**Introduction:**

A form is a structured document with a fixed arrangement. Forms are used to collect the required information in a logical, meaningful fashion for communication and pass to another entity. Forms compile the registration data of residents, customers, students, donors, or any group with a relationship to a business, government, school, or organization, and facilitate future retrieval. When forms are simple, understandable, and collect the required information, life goes on. When forms are poorly designed or allowed to get out of date, organizations often hastily append new forms rather than take the time to revise the original.

Forms can be of two types- printed documents and web forms. These forms are typically in PDF format but can sometimes be in Word (.doc) or other common formats. PDF form documents are an on-screen version of a printed form. They are often delivered electronically to the respondent (e.g. via web download or email). They may be printed, filled out, scanned into another PDF, and returned electronically.