

Adobe Acrobat Sign: Advanced Templates, Text Tagging and Workflows

Description:

In this training session, participants will learn how to create and manage Adobe Acrobat Sign Templates, Text Tags and Workflows. An introduction to an alternative Text Tagging method for Word documents is also included.

Indicative Timeframe:

4 hours

Training Agenda

Templates

- Creating templates
- Advanced field techniques
- Managing templates
- Using the template library
- Adobe Text Tagging

Workflows

- Introduction
- Adding Recipients
- Specifying Documents

Introduction to Text Tagging in Word

- Tag Structure
- Types of Tags
- Tips and Tricks

Assumptions

1. The Client has purchased their Adobe Sign licenses prior to the initial session.
2. The client's Adobe Sign licenses have been provisioned and the client has access to them prior to the start of the initial session.
3. Training sessions are intended for up to 4 students.
4. The sessions are provided utilizing Microsoft Teams, with the web conferencing link being provided at the time of scheduling.
5. Sessions are not available for recording or distribution.
6. The sessions will utilize generic documents to demonstrate capabilities.
7. Cancellations or rescheduling a session must be done a minimum of 2 business days in advance. The client will be responsible for full payment of any session cancelled with less than the required notice.

