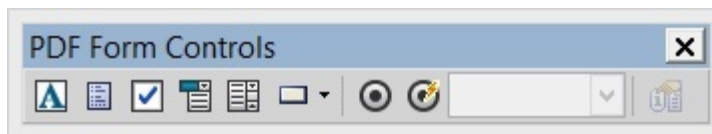# Working with PDF form controls

Corel® WordPerfect® lets you create fillable PDF forms, which you can distribute to gather specific information from users. You can add form controls to a PDF form, such as text fields, check boxes, drop-down lists, list boxes, and radio buttons. The type of information that you're seeking dictates which form controls to use.

Using the right form control

The PDF Form Controls toolbar gives you access to everything you need to create fillable PDF forms.

PDF Form Controls toolbar

Control	Icon	Usage
Text field		Text fields are ideal when you want the user to type a small amount of information, such as name, address, or phone number.
Multiline text field		When the type of feedback you want can't be captured in a single line of text, you can use a multiline text field. Use this type of form control when you want to gather opinions, suggestions, or general comments.
Check box		If you're seeking an answer to a simple Yes-or-No question, use a check box. They're also good if you want to present the user with a number of choices and allow them to choose multiple options.
Drop-down		A drop-down list is the form control to use when you want to give users a list of choices and give them the option to type in a choice that's not on the list.
List box		You should use a list box form control when you want the user to make single choice from a number of options.
Radio buttons		A single radio button is another option if you're seeking an answer to a simple Yes-or-No question.
Radio button group		A radio button group is an option to consider when you want to present a variety of choices to the user, from which they can only select one.
Command buttons		Command buttons allow users to navigate, reset, and submit the PDF form.You can also insert a customized button.

Getting started

To display PDF Form Controls toolbar, click **View ▸ Toolbars**, enable the **PDF Form Controls** check box, and click **OK**. You can also insert PDF form controls by clicking **Insert }PDF Form Controls ▸** and selecting the form control you want to add.

Aligning, spacing, and positioning form controls

When creating a PDF form, there are a few things you can do to align and space form controls. If you want a series of controls on the same line, you can space them using tabs. By default, a radio button group appears in a horizontal line. If you want radio buttons to appear vertically, position the cursor before a radio button you'd like to move, and press **Enter**.

If you have form controls on multiple lines that you want to align vertically, tables are invaluable. You can quickly create a table by clicking the **Table QuickCreate** button on the toolbar and dragging to specify the number of rows and columns for the table. Then, position the cursor in a table cell, and insert the form control that you want.

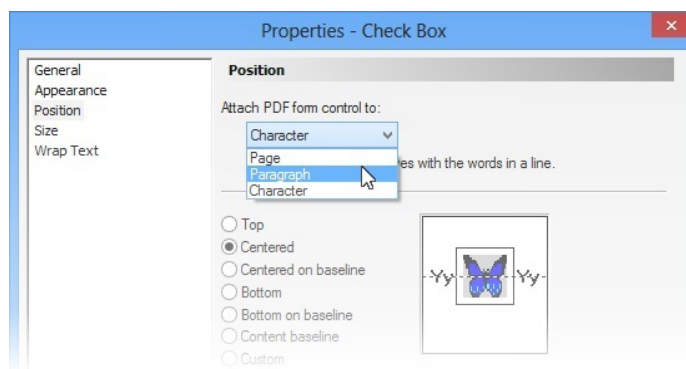*Table QuickCreate button on the WordPerfect toolbar*

You can also split table cells by clicking the **QuickSplit Row** button, the **QuickSplit Column** button, or the **QuickSplit Columns and Rows** button on the property bar, and clicking in a table cell. When any of those buttons appear pressed, you can also hold down **Shift** to toggle to the **QuickJoin** tool. .

QuickJoin and QuickSplit buttons

You probably won't want the table's column and row borders to appear in the PDF form. Hiding them is as easy as selecting the table, right-clicking and choosing **Borders/Fill**, and selecting **<None>** for all the cell-line options.

If you're a longtime WordPerfect user, you should keep in mind that form controls are anchored differently within the WordPerfect document than other graphic elements, such as images or shapes. By default, PDF form controls are character-anchored, so they behave as any character would in a line of text. Other graphic elements, are paragraph-anchored by default . You can anchor a form control to a paragraph or page by right-clicking a form control, choosing **Properties**, clicking **Position**, and choosing an option form the **Attach PDF form control to** list box.

Form control anchoring options

Right: WordPerfect document containing PDF form controls; Left: PDF form in a PDF viewer

In Closing

For even more information, please see "Creating PDF forms" in the WordPerfect Help.

.