

21-HOWTO-Resolve Form Field Errors

This document file provides step-by-step instructions on how to Resolve Form Field Errors in Adobe Acrobat Pro XI. Please see the attached file for an exercise if needed.

Note: the information in these files has been altered and/or deleted from the original file to illustrate key learning concepts. Please let me know if anything is not working.

Screen shot 1

Individual Development Plan Template - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize

Tools Fill & Sign Comment

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Accessibility Checker

- Document (2 issues)
- Page Content
- Forms (1 issue)
 - Tagged form fields - Failed
 - Field 1
 - Field 2
 - Field 3
 - Field 4
 - Field 5
 - Field 6
 - Field 7
 - Field 8
 - Field 9
 - Field 10
 - Field 11
 - Field 12
 - Field 13
 - Field 14
 - Field 15
 - Field 16
 - Field 17
 - Field 18
 - Field 19
 - Field 20
 - Field 21
 - Field 22
 - Field 23
 - Field 24
 - Field 25

United States Public Health Service
Template
Individual Action Plan / Individual Development Plan (IAP / IDP)

Baseline Questions	Baseline Information
Date Last Revised	
Name (First, M, Last)	
PHS Temp Rank / Grade	
PHS Serial #	
PHS Category	
Position (Title, Ballet, Location)	
Education / Degrees	
Licensure / Certifications	
Professional Society Membership	
Teams / Groups / Networks	
Supervisor	
List of Advisors	

Note: it is recommended that each action / activity identified within the following pages should have the following information:

- Target Start and Completion Dates
- Title / Description
- Activity Sponsor
- Event Location
- Number of Hours (estimated)
- Total Cost (estimated)
- Funding Source(s)

This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.

IDP Form Version: 3.2

1

Content Editing

Pages

Interactive Objects

Forms

Action Wizard

Text Recognition

Protection

Document Processing

Print Production

Accessibility

- Change Reading Options
- Full Check
- Open Accessibility Report
- Add Tags to Document
- Set Alternate Text
- Run Form Field Recognition
- Add Tags to Form Fields
- Touch Up Reading Order
- Setup Assistant

Analyze

Run the accessibility *Full Check*.

Note the result of the Accessibility Checker report on the left.

Screen shot 2

Individual Development Plan Template - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize

1 / 2 [Icons] 55.6% [Icons] Tools Fill & Sign Comment

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Accessibility Checker

Document (2 issues)

Page Content

Forms (1 issue)

Tagged form fields - Failed

- Field 1
- Field 2
- Field 3
- Field 4
- Field 5
- Field 6
- Field 7
- Field 8
- Field 9
- Field 10
- Field 11
- Field 12
- Field 13
- Field 14
- Field 15
- Field 16
- Field 17
- Field 18
- Field 19
- Field 20
- Field 21
- Field 22
- Field 23
- Field 24
- Field 25

United States Public Health Service
Template
Individual Action Plan / Individual Development Plan (IAP / IDP)

Baseline Questions	Baseline Information
Date Last Revised	
Name (First, M, Last)	
PHS Temp Rank / Grade	
PHS Serial #	
PHS Category	
Position (Title, Billet, Location)	
Education / Degrees	
Licensure / Certifications	
Professional Society Membership	
Teams / Groups / Networks	
Supervisor	
List of Advisors	

Note: It is recommended that each action / activity identified within the following pages should have the following information:

- > Target Start and Completion Dates
- > Title / Description
- > Activity Sponsor
- > Event Location
- > Number of Hours (estimated)
- > Total Cost (estimated)
- > Funding Source(s)

This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.

