



Adobe

Creating Accessible Forms

Adobe® Designer

Version 6.0

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Adobe® Designer 6.0 for Microsoft® Windows®
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About Accessible Forms

An accessible form is one that a wide range of people can use, including those who may have disabilities that affect how they are able to interact with the form on the computer screen. For example, the form user may have a visual impairment or reduced mobility.

Designer includes a number of features and capabilities that enhance the usability of forms for users with a range of disabilities, and assist form authors in creating PDF forms that are more accessible to people with disabilities.

Designer provides support for tagged Adobe PDF forms. Tagged PDF forms include a complete logical structure plus additional information about a document's contents that substantially increases accessibility.

When creating accessible forms, you need to consider whether the form is intended for interactive filling by end users, or whether the form is intended for viewing and printing purposes only.

See also

[General considerations for designing accessible forms](#)

When you design forms for a wide audience, you should consider that some users may have disabilities that affect how they interact with the form. Some users may have vision impairment, reduced mobility, or other disabilities. To accommodate the needs of all users, you may find it worthwhile to include certain practical design features in your forms and to test forms using various assistive technologies.

General considerations for designing accessible forms

Here are some tips for designing accessible forms:

- A form is not accessible if it is not easy to use. You should strive to design forms that are simple and usable. A simple layout of controls and fields with clear, meaningful captions and tooltips will make the form much easier to fill for all users.
- Designing forms that are uncluttered and logically arranged, and that provide clear and simple instructions will help all users to fill forms as easily as possible. The question or caption for a field should be on the same line as the field's fillable area. Place captions consistently on the same side of the fields.
- Users work better with forms that reduce the possibility of making mistakes. Clear and concise error messages will help users fix any mistakes that they do make.
- Provide a flexible, customizable interface that will suit the user's needs and preferences. For example, some people rely on a specific color scheme to read text. Wherever possible, you should allow the user to customize the appearance of the form, including color schemes.
- Users should be able to fill the form completely using only the keyboard or an equivalent input device. Users with reduced mobility or impaired vision may have no choice but to use the keyboard, and many users who can use a mouse simply prefer keyboard input. By allowing various input methods, you not only create accessible forms, you also create forms that are better suited to the preferences of all users.
- Design your form to interact normally with other applications and system standards. For example, you could support standard Windows Control Panel settings for colors and use standard keyboard behavior.
- A well designed form will be compatible with various assistive technologies. You should familiarize yourself with how these technologies work and use design techniques and user interface elements that are compatible with a wide range of assistive technologies.
- Color can greatly enhance a user experience with your form but only if it is used properly. Colors can emphasize and enhance certain parts of your form, but you should not convey information by color alone. Large amounts of color may cause eye pain. Too much color can obscure foreground text.
- Be aware that client-side scripts can interfere with screen readers and keyboards if the script changes the focus of the client application. For example, the change and mouseEnter events, when used with drop-down lists or list boxes, have the potential to cause inappropriate actions. Client-side scripting should be written to avoid problems with screen readers and keyboards.
- Radio buttons are often misinterpreted, or difficult for users with disabilities to access because web browsers and screen readers treat them inconsistently. Avoid using radio buttons if a list box can be used instead.

Forms for users with vision impairment

Users with vision impairment typically use an assistive technology called a screen reader, which speaks to the user. A screen reader can relay information about where the cursor is displayed on the computer. The screen reader can also read the tooltips that you include in a form design, so it is very important to include tooltips in your design.

Captions and tooltip text are needed to clearly identify each field, and static text can be used to indicate what kind of input is required. Use tooltips to explicitly indicate which fields require input. For example, the caption or tooltip text can contain the words “Required input”.

To ensure that a screen reader will work with a PDF form, you must specify spoken information for each object and generate a tagged PDF form. If you will be creating an HTML form from the same form design, screen readers can read and speak tooltips from AHTML transformations.

