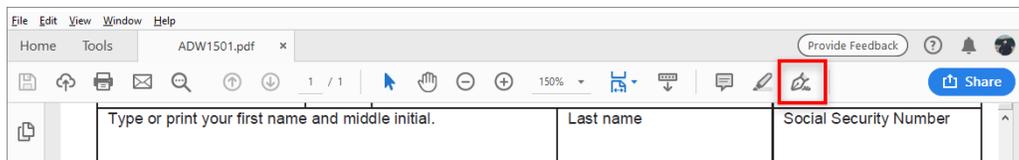


How to digitally sign a PDF

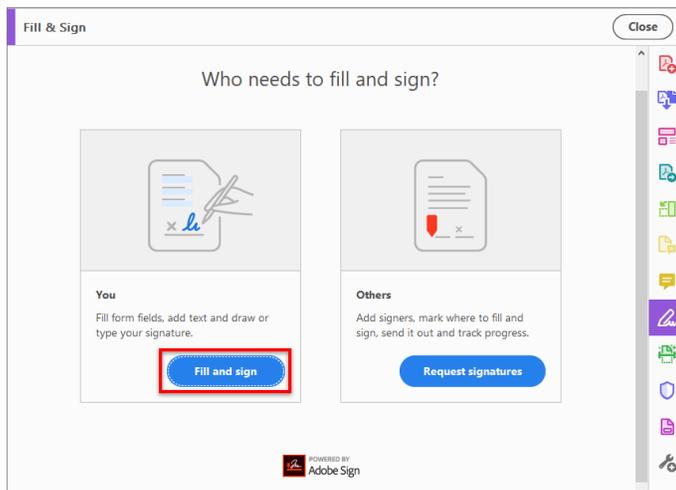
Using Adobe Acrobat Pro (provided by TCU), you are able to digitally sign PDFs. You may already have a digital signature set up. This isn't necessarily an actual handwritten version of your name. It's most likely a Digital ID that is specific only to you. If you're using a TCU computer, you may already have one. If you don't, [here's how to create a Digital ID](#).

If you already have a digital signature ID OR to see if you do:

1. Open the PDF document or form that you want to fill out and/or sign.
2. Click the Sign icon in the toolbar OR choose **Tools > Fill & Sign** OR choose **Fill & Sign** from the right pane.



3. The Fill & Sign tool is displayed. Click **Fill and Sign**.



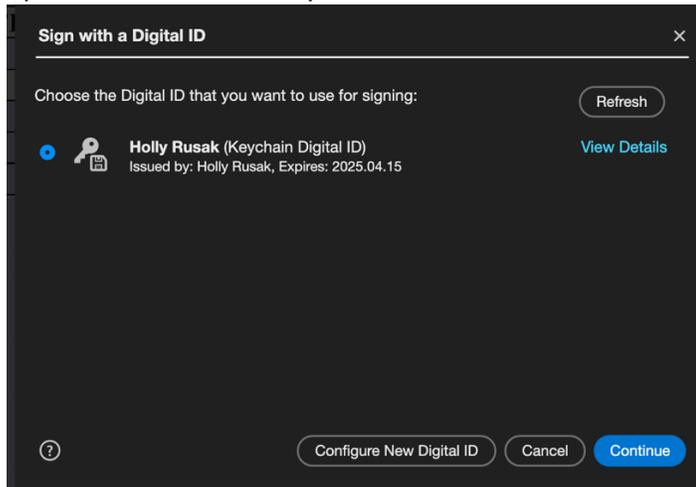
4. The form fields are automatically detected. Click anywhere in the blue field to type your text (or to fill a checkbox or radio button).

Please allow (ID#)
to make the following schedule changes for:
 Fall Spring Summer of

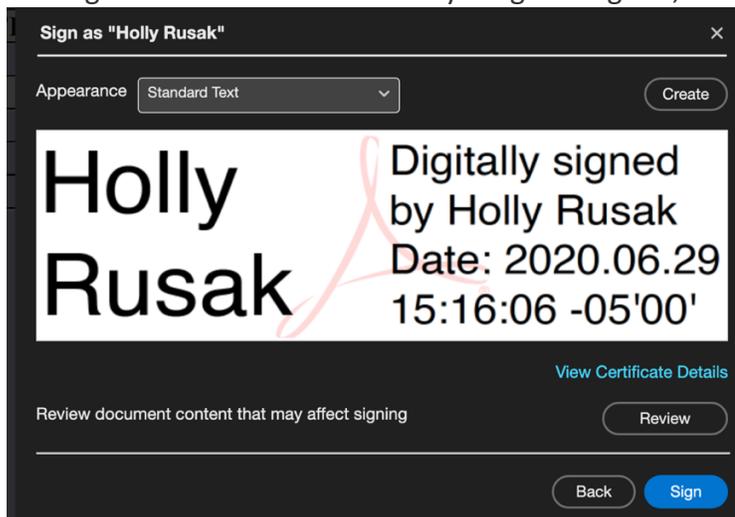
5. Signature fields are indicated with a small red arrow.



6. If you have a digital signature set up and click into a Signature field, a new window will open. Confirm that it's you and then click "Next."



7. You'll get another window. If everything looks good, click Sign.

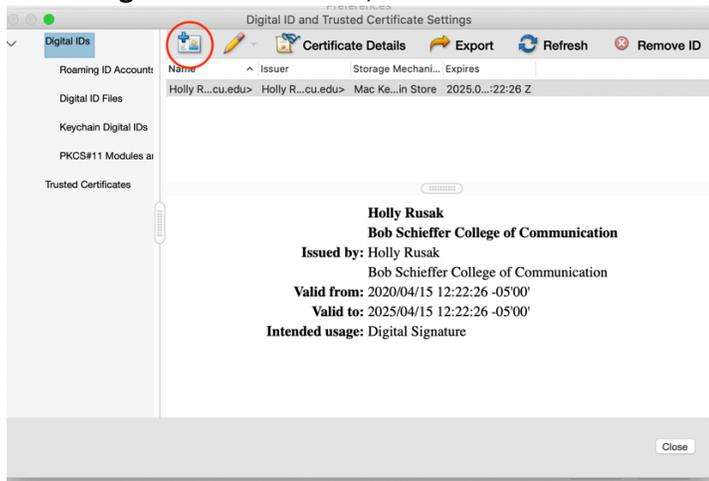


8. Adobe will prompt you to save the file. You must save in order to complete the signature. You can always re-open and re-save if you need to change something.
9. All done! Just be sure to add the newly saved version as an attachment when emailing it to the correct person.

Create a self-signed digital ID

1. Open Acrobat Pro, click the **Acrobat Pro DC** menu and choose **Preferences > Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.

3. Select **Digital IDs** on the left, and then click the **Add ID** button on the upper right.



4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.
5. Specify where to store the digital ID and click **Next**.
6. Set up your information:
 1. Type a name, email address, and other personal information for your digital ID.
 2. Choose **2048-bit RSA** from the **Key Algorithm** menu.
 3. From the **Use Digital ID For** menu, choose both for signatures and data encryption.
 4. Click **Next**.
7. Save the digital ID at the default location as shown in the **File Name** field. (If you want to save it somewhere else, click **Browse** and choose the location.)
8. Create then reconfirm a password.
9. Click **Finish**.