

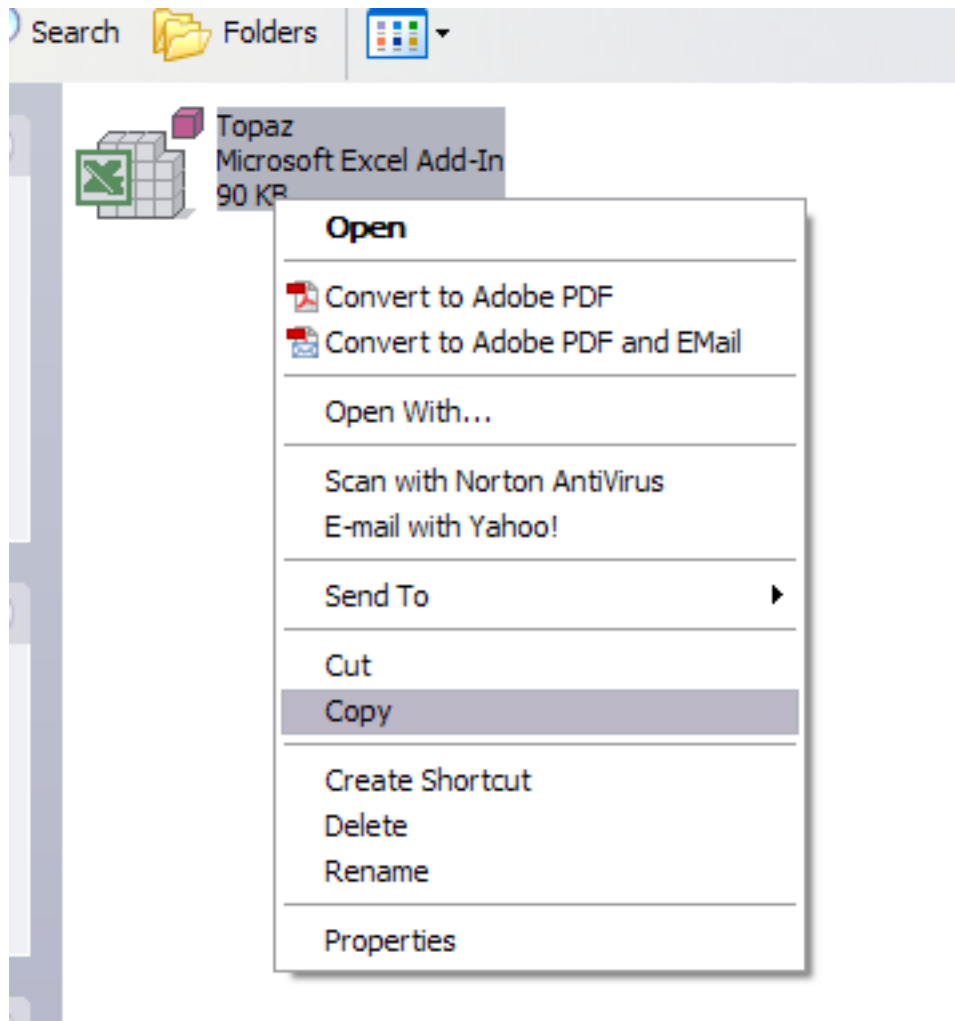
Topaz Systems, Inc.
Adding a New Toolbar in Excel How-To

Topaz Systems, Inc.
650 Cochran Street, Unit 6
Simi Valley, CA, 93065
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www.topazsystems.com
tech support: 805 520-8286
support@topazsystems.com

CREATING NEW TOOLBARS IN EXCEL FOR SIGNING AND VALIDATING
TOPAZ SIGNATURES

1. Close Excel
2. Navigate to your C:\Windows(or Winnt)\SigPlus\Tools\Excel folder
3. Copy the Topaz.xla file (ie, right click on it and chose copy)

