



User Guide

pDoc Signer® for Android Tablets



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1 – Introduction

pDoc Signer is an app for securely signing and form field filling PDF documents on an Android tablet. Documents signed and form filled using pDoc Signer use the standard PDF form fields for signing and filling, so that they can be opened by other software programs for independent review and verification that the documents have not been changed since the signatures were applied. With pDoc Signer, you can:

- Sign existing digital signature fields in PDF documents
- Create, place, and sign new digital signature fields in PDF documents without having to use expensive PDF document applications
- Write signatures using your finger or a stylus similar to handwritten signatures.
- Fill in standard PDF form fields such as textboxes, checkboxes, radio buttons, list boxes, and dropdown boxes
- Navigate easily through very large PDF documents
- Save and open signed/filled documents in other applications that support PDF documents
- Export the documents using email
- Import and export documents through Dropbox

1.1 - Features

- **Independent validation → Standard digital signature fields for signing.**
PDF documents signed with pDoc Signer can be opened by other software programs for independent validation of the embedded signatures and verification that the documents have not been altered since the signatures were applied.
- **Sign anytime anywhere → Internet connection not required at time of signing.**
In mobile applications where an Internet connection is not available, pDoc Signer collects signatures in an offline mode, so that you can distribute signed documents at a later time.
- **Unique signatures → Collects biometric information for every signature instance.**
Like handwritten signatures, every pDoc Signer signature is distinguishable. There is no replication of signature images or selection of signature fonts; each and every signature is the result of a specific instance of your writing. In addition to biometric information, pDoc Signer records other signature information such as the name and email address, and the time the signature was collected.
- **Signature creation → Signature fields you create can be resized, reshaped, and relocated.**
The flexibility to manipulate new digital signature fields provides an easy method for fitting signatures into existing forms.

2 – Getting Started

2.1 – Supported Devices and OS Versions

- **Android Tablets** – Android 5 (Lollipop all versions), Android 6 (Marshmallow all versions), Android 7 (Nougat all versions), Android 8 (Oreo all versions), and Android 9 (Pie).

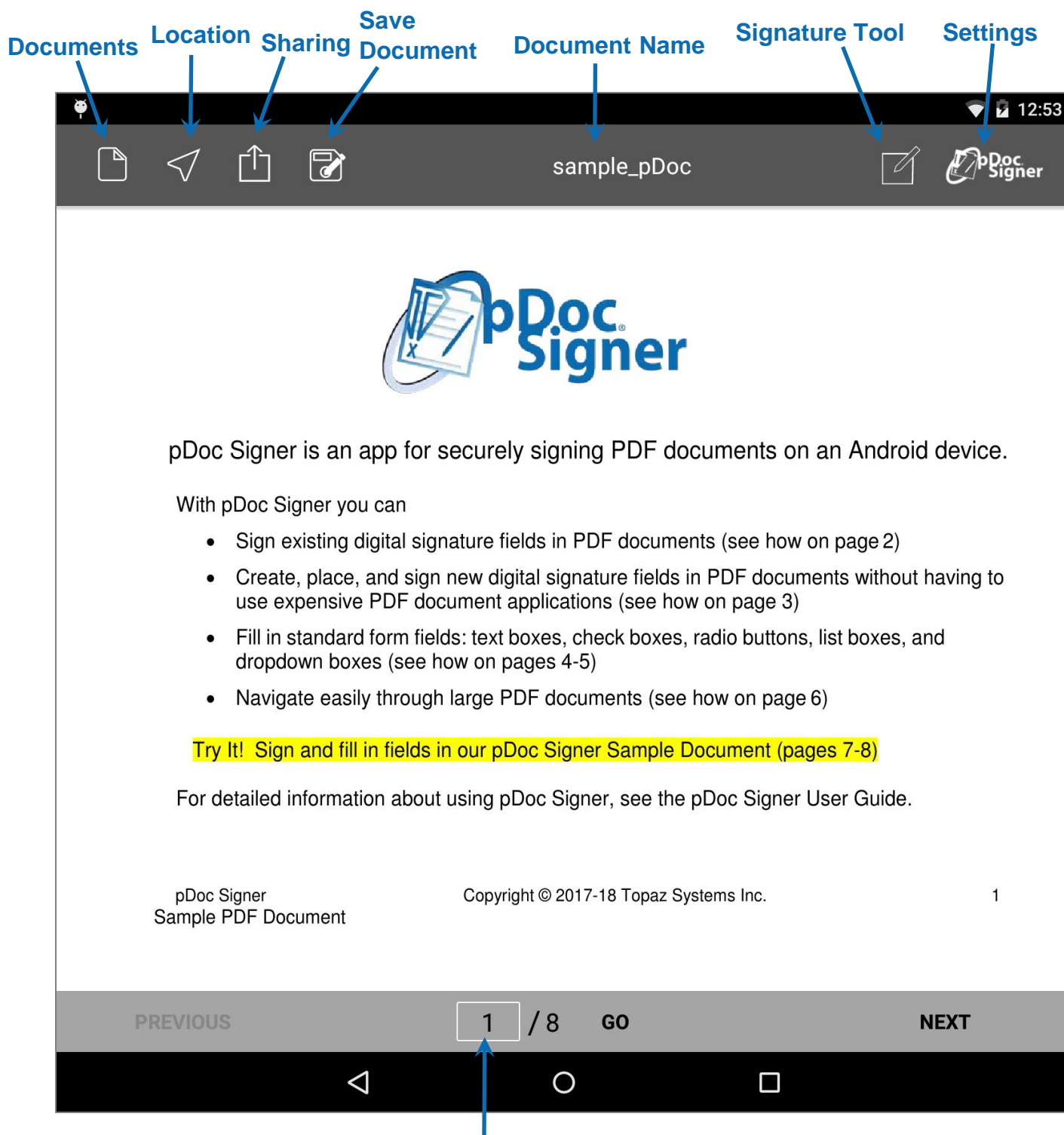
2.2 – Installing the pDoc Signer App

To use the Android tablet for signing documents, you must download the pDoc Signer App onto your Android tablet. The pDoc Signer app is available from the Google Play Store for a one-time license fee; there are no recurring or usage charges.

2.3 – Signature Capture and Embedding

The pDoc Signer App is designed to enable PDF documents to be electronically signed locally on a tablet in three easy steps (see sections 2.5 and 2.6).

2.4 – Menu Toolbar



Page selection and navigation bar

2.5 – Quick Steps for Signing Existing Digital Signature Fields in PDF Documents



Step 1: Capture the signature

- Touch a signature field, which is indicated by a black rectangle.
- A “Signature” window will open.
- Write your signature in the “Signature” window using your finger or a stylus.
- Touch the “Save” icon (the floppy disk).
- The “Signature” window will close and the signature will be placed in the signature field.

Note: You do not have to be connected to the Internet to capture the signature.





