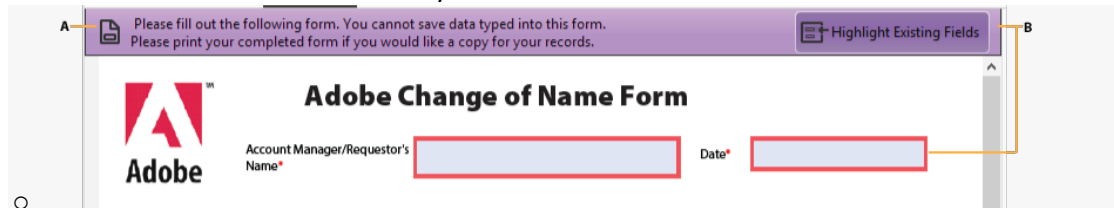





## HOW TO COMPLETE THE FORM

1. An *interactive* form contains fields that you can select or fill in.



- 
- *Interactive fillable form*

2. **A.** Purple message bar indicates presence of fillable fields. **B.** When clicked, shows where fillable fields exist.
3. If necessary, right-click the document, and select either the **Hand Tool** or the **Select Tool** from the pop-up menu.
4. The pointer changes to a different icon as you move it over a field. For example, the **Hand**  tool changes to an I-beam  when you can type text into the form field. Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across pages.
5. (Optional) To make form fields easier to identify, click the **Highlight Existing Fields**  button on the document message bar. Form fields appear with a colored background (light blue by default), and all required form fields are outlined in another color (red by default).
6. Simply point your cursor into a field and type in your answer.
7. Fields that have a “**red border**” are mandatory (required) and the form will not allow you to “**submit**” it until these fields are completed/filled-out.
8. Note that some fields (showcased in the image below) have an arrow next to them – these are “**drop-down**” fields, which have a number of pre-determined answers to choose from – select the appropriate one for you to complete the relevant answer.

Identity Number*	Gender*
Alternate ID Type if Identity Number is not available	Alternative ID Number
Nationality	Home Language
Race*	Socioeconomic Status
Citizen Resident Status	

Disability Status*	None
Ability to Hear*	None
Ability to See*	None
Ability to Walk*	None
Ability to Remember*	None
Ability to Take Care of Self*	None

9. Click to select options, such as radio buttons. Click inside a text field to type.
10. Press Tab to move forward or Shift+Tab to move backward.
11. When finished, click the **submit button** to either send the data to a server or create an email to send the data. The submit button can appear in the purple message bar at the top of the form or in the form content.

If you have any questions or need further support, please contact [info@isaca.org.za](mailto:info@isaca.org.za).