

Creating a Digital Signature in Adobe Acrobat Pro

By: Justine Cucchi



Open the PDF document or form that you want to sign in Adobe Acrobat.

Plan of Work *
Wayne State University
Master of Library and Information Science
[THIS DOCUMENT IS AN INTEGRAL COMPONENT OF YOUR CAREER PLAN]

Name: _____ WSU ID: _____
Last First Maiden or Middle

Home Address: _____ City: _____

State: _____ Zip: _____ Country (if not U.S.): _____

Telephone: _____ E-mail: _____

Term/Year of First LIS class taken: _____ Term/Year of Orientation Completed: _____

Concentration: _____

COURSES COMPLETED AND PROPOSED

Core Courses (18 credit hours minimum)

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		INF	6010	Introduction to Information Profession	3	
WSU		INF	6080	Information Technology	3	
WSU		INF	6120	Access to Information	3	
WSU		INF	6210	Organization of Knowledge	3	
WSU		INF	7040	Library Administration and Management	3	
WSU		INF	7996	Research for the Information Profession	3	

Electives/Cognates (18 credit hours minimum)

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
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Adobe Acrobat Pro sidebar tools: Create PDF, Combine Files, Edit PDF, Export PDF, Organize Pages, Send for Review, Comment, Fill & Sign, Enhance Scans, Protect, More Tools.



Click on the Fountain Pen icon.

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Select Add Signature.

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Fill & Sign

Add Signature +

Add Initials + *

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When prompted, select **type out your name**.
Then, select **Apply**.



The screenshot shows the Adobe Acrobat Pro interface. At the top, the menu bar includes File, Edit, View, Window, and Help. Below the menu bar, there are navigation icons and a 'Share' button. The main content area displays a document titled 'Plan of Work *' from 'Wayne State University'. A signature tool is active, showing a red-bordered box around the signature 'Justine Cucchi'. Below the signature, there is a 'Save signature' checkbox which is checked. At the bottom of the signature tool, there are 'Cancel' and 'Apply' buttons, with the 'Apply' button highlighted by a red box.

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After clicking Apply, drag your signature down to the space it needs to be inserted.

File Edit View Window Help
Home Tools pow_mlis_1.pdf x

Fill & Sign Sign 171% Next Close

Total number of credit hours required: 36

***Program completion date: _____

Has Petition for Transfer of Graduate Credits been completed? Yes No
Students must have faculty approval for all transfer credits.

Petition for Admission to Candidacy: _____
Student's signature: *Justine Cucchi* Date: _____

Plan of Work approved and Candidacy recommended by: _____
Advisor's signature: _____ Date: _____

Candidacy authorized by SLIS: _____
Reviewed by: _____ Date: _____

* Students specializing in school library media, archival administration, information management or the joint MLIS/MA History programs must complete the corresponding Plan of Work
** Under no circumstances may undergraduate credits be used toward this graduate degree
*** All degree requirements and course work must be completed within 6 years of first recorded semester grade to be used for MLIS degree

STUDENTS MUST HAVE FACULTY APPROVAL FOR ANY CHANGES IN PLAN OF WORK PRIOR TO REGISTRATION

Rev. 8/20/2018



Click **Next** to save the signature.

File Edit View Window Help

Home Tools pow_mlis_1.pdf x

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Sign

Next Close

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When prompted, click **Save**.

The screenshot shows the Adobe Acrobat Pro interface with a PDF form titled 'pow_mlis_1.pdf'. The form contains several fields for completion, including a table at the top, a text field for 'Total number of credit hours required' (containing '36'), and fields for 'Program completion date', 'Petition for Admission to Candidacy', 'Plan of Work approved and Candidacy recommended by', and 'Candidacy authorized by SLIS'. A dialog box from Adobe Acrobat is overlaid on the form, displaying the message: 'The PDF document needs to be saved before continuing.' The 'Save' button in this dialog is highlighted with a red rectangle. The form also includes a 'Next' button and a 'Close' button in the top right corner.

