



How-To Guide

SigTool Imager Plus

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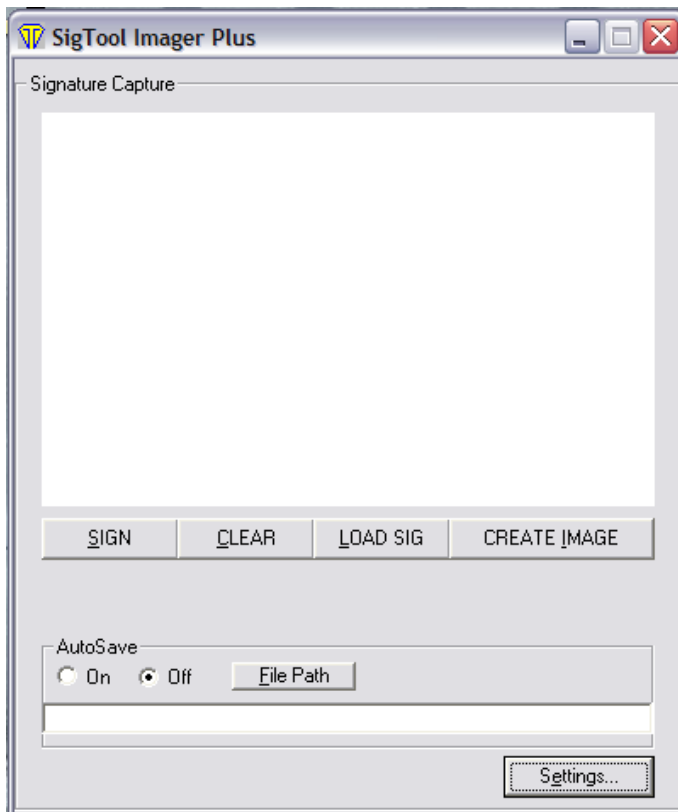
Overview

SigTool Imager Plus gives users both a comprehensive and easy to use way to create signature images (jpg, tif and bmp). In addition to signature creation, SigTool Imager Plus is compatible with Adobe Acrobat XI and Reader XI to place signature images into PDFs.

Using SigTool Imager Plus

When starting SigTool Imager Plus, it will open as shown below:

(Note: The signature window size may change depending on what tablet the user has.)



From this window, a user can successfully create a signature image by utilizing the functions offered by the six buttons and the AutoSave function. Below is a description of what function each button performs.

Sign

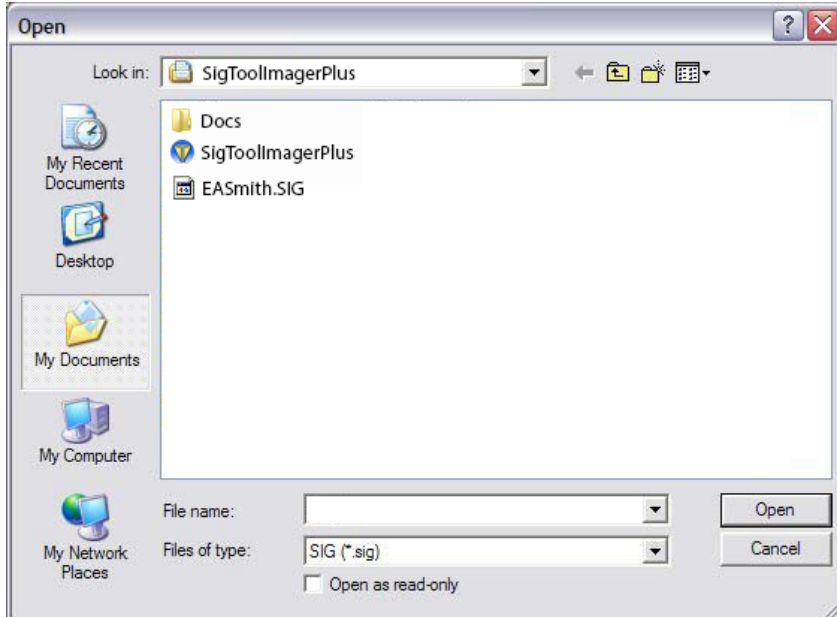
The “Sign” button enables signature capture. Simply click the “Sign” button and begin signing. The signature will be displayed in real time as the user authors the signature.

