

Adobe Sign

How to use Adobe Sign

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

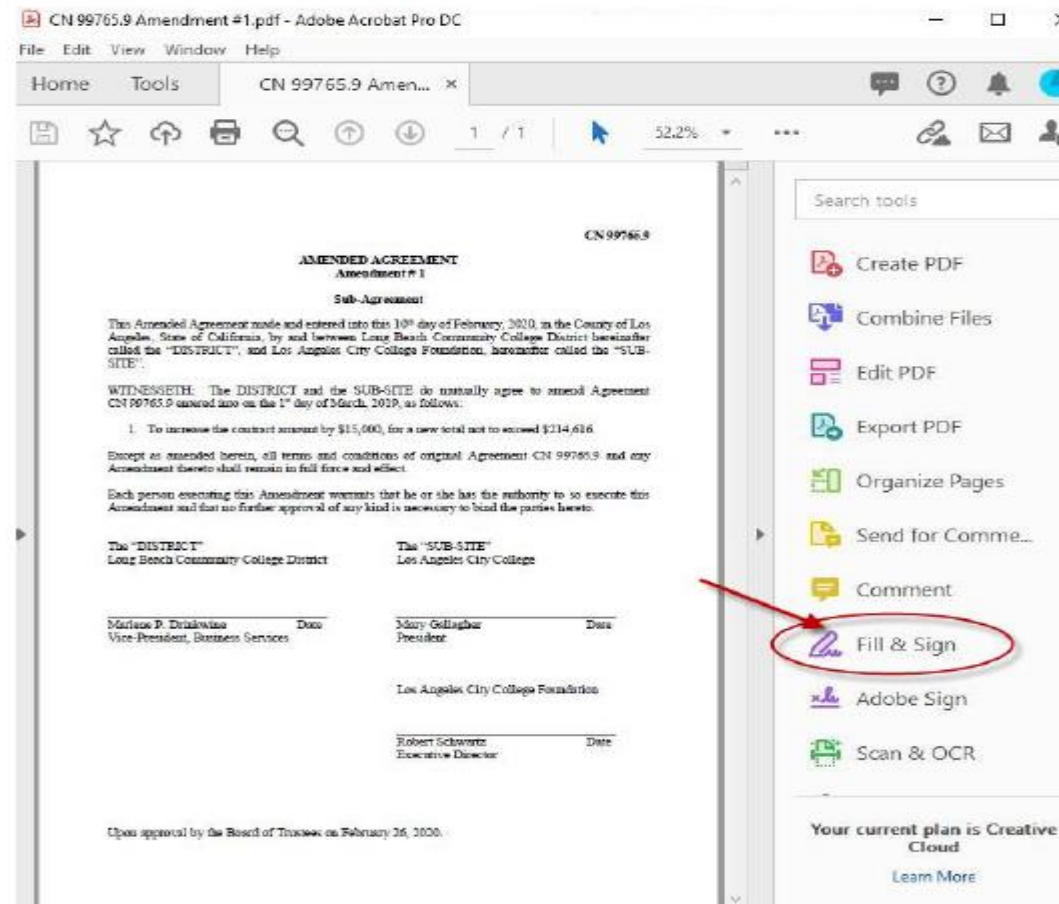


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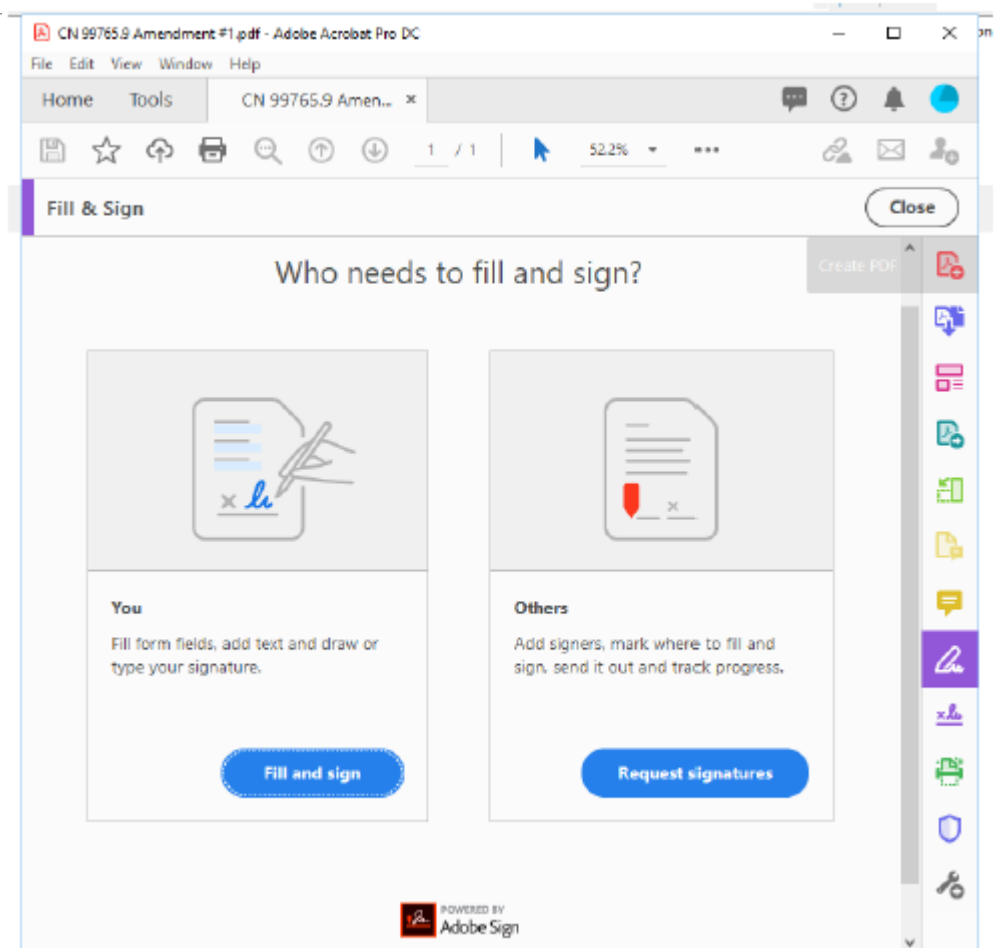
From this tutorial, you will learn:

1. How to use Adobe Sign to complete and send a form.

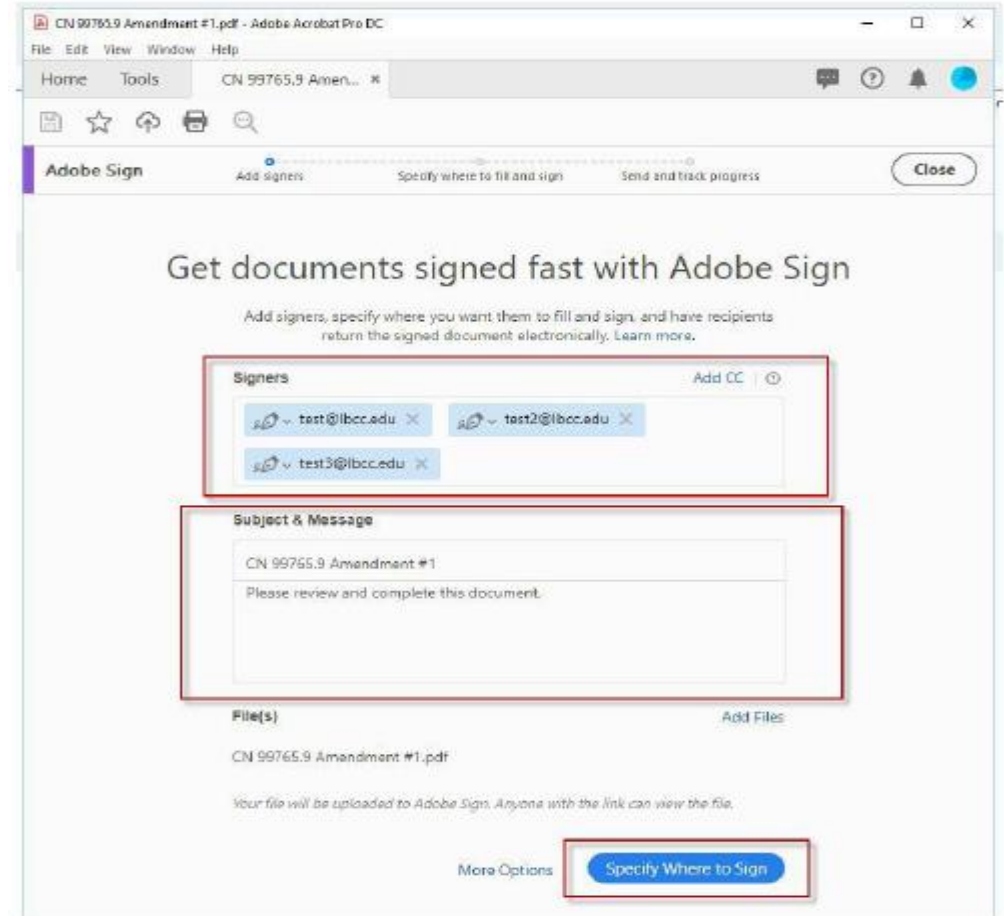
1. Open a PDF file in Adobe Acrobat.
2. Click the Fill & Sign tool in the right pane.



If you need to enter Name/Title information for the signature line, choose "Fill and Sign," and type where needed in the document. If no fields need to be filled in, choose Request Signatures.

