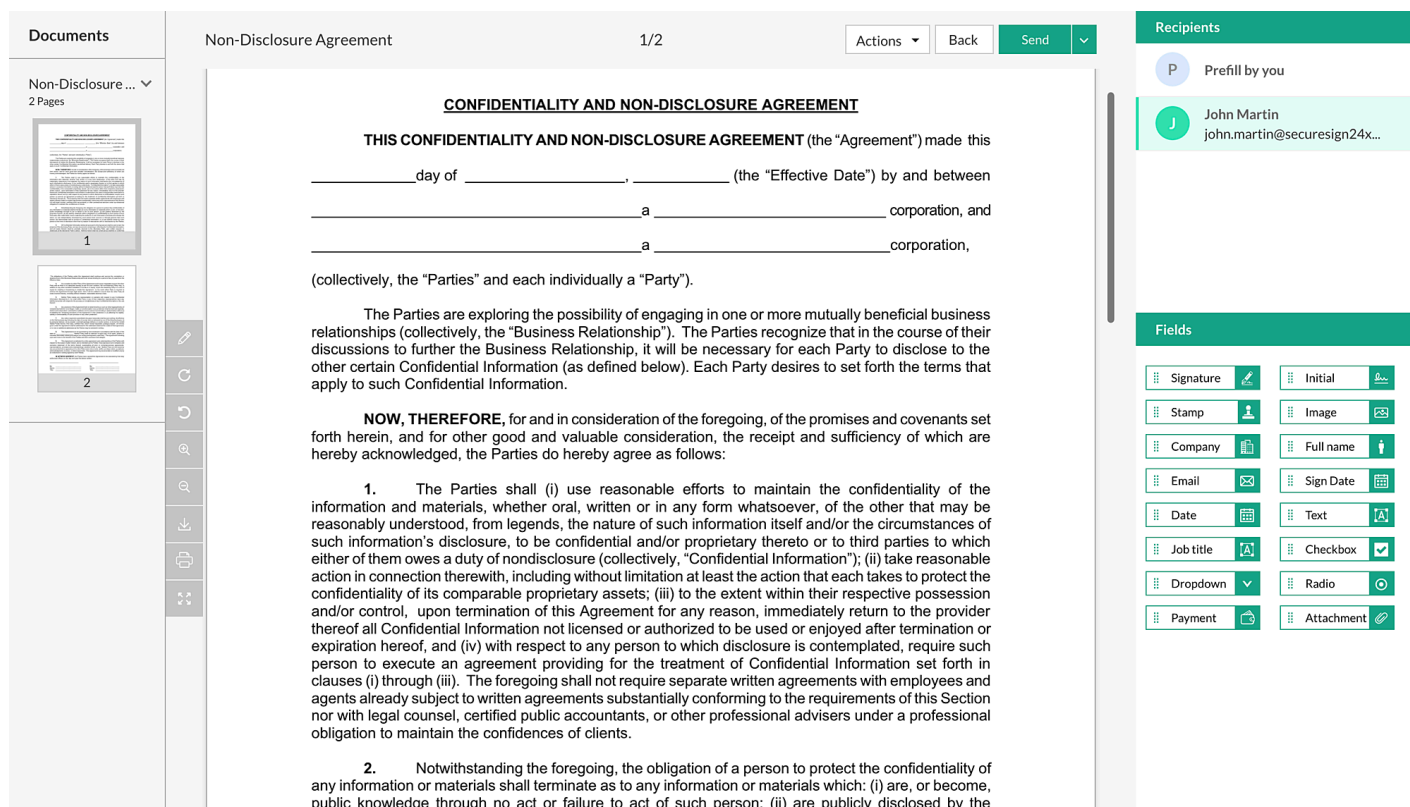**Zoho Corporation**

# Placing fields on multiple pages of a request

Zoho Sign also permits users to place a field in the same position across multiple pages of a document in one go. Fields such as signature, initial, and sign date are typically required in multiple or all pages of documents. This allows senders to draft and send documents out for signatures more efficiently by placing such fields on the required pages in a quicker manner.

