How to Edit a Document in Docusign

1. Log into Docusign and click on the “New” button next to the Sign or Get Signatures at top of page.

2. Select “Sign a Document” and upload the TAP application.

3. Tap the Text icon in the left column and drag it to the area you need to edit.

4. Drag the text box to the area you want to edit. If you need to change something you will have to put a box over it and put x’s in the box in an effort to “strike it out”. Then put a new text box next to the area you want to change and put the corrected information.
5. Send to yourself and then email the edited version to eduassist@gatech.edu.
6. You can always find a copy in your Docusign account.