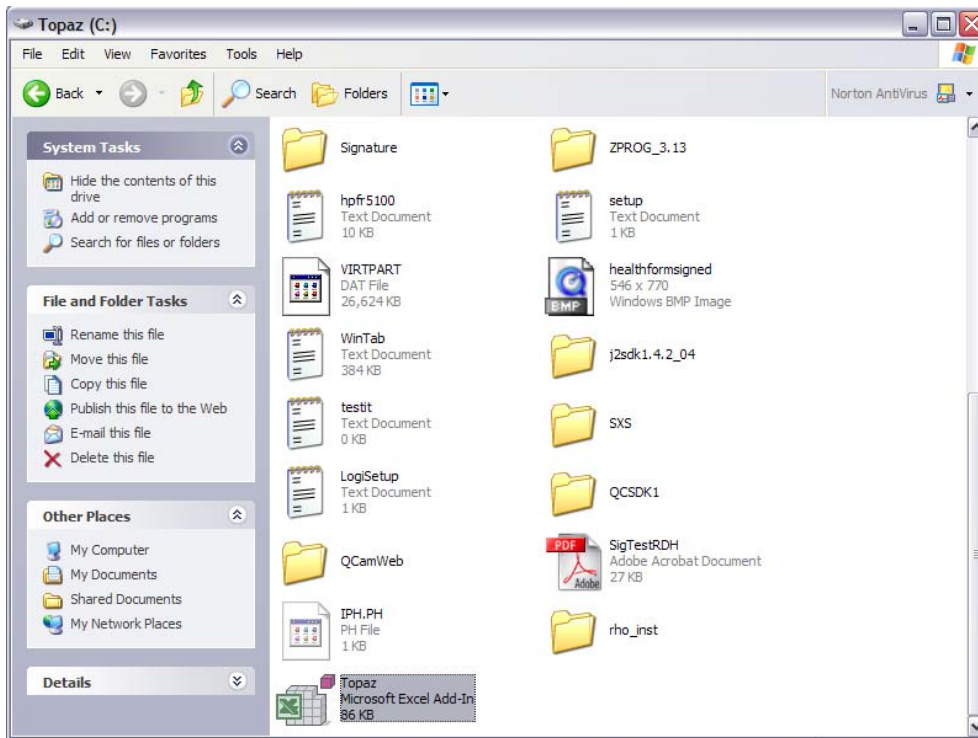
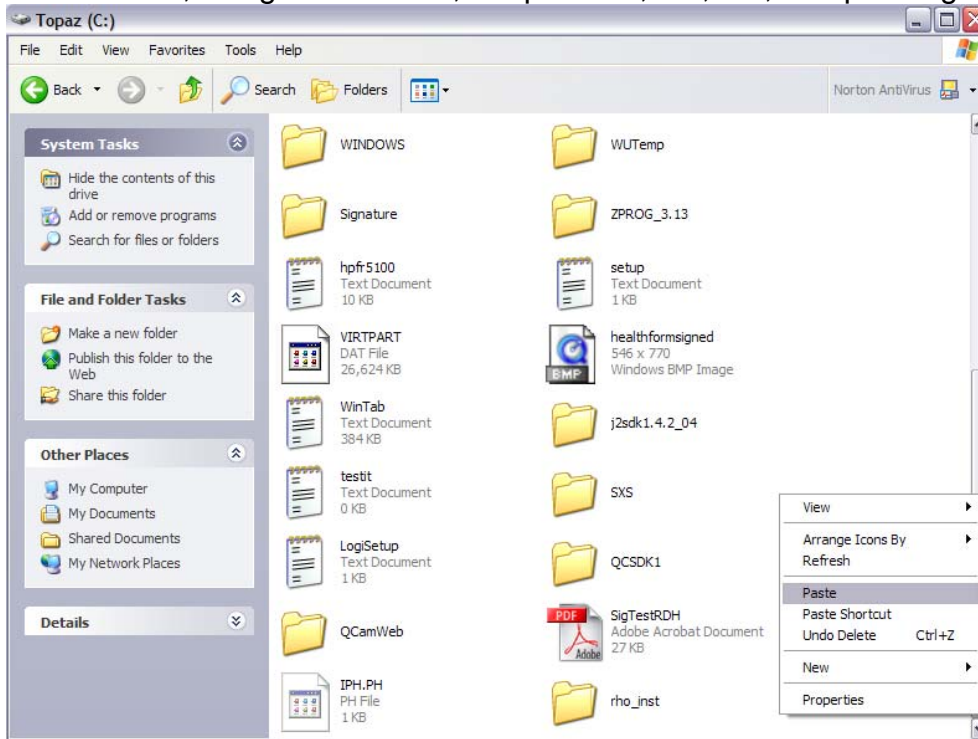