Step 2: Distribute the signed PDF document

- Touch the “Share” icon.
- A share menu options window will open.
- To email the signed PDF document
 - Touch the “Email Document” menu item.
 - A “New Message” email window will open.
 - Enter the email information (addresses, subject, and message) into the email form.
 - Touch the “Send” icon to send the email.
- To open the signed PDF document in another application
 - Touch the “Open Document” menu item.
 - A window will open from the bottom of the screen that displays program icons on your Android device that can open a PDF document.
 - Touch the icon of the desired program, and it will open the signed PDF document.
- To lock the signed PDF document
 - Touch the “Lock Document” menu item.
 - A “Warning” window will open that describes the effect of locking the document.
 - Note that a locked document cannot be unlocked before distributing.
 - Touch the “LOCK” button to lock the signed PDF document, or touch the “CANCEL” button to cancel the operation.



Step 3: Save the PDF document

- The PDF document can be saved using the “Save” icon next to the “Share” icon on the toolbar.
- When the app is in “Save” mode the icon displayed is 
- When the app is in “Save As” mode the icon displayed is 

Note: Initially the “Save” icon performs a “Save as” function. If you wish to change this to a normal “Save” function, disable the “Prompt to save” option in the settings screen.

2.6 – Quick Steps for Signing New Digital Signature Fields in PDF Documents



Step 1: Create the new signature field and capture the signature

- Touch the “Sign” icon (a pen on a piece of paper) on the menu bar at the top right of the screen.
- A “Signature” window will open.
- Write your signature in the “Signature” window using your finger or a stylus.
Note: You do not have to be connected to the Internet to capture the signature.
- Touch the “Done” icon (checkmark).
- The “Signature” window will close and the signature field will be placed in the middle of the portion of the document page visible on the screen.



Step 2a (optional): Fit and place the signature field in the document

- To move the signature field on the page, simply drag it to the desired location with your finger.
- To delete, save, edit, or resize the signature, use the four icons that are displayed on the corners of the rectangle.
- To resize the signature field proportionally, use the standard Android pinch-zoom gestures.
- To resize the signature field anamorphically, use the resize icon at the lower-right corner of the signature field; note that the shape of the signature is not changed.
- An unlocked signature is denoted by a surrounding purple rectangle with four icons on the corners; for a locked signature the purple rectangle is removed.

Step 2b (optional): Edit or delete the signature if desired

- To edit the signature information details, select the “Edit” icon on the lower-left corner and enter the new information in the signature information window that opens.
- To delete the signature, select the “Delete” icon on the upper-left corner and follow the confirmation instructions.

Step 2c (optional): Save the signature if desired

- To save the signature, select the “Save” icon on upper-right corner and it will open a confirmation dialog showing options “CANCEL” and “OK”.
- Touch the “OK” button to save the signature.

**Step 3: Embed signatures permanently for distribution**

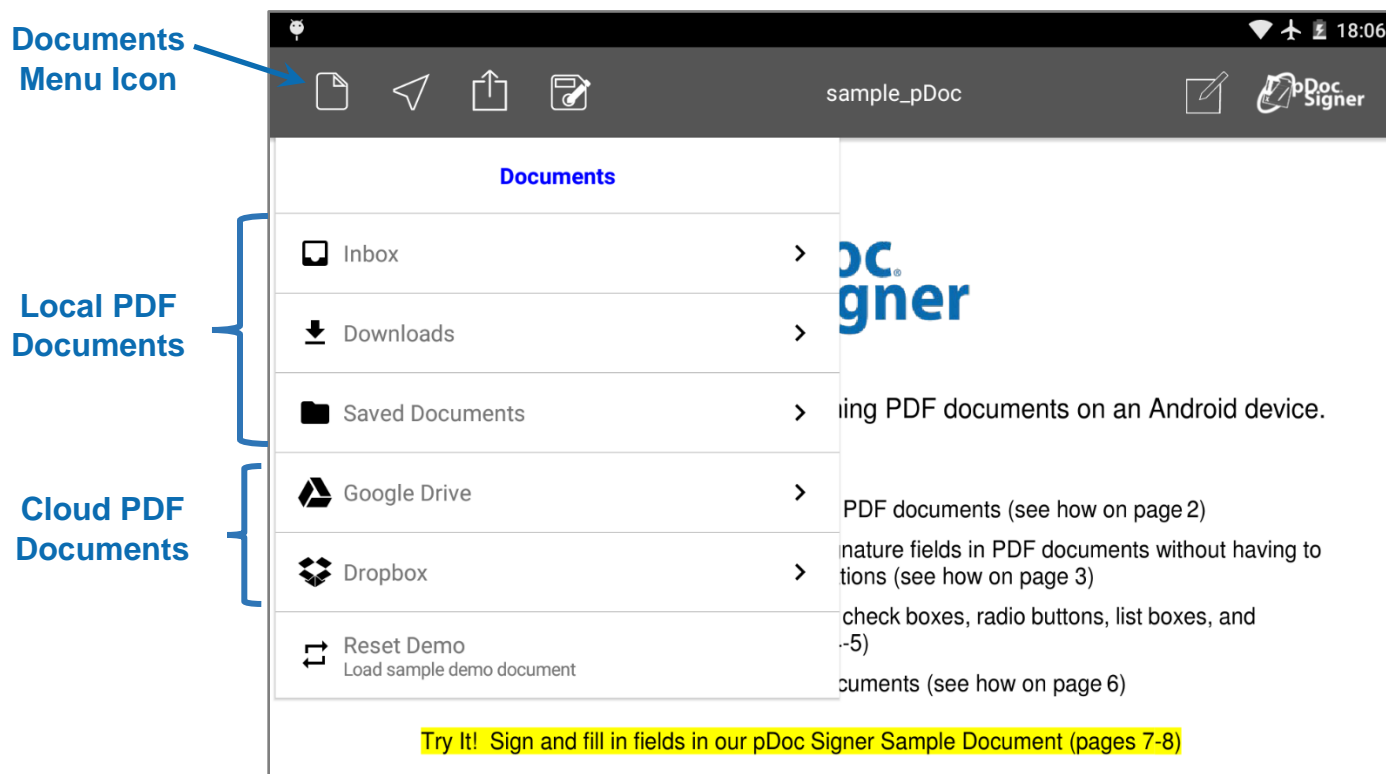
- Touch the “Share” Icon and select an option, either email the signed document or send the signed document to another local app that supports PDF documents.
- The distribution ready document can then be sent by email or opened in another app.
- To distribute the signed PDF document, see Step 2 in Signing Existing Digital Signature Fields.

3 – PDF Documents

pDoc Signer includes a powerful PDF document reader that can load very large documents for review before signing. Documents with hundreds of pages can be easily navigated in sequence or you can skip forward or backwards to direct pages using the controls at the bottom of the page.

3.1 – Opening PDF Documents

The pDoc Signer App is designed to enable PDF documents to be electronically signed locally on a device in three easy steps (see sections 2.5 and 2.6). You can access PDF documents stored locally on your tablet and PDF documents stored in the cloud by touching the document icon on the upper left of the screen.

