

Topaz Systems, Inc.  
Adobe Acrobat Plug-In

Topaz Systems, Inc.  
650 Cochran Street, Unit 6  
Simi Valley, CA, 93065  
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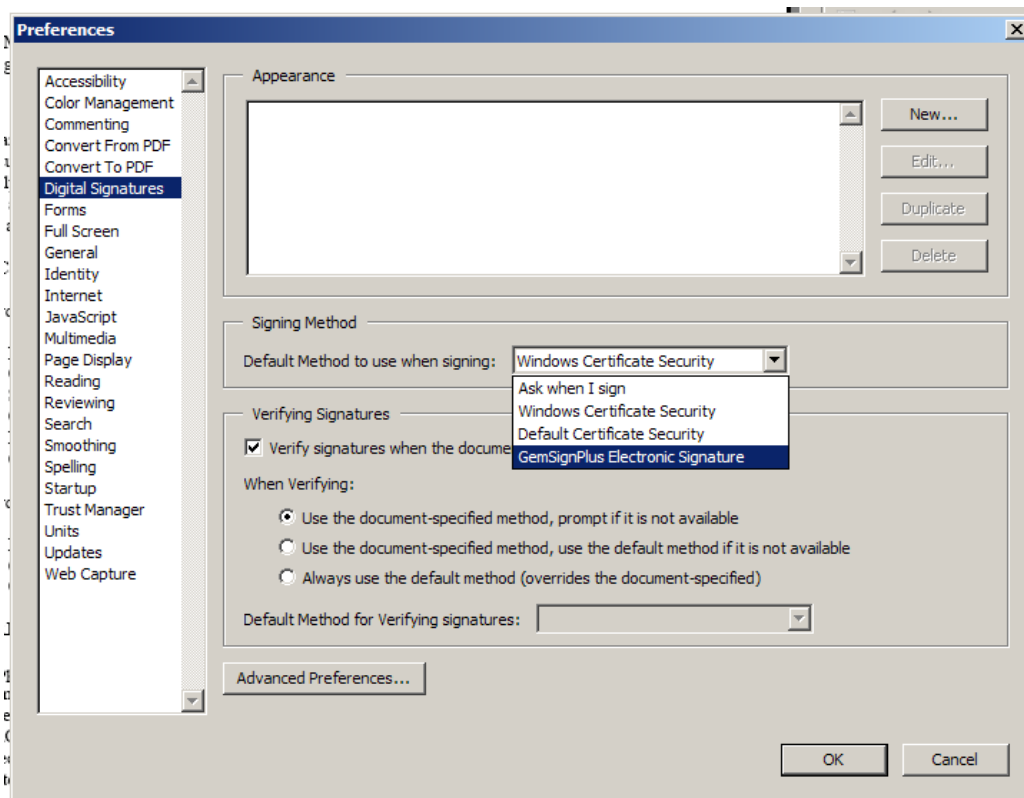
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### Adobe Acrobat Plug-In

The Topaz Adobe Acrobat Plug-In software allows users to electronically sign a PDF file. Each embedded signature is bound to the PDF at the time it is signed so any changes made to the document will be recorded and brought to the users attention. If the file's content is returned to the state it was when signed, then the signature will once again be valid. The Adobe Acrobat Plug-In is a multi-faceted tool that facilitates electronic signatures in a number of different ways and forms.

### Setting Up Acrobat for Electronic Signatures

After installing the Topaz Adobe Acrobat Plug-In, make sure that "GemSignPlus" is set as the default digital signer. To set GemsignPlus (**Acrobat 6**) as your default, select Edit...Preferences...Digital Signatures from the 'Preferences' menu (fig. 1). Under 'signing method', make sure that the default method to use when signing is "GemSignPlus Electronic Signature" and click 'OK'



(Fig. 1)

For **Acrobat 5** select Edit...Preferences...General...Digital Signatures and set GemsignPlus as the default signer under 'Signing Method'. For **Acrobat 7** select

