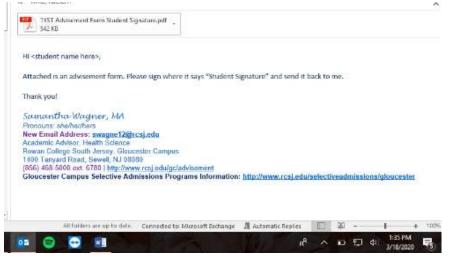
How to Digitally Sign a PDF Advisement Document

During the campus closure and virtual advising appointments, you will still receive forms from your advisor to sign and return. This tutorial should help you navigate how to do so.

1. Open the PDF attachment in Adobe Acrobat Reader.

If the file opens in "Protected View," please click "Enable All Features".



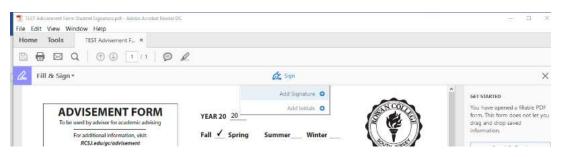
- Read through the document carefully. Your registration PINs (if needed) will be at the top of the form. However, the most important part of the form is in the notes. This is the "meat and potatoes" of the form and has information on payment due dates, prerequisites/sequencing, and selective admissions program information (in needed).
- 3. Once you're ready to sign the form, scroll all the way down to the bottom where the signature fields are. Click the purple pen that says "Fill & Sign" on the right-hand side.

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	Total		-Contact swagne12@rcsj.edu with any questions	
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4. Another toolbar will open at the top. Click the fountain pen that says "Sign."

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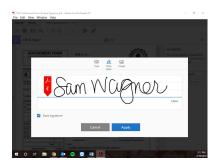
5. Another box will open up. Click "Add signature" on the first option.



- 6. You'll have 3 options to sign your name when the dialog box pops up.
  - a. **Type**: Type your first and last name, it will appear in a cursive/script font. If you want to change the actual font of your signature, click on the "Change Style" drop down arrow under the line for some options. Click "Apply" when finished.



b. **Draw**: If you're on a touchscreen device (iPad/tablet/etc.) you can use your finger or a stylus to writer your name. If you are on a desktop/laptop (this is preferred for the next part) you'll see a cursor to draw out your name. Click "Apply" when finished.



c. Image: Please do not use this option.

7. Once signed, the signature will appear in a text box that you can move around using the compass type arrow. Drag it and drop it to the "Student Signature" line.

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8. Great! You did it! Save it to your computer using the following format for the title. This is how I will send it to you in your email as well:

## Student ID Number First Name Last Name File Type

So, if I were to send this advisement form back to my advisor, I would write: A00123456 Samantha Wagner Advisement Form

9. If your advisor has asked you to send the form back, please reply to the original email and attach the signed version (yours) to the email. Please, to the best of your ability, send these forms back quickly so we can help you quickly.

Hopefully this helped! Worst case scenario, you can print out your form, physically sign it with a pen, and send a picture back to your advisor. This method is not preferred, but is still an option.