

Topaz Systems, Inc.
650 Cochran Street, Unit 6
Simi Valley, CA, 93065
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Excel Plug-In Overview

The Topaz MS Office Plug-In software allows users to electronically sign an Excel spreadsheet. Each embedded signature is bound to the spreadsheet at the time it is signed so any changes made to the sheet after signing renders the signature(s) invalid. If the file's content is returned to the state it was when signed, then the signature will once again be valid. If the user is signing multi-sheet files, then the signature is only bound to the contents of the sheet the signature is on, essentially meaning a signature on sheet 1 will be valid even if the textual data on sheet 2 is changed.

Before Signing

After installation of the Topaz MS Office Plug-In, open Excel. Click on Tools on the top menu, and then choose Add-Ins. This will open the Add-Ins window (Fig. 1), scroll down and check the Topaz Electronic Signatures box and click OK. Then click on View at the top menu, then Toolbars, and chose Topaz, this will place the 'Sign Doc' button (Fig. 2) and 'Validate Sig' button (Fig. 3) into the toolbar.



Fig.1



Fig. 2



Fig. 3

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Signing in MS Excel

To sign, click on the 'Sign Doc' button. This will bring up the signing window (Fig. 4)



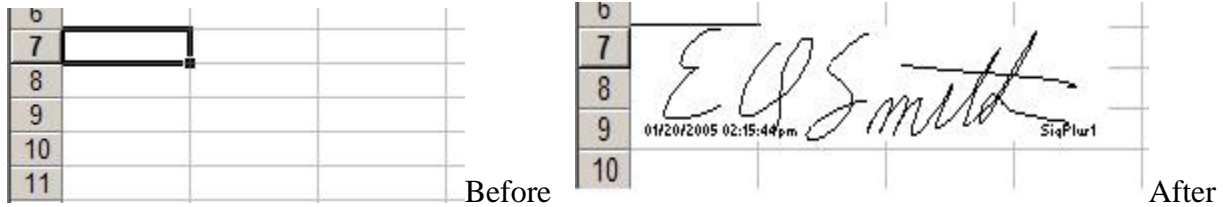
Fig. 4

Once displayed, the 'Cancel' button will cancel the signature event and put the user back into Excel. The 'Clear' button will clear the signature window and is used if a user is not satisfied with his or her signature allowing the user to sign again. The 'Done' button will embed the signature into the sheet and finish the signature event. The size of the signature can also be altered and customized by entering the appropriate values in the "Height" and "Width" text boxes on the signing form, which indicates the size in inches. The default setting is (in inches) 'Height'=.5, 'Width'=2.5, and unlike in MS Word, there is no limit to the size of the signature in Excel. In addition to the size of the signature, users can alter the horizontal and vertical position (in inches) of a signature on the sheet by changing the values of 'H Position' and 'V Position'. By default the values of these parameters are determined by the horizontal and vertical values of the cell at the time of signing. When placing a signature in a signature an Excel spreadsheet, the top left corner of the signature is placed at the highlighted cell (see below).

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If you wish the signature to be placed elsewhere, then set the text boxes accordingly.

The 'Signature Select' box in the 'Sign Document' window (Fig. 5) will list all embedded e-signatures already in the document. The names in this box will correspond to each signature name, which can be found at the bottom-right corner of each signature box on the sheet (Fig. 6).

