Converting a LiveCycle PDF to an Adobe PDF
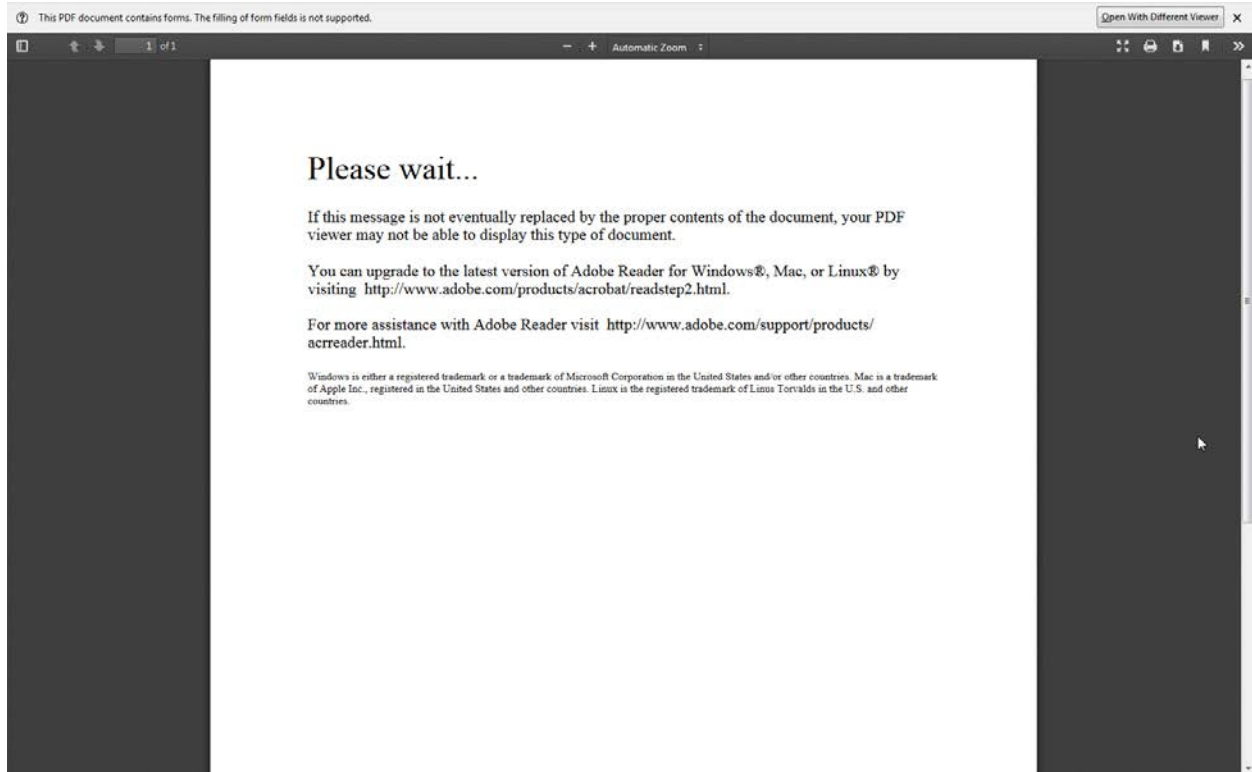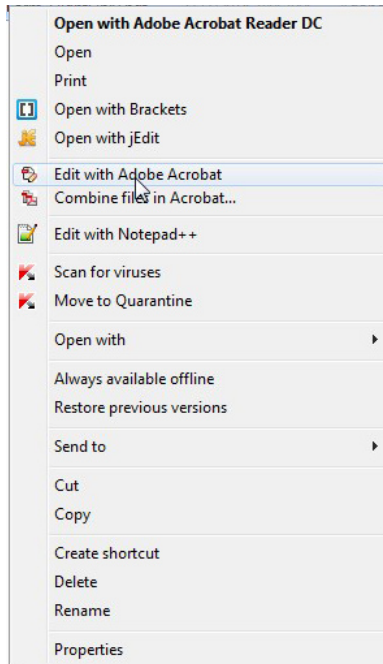
LiveCycle is no longer a recommend way to create or edit PDFs, it requires additional software that may not be available and these PDFs may not display correctly on the University website:
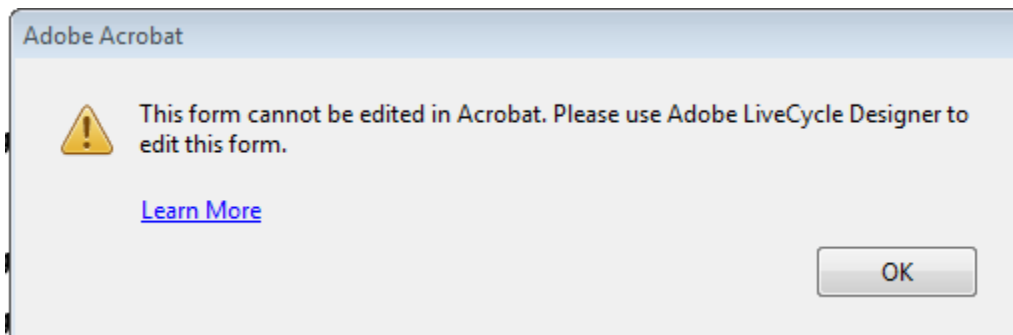

