

# How to use Adobe Sign

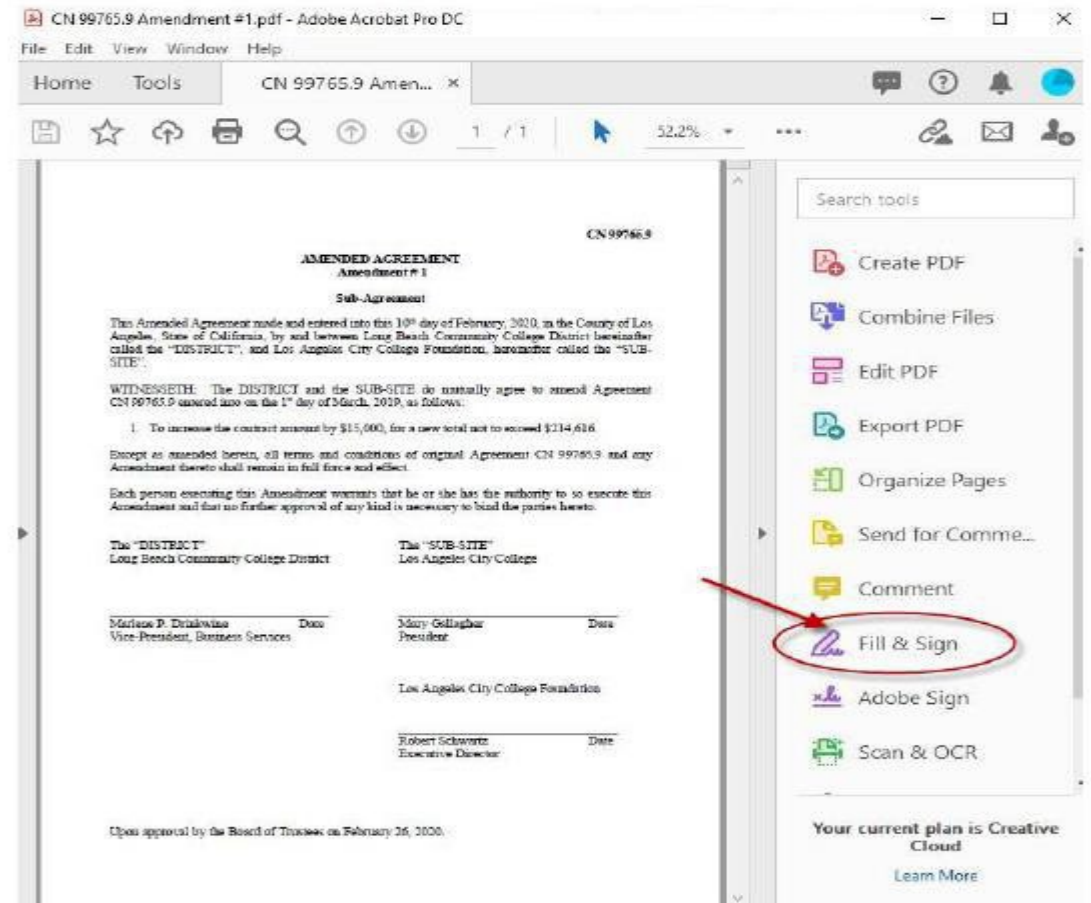
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## How to use Adobe Sign

