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PDF (shorten for Portable Document Format) is arguably one of the most popular file formats in most offices - thanks to its obvious advantages: it can include page-by-page text and dozens of images, but the file size remains relatively small, so PDFs can be sent quickly and easily via email or uploaded to the cloud. In addition, PDFs ensure that documents are rendered faithfully on any device without salying the look or formatting. Forms are also unthinkable: either simple lists of participants for conferences, application and registration forms, or complex invoices and financial overviews – forms regulate processes, capture information, and create overview. Together, the two things result in something that can significantly reduce the paperwork in companies: PDF forms that can be filled out directly on your PC. This is much faster and less error-prone than entering information by hand. In addition, it's easier to share, evaluate, and archive digital documents with customers or colleagues. We explain how you can create such interactive PDF forms. The simple answer: No, you can't create a PDF file to populate with MS Word, but it's not because of the program itself. Although some sources on the Internet claim otherwise, Microsoft's well-known Office program allows you to create both static forms for printing and interactive forms to fill out directly on your computer (this is also possible with the other Office applications like Excel). By enabling the developer tools hidden in the options, you can access a wide range of features and design options. With these, you can easily add text entry fields, calendar pop-ups, and drop-down lists to your document, protect it from third-party editing, share it with relevant people, and statistically evaluate your form (provided you have knowledge). Word also offers you various download templates: for example, feedback forms or management calendars that can be used to organize the weekly deployment of tasks in operation. Something hidden: In the Word options under the Customize Ribbon item, you can enable Developer Tools. Microsoft Word offers a wide range of freeform templates that you can download and use directly. You can customize and modify all form templates in MS Word to your liking. However, the result is in any case a .doc file, which you can use for many tasks but do not have the specific PDF (for example, true-to-original, unchanged playback on other devices). Now it is also possible in Word to save documents directly as PDF. The problem is that the storage process loses all the interactive elements of the form so that it can no longer be filled in. The same happens if, for example, you use a PDF creator, such as PDF24 as the driver for a virtual printer. Saved as a PDF, the form, which was created in MS Word and was originally fillable, loses all its interactive elements. The fact that you can't create fillable PDF forms with Word is simply the incomplete compatibility between the in-house file formats of Microsoft and Adobe, which the two companies are not expected to fix so quickly. Thus, application forms and surveys designed with the Microsoft application and stored in PDF format are only suitable for printing on paper and filled in by hand. Under these circumstances, however, you can just as easily do without interactive input fields and create a table of blank cells instead. This is certainly sufficient for simple attendance lists, but for more complex projects this solution leaves something to be desired. The free open office application packages OpenOffice and LibreOffice provide a possible remedy. Because forms created with these applications retain the interactive elements even after they are saved in PDF format. Those who have already worked with MS Office will also quickly get along with competing products: the creation of forms works almost the same in the different applications. We explain exactly what you need to do to create PDF by exemplifying OpenOffice Writer, the free equivalent of MS Word (in principle, such forms can also be created in all other OpenOffice applications – including Calc): Open OpenOffice. Click File New - XML Schema Document one at a time to create a new document that also allows forms. Now, under the View menu item, click Toolbars - Form Controls to display the Forms toolbar. This appears as a separate window, but can also be pinned to the menu bar at the top of the window. To start designing the form, you just need to enable Design Mode on the toolbar. From now on you have a free hand: design the form with all means and tools that OpenOffice gives you - text, images, objects, shapes, tables, etc. The interactive elements of the you can insert the mouse anywhere in the document. The following items are available on the toolbar: The Selection box: A blank box that the user of the finished form can select (or release) with a mouse click or optional release. For example, check the correct gender in an application form. Text box: A free field where the user can write a certain amount of text, such as for multiple annotations or as feedback in the form. Formatted field: Here the user can enter a numeric value, which is subject to predefined rules by the creator. For example, the range of possible numbers can be limited to sections 1 to 10. Button: This feature creates a button that can be paired with a macro. Macros are more or less complex command sequences that can be retrieved with such a button without requiring users to redo all the input. For example, you can automatically enter your address in a form by pressing a button. Macros are mainly used in OpenOffice Calc and work in the same way as their counterparts in Microsoft Excel. Option panel: A special form of the checkbox that is especially useful for multiple choice questionnaires. If you combine multiple such fields into one group, only one of them can be selected at the same time. List: This feature creates a drop-down menu with a selection of options that the form creator has previously set. The list can also be linked to an existing data source. Combo Box: It acts as a list box, but allows the user of the form to enter additional information if he does not want to select any of the default options. Label field: This is used to add a description text (label) to all interactive elements. This way, for example, you can select cursor boxes and arrange them with the corresponding text in the document. Other controls: They offer several convenient features, depending on the open office version. For example, this includes a slider that allows the user of the form to browse a list of numbers (such as birth year). In turn, the date field adds a preformatted input field for dates to the form. OpenOffice offers various tools (red frames) to create forms, which you can