

Topaz Systems, Inc.
MS Office (Word) Plug-In Version 1.6

Topaz Systems, Inc.
650 Cochran Street, Unit 6
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Overview

The Topaz MS Office Plug-In software allows users to electronically sign a Word document. Each signature is embedded and bound to the contents of the document. In Word the signature is bound solely to the text of the document, not added components such as drop down menus, radio button, etc. Any change made to any part of the text of an agreement after signing renders the signature invalid, though if the text is returned to its state of signing, then the signature will once again be considered valid. Before signing in Word can occur, users must make sure that they are in Print Layout. To accomplish this, click on View on the toolbar and choose Print Layout.

Signing in MS Word

Once your document is ready to be signed, start by clicking on the 'Sign Doc' button (Fig 1) in the toolbar. (If after installation the 'Sign Doc' is not in the toolbar, the name of the plug-in is TopazSig3.dot and must reside in the startup directory in the MS Office environment, typically located under Program files.



Fig. 1

The signing window (Fig 2) will then be displayed. Once the signing window is open, there are a number of options a user can make. The 'Cancel' button will cancel the signature event, the 'Clear' button will clear any signature in the signature window, allowing the user to sign again, and the 'Done' button will embed the signature into the document, and the user can name the signature by using the specified field, 'Type the name for the signature box here (optional)' located below the buttons. If a user desires, a time and date stamp can be included by checking the 'Stamp' box in the lower right hand corner, and if the document requires mere initials instead of a signature, checking the 'Initials' box will give the user a smaller signature box. If when attempting to sign an error message regarding Macro security arises it is because the security setting is set too high. To allow signing, go to Tools in the top menu, then choose Macros, then Security and choose the Medium setting. Now signature capture should be enabled.

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If when clicking the 'Done' button a winword error occurs follow these steps to rectify the problem.

1. Close MS Word
2. Go to Start...Settings...Printers
3. Choose any printer installed from a brand other than the brand that is currently set as the default (for example, if you currently have an HP printer set as the default, make a different brand printer the default) You can easily set the printer default by right-clicking on the printer of choice and choose "Set As Default"
4. If you don't currently have any other printers installed, please go run the Add Printer Wizard (choose Local Printer and LPT1 (for the easiest route to adding a printer), and choose another brand (doesn't matter, Fujitsu, Epson, etc.)
5. Once this printer is installed, set it as the default
6. Finally, open MS Word again and retry signing.

Certain print drivers in the MS Word environment cause the tablet capture process to function incorrectly. This is especially true of HP printers.

