

How to Create a Fillable Form in PDF

Fillable forms are an efficient way of sending important documents for your employees, clients, or partners to fill up. It is necessary to create a fillable PDF form vital for businesses. Adobe lets you create fillable forms or make PDF editable you can utilize to create digital forms from your existing work documents. A fillable form of W-9, a fillable form of 15g, and a fillable form for 1040 are crucial documents for your business interactions. The guide below are steps that can help you create a fillable form in PDF by using Adobe Acrobat DC.

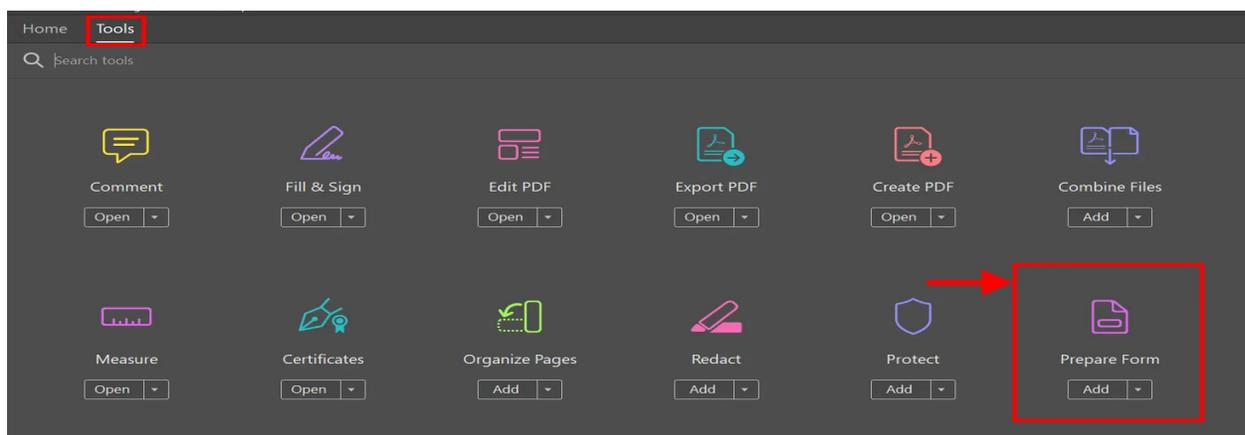
SUMMARY:

- Using Adobe Acrobat DC for Windows: Open your **Adobe Acrobat DC** application, select the **Tools** tab, and choose **Prepare Form**. Choose **Select a File** and open the PDF file you wish to be a fillable form.
- Using Adobe Acrobat DC for Mac: Start **Adobe Acrobat DC** and select **Prepare Form** from the **Tools** menu. Pick the **Select a File** option and upload the PDF file for your fillable form.

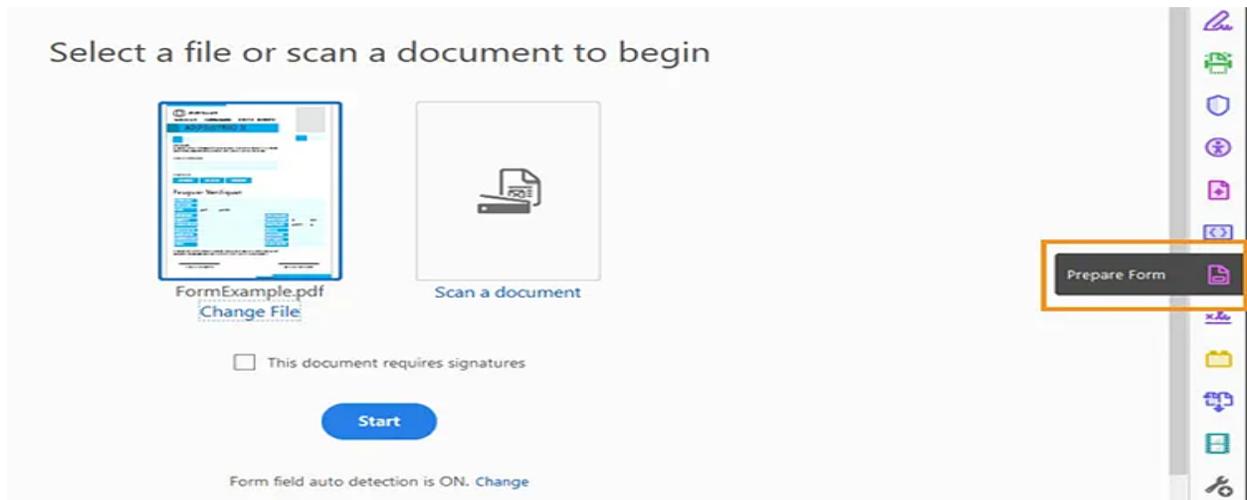
How to Create a Fillable Form in PDF on Windows

Adobe Acrobat DC makes editing PDF files into fillable forms easy and convenient. Below is the step-by-step process of creating your very own fillable form in PDF using company documents.

