

Adobe Acrobat Pro DC: 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 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 Tools tab or 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

- Email your PDF to the signer. They should follow the steps above and email it back to you.
- If you would like to track your document, follow these steps:
 - a. Tap *Send & Track* from the Tools tab or side tool menu.
 - b. Choose *Send Personalized Invitation (with detailed tracking)* > enter recipient email and tap *Send*.
 - c. The signer will receive an email notice that a file has been shared with them. They should open the link > tap download > open the document in Acrobat Pro and follow the directions for adding a digital signature above > and email it back to you.
- You will receive an email alert when the recipient has viewed your shared file.
- Both Adobe Acrobat Pro and the free version, Acrobat Reader, have the *Fill & Sign* tool.