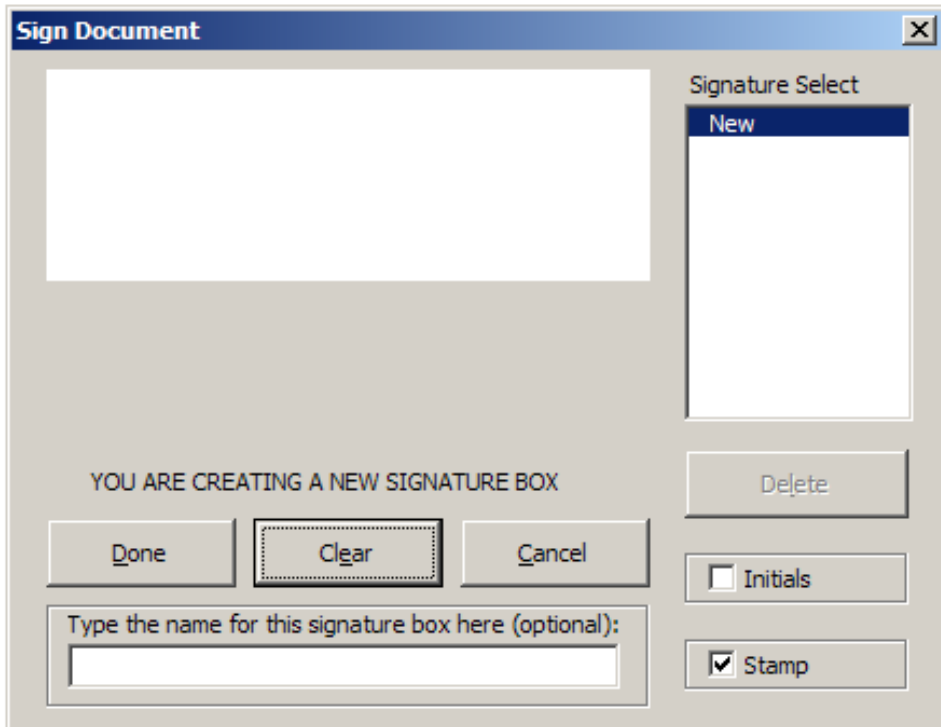


Fig. 2

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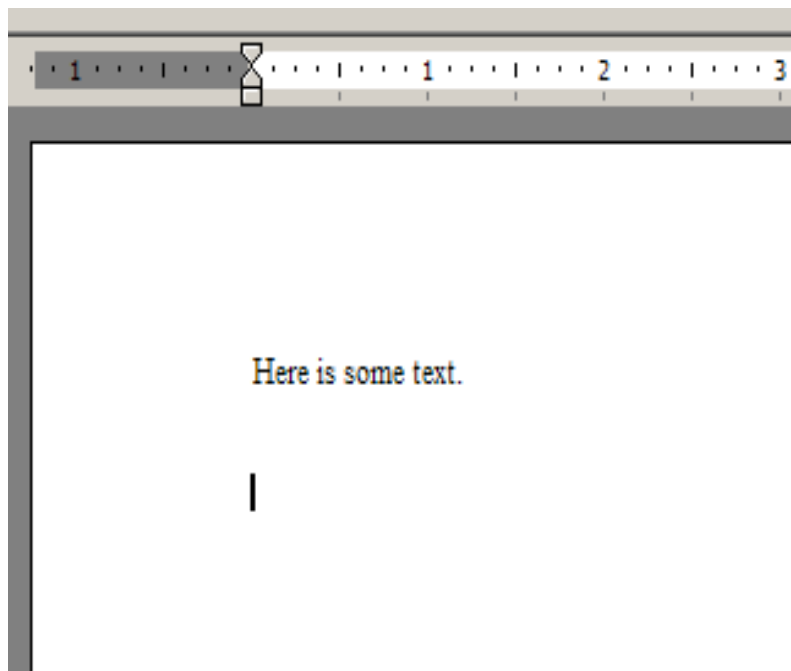
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When signing in MS Word, the signature box's bottom left edge will be placed where the cursor is placed. The signature box height is automatically sized based on the amount of space is above the signature before any text is reached. The plug-in sizes a signature's display image using its baseline as a reference, rather than its top edge. If the cursor is immediately beneath a line of text, the plug-in will adjust its size to fit from the cursor up to the text above - only one line - rather than using any available space below the cursor. To ensure that your signature images are displayed at the proper size, make sure that you leave enough space between the cursor and any page items appearing above it before signing.

Electronic signatures can be a maximum size of .7 of an inch in height and 3.5 inches in width. (For larger signatures, email support@topazsystems.com)

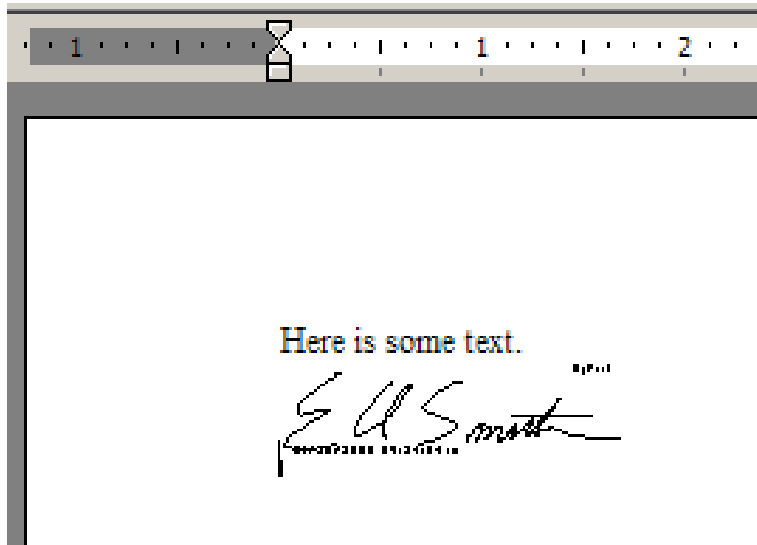


Before Signing

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After Signing

Each signature can be positioned by moving the cursor to the desired place in the document, then going through the signing procedure above. Once a signature(s) is placed, changing or adding any textual data, even just a space, will cause the signature(s) to be invalid, so be sure to plan ahead for the placement of your signature(s) and create enough space to facilitate all necessary signatures before the signing process is initiated.

The 'Signature Select' box will list all the e-signatures already embedded in your document. The names listed in this box will correspond to the name of a particular signature with the name the user gave the signature, if no name was entered during signing a default listing of SigPlus1, SigPlus2, etc. will be displayed. Each signature's name can also be found in the top right corner of each signature box (Fig 3).

