Instructions for Signing a PDF

A digital signature can be provided in the PDF using Adobe Reader XI or a later version of Adobe (e.g., Adobe Acrobat X Pro). If you are unable to provide a digital signature, please down the free Adobe Reader XI software at http://www.adobe.com/products/reader.html. Please note that cropped images were used for this guide.

Detailed instructions can be found at http://www.adobepress.com/articles/article.asp?p=1708161&seqNum=4.

Follow steps 1 thru 5 to provide a digital signature.

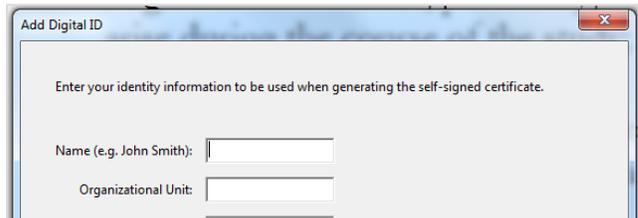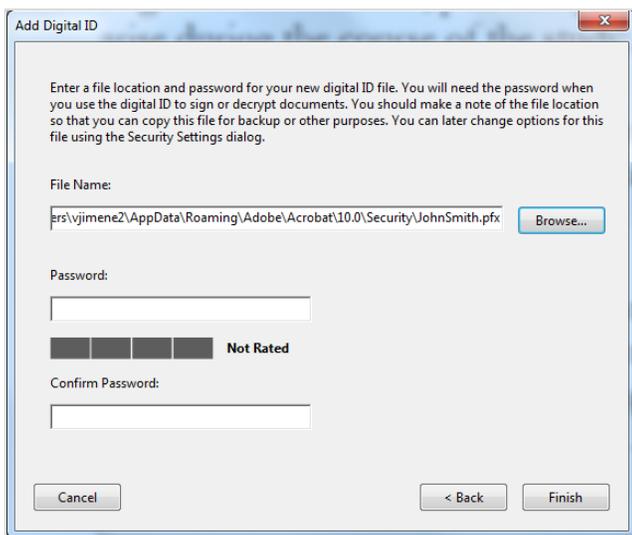|	
Step 1: Click on the red tab in the signature line Faculty Supervisor Signature	**Step 2:** First time user select "A new digital ID I wasn't to create now". Click **Next.** (Returning users go to Step 5.)
Step 3: Select the location where you want to store your signature. Click **Next**.	**Step 4:** Enter your identity information to be used when generating the signature. Click **Next**. **Note**: Enable Unicode Support is for extended characters (things like #, &, ^, etc.). If you select this option, you can type the Unicode values in the boxes that appear to the right of the original fields.
Step 4: Create a password for your signature. Click **Finish**.	**Step 5:** Enter your password to provide your signature. ***If you want to use an image of your actual signature follow the steps on the second page.*** **Note:** You can select **Lock Document After Signing**. Select this only if you are the last person to digitally sign this document because it locks all of the fields in the document. Click **Sign** to sign the document.
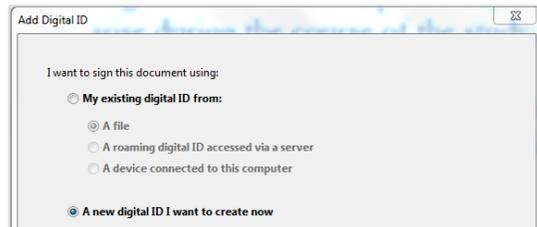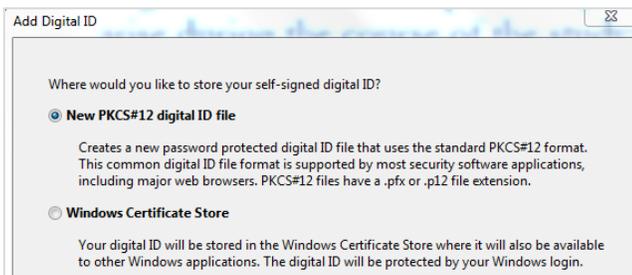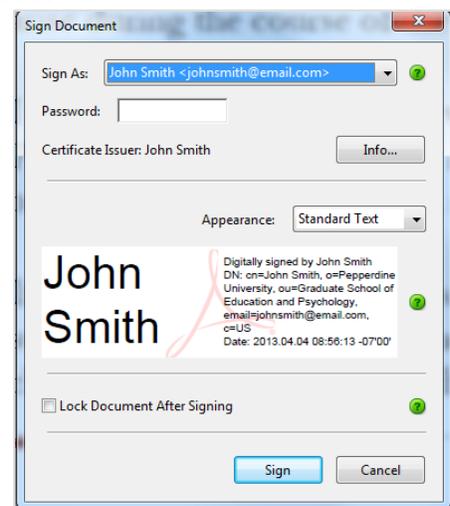
Follow steps a) thru g) to use an image of your actual signature for you digital signature.

