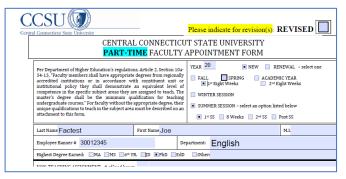


Adobe DC and Adobe Sign will allow you to combine all PT faculty appointment forms into one "binder" for routing to the department chair and dean for signatures. After creating the individual appointment forms, you must "print to PDF" to lock in the fields so they are no longer editable before combining into the single "binder" PDF.

#### Preparing PT Contract Forms

 Using Adobe Acrobat DC, complete a PT Appointment form for each faculty member (the form can be downloaded from <u>https://www.ccsu.edu/hr/forms/files/PTAppointmentForm.pdf</u>) and save each with its own unique page. Note that when you are editing the

unique name. Note that when you are editing the form for each faculty member, the fields are highlighted in blue to indicate you are in edit mode.



- Open the completed PDF file in the Preview app (you may need to use the Spotlight search option to locate the app if it is one you don't use regularly).
   From each completed file, click on File/Print then click on the drop-down next to PDF (bottom right) and select Save as PDF.
- 3. You will be prompted to save the file, save it with a DIFFERENT name (for example, add the word FINAL or something similar so you know this is the one that needs to be included in the "binder" for routing). In this example, the original file that can be edited is named "PTAppointmentForm\_Factest,Joe.pdf" and the version for routing is named "PTAppointmentForm\_Factest,JoeFINAL.pdf" to differentiate it from the original.

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1	Edit Menu es into the System Keychain strator, open the Keychain applicatio i. Press Command + Space bar and type Keych	

# Acrobat DC and Adobe Sign for Routing



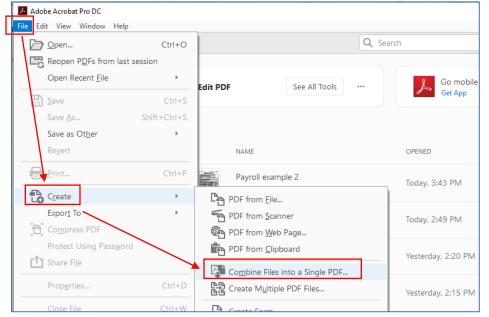
#### PT Faculty Appointment Forms (Mac computers)

4. If you open 2<sup>nd</sup> copy of the PDF (the one named FINAL in our example), you'll notice that the fields are no longer highlighted in blue as they are now "locked in" to this copy of the PDF. This is the copy of the PDF that needs to be added to the "binder" for routing. Creating this copy is what allows copies of the same form for different faculty members to be combined into one PDF for routing and signing.



# Combining Multiple PT Appointment Forms to Create a "Binder"

- 1. Open Adobe Acrobat DC.
- 2. Click File/Create/Combine Files into a Single PDF.



3. Click the Add Files button.





4. Navigate to the directory where your PT Appointment forms are located, and select the 2<sup>nd</sup> copy (aka FINAL in our example) of each one (hold down CTRL and click each one to select multiple files). Then click Open.

📕 Add Files				×
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Organize 🔹 New folder				?
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3D Objects	🧰 PTAppointmentForm_Factest, Joe.pdf	4/7/2020 12:57 PM	Chrome PDF Docu	196
Desktop	PTAppointmentForm_Factest, JoeFINAL.pdf	4/7/2020 1:02 PM	Chrome PDF Docu	178
Documents	PTAppointmentForm_Smith, Test.pdf	4/7/2020 1:09 PM	Chrome PDF Docu	196
Downloads	PTAppointmentForm_Smith, TestFINAL.pdf	4/7/2020 1:09 PM	Chrome PDF Docu	178
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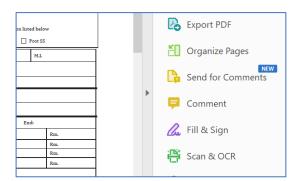


# Acrobat DC and Adobe Sign for Routing

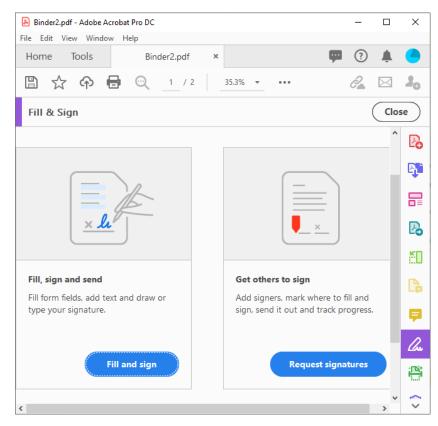
- PT Faculty Appointment Forms (Mac computers)
- 5. At the preview of all the files, click Combine.



6. Click Fill &Sign from the right menu of the combined PDF file.



7. Click Request Signatures.





8. Click "More Options" from the bottom of the screen.

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	Binder2.pdf							
	Your file will be uploaded	l to Adobe Sign. A	4 <i>ny</i>	one with the link can view the fi	le.			
		More	Op	tions Specify Where t	0	Sign		

9. Add email addresses of the Recipients (department chair and dean), making sure Complete in Order is turned on an then click Next.