Verifying a file is a LiveCycle PDF

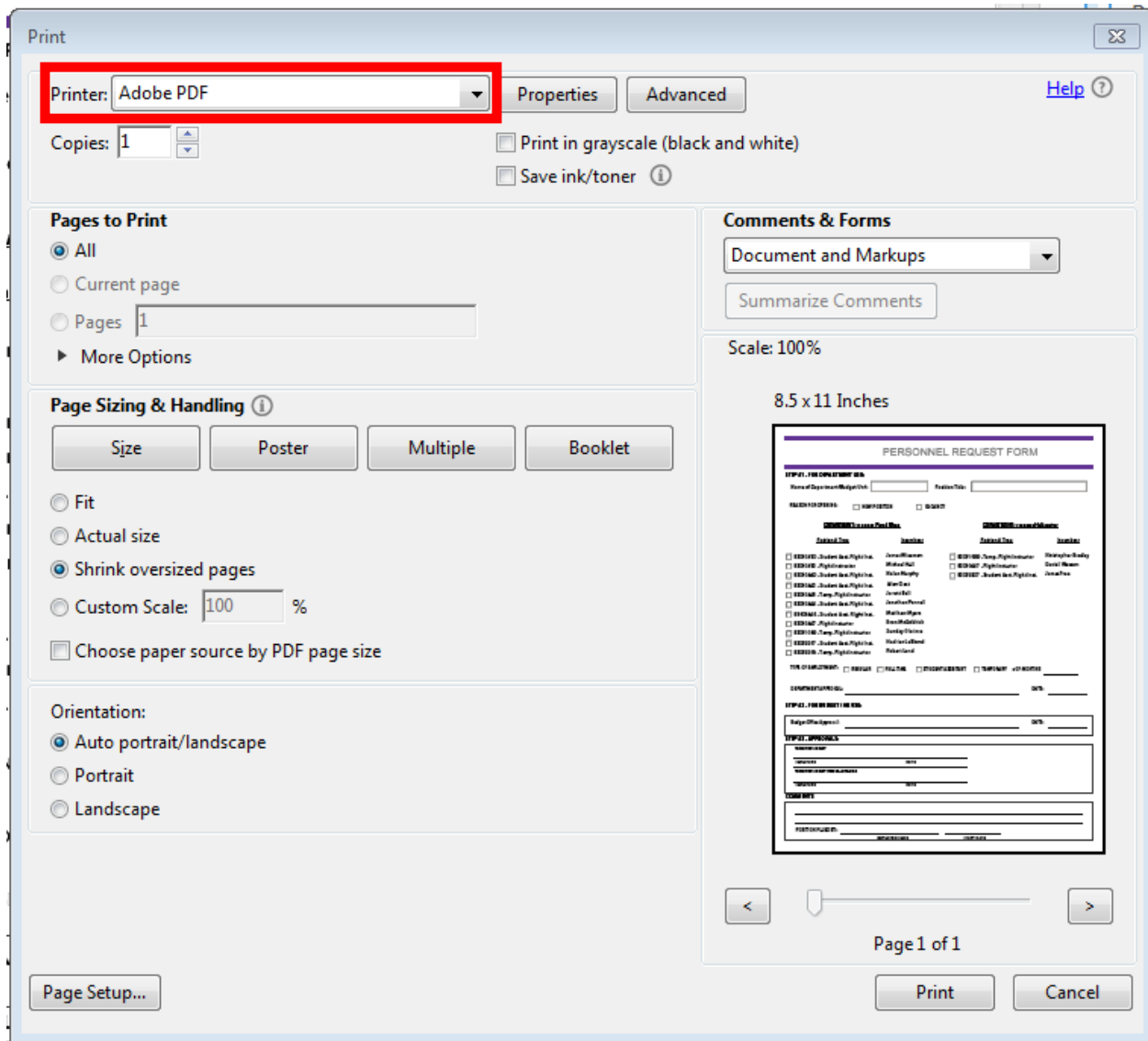When attempting to edit a LiveCycle file, by right clicking and selecting the Edit with Adobe Acrobat option:

