How to create an auto fillable, editable Bingo Card PDF Template

Welcome

Before going on, download the final PDF on the right and play around with it. That's what we will be creating in this lesson.

But first let's address the two main questions:

1) What is an editable PDF in the first place?
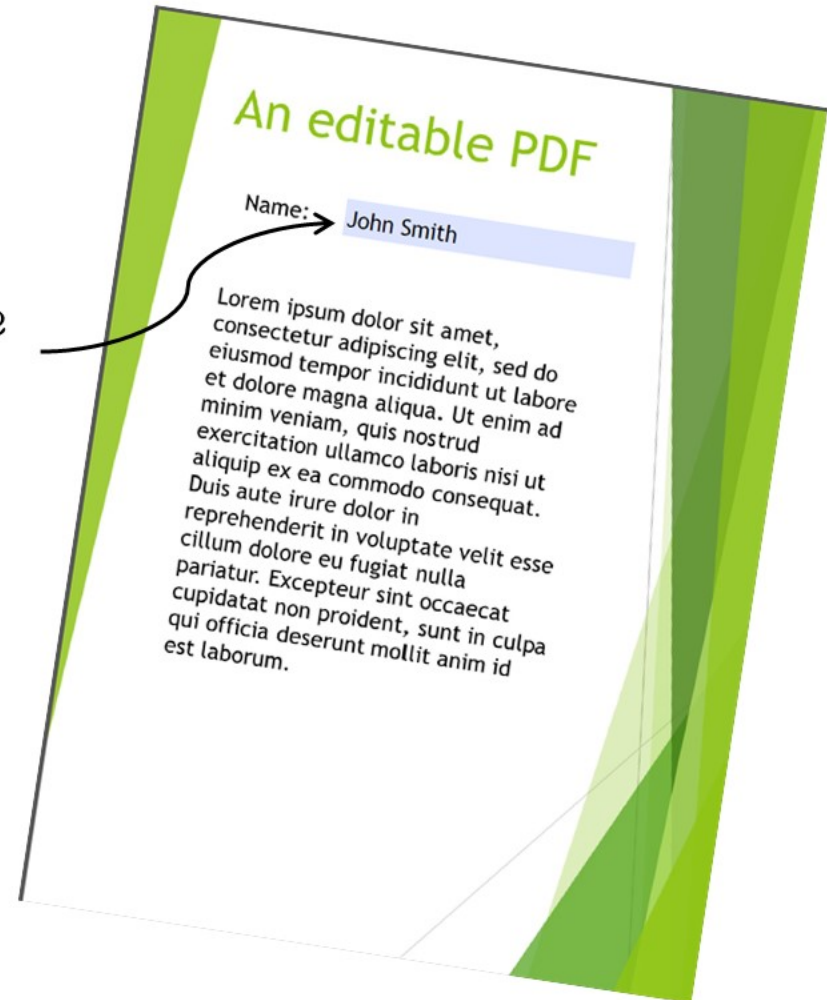
2) What is an auto fillable PDF?

What is an editable PDF?

An editable PDF means that there are form fields on the PDF.

It allows anyone with Adobe Reader to change those parts of the PDF that have form fields. The rest of the document can remain read-only.

