



PDF SHARE FORMS

Online, Offline, OnDemand

PDF forms and SharePoint are better together

Creating a static PDF form

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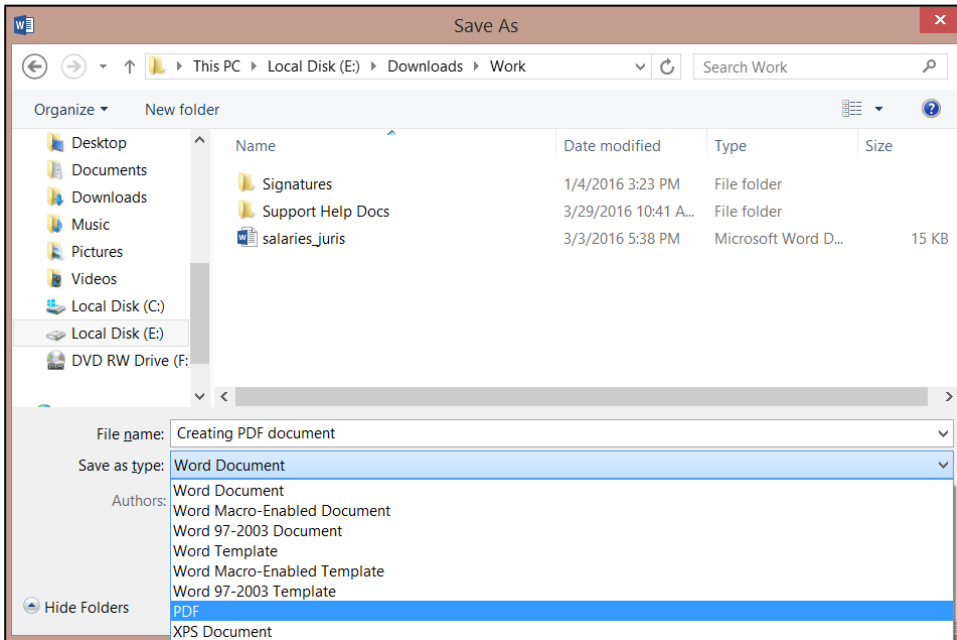
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Creating PDF document

From Microsoft Word

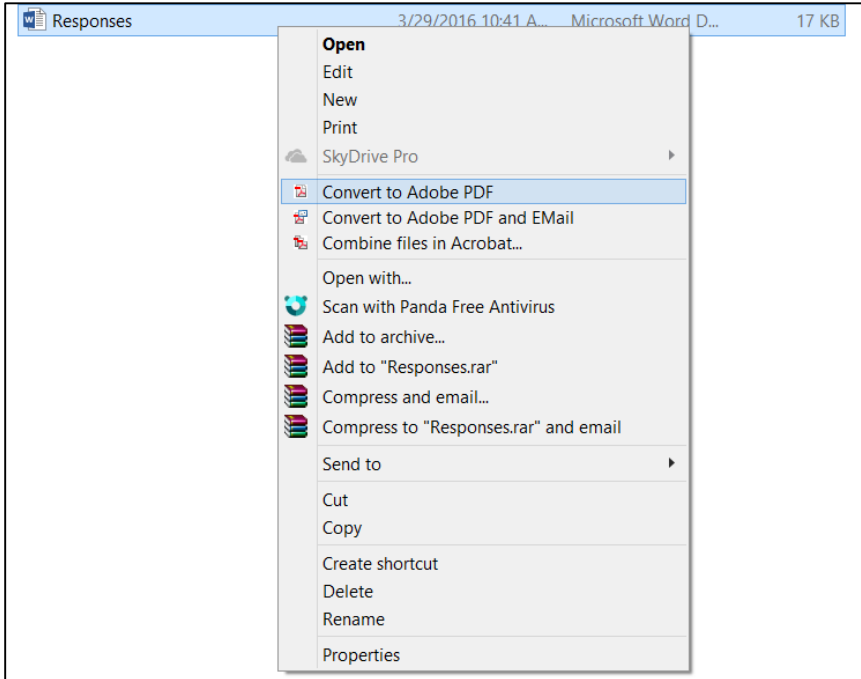
Open a Word Document → Navigate to **File** → **Save As** → Choose destination folder → set **File Name** → Save as type: **PDF**



New PDF document is created

From Microsoft Word using Adobe Acrobat

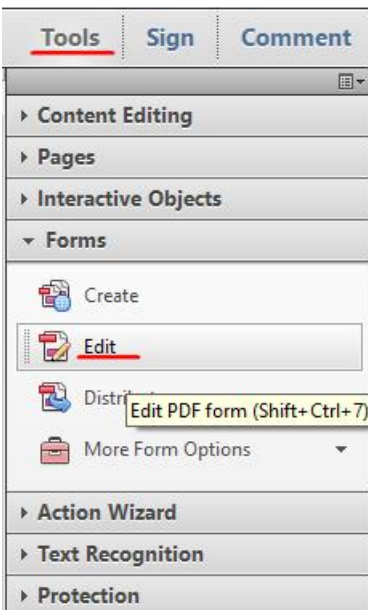
Right Click on a Microsoft Word document → Convert to Adobe PDF