IDP Form Version: 3.2 1

Content Editing

Pages

Interactive Objects

Forms

Action Wizard

Text Recognition

Protection

Document Processing

Print Production

Accessibility

Change Reading Options

Full Check

Open Accessibility Report

Add Tags to Document

Set Alternate Text

Run Form Field Recognition

Add Tags to Form Fields

Touch Up Reading Order

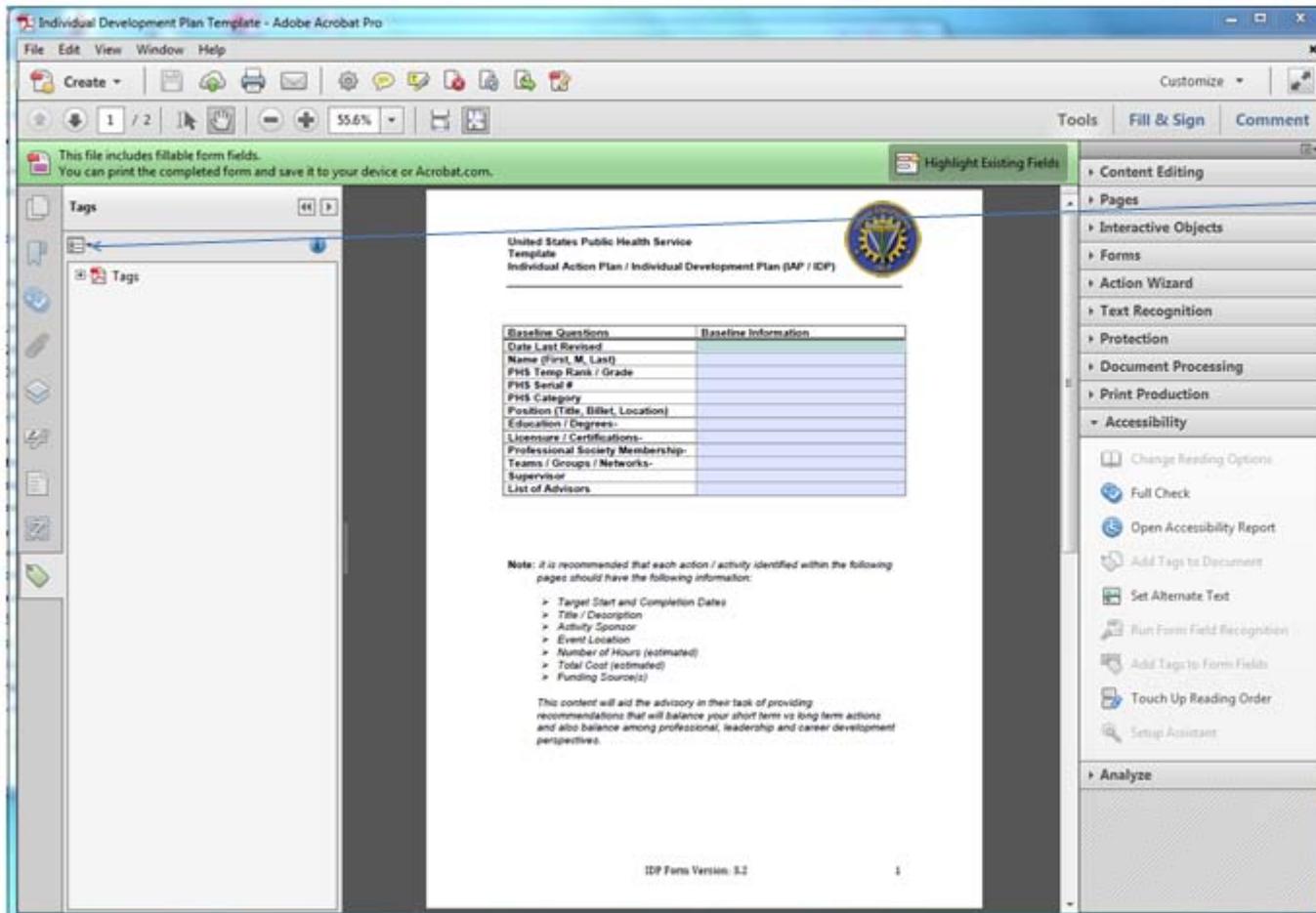
Setup Assistant

Analyze

Click onto the *Field* items to identify the location of the errors on the page.