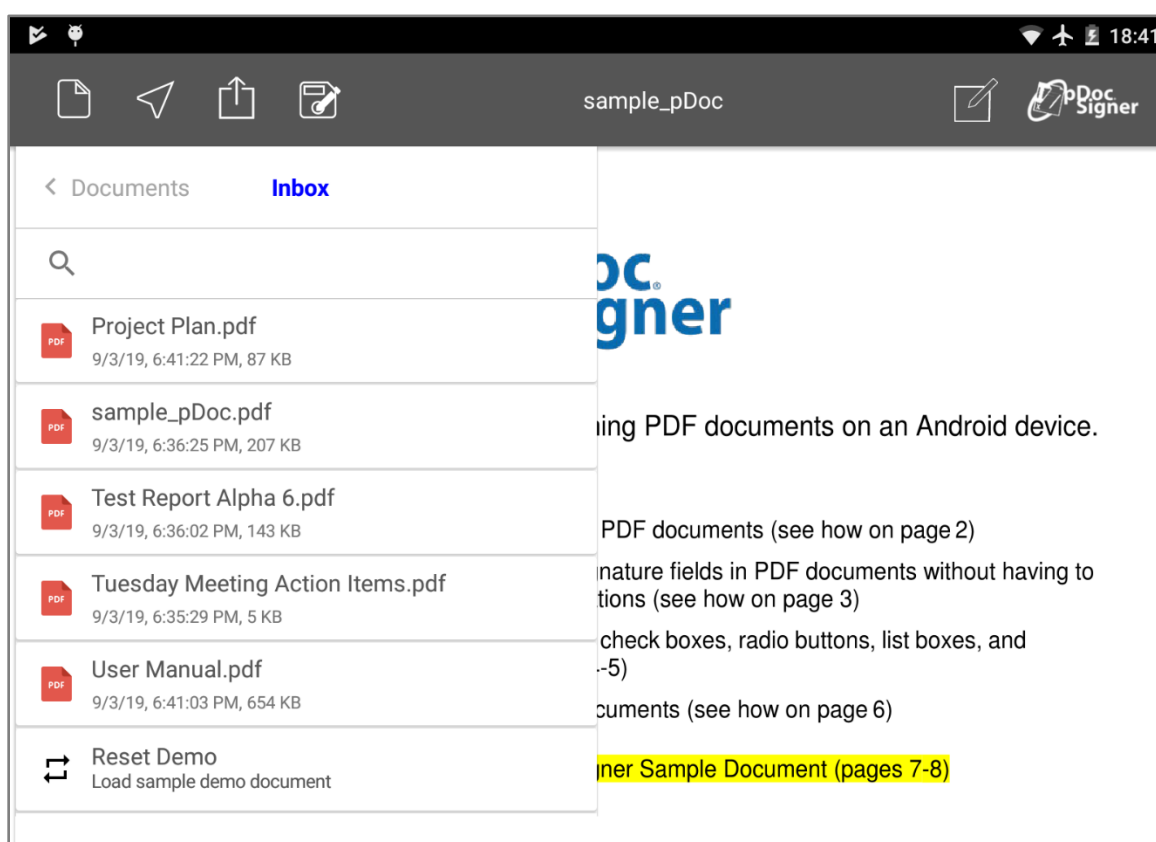


3.1.1 – Opening Local PDF Documents

There are three local sources of PDF documents that can be accessed in pDoc Signer:

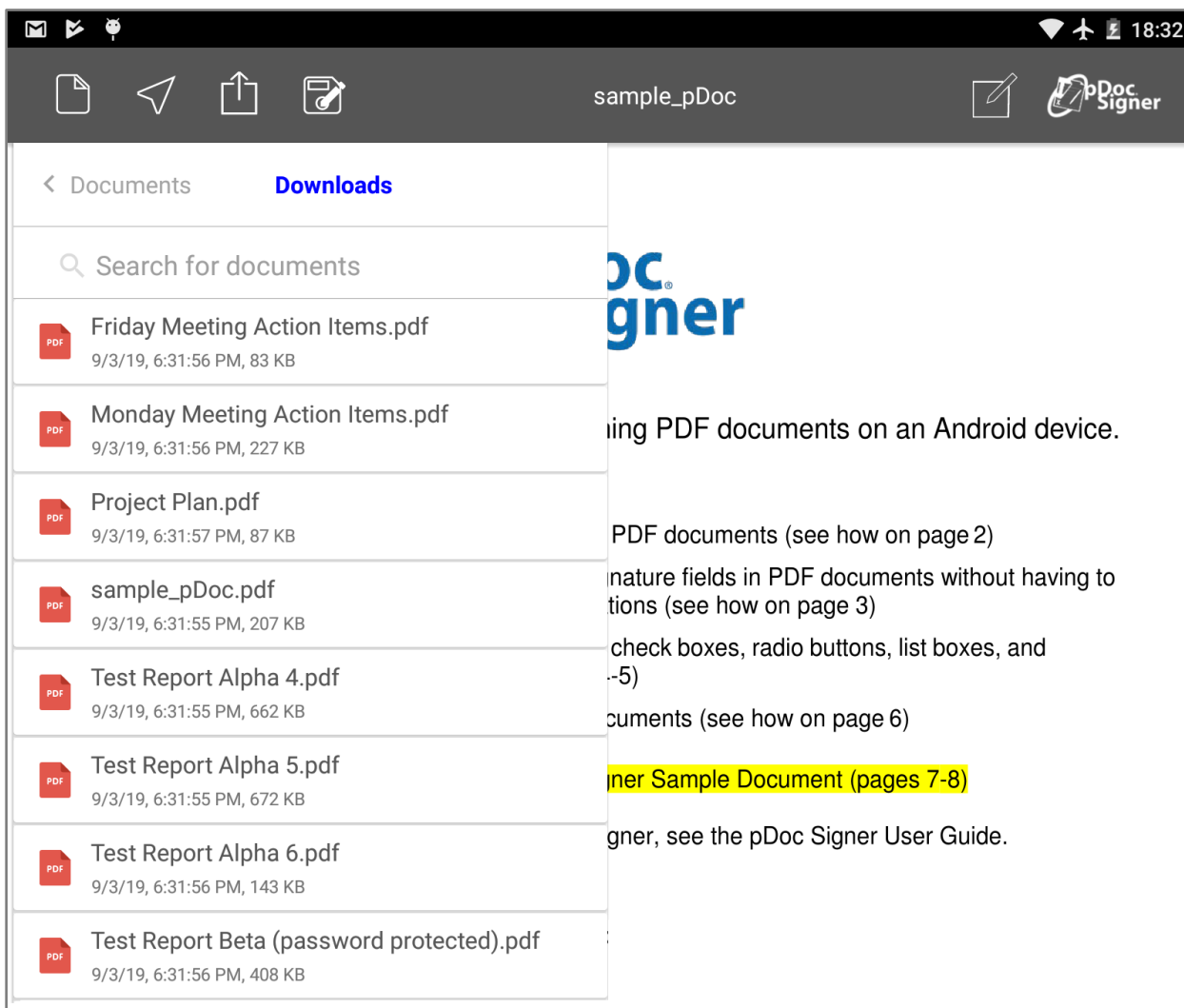
1. The “Inbox” folder:

PDF Documents can be sent to pDoc Signer using the standard Android file share interface between apps. For example, a PDF file received as an email attachment can be sent to pDoc Signer by touching the attachment itself in the email client to open the file in the Android file preview app. From there it can be sent to pDoc Signer by selecting “pDoc Signer” from the bottom sheet preview. Touch the Inbox icon to display the documents in the Inbox.



