

## **Instructions for Completing Adobe Acrobat PDF Documents**

Please note: To complete the PDF form and use the digital signature feature, it must first be opened with Adobe Reader or Adobe Acrobat and saved to your computer. Place your cursor in the first box and then type and tab, moving your way through the document. Please note that most of the boxes have requirements to be filled and the document cannot be saved until all boxes are filled. The instructions to create a digital signature are below. After you've completed and digitally signed the form, save it as a final document before sending it as an attachment. All Salve students can download Adobe Reader for free on their computers if needed. For additional assistance, contact the Technology Services Center at (401) 341-7777 or [tsc@salve.edu](mailto:tsc@salve.edu).

### **How to create a digital signature:**

1. Click on the signature text box.
2. Select "Create a new digital signature" followed by "Continue."
3. Select "Save to file" followed by "Continue."
4. Enter your name and email address then select "Continue."
5. Select "Browse" and save your digital signature to a safe place on your computer.
7. Create a password to protect your signature, then select "Continue."
6. Choose the digital signature you have created, then select "Continue."
7. Your digital signature will appear, you will be prompted to enter your password, then select "Sign."
8. You will be prompted to save the form. Once complete, your digital signature will appear in the signature text box.