Clear

The “Clear” button will clear the signature from the “Signature Capture” window. This will not clear other information such as the Time/Date stamp or Annotation.

Load Sig

The “Load Sig” button allows the user to load an existing signature that has been saved in the native Topaz .SIG format. When the user clicks this button, an “Open As” window will display. Simply choose the .SIG file and click “Open”, and the signature will be displayed in the “Signature Capture” window, ready to be made into an image file.

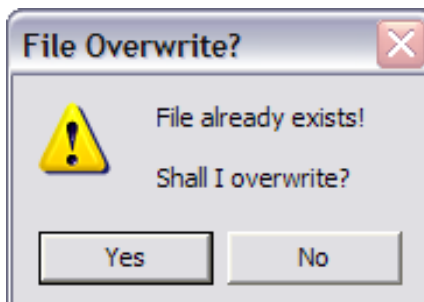


Create Image

The “Create Image” button will generate the image file according to the settings (see below section on the settings feature). When the image has been successfully created, a confirmation message will be generated.

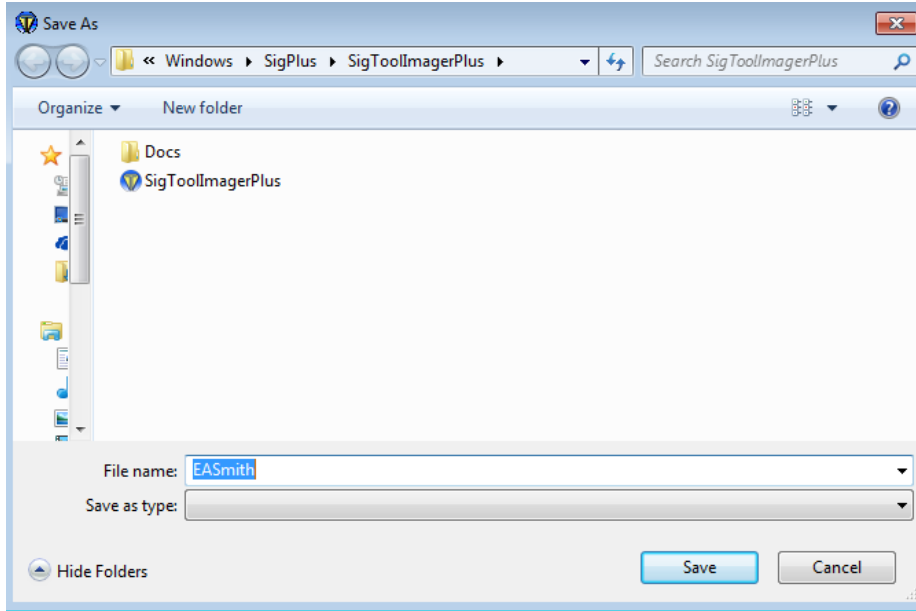


If the user attempts to save an image under the same name as an already saved image file, a confirmation window will be generated making sure that important signature images are not mistakenly replaced.

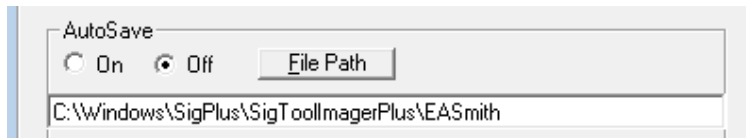


FilePath

The “FilePath” button allows the user to define where the signature image will be created. Click this button, and a “Save As” window will be generated. From this window the user can either browse a file path (such as an existing image file) or simply type in the name they wish to use.

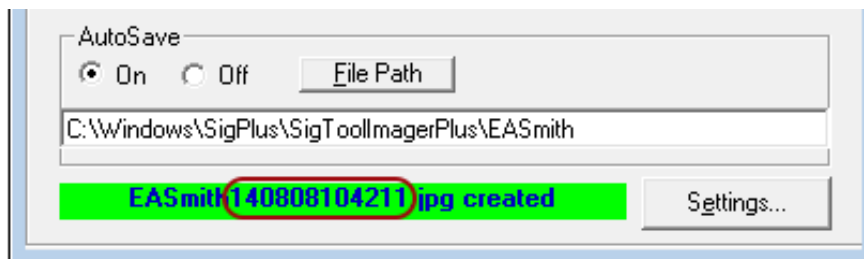


Once the user chooses the file path, it will appear in the appropriate field.



