Indiana State University
School of Nursing
Learning Resource Center

Instructions for Digitally Signing a PDF

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When you click in a box indicated as a signature box, you will need to create a digital signature if you do not already have one on your computer.

- Click on Create a new Digital ID
- Click on Continue
- Choose Save to Windows Certificate Store
- Click on Continue
- Enter your information for the signature – you don't need to change those fields that already have information in them
- Click Save
- Do NOT check the box indicating to Lock document after signing
- When you are satisfied with the signature, click Sign
  - You may edit before signing if necessary

The document may automatically open up a dialog box to save it. if so, do save it, then open to complete any remaining fields.