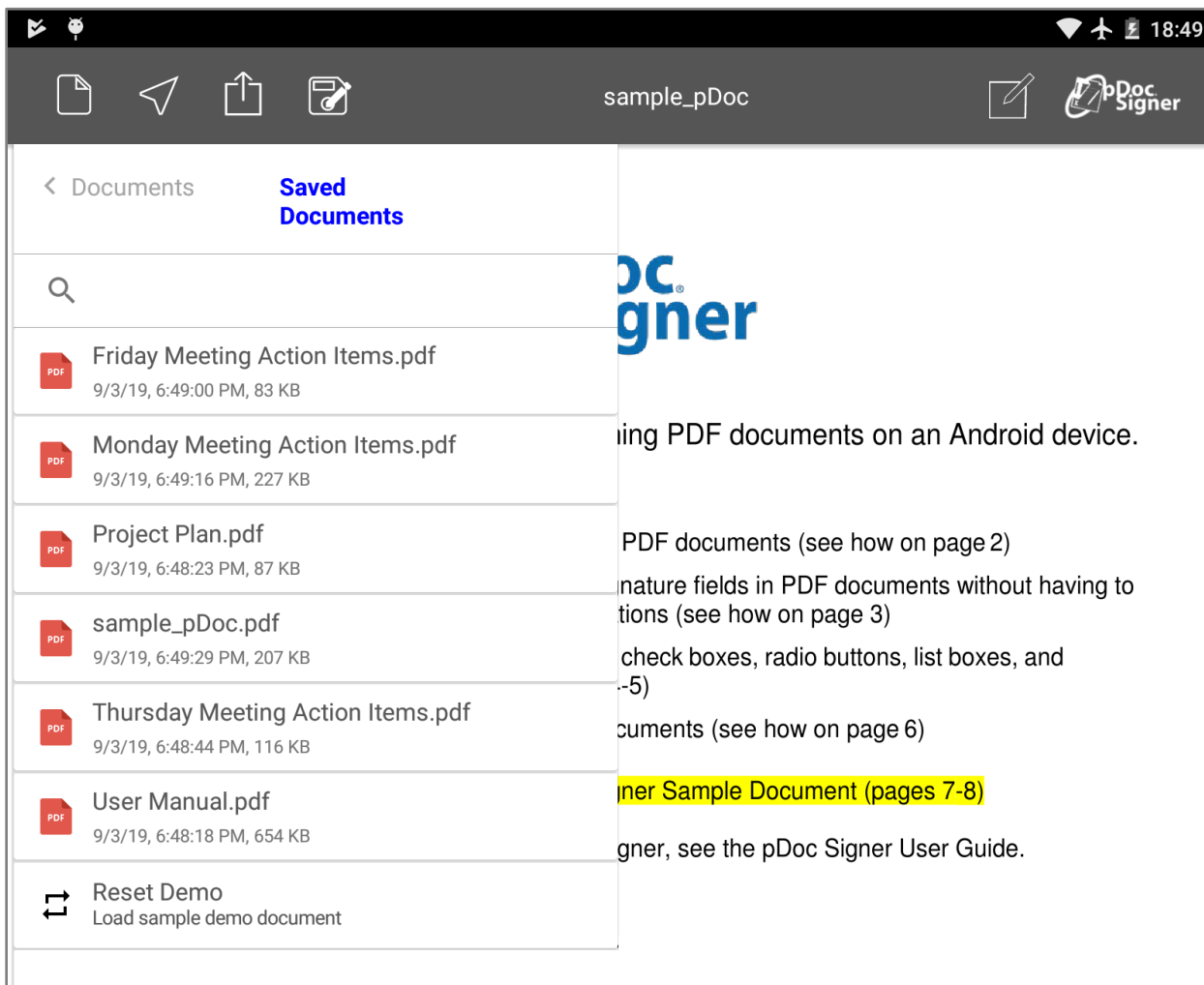
2. The “Downloads” folder:

The “Downloads” folder contains the PDF documents downloaded to the tablet.



3. The “Saved Documents” folder:

The “Saved Documents” folder contains the documents that have been modified using pDoc Signer.

