Southern Connecticut State University

Adobe Sign: Fill and Sign Tool
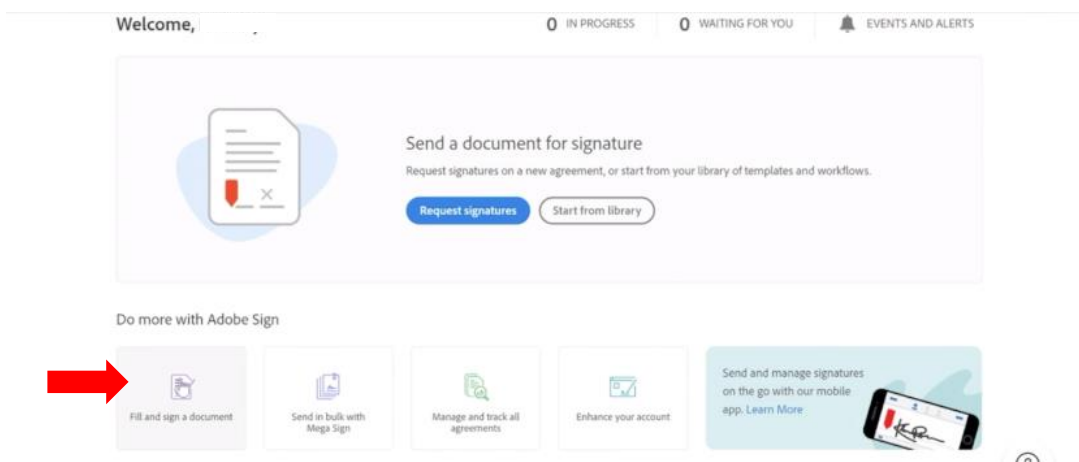
Introduction

Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage signature processes using a browser or mobile device. It is part of the Adobe Document Cloud suite of services. SCSU faculty and staff have access to Adobe Sign via the MyApps portal.

The fill and sign tool within Adobe Sign allows you to upload a document you've been sent, fill in any necessary fields, and add your signatures. The following steps will walk you through how to use this feature.
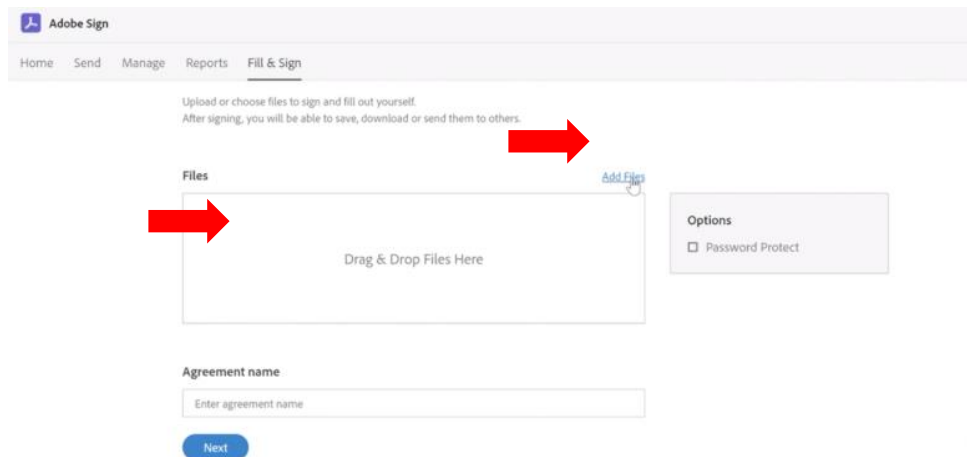
Fill and Sign

Navigation

Select "Fill and sign a document" from the Adobe Sign homepage.