4. Navigate to your root c:\ folder
5. Right click and paste the Topaz.xla there

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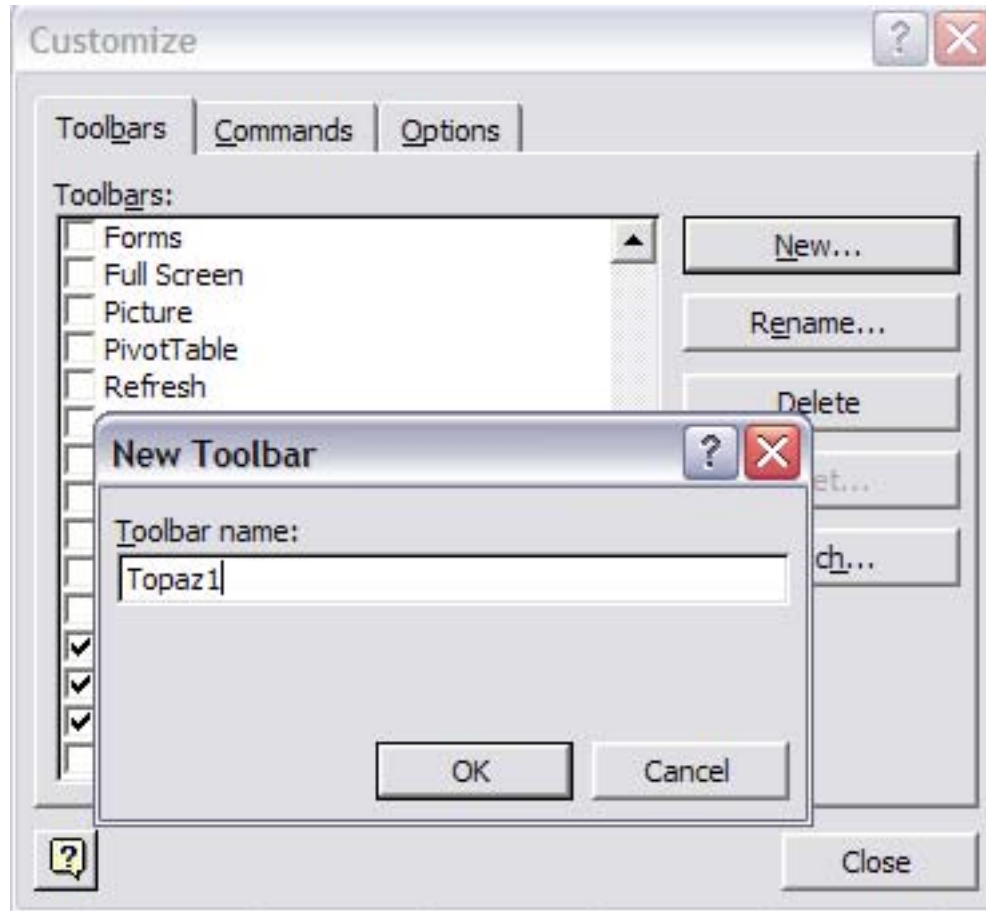
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6. Open Excel
7. Go to View...Toolbars...Customize
8. Make sure you're on the Toolbars tab, and click on the 'New...' button
9. Create a toolbar named Topaz1, then click OK

