

## **Steps to sign an Adobe PDF Document.**

The graduate school's forms utilize Adobe's password protected signature. To sign the form, you must set up a free adobe signature (see below for instructions)

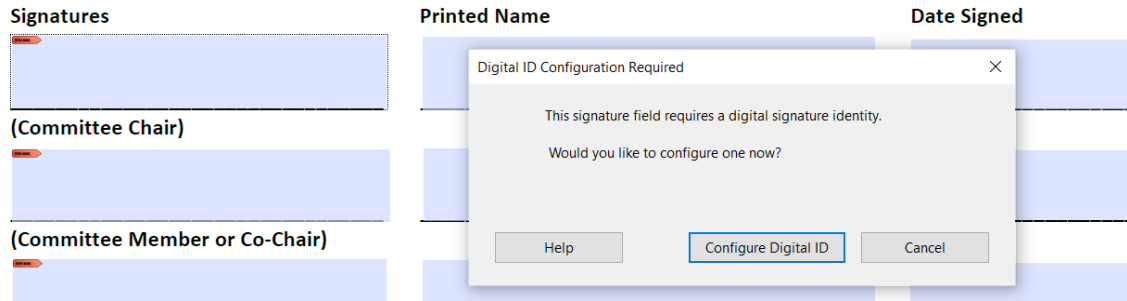
1. The person who initiates the form will need to download the form from the web browser and **open with Adobe**. Only the form initiator needs to download the form from the website. If you are not the initiator you will open the form emailed to you from the previous signer.
2. Once downloaded, **open with Adobe Acrobat**, and complete the necessary sections. To sign, click on the area you are trying to put your signature, insert your password, and save the document.
  - If you do not have a saved adobe signature, you will need to create one. See below.
  - See below for instructions on what to do if the signatures blocks are not functioning correctly.
3. Email to the next person who needs to sign the form. If you are the final signer, email back to the person who initiated the form.
  - a. If you are signing an approval of format or electronic signature and agreement form, the student will need to upload both of these forms to ProQuest with their thesis/dissertation submission.

## **Tips for working with an Adobe PDF.**

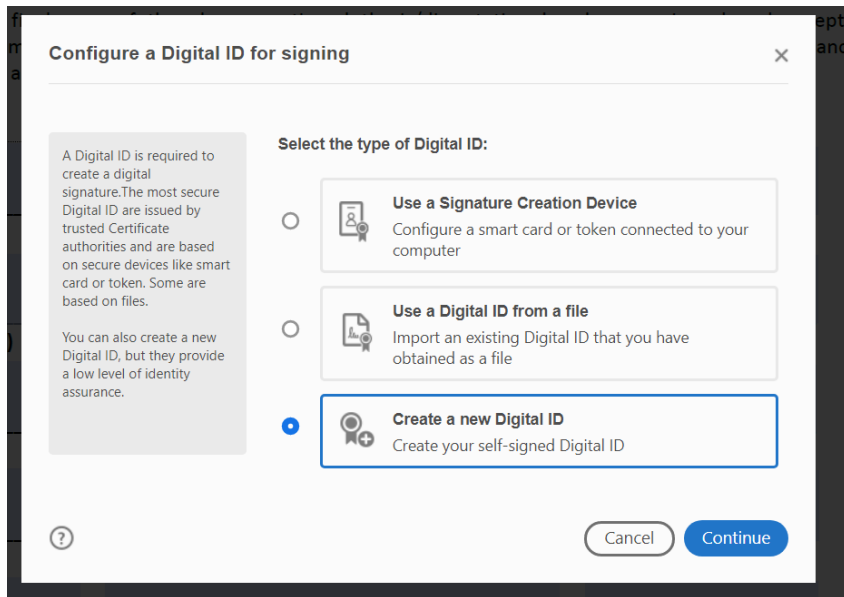
- Do not fill a PDF out on a web browser. Be sure to always first download the PDF and save it to your desktop or other file.
- The signature blocks do not work with a web browser, Adobe does not have functionality for this. You must sign the document with the Adobe Acrobat (or another Adobe Program).
- Many computers will default to opening PDFs with a web browser (Like Edge, Firefox, or Chrome). To change this:
  - Right click on the PDF file and select "properties."
  - Click the "change" button which will open up a new window asking you what program you'd like to use to open pdf files.
- When a PDF is being particularly stubborn and will not let you use the signature blocks or place your signature on the PDF manually, you can 'print' the file to a new PDF file.
  - Printing to a new file will remove all fillable functionality with the PDF but it is a great last-ditch effort when you're simply trying to put your signature on a document.
  - PC users when you select print there is an option for a printer called "Microsoft print to PDF".
  - Mac users when you select print, there is a PDF pop-up menu in the bottom of the screen, you can then select "Save as PDF".

