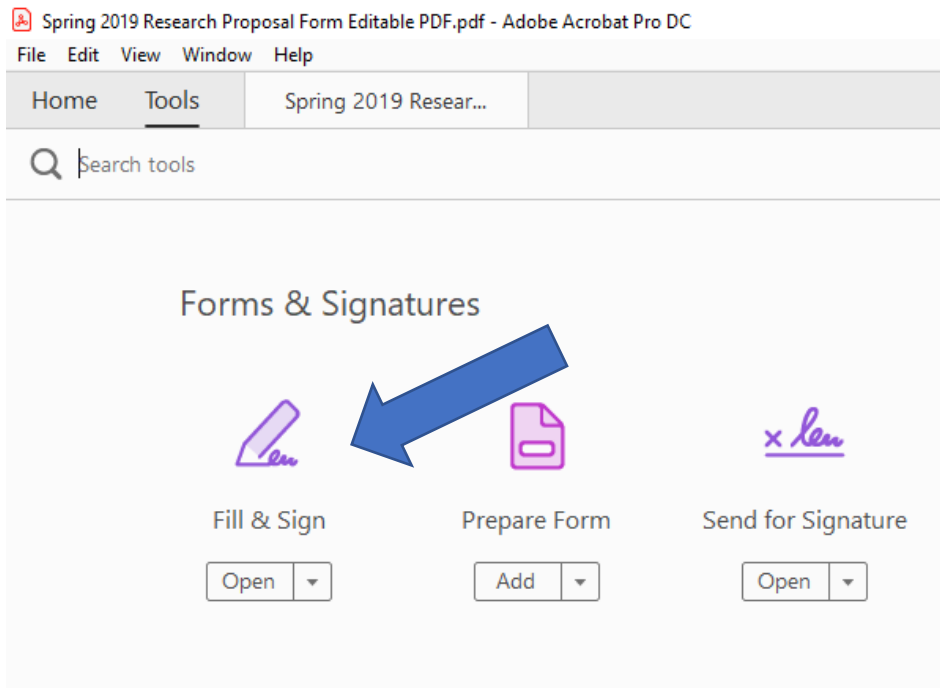


How to utilize the electronic signature function of Adobe

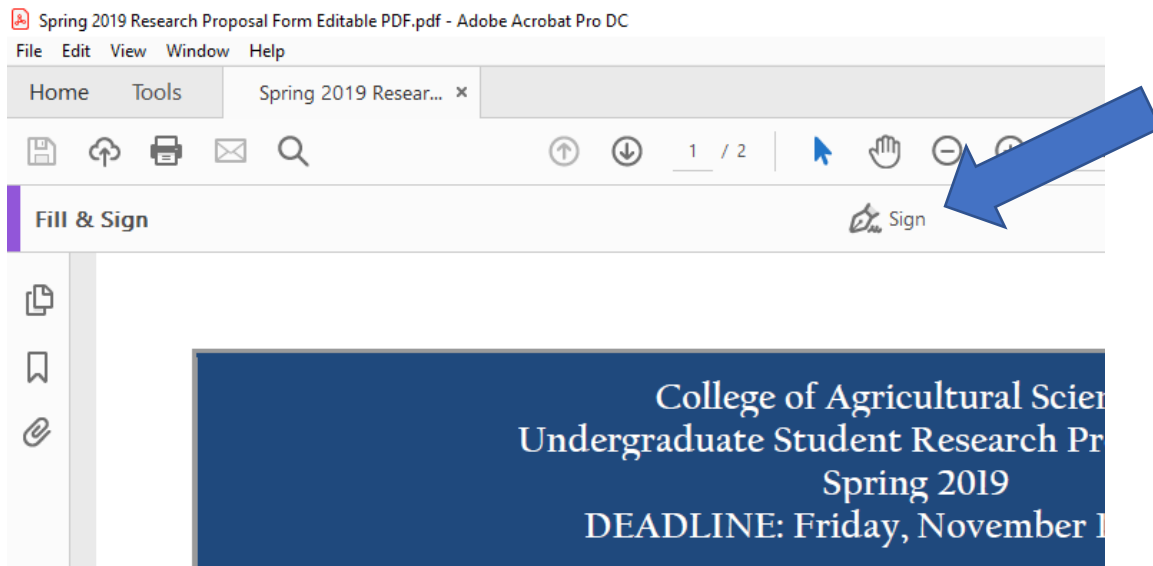
1. Click on **Tools** at the top of the document.



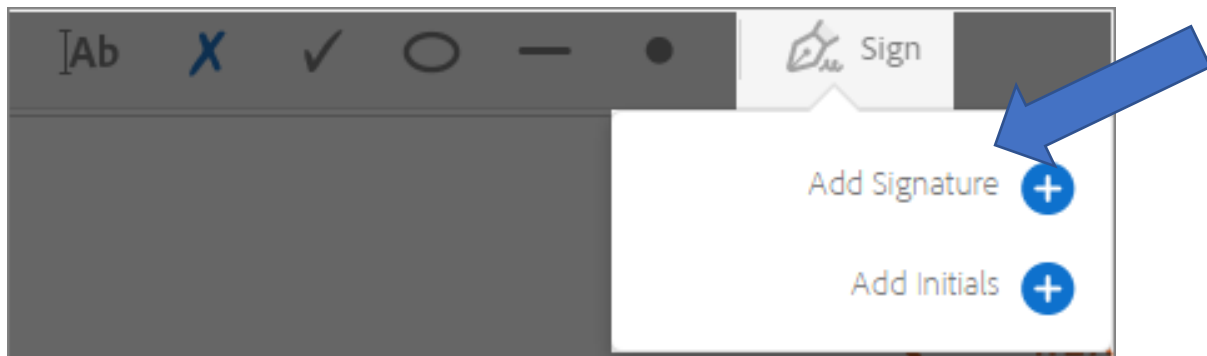
2. Under **Forms & Signatures**, select **Fill & Sign**.



