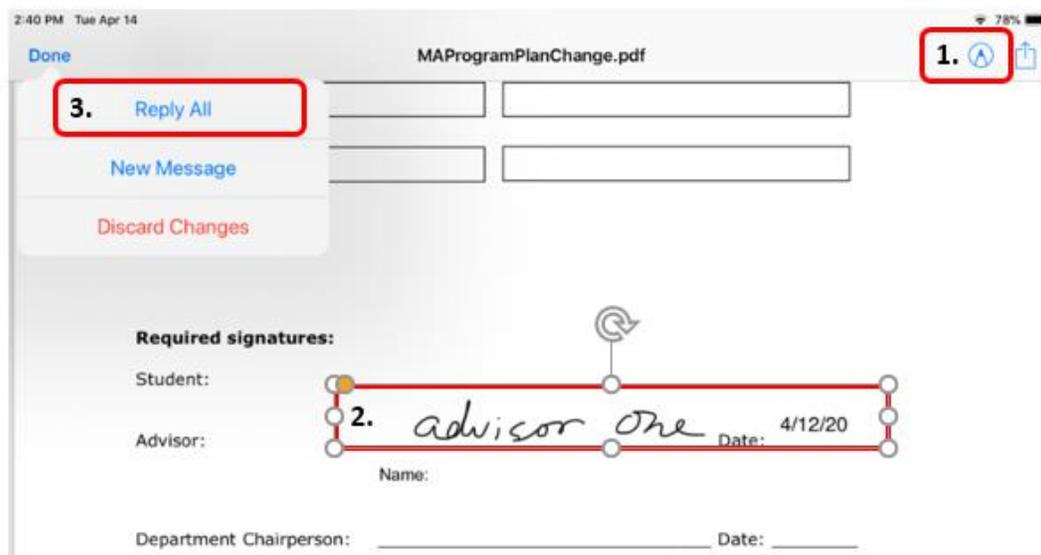


Steps to sign a PDF using mobile device such as iPad or iPhone

1. Open the PDF on mobile device. Select the blue sign pen
2. Sign using your finger or stylus; type the date
3. Click "Done" and then "Reply all" to send back to the requester

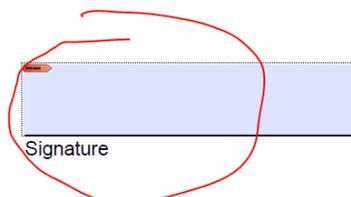


Steps to sign a PDF using Adobe Acrobat

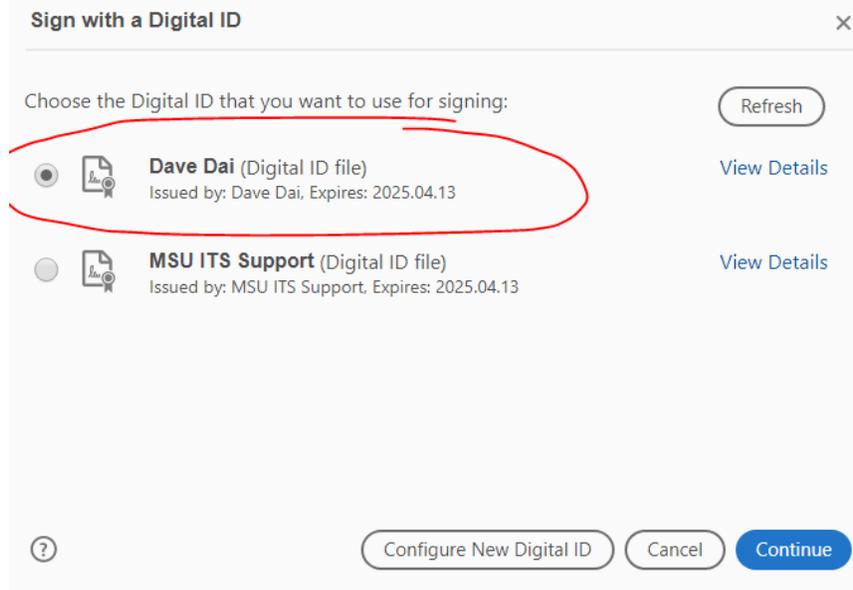
1. Open the PDF form in Adobe Acrobat or Acrobat Reader
2. Fill out all fields necessary
3. **Click** on the signature field

Add New Advisor:

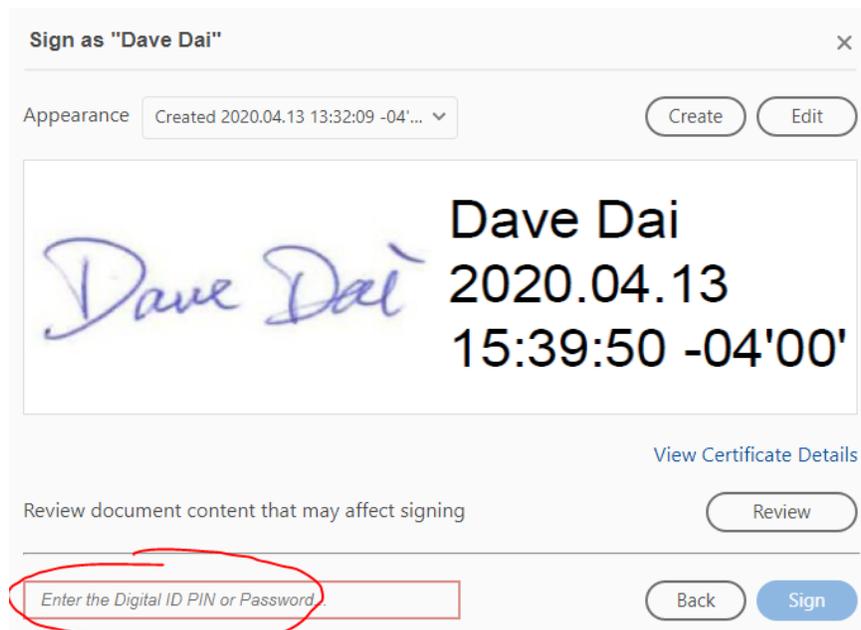
Name:



4. Choose a Digital ID (if you do not have one, you can configure one); then **Continue**



5. Enter a **PIN** for the Digital ID; then click blue **Sign**

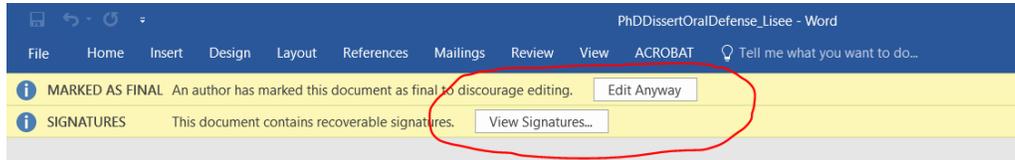


6. Save the PDF and send PDF file back to requester as email attachment

If you need technical help, reach out to Dave Dai, daix@msu.edu

Steps to add signature in a WORD file on Windwos PC (MAC users see Page 3)

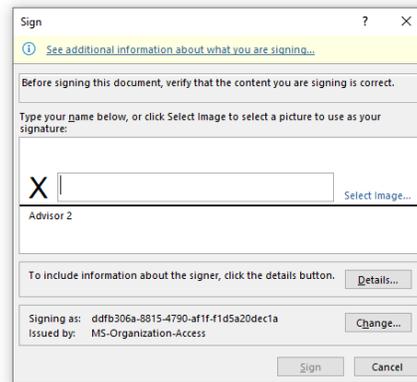
1. Save a copy of the document to you local computer. Do not open directly from email attachment.
2. Once you have opened the WORD document, you will be notified at the top menu bar with two yellow alerts. **DO NOT** click on either button.



3. To add your signature, double click signature box next to the "X."
4. A Sign box will appear where you can type you name out to use as your signature, or you can **upload an image** you might have stored on your computer.
5. When you are ready to sign, click **Sign**.
6. Save the document and send it back to requester.