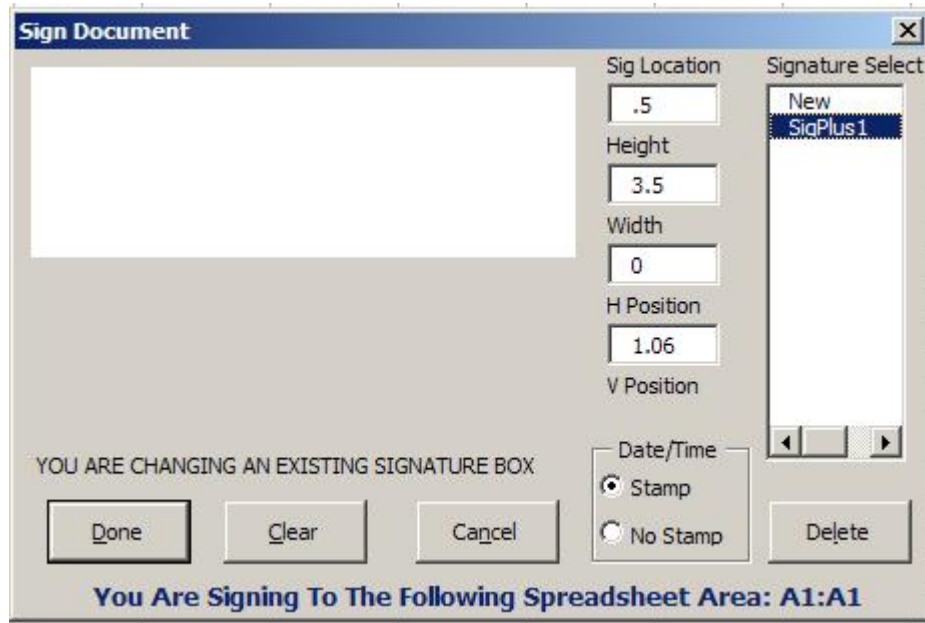


Fig. 5

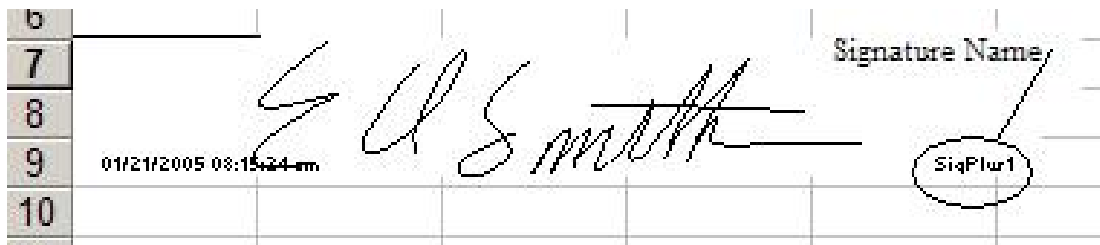


Fig. 6

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When you highlight a particular signature you can easily delete it simply by clicking on the 'Delete' button, or change it by simply signing again. Highlighting 'New' in the 'Signature Select' box will create a new signature. A user can tell if they are altering an existing signature or entering a new one based on the message below the signature window in the 'Sign Document' window. At the bottom of the signing form, the user is notified where in the spreadsheet they are placing the signature into. A document-related time/date stamp can be enabled or disabled by selecting the appropriate option in the 'Date/Time' section of the 'Sign Document' window before clicking 'Done'.

Pre-Placing Blank Signatures

You may also pre-place blank signatures in an Excel spreadsheet by following these steps.

- 1.) Place the cursor in the general location/cell of the desired signature position
- 2.) Press the 'Sign Doc' button which will bring up the 'Sign Document' window. Input the size preference and choose to enable/disable the time/date stamp. Without signing press 'Done', now there will be a blank signature box (Fig. 7).
- 3.) In the Word menu at the top, click on View, then Toolbars, and then choose the Control toolbar. There should be a floating toolbar, in the upper-left corner there is an icon with a triangle/pencil/ruler called 'Design Mode', click this icon to activate design mode (Fig. 7)

