

Foxit PDF Reader – use it to save your completed job app forms

IMPORTANT – PLEASE READ:

- this advisory is suited to those using the standard Adobe Reader (6/7/8 etc.). Foxit PDF reader offers users the ability to save entered form content as a new PDF document – something which Adobe reader does not *. This is ideal for the NWRC job application form.

* those with a full version of Adobe Acrobat Professional should ignore this advice.

1. Get a copy of Foxit PDF reader from:

http://www.foxitsoftware.com/pdf/reader_2/down_reader.htm

2. Download the application form – do this by right-clicking on the application link and choosing “**Save Target/Link As ..**”

You can save it to you're my Documents, C:/ drive or other preferred location.

The screenshot shows a web browser window displaying the NWRC website. The page title is "NWRC : North West Regional College : Derry/Londonderry, Strabane, Limavady : FE & HE Education". The browser address bar shows "http://www.nwrc.ac.uk/vacancies/application.html". The website header includes the NWRC logo and navigation links: "courses", "about us", "studying with us", "news & events". A search bar is present with the text "enter a course name .." and a "GO!" button. The main content area is titled "Job application" and contains the following instructions:

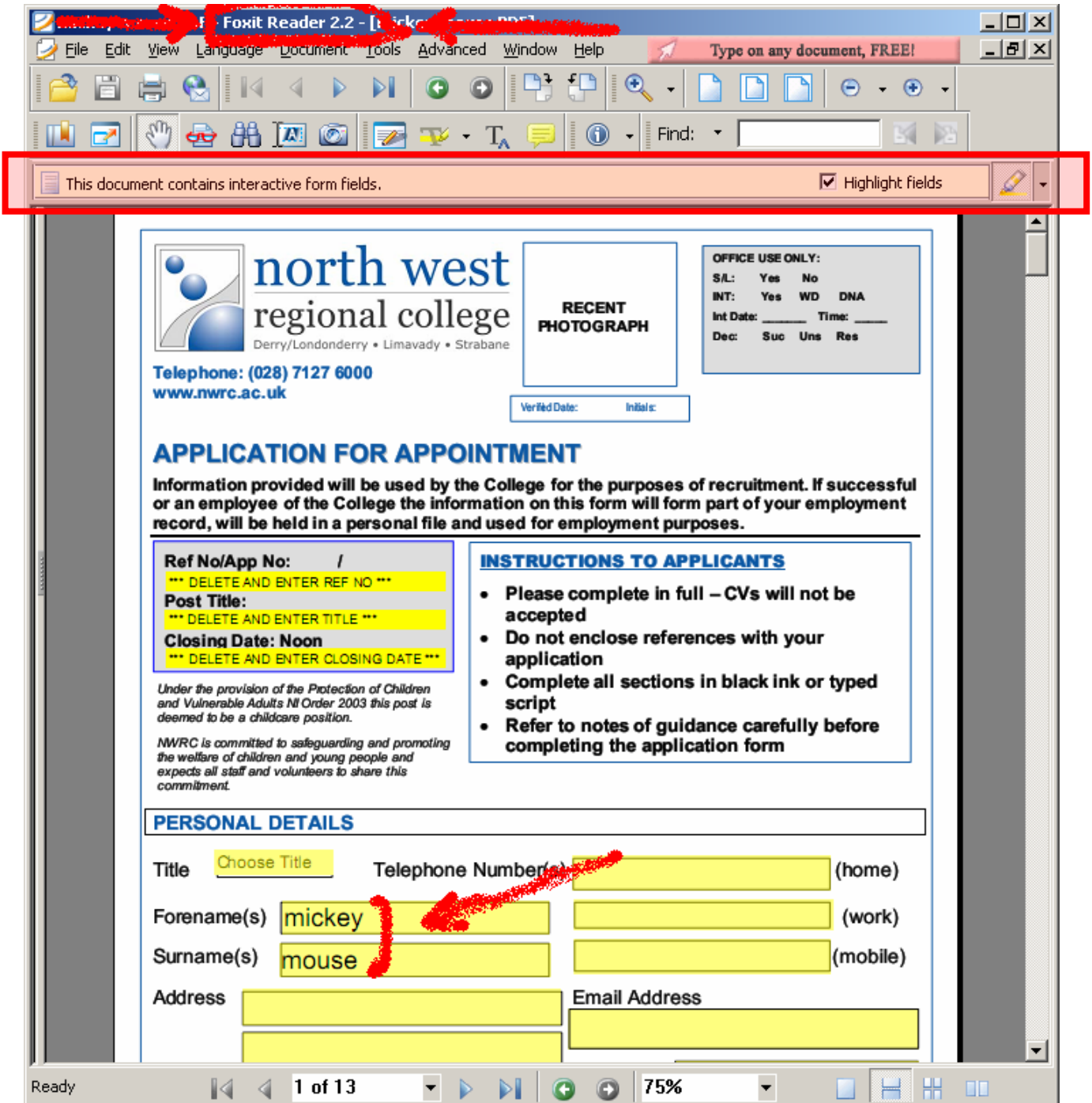
1. Check that your system can read PDF documents. If not, download the FREE Acrobat Reader using the link in the right table. * PLEASE NOTE THAT THE LATEST VERSIONS OF ACROBAT READER (6,7 & 8) NO LONGER ALLOW YOU TO SAVE ENTERED DATA - COPY ANY DATA YOU WISH TO KEEP TO WORD OR SIMILAR.
2. Read the Guidance Notes ([guidance_notes.pdf](#)). It contains specific instructions on how to complete the application form.
3. **PART TIME lecturing posts:** Please complete the Availability Sheet - it is an essential part of your application ([availability_parttime_lecturing.pdf](#)).
4. Download the application form ([NWRC_editable_application.pdf](#)) making sure to complete all sections in full. * Remember to complete the job description details (YES)
 1. Post No/App No
 2. Post Title
 3. Closing Date
5. Print the completed application. Save the completed form as a PDF file. * Please note that the latest versions of Acrobat Reader do not allow you to save entered data you wish to keep to Word or similar.

On the right side of the page, there is a box titled "Online Application" with the text: "You may need Adobe Acrobat Reader to view PDF documents. Download a FREE copy by clicking the logo." Below this text is the Adobe Acrobat Reader logo. A red arrow points from the logo to the "Save Target As..." option in a context menu that is open over the link in step 4. Another red arrow points from the "Save Target As..." option to the "Save Target As..." option in the context menu. The context menu also includes options like "Open", "Open in New Tab", "Open in New Window", "Print Target", "Cut", "Copy", and "Copy Shortcut".

3. Startup Foxit PDF reader - make sure it becomes your default PDF file viewer – click yes if asked.

Checking the “**Highlight Fields**” box just above the form may make it easier to see those fields you need to complete?

- see yellow highlighted boxes below (mickey mouse)



4. When you have completed the form, print it and then save it as a new completed PDF form.

Follow these steps:

Go to FILE > SAVE AS:

Enter the new name, e.g. nwrc-completed-job-app-lecturing-jul08.pdf

IMPORTANT: Change the "Save What:" dropdown box to **Document and Annotations**

This will save a new PDF with all the details you have entered for your reference.