## If you do not have an adobe signature:

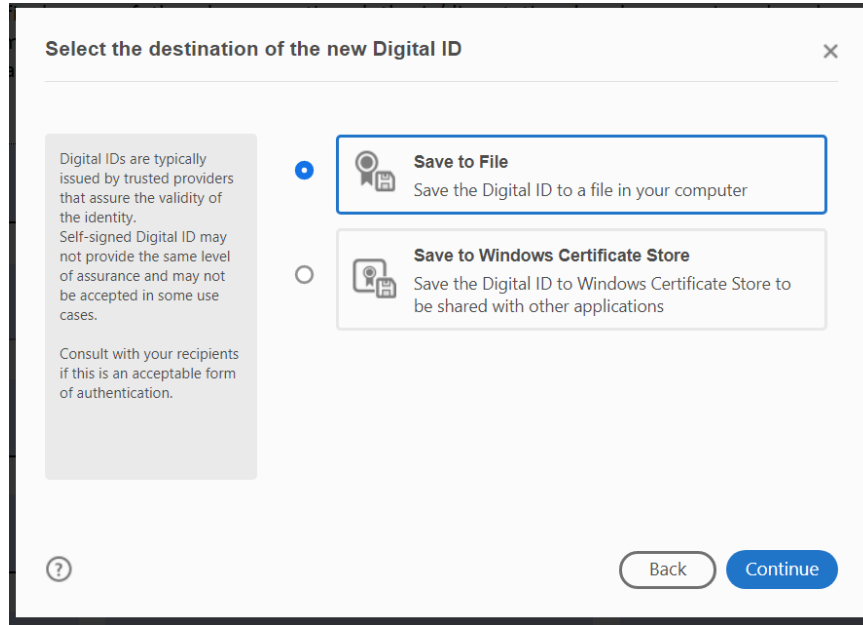
1. When you click on the signature box, it will prompt you with “Digital ID Configuration Required”. Select “Configure Digital ID”



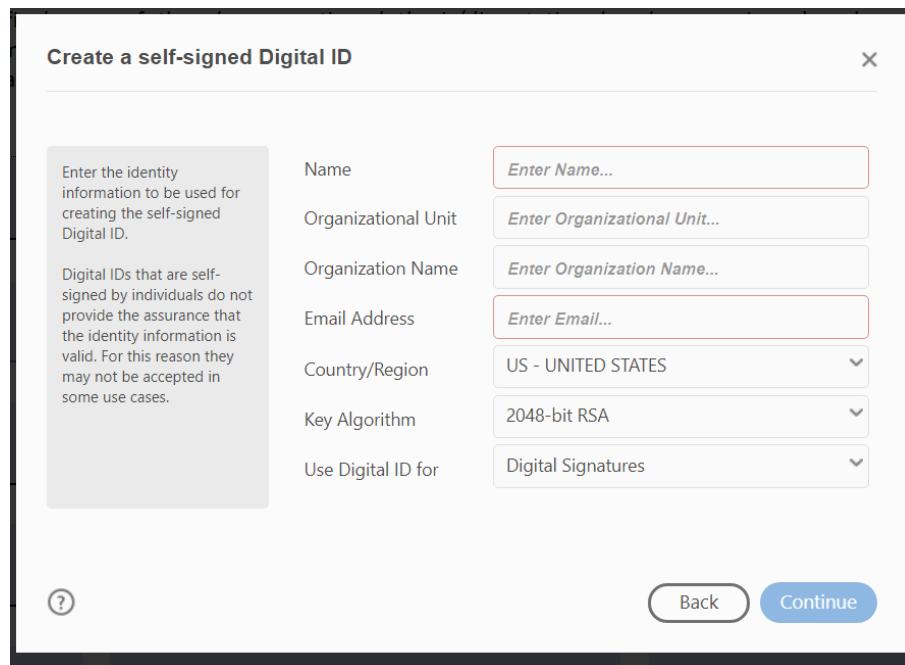
2. Select “Create a new Digital ID”



3. Select “Save to file”



4. Fill out all required information and continue



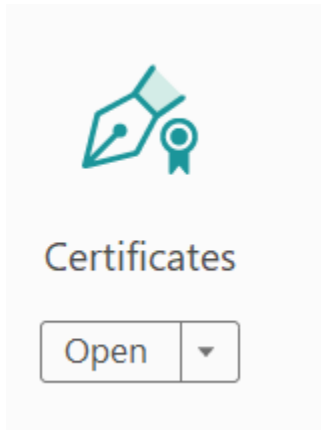
5. Create password and save.

6. Now you are ready to sign the document (and future documents as well). Click on the signature block and it will request your password. Sign and save the document and pass to next signer.

## **If the signature function is not working:**

you can add your password protected signature in manually. See below for the steps to do this:

1. Open the document in Adobe Acrobat and go to “tools”
2. Select “Certificates”



3. Select “Digitally Sign”



4. You will be given instructions to draw out a signature box where you would like it. Place the box in the signature area. Once selected, you will be given the box to enter your password to sign.
5. Save the document and pass to the next person who needs to sign.