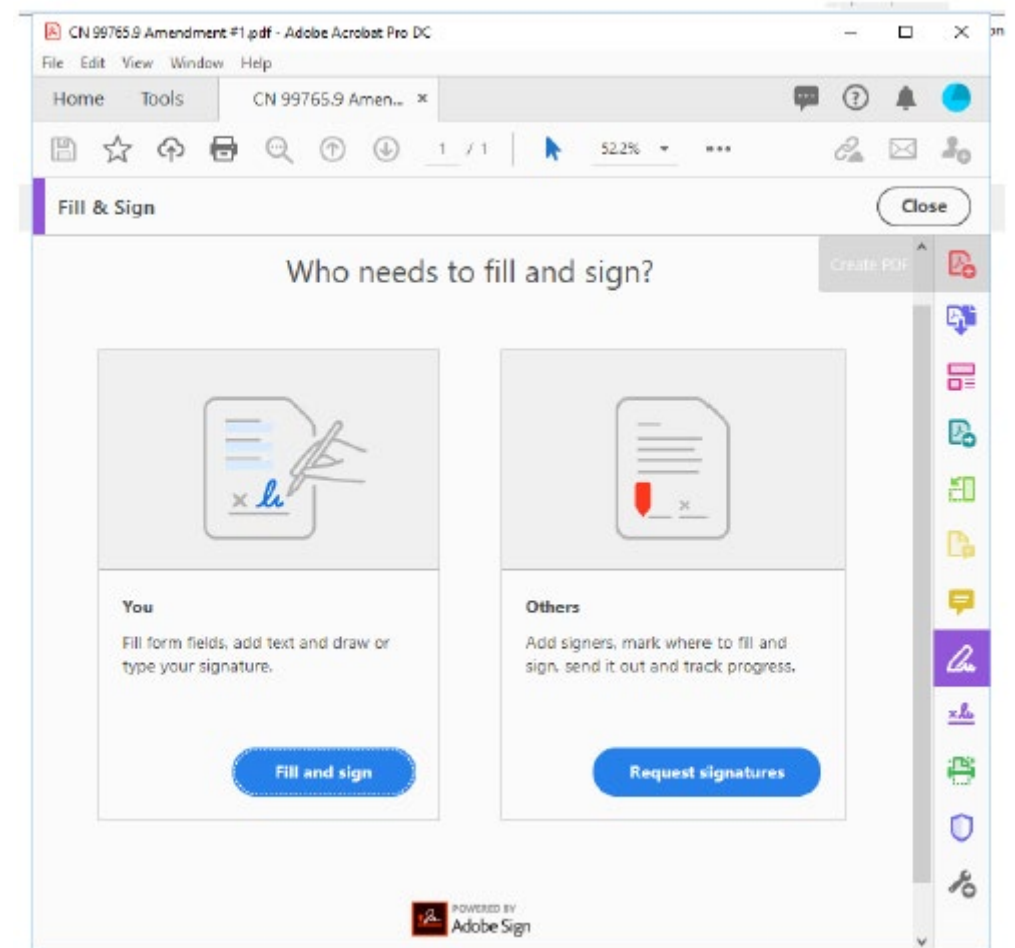
From this tutorial, you will learn:

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

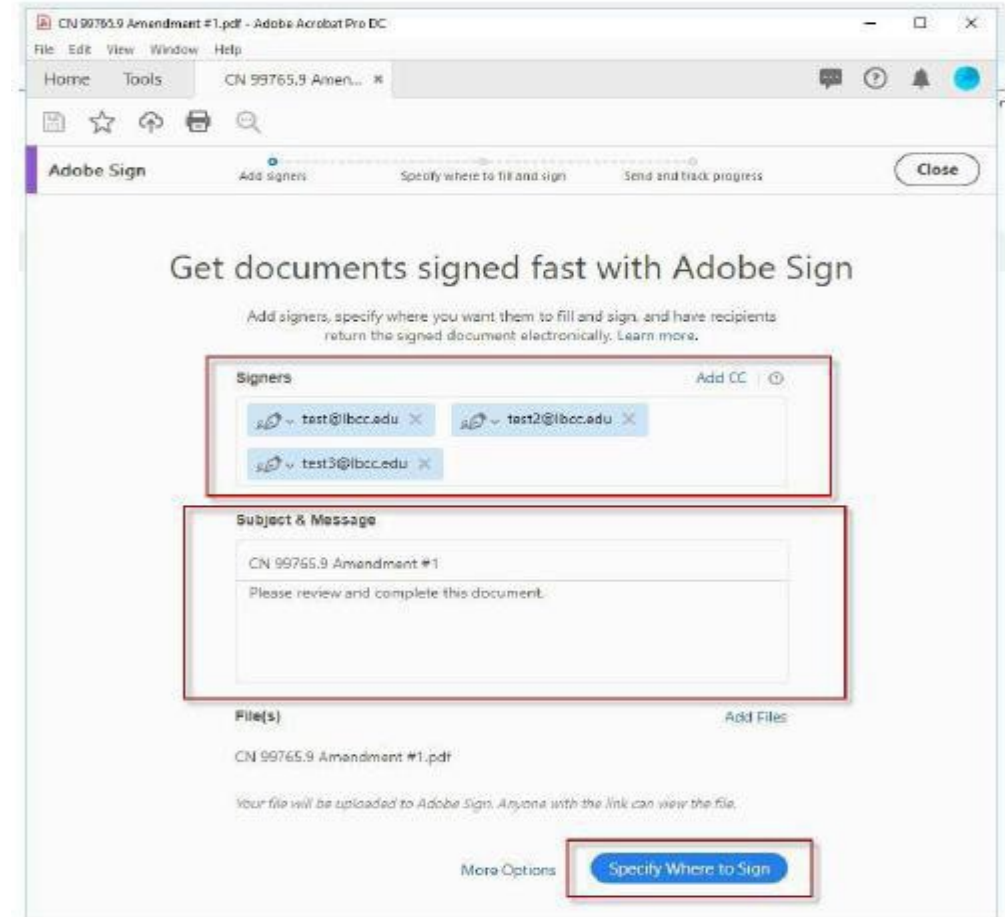
- Open a PDF file in Adobe Acrobat.
- Click the Fill & Sign tool in the right pane



