

# **Foxit Form Designer**

**Included In Foxit Reader**

## **User Manual**

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# Foxit Form Designer

Foxit Form Designer is a group of tools in Foxit Reader that can be used to create interactive forms. With Foxit Form Designer, you are able to add push buttons, text fields, check boxes, combo boxes, list boxes or radio buttons to create an interactive PDF form and specify their properties. The easy-to-use Foxit Form Designer enables you to quickly design forms and make changes to the PDF forms if you are authorized to modify them.







Foxit Form Designer is not free. You may evaluate form designer functions before buying it. If you do so, evaluation marks will be added to the top-right corner of the modified pages. But after you purchase a license of Foxit Form Designer, you will be able to get rid of the evaluation marks.

**Note:** The license automatically covers all the features that are available in Pro Pack. Also, you will be authorized to use Form Filler and Spell Checker if you purchase Foxit Form Designer.

## Overview

Foxit Form Designer offers six basic tools for you to create a form. The following is a table of the six form tools and their respective descriptions.

### Six Basic Tools

Button	Tool Name	Description
	Push Button Tool	Creates an interactive form element to initiate certain predefined actions, such as opening a file, submitting data to a web server, or resetting a form. This button can also be customized with images and text.
	Radio Button Tool	Presents a group of choices from which the user can select only one item.
	Check Box Tool	Presents yes-or-no choices for individual items. If the form contains multiple check boxes, users can select what they want.
	Combo Box Tool	Lets the user either choose an item from a pop-up menu or type in a value.
	List Box Tool	Displays a list of options the user can select.
	Text Field Tool	Lets the user type in text, such as name, address, phone number, etc.



*Foxit Software Company*

----- Personal Information -----

First Name:

Last Name:

Address:

City:

States:

Zip/Postal Code:

Country:

**Text Field**

**Combo Box**

**Push Button**

----- Contact Information -----

How to Contact You?  
 Phone  Email

Email:   
We will never sell or disclose your email address to anyone. Once your account is setup, you may add additional email addresses.

Re-enter Email:   
Must match the email address you just entered above.

Phone:

Fax:

What is your current availability?  
  
  
  
Use the CTRL key to select more than one

Availability:  
 Part-time  
 Full-time(Days)  
 Full-time(Swing)  
 Full-time(Graveyard)  
 Weekends Only

**List Box**

**Check Box**

message subject:  
 Help, my brother/sister is driving me crazy!  
 How can I tell my father/mother, it's time for them to retire?  
 I'm exasperated with an awkward partner!  
 How do I stop my family members from interfering?  
 Others:

**Radio Button**


**A PDF Form**

In Foxit Reader, you can create form fields by dragging the selected form field on the document page to your preferred location. You can name the form field and define the size either using the mouse or through the attribute setting. For each field type, you can set a variety of options through the form field Properties dialog box.

### Using push button tool

You can create a new push button with push button tool.

#### Creating a new push button

In Foxit Reader, select push button tool by clicking its button  on Form Toolbar or choosing Tools > Advanced Editing Tools > Push Button on Menu Bar, and do one of the following:





- Drag to create a push button of the required size.
- Double-click the page to create a push button using the default size.
- In the Button Properties dialog box which opens automatically, select property options to specify the push button behavior.

#### See also



["Setting push button properties"](#) .

#### Moving and resizing a push button

After you create a push button, you may need to move or resize it to give the page a cleaner, more professional look.

- To move a push button, select Annotation Selection Tool  or push button tool , click and drag the button to move it to a new location.
- To resize a push button, select Annotation Selection Tool  or push button tool , click to select the button, and then drag a border handle.

#### Deleting a push button

- Select Annotation Selection Tool  or push button tool , click the push button you want to delete.
- Press Delete, or right-click the push button > Delete.

