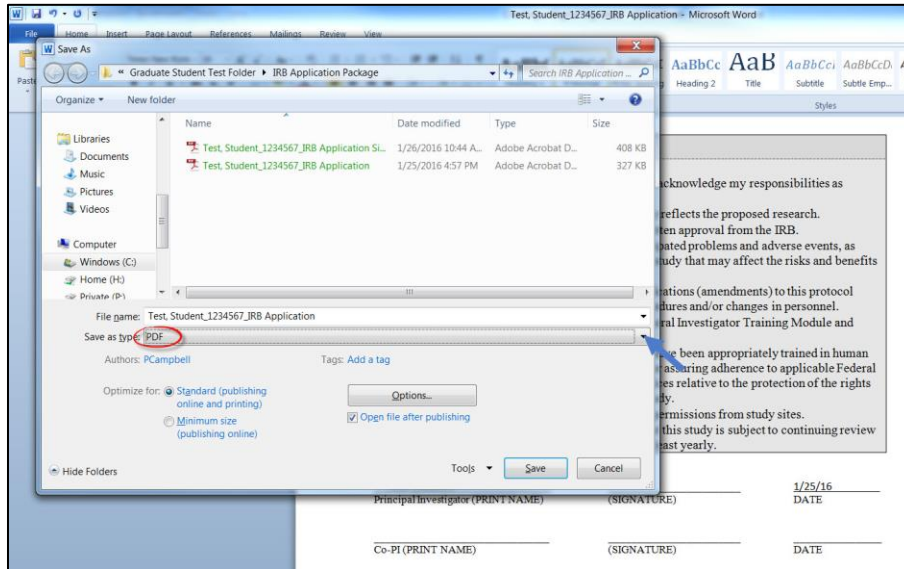
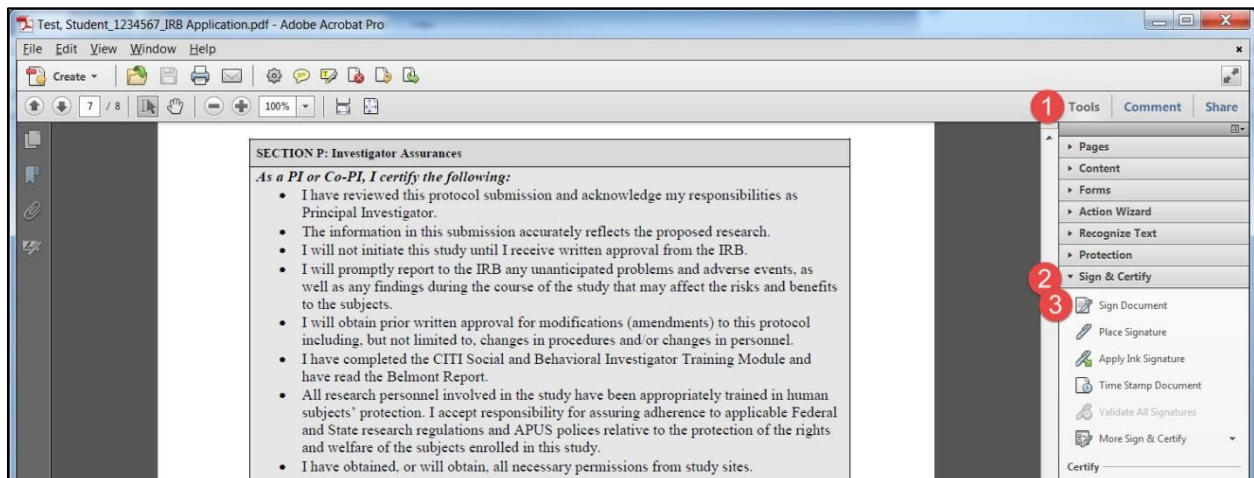


# Creating a Digital Signature in Adobe Acrobat

1. Once you have completed your APUS IRB Application, Save As a .pdf.

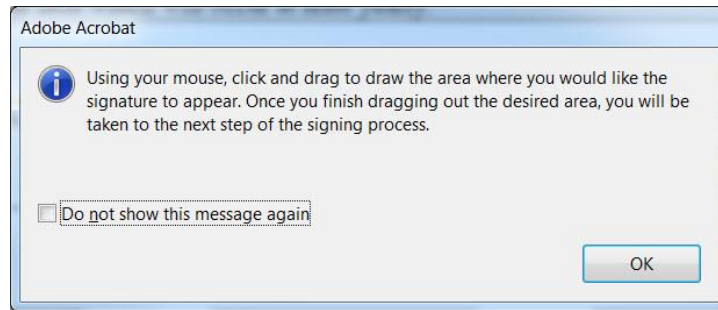


2. Open the .pdf document in Adobe Acrobat, select Tools, and in the dropdown menu select Sign & Certify. Then select Sign Document:

