



# Adobe Experience Manager

## Introduction to Adobe Sign

**Course description:** Introduction to Adobe Sign is a 1-day, instructor-led course where you will learn to create, and participate in, digital signing workflows. The class is designed for new users and introduces you to the most popular features and benefits of Adobe Sign. Students will learn the business benefits of electronic signature and participate in a dozen hands-on exercises. If you are a new user or just kicking the tires, this is the class for you. In addition to learning all aspects of the system, you will also create digital signature workflows, sign documents with your mobile device, and learn how to configure Adobe Sign for your specific business needs. Transform your time consuming paper-based signing into an instant digital process. Adobe Sign speeds every business transaction and works on any device. The signatures comply with legal requirements, industry regulations, and the most stringent security standards around the world. Seal the deal and streamline your business with Adobe Sign from the world-wide digital document leader.

**Prerequisites:** There are no prerequisites for this course.

**Target:** Business Users and evaluators who need to get hands-on with Adobe Sign.

### Objectives

After completing this course, you will be able to:

- Send a document to a single signer
- Send a document to multiple signers
- Self-Sign a document
- Configure a digital signature workflow
- Sign documents with your mobile device
- Delegate your work and individual documents
- Publish Adobe Sign forms to your website
- Configure Adobe Sign with your company's brand and graphics
- Create an Adobe Sign document in Adobe Acrobat
- Understand why Adobe Sign electronic signatures are legally valid, enforceable, and meet the most demanding requirements of computer security and e-signature laws
- Understand the security benefits of Certified PDF documents
- Manage user preferences and settings
- Create users and groups
- Create customized reports
- Review a document's status and audit trail

### Course Materials

- Introduction to Adobe Sign Student Guide

### TOPICS

- Adobe Sign Interfaces
  - › Dashboard
  - › Send
  - › Manage
  - › Reports
  - › Account
- Hands-On Exercises
  - › Create a Report
  - › Self-Sign
  - › Single signer
  - › Multiple signers
  - › Participate through an Email Link
  - › Participate through Adobe Sign
  - › Delegate your Work
  - › Delegate Individual Documents
  - › Share your Account
  - › Create or Change your Signature
  - › Password protect a signedocument
  - › Create a Widget
  - › Personalize your Account
  - › Add a Group
  - › Add a New User to the Group