

Adobe Acrobat Pro: Digital Signatures

WHAT IS ADOBE ACROBAT PRO DC

Adobe Acrobat Pro DC allows you to perform a variety of editing functions on PDF files. To perform the functions in this document you must have this software. To request permissions, login in to the IS&T [ServiceNow Portal](#) > Request Services or Equipment > Obtain Permission or Access > Application Permissions > Choose Adobe Creative Cloud Permissions in the drop-down.

THREE TABS AT THE TOP

- Home Tab: Access a list of recent PDF files or browse your computer locations.
- Tools Tab: Access tools here. They are divided into four sections: *Create & Edit*, *Review & Approve*, *Forms & Signatures*, *Protect & Standardize*.
- Documents: Each document will open in a separate tab across the top. Tap the arrow ◀ on the side to access the side menu of tools while working with your document. To add frequently used Tools to the right pane, go to the *Tools* tab > select the dropdown next to your Tool > Choose *Add Shortcut*.

DIGITAL SIGNATURE

- To add your Digital Signature, open your document in Adobe Acrobat Pro.
- Tap *Fill & Sign* from the side tool menu. A new tool bar will appear at the top that allows you to add several elements plus sign your document. Tap *Sign*.



- To set up for the first time: Choose *New Signature* from the drop-down menu > Tap *draw* > Using your cursor of finger on a touch screen, sign your name > Tap *apply*. Your signature will be saved for future use.
- Scroll to where you would like to add signature and tap with cursor. To remove, tap on the signature again > tap the trash can.
- To save your document with your signature tap *File* > *Save As* > choose your file location and name.

GET OTHERS TO SIGN

- Open your document in Adobe Acrobat Pro.
- From the Tools tab or side menu, tap *Send for Signature*.
- Tap *Prepare Form*. Acrobat will create the form and open it in editing mode.
- Review the fields in the right pane and edit if needed.
- The top tool bar contains form field tools for adding additional fields.



- *Add a Signature Field*: tap  > move cursor to signature location and click. A properties box will appear where you can select *Required field*. Save your form.
- Tap the *Send for Signature* > *Ready to Send*. Acrobat will prepare your document.
- Add your Receipts: Enter recipient email. There are additional options of adding a password and setting reminders that you can choose at this time. Tap *Send*.
- A copy of the request for signature will be sent to your email. Once it is signed, you will get an additional email with the signed document.