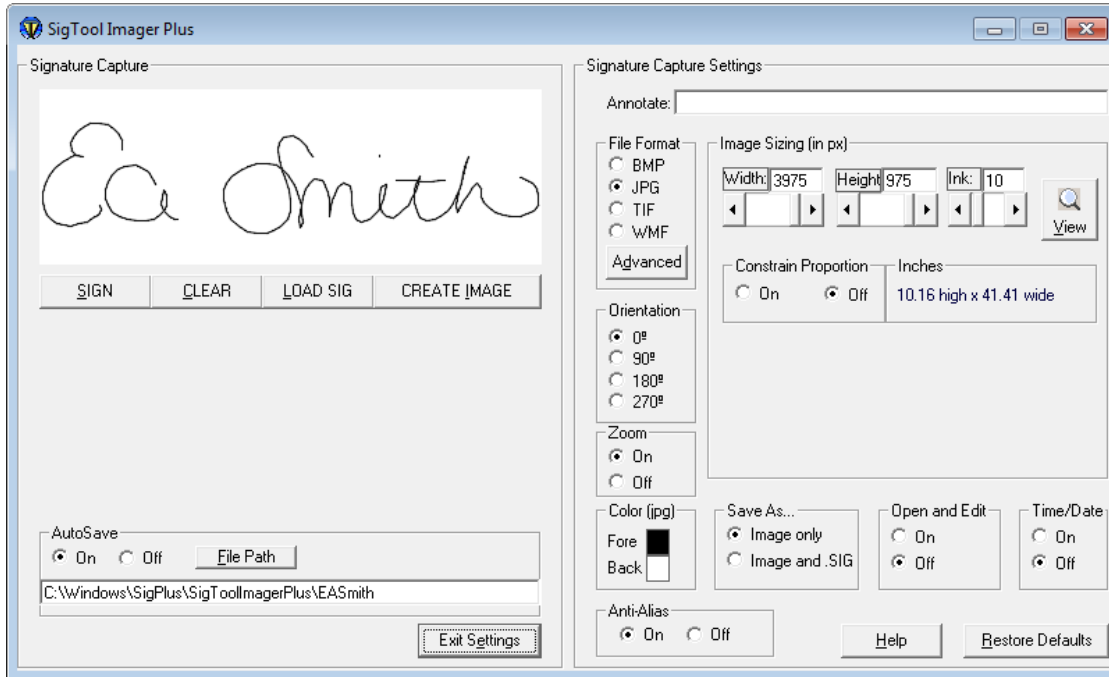
AutoSave

The “AutoSave” function is an easy way to ensure that image files won’t be overwritten. AutoSave essentially adds the date and time (similar to a Julian date) when the image was created, in a 2-digit year, month, day, hour, minute, second format. Turn this function “On”, and the numbers will be added to the end of whatever File Path is chosen, as shown below (the example below displays a signature created on August 8, 2014 at 10:42:11 AM).