An editable PDF

Name: John Smith

Anyone can type
In this form field

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Form field example

This is a form field

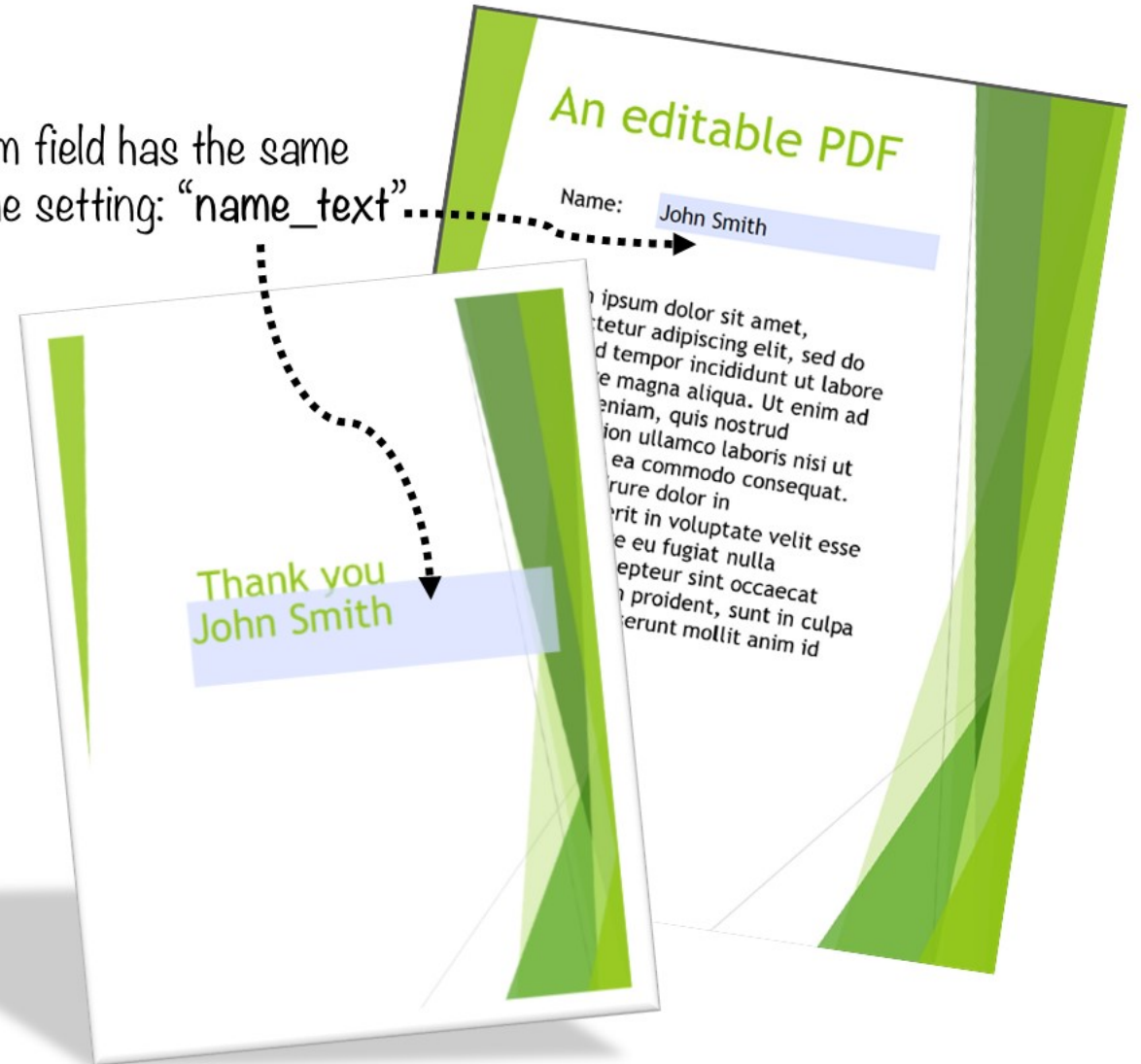This makes this PDF editable

What is an auto fillable PDF?

- An auto fillable PDF is an editable PDF, that has form fields, that when filled in, will automatically populate other form fields with the same text

Form fields with the same name are auto fillable

In order for a form field to automatically have the same value as another form field, they need to share the same form field name.