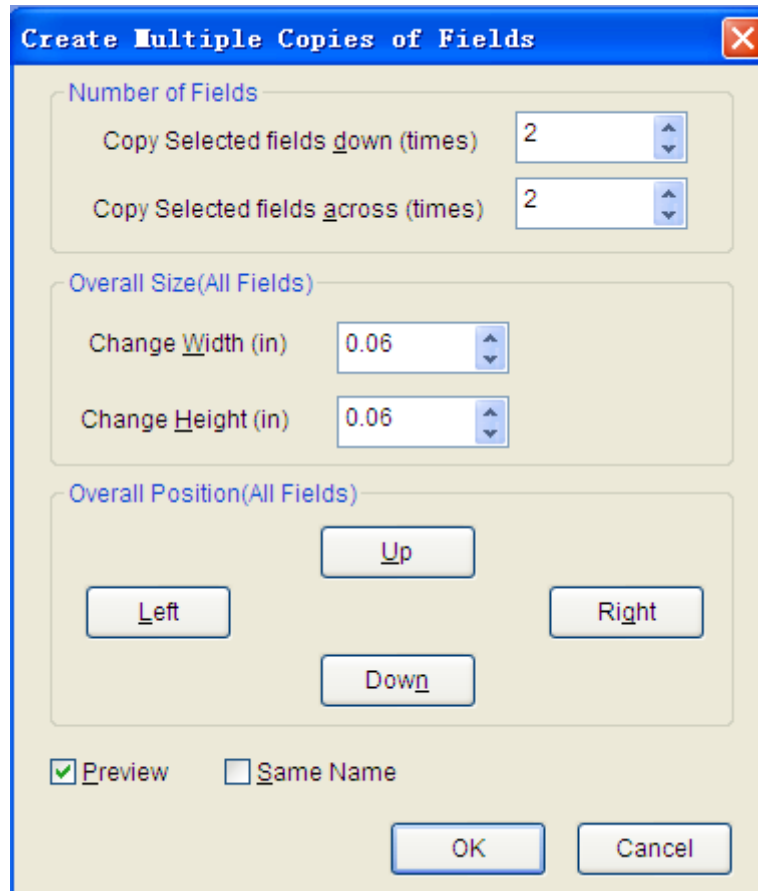
#### Creating multiple copies of a push button

You can create multiple copies of a push button. The new push button names are based on the original push buttons and appended with a number. However, you are able to create them with the same names. In addition, all the new push buttons are created sequentially, using standard array format.

- Select one or more push buttons that you want to copy (press Shift or Ctrl

when clicking to select more buttons).

- Right-click one of the buttons > Create Multiple Copies...
- In the Create Multiple Copies of Fields dialog box, do the following:



**The Create Multiple Copies of Fields dialog box**

- To specify the rows to be created, enter or select a number in Copy Selected fields across (times). The default number is set to 2.
- To specify the columns to be created, enter or select a number in Copy Selected fields across (times). The default number is set to 2.
- To specify the width of the area in which the columns of fields appear, enter or select a number in Change Width (in). The default number is set to 0.06.
- To specify the height of the area in which the columns of fields appear, enter or select a number in Change Height (in). The default number is set to 0.06.

**Note:** The width and height values don't change the dimensions of individual fields but designate the size of the entire area for all the selected and newly created fields.

- To change the position of buttons, use the Up, Down, Left, and Right

buttons in the dialog box.

- F. Click Preview to apply the results.
- G. Click Same Name to apply the names of original buttons to the newly created buttons, and click OK.

**Note:** Copies of push buttons function independently of each other. You can use a different procedure to duplicate push buttons, creating an information-sharing relationship among these buttons.

### Duplicating a push button across multiple pages

- Select the push button that you want to duplicate.
- Right-click the button > Duplicate...

**Note:** The Duplicate command isn't available for forms with only one page.

- Do one of the following:
  - A. To duplicate the push button on every page in the form, select All, and click OK.
  - B. To duplicate the push button on a limited range of pages, click the From button, and type the starting and ending pages on which you want the button to appear. Click OK.

**Note:** Enter the page number including or not including the page on which the button originally appears doesn't affect the duplication process. Including that page won't create a second copy on top of the original one, and not including it won't remove the original button.

### Setting push button properties

How a push button behaves is determined by settings in the Button Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, and so forth.

The push button has a General tab, Appearance tab, Actions tab, and an Options tab. Besides, there are two items on every tab:

- **Locked** – When selected, prevents any further changes to any push button properties.
- **Close** – Applies and saves the current button properties, and closes the button properties dialog box.

**Note:** If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.

### 1. General tab for the button properties

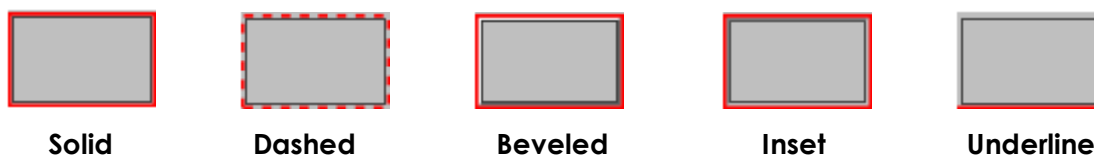
The General tab in push button properties contains the following options:

- Name – Specifies the unique name of the selected push button.
- Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the push button.
- Form Field – Specifies whether the push button can be seen, either on screen or in print. There are four choices for you: Visible, Hidden, Visible but doesn't print, and Hidden but printable.
- Orientation – Rotates the push button by 0, 90, 180, or 270 Degrees.
- Read Only – Prevents the user from clicking the push button.
- Required – This option is not available for the push button.

