

# Plug-In How-To Guide

## Adobe Acrobat DC

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#### **Overview**

The Topaz "GemSignPlus" Adobe Acrobat and Reader Plug-In software allows users to electronically hand-sign a PDF file using a Topaz signature pad and pen. Each embedded signature is bound to the PDF at the time it is signed so any changes made to the PDF will be recorded and can be tracked. The Adobe Acrobat and Reader Plug-In is a multi-faceted tool that facilitates electronic signatures in a number of different ways and forms.

Please make sure you first install the current version of SigPlus: www.topazsystems.com/sigplusproactivex.html

Then, install the plug-in at: www.topazsystems.com/plugins.html

#### **Setting Up Acrobat for Electronic Signatures**

After installing the plug-in, open Acrobat and click "Edit"  $\rightarrow$  "Preferences"  $\rightarrow$  "Signatures".

- 1. Click the "More" button in the "Creation & Appearance" section.
- 2. Select "Topaz.GemSignPlus" from the "Default Signing Method" dropdown menu.

Full Screen General Page Display 3D & Multimedia Accessibility Action Wizard	Creation Default Signing Method: Topaz.GemSignPlus More
Page Display 3D & Multimedia Accessibility	Default Signing Method: Topaz.GemSignPlus More
3D & Multimedia Accessibility	More
Accessibility	
Action Wizard	Default Signing Format: PKCS#7 - Detached
	When Signing:
Adobe Online Services Catalog	Show reasons More
Color Management	Show location and contact information
Content Editing	Include signature's revocation status
Convert From PDF	View documents in Preview Mode
Convert To PDF	View documents in Preview Mode
Email Accounts	Enable Review of Document Warnings: When certifying a document 👻 More
Forms	
Identity	Prevent Signing Until Warnings Are Reviewed: Never
Internet	
JavaScript	
Language	Appearances More
Measuring (2D)	
Measuring (3D)	New
Measuring (Geo)	
Multimedia (legacy) Multimedia Trust (legacy)	Edit
Reading	
Reviewing	Duplicate
Search	
Security	Delete
Security (Enhanced)	
Signatures	
Spelling	Help OK Cancel



- 3. Click "OK".
- 4. Click the "More" button in the "Verification" section.
- 5. Select "Always use default method".
- 6. Select Topaz.GemSignPlus from the dropdown menu.

	Signature Verification Preferences	
ferences	Verify signatures when the document is opened	
Categories:	When document has valid but untrusted signatures, prompt to review and trust signers	
Full Screen General Page Display	Verification Behavior When Verifying: © Use the document-specified method; prompt if unavailable	)re
3D & Multimedi Accessibility Action Wizard Adobe Online Se Catalog Color Managem	Always use the default method: Topaz.GemSignPlus      Require certificate revocation checking to succeed whenever possible during signature verification	Hem.
Content Editing Convert From PL Convert To PDF Email Accounts Forms Identity Internet JavaScript	Verification Time Verify Signatures Using: <ul> <li>Time at which the signature was created</li> <li>Secure time (timestamp) embedded in the signature</li> <li>Current time</li> <li>Use expired timestamps</li> </ul>	it <b>e</b>
Language Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia (legi Multimedia Trus Reading Reviewing	Ask when verification information is too big	<u>)/e</u>
Search Security Security (Enhanc Signatures Spelling	Windows Integration Trust ALL root certificates in the Windows Certificate Store for: Validating Signatures Validating Certified Documents Selecting either of these options may result in arbitrary material being treated as trusted content. Take care before enabling these features.	Cancel
_	Help OK Cancel	-

7. Click OK.

#### Additional Step for Adobe Reader DC

Open Reader DC and click "Edit"  $\rightarrow$  "Preferences"  $\rightarrow$  "Security (Enhanced)".



At the top of the window, look for "Enable Protected Mode at startup", and uncheck the box next to it.