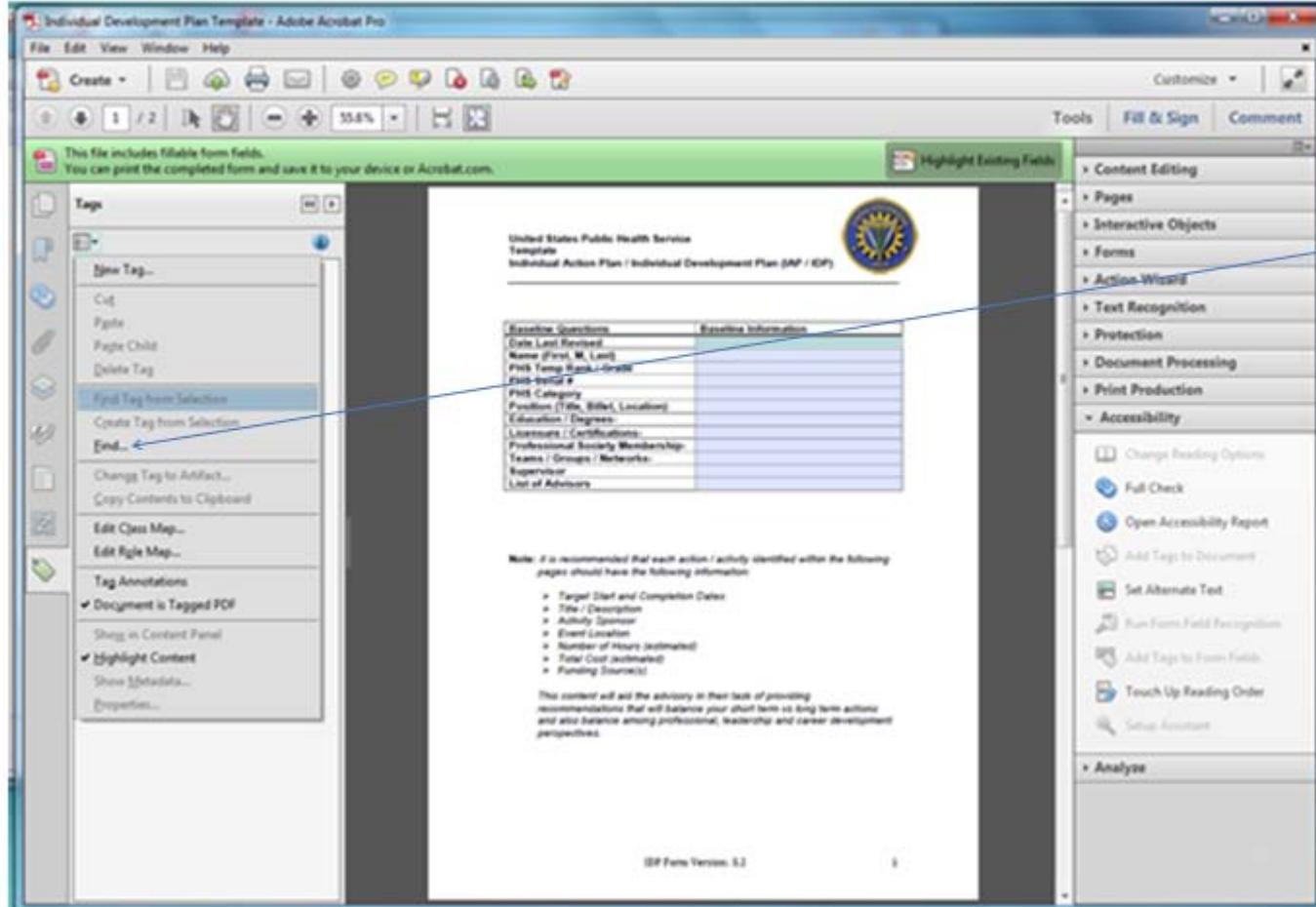
Click to open the *Tags Panel*.