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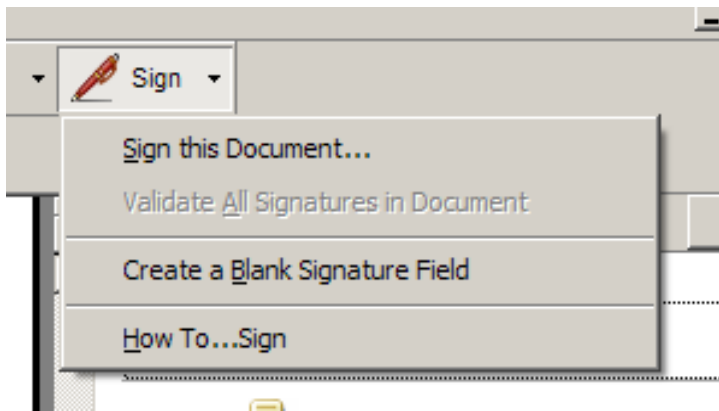
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Edit...Preferences...Security...Advanced Preferences and set GemsignPlus as the default signer under both 'Creation' and 'Verification'.

### Signing in Acrobat

Now that GemsignPlus is the default signer, Acrobat is ready to accept signatures. First, click on the 'Sign' button (Fig. 2)



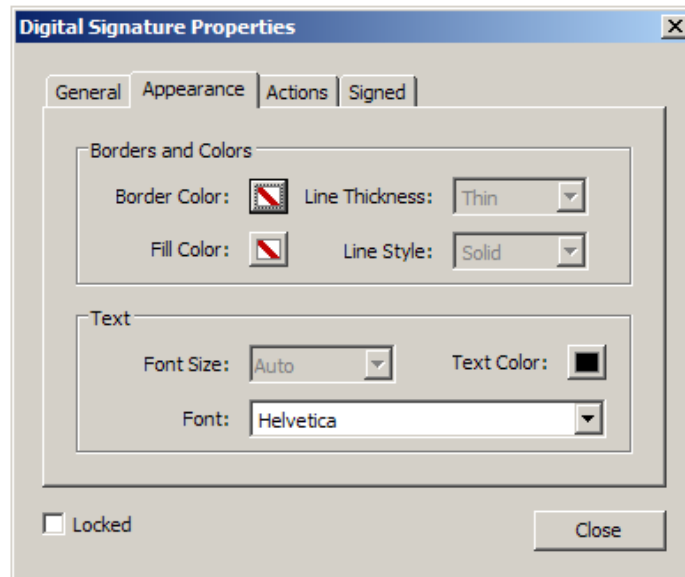
(Fig. 2)

Choose 'Create a Blank Signature Field'. This allows the user to place a signature box anywhere in the document and use the mouse to click and drag the size of the signature box as desired. Once the user has sized the signature box, it will turn red and the 'Digital Signature Properties' will open (Fig. 3)

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(Fig. 3)

This 'Digital Signature Properties' window is very important and allows the user to customize many different facets of the electronic signature and how it functions within the document. The various tabs function as follows:

**'General'**-This tab allows the user to name the signature, set the display orientations.

**'Appearance'**-This table allows the user to set how the signature looks, such as Border Colors and Text properties

**'Actions'**- This tab allows the user to set actions within the PDF and electronic signature

**'Signed'**- This tab allows the user to set what happens when the document is signed such as setting the signature(s) to read-only, meaning that no changes can be made to the signature (i.e. deleted or altered), or making an event fire when the document is signed.

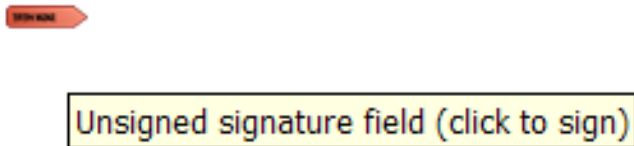
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Once the user has set the signature box with the necessary settings they can choose to check the 'Lock' function, which will make the signature settings permanent and the signature un-editable.