Keep the following design considerations in mind to assist users with vision impairment:

- Users with vision impairment cannot use a mouse to interact with a computer. Every function must be available using the keyboard. For most forms, the Tab and Shift+Tab keys usually move the cursor forward and backward through the form. Be sure to set a logical tabbing order that includes all fields and buttons.
- Many forms include administrative information that provide additional general instructions to the user on how to complete the form. Use tooltips to ensure that all important information is read to the user at an appropriate time. For example, if keystrokes are required to perform a function, such as pressing the space bar to select a button or the down arrow to select an item from a list box, they should be announced to the user.
- Include enough spoken information for users to know what input is expected and how to complete the field correctly, but do not overwhelm users with redundant information.
- Add navigational buttons to the top and bottom of the form. For example, at the top of a form, you could include buttons such as Open Data File, Previous Page, and Next Page. At the bottom of the form you could include buttons such as Save Data, Email Data, Go to Top of Page, and Print.
- Smart fields can be an effective way to make some forms easier to fill. For example, a travel request form may have several rows and columns of fields. The last field in each row could check if any data was entered in the row. If the row is empty, the Tab key could jump to the next section of the form rather than continuing to tab through a number of fields that will remain empty.
- Users with vision impairment or those who are color blind may have difficulty seeing the cursor. Use appropriate colors to display objects using a color scheme selected by the user.
- Users with vision impairment typically use an assistive technology such as a magnification program. This product enlarges the cursor. Test your forms with a number of the more popular magnification programs to ensure that your forms are accessible.

Forms for users with reduced mobility

For users with reduced mobility and those with limited dexterity, completing a form can be very difficult. If a user is unable to use a mouse, every function in a form must be available using the keyboard.

A variety of assistive technologies may be used by users with reduced mobility and those with limited dexterity, including special keyboards, speech-to-text software where the user speaks into a microphone to complete the form, or even more sophisticated technologies that can operate a computer by breath or eye movements.

Test your forms with a number of these assistive technologies to ensure that your forms are accessible.

Tabbing order for accessible forms

Setting a meaningful tabbing order is very important when designing forms that are accessible to users with vision impairment or users with disabilities. These users typically do not use a mouse to navigate through a form, so they depend on the keyboard. A logical tabbing order sequence ensures that they have full access to all the fields on the form and that they can navigate the form in a way that is sensible and efficient. Screen readers and other assistive technology also make use of the tabbing order.

See also

[How tabbing order works](#)

[Setting the tabbing order](#)

[General considerations for designing accessible forms](#)

[Forms for users with vision impairment](#)

Design for screen readers

Support for screen readers

In order to access spoken information about a form, users with vision impairment need to use a screen reader. Screen readers speak information about where the cursor is located on the form. As the form author, you must not only specify the text for the screen reader to read, but you must also generate a tagged PDF form.

Designer supports certain MSAA compliant screen readers:

- JAWS for Windows from Freedom Scientific
- Window Eyes from G.W. Micro
- Hal Screen Reader from Dolphin Computer Access

Design tips for authoring forms for screen readers

To provide an accessible form, you need to understand how screen readers work. You also need to know how to use the Designer Accessibility palette to specify information that the screen reader will speak for the objects on forms. Keep in mind these considerations related to implementing accessible forms that can support screen readers:

- Establish a logical tabbing order that includes all fields and buttons. Setting the tabbing order is important because PDF screen reader tags are ordered top-to-bottom, left-to-right. The screen reader will generally read through an entire page, including any boilerplate objects. When the user begins to tab through the form, the screen reader reads text for each field as it becomes active.
- Announce to users any special keystrokes they need to make in order to perform a function. Such keystrokes include actions such as pressing the spacebar to select a button, or the Down Arrow key to select an item from a list box.

- Announce the names of buttons and fields, as well as their purpose, when the user tabs into them. Consider these techniques:
 - Announce the state of check boxes and radio buttons.
 - In list box and drop-down lists, announce the default item selected in the list. Be sure that the user knows to use the Up Arrow and Down Arrow keys to move through the list items. Pressing the Tab key or the Enter or Return key will select the item in the list. Using scripting, you can set the object's Change event to announce which item is selected from the list.
 - Users cannot tab into protected fields. Calculation fields, such as a field that totals values entered in other fields, are an example of a protected field. For the screen reader to read the value of a protected field, you can place an empty Read Only field either on top of or next to the protected field to speak the value of the protected field.

For additional information, see *About Creating Interactive Forms* in the Designer Help.

