



## Training and Enablement Materials

### Adobe Acrobat Sign Quick Setup Guide

- [Quick setup Guide](#) -> Users section

### Sending to a single recipient & sending to multiple recipient

- Documentation link: <https://helpx.adobe.com/sign/using/send-document-for-signature.html>
- Video link: <https://helpx.adobe.com/sign/how-to/sending-with-adobe-sign.html>

### Managing and tracking documents

- Documentation link: <https://helpx.adobe.com/sign/using/manage-documents-sent-for-signature.html>
- Video link - <https://helpx.adobe.com/sign/how-to/manage-and-track-documents.html>

### Creating & managing a reusable template

- Documentation link: <https://helpx.adobe.com/sign/using/create-document-template.html>
- Video link - <https://helpx.adobe.com/sign/how-to/adobe-create-a-template.html?playlist=/ccx/v1/collection/product/sign/segment/designer/explevel/beginner/autoplaunch/continuinged/collection.ccx.js&ref=helpx.adobe.com>

### Set up signing workflows

- Documentation link: <https://helpx.adobe.com/sign/using/workflow-designer-signature-workflow.html>
- Note: Sending using a custom workflow - refer to Sending using a custom workflow section of the above link
- Video link - <https://www.youtube.com/watch?v=IEO6mznWg-M>

### Form field template

- For creating a form field template, follow the steps to create a library template as outlined below. But for step 4, Configure the Template Type to either use Reusable form field layer or Both.
- <https://helpx.adobe.com/sign/using/create-document-template.html>
- Apply a form field template to a document - <https://helpx.adobe.com/sign/using/form-field-template.html>

### Other supporting documentation

- Field types - <https://helpx.adobe.com/sign/using/field-types.html>
- Recipient roles when sending documents - <https://helpx.adobe.com/sign/using/set-up-signer-approver-roles.html>
- Setting form field show/hide conditions - <https://helpx.adobe.com/sign/using/form-field-conditions-settings.html>
- Adobe Acrobat Sign Text Tag Guide - <https://helpx.adobe.com/sign/using/text-tag.html>



- Calculated fields – refer to section USING EXPRESSION BUILDER TO SPECIFY CALCULATED FIELDS of <https://helpx.adobe.com/sign/using/calculated-fields.html>