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# **Laptop** Essentials

PRACTICAL ADVICE FOR HUNTER CENTRAL COAST TEACHERS



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## 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
- 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.

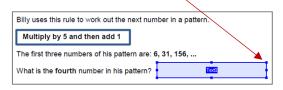
#### Adding Interactivity

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



#### **Text 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.



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.



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.

Note: Radio Buttons will only function correctly if they belong to the same group.

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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.



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 button.

#### Further help

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

Next Issue: Creating Digital Portfolios using Adobe Pro



