

## Signing a PDF Document

There are a few different ways to do this depending on the scenario:

### Scenario 1 – Signing a PDF with Form Fields


In this case, the PDF document you are looking at was created to be a fillable form and has highlighted boxes where you can enter your information.

1. Download the PDF to your hard drive
2. Open the PDF from where it has been saved (if you are using webmail, do not click on the PDF at the bottom left of the screen where the download notification is—doing this will open the PDF in your browser and you need to open it with the standalone Adobe PDF reader program, not the browser plugin)
3. Make sure you are using the standalone Adobe PDF reader application to open the file
4. **Save required signature fields to be filled out last!** Fill out all other the required sections of the PDF
5. After filling out everything else that’s required on the form, click on the student signature field and add your signature; this will prompt the file to save. When this happens, rename the file to something like, “Your Name\_Form Name”, etc.
6. The file will still be open (it will now just be the new file you saved after you signed)—this is why you want to make sure the last field you fill-out is the signature field. (You can always start over if there is a problem.)
7. If your signature is the only required signature on the form, you can now click on the ‘Submit to Registrar’ button.
  - a. If the form requires additional signatures, click on the ‘Submit to Instructor/Advisor for Signature’ button—doing this will automatically open a new email window and have the correct PDF attached.
8. The person receiving will then add his/her signature and click the ‘Submit to Registrar’ button.

**NOTE:** If you get any kind of pop-up that asks if you would like to lock the PDF—**say No!** If the form you are submitting requires another signature—like for your professor or advisor—then locking the form will prevent them from completing the request.

### Scenario 2 – Signing a PDF that has been “flattened” or is no longer editable

(Unfortunately, this can happen when someone saves a fillable PDF in an incorrect format or uses an alternate program to fill-out the form)

1. Open the PDF in the standalone Adobe Acrobat program
2. Click on the ‘Fill & Sign’ button on the right-hand tool menu 
3. Click where you would like to insert a text field to enter your information into required form fields
4. When you are done adding text fields and entering information, click on the ‘Sign’ button on the top toolbar to the right
5. Follow the instructions to add your signature to the document 