

Instructions for Creating Digital Signatures for Forms and Documents

There are two options for official signatures on forms and documents submitted to the VT Graduate School:

1. "wet" signatures on paper using a pen
2. digital /electronic signatures on pdf files

Acceptable digital signatures should look like this:

Michelle
Rockwell



Digitally signed by Michelle
Rockwell
DN: cn=Michelle Rockwell,
o=HNFE, ou=Virginia Tech,
email=msrock@vt.edu, c=US
Date: 2015.09.02 05:55:44 -04'00'

Signatures like these are **NOT** considered acceptable.

Michelle Rockwell

Michelle Rockwell

In order to create digital signatures, you and your committee members will need to have Adobe Reader or Adobe Pro. Most faculty have Adobe Pro. Adobe Reader is also sufficient for digital signatures.

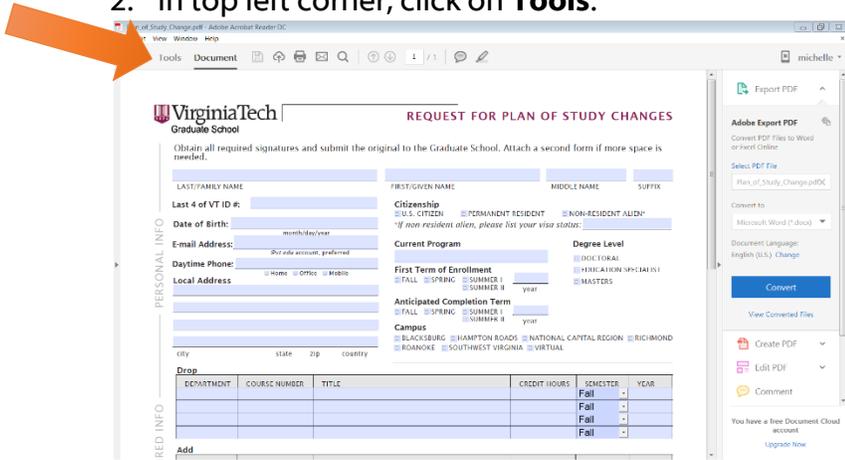
Adobe Reader DC is available for FREE Download at the following link.

<https://get.adobe.com/reader/>

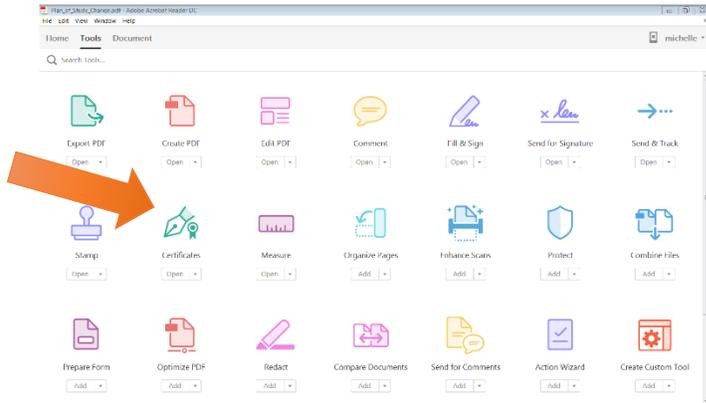
To create a digital signature, follow instructions below:

In Adobe Reader DC (see page 4 for Adobe Pro Instructions)

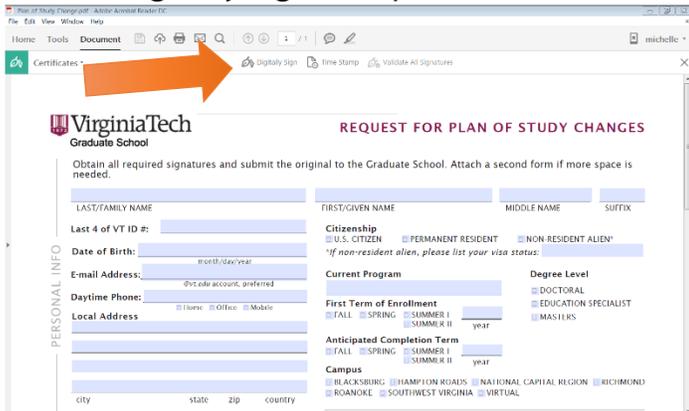
1. Open pdf document in Adobe Reader.
2. In top left corner, click on **Tools**.



3. Click on **Certificates**.



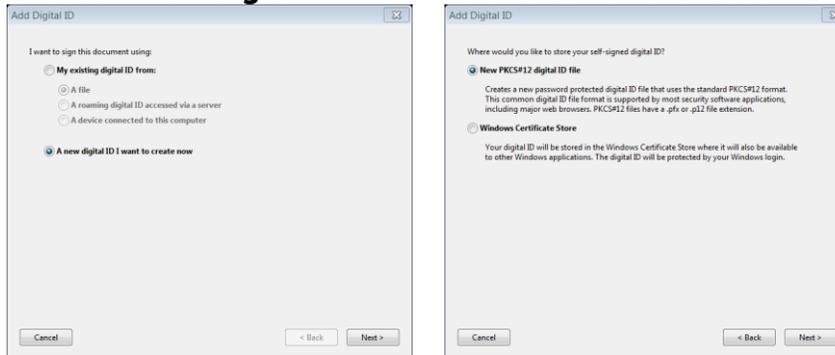
4. Click on **Digitally Sign** on top.