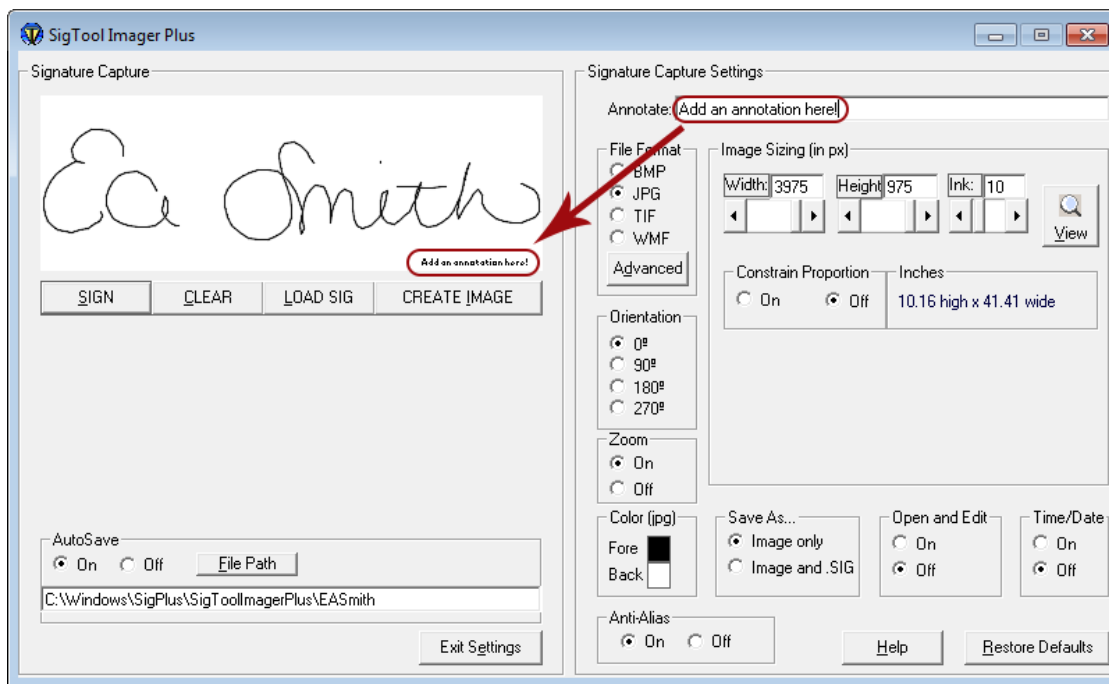
Settings

The “Settings” button will open the “Signature Capture Settings” section of the SigTool Imager Plus. Within this section, there are many different controls that allow the user to manipulate and customize how the signature image will be created, saved, and displayed.



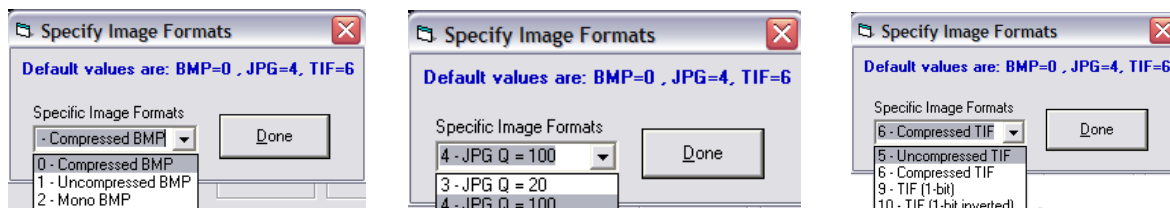
Annotation

The annotation is a text field where users can add text before creating their image. The only limit to how long the annotation can be is the size of the image itself.



File Format

The “File Format” allows users to choose in what format their image is created. To begin, choose from BMP, JPG, or TIF. Once the desired format is chosen, the user can click on the “Advanced” button to generate a window that will allow the user to choose a more specific type of each format. These include Compressed Bitmap, Uncompressed Bitmap, and Mono Bitmap, Low Quality JPG (20), High Quality JPG (100), Uncompressed TIF, Compressed TIF, TIF (1-bit), and TIF (1-bit inverted). The windows generated are shown below.