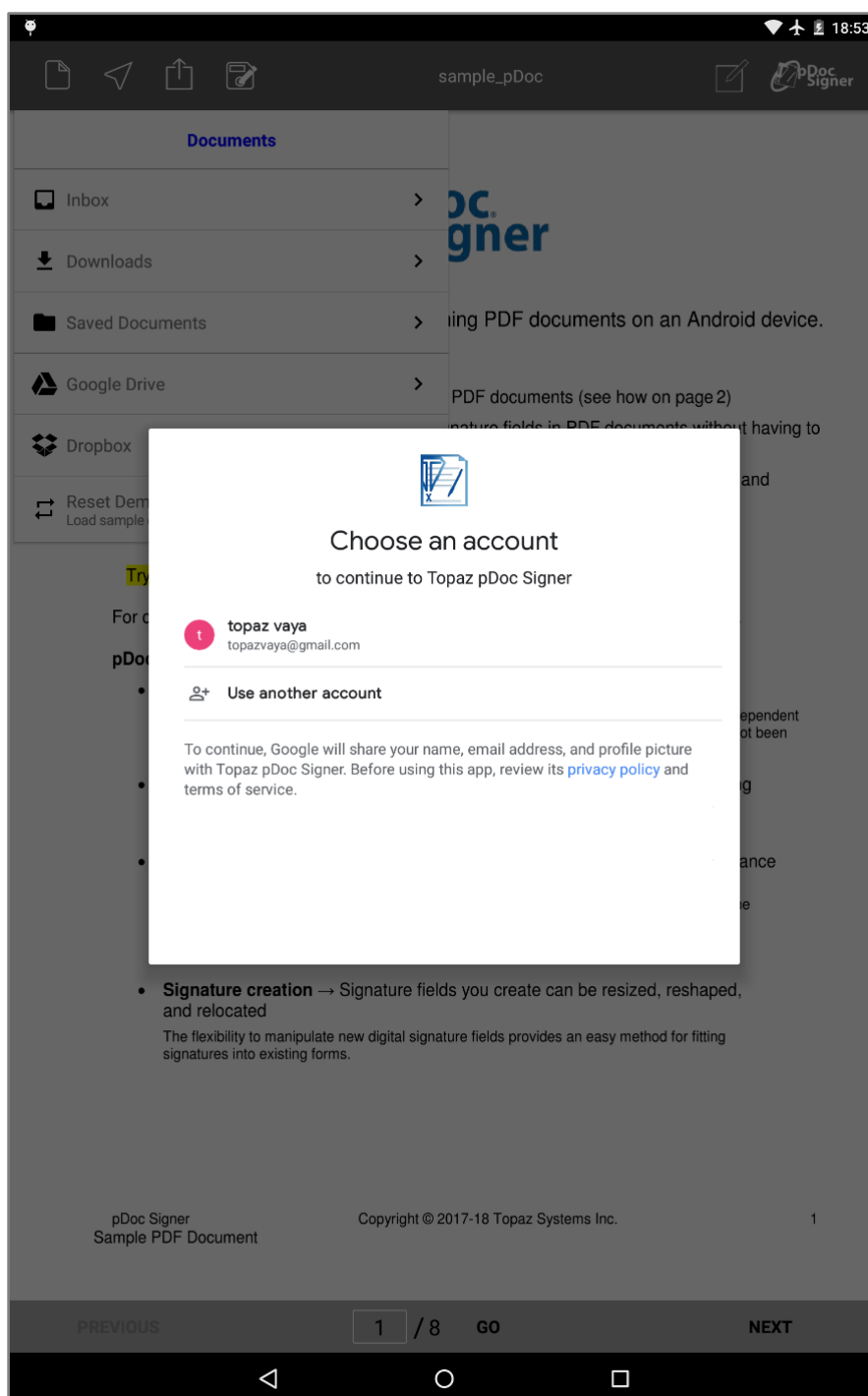


Note: PDF documents may be password protected. If a password protected document is selected to be opened by pDoc Signer, you will be prompted to enter the password protecting the document. Without the valid password the document cannot be opened.

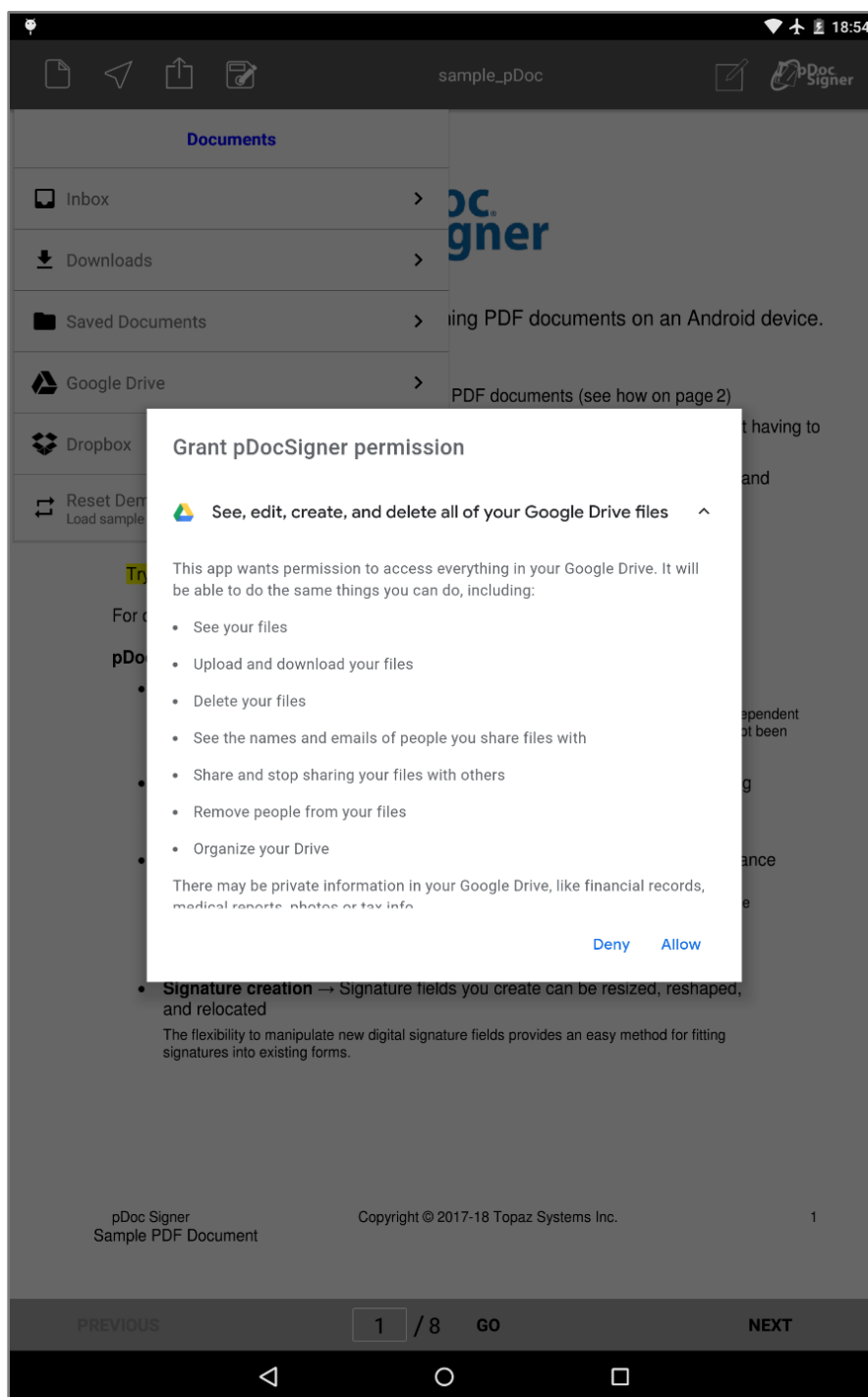
Note: A sample PDF document is included with the pDoc Signer app and can be loaded for demo purposes anytime by selecting the “Reset Demo” menu option in the Documents menu. The “Save As” feature does not apply to the default (demo) document. Also no prompts are displayed for the default (demo) document.

