



## Adobe Sign Course Outline:

Duration: 1/2 Day

### Prerequisites:

Basic Computer Skills and Basic Internet Browser Skills

### Course Objectives

The purpose of this course is to get you familiarizes you with the user interface, use the standard “send” work flows in Adobe Sign as well as how to manage your agreements. Please note that the content of the course will vary dependant on the version of the product you have.

### Related Courses:

Adobe® Acrobat

### Personalize your Account

- Verify your profile information – All users
- Define your signature – All users
- Configure personal events/alerts – team, business & enterprise service levels
- Define your personalized footer – business & enterprise service levels
- Select language preference

### Page by Page Overview

- Home page
- Send page
- Manage pages

### Sending Agreements

- Recipients section
- Hybrid work flows
- Recipient groups
- Message section
- Options section
- Files section
- Send an agreement for signature

### Signing Environment

- Signers Experience

### Managing Agreements

- Manage page structures (Filters, Agreement list)
- Agreement tools

### Preview & Authoring Environment

- Accessing the authoring environment
- Form Field Template
- Field Layout and Alignment
- Select Recipient (Role)
- Form Field Tabs
- Zoom and Reset

### Library Templates

- Document templates

### Alternate Work flows for Signatures

- Sending to multiple recipients
- Using Fill & Sign
- Mega sign
- Web forms
- Mobile devices
- Adobe Sign in Microsoft Office 365
- Adobe Sign using Teams (if required)

### Pre-Tagging Documents - (if required)

- Name, Company & Title Fields
- Email Fields
- Date Fields
- Multiline Fields
- Signature, Digital Certificate & Initial Fields
- Check Boxes, Radio Buttons & Drop Down Fields