

How to Change the Font Size on the Adobe PDF Evaluation Forms

If you are having trouble fitting all of the text/comments into a particular field on one of the evaluation forms, you may wish to change the font size.

To do so, open the document using Adobe Acrobat **Pro** (not Reader – this can be accessed using the Start Menu, Programs).

Once in the document using Adobe Acrobat Pro:

- Click on Forms on top menu
 - Click on Add or Edit Field

- Put your cursor in the text field where you want to change the font size
 - Right Click
 - Click on Properties
 - Click on Appearance
 - Click on the Font size drop down menu – you can select one of the existing font sizes or anything in between, including w/decimal points, e.g., 9.5

- Then click on Close Form Editing in the top right corner of the screen