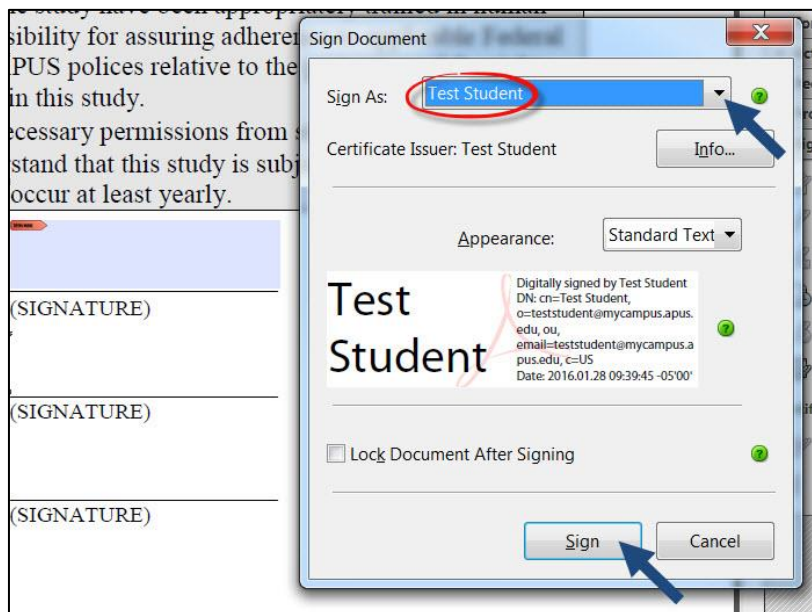


Note: Your document may open automatically in whatever Adobe Program you have. If it opens in Adobe Acrobat, see the document **Creating a Digital Signature in Adobe Reader**.

- Once you see the Place Signature dialog box, select how you would like to add your signature. You can select Type my signature using 1 of 3 signature styles, Draw my signature, allowing you to use an image of your signature.



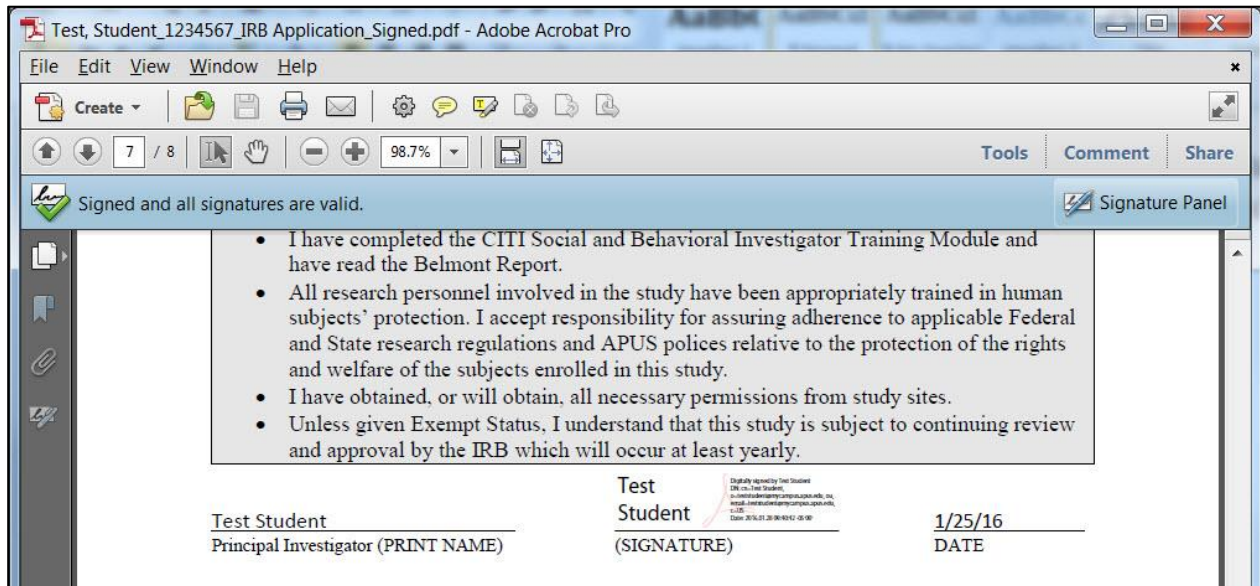
- Once you draw the area for your signature, a dialog box will come up giving you the Sign As option. If working from your computer, your name/email should appear in the Sign As area with the sample appearance of your signature displayed. If your information is not displayed use the dropdown to create a new ID. Once you create the signature you need, select Sign.



- A Save As dialog box will then appear immediate. Save as adding 'signed' to your filename.



6. Your signature will be placed and your document is now signed.



7. Next, send your file to your Faculty Advisor for their signature. Note: It may be helpful to send them this document as well.