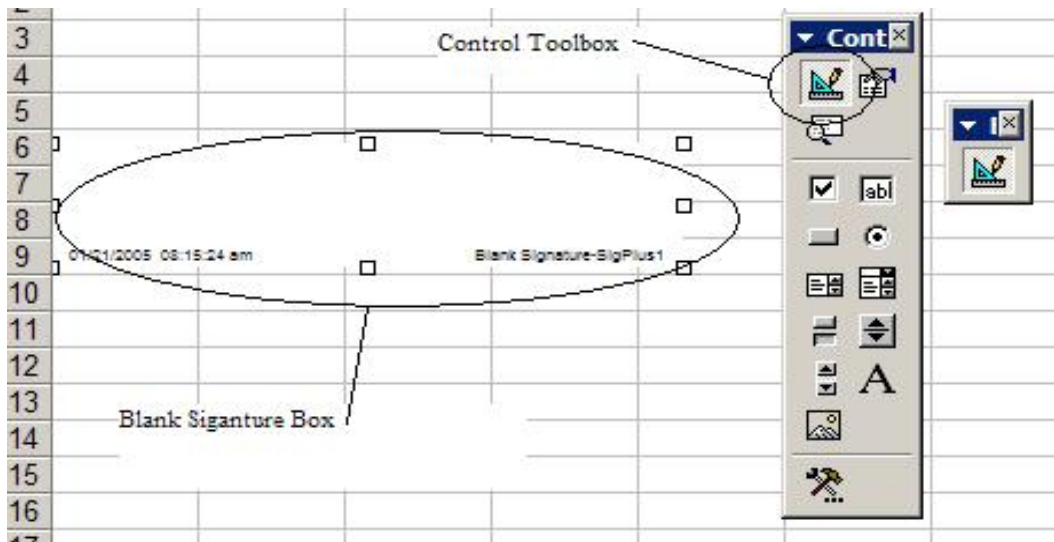


Fig. 7

- 4.) In design mode you can now position and size the signature box with the mouse to fit the user's needs, holding the 'Alt' key while performing this will allow fine-tuning of the size. When finished, make sure to deactivate Design Mode by clicking on the 'Design

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Mode' icon again, and close the 'Control Toolbox' toolbar by clicking the 'X' in the top right corner

To sign these pre-placed signatures, press the 'Sign Doc' button. On the right hand side of the 'Sign Document' window you will once again find the 'Signature Select' box (Fig. 8). Choose the blank signature you want to add the signature to (SigPlus1, SigPlus2, etc.). Once the proper blank signature has been chosen, sign, and click 'Done' and the signature will be placed in the blank signature box (Fig. 9). By default when you open the 'Sign Document' window 'New' will be highlighted denoting that a new signature will be entered.



Fig. 8



Fig. 9

Be sure that you save the signed document under a different name than the original to ensure that the template with the original blank signature is intact for future signatures.

The benefits of pre-placed signature blocks are:

- 1.) Consistent placement and size of signatures
- 2.) Ease of use as signature placement is independent of cursor position
- 3.) Dramatic reduction in time needed for signing process

