

# Creating fillable forms

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Are you a faculty member or support staff developing a handout or a form that requires students to fill in the blanks? If your answer is yes, this is an easy step by step guide to assist you with converting PDF fillable forms online for free. Following these steps will allow you to make your information, communication and materials more accessible for all students.

Step 1: Ensure that you save your PDF document or save your word document as a PDF document

Step 2: Access the PDFescape webpage at: <https://www.pdfescape.com/>

Step 3: Click on “edit your PDF now”

Step 4: Click on the “upload” icon at the top of the page to upload your PDF document to PDFescape

Step 5: Select your file and click “upload file”

Step 6: Click the “form field” icon and the “form field creation tool” will appear

Step 7: Choose what type of field you would like insert into your PDF document (i.e. text, check box, radio, drops down or list box) and click select

Step 8: Insert your field(s)

Step 9: Click the “save and download PDF” icon (a small green icon on the left hand side of the screen below the save icon)

Step 10: Give your PDF document a new name and save as desired