Adobe Acrobat will display the following message about not being able to edit the file:

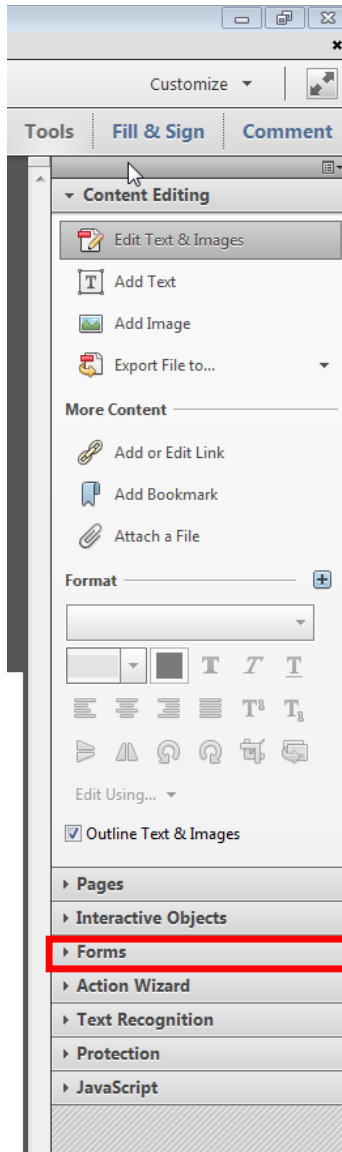**Converting the File to Adobe PDF**

Double click the PDF to open it in Acrobat Reader. Then go to the 'File' menu and choose 'Print'. On the Print window change the Printer to 'Adobe PDF':
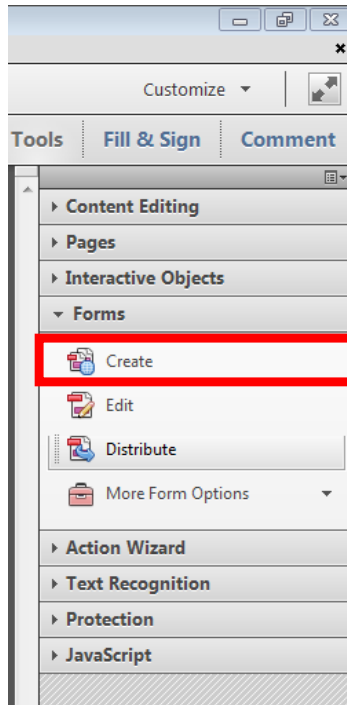
Then click the 'Print' button. Choose the location to save the file and click 'Save'. This will convert the file format to the correct PDF format that is editable by Adobe Acrobat Pro, but will strip out any fillable form fields that may have been in the original.

