

Example of an Interactive PDF Form

An interactive PDF form will contain form fields for you to fill in. How can you tell if the form is flat or fillable?

- Look at the top of the PDF for the purple document message bar. This bar lets you highlight fields and may provide additional information and options. Click the words *Highlight Fields* to see where fillable fields exist in the PDF.
- Hover the Hand tool over an area that looks like it might be a field. If the Hand changes to an I-beam or cursor you should be able to click in the field and type.

How can you make a flat form fillable or interactive?

Creating interactive PDF forms requires Adobe Acrobat. The free Adobe Reader does not provide this functionality.

- Use the [Form Wizard](#) in Acrobat 9 to create the form fields.
- If you have Acrobat, not just the Adobe Reader, you can use the [Typewriter tool](#) to add text to the form.

Can I save my form with the data I entered?

- If you have Adobe Acrobat you can save the form data—simply save the document. If you are using the free Adobe Reader it will depend on whether the creator of your form enabled the form for saving form data. The purple document message bar will say: "You can save data typed into this form" if saving has been enabled.



GLOBAL
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HUMAN RESOURCES MANAGEMENT SYSTEM

NAME				ADDRESS			
LAST				STREET			
FIRST							
MIDDLE		SUFFIX		CITY		STATE ZIP	
TELEPHONE				EMERGENCY CONTACT INFORMATION			
HOME		WORK		PHONE			
				NAME		RELATIONSHIP	

SOCIAL SECURITY NO. (MANDATORY)

SEX

DATE OF BIRTH

- ☐ MALE
☐ FEMALE

MONTH/DAY/YEAR

EDUCATION (HIGHEST LEVEL AND YEAR)

- ☐ HIGH SCHOOL DIPLOMA
☐ TRADE CERTIFICATE
☐ COLLEGE - NO DEGREE
 ☐ ASSOCIATE'S DEGREE
 ☐ BACHELOR'S DEGREE
 ☐ MASTER'S DEGREE
 ☐ PROFESSIONAL DEGREE
☐ PH.D..
☐ OTHER DOCTORATE

EMPLOYEE SIGNATURE

SUBMIT FORM

PRINT FORM