Form field has the same name setting: "name_text"

An editable PDF

Name: John Smith

ipsum dolor sit amet,
tetur adipiscing elit, sed do
d tempor incididunt ut labore
e magna aliqua. Ut enim ad
eniam, quis nostrud
ion ullamco laboris nisi ut
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rure dolor in
erit in voluptate velit esse
e eu fugiat nulla
epteur sint occaecat
n proident, sunt in culpa
erunt mollit anim id

Thank you
John Smith

Examples of Auto fillable PDFs

- Fill in a table of names on the first page, and the rest of the PDF is filled in with name tags

- Fill in a number on the first page, and the PDF will contain multiplication questions using this number

Editable PDF example with Flat Pack

Multiplication Worksheets

Enter the first number:

4

Enter the second number:

6

This file has to be opened in Adobe Reader to edit the form fields correctly

Multiplication with 4

Multiplication with 6

Multiplication example on Bearwood labs

Example of Auto fillable Form Field

These two form fields share the same name

Let's get started: Install Flat Pack

In the next few steps, we will be making use of Flat Pack for the first time to create the PDF from PowerPoint. You can try out the Preview version for free.

The Preview version has all the same features as the full version, except that it will only export the first three pages to PDF.

You can still follow along even if you don't own or purchase Flat Pack.

The core lessons you will learn about PDF form fields remain the same for all PDFs, if you use Flat Pack or not.

Flat Pack for PPT

Download Preview Version

Step 1: Design your Bingo Card Template

- Using PowerPoint, design the initial Bingo Card Template

- You can use my initial PowerPoint Template as a starting point

- Feel free to change or create your own page template
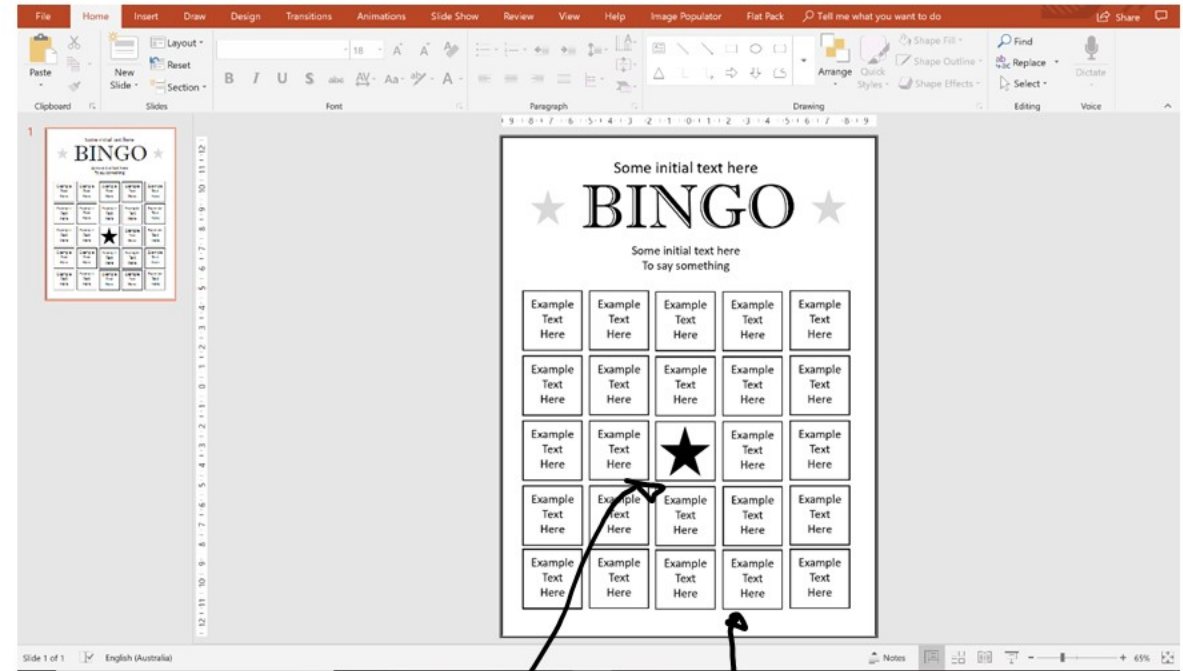
Some stars and rectangle shapes

