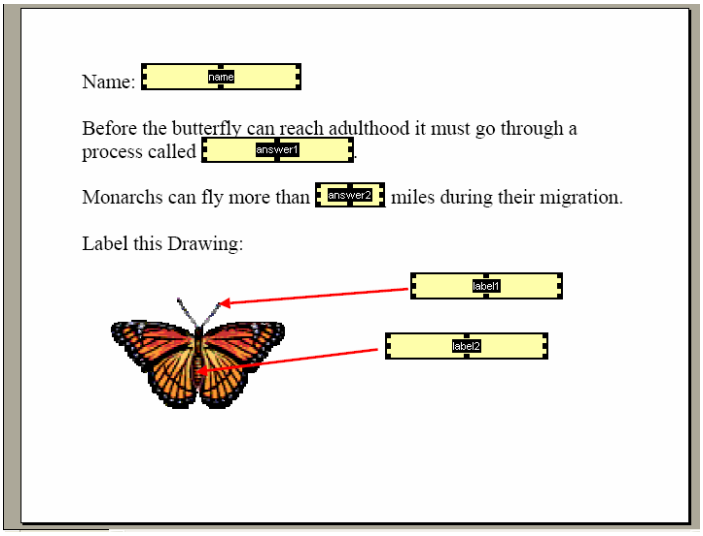
Activity 1—Creating a PDF from Microsoft Word XP

1. Open the Word file **Activity 1.**

2. Choose **Print** from the *File* menu. Choose **Adobe PDF** in the printer selection box. Click OK and name and save your PDF document. It will default to the same name and location as document. Choose Save. Close Word Document.

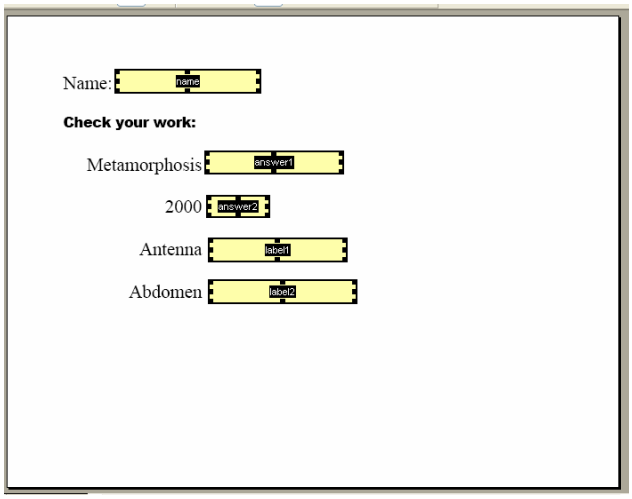
3. Open Adobe Acrobat and locate your PDF. Open it. Show the 2 **forms toolbars**. Tools>Advanced editing>show advanced editing toolbar. Then, Tools>advanced editing>forms>show forms toolbar



4. Using the *Text Field Tool* create a rectangular box next to the word "Name:" The Field properties dialog box will open. Choose **Appearance** tab. Give the box a fill color and size the font to **24**. On the General tab, Name the field, "name". Click Close.

5. Copy and Paste your field **2** times, and move the fields to the picture labels. Double click each field and rename them to "label" and "label2".

6. Using *Combo box tool*, create a rectangular box for your 1st question. On **General** tab, name field "answer1". On appearance tab, give the box a fill color and size font to 24. On Options tab-Item, type "choose one", click Add. Then type 3-4 more answers, clicking *Add* after each. Highlight "choose one" then click Close. Copy and paste the "answer1" field, move to 2nd question, double click and change field name to "answer2" and multiple choice answers appropriately.



7. Select Fields 1 through 5 using **Shift-click** or **Select-All. Copy** and **Paste** them onto page **2**. Align them next to their corresponding labels.

8. Using *Button tool*, create a button at the bottom of the first page. **General** tab>*Name field* "nextpage". **Appearance** tab, choose fill color. **Options** tab-Label- type "Check my Answers". **Actions** tab choose Mouse up. Select action> **Execute Menu Item**>Add>View>Go to>Next Page>OK, Close.

9. Save the document. Now test it! (use hand tool).