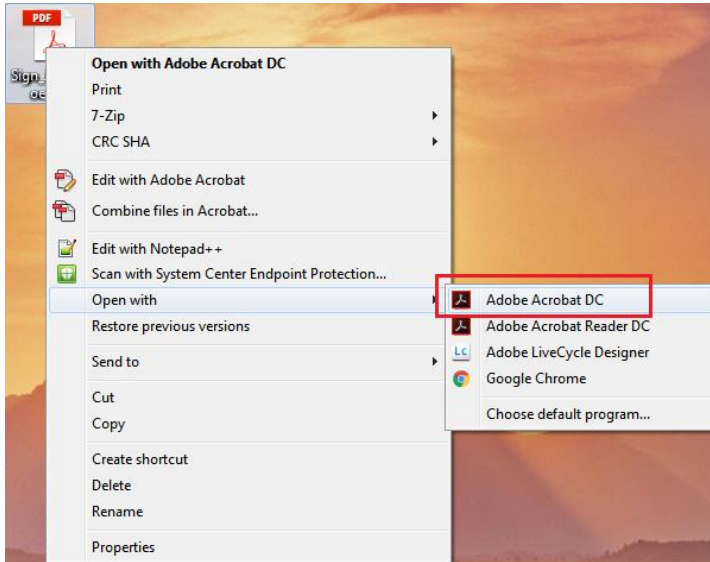


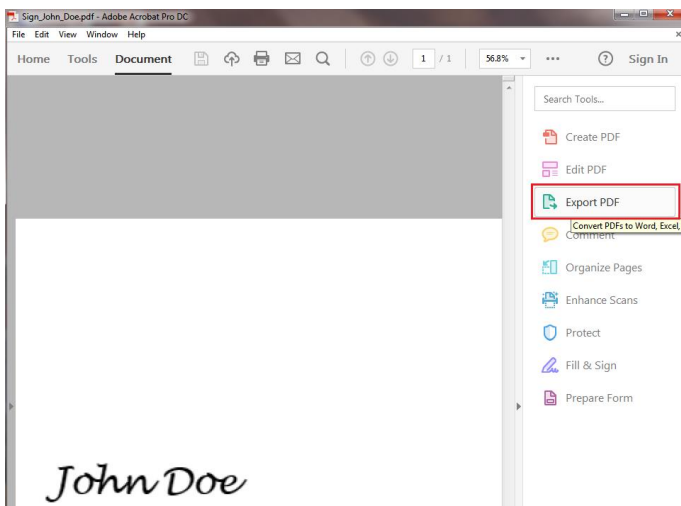
## Instructions to apply signature on the Graduate Faculty Application

Scan signature and save document (PDF format).

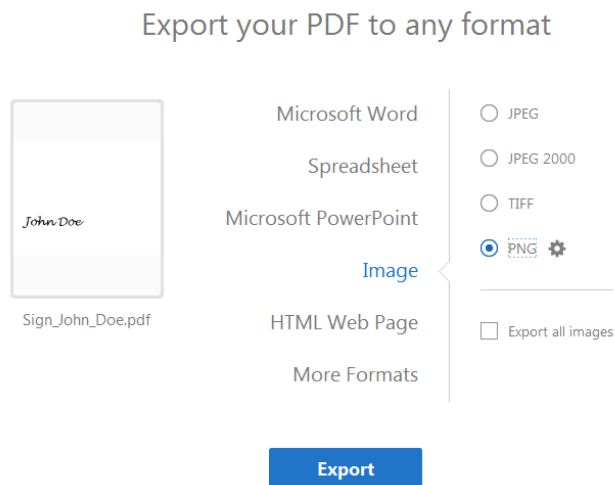
Open file with scanned signature (in PDF) in Adobe Acrobat DC application.



Export the signature to an image file.



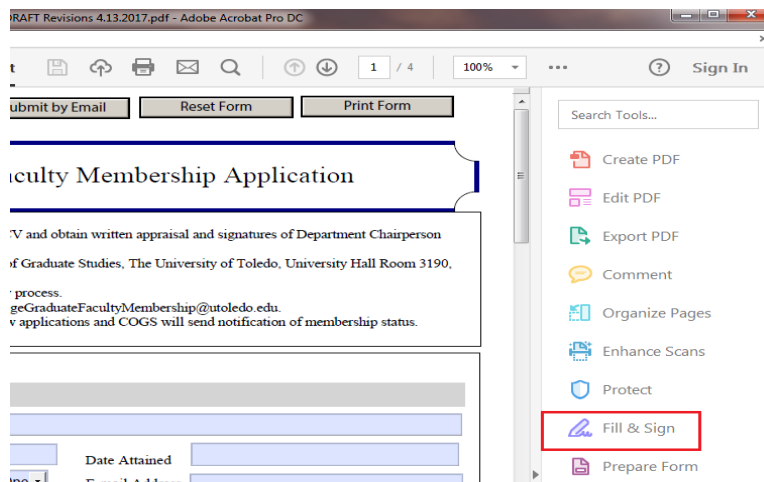
Select format and save the image file on your desktop (PNG selected for this example).