Accessibility properties in Designer

Designer includes a number of options that support screen readers. For each object in a form, you can specify one of several settings for the screen reader text:

- Custom screen reader text, which you set in the Accessibility palette.
- Tooltips for objects on the finished form, which you set in the Accessibility palette.
- Captions for fields on the form.
- Names of objects, as specified in the Name option of the Binding tab.

Only one setting is spoken for a single object. The screen reader searches for the presence of these settings to determine what is spoken. The default search order is Custom Text, Tooltip, Caption, and Name. When the screen reader finds one of these options, it speaks that text. You can override this default order using the Screen Reader Precedence option in the Accessibility palette.

In order for any of these options to be read by a screen reader, you must also save the form design as a tagged PDF form.

See also

[Defining custom text for a screen reader](#)

[Defining tooltips for a screen reader](#)

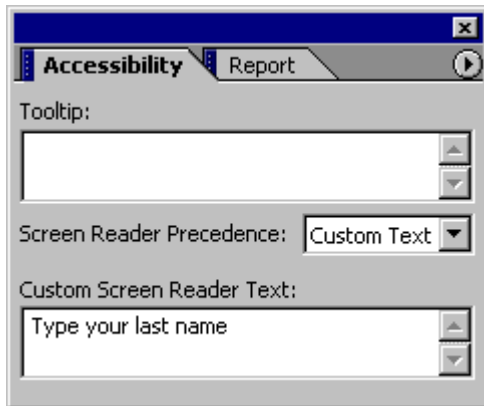
[Changing the default search order for screen reader text](#)

[Turning off screen reader text for an object](#)

[Creating a PDF form with accessibility tags](#)

Options in the Accessibility palette

The Designer Accessibility palette allows you to specify additional text for an object that a screen reader reads as it passes through the form. You can also change the default order in which the screen reader searches for text to read on an object-by-object basis. Through the Accessibility palette, you can turn off screen reader text for any object as well. You can open the Accessibility palette by selecting Window > Accessibility.



The following table describes the options in the Accessibility palette.

Option	Description
Tooltip	A text box where you can define a tooltip for the object on the finished form. A screen reader reads the text entered in this box.
Screen Reader Precedence	Indicates which setting the screen reader should read first. The available options are: <ul style="list-style-type: none"> • Custom Text - Reads the text specified in the Custom Screen Reader Text box. This is the default. • Tooltip - Reads the text specified in the Tooltip box. • Caption - Reads the caption specified for the object. • Name - Reads the name of the object, as specified in the Name field in the Binding tab of the Object palette. • None - Disables the screen reader for the field. No text is spoken.
Custom Screen Reader Text	A text box where you can define custom text for the selected object. The screen reader reads the text entered in this box.

For additional information, see *About the Accessibility Palette* in the Designer Help.

Defining custom text for a screen reader

Use the Accessibility palette to define custom screen reader text for an object.

► To specify custom text for an object:

1. Select the object on the form design.
2. Click the Accessibility palette tab and, in the Custom Screen Reader Text box, type the custom text.

Defining tooltips for a screen reader

Use the Accessibility palette to define a tooltip for an object.

If there is no custom screen reader text for the object, the screen reader will, by default, read the tooltip text. However, if there is custom screen reader text, the screen reader, by default, reads the custom text and not the tooltip. You can change this default behavior using the Screen Reader Precedence option in the Accessibility palette.

► **To specify a tooltip for an object:**

1. Select the object on the form design.
2. Click the Accessibility palette tab and, in the Tooltip box, type the desired text.
3. If there is also custom screen reader text defined for this object, and you want the screen reader to read the tooltip, in the Screen Reader Precedence list, select Tooltip.

Changing the default search order for screen reader text

By default, the screen reader searches the form settings for screen reader text in the following order: Custom Text, Tooltip, Caption, and Name. You can override this default order using the Screen Reader Precedence option in the Accessibility palette.

► **To specify a different search order for screen reader text:**

1. Select the object on the form design.
2. Click the Accessibility palette tab.
3. In the Screen Reader Precedence list, select the desired option. For example, if you want the screen reader to read the name instead of the caption, select Name.