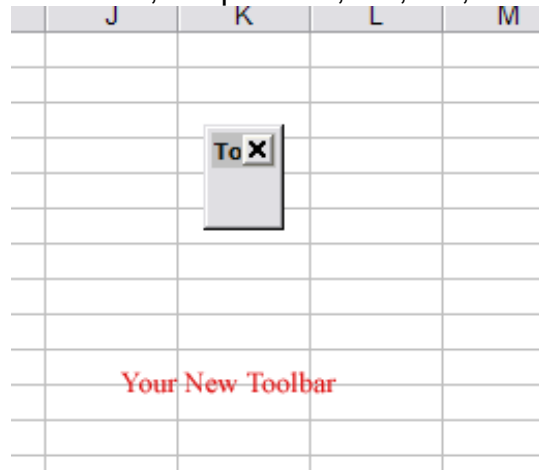


10. You'll see your new blank Toolbar floating on the sheet...move it up to the location in the upper-left corner by the other icons, or else where you want it

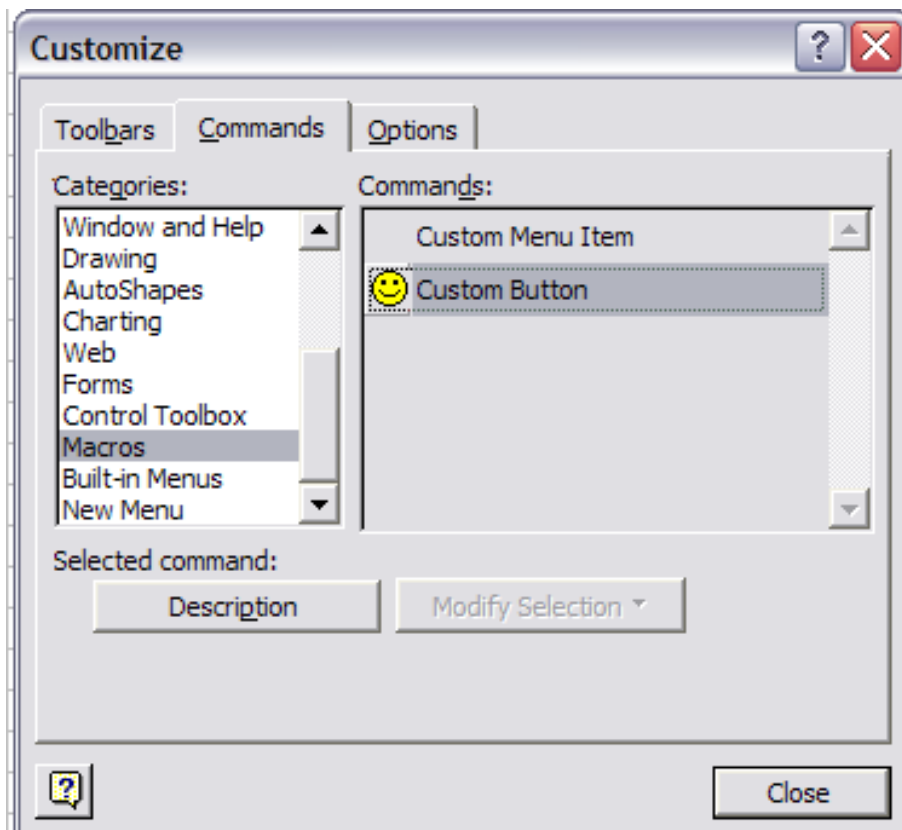
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11. Click on the Commands tab in the Customize window
12. From the Categories list box (on the left), choose Macros
13. From the Commands list box (on the right), you'll see 'Custom Button' option (the 'happy face' icon)