Step 2: Make the Heading Auto fillable

Change the text above the Bingo heading to a form field

- Select the textbox

- Click on convert to form field

- The following PDF form field settings are used as seen on the right

- The name of this form field is changed to "top"
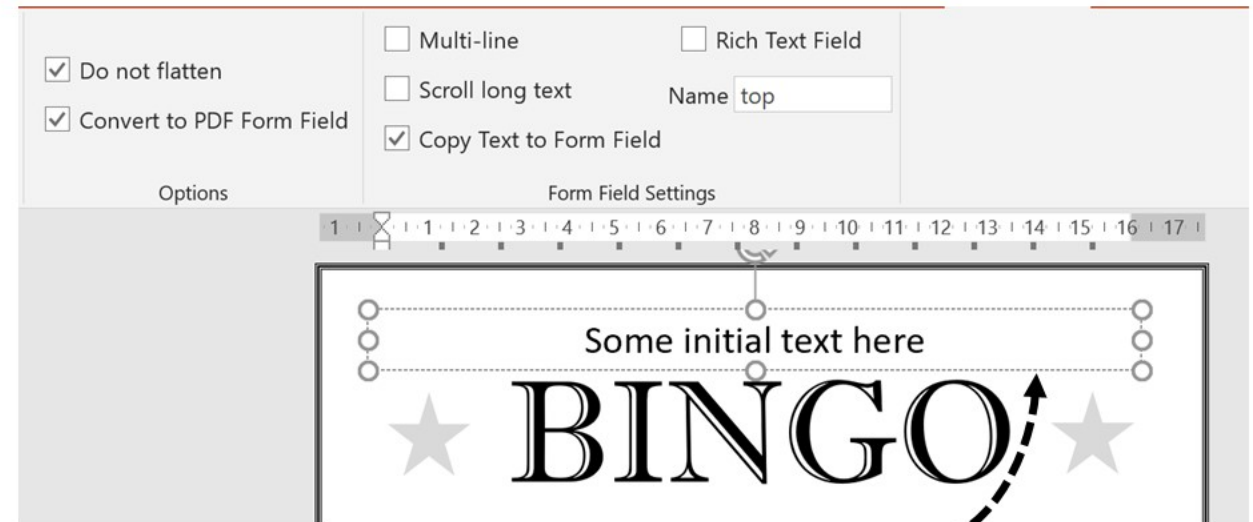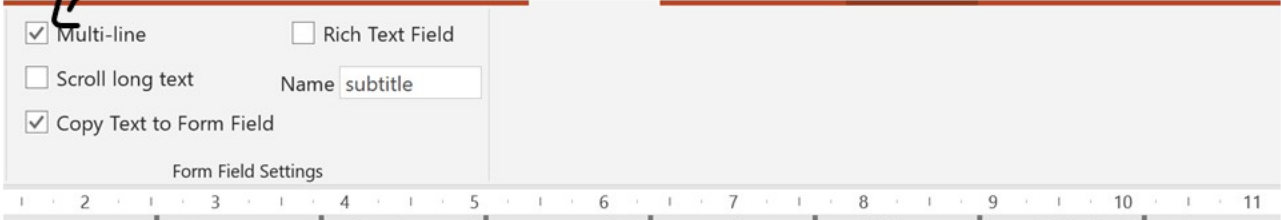
The name on this form field makes it auto fillable

Step 3: Change the subtitle to a form field

- Select the textbox
- Click on convert to form field
- The following PDF form field settings are used:
- The name of this form field is changed to "subtitle"

Multiline is checked here, because we want to allow the user to have more than one line in the form field