Turning off screen reader text for an object

In certain situations, you may not want the screen to read any text for an object, not even the name of the object. Using the Accessibility palette, you can turn off text for a screen reader on an object-by-object basis.

► **To specify that the screen reader reads no text for the object:**

1. Select the object on the form design.
2. Click the Accessibility palette tab.
3. In the Screen Reader Precedence list, select None.

Creating a PDF form with accessibility tags

In addition to specifying text for screen readers, you must also create a tagged PDF form so that the screen reader can read the text. You do this by generating accessibility tags when saving the form design as a PDF file.

In Designer, the default behavior is to create tagged PDF forms.

If Designer has been configured to not generate tagged PDF forms, use the following procedure to generate a tagged PDF form.

► **To create a tagged PDF form:**

1. Select File > Save.
2. In the Save as type list, select Acrobat Form Files (*.pdf).
3. In the Save Options area, click Generate accessibility information (tags) for Acrobat.

See also

[Tabbing order and tagged PDF](#)

Techniques for testing form accessibility

To ensure that your forms are accessible to a wide variety of users, you should test them with a variety of assistive technologies. You can test your forms simply and inexpensively using these techniques.

- Ensure that the form can be filled using only the keyboard. Be sure to fill the entire form and test all fields and buttons. As you complete the form, determine whether improvements are required based on your answers to the following questions:
 - Are there any operations that cannot be performed?
 - Are any operations awkward or difficult to perform?
 - Are keyboard mechanisms well-documented?
 - Do all controls and menu items have underlined access keys?
- Demo versions of screen reader software can be downloaded free from the Internet. To test screen reader results, turn your monitor off and use only the screen reader to navigate and fill the form. Because you are the form author, your familiarity with the form may make it difficult to determine if the information read by the screen reader is sufficient and makes sense. If possible, have someone else test your form in this way.
- Demo versions of screen magnification software are also available for testing from the Internet.
- Speech to text software is available at a nominal cost from local computer stores. Test the form by using voice input only.

- Many users with vision impairment rely on high contrast between text and the background to read the form. Microsoft Windows has a high contrast color scheme that provides a display similar to what many users with vision impairment will be using to complete your form. To set your display to high contrast mode, enable the feature through Accessibility Options in the Windows Control Panel. As you complete the form in this mode, determine whether improvements are required based on your answers to the following questions:
 - Do parts of the form become invisible, unrecognizable, or difficult to use?
 - Do any areas continue to appear black on a white background?
 - Are any elements improperly sized or truncated?

Setting the tabbing order for a form

About tabbing order

Tabbing order is important for interactive forms and non-interactive forms alike. For interactive forms, the tabbing order affects the end user's experience when filling the form.

For both interactive and non-interactive forms, tabbing order is critical if your forms needs to be accessible to users with vision or mobility impairments. These users typically do not use a mouse to navigate through the form, so they depend on the keyboard keys and a good tabbing order sequence to ensure that they have full access to all the fields on the form.

Accessible forms require that you specify a tabbing order, whether the form is interactive or designed for print.

How tabbing order works

The default tabbing order for objects in a form is from left to right, top to bottom, starting from the upper-left corner. Tabbing order respects the existence of subforms, radio buttons, and content areas. For example, if two subforms exist side-by-side, and each subform contains a number of field objects, the tabbing sequence will go through the fields in the first subform before moving on to the next.

Tabbing order is also determined by the vertical position of the master page and the main subform on the body page. Which ever is highest receives the tab order first. That is, all objects contained within the content area on the master page or the main subform will be accessed first. Access then moves to the next highest object.

You can change the default tabbing order if you require a different sequence in your form. For example, you may want to change the tabbing order to move through objects in a column, from top to bottom, and then left to right.

Note: Designer does not include circle, line, or rectangle objects in the tabbing order.

See also

[Setting the tabbing order](#)

Tabbing order and tagged PDF

Screen readers use the PDF logical structure to read a form. Logical structure is provided when you save the form as tagged PDF. The logical structure determines the order in which form objects are read. The logical structure is created in tabbing order. In a tagged PDF form, all static objects and fields are included in the logical structure.

