

# Guide to Completing Writable PDF Forms and using a Digital Signature

*These instructions will help you digitally fill out and sign the study abroad forms you have received.*

## **Step 1: Opening the document**

First, download the PDF document to your computer. If it was emailed to you, do not attempt to fill it out through your email client, as you will not be able to save any changes you make. Once downloaded and saved to your computer, open it using a PDF reader program (preferably Adobe Acrobat).

## **Step 2: Filling out the document**

Fill out the evaluation form by typing text into the appropriate text boxes (usually pale blue) and checking off the correct option on all the sets of "check" boxes or radio buttons.

Examples of text fields are the boxes labeled name, date. Please fill these out with the required information by clicking once on the box to select it and then typing.

Only one radio button in a group can be activated at a time. Click on the correct option to turn on that button. If you subsequently select another button in the same group, it will automatically turn off the previously selected button.

## **Step 3: Signing the document**

To sign this document, please double click on the box labeled "signature". You will be prompted with various options to fill in the box with your digital ID. If you do not have a digital ID, you will have to create one stored locally on your computer in order to sign this document.

To create a new digital ID, select the "create new ID" option after double clicking and follow the prompts. Fill in your name, name of your organization, your email address, and the country in which you live. Once you have done this, save and protect your new ID by choosing and confirming a password.

Now you can use your new ID to sign this and other writable PDF documents. In order to sign, double click on the signature box again and select your ID. When prompted, give your password. After you're done, the box should look like this:

**Ref Writer** Digitally signed by Ref Writer  
DN: cn=Ref Writer, o,  
ou=Caltech,  
email=rwriter@caltech.edu, c=US  
Date: 2009.10.28 16:24:11 -07'00'

Once you are finished, save the modified form and print it out. The other option is to print it and sign it manually, but the choice is yours! Please do not email the forms back. You can return through campus mail (to MC 319-87) or have the student return it for you.