Right click on the new PDF and choose the 'Edit with Adobe Acrobat' option. The content of the PDF can now be edited, or fillable form fields can be added.
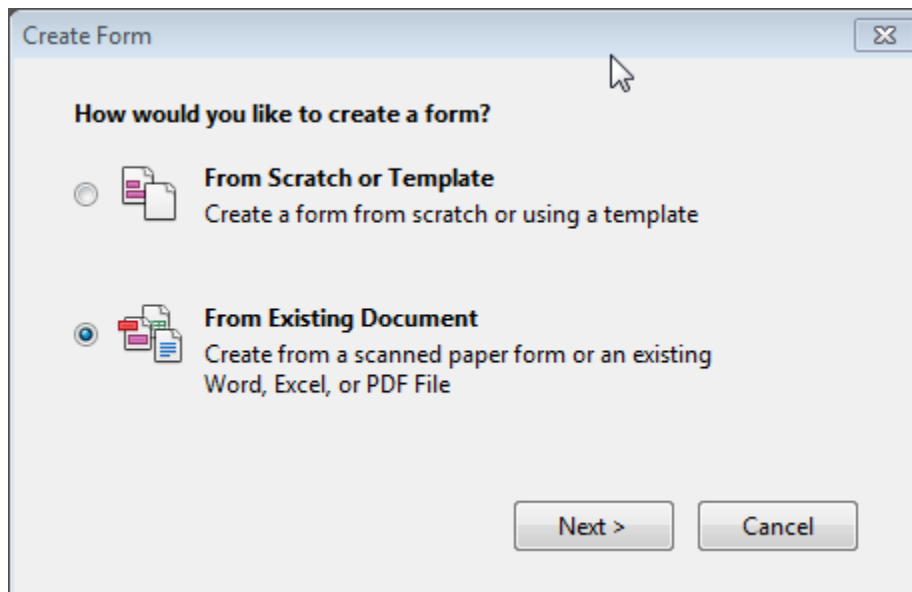
To add the form fields, let Adobe auto generate what it can first, this will save some time. On the right hand pane in Acrobat choose the 'Forms' option:
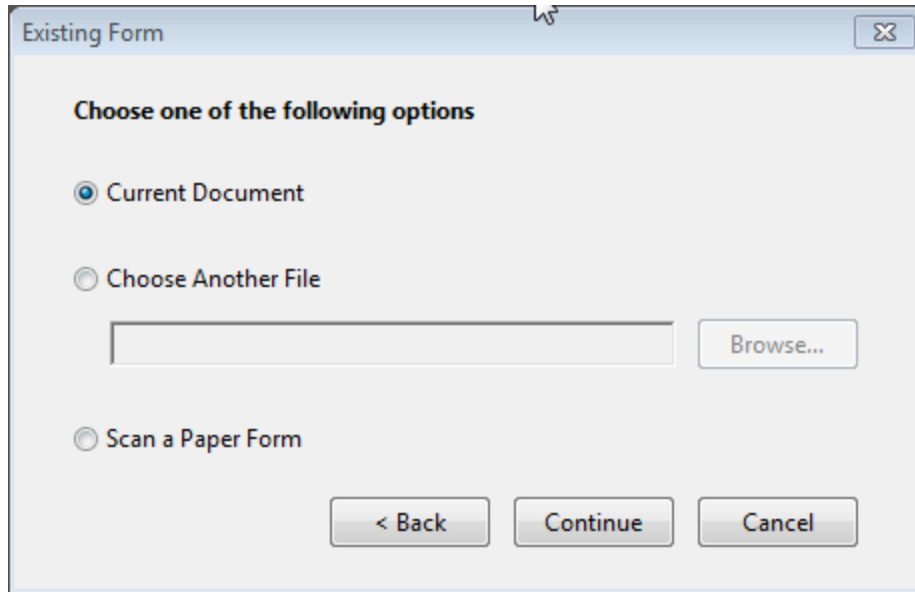
And on that new menu choose 'Create':

Acrobat will now ask how to create the form, choose 'From Existing Document' and hit next:

Then choose 'Current Document' and hit continue:

This feature of Acrobat is pretty powerful and should make a form field for text fields and signatures, but will sometimes create fields for white space that is on a page. These will need to be deleted and any checkbox, dropdown options, or radio buttons will have to be added back manually.

Once all the form fields have been recreated save the form and send to WebAdmin for posting to the website.