If your form uses the default tabbing order, the tabbing order will be in geographic order, left-to-right, top-to-bottom. When you use a default tabbing order, Designer includes all static and field objects in the structure. A screen reader reads the form in geographic order, and reads all speak text and values for the static objects.

Note: If you create a large interactive PDF form with no structure, end users may experience slow performance in tabbing between fields. This problem is averted if you save the form without tagging. However, if you need your form to be accessible, you must save it as tagged PDF. To work around this situation, you can wrap sections of the form in unnamed subforms. This adds the required structure to the form.

See also

[General considerations for designing accessible forms](#)

Setting the tabbing order

One of the final tasks you should do when creating a form is set the tabbing order. Until you have finished laying out the form design, the objects may move, so it is best to wait until your form design is finished before specifying the tabbing order.

► To set a tabbing order for the fields and objects on a form:

1. Select View > Tab Order.

The body page shows the current tabbing order. In the example of the Purchase Order, we want to change the tabbing order so that the Ordered By information comes before the Deliver To information in the tabbing sequence.

13	14	15	16	17
Part No.	Description	Quantity	Unit Price	Amount

2. Click the Finance Corporation image to designate it as the first object in the tabbing order.
The number 1 appears on the object.
3. Click the Purchase Order title to label it as the second object in the tabbing order.
The number 2 appears on the object.
4. Click the rest of the fields in the following order: P.O. Number, P.O. Date, Ordered By, Phone Number, Fax Number, Contact Name, Deliver To, Phone Number, Fax Number, Contact Name.
5. Save the form design.
6. To return to normal design mode and turn off the tabbing order display, select View > Tab Order.

► **To change the tabbing order:**

1. Do one of the following:
 - If the form design is not showing the tabbing order, select View > Tab Order.
 - If the tabbing order is currently displayed on the screen, select View > Tab Order to deselect it. Then reselect Tab Order.
2. Click the field you want to be number 1. The tabbing order is modified so that the current field becomes number 1. The remaining fields are renumbered starting with the field that was previously number 1.
3. To continue editing the tabbing order, click the rest of the fields to establish the desired sequence.

► **To change the tabbing order using keyboard shortcuts:**

- To specify the location where you want to start editing the tabbing order, select the desired field on the form design and press Ctrl+click.
- To specify a new number 1 in the tabbing order, press Shift+click on the desired field.
- Hold down Ctrl+Shift on a field to drop that field from the sequence, reverting to geographic order and possibly splitting one sequence into two if the field was in the middle of an existing sequence.
- To save changes and leave Tab Order mode, click Enter.
- To discard changes made during the current session of the Tab Order mode, click Esc. This also exits Tab Order mode.

See also

[About keyboard shortcuts](#)

About keyboard shortcuts

Keyboard shortcuts help you work more efficiently. Many keyboard shortcuts appear next to the command names in menus.

The shortcuts for Designer are documented in this section.

See also

[Common shortcut keys](#)

[Keys for undoing and redoing an action](#)

[Keys for deleting text](#)

[Keys for selecting text](#)

[Keys for copying and moving text](#)

[Keys for inserting paragraphs and tab characters in a text field](#)

[Keys for applying character formats to selected text](#)

[Keys for setting line spacing](#)

[Keys for aligning paragraphs](#)

[Keys for moving and copying objects](#)

[Keys for controlling windows](#)

[Keys for navigating a form design](#)

[Keys for controlling menus](#)

[Keys for Script Editor or XML Source tab](#)

[Keys for manipulating objects](#)

[Keys for changing the tabbing order](#)

Common shortcut keys

Result	Action
Open the Designer Help window.	F1
Activate or deactivate menu bar mode.	Alt or F10
Display the shortcut menu for the selected item.	Shift F10
Cancel the current task, or close an open menu or dialog box.	Esc
Select. (The same as primary mouse button click).	Spacebar
Move the cursor to the beginning of the text.	Home
Move the cursor to top of the text.	Ctrl+Home
Move the cursor to the end of the text.	End
Move the cursor to end of the text.	Ctrl+End

Keys for undoing and redoing an action

Result	Action
Undo the last action.	Ctrl+Z or Alt+Backspace
Redo the undone action.	Shift+Ctrl+Z or Shift+Y