Categories:	Sandbox Protections	
Commenting	Enable Protected Mode at startup	
Documents		
Full Screen	Protected View	
General	Files from potentially unsafe locations	
Page Display	<ul> <li>All files</li> </ul>	
3D & Multimedia		
Accessibility	Enhanced Security	
Adobe Online Services	✓ Enable Enhanced Security	Cross domain log file <u>View</u>
Email Accounts		. <u>.</u>
Forms	Privileged Locations	
Identity		
Internet	If your workflows are negatively impacted by security settings, use Privileged	
JavaScript	selectively trust files, folders, and hosts to bypass those security setting restri Privileged Locations allows you to work securely while granting trust to item	s in your
Language	workflow.	
Measuring (2D)		
Measuring (3D)	Automatically trust documents with valid certification	
Measuring (Geo)	Automatically trust sites from my Win OS accurity appear	dows Trusted Sites
Multimedia (legacy)	Automatically trust sites from my Win OS security zones	lows Trusted Sites
Multimedia Trust (legacy)		1
Reading		
Reviewing Search		
Security Security (Enhanced)		
Signatures		
Spelling		
Tracker		
Trust Manager		
Units		
Updater		
oputer		
	Add File Add Folder Path Add Host	Remove
	What is Protected View? What is Enhanced Security? What are Privileged L	ocations?
	what is Protected view: what is childred becunty: what are Privileged b	ocations
	what is Protected view: what is chinanced security: what are Privileged c	

Then, click "OK" and close Reader DC.

The next time Reader DC is opened, it will be ready for signing.



#### **Pre-Placing Digital Signature Fields in Acrobat Pro**

Click "Tools"  $\rightarrow$  "Prepare Form", and select the document you wish to sign.

Near the top of the window, click the "Add a digital signature" button.

🗾 TopazSystems.pdf - Adobe Acrobat Pro	DC
File Edit View Window Help	
Home Tools Document	
Prepare Form •	
	Add a digital signature; add signature options from the Properties view
	undefined
	To whom it may concern, To whom it may concern, Topaz provides the widest variety of hardware and software solutions in the industry by a wide margin. If you need ink-on- paper, interactive-LCD, small and portable, large and versatile, serial or USB (HSB®), Virtual Serial (BSB®), Ethernet, Bluetooth, rugged Kiosk-style, LCD-text and graphics, clipboard-style, or simple and low-cost touchpad capture, Topaz has the complete solution that you need. We also support multiple signing methods including pad-free signing (Click-to- Sign), and signature capture via leading tablet systems. Our vast experience with eSignatures and associated applications may also help you to select the best integrated solution for your needs, and for your next set of needs as well. If you like the freedom of being able to use multiple eSign platforms, such as Acrobat, Word, Excel, Access, Lotus Notes, .NET, Visual Basic, Sybase Powerbuilder, Crystal Reports, InfoPath, C++, Delphi, Foxpro, JavaPOS/OPOS, HTML, Web- based ASP signatures, browser support for all eSign pads on browsers such as Firefox and Chrome, iPad and server tools and applications, Topaz's software is integrated for diverse applications because of the eSign Ecosystem approach.
•	With Topaz, there is no risk that hardware and software from different suppliers will be incompatible with each other or with the operating system in the future.
	Sincerely,
	EA Smith www.topazsystems.com

Click and drag a signature box to the desired size and position with your mouse. After doing so, name the signature, check if it needs to be a "Required field", and exit out of the signature box by clicking anywhere on the PDF.



Click the "X" in the "Prepare Form" menu to exit out of the "Prepare Form" mode.

TopazSystems.pdf - Adobe Acrobat Pro I	x	
File Edit View Window Help Home Tools Document		× User -
Prepare Form •		
	Sincerely.  EA Smith  www.topazsystems.com	
		Distribute
		Track

Now, click on the signature field you created; the "Signature Capture" window will appear.

