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 ELECTRONICS

HUMAN RESOURCES MANAGEMENT SYSTEM

NAME

you

LAST

ME

FIRST

MIDDLE   SUFFIX   PREFIX

ADDRESS

STREET

CITY   STATE   ZIP

TELEPHONE

123456

HOME   WORK

EMERGENCY CONTACT INFORMATION

PHONE

NAME   RELATIONSHIP

SOCIAL SECURITY NO. (MANDATORY)

123456

SEX

○ MALE
○ FEMALE

DATE OF BIRTH

03/24/1996

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