1. Open **Adobe Acrobat DC** and go to the **Tools** menu. Select **Prepare Form**.



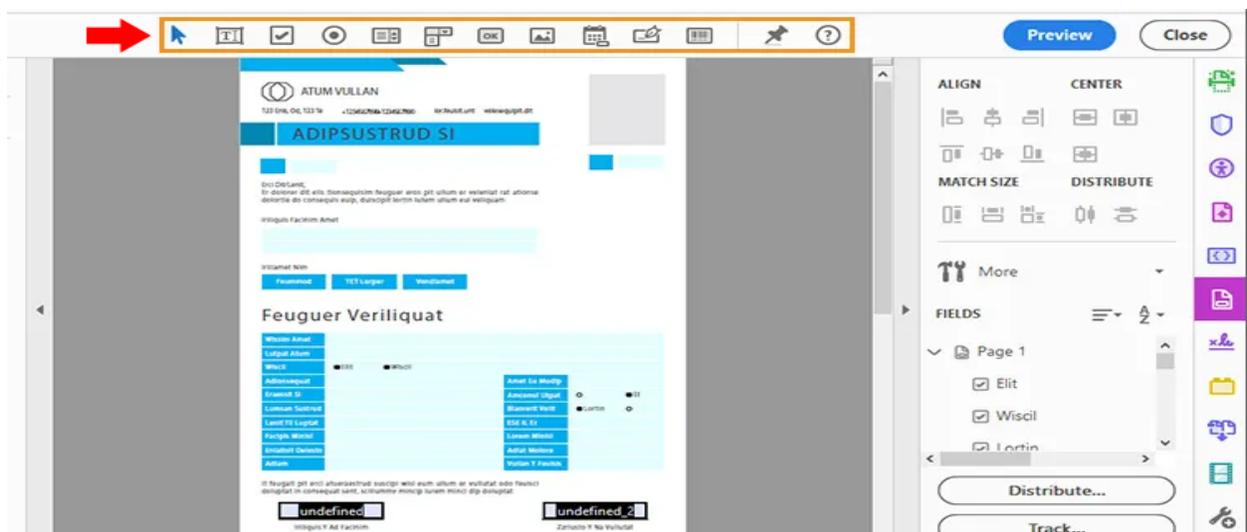
2. Once you select it, a new tab will appear. Select the PDF file you wish to edit into a form or scan a document if you do not have the PDF file ready.



3. The program will automatically analyze the editable fields on your document. You can also add more fields in your forms as necessary.

Note: If you do not have any forms ready to use that are PDF files, there are plenty of variations you can find on the internet. Template.net houses a variety of forms you can use for your business. You can browse the [form templates available in PDF](#) on the website.

4. The **Properties** panel allows you to customize the look and feel of your fillable form once you have your document open. The tools allow you to add more fields, including a text box, check box, or a drop-down option.



5. After editing your file, you can choose to preview the document. Click the **Preview** button on the upper-right corner of the screen.

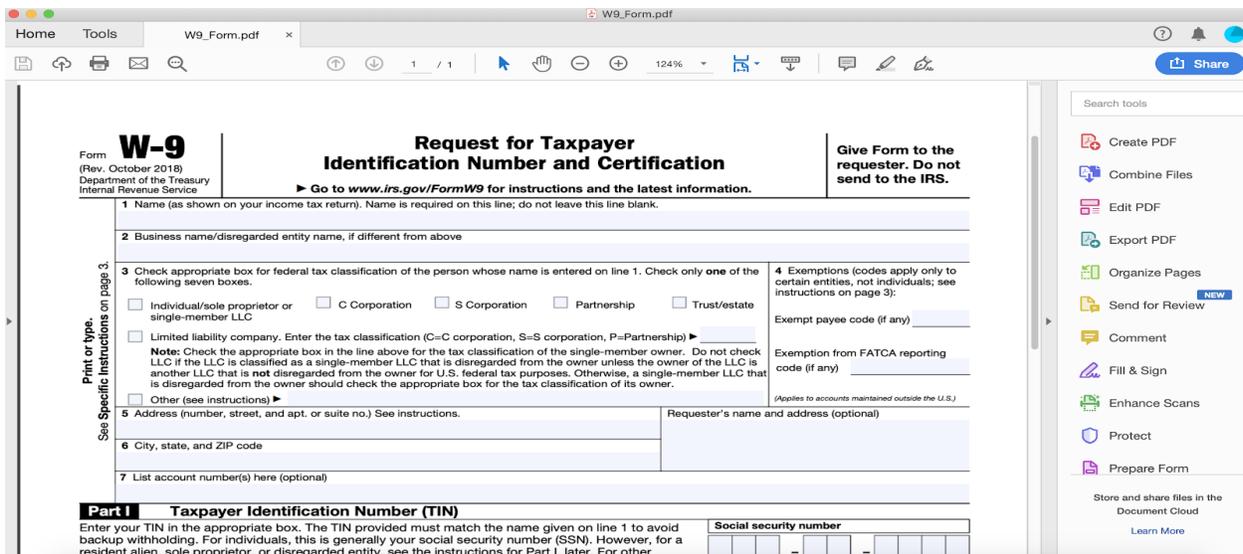
6. You can now distribute the file by sending it through their emails, Adobe Cloud, or a link to the file itself.

How to Make a Fillable Form in PDF using Mac

Similar to Windows, using Adobe Acrobat DC makes it convenient for Mac users to make fillable forms from PDF. You can find the step-by-step process of creating a fillable form for your documents.

1. Run the **Adobe Acrobat DC** application, and upload your file through the **Prepare Form** option from the **Tool** menu.

2. Below is an example of Form W-9 in Adobe Acrobat. The application scans for the fillable fields of the document and inserts text fields as necessary.



The screenshot shows the Adobe Acrobat DC interface with a W-9 form open. The form is titled "Request for Taxpayer Identification Number and Certification" and includes fields for name, business name, tax classification, address, and TIN. The right-hand panel shows the "Tools" menu with "Prepare Form" selected. The "Print or type" button is highlighted in the bottom toolbar.

3. You can manually insert text fields to the file by selecting the **Add a Text Field** button from the Properties panel.



4. The panel also allows you to add checkboxes, tick tools, and drop-down options. Select the field you want to edit into any of the following, and a window will appear. For a checkbox, a properties window will pop up, and you can edit the settings of the checkbox, including its appearance, position, and other actions.