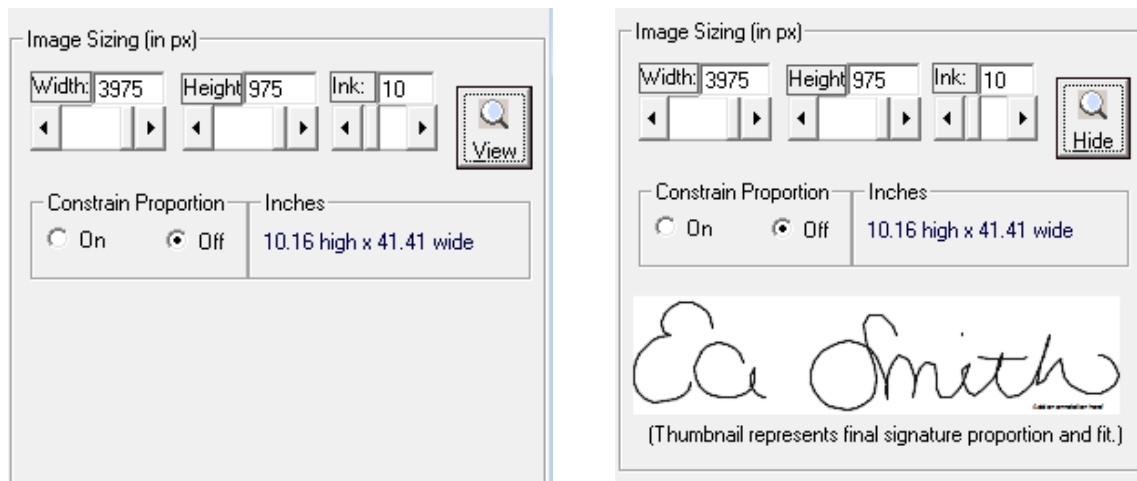


It is important to note (as explained below) that only the JPG format allows color alteration of the signature.

Image Sizing

This control allows the user to manipulate the size of the image. The maximum size of the image is 3975 pixels wide by 975 pixels high, with a maximum ink width being 100 pixels.

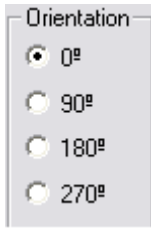
To adjust this size, the user can use the scroll bars, or they can enter their desired size (in pixels) by hand. Below the scroll bars is a conversion to inches to show what size the final image will be. If the user desires, they can choose to constrain the proportions of the image, essentially linking the width to the height in order to maintain the original image proportion, or they can choose to manually adjust both dimensions.



Additionally, in order to better visualize the orientation and the image, the user can click on the “View” button to generate a thumbnail that changes in real time as the dimensions are changed and other attributes are altered (thumbnail NOT to size, but to proportion and “fit”).

Orientation

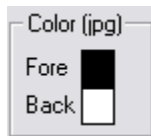
The orientation control allows the user to alter the angle which the signature is displayed. Users can either choose 90, 180, 270 or 0 (which is normal).



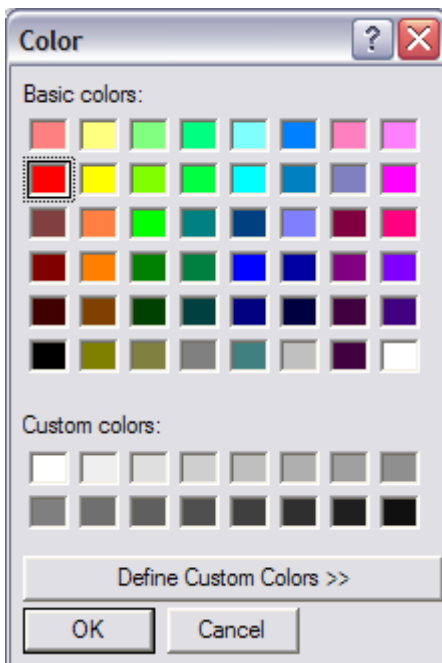
It is important to note that the orientation must be chosen before the signature is recorded.

Color (jpg)

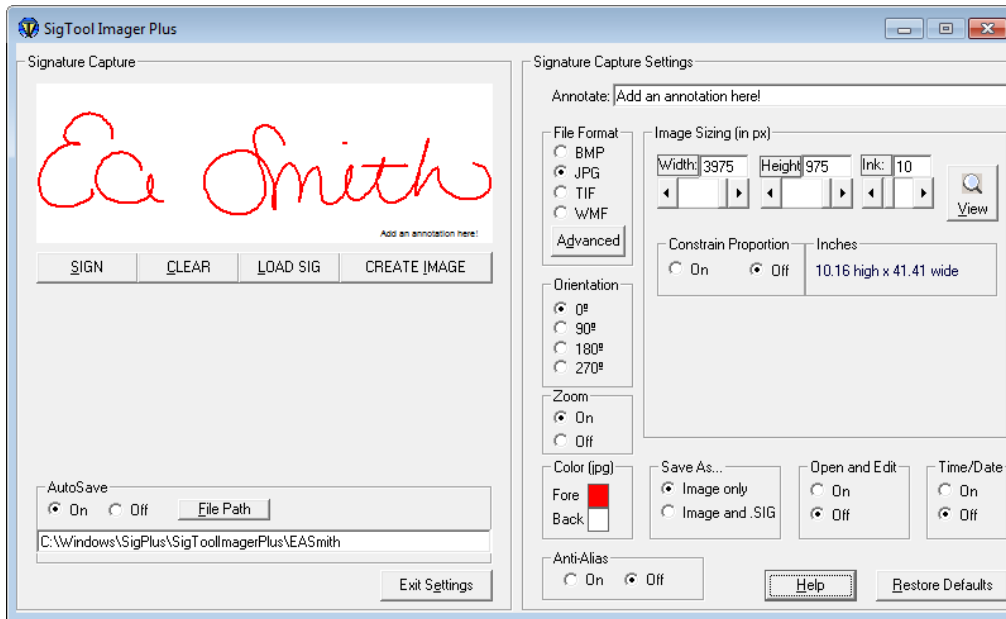
To alter the colors of the signature image, the image must be saved in the JPG format. The color control allows users to alter the color of the foreground, which is the ink of the signature, and the background.