Keys for deleting text

Result	Action
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right or delete selected text without send it to the Clipboard.	Delete
Delete one word to the right.	Ctrl+Delete
Cut the selected text and send it to the Clipboard.	Ctrl+X

Keys for selecting text

Result	Action
Select or deselect one character to the right.	Shift+Right Arrow
Select or deselect one character to the left	Shift+Left Arrow
Select or deselect from cursor position to the end of the word.	Ctrl+Shift+Right Arrow
Select or deselect from the cursor position to the beginning of the word.	Ctrl+Shift+Left Arrow
Select or deselect from the cursor position to the end of the current line.	Shift+End
Select or deselect from the cursor position to the beginning of the current line.	Shift+Home
Select or deselect from the cursor position to the same position on the next line. If the cursor is on the last line, the selection ends at the end of the current line.	Shift+Down Arrow
Select or deselect from the cursor position to the same position on the previous line. If the cursor is on the first line, the selection ends at the beginning of the current line.	Shift+Up Arrow
Select from the cursor position to the end of the paragraph.	Ctrl+Shift+Down Arrow
Select from the cursor position to the beginning of the paragraph.	Ctrl+Shift+Up Arrow
Select or deselect one screen to same position on next screen.	Shift+Page Down
Select or deselect one screen to same position on previous screen.	Shift+Page Up
Select or deselect to the beginning of the object's text (top, left text position of the object).	Ctrl+Shift+Home
Select or deselect to the end of the object's text (bottom, right text position of the object).	Ctrl+Shift+End
Selects all text in a text field or in Script Editor. Selects all objects in a page.	Ctrl+A
Select any amount of text.	Drag over the text.
Select a word.	Double-click the word.
Select a block of text.	Click at position where the block should begin. Move the mouse to the position where the block should end, hold down Shift, and then click.

Keys for copying and moving text

Result	Action
Copy the selected text to the Clipboard.	Ctrl+C
Paste the Clipboard content at the insertion point.	Ctrl+V
Delete one character to the right or delete selected text without sending it to the Clipboard.	Delete
Delete one word to the right.	Ctrl+Delete
Cut the selected text and put it on the Clipboard.	Ctrl+X

Keys for inserting paragraphs and tab characters in a text field

Result	Action
Add new paragraph.	ENTER or CTRL+ENTER
Add tab character.	TAB

Keys for applying character formats to selected text

Result	Amount
Apply bold formatting (font must support Bold).	Ctrl+B
Apply underline formatting.	Ctrl+U
Apply italic formatting (font must support Italic).	Ctrl+I
Apply 2pt baseline position and shrink font to 6pt.	Ctrl+EQUAL SIGN
Apply -3pt baseline position and shrink font to 6pt.	Ctrl+Shift+EQUAL SIGN

Keys for setting line spacing

Result	Action
Single-line spacing.	Shift+Ctrl+1
Double-line spacing.	Shift+Ctrl+2
Set 1.5-line spacing.	Shift+Ctrl+5

Keys for aligning paragraphs

Result	Action
Center a paragraph.	Ctrl+E
Justify a paragraph.	Ctrl+J
Left align a paragraph.	Ctrl+L
Right align a paragraph.	Ctrl+R
Indent a paragraph from the left.	Ctrl+M
Remove a paragraph indent from the left.	Ctrl+Shift+M
Create a hanging indent.	Ctrl+T
Reduce a hanging indent.	Ctrl+Shift+T
Reset the paragraph formatting to base font.	Ctrl+Q

Keys for moving and copying objects

Result	Action
Copy an object	Select the object and drag the mouse to the position where the object should be positioned. Holding down the Ctrl button, release the left mouse button.
Move an object	Select the object and drag the mouse to the position where the object should be located. Release the left mouse button.