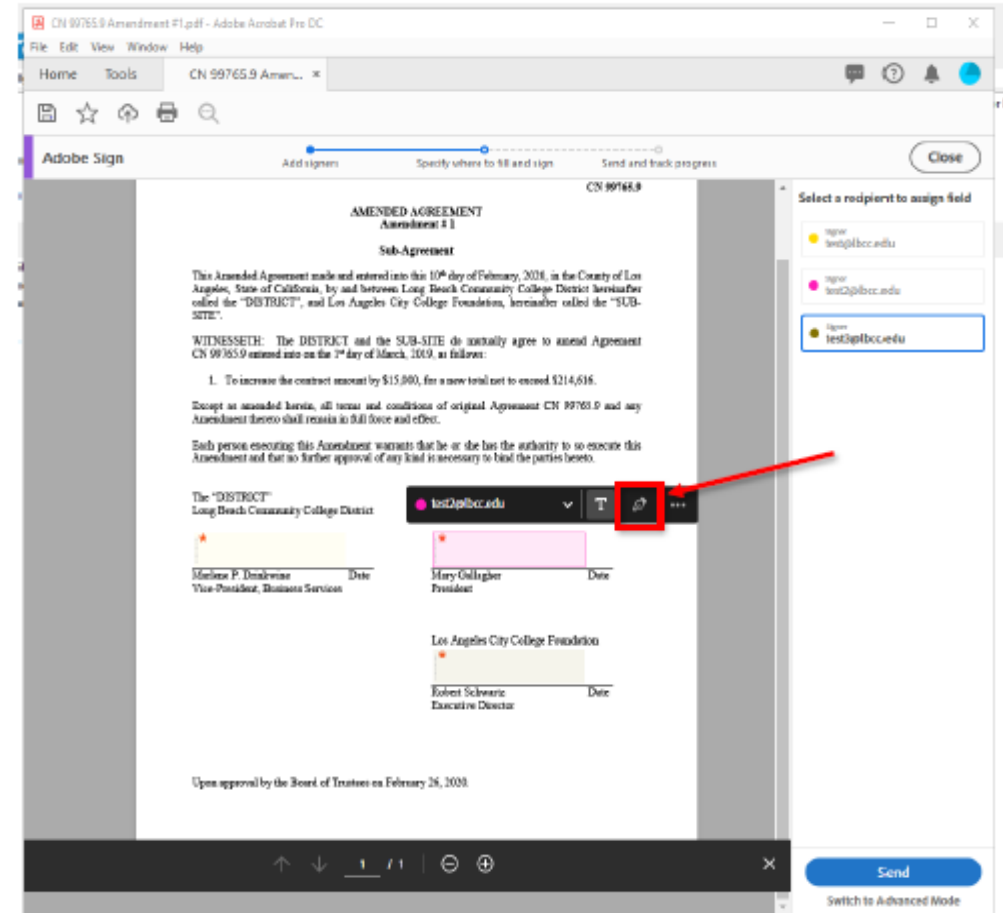


Add a recipient by entering an email address and add a custom message if you want. You can also CC yourself by clicking “Add CC”. When done entering emails and message, click “Specify Where to Sign”.

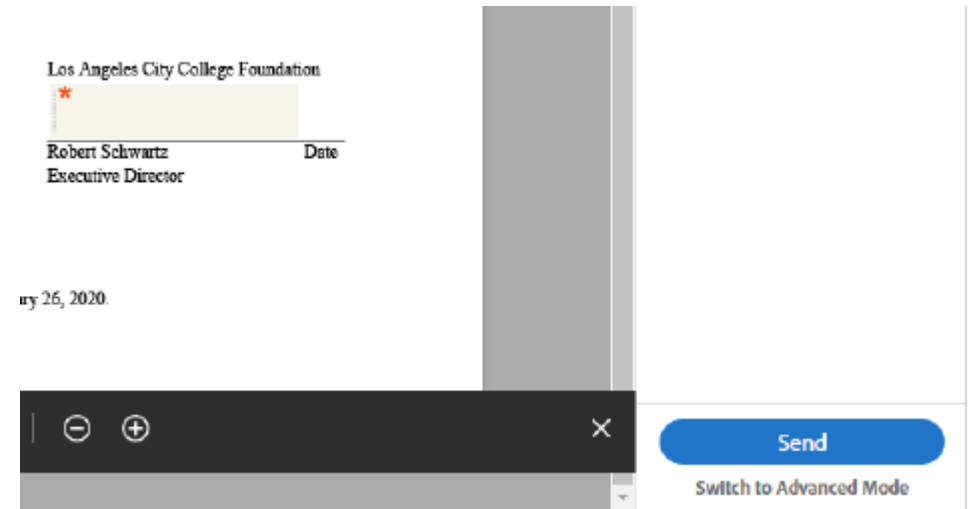


Click where needed to add a text or signature box and assign it to the corresponding email/signer.

IMPORTANT NOTE: Make sure a field is designated as a Signature Box by clicking the pen icon highlighted in red below!



Send your form: Click “Send.” Each recipient will receive an email with a link to e-sign instantly along with a copy of the signed document. Your copy will be stored securely in Adobe Document Cloud.



If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: helpdesk@lbcc.edu
- In-Person: Check out our schedule online at www.lbcc.edu/iits