### 2. Appearance tab for the button properties

The Appearance properties determine how the push button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.



**The appearances of Push Button with different line styles**

**Note:** You may not see the differences if no color is chosen as the border color.

- Thickness – Specifies the width of the frame surrounding the push button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select No color.
- Fill Color – Opens a color picker in which you can select a color for the button. To leave the button uncolored, select No color.

**Note:** A Fill Color choice other than No color will block any images on the PDF page that are behind the button.

- Font Size – Sets the size of the label for the button. You can either choose Auto, various preset values, or type in a different value.
- Text Color – Opens a color picker in which you can select a color for the label.

- Font – Lists the fonts available on your computer.



**Push Button**

Font Size: 30  
Text Color: Green  
Font: Times New Roman


### 3. Actions tab for the button properties

The Actions properties specify any actions that you want to associate with the push button, such as jumping to a specific page or going to a web site. The Actions tab in push button properties contains the following options:

- Select Trigger – Specifies the user action that initiates an action: Mouse Up, Mouse Down, Mouse Enter, Mouse Exit, On Focus, or On Blur.
- Select Action – Specifies the event that occurs when the user triggers the action: Go to a page view, Open/execute a file, Open a web link, Show/hide a field, Execute a named command, Submit a form, Reset a form, Import from data, and Run a JavaScript.

- A. Go to a page view – designate to a specific page view. You can not only designate to a page in the current PDF, but also to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click Add button and do one of the following:

- ✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.
- ✧ Set the position in another PDF document – click the Open button  on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

**Note:** The new PDF document should be opened in the existing window but not a new window.

- ✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.
- ✧ Click Cancel to revoke your operation.

- B. Open/execute a file – designate to open another file. To do this, please

follow the steps below:

- ✧ Choose Open/execute a file > click Add button > select the destination file and click Select.
- C. Open a web link – designate to open a web link. Do the following:
  - ✧ Choose Open a web link > click Add button > enter the URL of the destination web page.
- D. To show/hide a field, select the option > click Add... > choose to show or hide the selected button when the user triggers the action, and click OK.
- E. To execute a named command, select the option > click Add... > select one of the named commands in Execute a named command dialog box, and click OK.
- F. To submit a form, select the option > click Add... > choose the submission method, decide which fields should be submitted, and click OK.
- G. To reset a form, select the option > click Add... > select the fields that will be reset, and click OK.
- H. To import form data, select the option > click Add... > choose the FDF file that contains the form data you want to import, and click Open.
- I. To run a JavaScript, select the option > click Add... > Enter JavaScript, and click Save and Close.

- Actions – Displays the list of triggers and actions that you have defined.
- Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
- Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
- Delete – Removes the selected action.

#### 4. Options tab for the button properties

The Options properties determine how labels and icons appear on the button. A button can have a label, an icon, or both. The Options tab in push button properties enables you to add any labels you like. The Options tab in push button properties contains the following options:

- Layout – Specifies the layout of label and icon of the button. There are seven choices:

## Foxit Form Designer

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A. Label only B. Icon only C. Icon top, label bottom D. Label top, icon bottom E. Icon left, label right F. Label left, icon right G. Label over icon

### Button Layouts

- Advanced – Does the details settings to the icon.
  - When to scale – choose when to scale the icon you insert. There are four options:
    - Always:** scale the icon to fit the button you draw.
    - Icon is too Big:** zoom out the icon to fit the button if the former one is bigger than the latter one, or show the icon with its original size.
    - Icon is too Small:** zoom in the icon to fit the button if the former one is smaller than the latter one, or show the icon with its original size.
    - Never:** never scale the icon. Show the icon with its original size all the time.
  - Scale – choose to scale the icon non-proportionally or proportionally. This option will be disabled when you select Never in the field of When to scale.
    - Non-proportionally:** scale the icon to fit the button when the magnification is changed.
    - Proportionally:** scale the icon in its proportion.
  - Fit to bounds – check this option to scale the icon to fit fully within the bounds of the button without taking into consideration the line width of the border.
  - Border – drag and move the scroll bar to change icon's position in the button. The coordinates change when you move the scroll bar.
- Behavior – Specifies the display of the button when clicked. The button behavior options include:
  - None:** Keeps the appearance of the button the same.
  - Push:** Specifies appearances for the Up, Down, and Rollover states of the mouse. Select an option under State, and then specify a label or icon option:
  - Up:** Determines what the button looks like when the mouse button is not clicked.
  - Down:** Determines what the button looks like when the mouse is clicked on the

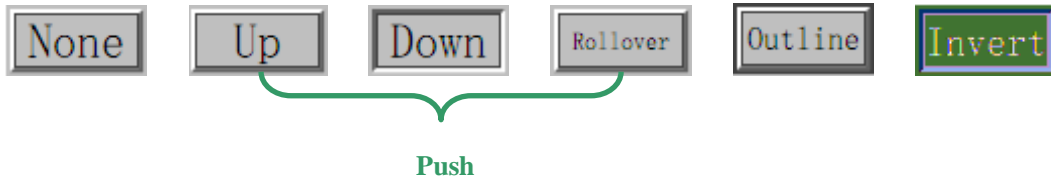


button, but before it is released.