Clicking on the color swatch will bring up a "Color" menu. Click the desired color or use the "Define Custom Colors" option. Then, click "OK", and the color will change. In this example, the new color is red.



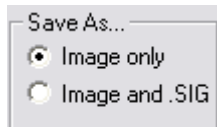
Once the user clicks “OK”, the color will be changed in the “Signature Capture” window.



It is important to note that neither the color of the annotation nor the Time/Date stamp can be changed, so a dark background will impede the ability for users to see them.

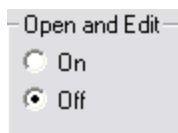
Save As...

The “Save As...” control allows users to choose whether to save just an image file or to generate both an image file and a native Topaz .SIG file as well. The native Topaz .SIG file contains all the biometric information to ensure authentication.



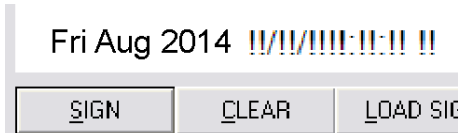
Open and Edit

The “Open and Edit” control gives the users the option to simply save just an image or save the image and then open it in the default imaging program on their computer. If it is turned “On”, then after successful creation, the image will be opened. If set to “Off”, the image will only be created and saved.



Time/Date

The “Time/Date” control allows users to choose whether to include the time and date that the signature was created on as a stamp in their image. Choosing “On” will place the time and date stamp into the image. This will be displayed in SigTool Imager Plus as shown below. The day, month, and year will be displayed along with place savers representing the exact time and numeric date (as the exact time and date stamps are not generated until the image is actually created). This allows users to see a true representation of the size the time and date stamps with their signature image. Like the annotation, the time and date stamps are also displayed in the thumbnail.



Help

This button will take the user to online help features offered at www.topazsystems.com using the default web browser. For this to function, the computer must have an Internet connection.

Restore Defaults

This button will restore all the changed settings to the original default values. This is important because SigTool Imager Plus saves the settings between uses.