X

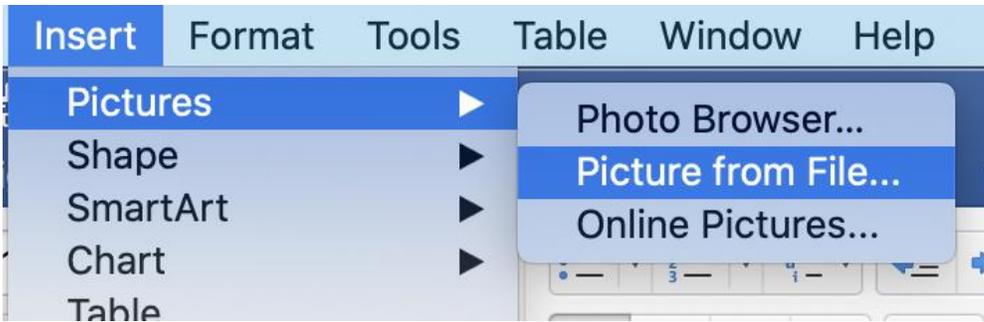
Advisor 2



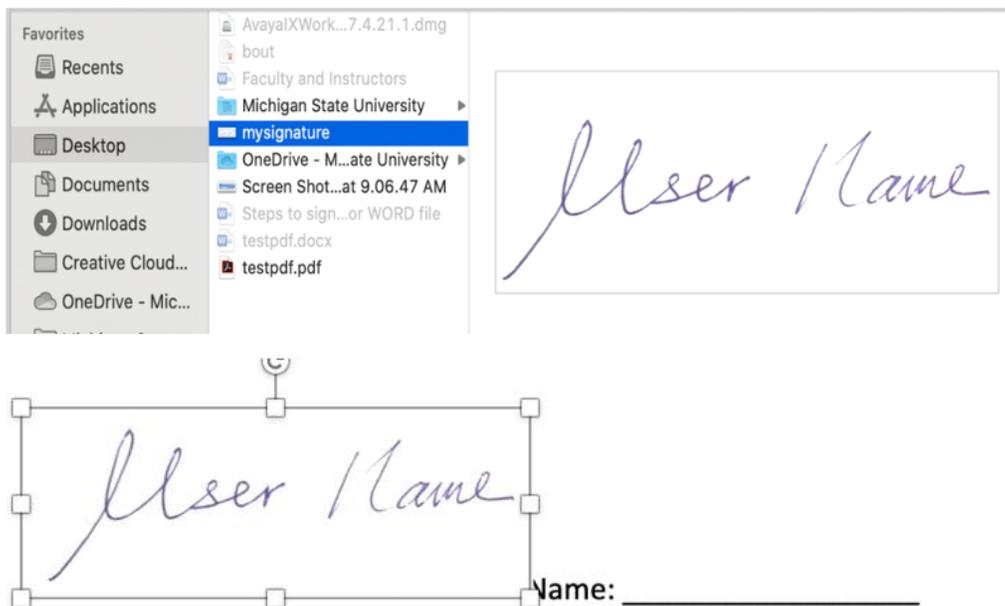
More tips on adding a signature, see the video on [this web page](#).

Steps to add signature in a WORD file on Mac

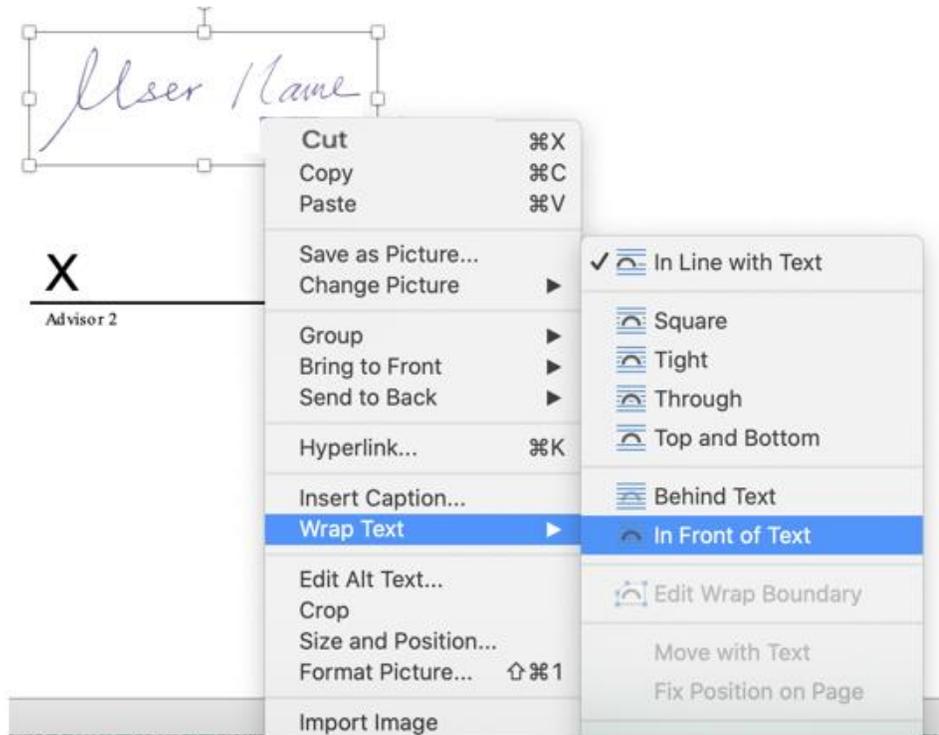
1. Open the Word document you need to sign and go to the insert menu and select **Pictures** and then **Picture from file...**



2. Select the picture of your signature. If you do not have a signature you should sign a blank sheet of paper and take a picture of it with your phone.
3. The image of your signature will appear in the document. Resize it as needed.



4. Right click or Control-Click the image and go to **Wrap Text** and select **In front of Text**.



5. Drag the signature to the appropriate signature line, save the Word document.

