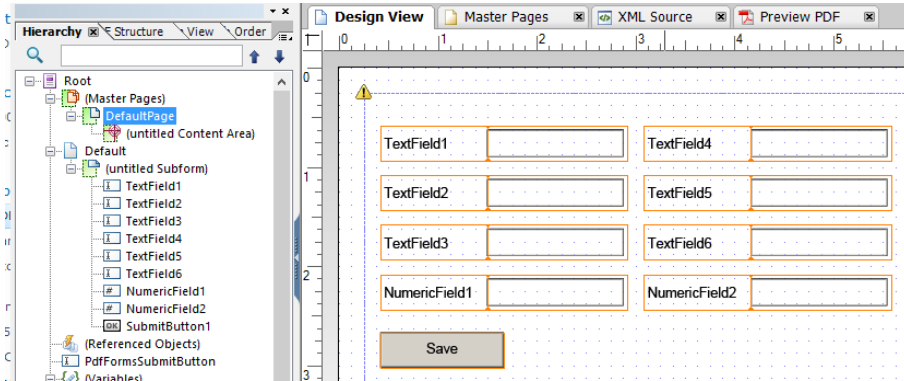
TextField1 → TextField4 → TextField2 → TextField5 → TextField3 → TextField6 → NumericField1 → NumericField2 → SubmitButton1.

Step 1. Download a template and change the tabbing order in Adobe LiveCycle.

- 1) Save the template: **PDF Form Tools** → **Home** → **Save**;
- 2) Exit PDF Designer: **PDF Form Tools** → **Home** → **Exit**;
- 3) Download the template: **Library Tools Documents** → **Download a Copy**;



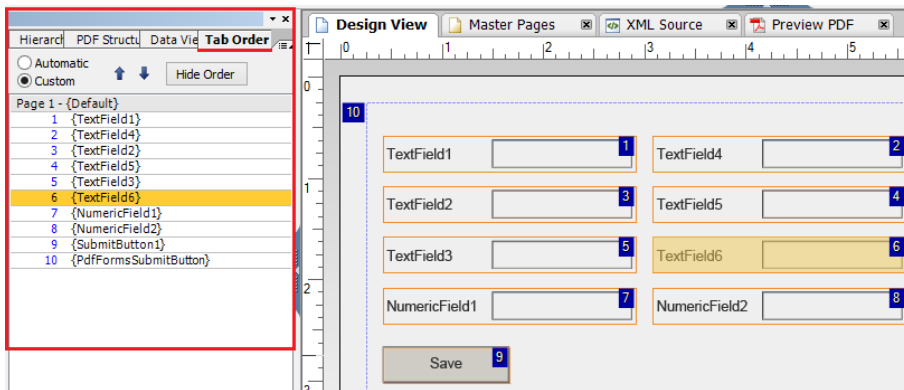
- 4) Open the downloaded template in Adobe LiveCycle;



5) Open Tab Order;

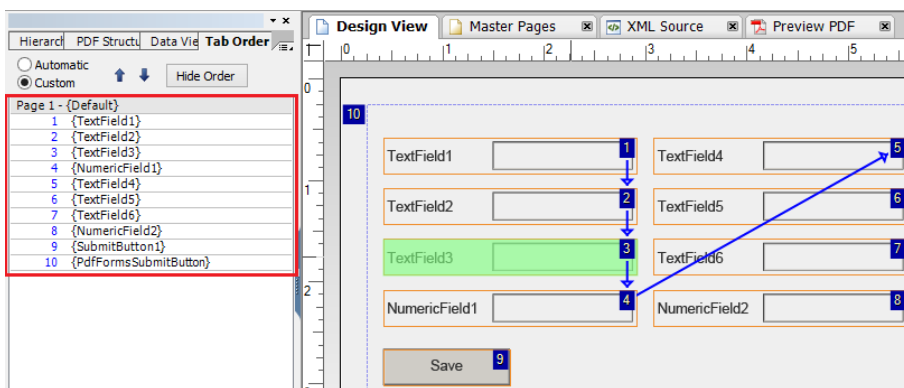
This can be achieved by two different ways:

- Select it in menu to the left of Design View (switching from Hierarchy);
- Select Tab Order by clicking on View → Show Tab Order.



As a result, you will see numbers at all form controls – they represent the current tabbing order.

Step 2. Change it to column by dragging fields in Tab Order:



The tabbing order will skip fields in column order and submit button in the end:

TextField1 → TextField2 → TextField3 → NumericField1 → TextField4 → TextField5 → TextField6 → NumericField2 → SubmitButton1.

6) Save changes you have made;

Step 3. Upload it back to the **PDF Forms Templates** library and deploy:

1) Upload the template to the **PDF Forms Templates** library by clicking on **Add new item**;

A blue button with a green plus sign icon and the text 'Add new item'.

2) Open the uploaded template in PDF Designer;

3) Deploy it: **PDF Form Tools** → **Home** → **Deploy**.

NOTE:

Adobe LiveCycle can change fonts which it couldn't recognize, so before deploying it is recommended to check font settings in fields.