

Online Learning & Educational Technology User Support & Information Security Application Development & Support Multimedia Equipment Services Web & Mobil Services Network Services

## Adobe Sign How to use Adobe Sign

## FOR LONG BEACH CITY COLLEGE FACULTY & STAFF





## How to use Adobe Sign

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".

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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