



PDF SHARE FORMS

Online, Offline, OnDemand

PDF forms and SharePoint are better together

Prepare form
for Read out Loud



This guide describes how to prepare PDF form to use “Read out Loud” action.

NOTE: Read Out Loud work with differently with fields and background text. Specified background text may be selected, so Read Out Loud will read only this text. With the fields it cannot be done. Fields will be read only if will be activated
View → Read Out Loud → Read This Page Only or Read To The End of Document

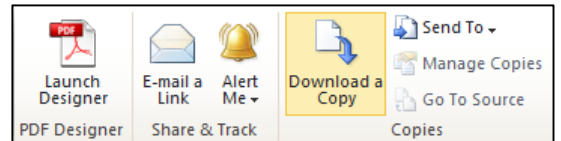
Form by PDF Forms designer

Step 1. Prepare template

This template has **Save** button and two text fields – **Last Name** and **MI** and one **Date** field (on the top).



Step 2. Download template (choose template in Share Point **PDF Forms Templates → Library Tools → Documents → Download a copy**):

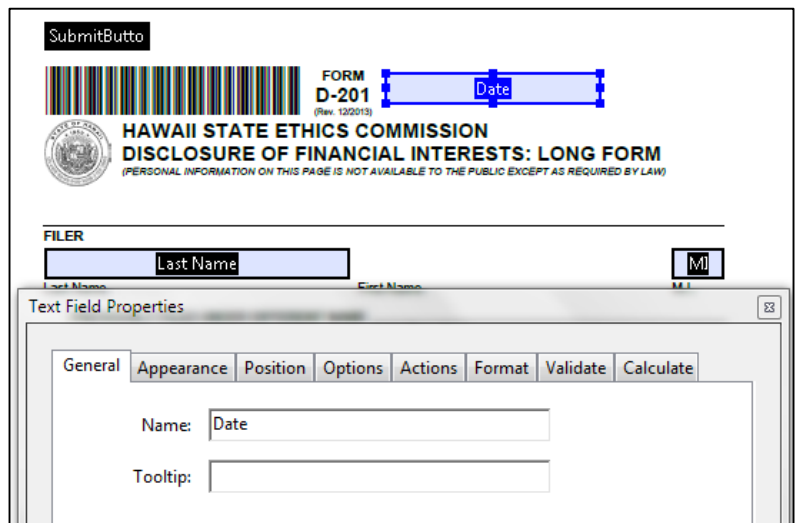


Step 3. Open PDF file in Adobe Acrobat and add Tooltips (in the Edit mode **Forms → Edit**).

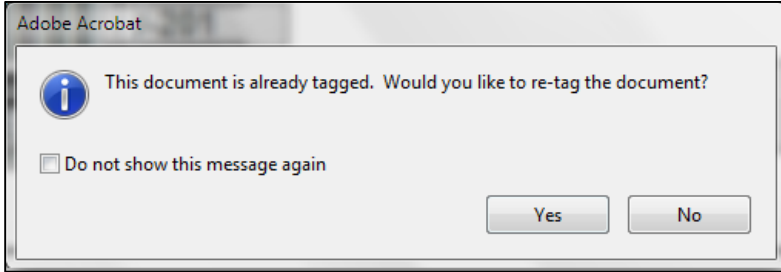
Double-click on the field where tooltip is needed:

In the **Tooltip** section will be added “**Date**”, so before text which will be written in the field, Read Out Loud would read “**Date**: text in the field”. If tooltip will stay empty, Read Out Loud will read “**Field’s type**: text in the field”.

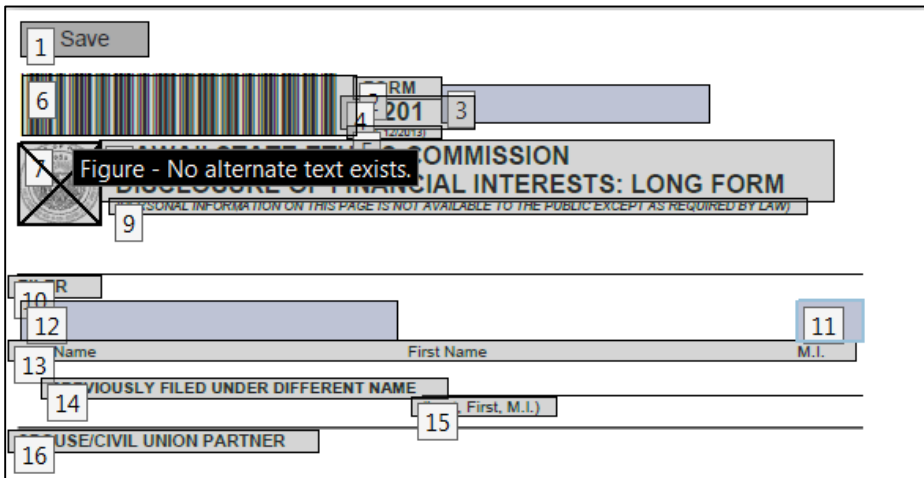
When all fields will be assigned with tooltips go to the next step.