3. Click on the **Sign icon**  at the top of the page.



4. If you are signing for the first time, select **Add Signature** from the dropdown menu. If you have already added a signature, it will be displayed as an option to choose. If choosing a signature already showing, skip to step 7.

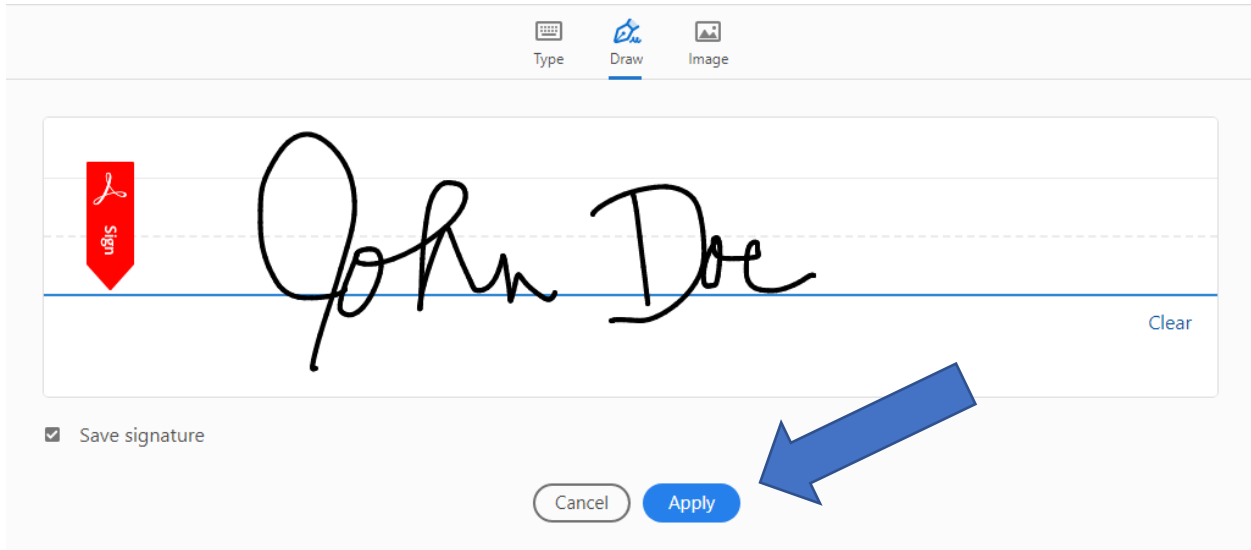


5. Once the Signature window appears, select **Draw** or **Image** at the top of the window.
Note: Please **do not** select **Type**.



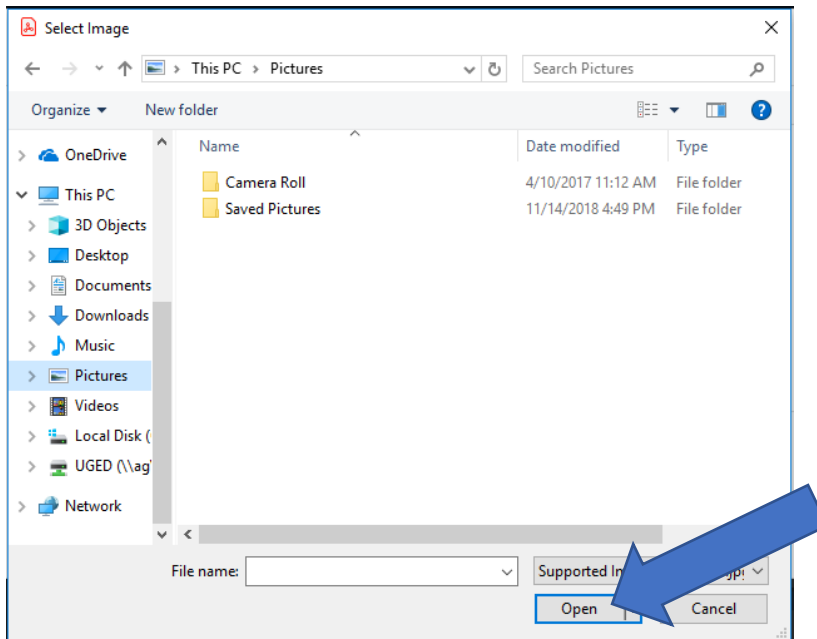
- If you selected **Draw**, use the mouse to sign your name on the line provided, then click **Apply** (see Image #1).
If you selected **Image**, use the window that opens to locate the saved image of your signature, then click **Open** (see Image #2).

Image #1





OR

Image #2



7. Left click in the document where the signature should be placed. You can then increase or decrease the size to fit the space provided. To move the signature, left click on the field to highlight it, then use the arrow keys on the keyboard.

IMPORTANT TERMS AND AGREEMENT *** By our signatures, we attest that this proposal as written is an original student developed work and does not contain in-whole or in-part sections of written material from previously submitted grants, reviews, or published materials that would constitute plagiarism. ***

STUDENT SIGNATURE  

FACULTY ADVISER SIGNATURE

Note:

If you want to use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.