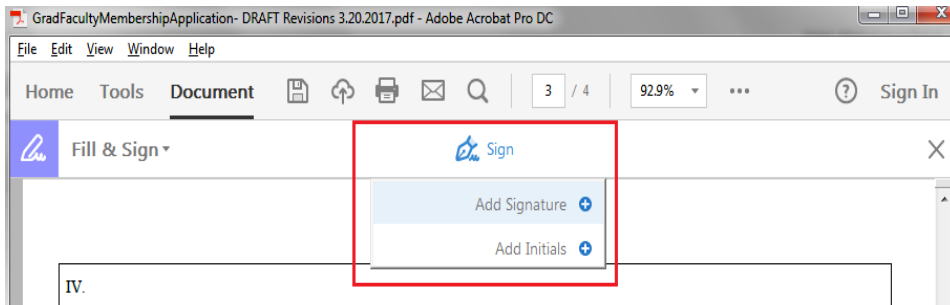
### Sample Signature Image



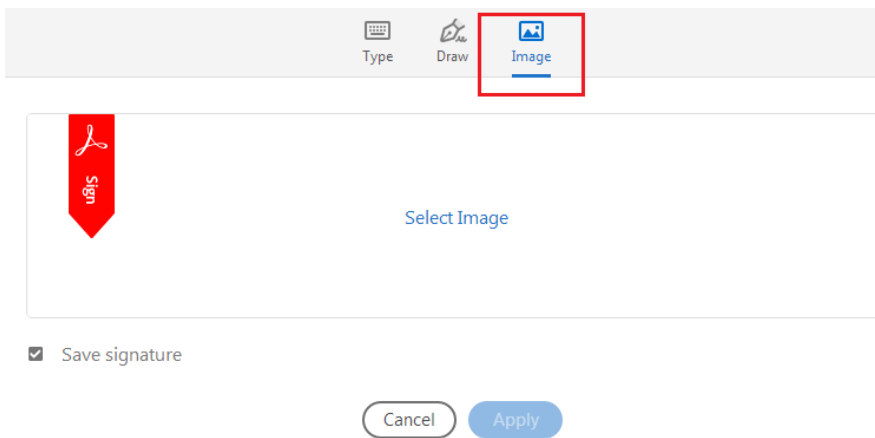
Open the Graduate Faculty Membership Application that you have already saved to your desktop, select *Fill & Sign*.



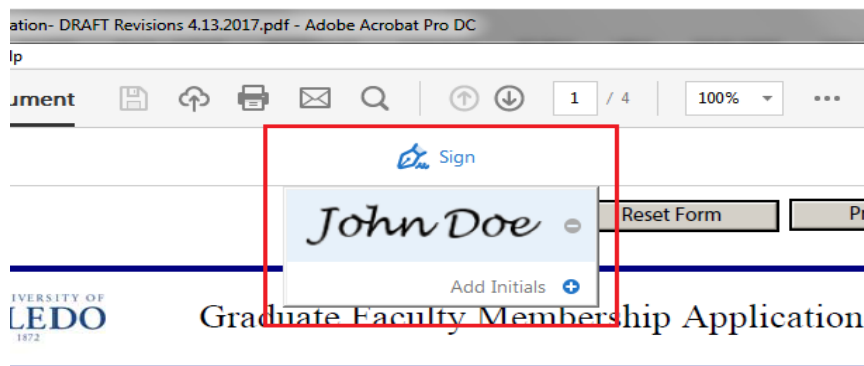
Select *Sign*, *Add Signature*.



Select signature *Image*. Select *Apply*. Check *Save Signature* box.



Signature appears.



Select signature image and drag to appropriate signature area on the form, example below.

VI. Summary appraisal and recommendation with membership category specified by College Dean.

The form consists of a large, light blue rectangular area for a signature or recommendation. Below this area, there are three horizontal lines. The first line is labeled 'Name (print)'. The second line is labeled 'Signature' and contains a signature image of 'John Doe' being dragged into the field. The third line is labeled 'Date'.

Save document and submit following instructions on the application.