a) Click on the **Appearance** drop down menu and select **Create New Appearance**. The "Co2nfigure Signature Appearance" window will appear.
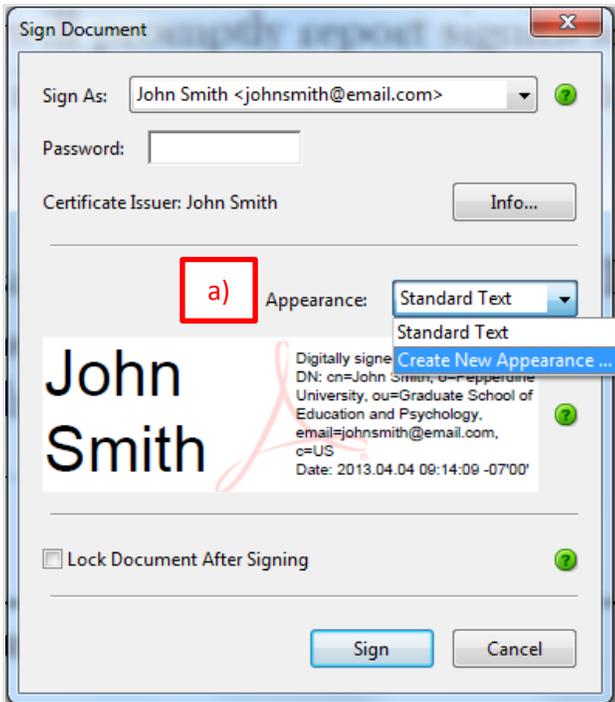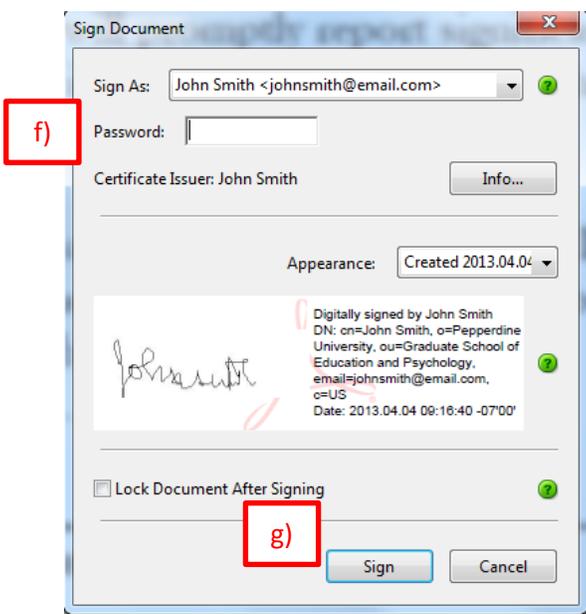

In the "Configure Signature Appearance" window:

b) Prove at title for the picture of your actual signature
c) In **Configure Graphics** select **Imported Graphics**
d) Click on **File** to locate the image of your actual signature
e) Click **Ok** after uploading the image of your actual signature. The image of your signature will appear in the "Sign Document" window.
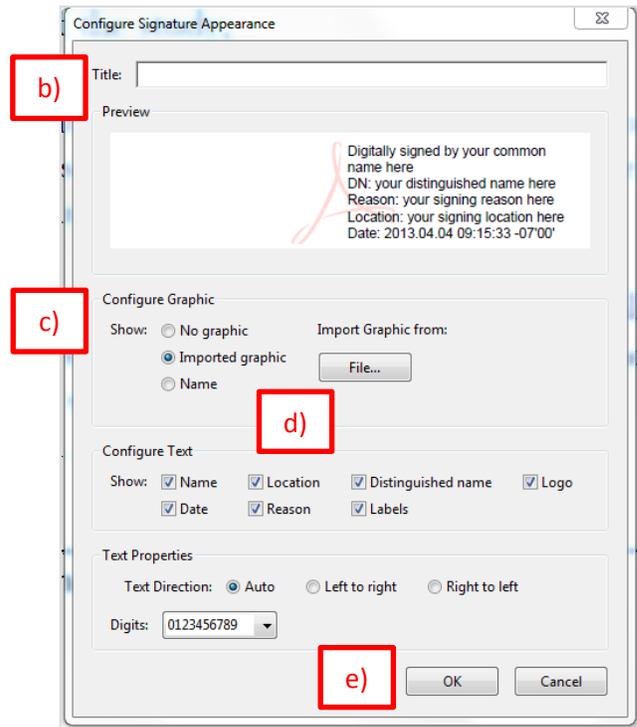
In the "Sign Document" window:

f) Enter your password
g) Click **Sign** (if applicable select **Lock Document After Signing**)

Example of a digital signature

Faculty Supervisor Signature