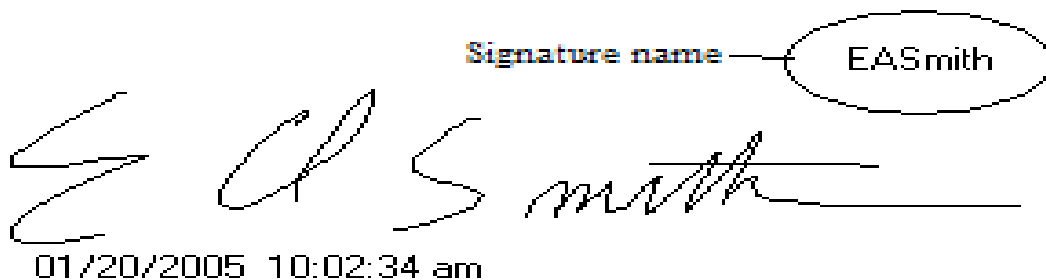


Fig. 3

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When you highlight a particular signatures name in the 'Signature Select' box you may delete it by simply pressing the 'Delete' button, or change it by signing again. Highlighting 'New' in the 'Signature Select' box will create a new signature. If a user is unsure whether they are inputting a new signature or existing a currently existing one, there is a message below the signature window that indicates the function being preformed (Fig 4).

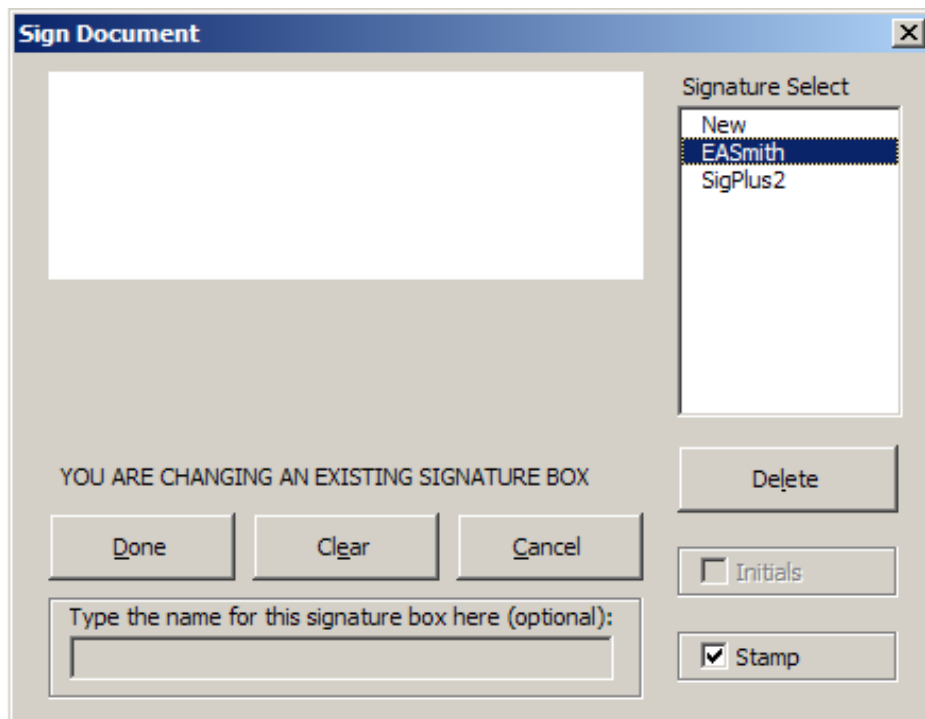


Fig. 4

A user can also pre-place a blank signature box into a Word document by following these steps:

- 1.) Place the cursor in the general location of the desired signature position
- 2.) Press the 'Sign Doc' button, which will open the 'Sign Document' window, and press the 'Done' button without entering a signature. If desired, the user can name the signature and enable/disable the time stamp at this time as well. There will be a blank signature window created now.
- 3.) In the Word menu at the top, click on View, then Toolbars, and then choose the Control toolbox. 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. 5)

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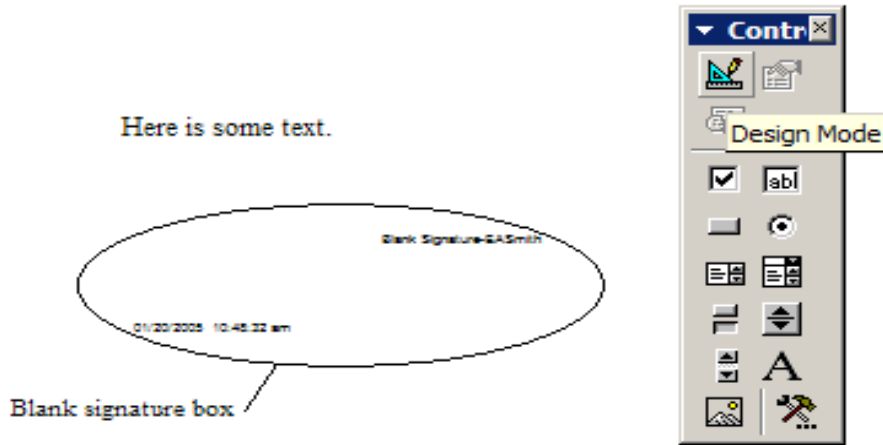