3.1.1 – Opening Cloud PDF Documents

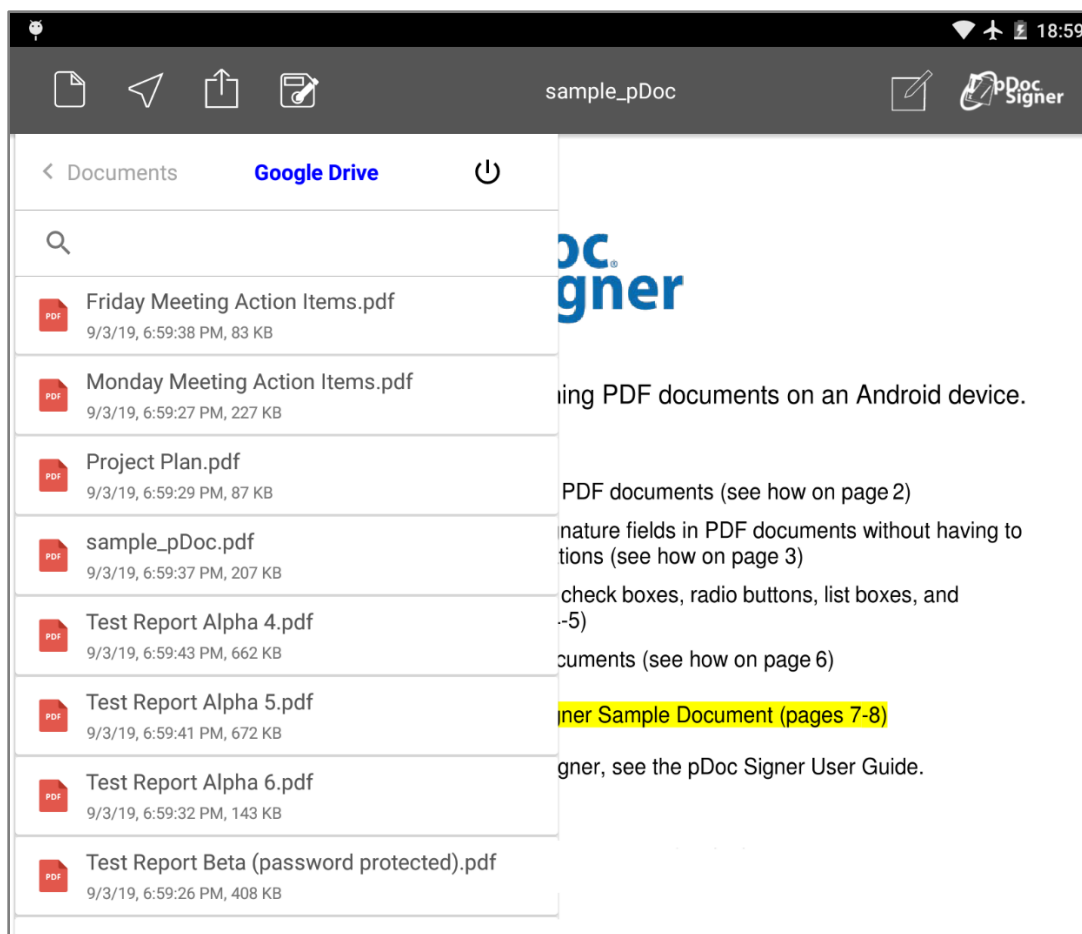
pDoc Signer supports PDF documents stored in file cloud services (Google's own Google Drive and Dropbox). To access documents available in these online repositories, select the corresponding folder from the Documents list. For Google Drive access, you have to be logged into the Google Drive service using your Google ID.



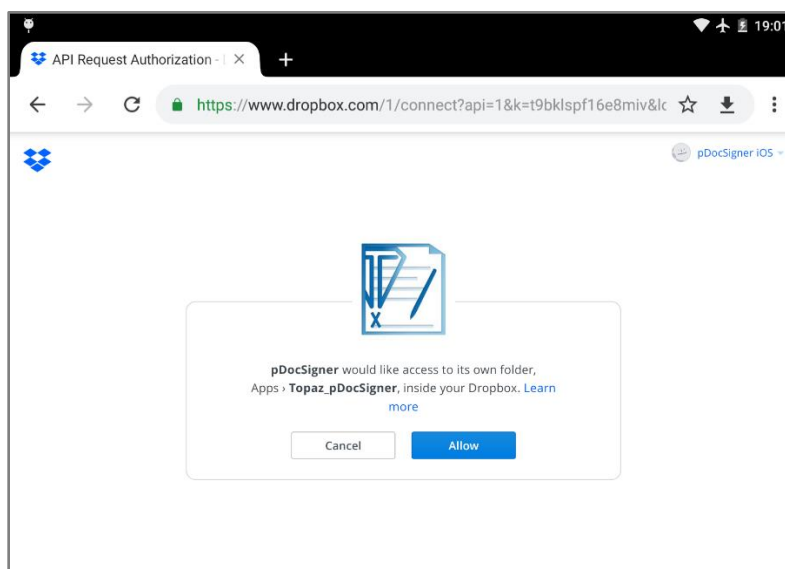
Once you logged in it will show the dialog with “Allow” and “Cancel” buttons on the bottom. Touch “Allow” button to access the files.

