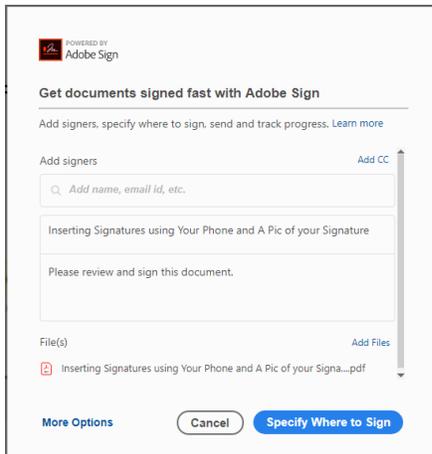


Adobe Fill and Sign

1) Open document in Adobe Acrobat Pro DC.

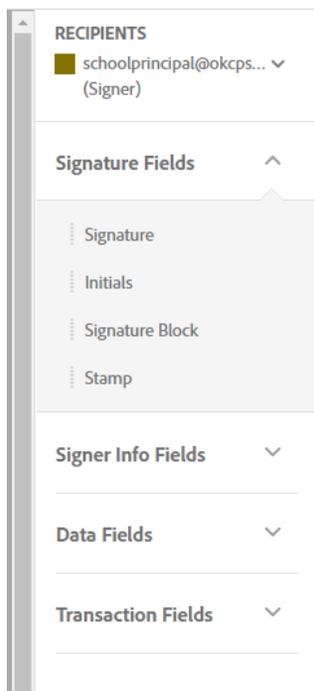
2) On the Right side of the screen click the  icon.



3) Dialog box will appear.

- In the 'Add Signers' box, enter emails for staff that are required to approve the document. Entering the emails in the order that the signatures will be requested.
- The 'Subject' box is the next field. The subject box will default to the name of your document; however this field edited to better reflect the request.
- The 'email body' is the next field. Here is where you will include any additional information / instructions.
- There are other useful fields on this dialog box. Please take time to review for your specific purposes. For a basic signature, click the blue button 'Specify Where to Sign' in the bottom right corner.

4) On the right side of the screen see the available options.



Note the first part of this section lists the recipients. Each recipient is assigned a color code. In situations where you will also be the signer, list your email in this box as well.

Common Signature Descriptions:

- Signature – Requests signature and prints name & inserts date
- Signature Block – Same as signature and inserts email address.

There are other fields that can be inserted. Please take time and explore all the options.

For the signature exercise, 'Signature' I've chosen 'Signature' from the options

Simply click the 'Signature' field and drag it in position and drop.

Please note: The signature boxes have a triangle on the top right corner. The triangle color corresponds with the color assigned under the 'Recipients' list.

The screenshot displays a check creation interface. On the left, there are two tables for monetary values. The first table lists amounts: 50.00, 20.00, 10.00, 5.00, and 1.00, with a 'Total \$' of 0. The second table lists coin denominations: 1.00, .50, .25, .10, .05, and .01, with a 'Total \$' of 0. Below these is a 'Checks' field. The main check form includes fields for 'Signature', 'Sponsor's Signature', 'Financial Secretary's Signature', and 'Total'. A 'Signature' field is highlighted in yellow, and a red arrow points from the 'Signature Fields' menu to it. On the right, a 'RECIPIENTS' list shows 'schoolsecretary@okcp...' as the selected signer. Below this is a 'Signature Fields' menu with options: Signature, Initials, Signature Block, and Stamp. Further down are 'Signer Info Fields', 'Data Fields', and 'Transaction Fields' menus.

After all signature boxes are in place, simply click the blue Send button in the bottom right corner. Your document has been sent for signature approvals. The sender will receive the final after signature are in place.