**Rollover:** Determines what the button looks like when the pointer is held over the button.

**Outline:** Highlights the button border.

**Invert:** Reverses the dark and light shades of the button.



### The Button Behaviors

- To define the label or icon that appears on the button, do the following:
  - A. If a label option is selected from the Layout menu, type the text in the Label box.
  - B. If an icon option is selected from the Layout menu, click Choose icon... > click Browse... > Select the file type from the Objects of Type menu, double-click the file name, and click OK. (To remove the selected icon, click Clear button.)
- Click Close to accept these display properties.

### Setting push button properties as default

After setting button properties for a new push button, you can set your settings as the new default for all the push buttons you create in future.

To set the current properties as default, right-click the push button > select Use Current Properties as New Defaults.

## Using radio button tool

A radio button is a type of graphical user interface widget that allows you to choose one of a predefined set of options.

### Creating a new radio button

Please refer to ["Creating a new push button"](#) .

**Note:** Related radio buttons must have exactly the same form field name but different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.

### Moving and resizing a radio button

Please refer to ["Moving and resizing a push button"](#) .

### Deleting a radio button

Please refer to ["Deleting a push button"](#).

### Creating multiple copies of a radio button

Please refer to ["Creating multiple copies of a push button"](#) .

### Duplicating a radio button across multiple pages

Please refer to ["Duplicating a push button across multiple pages"](#) .

### Setting radio button properties

How a radio button behaves is determined by settings in the Radio Button Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, and so forth.

The radio button has a General tab, Appearance tab, Actions tab, and an Options tab as push button. Also, there are two items on every tab:

- **Locked** – When selected, prevents any further changes to any radio button properties.
- **Close** – Applies and saves the current button properties, and closes the button properties dialog box.

**Note:** *If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.*

#### 1. General tab for the radio button properties

The General tab in radio button properties contains the following options:

- Name – Specifies the unique name of the selected radio button.
- Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the radio button.
- Form Field – Specifies whether the radio button can be seen, either on screen or in print. There are four choices for you: Visible, Hidden, Visible but does not print, and Hidden but printable.
- Orientation – Rotates the radio button by 0, 90, 180, or 270 Degrees.
- Read Only – Prevents the user from clicking the radio button.
- Required – Forces the user to click the radio button. If the user attempts to

submit the form while a required radio button is not chosen, an error message appears.

### 2. Appearance tab for the radio button properties

The Appearance properties determine how the radio button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.



**Solid**



**Dashed**



**Beveled**



**Inset**



**Underline**

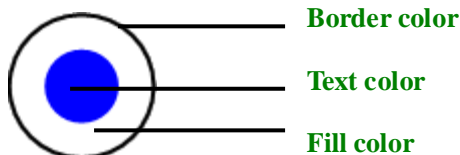
#### **The appearances of Radio Button with different line styles**

**Note:** You may not see the difference if no color is chosen as the border color.

- Thickness – Specifies the width of the frame surrounding the radio button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select No color.
- Fill Color – Opens a color picker in which you can select a color for the background behind the button. To leave the background uncolored, select No color.

**Note:** A Fill Color choice other than No color will block any images on the PDF page that are behind the button.

- Text Color – Opens a color picker in which you can select a color for the button.



#### **Radio Button**

### 3. Actions tab for the radio button properties

Please refer to ["Actions tab for the button properties"](#) .

### 4. Options tab for the radio button properties

The Options tab in radio button properties enables you to change the button style and do other additional settings. The Options tab in radio button properties contains the following options:

- Button style – Specifies the shape of the marker that appears inside the button when the user selects it. There're six choices in total: Check, Circle (the default), Cross, Diamond, Square, or Star. This property does not alter the shape of the radio button itself.
- Export Value – Identifies the radio button and differentiates it from other radio buttons that share the same Name value. The statuses of a radio button are "on" and "off". You can give them other names with this box.
- Checked by default – Sets the selection state of the button when the user first opens the form.
- Radio buttons with the same name and value are selected in unison – Allows single-click selection of multiple related radio buttons. If the user selects a radio button that has the same field name and export value as another, both radio buttons are selected.
- Click Close to accept these display properties.