1	Ġ	lisa.washko@ccsu.edu		🖂 🗸 Email	×
2	Ġ	marinelli@ccsu.edu		🖂 🗸 Email	×
	Ġ	Enter recipient email			
Show CC Message					
Binder Please		d complete this document.		Options <ul> <li>Password Protect</li> <li>Set Reminder</li> </ul>	0
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1	Binder2.p	df	×		
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Previe	ew & Add	Signature Fields			



Select a recipient to assign field

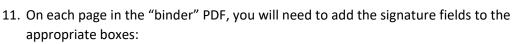
marinelli@ccsu.edu

Iisa.washko@ccsu.edu

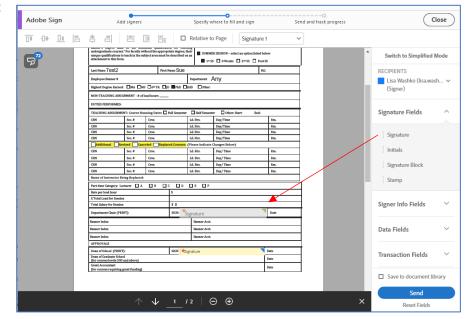
Switch to Advanced Mode

# PT Faculty Appointment Forms (Mac computers)

10. If the recipient panel on the right opens to the simplified view shown here, click the "Switch to Advanced Mode" link to change the panel. This is very important, as the simplified view does not allow for the signatures to appear on each page of the PDF when they are signed by the recipients like Advanced Mode does.



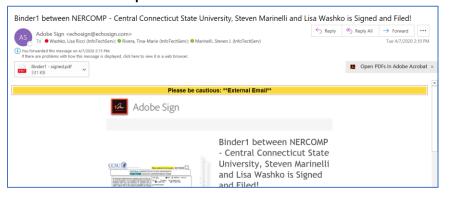
- a. Under RECIPIENTS, select the recipient's name.
- Under Signature Fields, click Signature and drag it to the appropriate field on the document,
- c. Repeat steps 11a and 11b for each signature needed on each page in the "binder" PDF (for example, if you have 5 contracts in one "binder" you will need scroll to each of the 5 contracts and add the signature field to the appropriate fields on each page).



12. Click the Send button. Each recipient will receive an email prompting them to digitally sign the document.



13. When all signatures have been obtained, a final copy of the file will be sent all parties from "Adobe Sign" or "NERCOMP – Central Connecticut State University". Whoever initiates the binder process must forward this email to both Doreen Revoir (revoird@ccsu.edu) and Victoria Karwowski (karwowski@ccsu.edu) in the Human Resources Department.



14. When you open the PDF file, you will see the signatures on each page:

Rate per load hour	\$			
X Total Load for Session				
Total Salary for Session	\$ 0			
Department Chair (PRINT):		arinelli (Apr 7, 2020)		Date
Banner Index		Banner Acct.		
Banner Index		Banner Acct.		
Banner Index		Banner Acct.		
APPROVALS				
Dean of School (PRINT):	SIGN:	2020)	1	Date
Dean of Graduate School (for courses levels 500 and above)				Date
Grant Accountant (for courses requiring grant funding)			1	Date

The last page of the PDF contains a history of the "binder" PDF, from creation to final signature:

Document created by Tina-Marie Rivera (tina.rivera@ccsu.edu) 2020-04-07 - 9:16:53 PM GMT- IP address: 149.152.23.100	nal Audit Repo	rt 2020-04-07
Status:         Signed           Transaction ID:         CBJCHBCAABAAHWWp50ol7rteCXAxUBpgo_PtzOG0azvO           Binder1" History           Document created by Tina-Marie Rivera (tina.rivera@ccsu.edu)           2020-04-07 - 9:16:53 PM GMT- IP address: 149.152:23.100           Document emailed to Steven Marinelli (marinelli@ccsu.edu) for signature	Created:	2020-04-07
Transaction ID:       CBJCHBCAABAAHWYp50ol7rteCXAvUBpgo_PtzOG0azvO         Binder1" History         Document created by Tina-Marie Rivera (tina rivera@ccsu.edu)         2020-04-07 - 9:16:53 PM GMT- IP address: 149:152:23:100         Document emailed to Steven Marinelli (marinelli@ccsu.edu) for signature	By:	Tina-Marie Rivera (tina.rivera@ccsu.edu)
Binder1" History Document created by Tina-Marie Rivera (tina rivera@ccsu.edu) 2020-04-07 - 9:16:53 PM GMT- IP address: 149:152:23:100 Document emailed to Steven Marinelli (marinelli@ccsu.edu) for signature	Status:	Signed
2020-04-07 - 9-16-53 PM GMT- IP address: 149.152.23.100	Transaction ID:	CBJCHBCAABAAHWYp50ol7rteCXAxUBpgo_PlzOG0azvO
Document emailed to Steven Marinelli (marinelli@ccsu.edu) for signature	Binder1"	History
2020-04-07 - 9:18:45 PM GMT	Document cr	eated by Tina-Marie Rivera (tina.rivera@ccsu.edu)
	Document cr 2020-04-07 - 9: Document er	eated by Tina-Marie Rivera (tina.rivera@ccsu.edu) 16:53 PM GMT- IP address: 140.152.23.100 mailed to Steven Marinelli (marinelli@ccsu.edu) for signature
Email viewed by Steven Marinelli (marinelli@ccsu.edu)	Document cr	eated by Tina-Marie Rivera (tina.rivera@ccsu.edu)

REMINDER: Whoever initiates the binder process must forward the email with the final copy to both Doreen Revoir (<u>revoird@ccsu.edu</u>) and Victoria Karwowski (<u>karwowski@ccsu.edu</u>) in the Human Resources Department.