

# ADOBE SIGN FORM BASICS

## Outline



CSU Bakersfield

### Overall Aim:

To teach you how to send and create fillable forms for signatures using Adobe Sign

### Intended Audience

Any CSUB Faculty, Staff, or Student worker, who has access to Adobe Sign

### Duration

Approximately 120 minutes

### Format

Direct instruction, guided practice, and independent practice

### Lesson Objectives

At the end of the session, the participants will be able to:

- Articulate function and purpose of Adobe Sign
- Distinguish between forms created with Adobe Acrobat Professional and Adobe Sign
- Identify the form design best practices
- Navigate the Adobe Sign environment
- Complete a non-fillable form
- Request signatures
- Use auto-detection to add form fields
- Fill and complete a document for signature
- Send documents for signature from library
- Set completion deadline and set reminder
- Approve and deny documents
- Send a shared document for signature
- Delegate documents to someone else
- Identify key elements of the document audit report

### Reflective Questions

- How do I send a form for electronic signature?
- How can I make my form easy to use?
- Is there a way to complete a non-fillable form electronically?
- How can reduce errors and omissions?

### Course Information

For more information about this class, please visit the Adobe Sign Form Basics website:

<https://www.csub.edu/training/pgms/adobesign/asformbasics/index.html>

### Online Registration

Online registration is available through CSU Learn. For instructions on registering online, please refer to the [Registering for a Training Session](#) job aid.

### Contact Information

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