Screen shot 3



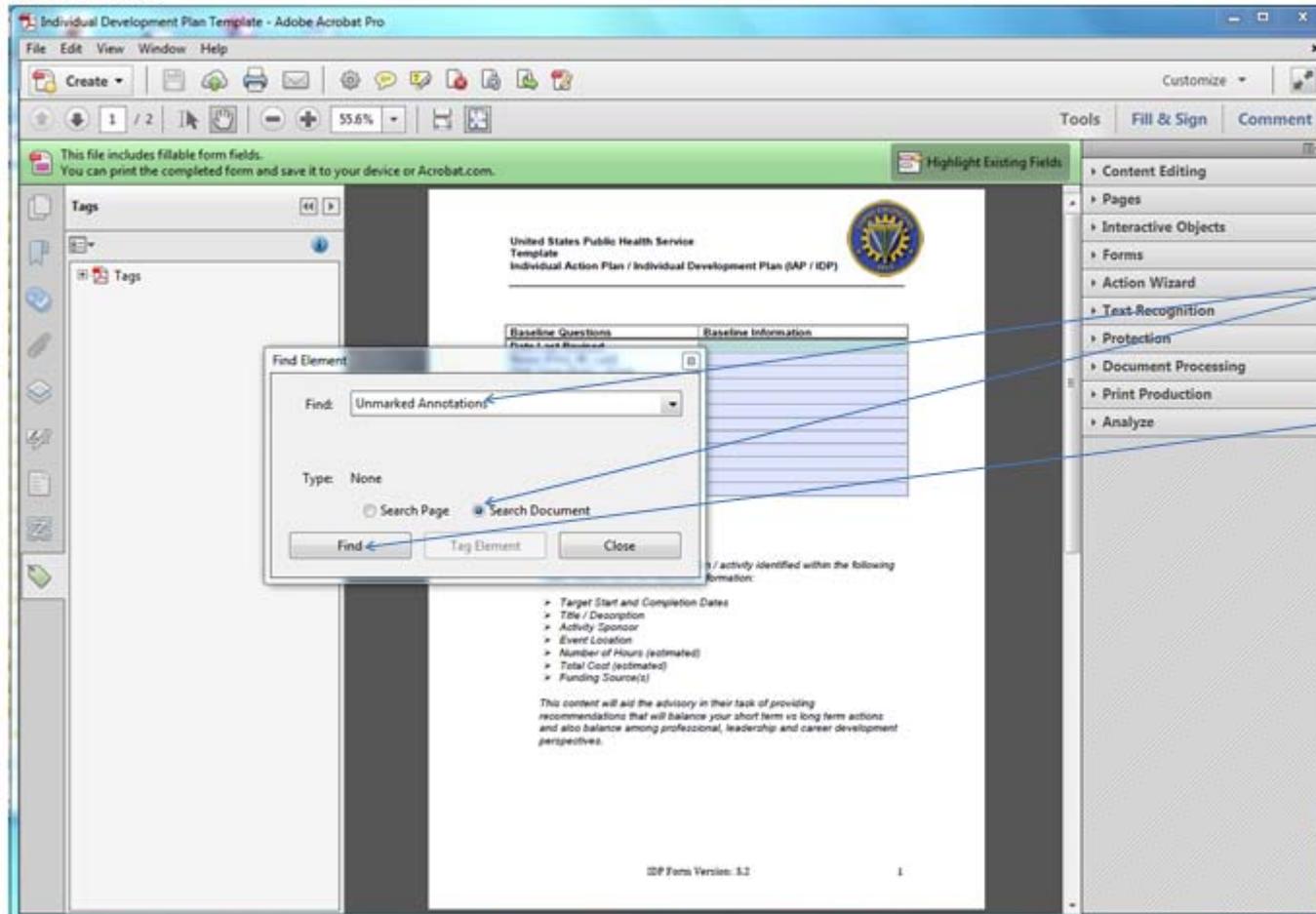
Click the down arrow to open up more options.

Screen shot 4



Select Find.

Screen shot 5



1. Select Unmarked Annotations and Search Document.

2. Click Find.

Screen shot 6

Individual Development Plan Template - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize

Tools Fill & Sign Comment

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

Tags

United States Public Health Service
Template
Individual Action Plan / Individual Development Plan (IAP / IDP)

Baseline Questions	Baseline Information
Date Last Revised	
Name (First, M, Last)	
PHS Temp Rank / Grade	
PHS Serial #	
PHS Category	
Position (Title, Billet, Location)	
Education / Degrees	
Licensure / Certifications	
Professional Society Membership	
Teams / Groups / Networks	
Supervisor	
List of Advisors	

Note: It is recommended that each action / activity identified within the following pages should have the following information:

- > Target Start and Completion Dates
- > Title / Description
- > Activity Sponsor
- > Event Location
- > Number of Hours (estimated)
- > Total Cost (estimated)
- > Funding Source(s)

This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.

