

Sample PDF Form – Best Practices!

This document contains the most common form elements used when creating forms.

Text Form Control

First and Last Name (required)

Sample Dropdown List Form Control

What is your student status? (required)

Sample List Form Control

What is your Student Status?

Sample Combo List Form Control

What is your student status?

Sample Check Box Form Control

Please check all areas where you access PDF documents:

Work.

Home.

Education (both formal and informal).

Leisure.

Sample Radio Buttons Placed Horizontally in Table

Please rate the following from 1-5 with 1 being Strongly disagree and 5 being strongly agree.

Question	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The venue for this training is accessible					
Material was available in alternate formats					

Sample Vertical Radio Button Form Control

Do you live in the province of Ontario?

Yes.

No.

Sample Multiline Text Form Control

Please share your experience using adaptive technology with PDF documents.

Which Type of Form Control would You Use?

Which bus stop do you want to be picked up at?

Bus stop A

Bus stop F

Bus stop B

Bus stop G

Bus stop C

Bus stop H

Bus stop D

Bus stop I

Bus stop E

Bus stop J

Sample Signature Form Control

Please print and sign this document. First, print your name and the date in the appropriate form controls.

Full Name (Print/Type)

Date (date format yy-mm-dd):

Signature (print and sign or digitally sign.)

As an alternative to a digital signature, which is expensive, you can have a confirming check box and a text field identifying that typing your name is equal to signing the document.

I certify that I have answered all questions accurately.

By typing your name in this field, you confirm that the information in this document is true.