

How To: Fill and Sign Graduate forms using Adobe Acrobat for internal department use

1. Visit Terpware.umd.edu and download “[creative cloud apps - student enterprise for individuals](#)” on your computer. This is provided by the university for all students free of charge.
 - a. **Note:** You will need to sign in using your directory ID and password.
2. Visit the “[Current Student Resources](#)” tab at psla.umd.edu
 - a. Select your program concentration
 - b. Select the tab entitled “*Plant Science Graduate Forms*”
 - i. “*Forms*” for AEED students
 - ii. “*Course Advising*” → “*General Forms*” for LARC students
 - c. Click on the form that you wish to complete
 - d. Select the download key to access the file via the adobe acrobat application on your computer

The screenshot shows the Adobe Acrobat application window. The browser address bar at the top displays "Appointment of Ph.D. Candidacy Examina...". The left sidebar contains a "Find your tools here" search bar and a list of tools: Create PDF, Edit PDF, Export PDF, Comment, Organize Pages, Enhance Scans, Protect, Fill & Sign (highlighted with a red arrow), Prepare Form, Send & Track, Compare Files, Send for Signature, and Action Wizard. The main content area shows a PDF document titled "Appointment of Ph.D. Candidacy Examina...". The right sidebar displays the "GET STARTED" panel with the message: "You have opened a fillable PDF form. This form does not let you drag and drop saved information." Below this, the "SEND OPTIONS" section contains two buttons: "Send & Track" and "Get Others to Sign" (highlighted with a red arrow). A red arrow also points to the download icon in the browser toolbar.

- e. Locate the downloaded file on your computer and select *Open with > Adobe Acrobat DC*. You can also complete this process On [adobe acrobat on the web](#) if you prefer.
 1. Ensure that you log in to Adobe Acrobat DC or Adobe Acrobat on the web using your UMD credentials
- f. Select the tool *Fill & Sign*
 - i. Fill in the necessary information
 - ii. Complete your digital signature and date (if applicable)
 - iii. Save the form
- g. If signatures are needed from others:
 - i. Select the “*Get others to Sign*” option
 1. Ensure that the saved file is selected
 2. Press “*Ready to Send*”
 3. Enter the signing parties’ email addresses, Type a message, set reminders (if needed)
 4. Select “*Preview and Add Signature Fields*”
 - a. Assign each existing signature/date to a specific person.
 - b. Remove the box from fields you have already completed.
 5. Send your document.

