

Adobe Acrobat

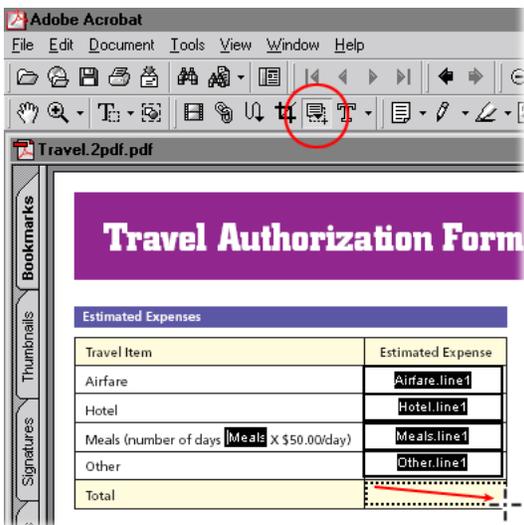
# Build a PDF form that thinks for itself

With Adobe® Acrobat® you can instantly deliver forms anywhere the Internet reaches. You can even create PDF forms that automate data entry. Follow along as we show you how to build a form field that validates numeric entries, formats the way numbers are displayed, and performs mathematic calculations.

You can choose options that properly punctuate and display numbers, dates, times, phone numbers, and other types of data. In this example, we formatted the field to display a number with two decimal places.

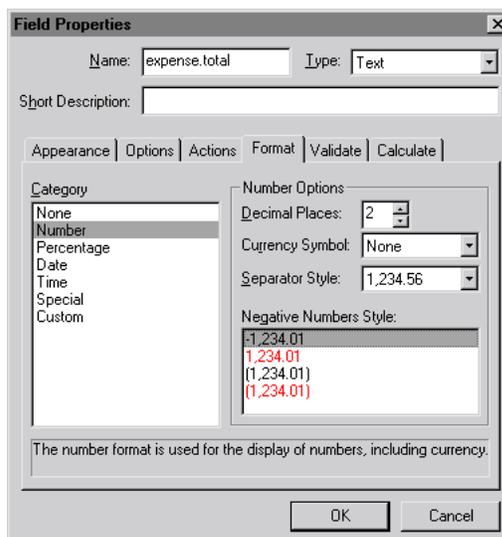
## 1. Define a form field.

Open a PDF document in Acrobat. Select the form tool from the toolbar and drag the cursor to create a form field. This opens the Field Properties dialog box. Fill in the name of the field and select Text from the Type pop-up menu.



## 2. Select the format.

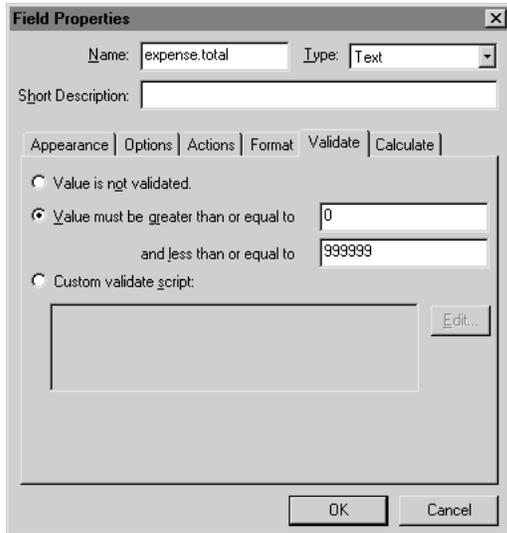
Select the Format tab in the Field Properties dialog box and specify a format for the data in the field.



## 3. Validate numeric entries.

Click the Validate tab. Here, you can choose to restrict numeric entries to a specific range, or use custom JavaScripts to define other types of data validation.

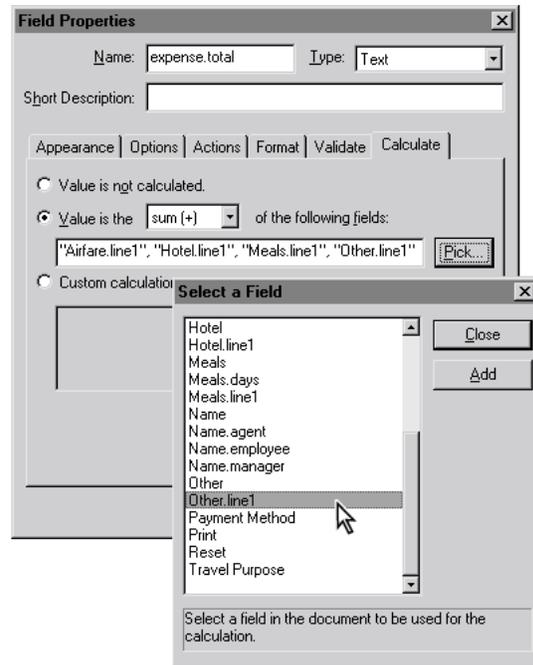
In this example, we restricted the field entry to a value greater than or equal to 0, and less than or equal to 999999.



#### 4. Set up automatic calculation.

Select the Calculate tab. Here, you can define a field that performs simple or complex mathematical operations.

For a simple calculation, select the Value Is option and choose an operation from the pop-up menu. Click the Pick button to open the Select a Field dialog box. Select each field you want to add to the calculation list and then click the Add button in Windows® or the Pick button in Mac OS. Now the field will calculate data automatically.



#### 5. Activate and test the form fields.

Before saving the form, select the hand tool from the toolbar to activate all the form fields and make them ready for information entry. Test the form by entering numbers and verifying the calculation.

Whenever you want to create a form that handles mathematics automatically, open the Field Properties dialog box and explore the options in the Format, Validate, and Calculation tabs—but those tabs are only available for Text and Combo field types.

With PDF, you can instantly deliver forms anywhere the Internet reaches. You can even make those forms add up expenses, track time, or perform other calculations.