Step 4. Close Form Editing. Go to **Accessibility → Add Tags to Document** and click **Yes**:



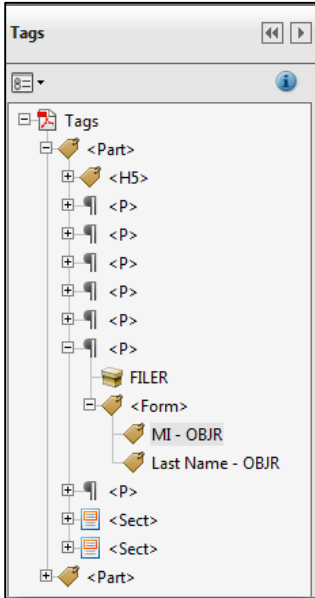
Step 5. Ensure that fields will be read in proper order. Go to **Accessibility → Touch Up Reading Order**



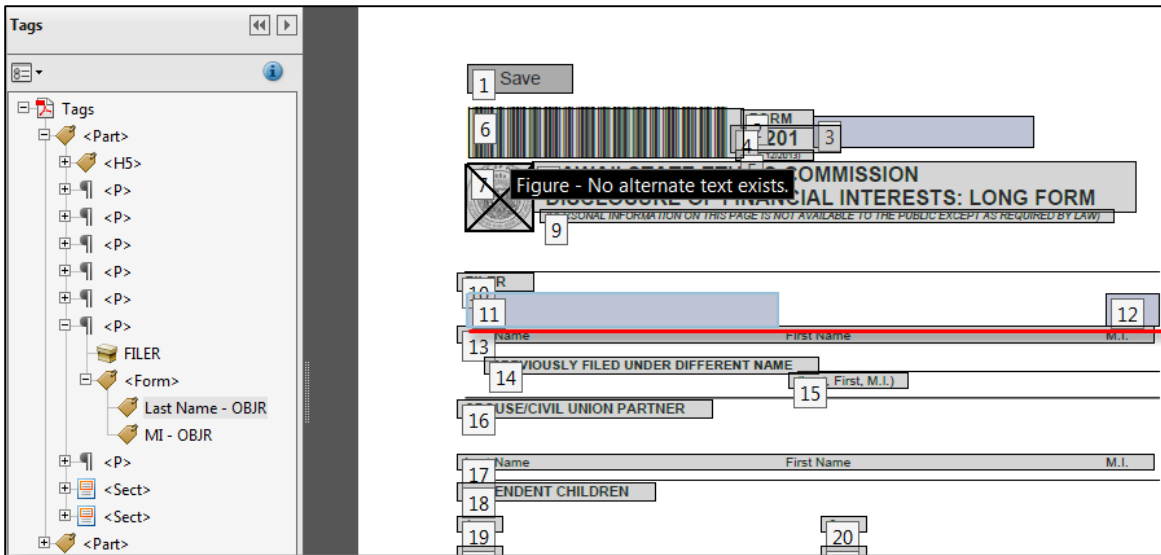
Fields are not in proper order, so Read Out Loud will read **M.I.** field before **Last Name** field. We need to change order in which Read Out Loud will read them. Click on button which is marked with red:



Find tags that are responsible for fields added through PDF Forms Designer:



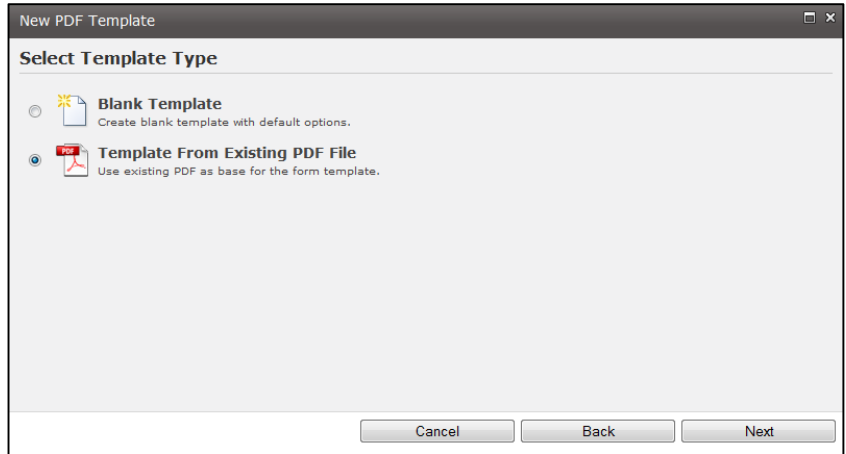
Regroup tags in proper order:



Step 6. Save PDF and import PDF file into SharePoint and deploy template to specific library:

NOTE: It can be simple static (acro) or advanced static form (in this case PDF must be saved with activated extended features).

NOTE: If new fields will be added then save and download this template. Open in Adobe Acrobat open **Accessibility → Touch Up Reading Order** choose **Clear Page Structure** and repeat all previous steps (adding tooltips, adding tags and re-ordering in Adobe Acrobat then saving form and importing it into SharePoint).