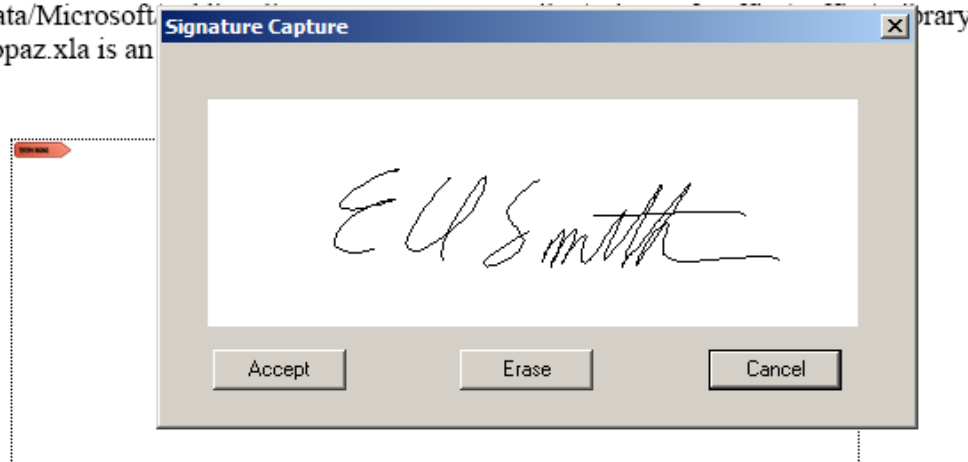
Now that the signature settings are set, to sign the document click on the 'Hand Tool' button, this will cause the signature box to disappear and be replaced with a marker (Fig. 4)



(Fig. 4)

Click the marker and the 'Signature Capture' window will open (Fig. 5). This window will have a space where the signature will appear. If the user clicks on 'Erase' this will clear the signature if the user is unhappy with it, 'Cancel' will end the signature instance without embedding a signature into the document, and 'Accept' will accept the signature and embed it into the document.

The Topaz.xla file for MS Excel is automatically installed into the location specific Office within the Windows registry. Most often this is in the WIN/Application Data/Microsoft  
Topaz.xla is an



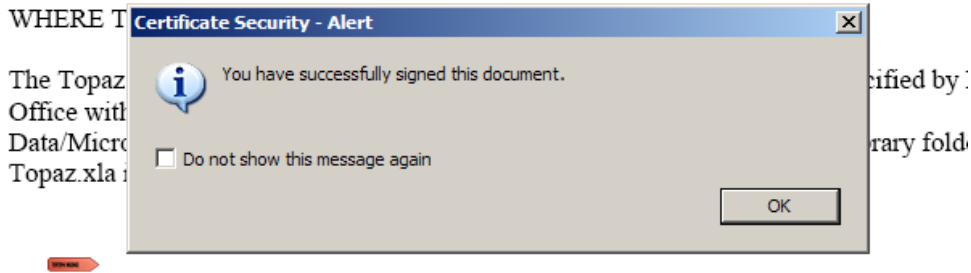
(Fig. 5)

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Once the user is satisfied with their signature and chooses 'Accept' the signature will be placed in the document and the document saved. (Fig. 6) After signing a confirmation window will open confirming the signature has been input successfully.



(Fig. 6)

Once the signature is successfully input a marker will appear in the upper left corner denoting the signature is valid (Fig. 7).



(Fig. 7)

Using the 'Hand Tool' clicking on check mark or signature will open the 'Signature Validation Status' window (Fig. 8). This window contains pertinent information regarding the document and signature validity.

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If the document is changed then the validation symbol will change to include a question mark and when validating the signature the 'Signature Validation Status' window will have changed to denote a change in the document (Fig. 9). After validation the question mark will change to an exclamation point to denote that verification has taken place and the document is changed.

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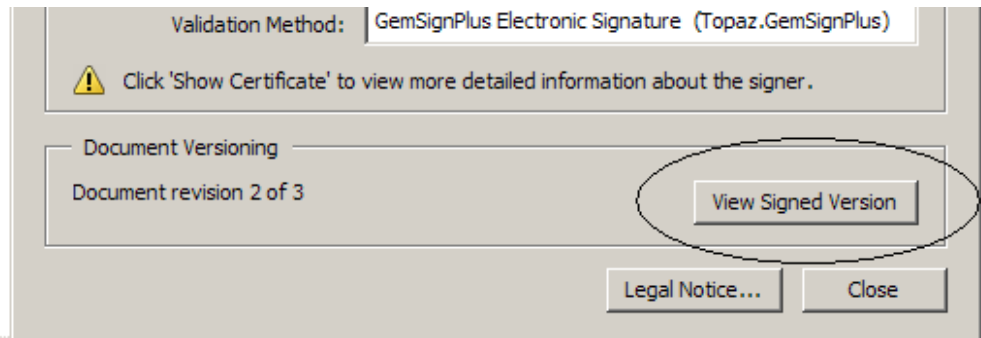
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Topaz.xla is an Add-in that can embed e  
-signatures into Excel spreadsheets  
LOOK AT THIS CHANGE !!!