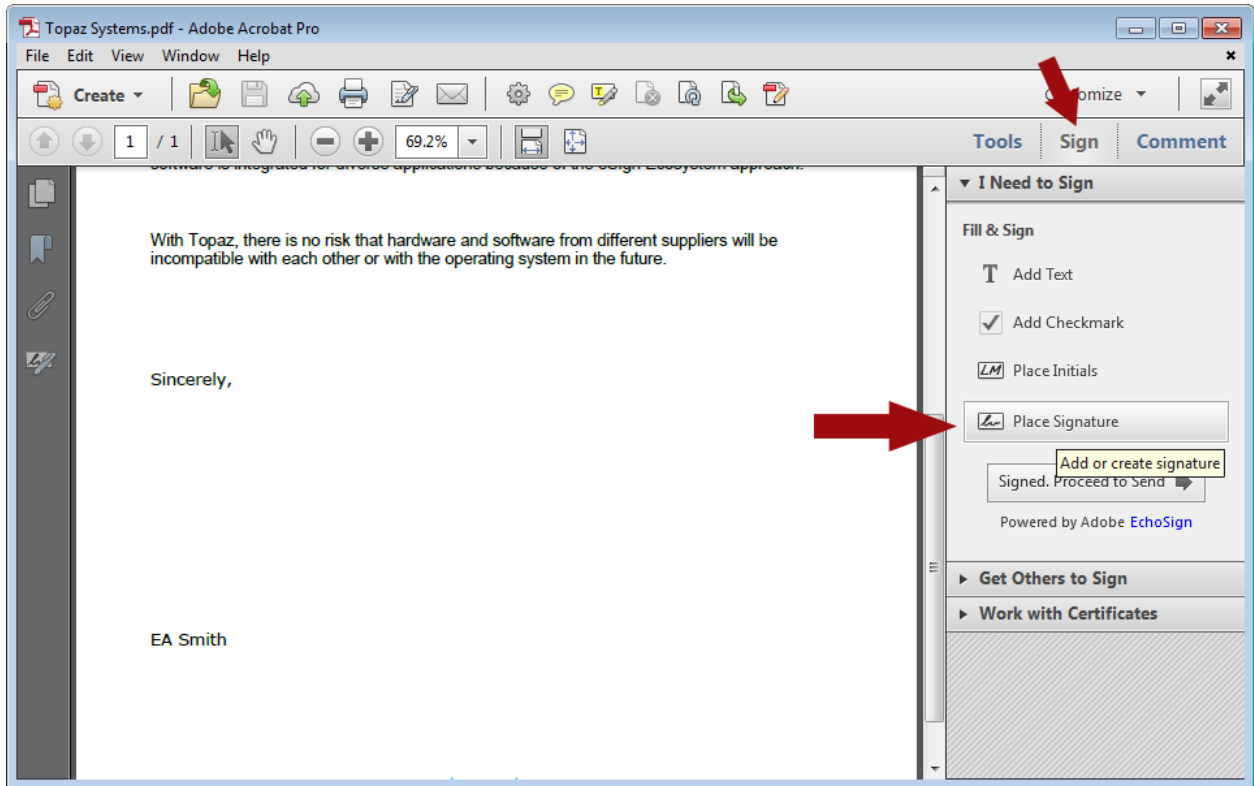
Once the user has altered the settings and is satisfied, they can simply click the “Exit Settings” button, which will collapse the “Settings” portion of the window and return it to the opening window, as shown earlier.

Using SigTool Imager Plus with Adobe Acrobat & Reader

After creating a signature image in SigTool Imager Plus (see section above), you can place it into an Adobe Acrobat or Reader PDF.

To begin, open the PDF document in which you want to place the signature.

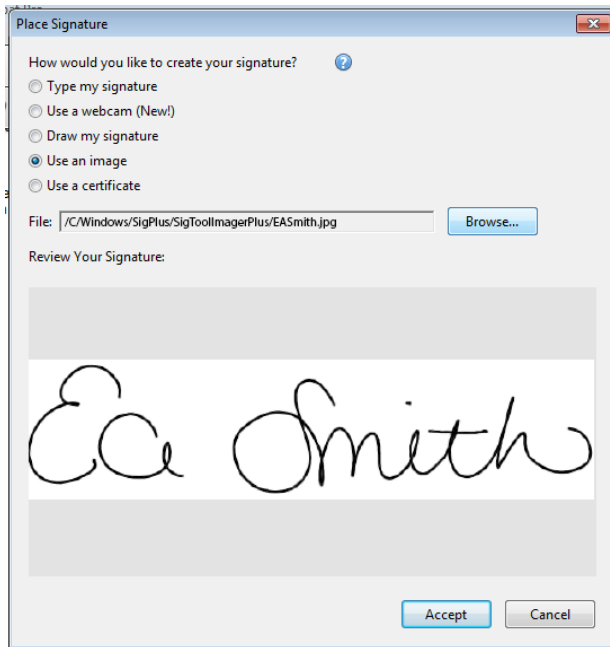
- 1) After opening the PDF, click the “Sign” tab in the upper right corner. Then, click the “Place Signature” button under the “I Need to Sign” section.



NOTE: If the “Place Signature” button has a dropdown menu, be sure to select “Clear Saved Signature” before selecting “Place Signature”.



- 2) After clicking “Place Signature”, a menu will appear for creating the signature. Select “Use an Image”, and click “Browse” to locate the image you created in SigTool Imager Plus. Then, click “Accept”.



- 3) After clicking “Accept”, place your signature. Then, you can drag it to the desired size and position, as seen below.