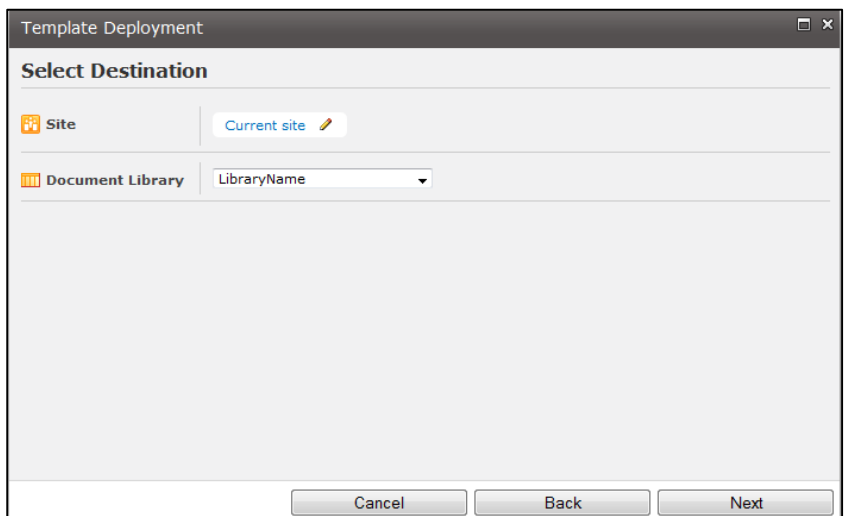
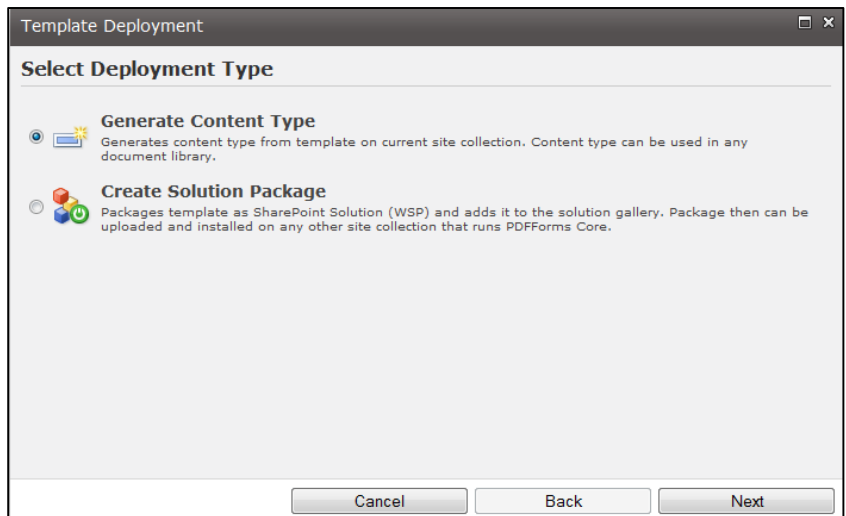


Step 7. Deploy template to the library:

Now this form could be filled in SharePoint and when it will be downloaded and opened in Adobe Acrobat or Adobe Reader Read Out Loud will read text from fields.

If text in fields going to be changed then need to deactivate Read Out Loud and do scheduled changes and save form (CTRL+S). Then activate Read Out Loud and new information will be read from fields.

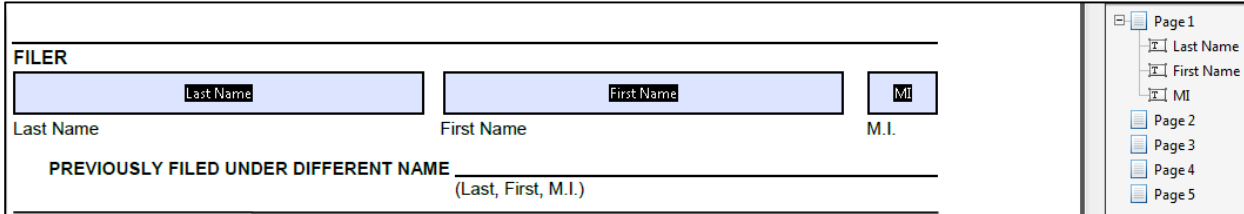
NOTE: Since **Save** button was created before adding tags to form, after doing **Add Tags to Document** it also has been tagged, so when Read Out Loud is activated it will read: "Save: Save...". It can be removed in **Tags** (mentioned in **Step 5**) by removing proper tag.



Form by Adobe Acrobat

Create Fields in PDF file through Adobe Acrobat

Go to the **Forms** → **Edit** → **Add New Fields**.



There are added three text fields: **Last Name**, **First Name** and **MI**.

All the following steps are similar to **Step 3 – Step 7** in Form by PDF Forms Designer. Just need to add Submit button after importing PDF file into SharePoint.

Additional information

If in form will not be tooltips then ROL will read background text until it reaches first field then it will read fields type and then information from field and so on to the end of the form.

NOTE: Read Out Loud works with tags, so all fields must be tagged. Without tags ROL will not read fields just background text.

There is no difference in using Static (acro) form or Static (acro) Advanced form. It affects only on importing and deploying form in the SharePoint.