Fig. 5

- 4.) In design mode you can now position and size the signature box with the mouse to fit the users 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 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. 6). Choose the blank signature you want to add the signature to (SigPlus1, SigPlus2, or the user defined name). Once the proper blank signature has been chosen, sign, and click 'Done' and the signature will be placed in the blank signature box (Fig. 7). By default when you open the 'Sign Document' window 'New' will be highlighted denoting that a new signature will be entered.



(Fig 6)

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Here is some text.

Fig. 7

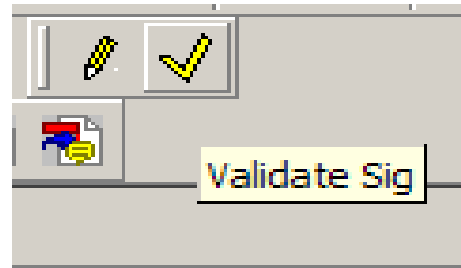
Be sure that you save the signed document under a different name than the original to ensure that the template with the original blank signature is intact for future signatures.

The benefits of pre-placed signature blocks are:

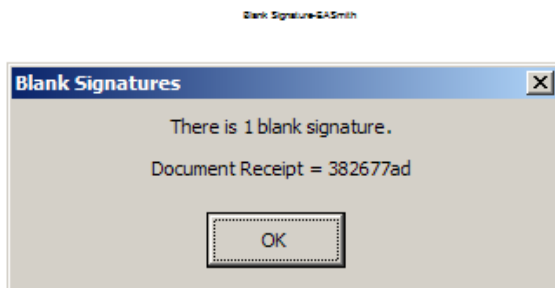
- 1.) Consistent placement and size of signatures
- 2.) Ease of use as signature placement is independent of cursor position
- 3.) Dramatic reduction in time needed for signing process

The 'Validate Sig' Button

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



Here is text.



Notice the change in text from Fig. 7 that has resulted in an invalid (blank) signature.

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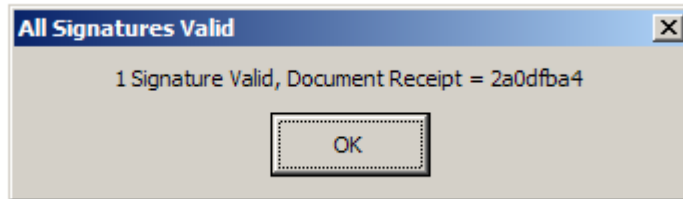
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If a signature is invalid, the ONLY way to restore the signature to a valid state is to return the document to the state it was in when signed.

Here is some text.



E. J. Smith



Notice now the text has been restored to its state as in Fig. 7, and now the signature has returned and is once again in its valid state

A Topaz e-signature is a original biometric data in secure encrypted from residing within the “signature control” on the document. There is no “back door” way to access the signature, and similarly, because a valid e-signature placed into the document 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 signatures and documents.

What Causes Validation to Occur

In Word 2000, XP, and 2003 any of the following events will trigger signature validation:

- 1.) Pressing the ‘Validate Sig’ button
- 2.) Closing a document
- 3.) Saving a document
- 4.) Opening a document
- 5.) Printing a document
- 6.) Changing from one open document to another

In Word 97, any of the following will trigger signature validation:

- 1.) Pressing the ‘Validate Sig’ button
- 2.) Opening a document
- 3.) Changing form one open document to another

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WHERE THE TOPAZSIG3.DOT FILE IS INSTALLED FOR MS WORD

The TopazSig3.dot file for MS Word is automatically installed into the location specified by MS Office within the WIN registry. Most often this is in the WIN\Application Data\Microsoft\Word\Startup folder, or Program Files\Microsoft Office\Office\StartUp, depending on the current Operating System and version of Office. Installed this way, TopazSig3.dot is treated as a global template, rather than a document template, and as such is available to all Word documents.

As a global template, e-signature technology is available to any document you might have open, saved or new, and at any time. This is the suggested method of electronic signatures using the Topaz plug-ins.

If you prefer you may make TopazSig3.dot a document template, however, e-signature capability will be provided only for the New documents that the user bases on the Topaz template. To do this, cut or delete TopazSig3.dot from the aforementioned Startup folder and place in:

Program Files\Microsoft Office\Templates, or

WIN\Application Data\Microsoft\Templates, depending on operating system and version of Office.