



## USING FILLABLE PDF FORMS

To view and use fillable forms or to download blank forms for future use, you need:

- Adobe Acrobat Reader version 4.05 or higher
- The software can be obtained free from the Adobe Web site, which also offers customer support.

### Completing fillable forms

Along with the information provided here, you can consult the Adobe Acrobat Reader's online guides (under "Help" in the Reader's menu).

### Moving within a form

- \* Enter the appropriate data in each box or "field."
- \* To move from one field to the next, use your cursor or hit "Tab."

### Changing your data

- \* To replace data you've already entered in a field, place your cursor after the data and backspace to erase, then type in new data.
- \* You can also place your cursor within the field and then left-click. This "selects" the existing data, which you can then adjust or replace.
- \* To clear the data from all fields and start over, click on the "Restore" button located near the top of the form.

### Check-off boxes

- \* Some forms contain boxes to be checked off.
- \* Place your cursor over the box you want to check off.
- \* When your cursor becomes shaped like a hand with its index finger pointing, click your left mouse button.
- \* To de-select a box, left-click on it again.

### Multi-line fields

- \* Some fields -- for instance, the address field on some forms -- have room for more than one line of text.
- \* To move to the next line within a field, hit "Enter."
- \* When you've finished in the field, hit "Tab" to move to the next field.

### Specific fields

- \* Signatures: A fillable form that requires a signature must be signed by hand after you've completed and printed it.
- \* The system won't let you enter any electronic data in the signature field.

## Printing forms that you've filled out

- \* Once you've completed a form on-screen and verified its page size, select "File" and then "Print" in the Reader's toolbar.
- \* This brings you to the print dialog box.
- \* To change the paper size, click on "Setup" in the print dialog box.

## Submitting forms that you've filled out

- \* After you've entered and verified the data on your fillable form, print it.
- \* Manually sign the form (if applicable).
- \* Before submitting your printed form, either make a photocopy or save an electronic copy on your own computer (see Saving fillable forms below) for your records.
- \* Mail or bring the form, along with other supporting documents, to your Recruiting Center.

## Saving fillable forms

### *Downloading blank forms*

Using the free Adobe Acrobat Reader, version 4.05 or higher, you can download a **blank** fillable form for future use:

- \* Right-click on the hyperlinked file name and then select "Save Target As" (Internet Explorer) or "Save Link As" (Netscape).
- \* Save the document in the directory of your choice, then use your Reader to access it at your convenience.
- \* To access the saved form, click on "File" and then "Open" in the Reader's menu.

### *Saving forms that you've filled out*

**Data contained in filled forms cannot be saved using Adobe Reader.** To save an electronic copy of a completed form that contains your own data, visit the Adobe Web site to purchase either:

- \* Acrobat Approval 5.0; or
- \* Acrobat 5.05