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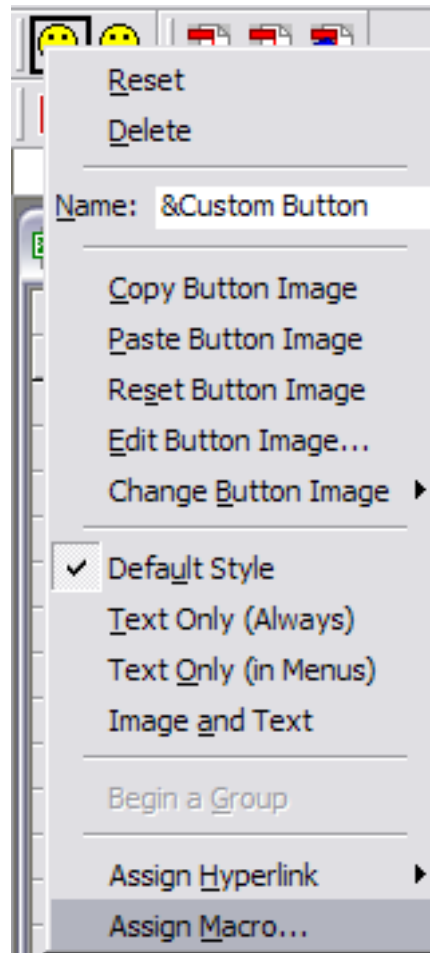
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14. Drag one custom button to your new Toolbar, then drag a second button to the toolbar