The 'Validate Sig' Button

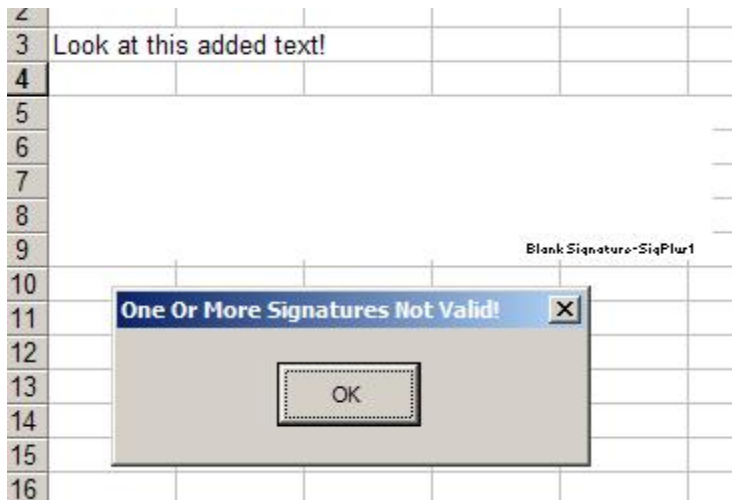


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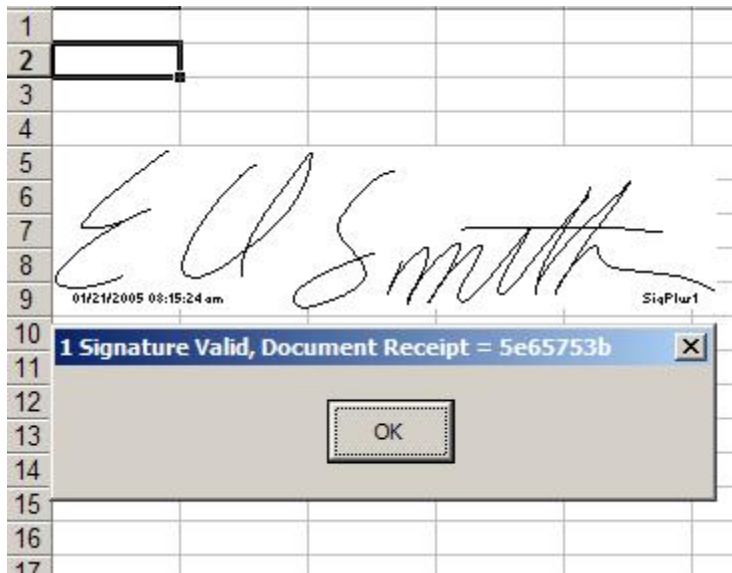
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Located next to the 'Sign Doc' button, the 'Validate Sig' button will check the validity of each signature in the sheet. If changes have been made to the textual contents of a sheet after signing has taken place, the signature(s) will be rendered invalid.



Notice the added text from Fig. 8 that renders the signature invalid

If a signature is invalid, the ONLY way to restore the signature to a valid state is to return the document to the state it was in when signed.



Notice now that the sheet is back to the state it was in when signed the signature has now returned and is valid.

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A Topaz e-signature is original biometric data in secure encrypted from residing within the “signature control” on the sheet. There is no “back door” way to access the signature, and similarly, because a valid e-signature placed into the sheet using this Topaz software is not merely an image of the signature (fundamentally not a valid e-signature), and thus cannot be copied and placed into another document, ensuring security of both the signature(s) and spreadsheets.

In Excel 97, 2000, XP, and 2003 any of the following will trigger signature validation:

- 1.) Pressing the Check button
- 2.) Closing a workbook
- 3.) Saving a workbook
- 4.) Opening a workbook
- 5.) Printing a sheet
- 6.) Changing from one sheet to another

Note: By default Excel "fast loads" an add-in, which inhibits macros from running (this is why the signature seems to "disappear" when you first open Excel). This can be changed in the registry, by going to Start\Run, typing regedit, and clicking OK.

Next, navigate to

HKEY_CURRENT_USER\Software\Microsoft\Office\8.0\Excel\Microsoft Excel

(it might be HKEY_CURRENT_USER\Software\Microsoft\Office\9.0\Excel\Microsoft Excel or)

(it might be HKEY_CURRENT_USER\Software\Microsoft\Office\10.0\Excel\Microsoft Excel)

If you have multiple options (ie, 8, 9, 10, and/or 11) check them all.

Check the OPEN (it might be OPEN1 or OPEN2, etc.) value by double-clicking the little "ab" icon next to the name OPEN. This will bring up a small window with a "Value Data" text field. If this text field value begins with /F, then delete the /F portion of this value (be

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sure you only delete the /F portion!) using your mouse and the delete key on your keyboard then click OK

WHERE THE TOPAZ.XLA FILE IS INSTALLED FOR MS EXCEL

The Topaz.xla file for MS Excel is automatically installed into the location specified by MS Office within the Windows registry. Most often this is in the WIN/Application Data/Microsoft/Addins directory, or Program Files/Microsoft Office\Office\Library folder. Topaz.xla is an Add-in that can embed e-signatures into Excel spreadsheets.