Uploading a file

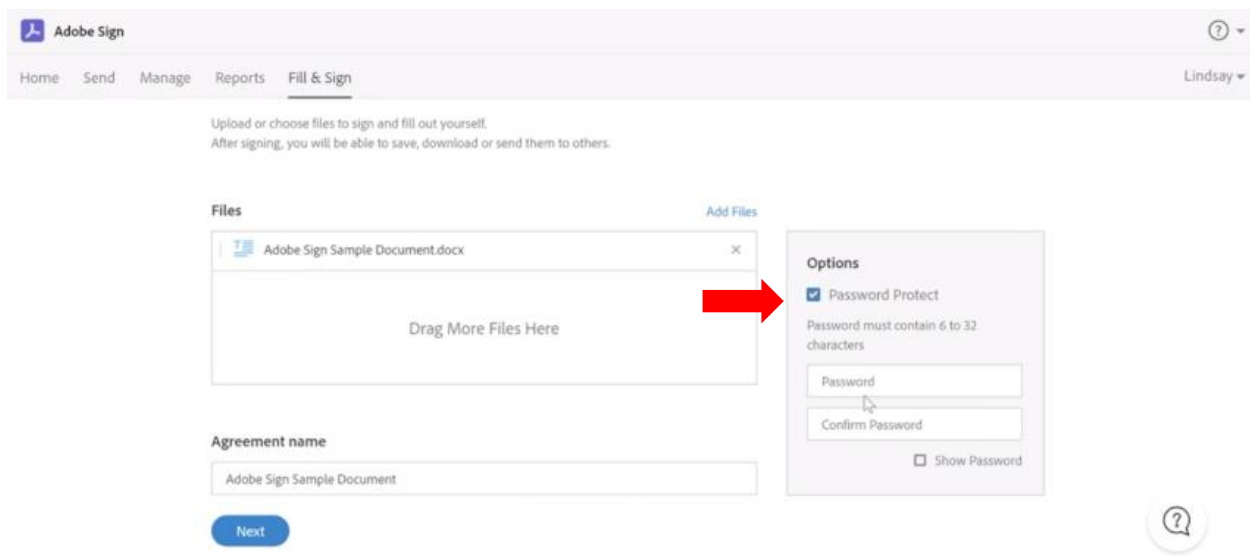Select "Add Files" or drag and drop a file into the box provided. Both PDFs and Word files may be uploaded.