☑ Multi-line   ☐ Rich Text Field

☐ Scroll long text   Name subtitle

☑ Copy Text to Form Field

Form Field Settings

Some initial text here
To say something

Step 4: Change the textboxes to form fields

- Select all the textboxes in the bingo card table
- Click on convert to form field
- Change the name of all of them at once to box1
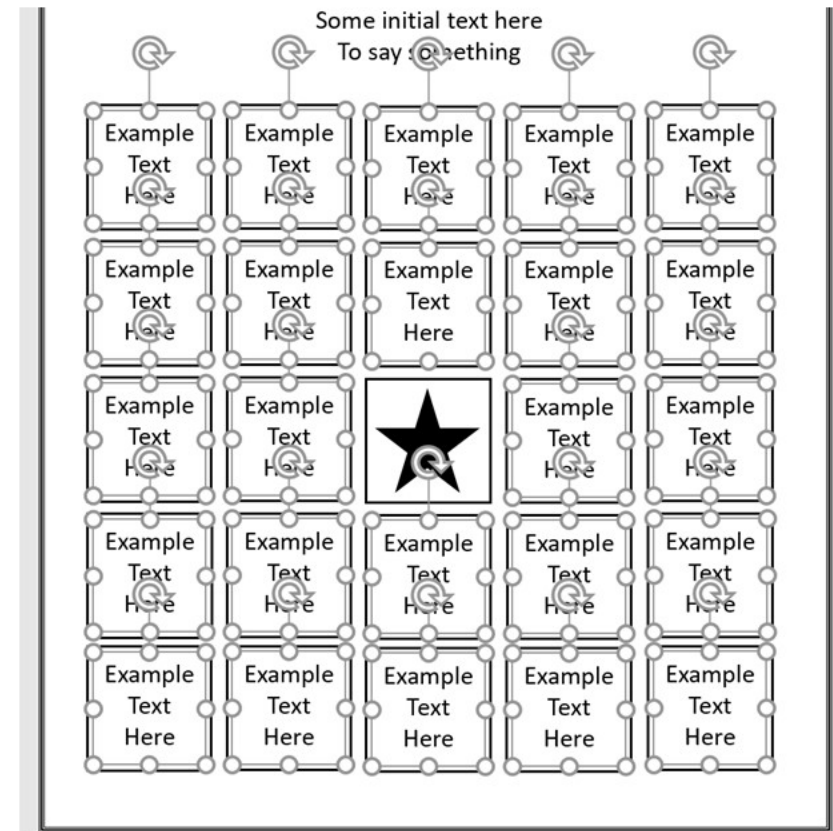
Step 4: A closer look at the form field settings

Copy Text to Form Fields will put whatever text you have in the textbox in the form field

