Laptop Essentials

PRACTICAL ADVICE FOR HUNTER CENTRAL COAST TEACHERS

Visit our **Laptop Support** COW

The Laptop Support COW is part of the Hunter Central Coast Regional COWs (Collaborative Online Workspaces).

Access

Access the COWs via the link on the HCC Regional Intranet:

https://detwww.det.nsw.edu.au/regions/hunter_ccoast/

Login with your DET portal username with the suffix @det

e.g. Jennifer.Wise@det

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Creating Interactive Forms using Adobe Pro

Adobe Acrobat X Pro is a powerful application found on all DER laptops, newer Acer laptops and Lenovo desktops in NSW public schools. Adobe Pro allows teachers to create and edit interactive forms and digital portfolios. This issue of Laptop Essentials will focus on the basics of creating an interactive form.

An **interactive form** is useful for creating digital worksheets, exams, subject choice forms, surveys and other resources requiring input of data. Some of the information in an **interactive form** is 'fixed' (can't be altered) while other information is 'interactive'. Forms can be distributed to students or staff and can be incorporated into a Digital Portfolio (see Laptop Essentials 8 for more on creating Digital Portfolios).

Note: During 2011, the version of Adobe Pro found on DER laptops has been upgraded from Adobe 9 to Adobe X which has a slightly different interface to the one shown here.

Getting Started with Adobe X Pro

While it is possible to create a form from scratch, this guide will focus on making an interactive form from an existing document.

1. Open Adobe Acrobat X Pro from > All Programs.

Adobe Acrobat X Pro

2. Click on *Create PDF Form*

3. Click on 'Next', then 'Browse' to locate a copy of the document that you want to use. If the document is not already a .PDF, Adobe Pro will convert it to a PDF document for you.

4. Save the PDF document.

Adding Interactivity

To add interactive elements to your form you will be using the 'fields' on the following toolbar:

Text   Check Box   Radio Button   List Box   Drop Down List

Text Field

A Text Field will give the user a box in which they can type information. To add a Text Field, click on the Text icon (see above) and position the text box on the page in the location where it is required. Adjust the size of the box by clicking and dragging its handles.

Billy uses this rule to work out the next number in a pattern.

Multiply by 5 and then add 1

The first three numbers of his pattern are: 6, 31, 156, ...

What is the **fourth** number in his pattern?   Text1

Above: Example use of a Text Field
NB: The handles on the Text Field will not appear when the form is published.

Check Box

A Check Box can be added to a form so a user can check or uncheck an option. To insert a Check Box, click on the Check Box icon and position the box in the required location.

Which of the following are functions of the Frontal Lobes?
☑ Memory
☐ Taste
☑ Language
☑ Impulse behaviour
☑ Sexual behaviour

Above: Example use of a Check Box

Radio Button

The Radio Button is useful where only **one option** in a group is selected (e.g. a Multiple Choice answer). To insert a Radio Button, click on the Radio Button icon and position where required. Click the 'Add Another Button' option to add another radio button to the group. <u>Note: Radio Buttons will only function correctly if they belong to the same group.</u>

Which of the following is **not** a country in the Asia-Pacific Region?
○ Indonesia
○ Papua New Guinea
○ China
● Italy

Above: Example use of a Radio Button group

Drop Down Lists

Drop Down Lists provide users with a group of options to choose from in a 'drop down list'. To insert a drop-down list, click on the Drop Down List icon and position the box on the page where required. To add items to the drop down list, double click on the Drop Down List box, choose the Options tab and enter the items in the 'Item' field (press Add after each entry). Click close when finished.

Which of the following is **not** a country in the Asia-Pacific Region?
Papua New Guinea
Papua New Guinea
China
Italy
Indonesia

Above: Example use of a Drop Down list

Previewing

To check the behaviour of your form, click on the *Preview* button. To exit the preview mode click the *Edit* button.

Further help

A guide to 'Creating Interactive Worksheets' is available for download on the Laptop Support COW.

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