#### Setting radio button properties as default

After setting radio button properties for a new radio button, you can set your settings as the new default for all the radio buttons you create in future.

To set the current properties as default, right-click the radio button > select Use Current Properties as New Defaults.

### Using check box tool

Please refer to ["Using radio button tool"](#) .

### Using combo box tool

A combo box is a commonly-used GUI widget. It is a combination of a drop-down list or list box and a single-line textbox, allowing the user either to type a value directly into the control or choose from the list of existing options.

#### Creating a new combo box

Please refer to ["Creating a new push button"](#) .

### Moving and resizing a combo box

Please refer to ["Moving and resizing a push button"](#) .

### Deleting a combo box

Please refer to ["Deleting a push button"](#) .

### Creating multiple copies of a combo box

Please refer to ["Creating multiple copies of a push button"](#) .

### Duplicating a combo box across multiple pages

Please refer to ["Duplicating a push button across multiple pages"](#) .

### Setting combo box properties

How a combo box behaves is determined by settings in the Combo Box Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, perform mathematical operations, and so forth.

The combo box has a General tab, Appearance tab, Actions tab, Options tab, Format tab, Validate tab, and a Calculate tab. There are two items on every tab:

- **Locked** – When selected, prevents any further changes to any combo box properties.
- **Close** – Applies and saves the current properties, and closes the combo box properties dialog box.

**Note:** *If you select Locked on any tab, it will lock all options for this combo box, but not just the options on that tab.*

#### 1. General tab for the combo box properties

Please refer to ["General tab for the radio button properties"](#) .

#### 2. Appearance tab for the combo box properties

Please refer to ["Appearance tab for the button properties"](#) .

#### 3. Actions tab for the combo box properties

Please refer to ["Actions tab for the button properties"](#) .

### 4. Options tab for the combo box properties

You can create a list of items from which the user selects with the Options tab.

- Item – Accepts the text that you type for options that you want to appear in the menu for the field.
- Add – Moves the current entry in Item to Item List.
- Export value – Where you type in a value to represent the item if the data will be exported. If left blank, the entry for Name in the General tab is used as the export value.
- Item list – Displays the choices that will be available in the list.

**Note:** *The highlighted item in the Item List box appears as the default selected item in the combo box field. To change the default item, highlight another item from the list.*

- Up and Down arrows – Change the order in which the items are listed in the combo box list. These buttons are not available if Sort Items is selected.
- Delete – Removes the selected item from the list.
- Sort items – Arranges the listed items numerically and alphabetically. A numerical sort (if applicable) is performed before an alphabetical sort.
- Allow user to enter custom text – Enable users to enter a value other than the ones in the list.
- Commit selected value immediately – Saves the value as soon as the user selects it. If this option is not selected, the value is saved only when the user tabs out of the current field or clicks another form field.

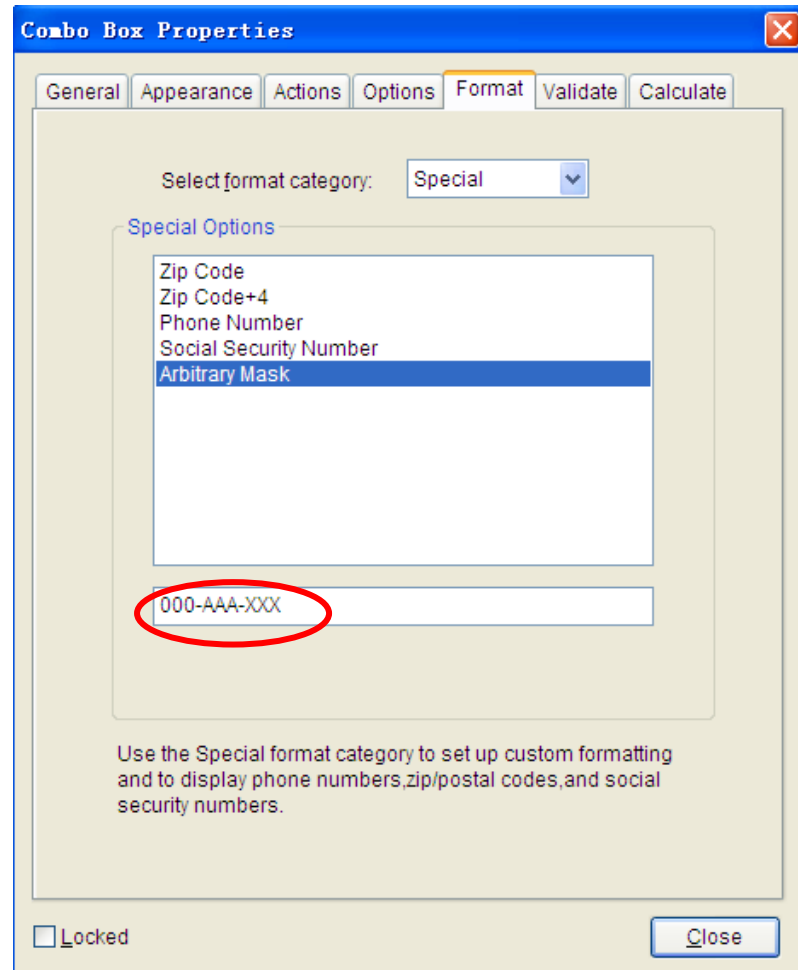
### 5. Format tab for the combo box properties

