

# Adobe Acrobat – Fill & Sign

## Introduction to the Acrobat: Fill & Sign Training

- Understand how form fields work in Acrobat
- Explore the “Fill & Sign” tool and its professional use cases
- Get familiar with the interface and workspace layout
- Master the key steps involved in preparing a signable PDF document

## Filling Out and Signing a PDF Document

- Distribute a document securely for completion
- Add multiple recipients with defined roles
- Include an approver in the signature workflow
- Reorder the signing sequence based on priorities
- Track the document’s progress in real time

## Finalization and Export

- Open and review the finalized, signed document
- Save the completed file locally for archiving or distribution