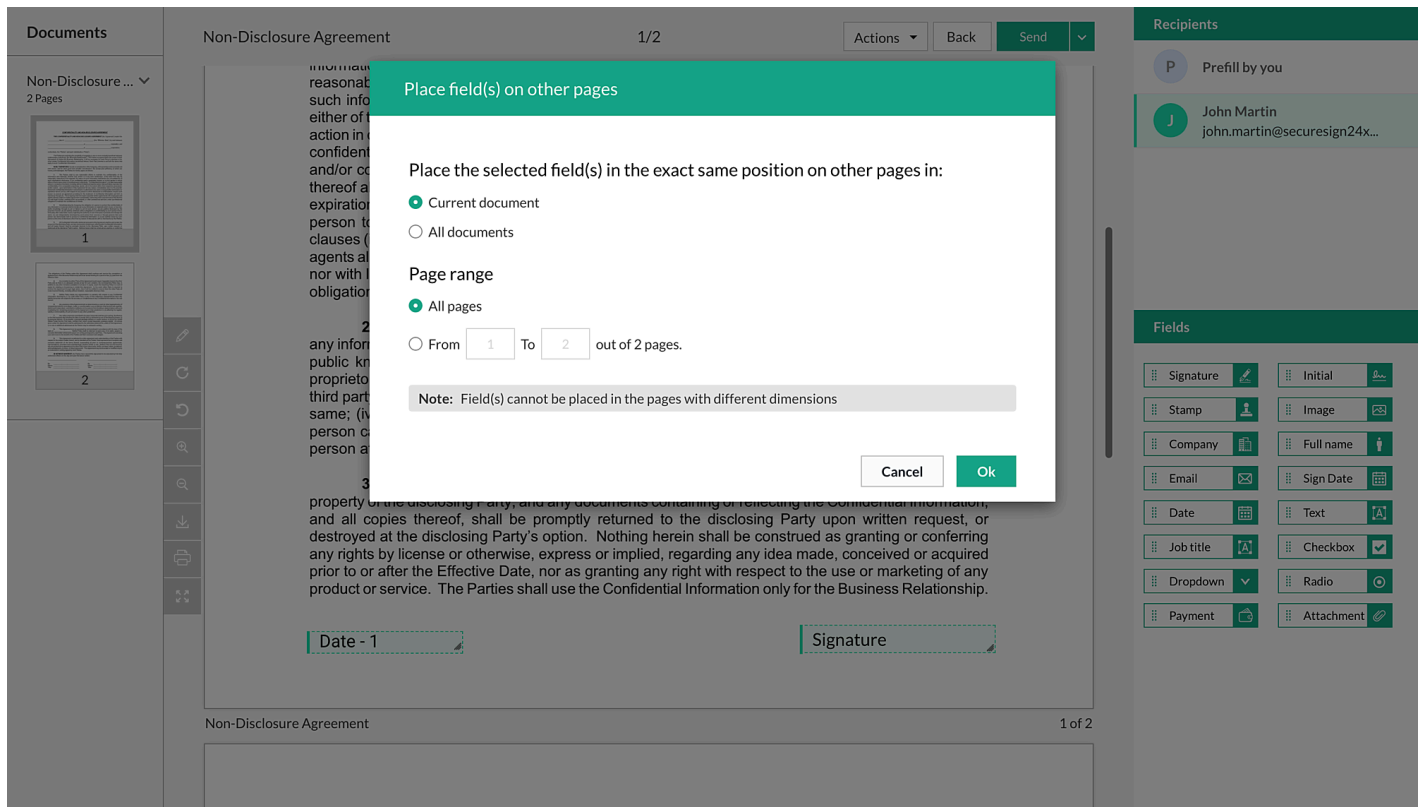## To place a field across multiple pages in Zoho Sign:

1. Upload the documents and configure the signature workflow along with all the recipient and request settings.
2. Save the workflow and proceed to the *Documents viewer* screen.



3. Drag and drop the required fields in their desired position on the document.

Non-Disclosure ... ⌄
2 Pages

P   Prefill by you

J   John Martin
     john.martin@securesign24x...

clauses (i) through (iii). The foregoing shall not require separate written agreements with employees and agents already subject to written agreements substantially conforming to the requirements of this Section nor with legal counsel, certified public accountants, or other professional advisers under a professional obligation to maintain the confidences of clients.

     2.      Notwithstanding the foregoing, the obligation of a person to protect the confidentiality of any information or materials shall terminate as to any information or materials which: (i) are, or become, public knowledge through no act or failure to act of such person; (ii) are publicly disclosed by the proprietor thereof; (iii) are lawfully obtained without obligations of confidentiality by such person from a third party after reasonable inquiry regarding the authority of such third party to possess and divulge the same; (iv) are independently developed by such person from sources or through persons that such person can demonstrate had no access to Confidential Information; or (v) are lawfully known by such person at the time of disclosure other than by reason of discussions with or disclosures by the Parties.