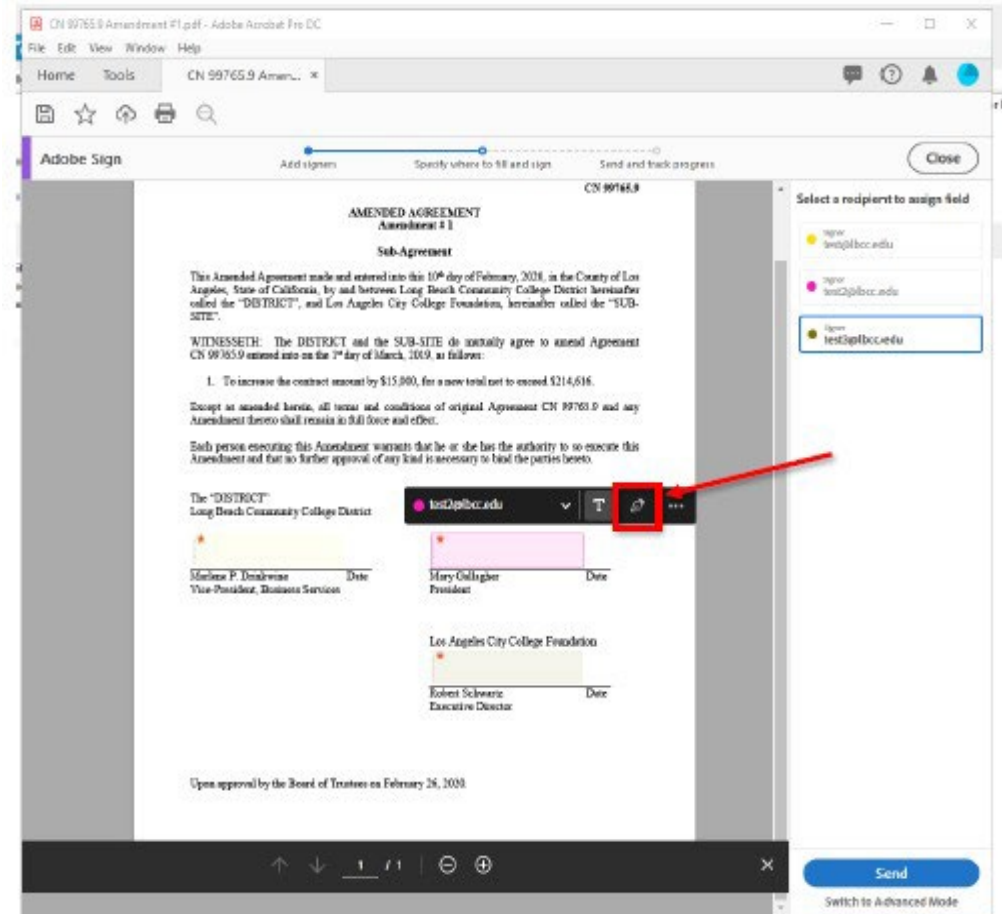
- If you need to enter Name/Title information for the signature line,
- Choose 'Fill and Sign'.
- Type where needed in the document.
- If no fields need to be filled in, choose Request Signatures.



- 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 the 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.



# QUESTIONS ?

**If you run into any issues, or have further questions, feel free to reach out to us!**

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