## Creating a Form Template

To create a document from a form template:

1. If you do not have an image document on which you want to base your template, create one either From File or From Scanner.

2. Open the image document on which you want to base your form template.

   The image document is opened in an annotation/image window.

3. Choose Form Data from the Edit menu.

   The annotation tool palette is displayed.

4. Use the Typed Text tool to  to create form fields where you want.

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   *Typed Text too*

   Use the Hand tool to move or resize the fields, as desired.

   *Hand Tool Icon*

5. When you are done creating the form fields, choose the **Form Data** command again.

   You are prompted to save your changes.

6. Choose **Yes** to save your changes.

7. Close the document.

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*See Also*

Creating a Document From a Form Template
Entering Text in Form Fields