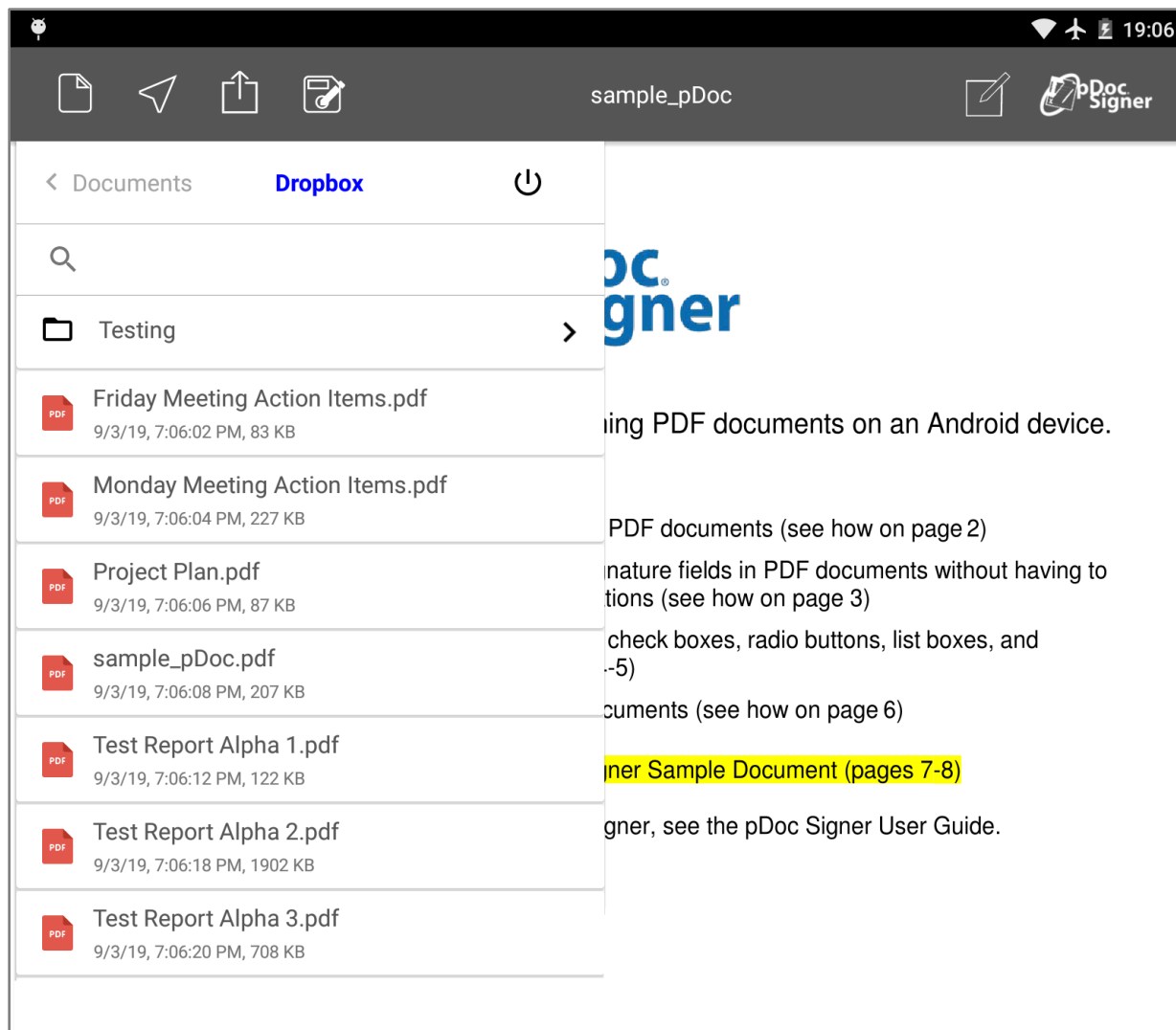


The files contained in the drive will be listed as follows.



For Dropbox, you will be asked to login to the service on first use.



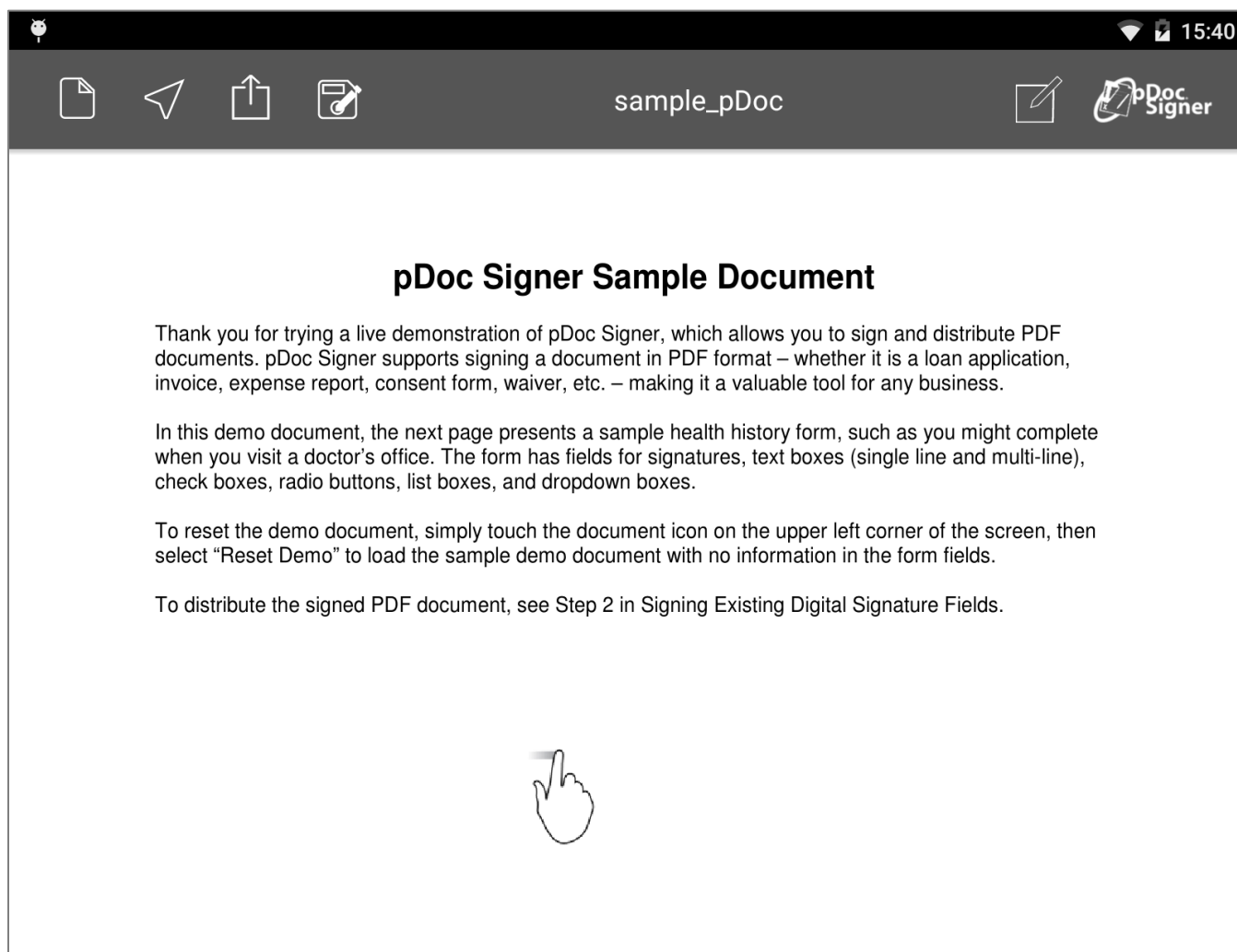


Note: Cloud documents listed in pDoc Signer’s cloud folders are stored in a special “application folder” within the service’s folder structures. When accessing files using their respective native apps or other supported apps, you will find a “Topaz_pDocSigner” folder. Only documents stored in this application folder will be available inside the pDoc Signer app.