Find Element

Find: Unmarked Annotations

Type: Baseline Information Date Last Revised

Search Page Search Document

Find Next Tag Element Close

IDP Form Version: 3.2 1

1. The first unmarked annotations is highlighted.

2. Click Tag Element.

Screen shot 7

Individual Development Plan Template - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize [Icons]

1 / 2 [Icons] 55.6% [Icons] Tools Fill & Sign Comment

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

Tags [Icons]

New Tag

Type: Form

Title: [Text Field]

OK Cancel

United States Public Health Service
Template
Individual Action Plan / Individual Development Plan (IAP / IDP)

Baseline Questions	Baseline Information
Date Last Revised	
Name (First, M, Last)	
PHS Temp Rank / Grade	
PHS Serial #	
PHS Category	
Position (Title, Billet, Location)	
Education / Degrees	
Licensure / Certifications	
Professional Society Memberships	
Teams / Groups / Networks	
Supervisor	
List of Advisors	

Note: It is recommended that each action / activity identified within the following pages should have the following information:

- > Target Start and Completion Dates
- > Title / Description
- > Activity Sponsor
- > Event Location
- > Number of Hours (estimated)
- > Total Cost (estimated)
- > Funding Source(s)

This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.

IDP Form Version: 5.2 1

1. Select Form and enter the Title for the form field.

2. Click OK to advance to the next field.

Screen shot 8

The screenshot shows the Adobe Acrobat Pro interface with the 'Individual Development Plan Template' open. The 'Find Element' dialog box is active, displaying 'Unmarked Annotations' as the search criteria. The 'Type' is set to 'Baseline InformationName First M Last'. The 'Tag Element' button is highlighted. In the background, a table titled 'Baseline Questions' and 'Baseline Information' is visible, with the 'Baseline Information' column highlighted. The table contains the following data:

Baseline Questions	Baseline Information
Date Last Revised	
Name (First, M, Last)	
PHS Temp Rank / Grade	
PHS Serial #	
PHS Category	
Position (Title, Billet, Location)	
Education / Degrees	
Licensure / Certifications	
Professional Society Membership	
Teams / Groups / Networks	
Supervisor	
List of Advisors	

Below the table, a note states: 'Note: it is recommended that each action / activity identified within the following pages should have the following information:' followed by a list of requirements: Target Start and Completion Dates, Title / Description, Activity Sponsor, Event Location, Number of Hours (estimated), Total Cost (estimated), and Funding Source(s). A concluding sentence reads: 'This content will aid the advisory in their task of providing recommendations that will balance your short term vs long term actions and also balance among professional, leadership and career development perspectives.'

Note that the next unmarked annotation is already highlighted.

Click *Tag Element* to label the form field.

Continue and repeat this process until all the unmarked annotations are labeled on this page. The program will automatically advance to the next page.

Screen shot 9

Individual Development Plan Template - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize [Icon]

2 / 2 55.6% [Icons] Tools Fill & Sign Comment

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Tags

United States Public Health Service
Template
Individual Action Plan / Individual Development Plan (IAP / IDP)

Professional Development Perspective
Activities may include: education, training, licensure, certifications, professional association involvement, presentations, publications, etc.