(Fig. 9)

To see what changes have been made, choose 'Signature Properties' from the 'Signature Validation Status' window and then 'View Signed Version' (Fig. 10)



(Fig. 10)

This will open the original signed version in a new window. Now the user can determine what has been changed in the original signed document.

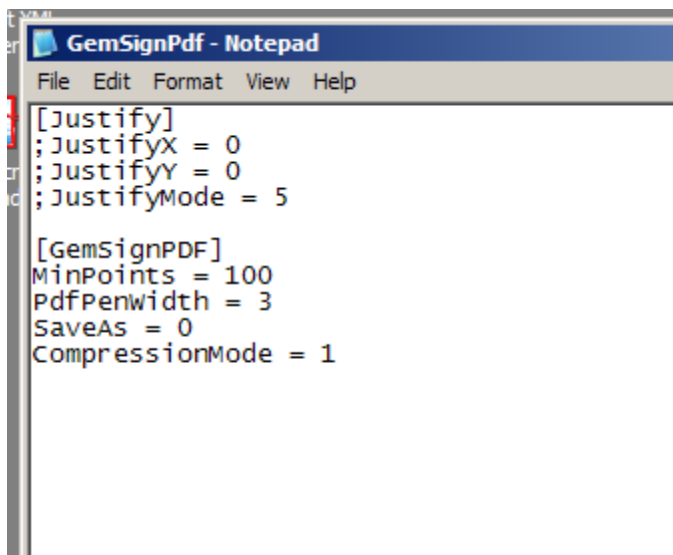
### The GemSignPdf.ini file

The GemSignPdf.ini file is a file located in the WINDOWS (or WINDOWSNT) folder on the computers hard drive. The purpose of this file is to give the user a greater level of control over certain features for signing in Acrobat pdf files.

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To find the GemSignPdf.ini file start by opening My Computer...C:\...WINDOWS (or WINDOWSNT)...GemSignPdf.ini. This will open the file in Notepad (Fig. 11), here you can make desired changes, just remember to save the file afterwards.



```
GemSignPdf - Notepad
File Edit Format View Help
[Justify]
;JustifyX = 0
;JustifyY = 0
;JustifyMode = 5

[GemSignPDF]
MinPoints = 100
PdfPenwidth = 3
SaveAs = 0
CompressionMode = 1
```

(Fig. 11)

*Note: The semi-colons instruct SigPlus to ignore the following command, so if a change is made to JustifyX for instance then the semi-colon preceding the command would have to be deleted.*

There are two sections to the GemSignPdf.ini, the first being Justify. In the Justify section each command does the following:

**JustifyX** -This command sets a buffer in pixels from each side in the signature box.

**JustifyY**-This command sets a buffer in pixels from the top and bottom in the signature box.

**JustifyMode**- This sets the justification, where the signature is going to be displayed in the signature box. 0-center, 1-justify and zoom signature (upper left corner) 2-justify and zoom signature (upper right corner) 3-justify and zoom signature (lower left corner) 4-justify and zoom signature (lower right corner) 5-justify and zoom signature (center of control)

The second section is called GemSignPdf and in this section each command does the following:

**MinPoints**-This sets the minimum points required to have a valid signature

**PdfPenWidth**- This sets the thickness of the ink displayed in the pdf in pixels

**SaveAs**-This command sets whether Acrobat automatically saves (0) or brings up the 'Save As; dialogue (1)

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**CompressionMode-** Used to shrink the size of the signature being added to the pdf, 1=2.5 characters to 1, 2=5 characters to 1. Topaz Systems, Inc. does not recommend going past a compression setting of 2, unless the size of signature outweighs the importance of its quality.