Rich Text Field allows the user to change the Font, Size and alignment to whatever they want, by clicking Ctrl + e or Cmd + E when they are in the form field
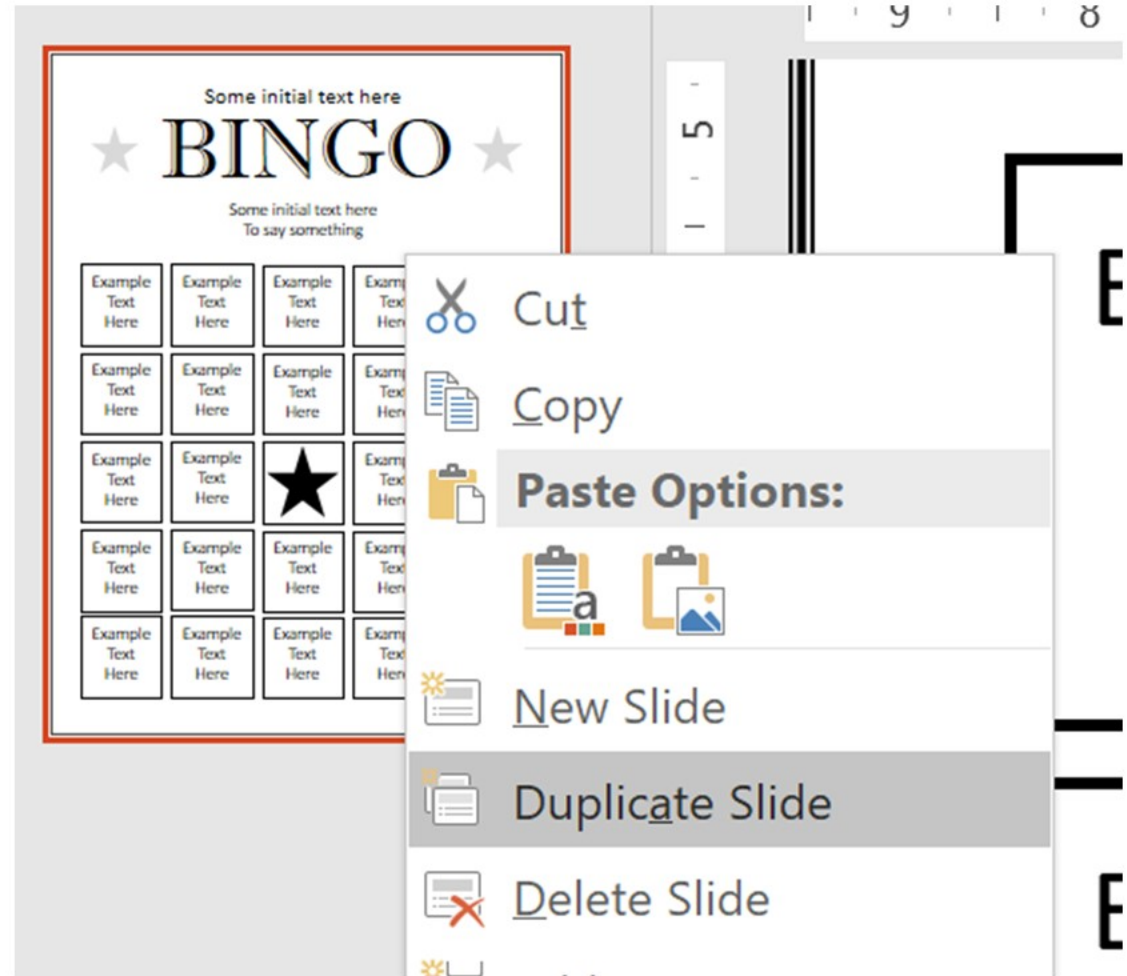
Step 5: Change each textbox form field name

- Each textbox in the table needs its name changed
- Starting from box1 to box24
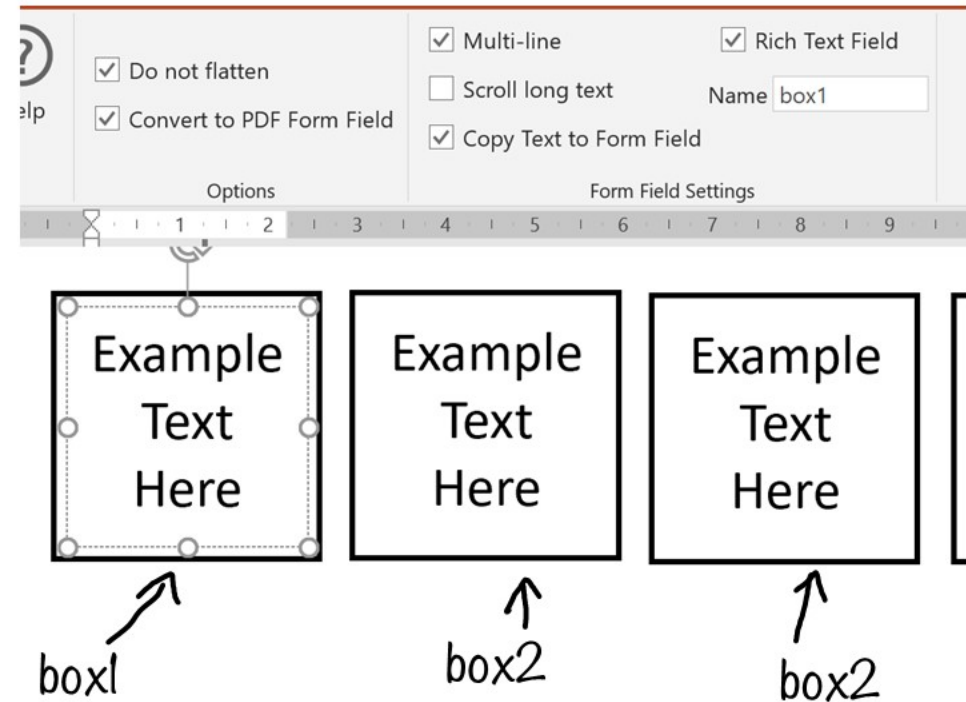
Step 6: Duplicate the slide 10 times

