

PERSONNEL ACTION FORM INSTRUCTIONS

1. There is a problem with Adobe Acrobat 6.0 in that you can not set up the tabbing order. You will have to manually put your cursor in the field that you want to type in.
2. To Print the form with all of the lines on it:
 - a) Select **"File"** from the Menu Bar
 - b) Select **"Print"** from the File Menu
 - c) Make sure **Print What** at the bottom of the dialog box says **"Print with Comments"**
 - d) Click **"OK"**

OR

- a) Select the **"File"** from the Menu Bar
- b) Select **"Print with Comments"** from the File Menu
- c) Click **"OK"**

