

# SAMPLE "FILLABLE" .PDF FORM

2/22/07 vC5

from TheWebJockeys.com

*Follow the steps below, and in five minutes, you'll become a fan of this new technology!*

- A Fillable Form like this a .PDF form that you first downloaded into your computer using the FREE Adobe Reader that your computer already had installed. If needed, Adobe Reader downloads at <http://www.adobe.com/products/acrobat/readstep2.html>
- A Fillable Form can be printed on the user's printer WITH all data that the user has just typed into it
- Any checkboxes that the user checks will print as checked
- A Fillable Form can not be submitted online; as long as only the user's own computer is used, there are no security or HIPAA issues
- A Fillable Form can be saved only as a blank form without any data that was just typed into it
- Typed data on a Fillable Form is much more legible than hand-written data, eliminating many otherwise unavoidable errors
- A Fillable Form will photocopy with much higher clarity than any form with hand-written data
- Fillable Forms save time for all recipients of the form

OK, let's get started with the Sample.

**1. Before entering any data, print a blank copy of this form.**

2. On the printed blank copy, write in, by hand, your response to each question.

3. Point your cursor on the "keys" below on left. They provide optional help for users.

4. With the blank form displayed on your monitor, type in your response to each question. Don't worry, accuracy and spelling don't count, & nothing leaves your hands!

 Your Last Name: \_\_\_\_\_

Your First Name: \_\_\_\_\_

Types of sports that you watch on TV (select as many as you like):

 Football      Baseball      Basketball      NASCAR      Hockey

Date: \_\_\_\_\_

 Signature: \_\_\_\_\_

5. Now print a copy of this form with data entered.

6. Now save a copy of this form – it will be blank even though you've just entered data.

7. Compare the two printed copies, the hand-written copy and the copy with data entered on the computer.

8. Test the link at the top to adobe.com and the link below, both work directly from this .PDF. You can have links to other pages on your site or to bookmarks on a long form.

9. Contact [www.TheWebJockeys.com](http://www.TheWebJockeys.com) with your comments or questions. Thanks!