

# Plug-In How-To Guide

# Adobe Acrobat XI

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#### Overview

The Topaz "GemSignPlus" Adobe Acrobat Plug-In software allows users to electronically handsign 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 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" section.
- 2. Select "Topaz.GemSignPlus" from the "Default Signing Method" dropdown menu.

| Categories:                          | Creation and Appearance Preferences                                   |
|--------------------------------------|---|
| Full Screen                          | Creation  |
| General                              |   |
| Page Display                         | Default Signing Method: Topaz.GemSignPlus                             |
| 3D & Multimedia<br>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                                |   |
| Identity                             | Prevent Signing Until Warnings Are Reviewed: Never                    |
| Internet                             |   |
| JavaScript                           |   |
| Language                             | Appearances More  |
| Measuring (2D)                       |   |
| Measuring (3D)                       | New   |
| Measuring (Geo)                      |   |
| Multimedia (legacy)                  | Edit  |
| Multimedia Trust (legacy)<br>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<br>When document has valid but untrusted signatures, prompt to review and trust signers  |            |
| Categories:   | when document has valid but untrusted signatures, prompt to review and trust signers   |            |
| Full Screen<br>General<br>Page Display  | Verification Behavior<br>When Verifying:<br>© Use the document-specified method; prompt if unavailable   | )re        |
| 3D & Multimedia<br>Accessibility<br>Action Wizard<br>Adobe Online Se<br>Catalog<br>Color Managem<br>Content Editing<br>Convert From PE<br>Convert To PDF<br>Email Accounts<br>Forms<br>Identity<br>Internet | Require certificate revocation checking to succeed whenever possible during signature verification     Ignore document validation information     Verification Time  | IIE        |
| JavaScript<br>Language<br>Measuring (2D)<br>Measuring (3D)<br>Multimedia (lega<br>Multimedia Trus<br>Reading<br>Reaviewing  | Ask when verification information is too big   | <u>)(6</u> |
| Search<br>Security<br>Security (Enhanc<br>Signatures<br>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 | 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.

| erences                                |   |   | X F   |   |
|--|---|---|---|---|
| ategories:                             |   | Signature Verification Preferences                    |   | × |
| Commenting                             | Digital Signatures  | Verify signatures when the document is opened         |   |   |
| Documents                              | Creation & Appearance   | When document has valid but untrusted signatures,     | prompt to review and trust signers                                    |   |
| Full Screen<br>General                 | Control options for signature creation     Set the appearance of signatures within a document | Verification Behavior                                 |   |   |
| Page Display                           | • Set the appearance of signatures within a document  | When Verifying:                                       | at if up well-bla   |   |
| 8D & Multimedia                        | Verification  | Use the document-specified method; if una             |   |   |
| Accessibility<br>Adobe Online Services | Control how and when signatures are verified  | -   | be Default Security   |   |
| mail Accounts<br>forms                 |   | Require certificate revocation checking to succee     |   |   |
| dentity                                | Identities & Trusted Certificates   | Use expired timestamps                                | ed whenever possible during signature vehication                      |   |
| nternet<br>avaScript                   | Create and manage identities for signing  | Ignore document validation information                |   |   |
| Language<br>Measuring (2D)             | Manage credentials used to trust documents  | Verification Time                                     | Verification Information  |   |
| Aeasuring (3D)                         | Document Timestamping   | Verify Signatures Using:                              | Automatically add verification information when<br>saving signed PDF: |   |
| Measuring (Geo)<br>Multimedia (legacy) | Configure timestamp server settings   | Time at which the signature was created               | Ask when verification information is too big                          |   |
| Multimedia Trust (legacy)<br>Reading   |   | Secure time (timestamp) embedded<br>in the signature  | Always  |   |
| Reviewing                              |   | ○ Current time  | () Never  |   |
| Search<br>Security                     |   | Windows Integration                                   |   |   |
| ecurity (Enhanced)                     |   | Trust ALL root certificates in the Windows Certificat | te Store for:   |   |
| pelling                                |   | Validating Signatures                                 |   |   |
| Fracker<br>Frust Manager               |   |   | arbitrary material being treated as trusted content.                  |   |
| Jnits                                  |   | Take care before enabling these features.             |   |   |
|  |   | 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 Acrobat Reader XI

Open Reader XI 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              | <ul> <li>All files</li> </ul>   |                                   |
| 3D & Multimedia           |   |                                   |
| Accessibility             | Enhanced Security   |                                   |
| Adobe Online Services     | 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,   |                                   |
| JavaScript                | selectively trust files, folders, and hosts to bypass those security<br>Privileged Locations allows you to work securely while granting |                                   |
| Language                  | workflow.   | ruse 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   | View 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                            |
|                           |   | Remove                            |
|                           |   |                                   |
|                           | What is Protected View? What is Enhanced Security? What an  | e Privileged Locations?           |
|                           |   |                                   |
|                           |   | OK Cancel                         |

Then, click "OK" and close Reader XI.

The next time Reader XI is opened it will be ready for signing.



# Signing a PDF

Click "Sign"  $\rightarrow$  "Work with Certificates"  $\rightarrow$  "Sign with Certificate".

| Tools                       | Sign          | Comment |
|-----------------------------|---------------|---------|
| ► I Need t                  | to Sign       |         |
| <ul> <li>Get Oth</li> </ul> | ers to Sig    | n       |
| ▼ Work w                    | ith Certifi   | cates   |
| 📝 Sigr                      | with Certif   | ïcate   |
| 🔂 Tim                       | e Stamp Do    | ocument |
| 🔏 Valio                     | date All Sigi | natures |
| 💅 Cert                      | ify (Visible) | ł.      |
| 📔 Cert                      | ify (Not Vis  | ible)   |

At this point, you will be prompted to click and drag a box with your mouse. After doing so, the "Signature Capture" window will appear.

| Sigr | nature 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 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>.<br/>- The Document has not been modified since this signature was applied.<br/>- 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.