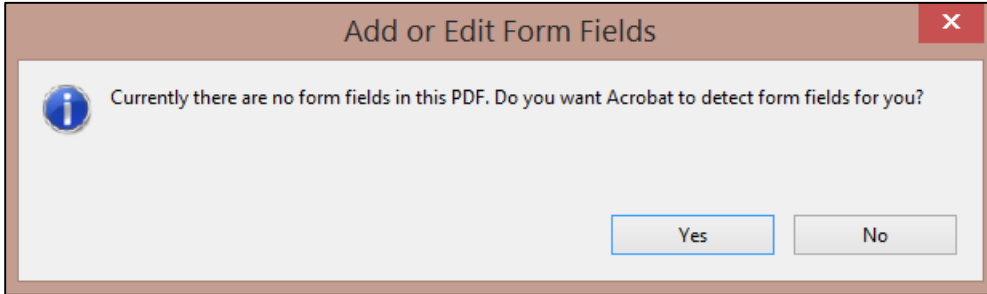
User is prompted to choose a location to save a file

How to detect fields by Adobe Acrobat

Open a PDF document with Adobe Acrobat → click **Tools** tab → **Forms** → **Edit**



User is prompted with the following message (only if a document does not contain any fields):



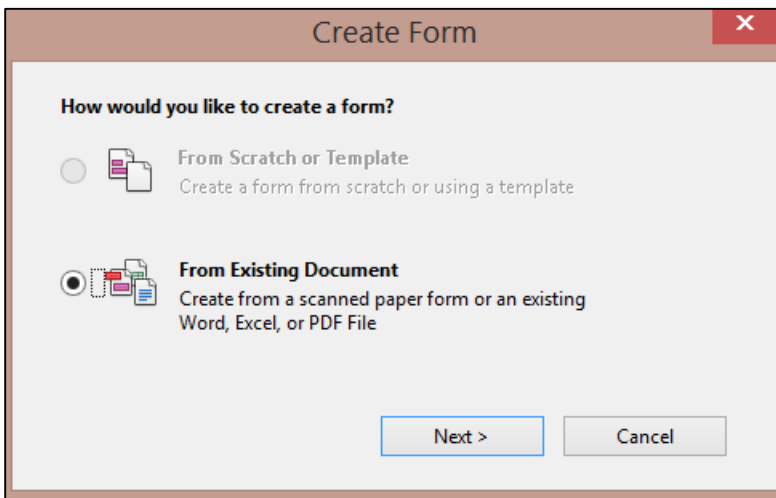
Click **Yes** → Fields will be automatically detected.

NOTE: usually this message appears only if a document contains some indicators for fields, like lines or boxes etc.

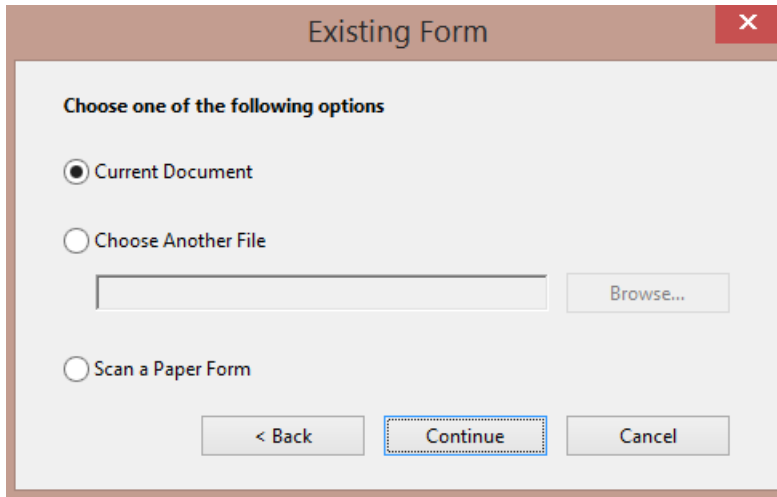
Other option how to autodetect fields:

Open **Tools tab** → **Forms** → click **Create**

User is prompted with the following message:



Click **Next**

A dialog box titled "Existing Form" with a close button (X) in the top right corner. The dialog contains the text "Choose one of the following options" followed by three radio button options: "Current Document" (selected), "Choose Another File", and "Scan a Paper Form". Below the "Choose Another File" option is a text input field and a "Browse..." button. At the bottom of the dialog are three buttons: "< Back", "Continue" (highlighted with a dashed border), and "Cancel".

Click **Continue**

Save a new form – fields are detected.

Import PDF into SharePoint in order to create a Static PDF form

Navigate to SharePoint site.

Step 1. Open **PDF Share Form Templates**

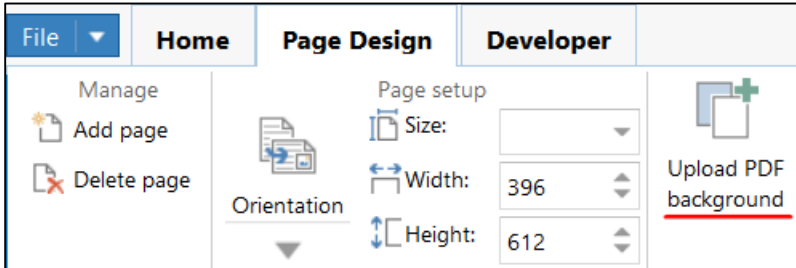
Step 2. Click **Import Template**

Step 3. Click **Browse** and upload a PDF form or a PDF document

Step 4. User is navigated to Share Forms designer where he or she can continue adding fields and map existing fields (or add fields from scratch)

Uploading a background in PDF Share Forms designer

Open **Page Design** tab → click **Upload PDF background**



NOTE: If a **template has 5 pages** → the PDF that is used as a background also has to be 5 pages long; Otherwise:

- If the background file has less than 5 pages, one for example – then only one page will be updated with this background;
- If the background has more than 5 pages – then extra background pages will be added as additional pages in the template;

NOTE2: The template and the background file should have the same layout orientation (landscape/portrait).

NOTE3: A file that is used as a background should NOT have spaces in the name