15. Right-click on the first button in your toolbar, and choose 'Assign Macro...'



16. In the Macro Name, type in the following exactly (you can even simply copy the text below and paste it in)

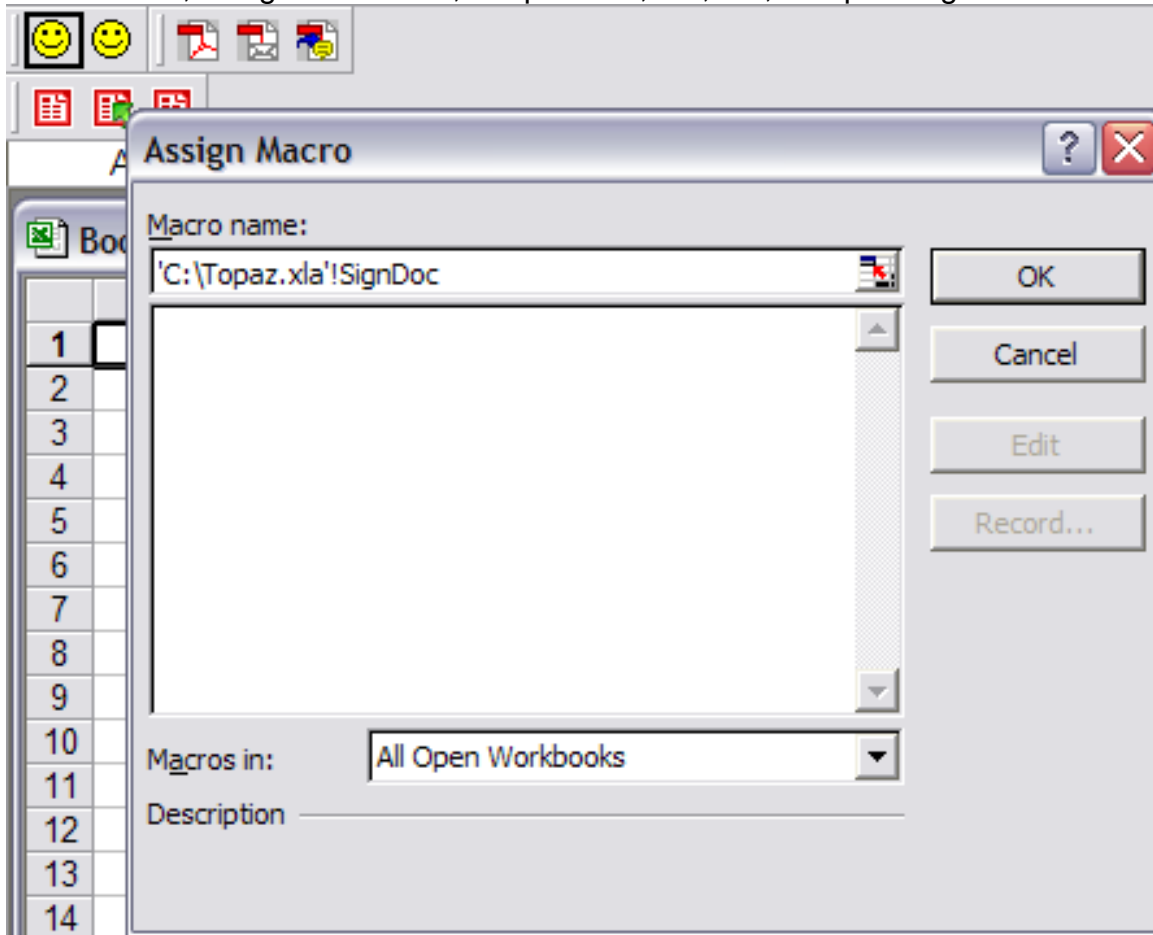
'C:\Topaz.xla!SignDoc

17. Click OK

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18. Right-click on the second button in your toolbar, and choose 'Assign Macro...'
19. In the Macro Name, type in the following exactly (you can even simply copy the text below and paste it in)

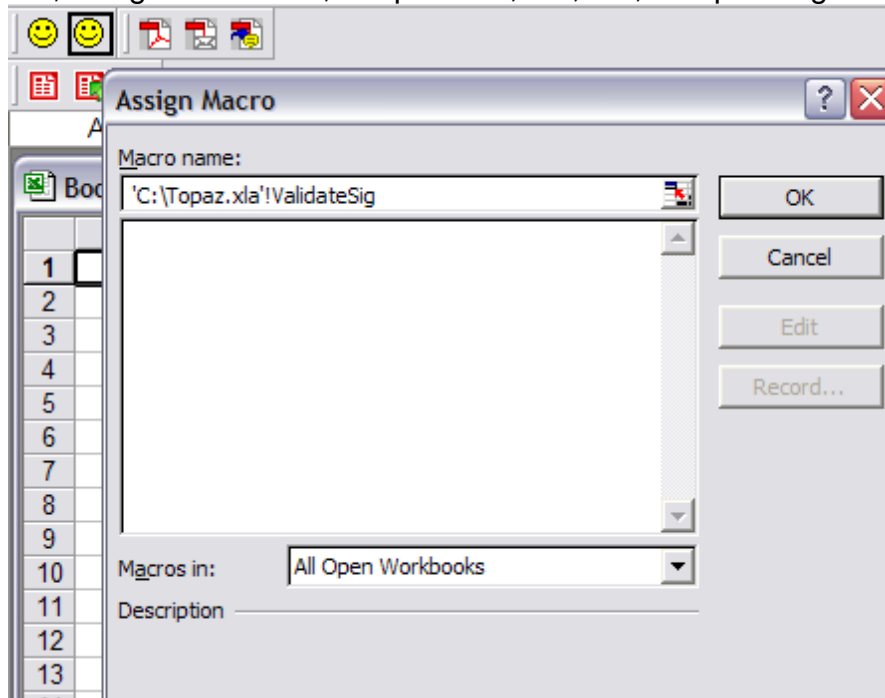
`'C:\Topaz.xla!ValidateSig`

20. Click OK

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21. As you wish now, you can right click on either button and change the picture to something else, or change it to text...as you wish
21. When done, click the Close button on the Customize window

Your buttons should now work to sign and validate the document. To check, simply click on the 'SignDoc' button. A 'Sign Doc' window should appear, ready to capture a signature. For more information regarding how to sign and use SigPlus and the Excel Plug-In please see the Excel Plug-In How To document.