The Format tab in the combo box properties dialog box enables you to format the field values. Select one of the categories listed below:

- None – No additional options are available. The input in a combo box with this property does not require any specific formatting.
- Number – Automatically imposes the selected formatting options on numeric data entries.
  - A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
  - B. Separator style – Sets the placement of commas and periods.
  - C. Currency symbol – Sets the type of currency, such as Dollars, Euros, or Pounds.
  - D. Negative Number Style – Sets how negative numbers are displayed. You can choose Show parentheses, Use red text, neither, or both.

- Percentage – Automatically imposes the selected formatting options on numeric data expressed as a percentage.
  - A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
  - B. Separator style – Sets the placement of commas and periods.
- Date – The list includes one-, two-, and four-digit variations where *d* stands for the day, *m* stands for the month, and *y* stands for the year. Also, you can choose Custom option and type your format.
- Time – The list includes display variations where *h* stands for the hour on a 12-hour clock, *H* stands for the hour on a 24-hour clock, *MM* stands for minutes, *ss* stands for the seconds, and *tt* stands for AM or PM. Also, you can choose the Custom option and type your format.
- Special – There are five options for you:
  - A. Zip Code – For a five-digit postal code.
  - B. Zip Code + 4 – For a nine-digit postal code.
  - C. Phone Number – For a ten-digit telephone number.
  - D. Social Security Number – For a nine-digit US Social Security Number.
  - E. Arbitrary Mask -- Changes the format category to Custom and makes another text box available, in which you can type a custom format. Use this option to specify which types of characters the user can enter in any given position, and how the data displays in the field.
    - a. A -- Accepts only letters (A–Z, a–z).
    - b. X -- Accepts spaces and most printable characters, including all characters available on a standard keyboard and ANSI characters in the ranges of 32–126 and 128–255.
    - c. O -- The letter “O” accepts alphanumeric characters (A–Z, a–z, and 0–9).
    - d. 9 -- Accepts only numeric characters (0–9).

For example, a mask setting of AAA--p#999 accepts the input BDF--p#367.  
A mask setting of OOOOO@XXX accepts the input vad12@3Up.



### **Example of an Arbitrary Mask entry**

- Custom -- Makes additional options available to form designers who want to write their own JavaScripts for formatting and keystrokes. For example, a custom script could define a new currency format or limit the user entry to specific keystroke characters.
  - A. Custom Format Script – Displays any custom scripts you have added for formats. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.
  - B. Custom Keystroke Script – Displays any custom scripts you have added to validate keystrokes. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

### **6. Validate tab for the combo box properties**

The Validate properties restrict entries to specified ranges, values, or characters, ensuring that users enter the appropriate data for a combo box.

- Field value is not validated – Turns off validation.



- Field value is in range – Sets a numeric range for a combo box using values you enter in either as a number or a percentage. It is available only when Number or Percentage is selected in Format tab.
- Run custom validation script – Validates by a JavaScript that you create or provide. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

### 7. Calculate tab for the combo box properties

With this option, you can perform mathematical operations on existing form field entries and display the result.

- Value is not calculated – Select this option if you want the users to type.
- Value is the – Select this to make further options available:
  - A. The List includes the mathematical functions to apply to the selected fields. Choose Sum to add the values entered in the selected fields, Product to multiply them, Average, Minimum, or Maximum.
  - B. Pick – Opens a Field Selection dialog box with a list of the available fields in the form that you select to add or deselect to remove from the calculation.
- Simplified field notation -- Uses JavaScript with field names and simple arithmetic signs. The Edit button opens a JavaScript Edition dialog box in which you can write, edit, and add scripts.
- Custom calculation script – Displays any custom scripts you have added for calculations. The Edit button opens a JavaScript Edition dialog box in which you can write and add new JavaScripts.

### Setting combo box properties as default

After setting combo box properties for a new combo box, you can set your settings as the new default for all the combo boxes you create in future.

To set the current properties as default, right-click the combo box > select Use Current Properties as New Defaults.

