

Multiple Fill & Sign Signature Work Around Keeping Form Fill Intact.
Ken Wester – 1/5/2021 – Adobe Acrobat DC and Reader Windows 10/AA2020.013

There is a need for multiple signature fillable forms and to not use certified signatures, but instead use digital image signatures using Fill & Sign. (The Adobe process for certified digital signatures allows this process without a need for a work around)

Example is the Faculty Qualifications Form for Academic Affairs. This is a form fillable PDF that is initiated and then signed by the Department Head, Dean and VP.

	Approvals		
	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Department Head/ Program Director:			
Dean or Associate Dean:			
VPAA/AVP/CAO:			

Open the form in Acrobat DC or Reader and fill out the form, as long as you don't use fill and sign the document can be saved and maintain the form fill capability. But once the first person signs the form using Fill & Sign then the form is locked for no additional changes without using the Edit Form Feature in Adobe will be possible.

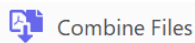
A work around to keep the form fillable and changeable until all signatures are complete you can use this work around to save the PDF each time until completed.

Complete the form as appropriate and use Fill & Sign to add the first signature – "DO NOT SAVE YET"

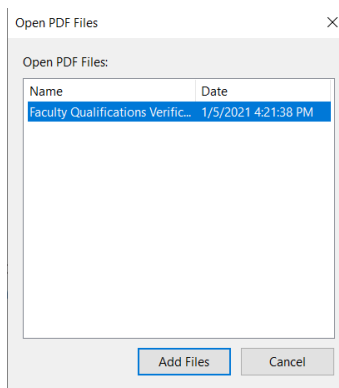
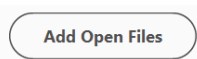
and close Fill & Sign Feature



Use the Combine Files Feature in Acrobat DC

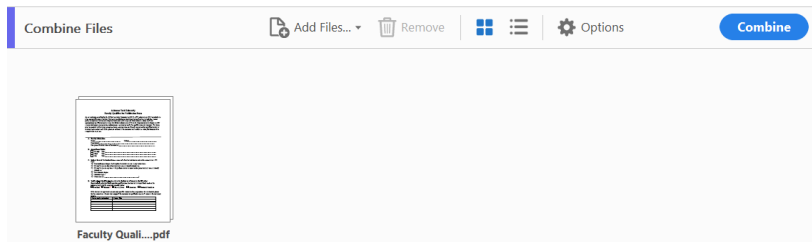


Select add open files



Select the file that you are working on.

Multiple Fill & Sign Signature Work Around Keeping Form Fill Intact.
Ken Wester – 1/5/2021 – Adobe Acrobat DC and Reader Windows 10/AA2020.013



Select Combine

It will create a new file called binder1.pdf

Select File – Save As and change the name as need to notate the first signer and original document

Example.... Faculty Qualifications Verification Form 1-16-20-DH-Sig

Send this file to the next signer and ensure they are aware of this process for saving for the next signer.

Once the last signer has the document and no more changes are necessary. Save the file as normal after the last Fill & Sign and it will save a locked document with all the signatures.

NOTE: This is just if you need to maintain the form fill features. You can also use the Edit PDF Feature and ADD TEXT Feature to add the necessary text to the current document. No editing will be possible of current signatures or information.