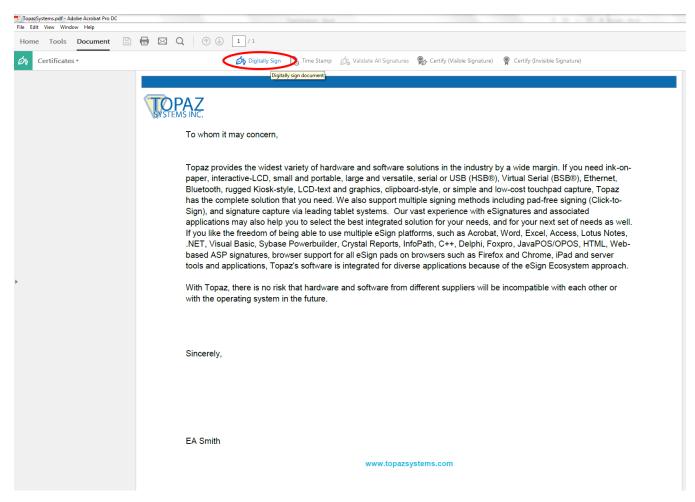
Signature Capture		×
Accept	Erase	Cancel



When you are finished signing, click "Accept", and the signature will be embedded into the PDF. The PDF will save during the signing process. This save will either occur automatically or pull up a "Save As" window, depending on how your GemSignPdf.ini is configured. The default setting is for an automatic-save.

### Signing a PDF

Click "Tools"  $\rightarrow$  "Certificates"  $\rightarrow$  "Digitally Sign" (in the top toolbar).

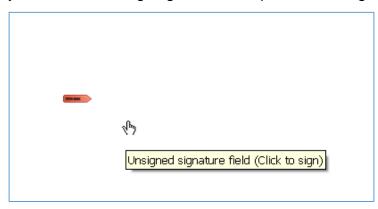


Click and drag a signature box to the desired size and position with your mouse; the "Signature Capture" window will appear. When you are finished signing, click "Accept", and the signature will be embedded into the PDF.



#### Signing an Existing Signature Field

An existing blank signature field will show in a PDF as a red tag. When hovering over a blank signature field, the mouse cursor will change from an open hand to a hand with a pointing finger. Click on the signature field and the "Signature Capture" window will appear. When you are finished signing, click "Accept", and the signature will be embedded into the PDF.

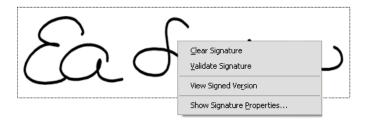


#### **Options for Existing Signatures**

Clicking on a signature shows you its validity status.

$\mathcal{L}$	Signature Validation Status
$\mathcal{C}$	Signature is VALID, signed by Topaz GemSignPlus <gemsignplus@topazsystems.com>. - The Document has not been modified since this signature was applied. - The GemSignPlus Signature is Valid.</gemsignplus@topazsystems.com>
	Legal Notice Signature Properties Close

Right-clicking on a signature allows you to clear it.



If the PDF is changed after the signature has been applied, you can always choose to view the signed version from the right-click menu.



#### The GemSignPdf.ini File

The GemSignPDF.ini is located by default in C:\Windows.

GemSignPdf.ini - Notepad
File Edit Format View Help
[Justify]
JustifyX = 5
JustifyY = 5
JustifyMode = 5
[GemSignPDF]
MinPoints = 1
PdfPenWidth = 200
SaveAs = 0
CompressionMode = 1

There are two sections in the GemSignPdf.ini. The first is [Justify].

- **JustifyX** This command sets a buffer in pixels from each side in the signature field. It will create a zone at the edge of the field where the signature will be excluded.
- **JustifyY** This command sets a buffer in pixels from the top and bottom in the signature field. It will create a zone at the edge of the field where the signature will be excluded.
- **JustifyMode** This sets the justification, which is where the signature is going to be displayed in the signature field. 0 is center, and 5 is justify and zoom signature (center of control).

The second section is [GemSignPDF].

- **MinPoints** This sets the minimum points required to have a valid signature. If your signature does not meet this minimum, the "Signature Capture" window will close when you click "Accept", but no signature will be embedded into the PDF.
- **PdfPenWidth** This sets the thickness of the ink displayed in the PDF in pixels. Modify this in increments of 100.
- **SaveAs** When set to 0, Acrobat automatically saves after signing. When set to 1, Acrobat prompts a "Save As" window after signing.
- **CompressionMode** Used to shrink the size (in data) of the signature being added to the PDF. When set to 1, a lossless compression will be applied. When set to 2, a certain percentage of signature points are removed from the signature. Use only 0 (for uncompressed), 1, or 2.