

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	Creation	
Page Display		
	Default Signing Method: Topaz.GemSignPlus	More
BD & Multimedia Accessibility	Default Signing Format: PKCS#7 - Detached	
Action Wizard	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		
Email Accounts	Enable Review of Document Warnings: When certifying a document	More
Forms		
dentity	Prevent Signing Until Warnings Are Reviewed: Never	
nternet		
avaScript		
anguage	Appearances	More
Measuring (2D)		
Measuring (3D) Measuring (Geo)	New	
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:	
3D & Multimedii Accessibility Action Wizard Adobe Online Se Catalog Color Managem Content Editing Convert From PL Convert To PDF Email Accounts Forms Identity	Require certificate revocation checking to succeed whenever possible during signature verification Ignore document validation information Verification Time	Irē
Internet JavaScript Language Measuring (2D) Measuring (3D) Multimedia (legi Multimedia Trus Reading Reading Reviewing	Ask when verification information is too big)/e
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. Help OK	Cancel

7. Click "OK" to return to the "Preferences" menu.



8. Under the "Signatures" category, find the "Verification" section and click "More". Under the "Windows Integration" section, be sure that the "Validating Certified Documents" box is checked.

ferences		Signature Verification Preferences	
Categories:		signature venication Preferences	
Commenting Documents Full Screen	Digital Signatures Creation & Appearance • Control options for signature creation	Verify signatures when the document is opened When document has valid but untrusted signatures, Verification Behavior	prompt to review and trust signers
General Page Display 3D & Multimedia	Set the appearance of signatures within a document Verification	When Verifying: Use the document-specified method; promp © Use the document-specified method; if una	
Accessibility Adobe Online Services Email Accounts Forms Identity Internet JavaScript Language Messuring (2D) Messuring (3D) Messuring (3D) Multimedia [legacy) Multimedia [rust (legacy)	Control how and when signatures are verified	○ Always use the default method: Adot	be Default Security
	Identities & Trusted Certificates • Create and manage identities for signing • Manage credentials used to trust documents	Use expired timestamps	
	Document Timestamping • Configure timestamp server settings	Verification Time Verify Signatures Using:	Verification Information Automatically add verification information when saving signed PDF: (a) Ask when verification information is too big () Always
Reading Reviewing Search Security Security (Enhanced)		O Current time Windows Integration Trugs Att foot certificates in the Windows Certificate	O Never
Signatures Speining Tracker Trust Manager Units		✓ Validating Signatures ✓ Validating Certified Documents Selecting either of these options may result in a Take care before enabling these features.	rbitrary material being treated as trusted content.
		Help	OK Cancel

9. Click "OK" to exit out.

NOTE: When changing Preference options in Adobe products, always close and reopen the application for the changes to take effect.



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	All files		
3D & Multimedia			
Accessibility	Enhanced Security		
Adobe Online Services	V Enable Enhanced Security	Cross domain log file <u>View</u>	
Email Accounts			
Forms	Privileged Locations		
Identity			
Internet	If your workflows are negatively impacted by security settings, use Pr	rivileged Locations to	
JavaScript	selectively trust files, folders, and hosts to bypass those security settir Privileged Locations allows you to work securely while granting trust		
Language	workflow.	to items in your	
Measuring (2D)			
Measuring (3D)	Automatically trust documents with valid certification		
Measuring (Geo)			
Multimedia (legacy)	Automatically trust sites from my Win OS security zones	ew Windows Trusted Sites	
Multimedia Trust (legacy)		1	
Reading			
Reviewing			
Search			
Security			
Security (Enhanced)			
Signatures			
Spelling			
Tracker			
Trust Manager			
Units			
Updater			
	Add File Add Folder Path Add Host	Remove	
		[
	What is Protected View? What is Enhanced Security? What are Priv	ileged Locations?	

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.

20
Add a digital signature; add signature options from the Properties view
undefined
To whom it may concern,
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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 File Edit View Window Help	20	
Home Tools Document	t 🛗 🖶 ⊠ Q, ⊕ ⊕ 1 /1	🛛 User -
Prepare Form •	• • II 🖌 • II 🗜 II II 🗾 🛣 3	
Prepare Form *	To whom it may concern, Topaz provides the videst 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 Klosk-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. Cour vast experimece 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, InforPath, C++, Delphi, Foxpro, JavePOS/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.	ALIGN CNTER
	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	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.