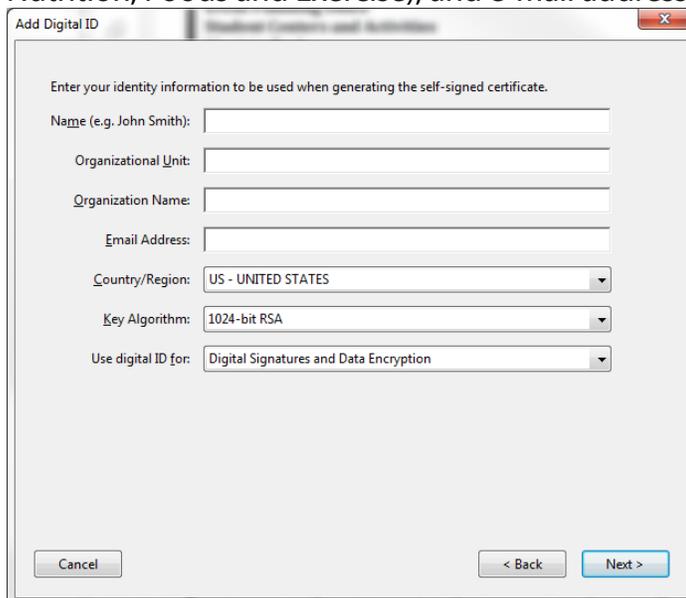
5. You will be asked to **DRAW A NEW SIGNATURE RECTANGLE**. Use the cursor to draw a box where you would like to create your digital signature.



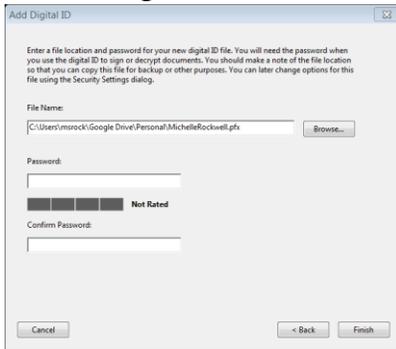
1. Choose **A new digital ID I want to create Now**. Choose **New PKCS#12 ID file**.



6. Enter your name, Organizational Unit (HNFE), Organizational Name (Human Nutrition, Foods and Exercise), and e-mail address

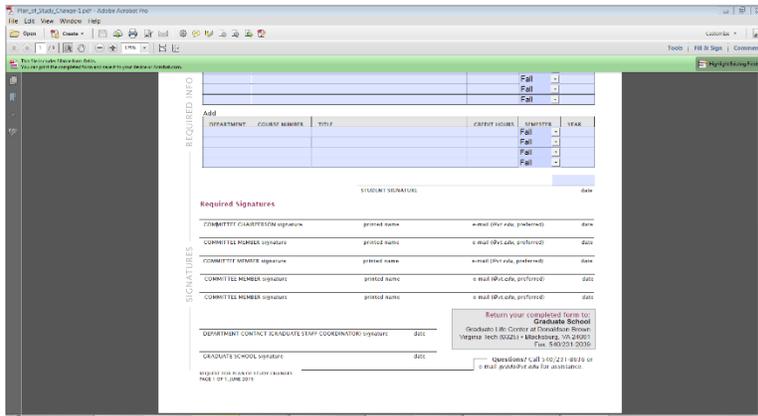


7. Save to a location on your computer that you will remember and with a password you will remember. You will be asked to enter this password each time you'd like to use the digital ID.

