

Adobe Acrobat - Fill out and sign PDF documents

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

Anyone who has to sign PDF documents.

Training objectives

- Master the concept of signature
- Differentiate between electronic signature and digital signature
- Create and manage signatures
- Effectively sign a PDF document

Summary

The reduced transaction costs of PDF document signatures makes it a go-to favorite against signing a paper document. But when it comes to obtaining consent or authorization on a PDF document or form, organizations need help figuring out what type of signature to incorporate, electronic or digital, into their workflow. The simple and easy-to-use electronic signature is a graphic trace or image of your handwritten signature affixed to a PDF document and is a legally valid means, particularly recommended for signing PDF documents intended for internal use. As for the digital signature, it is based on a certificate issued by a Certificate Authority (CA) and coded with a mathematical algorithm to authenticate the identity of the signatory and secure the document against any manipulation. It is particularly recommended for signing PDF documents intended for external use. Choosing which type of signature to implement will depend on the type of documents you need to sign and the level of authenticity that the document must be able to support.

Simplify the internal and external processes where PDF signing is essential (authorizations, acknowledgements, orders, contracts, etc.) and work in agreement with your interlocutors by discovering and mastering all the tools for filling, signing and sending PDF documents using Adobe Acrobat Reader DC or Acrobat Pro DC.

Course outline

Chapter 1 - INTRODUCTION TO THE CONCEPT OF SIGNING PDF DOCUMENTS

- Electronic signature or digital signature: which solution to choose?
- Prepare the document to be signed:
- Create a simple document template in a structured tabular format using Microsoft Word
- Add the fields to be filled in and symbols (checkbox, radio buttons)
- Convert the template to PDF format

Chapter 2 - SEND THE PDF DOCUMENT TO BE SIGNED

- Send the PDF file by email
- Share a link to the PDF file to be signed

Chapter 3 - ELECTRONIC SIGNATURE: FILL IN AND SIGN A PDF DOCUMENT

- Fill in a document to sign:
- Explore the Fill and Sign tools
- Add and manage texts, crosses, checkmarks and other fill elements on the pages
- Manage the colors of fill and signature tools
- Graphically sign a PDF document
- Create and affix a signature
- Create and affix an initials
- Delete signature and initials
- Send the signed PDF document

Chapter 4 - DIGITAL SIGNATURE: SIGN AND CERTIFY A PDF DOCUMENT

- Create and manage a digital ID
- Define a digital signature graphic appearance
- Certify a PDF document
- Sign digitally
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Certify using visible signature

- Certify using invisible signature
- Authentication
- Provide an authentication certificate
- List certificates to be approved
- Authenticate received PDF documents

Approach and methodology

Demonstrations, practical exercises and usage scenarios for filling, signing and certifying PDF documents according to the context of use.

Prerequisites

Hold an Adobe Acrobat Pro license.

Recommendations

Experience with Adobe Acrobat Pro or Adobe Acrobat Reader.