     3.      All Confidential Information delivered pursuant to this Agreement shall be and remain the property of the disclosing Party, and any documents containing or reflecting the Confidential Information, and all copies thereof, shall be promptly returned to the disclosing Party upon written request, or destroyed at the disclosing Party's option. Nothing herein shall be construed as granting or conferring any rights by license or otherwise, express or implied, regarding any idea made, conceived or acquired prior to or after the Effective Date, nor as granting any right with respect to the use or marketing of any product or service. The Parties shall use the Confidential Information only for the Business Relationship.

Date - 1                     Signature

Non-Disclosure Agreement                             1 of 2

The obligations of the Parties under this Agreement shall continue and survive the completion or abandonment of the Business Relationship and shall remain binding for a period of two (2) years from the Effective Date.

     4.      As a violation by either Party of this Agreement could cause irreparable injury to the other Party and as there is no adequate remedy at law for such violation, the non-breaching Party may, in addition to any other remedies available to it at law or in equity, enjoin the breaching Party in a court of equity for violating or threatening to violate this Agreement. In the event either Party is required to enforce this Agreement through legal action, then it will be entitled to recover from the other Party all

**Fields**

| Signature | Initial |
| Stamp | Image |
| Company | Full name |
| Email | Sign Date |
| Date | Text |
| Job title | Checkbox |
| Dropdown | Radio |
| Payment | Attachment |

4. Select the fields you wish to place in the same position across other pages and right-click.

5. Select **Place field(s) on other pages**.

Non-Disclosure ... ⌄
2 Pages

P   Prefill by you

J   John Martin
     john.martin@securesign24x...

information and materials, whether oral, written or in any form whatsoever, of the other that may be reasonably understood, from legends, the nature of such information itself and/or the circumstances of such information's disclosure, to be confidential and/or proprietary thereto or to third parties to which either of them owes a duty of nondisclosure (collectively, "Confidential Information"); (ii) take reasonable action in connection therewith, including without limitation at least the action that each takes to protect the confidentiality of its comparable proprietary assets; (iii) to the extent within their respective possession and/or control, upon termination of this Agreement for any reason, immediately return to the provider thereof all Confidential Information not licensed or authorized to be used or enjoyed after termination or expiration hereof, and (iv) with respect to any person to which disclosure is contemplated, require such person to execute an agreement providing for the treatment of Confidential Information set forth in clauses (i) through (iii). The foregoing shall not require separate written agreements with employees and agents already subject to written agreements substantially conforming to the requirements of this Section nor with legal counsel, certified public accountants, or other professional advisers under a professional obligation to maintain the confidences of clients.

     2.      Notwithstanding the foregoing, the obligation of a person to protect the confidentiality of any information or mate...                                    ...nformation or materials which: (i) are, or become, public knowledge throu...  Cut     Cmd+X  ...such person; (ii) are publicly disclosed by the proprietor thereof; (iii) a...  Copy     Cmd+C  ...ligations of confidentiality by such person from a third party after reasona...                                    ...rity of such third party to possess and divulge the same; (iv) are independe...  Paste     Cmd+V  ...son from sources or through persons that such person can demonstrat...                                    ...al Information; or (v) are lawfully known by such person at the time of dis...  Paste Original   Shift+Cmd+V  ...of discussions with or disclosures by the Parties.

     3.      All Confi...  Undo     Cmd+Z  ...ursuant to this Agreement shall be and remain the property of the disclosin...                                    ...ntaining or reflecting the Confidential Information, and all copies thereof,...  Place field(s) on other pages  ...o the disclosing Party upon written request, or destroyed at the disclos...                                    ...rein shall be construed as granting or conferring any rights by license or...  Delete     Delete  ...regarding any idea made, conceived or acquired prior to or after the Effe...                                    ...right with respect to the use or marketing of any product or service. The...  Change recipient  ...al Information only for the Business Relationship.

Date - 1                     Signature

Non-Disclosure Agreement                             1 of 2

**Fields**

| Signature | Initial |
| Stamp | Image |
| Company | Full name |
| Email | Sign Date |
| Date | Text |
| Job title | Checkbox |
| Dropdown | Radio |
| Payment | Attachment |

6. Choose if where you want to only add the fields to the pages of the current document, or to the pages of the other documents in the signature request, as well.

7. Specify the page range.



8. Click **Ok.**

> 📄 **Note:** The fields placed across multiple pages in this manner will be duplicated with the same properties. Any changes to the field properties such as dimensions or size across different pages must be made to each instance of the field separately after placing them.