

COMPLETING AND SUBMITTING THE HONORS THESIS TITLE PAGE

NOVEMBER 2022

The title page should not be signed by the faculty committee members until all required revisions have been incorporated following the oral defense.

INSTRUCTIONS FOR THESIS AUTHORS

- Once you have created your unsigned title page, convert it into a PDF but do NOT make it into a form. Name it LAST, FIRST- TITLE PAGE.
- Sign above your printed name according to the Signature Options below.
- Send via email to your first reader.
- If you are able to circulate the title page for reader signatures prior to submitting the thesis in Canvas, you may incorporate the signed title page into the PDF that is submitted in Canvas, but the signed title page **MUST STILL BE SUBMITTED BY THE THIRD READER** (or whichever committee member signs last) to ntcthesis@tulane.edu (see workflow below).
- The thesis may also be submitted in Canvas with an unsigned title page, and we will incorporate the signed title page once it is received via email.
- If you encounter difficulty circulating the form for signatures, please see the Adobe Sign option below.

WORKFLOW

1. The author will send via email to the first reader (or first co-director), who will sign and send the form to the second reader (or second co-director). The first reader should include the name of the third reader in this correspondence.
2. The second reader will sign and send the form to the third reader.
3. The third reader will sign and email the form to ntcthesis@tulane.edu to submit it to Newcomb-Tulane College.

NOTE: We recognize that it may be more practical to adjust the workflow outlined above. We will therefore accept the fully signed title page directly from any of the committee members. Please note that **even if the student uploads a fully signed title page with their final thesis submission in Canvas, the committee should still email the signed title page to ntcthesis@tulane.edu to ensure signature validity.**

SIGNATURE OPTIONS FOR STUDENTS AND FACULTY

In Adobe Reader or Adobe Acrobat (see last page of this document for download instructions)

- To attach a simple digital signature: you will need to open the form in Adobe Reader or Adobe Acrobat. Click “Fill & Sign” in the upper right-hand corner and click “place

signature.” If you have never signed a form in Adobe before, you will have several options for creating your signature; we recommend using an image of your signature or drawing your signature, but you may use any of the accepted options. Once you have created your signature, simply click “place signature,” move your cursor to the appropriate spot on the form, and click again to place it.

- Do NOT use the “Send or Collect Signatures” or “Work With Certificates” options. We are relying on the workflow above to prevent signature fraud, and these options cause problems when some signers use them and others do not.

In Preview (Mac users who prefer not to download Adobe)

- Download and open the title page. Open the “View” dropdown in the menu bar at the top of the screen. Select “Show Markup Toolbar.”
- In the new toolbar that appears in the document frame, click on the icon that resembles a signature:



- Press “Create Signature.” Using your trackpad or mouse, sign your name. When complete, press any key on your keyboard.
- Press the signature icon again and click on the image of your signature. The signature will now appear in the center of the document. Click and hold to drag it to the correct location in the document.
- To type in information in the form, click above the applicable line and a fillable text box will appear. Type in the information.
- To make a selection in the checkboxes, click the applicable box and a checkmark will automatically appear.
- When done, open the “File” menu and select “Export as PDF...” to save the document with your inputs.

Another possible option for Mac users from the Adobe community forum:

<https://pdfexpert.com/help/94-how-to-sign-documents-annotating-pdfs.html>

DOWNLOAD INSTRUCTIONS FOR ADOBE ACROBAT (INCLUDED WITH ADOBE CREATIVE CLOUD)

Installing Adobe Creative Cloud @ Tulane

Adobe Creative Cloud and Spark are now licensed for all current staff/faculty members. SSO has been fully implemented, meaning you can sign in with your Tulane email address and password.

The Adobe Creative Cloud software is installed over an Internet connection so download times will vary depending on your location. As always, an Ethernet (hardwired) connection is preferable to a wireless connection for speed and stability.

To install Adobe Creative Cloud programs:

1. Visit <https://account.adobe.com>
2. Enter your full Tulane email address.
3. The Tulane University login page appears with your Tulane email address already populated.
4. Enter your Tulane password.
5. Click **Sign in**.
6. You will be asked if you wish to "Stay signed in?" Say No for public computers, but you may say Yes for personal computers.
7. Click **View and Download My Apps**.
8. Click **Download** on any program you wish to install. This will start the download. When it finishes, open the file to install the program.

SIGNING A HARD COPY TITLE PAGE

This is not ideal, but can be done as a last resort. Rather than taking a photo of the signed hard copy page, please try to get a high-quality scan to PDF. Alternatively, the third reader may bring your signed title page to the Academic Enrichment office in Hebert Hall and I will be happy to scan it for you.