

How to Create a Fillable PDF

1. Select Free Online.
2. Select Upload PDF to PDFescape.
3. Choose the PDF you would like to upload from your files and click on the file.
4. I like to click on the 50% at the top so I can see the whole page at once but this is optional.
5. Click on Form Field on the left (It has the small white and green boxes).
6. A pop up titled Form Field Creation Tool will come up.
7. The drop down menu should be on text, click select.
8. Click and hold down your left mouse button, drag to make a box the size of the fillable box you would like for your students.
9. After the first box you will want to adjust the font size. It is preset to 12, I enlarged mine to 20 on my sample. I could have made mine a little larger for the page I was using. You can also change the font type on this step.
10. After adding the boxes you would like, click on the green box with two white arrows pointing down on the far left. This will allow you to save the file you created to your computer.
11. Once downloaded, your file is ready to go. Students will be able to open the file in Adobe Reader and add their text to the boxes you added.