


Sharing & Signing Files with Adobe Acrobat Document Cloud


WHAT IS ADOBE ACROBAT DOCUMENT CLOUD

Adobe Acrobat Document Cloud is a web-based PDF tool and file storage solution for creating, editing, and sharing PDFs. All WCU faculty and staff have 2 gigabytes of storage. Please note that this is not a solution for documents that includes student data as it has not been vetted by WCU for storing FERPA data.

HOW TO UPLOAD AND SHARE FILES TO ADOBE ACROBAT DOCUMENT CLOUD

- Visit adobe.com and Sign in with your WCU credentials.
- Tap on the tile menu  at the top right to reveal the web apps. Tap on Document Cloud.
- From the Home tab > Tap Upload a file > navigate to your file > and select. The document will now appear in your cloud library.
- When you hover over the file a SHARE button will be revealed. Then share with others by entering email addresses and add an optional message.
- After you tap send, the recipients will get an email that you have shared a document.
- You will receive an email after recipients have added comments.

HOW TO SIGN A DOCUMENT SHARED FROM ADOBE ACROBAT DOCUMENT CLOUD

- Tap the Open button in your email. This will open the web-based application of Adobe Document Cloud.
- If you are not already signed in, tap Sign In at the top right. Either use your WCU credentials or personal credentials if you don't have a WCU account.
- You can now use the drawing tool to sign your name. Tap the pen  in the menu at the top and use your cursor to sign your name. *Note: To change the pen color: tap on the pen > a colored circle is revealed next to it. Tap on the circle to change the color.
- If you want to sign in black, tap the Open in Acrobat button. Your document should open in your desktop application. Make sure you have Adobe Acrobat DC or Reader on your computer. Download Adobe Acrobat at <https://get.adobe.com/reader/>. Follow the directions above and black will be an option.
- When finished signing tap done.