configure by double-clicking according to your needs. Double-click an interactive item to fit the properties down to the smallest detail. This includes both the height and width of a in addition to frame, title, and display style (flat or with 3D effect). To make it easier to work with the form, you can also copy and paste items again along with all the settings you make in them. Turn off design mode from time to time to test the interactive elements. When you're done, click File - Export as PDF to make the OpenOffice document a fillable PDF. Users can easily open, fill and save the same with almost all PDF readers and send it back directly to you. Double-click an interactive item to fit the properties down to the smallest detail. This includes both the height and width of an input field, as well as the border, title, and display style (flat or with a 3D effect). To make it easier to work with the form, you can also copy and paste items again along with all the settings you make in them. Turn off design mode from time to time to test the interactive elements. When you're done, click File - Export as PDF to make the OpenOffice document a fillable PDF. Users can easily open, fill and save the same with almost all PDF readers and send it back directly to you. PDF forms created with OpenOffice can be read, filled out, printed, and saved with most PDF viewers. So even if it is possible to create a PDF for free to fill out, some users still swear by the professional, if expensive, default solution: Adobe Acrobat. This may be due on the one hand to the fact that not all customers or colleagues have an MS Office license or want to use OpenOffice or LibreOffice. In addition, Adobe offers some special features with its own program that the competition can't keep up with. The most striking: the automatic and surprisingly reliable recognition of form fields in digital files and even scanned paper documents. With Adobe software, you can even convert the form created in MS-Word into a fillable PDF file. This works as follows: Click Forms on the toolbar - Start Form Wizard (procedure and menu labels can vary greatly from version to version; our guide refers to Adobe Acrobat 9). In the window that opens, select the source of the form. Acrobat can open existing online forms (PDF, Word, or Excel files, as well as many other formats) as well as Convert paper documents to a form (alternatively, you can use templates to create a brand new form). The Form Wizard now automatically detects all static form fields and names them with the text around them. This process happens within a moment and has a high success rate. However, Acrobat can forget a field or misinterpret a visual delimiter as a signature field. In this case, you can quickly correct the error by inserting, moving, or deleting form elements yourself. Apart from this handy tool, the choice and functionality of the tools in Adobe Acrobat is very similar to that in MS Word, OpenOffice, and LibreOffice: text boxes, check boxes, options, list boxes, combo boxes, and buttons can be easily arranged and double-clicked using crosshair view. In addition, the program offers interesting additional features, some of which are presented in more detail below: Interactive forms can be completed faster by jumping from input fields to input fields with the Tab key instead of clicking each item individually with the mouse. With Adobe Acrobat, you can set the tab order to make this process as efficient as possible. When combined with Adobe Sign, it is possible to add a digital signature field to forms. Another additional tool in Acrobat is the barcode field. This automatically converts all form inputs into a unique barcode that can be read and interpreted with the right hardware. This makes it easier to evaluate and archive forms when they are sent back to you in paper form by mail or fax. Adobe Acrobat also distributes ready-made PDF forms to customers and colleagues, via email, or through an internal server. The program also allows you to track the status of your feedback and send automatic reminder messages in case of deadline errors. Adobe provides comprehensive tutorials on its website for all additional features. There is also a free trial version of Adobe Acrobat, which is valid for 14 days and allows you to create PDFs and reduce the size of documents of this file type. Apart from that, there are many alternatives to Adobe Acrobat with similar functionality. The creation of fillable PDF forms is usually only possible in the pro versions of these applications (e.g. Qoppa PDF Studio, PDF-XChange Editor) or within the framework of a paid trial (e.g. Foxit Phantom PDF, Nitro Pro). Interactive PDF forms reduce paper chaos and are also simple and to create. However, with Microsoft Office, you can only do the preparatory design work. To make a PDF truly fillable, you need Adobe Acrobat or an alternative application. But if you don't want to spend money on it, you can also use the free OpenOffice package instead of the expensive Adobe solution. Freeware also delivers satisfactory results, which can be read and filled with almost all PDF readers. Similar articles If you want to save a website as a pdf file, you can use a large number of applications for this purpose. But the conversion often has its pitfalls: Some applications do not transfer the content of a website to the PDF. Some programs, on the other hand, prove that things are better - we will introduce you to some of the best. Those who regularly work with large data collections in spreadsheet applications are happy for any ease in managing data values. In Excel, picking lists are such a help. The drop-down list allows you to insert matching content with just a mouse click and does not need to enter the same text again and again. We explain how to create a drop-down in Excel. Due to its platform independence and the ability to combine texts and images, including navigation aids into one document, PDF has been one of the most popular formats for years. But when it comes to protecting your content, it's like all digital files: only if you encrypt your PDFs is the information you contain very secure. But how does this work with ... Encryption, password protection, specific access permissions – there's no shortage of security features for PDF documents. But what if you have protected a PDF and want to undo it later? We'll show you how to remove a PDF password configured through PDF24 Creator and remove the restrictions set for users. The PDF format is ideal for sending documents. However, in some cases, only selected pages are relevant. Sharing the PDF file is the optimal solution in this case. With easy-to-use, free tools, this works quite easily and quickly when needed. Our step-by-step guide makes PDF separation even easier! Easier!

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