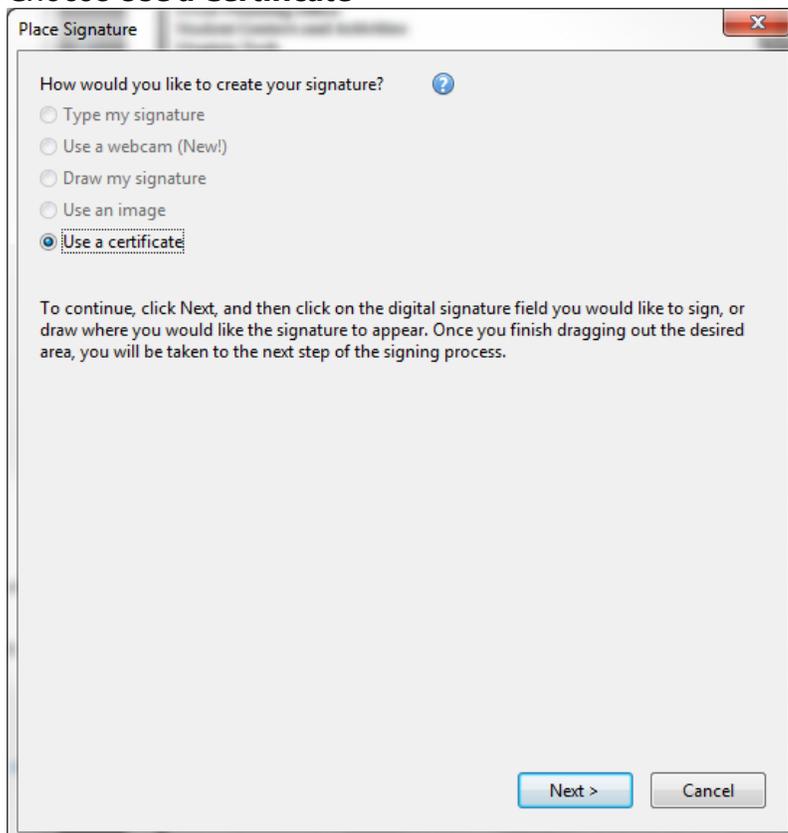


In Adobe Pro XI

2. Open pdf document in Adobe Pro.
3. In top right corner of screen, click **FILL & SIGN**



4. If document is enabled for signatures, a blue rectangle will appear where you are supposed to sign. Most Graduate School forms are not enabled. In this case, click **Place Signature**.
5. Choose **Use a Certificate**



6. You will be asked to **DRAW A NEW SIGNATURE RECTANGLE**. Use the cursor to draw a box where you would like to create your digital signature.



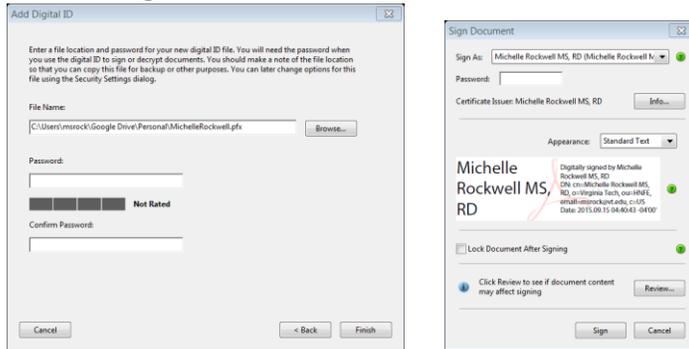
7. Choose **A new digital ID I want to create now**. Choose **New PKCS#12 ID file**.



8. Enter your name, Organizational Unit (HNFE), Organizational Name (Human Nutrition, Foods and Exercise), and Email Address

A screenshot of the "Add Digital ID" dialog box. The title bar says "Add Digital ID" and "New PKCS#12 digital ID file". The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", "Email Address:", "Country/Region:" (with a dropdown menu showing "US - UNITED STATES"), "Key Algorithm:" (with a dropdown menu showing "1024-bit RSA"), and "Use digital ID for:" (with a dropdown menu showing "Digital Signatures and Data Encryption"). At the bottom are three buttons: "Cancel", "< Back", and "Next >".

- Save to a location on your computer that you will remember and with a password you will remember. You will be asked to enter this password each time you'd like to use the digital ID.



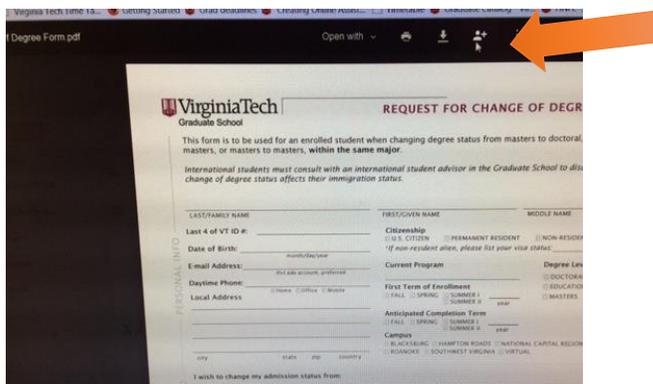
To collect signatures from multiple people:

One option for gathering multiple signatures is emailing your form or document to each committee member one-by-one. A potentially more time efficient option can be saving the document on google drive and sharing it with multiple people.

Steps:

Save the pdf version of your form or document on your google drive. All VT faculty and students have a google account. If you have forgotten your password, visit: <https://www.computing.vt.edu/kb/entry/3749>.

Open the form or document you wish to share from your web-based google drive and click on the share icon.



Enter email addresses of individuals you wish to share the form or document with and click on "Send". Each individual will receive an email invitation to view the form or document.

Rockwell, Michelle

From: msrock@vt.edu
Sent: Wednesday, September 23, 2015 2:59 PM
To: Stylianos, Charlie
Subject: change of advisor practice form.pdf

msrock@vt.edu has shared the following PDF:



[change of advisor practice form.pdf](#)

[Open](#)

Each individual wishing to sign or make other changes to the form or document should open and download it, edit as desired, and save it to his/her computer *using the exact same file name as the originally shared document*.

Then, back in web based google drive, right click on the document and select "Manage Versions". The new version can be uploaded from the computer hard drive at this time. Subsequent collaborators may do the same so that multiple individuals modify the same form or document.