File Edit View Window Help

Home Tools pow_mlis_1.pdf x

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Next Close

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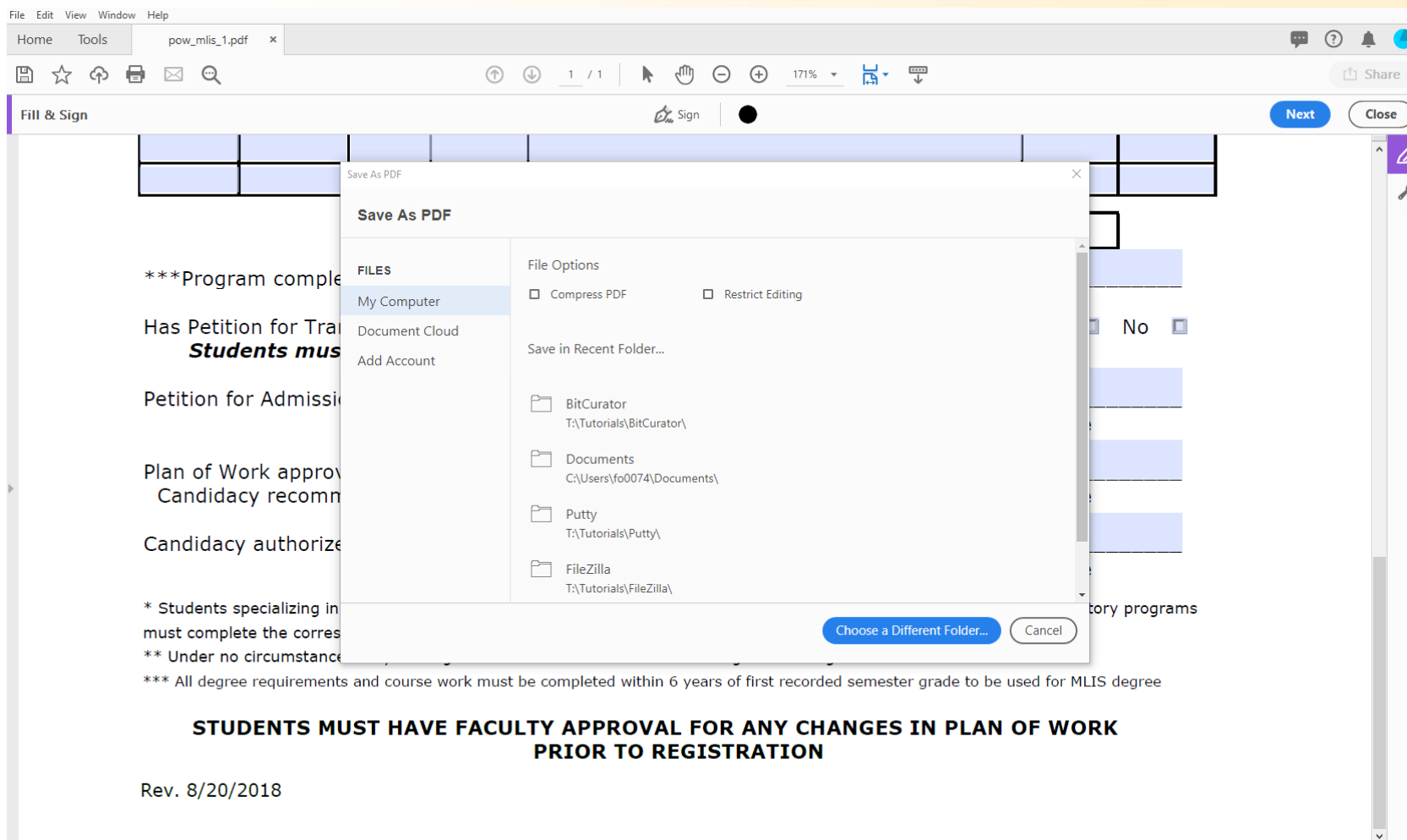
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Save the .pdf document to the desired folder.



After saving, you are finished and may exit the program.

Adobe Acrobat will also give you the option to either send the document to others to sign or send a read-only link to others. Follow the discretion of your advisors for next steps.