Keys for controlling windows

Result	Action
Close the active document window.	Ctrl+F4
Quit Designer.	Alt+F4
Move to the next pane or palette.	Ctrl+Tab
Move to previous pane or palette.	Ctrl+Shift+Tab
Move to the next window in a group of related windows.	Ctrl+F6
Move to previous window in group of related windows.	Ctrl+Shift+F6
Open a new blank document.	Ctrl+N
Open the Open dialog box.	Ctrl+O
Open the Print dialog box.	Ctrl+P
Close any open windows and files, and stop any further processing.	Ctrl+Q
Toggle on/off display of rulers.	Ctrl+R

Result	Action
Save the form design that currently has the input focus.	Ctrl+S
Save a copy of the contents of the active form design into a new file.	Shift+Ctrl+S
Toggle on/off display of grid.	Ctrl+'
Toggle on/off snap to grid.	Shift+Ctrl+'

Keys for navigating a form design

Result	Action
Move to the previous page.	Page Up
Move to the next page.	Page Down
Move to the first page.	Ctrl+Home
Move to the last page.	Ctrl+End
Zoom to the actual size.	Ctrl+1
Zoom fit to the page.	Ctrl+0
Zoom to fit width of the page	Ctrl+2

Keys for controlling menus

Result	Action
Activate the menu bar and enter menu mode.	F10 or Alt
Display the shortcut menu for the selected item.	Shift+F10
Display the shortcut menu for the active window.	Alt+Space
Activate the menu bar and open corresponding menu to the access key.	Alt+(access keys on menu or selected dialog box)
Display the shortcut menu for the active child window.	Alt+"-" (Hyphen)
When in Menu mode (Alt+), carries out the corresponding command.	Access key
When in Menu mode (Alt+), opens menu item, moves to the one item below, or moves to top of menu if focus is located in the bottom of the menu.	Down Arrow
When in Menu mode (Alt+), moves to the one item above, or moves to bottom of menu if focus is located in the top of the menu.	Up Arrow
When in Menu mode (Alt+), opens the next menu to the right, or open a submenu.	Right Arrow
When in Menu mode (Alt+), opens the next menu to the left, or closes a submenu.	Left Arrow

Keys for Script Editor or XML Source tab

Result	Action
Find next.	F3
Find previous.	Shift+F3
Open the Find dialog box.	Ctrl+F
Display the Go To Line dialog box.	Ctrl+G
Open the Replace dialog box.	Ctrl+H

Keys for manipulating objects

Result	Action
Rename the selected object.	F2
Toggle on/off display of the Font palette.	Shift+F4
Toggle on/off display of the Paragraph palette.	Shift+F5
Toggle on/off display of the Object palette.	Shift+F7
Toggle on/off display of the Border palette.	Shift+F8
Toggle on/off display of the Layout palette.	Shift+F9
Reselect the deselected items.	Ctrl+6
Deselect the selected items.	Shift+Ctrl+A
Duplicate the specified object.	Ctrl+D
Group two or more selected objects.	Ctrl+G
Break up a group object that is selected in the layout.	Shift+Ctrl+G
Nudge left one unit.	Left Arrow
Nudge left by 10 units.	Shift+Left Arrow
Nudge right one unit.	Right Arrow
Nudge right by 10 units.	Shift+Right Arrow
Nudge down one unit.	Down Arrow
Nudge down by 10 units.	Shift+Down Arrow
Nudge up one unit.	Up Arrow
Nudge up by 10 units.	Shift+Up Arrow
Align vertical center.	Alt+Ctrl+Up Arrow
Align horizontal center.	Alt+Ctrl+Right Arrow

Result	Action
Align right.	Ctrl+Right Arrow
Align left.	Ctrl+Left Arrow
Align top.	Ctrl+Up Arrow
Align bottom.	Ctrl+Down Arrow
Align vertical center.	Alt+Ctrl+Up Arrow
Align horizontal center.	Alt+Ctrl+Right Arrow
Align to grid.	Alt+Ctrl+Left Arrow
Bring forward	Ctrl+]
Bring to front.	Shift+Ctrl+]
Send backward.	Ctrl+[
Send to back.	Shift+Ctrl+[

Keys for changing the tabbing order

Result	Action
Specify the location where you want to start editing the tabbing order.	Select the field and press Ctrl+click.
Specify a new number 1 in the tabbing order.	Shift+click the field.
Save changes and leave Tab Order mode.	Enter.
Discard changes made during the current session and exit Tab Order mode.	Esc.
Drop the field from the tabbing order.	Ctrl+Shift+click the field.

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