

## Example of a Flat or Non-Interactive PDF Form

A flat PDF form will look like a form but will not have 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.



GLOBAL  
ELECTRONICS

NAME

LAST

FIRST

MIDDLE

SUFFIX

PREFIX

TELEPHONE

HOME

WORK

SOCIAL SECURITY NO. (MANDATORY)

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

HUMAN RESOURCES MANAGEMENT SYSTEM

ADDRESS

STREET

CITY

STATE

ZIP

EMERGENCY CONTACT INFORMATION

PHONE

NAME

RELATIONSHIP

SEX

- ☐ MALE
- ☐ FEMALE

DATE OF BIRTH

MONTH/DAY/YEAR

EMPLOYEE SIGNATURE

DATE