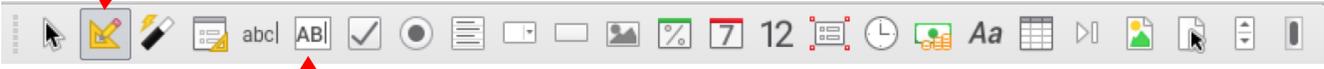


## Creating a PDF form using LibreOffice (7.0.3.1)

To create a PDF form start by opening a new **Text Document**.

In **View** go to **Toolbars** and select **Form Controls**. The icons for the toolbar will be added to the right on the top of your page. Rolling over each tool will let you know what its function is. Click on **Design Mode**.



Type your text or instructions as you ordinarily would. To create a text box for students to write in select **Text Box**.

Place the cross-hairs to the top left corner of the text box you want to make, hold down the mouse button and drag diagonally. A text box can be formatted in a few ways.. for a single line of text to several paragraphs. To do this you need to double click on the text box you want to format, to get the properties pop-up window.



Give the text box a **Name**.

**Max. text length** indicates how long ( # of characters approx.) the line of text can be.

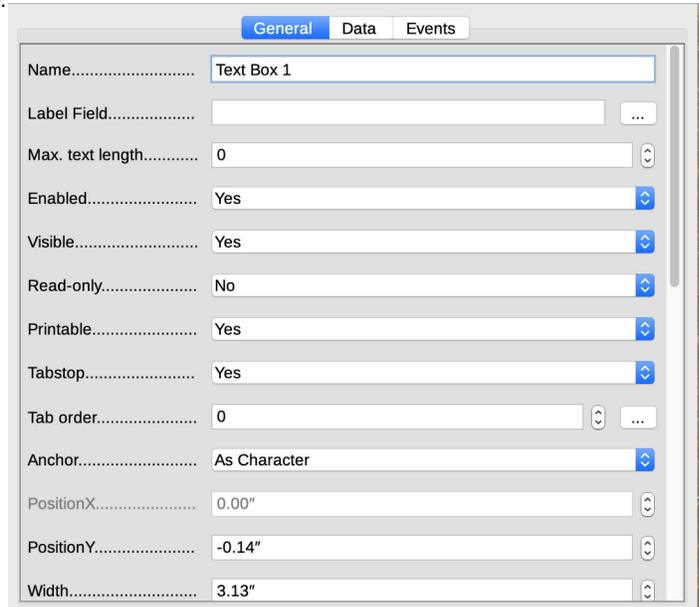
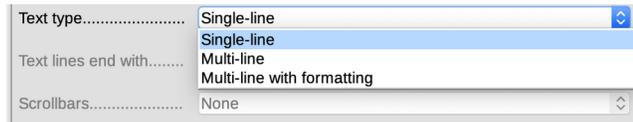
In the above example it was set to 50.

Scroll down to **Font** and select a standard like Arial or Verdana.

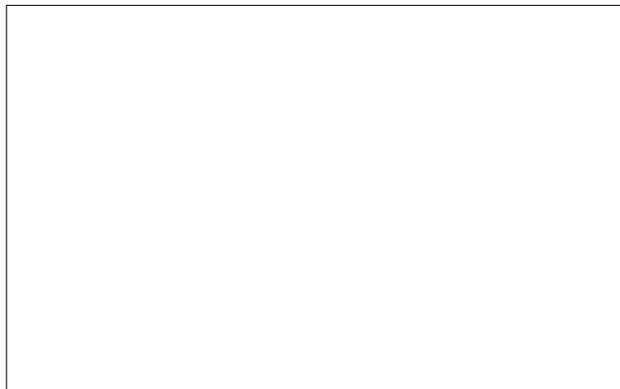
Scroll down to **Text type** and select **Single-line**.

**Border** allows you to control the look of the text box.

For more than one line of text, create another **Text box**, set the **Properties** and in **Text type** select **Multi-line**.



In **Max.text length** select how many characters would fill the box. ( Below is a box set to 0 characters.\*\*)



To calculate how many characters it would take to fill a given box, select a body of text that is a bit smaller than the size of the box you created. In **Tools** select **Word Count**. This will give you a character count, including spaces, of your selected text.

\*\* If the document is to be saved electronically and read by the teacher on a computer, the text box could be set to **Multi-line** and a vertical **Scrollbar** selected. The **Max.text length** has to be set to **0**. This way the text box can hold any amount of text as it can be scrolled to read what goes beyond the size of the box. (Printouts will only print what is visible in the box).

Once the document is completed, go to **File** and select **Export as PDF...**

In the window make sure **Create PDF form** and **Tagged PDF** are checked.

**Export.....**

\* Make sure you also save an .odt version of your document so you can edit it later.

The PDF can now be used as a digital form with Adobe Acrobat Reader. The text on the page as well as the text entered in the form by the user is accessible to TTS software. Students should "**Save as**" and rename before returning their filled out document.



## Creating a PDF form using LibreOffice (7.0.3.1) [part 2]

Other features in Interactive PDFs; Check Boxes

You are also able to add writable Check Boxes. These are great for multiple choice questions.

### Check Boxes

Select the **Check Box** tool.



Draw a rectangle where you want the first button to go. Make the rectangle wide so it can hold a **Label**.

Double click the rectangle to access the **Properties**. In a multiple choice situation each set of possible responses needs to belong to the same set. In this example the "set" is Colour Choice. The same "set" name should go into the **Name** field for all the choices in that "set".

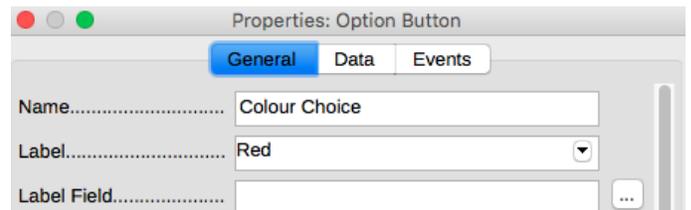
**Name** is for the set and **Label** is for the text that appears.

**Label** is the text that appears beside the Check Box on the form. It can contain a 1 word or a longer text like a statement. Use the little down arrow in the box to see the whole text if it is longer.

e.g. 1

Which is your favourite colour?

- Red       Blue
- Yellow       None of these.



e.g. 2

Which statements are true?

- Mexico is North of the United States.       The United States are North of Mexico.
- Canada is North of Mexico.       Mexico is South of Canada.

Follow the same procedures to save your document as a PDF, as in part 1 and also remember to save a .odt version to be able to edit later on.

All text, on these PDF's is accessible to TTS.

Adobe Acrobat Reader should be used.

Files can be stored on a Google Drive, but not filled out or read in Google docs.

They need to be downloaded and worked on in Acrobat Reader.



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