### Using list box tool

A list box is a GUI widget that allows the user to select one or more items from a list contained within a static, multiple line text box. Also, you can set a list box property that enables the user to Shift-click or Ctrl-click/Control-click to select multiple items on the list.

### Creating a new list box

Please refer to ["Creating a new push button"](#) .

### Moving and resizing a list box

Please refer to ["Moving and resizing a push button"](#) .

### Deleting a list box

Please refer to ["Deleting a push button"](#) .

### Creating multiple copies of a list box

Please refer to ["Creating multiple copies of a push button"](#) .

### Duplicating a list box across multiple pages

Please refer to ["Duplicating a push button across multiple pages"](#) .

### Setting list box properties

How a list box behaves is determined by the settings in the List Box Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, and so forth.

The combo box has a General tab, Appearance tab, Actions tab, Options tab, and a Selection Change tab. Also, there are two items on every tab:

- **Locked** – When selected, prevents any further changes to any list box properties.
- **Close** – Applies and saves the current properties, and closes the list box properties dialog box.

**Note:** *If you select Locked on any tab, it will lock all options for this list box, but not just the options on that tab.*

#### 1. General tab for the list box properties

Please refer to ["General tab for the button properties"](#) .

#### 2. Appearance tab for the list box properties

Please refer to ["Appearance tab for the button properties"](#) .

### 3. Actions tab for the list box properties

Please refer to ["Actions tab for the button properties"](#) .

### 4. Options tab for the list box properties

You can create a list of items from which the user selects with the Options tab.

- Item – Accepts the text that you type for options that you want to appear in the menu for the field.
- Add – Moves the current entry in Item to Item List.
- Export value – Where you type in a value to represent the item if the data will be exported. If left blank, the entry for Name in the General tab is used as the export value.
- Item list – Displays the choices that will be available in the list.
- Up and Down arrows – Change the order in which the items are listed in the list box. These buttons are not available if Sort Items is selected.
- Delete – Removes the selected item from the list.
- Sort items – Arranges the listed items numerically and alphabetically. A numerical sort (if applicable) is performed before an alphabetical sort.
- Multiple selection – Enable users to choose more than one item in the list.
- Commit selected value immediately – Saves the value as soon as the user selects it. If this option is not selected, the value is saved only when the user tabs out of the current field or clicks another form field.

### 5. Selection Change tab for the list box properties

Decide the action of the list box when the selection changes:

- Do nothing – Nothing happens when the list box selection changes.
- Execute this script – Execute any custom scripts you have added for the list box. The Edit button opens a JavaScript Edition dialog box in which you can write and add new JavaScripts.

#### **Setting list box properties as default**

After setting list box properties for a new list box, you can set your settings as the new default for all the list boxes you create in future.

To set the current properties as default, right-click the list box > select Use Current Properties as New Defaults.

### Using text field tool

A text field is a common element of graphical user interface of computer programs, as well as the corresponding type of widget used when programming GUIs, which let the user type in text, such as name, address, phone number, etc.

#### Creating a new text field

Please refer to ["Creating a new push button"](#) .

#### Moving and resizing a text field

Please refer to ["Moving and resizing a push button"](#) .

#### Deleting a text field

Please refer to ["Deleting a push button"](#) .

#### Creating multiple copies of a text field

Please refer to ["Creating multiple copies of a push button"](#) .

#### Duplicating a text field across multiple pages

Please refer to ["Duplicating a push button across multiple pages"](#) .

#### Setting text field properties

Although most of the properties are common to those of combo boxes, the Options tab is exclusive.

1. For all the other properties of a text field, please refer to ["Setting combo box properties"](#) .

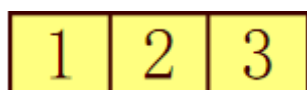
2. Options tab for the text field properties

- Alignment – Aligns the text left, right, or center within the field.
- Default Value – Specifies the text that appears until the user overwrites it by typing in the field. Enter the default value by typing in this option.
- Multi-line – Allows more than a single-line entry in the text field.
- Scroll long text – Compensates for text that extends beyond the boundaries of the text field.
- Allow Rich Text Formatting – Allows users to apply styling information to the text, such as bold or italic. This might be useful in certain text fields where such styling information is important to the meaning of the text, such as an essay.

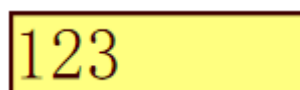
- Limit of Characters – Allows entries of up to the number of characters you specify.