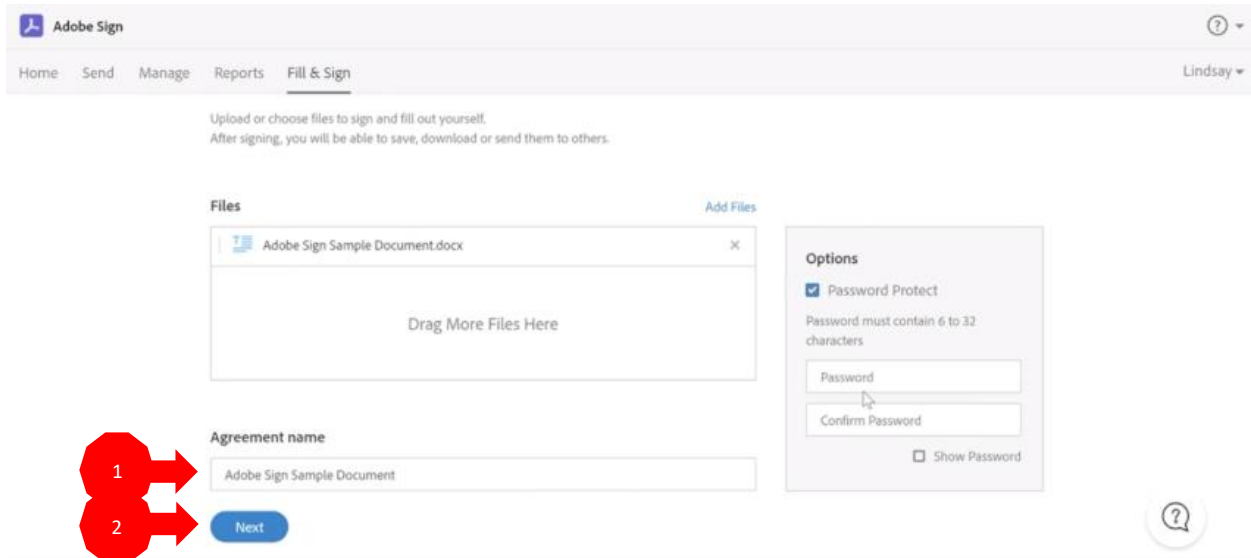## Setting preliminary file options

Password protection

You may add a password to the document if you wish by selecting "Password Protect" and creating a password in the two boxes shown.
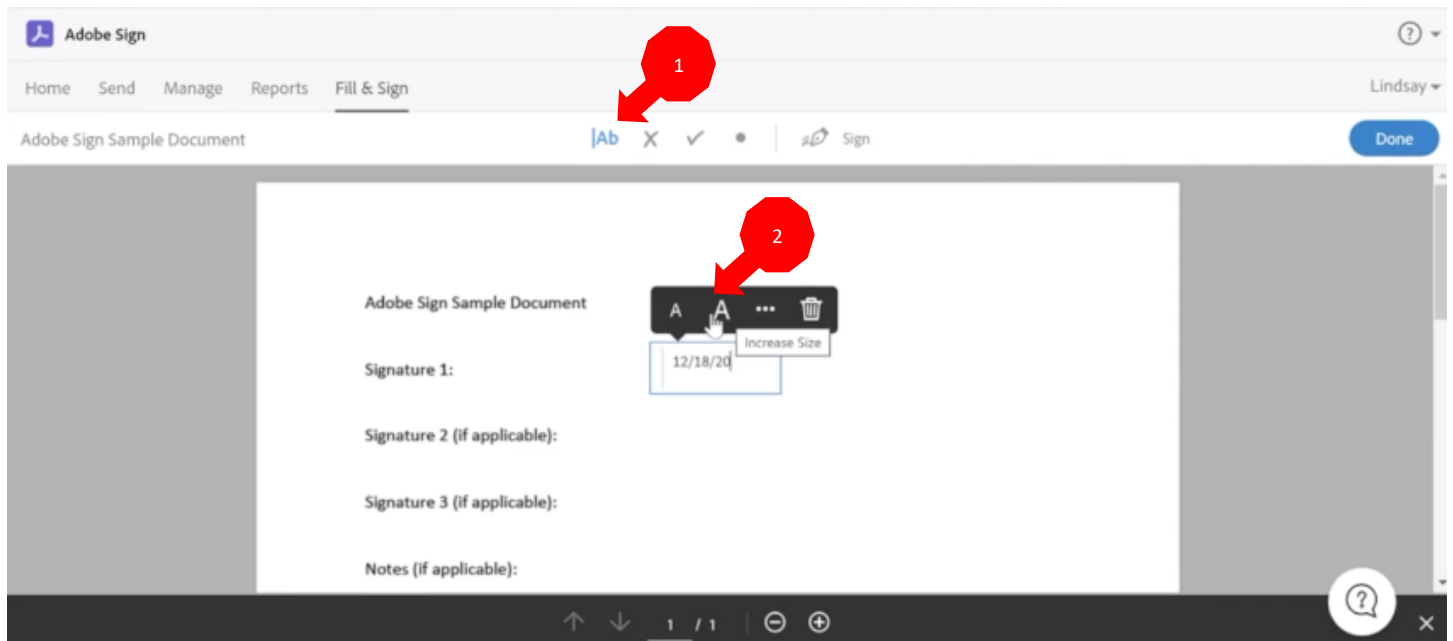
Titling the agreement

While the "Agreement name" will retain the original title of the file uploaded, this may be changed here if needed. When finished, select "Next to proceed.
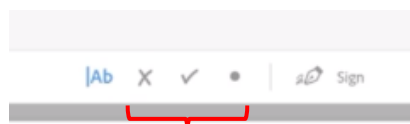

Filling a document

The "Ab" selection allows you to enter plain text, such as the date or other notes. After selecting this tool, click anywhere on the page to insert a text box. Text size may be changed with the pop-up toolbar options.
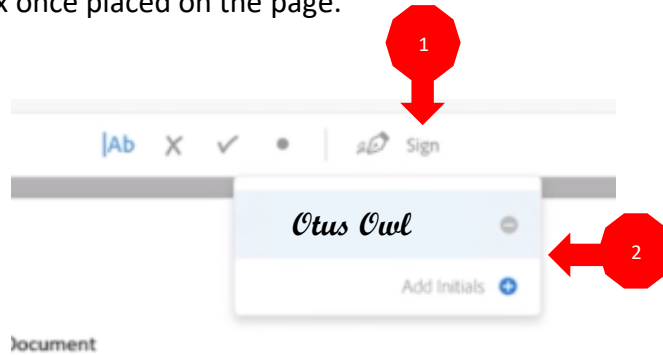

The same may be done for adding crossmarks (x), checkmarks, or a filled dots.
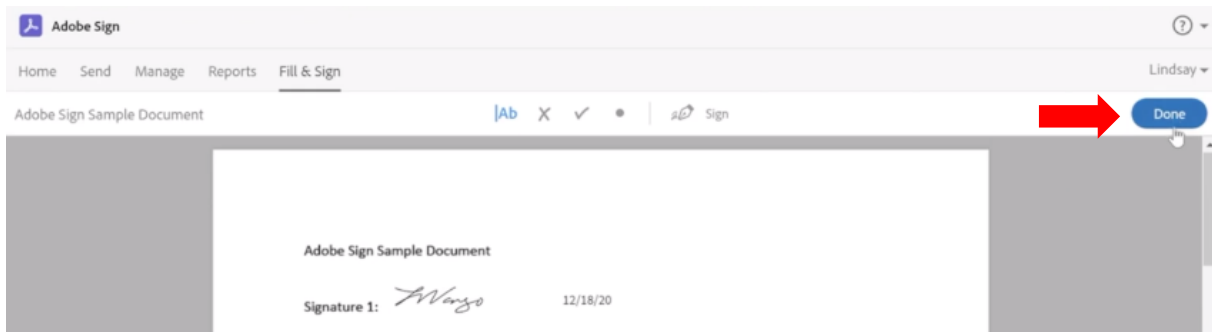
Signing a document

Select "Sign", your signature or initial signature, and place on the page where needed. If you don't have a signature saved, select "Add Signature" or "Add initials" to create. To enlarge the signature, drag the corner of the highlighted signature box once placed on the page.

Completing your signed document

Once your document is finished, select "Done".

Adobe Sign will provide you with a confirmation page. From here, you may send a copy, download a copy, or "Manage" to view additional options.