- Right click on the slide -> and select duplicate slide

- Each duplicated slide will have all the same form field settings already set up

- This means there will be 10 box1 form fields in the PDF, 10 box2 fields etc.
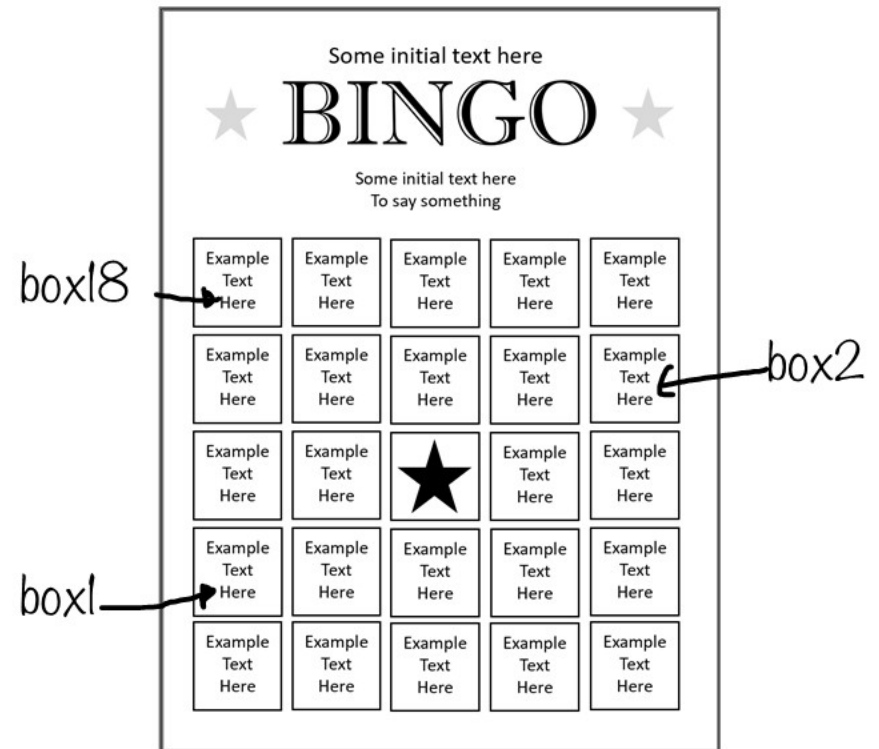
Step 7: Change the name of each textbox

- Change the names of each of the textboxes in the bingo card table, so that they are scattered

- Do this for each duplicated slide

This is the step that takes the most time and is the most tedious, so grab a cup of coffee (or wine) and some chocolate to make it a bit more enjoyable

Scatter the names of the boxes randomly

Step 8: Create the PDF and preview it

- Click on Create PDF

- You are ready to go. Edit the text in the form fields and see them auto filled across the different pages

Congratulations!

You have reached the end.

Well done on creating your first auto fillable PDF template.

Your turn: **What will you create?**

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