**Note:** If you entered a default value, that value is clipped to this limit.

- Password – Displays the user-entered text as a series of asterisks (\*). This option is available only if Check Spelling is deselected.
- Field is used for file selection – Allows the user to enter a file path as the field's value when a file is submitted along with the form. This option is available only when Scroll long text is the only selected option in the Options tab.
- Check spelling – Checks the spelling of user-entered text.
- Comb of Characters -- Spreads the user-entered text evenly across the width of the text field. If a border color is specified, Solid or Dashed Line is selected in the Appearance tab, each character entered in the field is separated by lines of that color. This option is available only when no other check box is selected.



A



B

A. Text field with a border color, using the Comb property

B. Text field without the Comb property

### **Text fields with and without the Comb property**

#### **Setting text field properties as default**

After setting text field properties for a new text field, you can set your settings as the new default for all the text fields you create in future.

To set the current properties as default, right-click the text field > select Use Current Properties as New Defaults.



#### **Arranging form fields**

After you create form fields, you may need to rearrange them to give the page a cleaner, more professional look.

#### **Selecting multiple form fields**

To arrange the form fields, you have to select multiple form fields that you want to arrange first.

To select multiple form fields, do one of the following:

- Choose the Annotation Selection tool  > Shift-click or Ctrl-click each form field.
- Choose the Annotation Selection tool  > drag a selection marquee around the area to select them.

To deselect an individual form field, Ctrl-click the specific field.

**Note:** *The form field highlighted in red is the anchor. When you select multiple form fields by clicking, the last field selected is the anchor.*

### Aligning multiple form fields

You can align the selected form fields left, right, top, bottom, vertically or horizontally. Select one of the form fields as the anchor, the rest of the form fields will be placed respectively to the left edge, right edge, top edge, bottom edge, vertical axis or horizontal axis of the anchor form field.

- Select two or more form fields that you want to align.
- Right-click the anchor, and then choose a command as follows:
  - A. To align a column of form fields, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor form field.
  - B. To align a row of form fields, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor form field.

**Note:** *When you right-click or Ctrl-click one of the selected form fields, it will be highlighted in red, indicating that it's the anchor form field. The align menu commands move the other selected form fields to line up with the edges of the anchor form fields.*

### Centering multiple form fields

This function enables you to center the rectangle enclosed by the form fields you select vertically, horizontally or both.

- Select form fields. You can imagine that these form fields consist of an area with the shape of rectangle.
- Right-click one of the form fields > Center > Vertically/Horizontally/Both. You will find that the rectangle is centered respectively vertically, horizontally or both in the page.

### Distributing multiple form fields

This function will be available when selecting three or more form fields.

- To distribute the form fields evenly between the topmost and bottommost form fields, choose Distribute > Vertically.
- To distribute the form fields evenly between the leftmost and rightmost form fields, choose Distribute > Horizontally.

### Resizing multiple form fields


You can adjust multiple form fields with the same height, width, or both. Select one of the form fields as the anchor, and the rest of the form fields will be resized with the same height or width as that of the anchor form field. For example,

- Select form field A and B. Suppose that you want to set A as the anchor form field.
- Right-click A > Size > Height/Width/Both. And you'll see that the height/width/height and width of B is resized to be the same as that of A.

### Setting form-field tab order

After you create the form fields, you can set the tab order with ease. If you deselect to set the tab order, it will be automatically determined in a normal order.

Do the following:

- With the Annotation Selection Tool  selected, right-click a form field, and choose Set Tab Order.
- Click anywhere in the field that you want to be first in the tabbing order. The number in the upper left corner is set as 1.
- Click each of the other fields in the order that you want tabbing to occur.

**Note:** If you decide not to change the tabbing order, click a blank area of the page or a part of the page that is not part of a field. This hides the tabbing order numbers so that clicking a field no longer changes the tabbing order.

### Setting calculation order

When you define two or more calculations in a form, the order in which they are

carried out is the order in which you defined the calculations. In some cases, you may need to modify the calculation order to obtain correct results.

For example, if you wanted to use the result obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated together first to obtain the correct final results.

- Choose Advanced > Form Utilities > Set calculation order...

The Calculate Order dialog box displays all calculable fields in your form and the order in which the calculations are performed.

- To change the field calculation order, select the field from the list, and then click the Up or Down button as needed.
- Click OK.

### **Setting properties of multiple form fields**

- Select multiple form fields > right-click one of them > Properties...
- There pops up a dialog with a General tab and an Appearance tab, and then follow the steps specified above.



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- *Office Address:*  
Foxit Software Company  
39819 Paseo Padre Parkway  
Fremont, CA 94538  
USA
- *Mailing Address:*  
Foxit Software Company  
PO Box 612588  
San Jose CA 95161  
USA
- *Sales:*  
510-438-9090, 408-307-9358 and 408-507-8778
- *Support:*  
408-329-7976
- *Fax:*  
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Technical Support - [support@foxitsoftware.com](mailto:support@foxitsoftware.com)  
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