Target Completion Date	Short term Actions / Activities (0 to 3 years)	Estimated Cost/ Funding source

Target Completion Date	Long Term Actions / Activities (3 to 10 years)	Estimated Cost/ Funding source

New Tag

Type: Form

Title: TargetDate row1

OK Cancel

Content Editing

Pages

Interactive Objects

Forms

Action Wizard

Text Recognition

Protection

Document Processing

Print Production

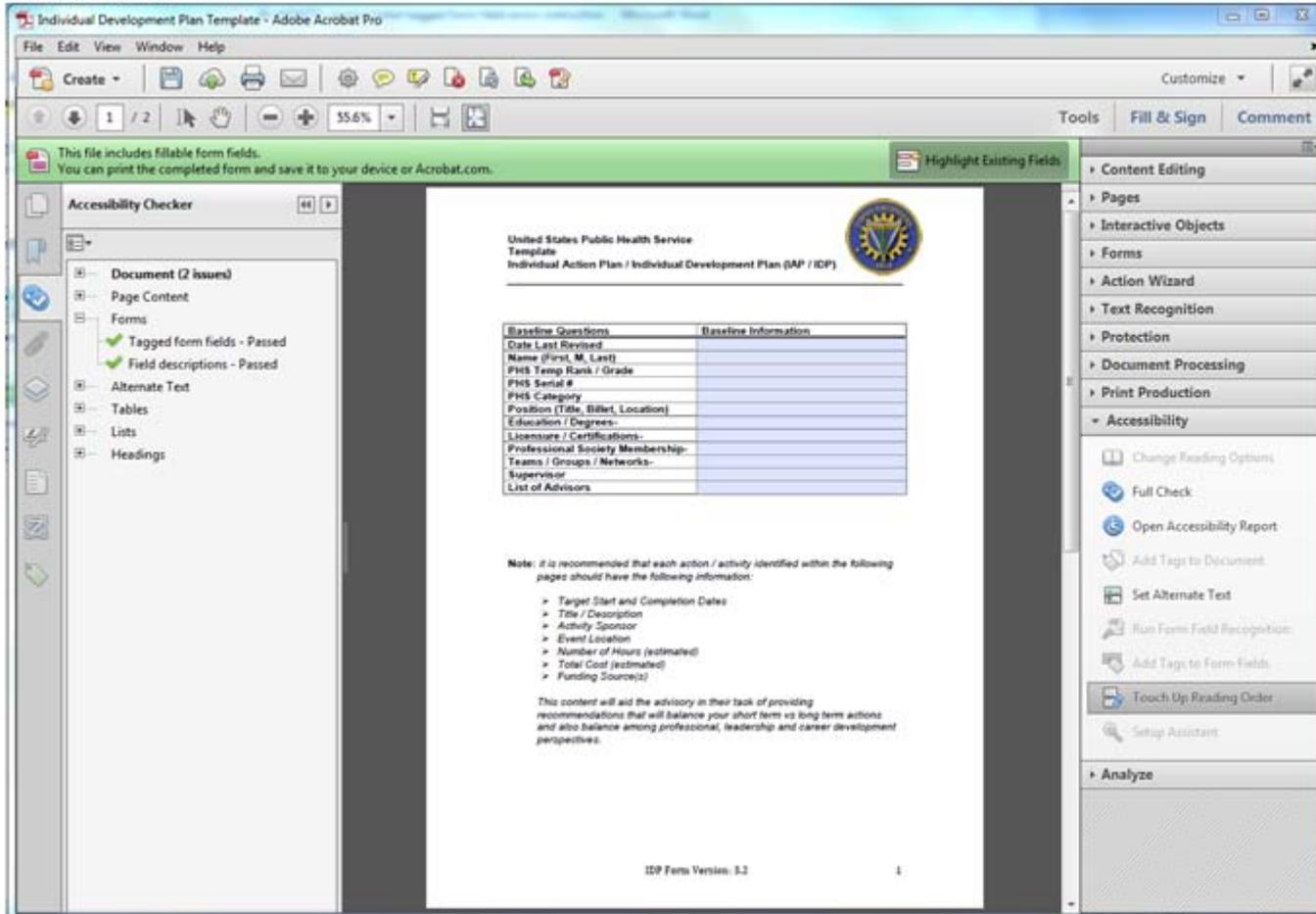
Analyze

IDP Form Version: 3.2 3

Note that these form fields are in a table format.

Follow the same procedures. An example would be to tag each item with Row1, Row2, etc. until all the rows are labeled.

Screen shot 10



Re-run the Accessibility *Full Check*. All form field errors are resolved.