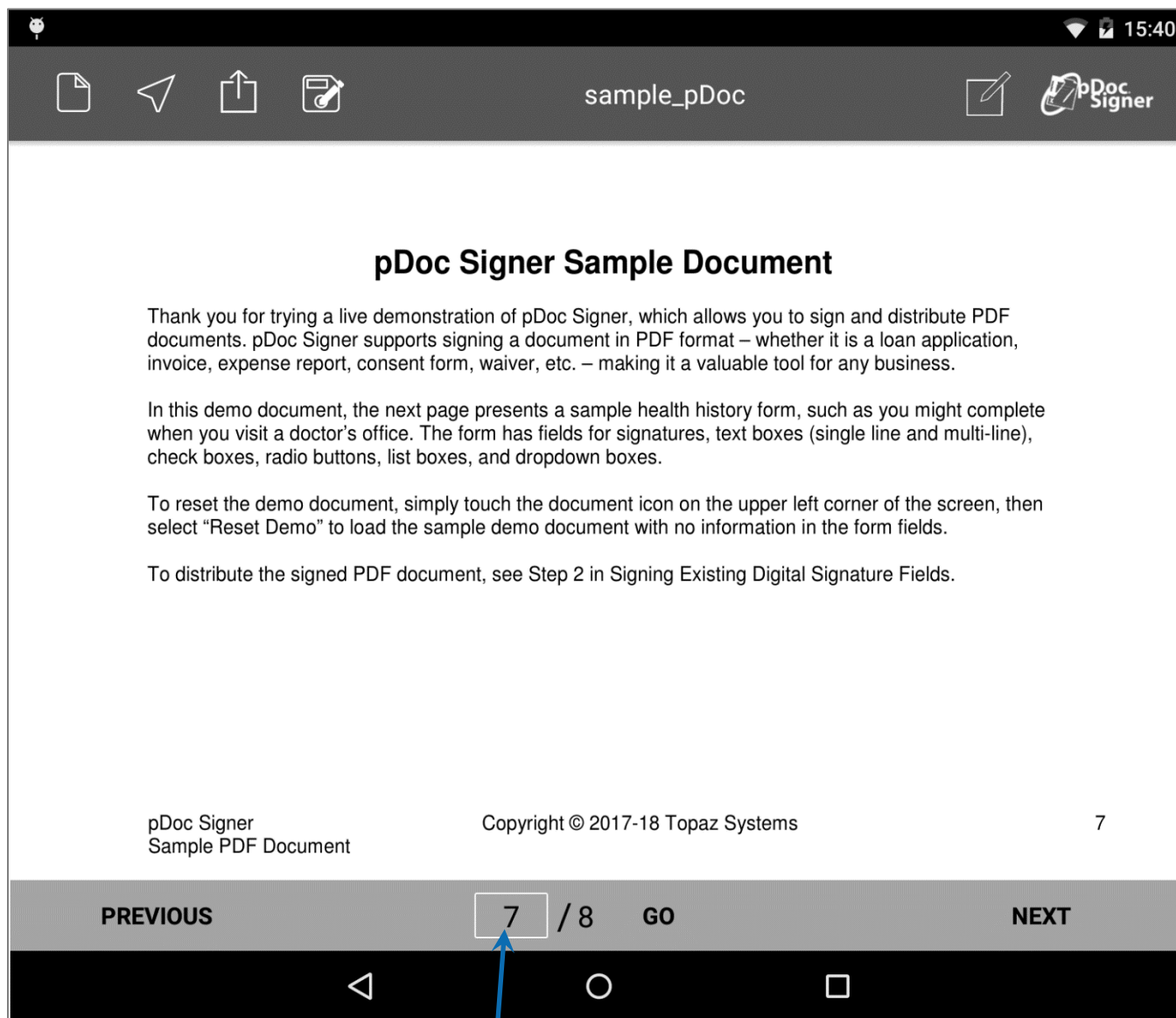
3.2 – Reading PDF Documents

The pDoc Signer App is designed to enable PDF documents to be electronically signed locally on a device in three easy steps (see section 2.5 and 2.6). You can navigate through the pages in a PDF document using the following methods.

Page-by-page: Swipe your finger from right to left across the page to move to the next page; swipe your finger from left to right across the page to move to the previous page.

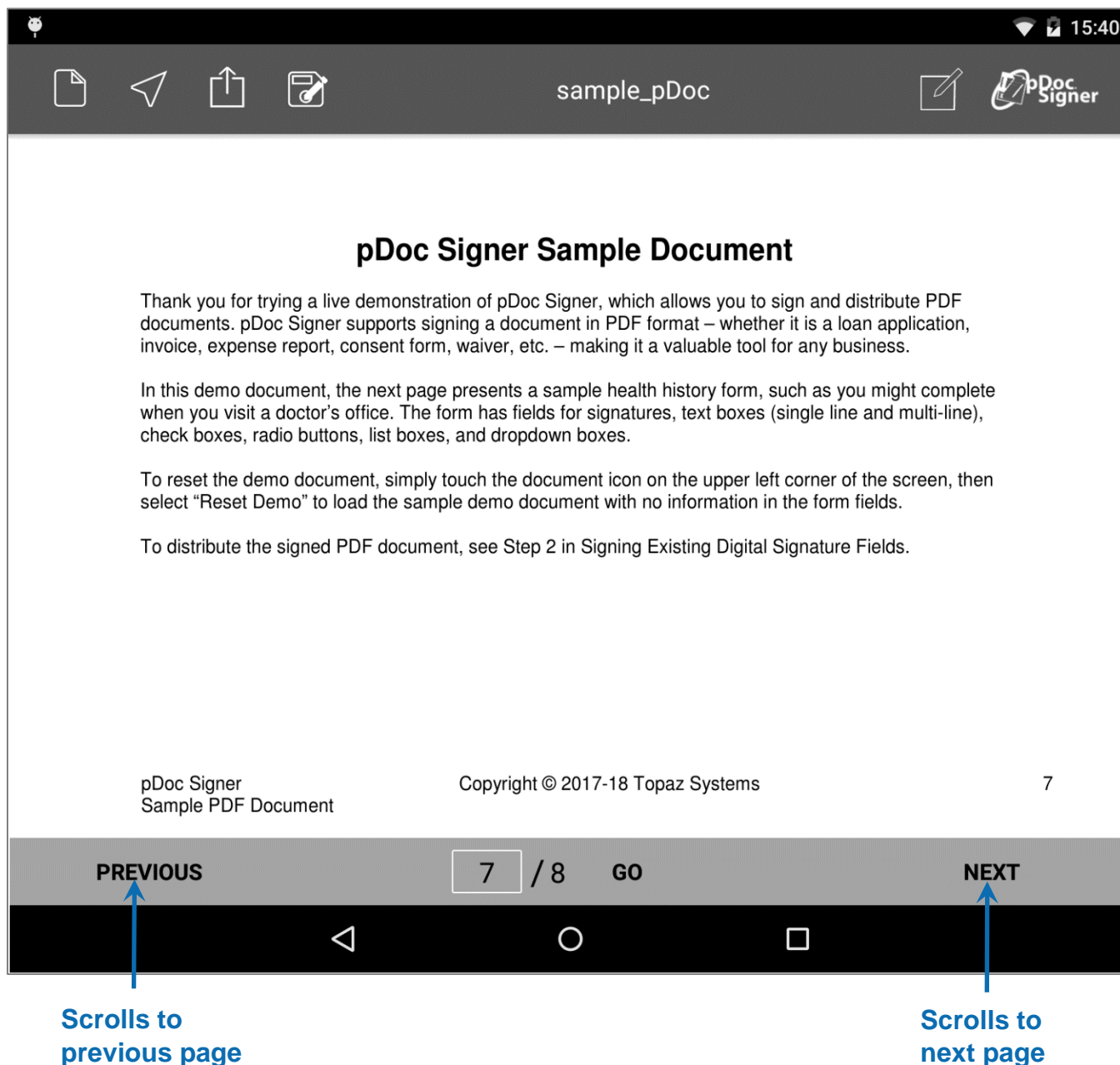


Page selection: Enter the page number to which you want to navigate in the text box provided in the page selection and navigation bar at the bottom of the page and touch the “GO” button.

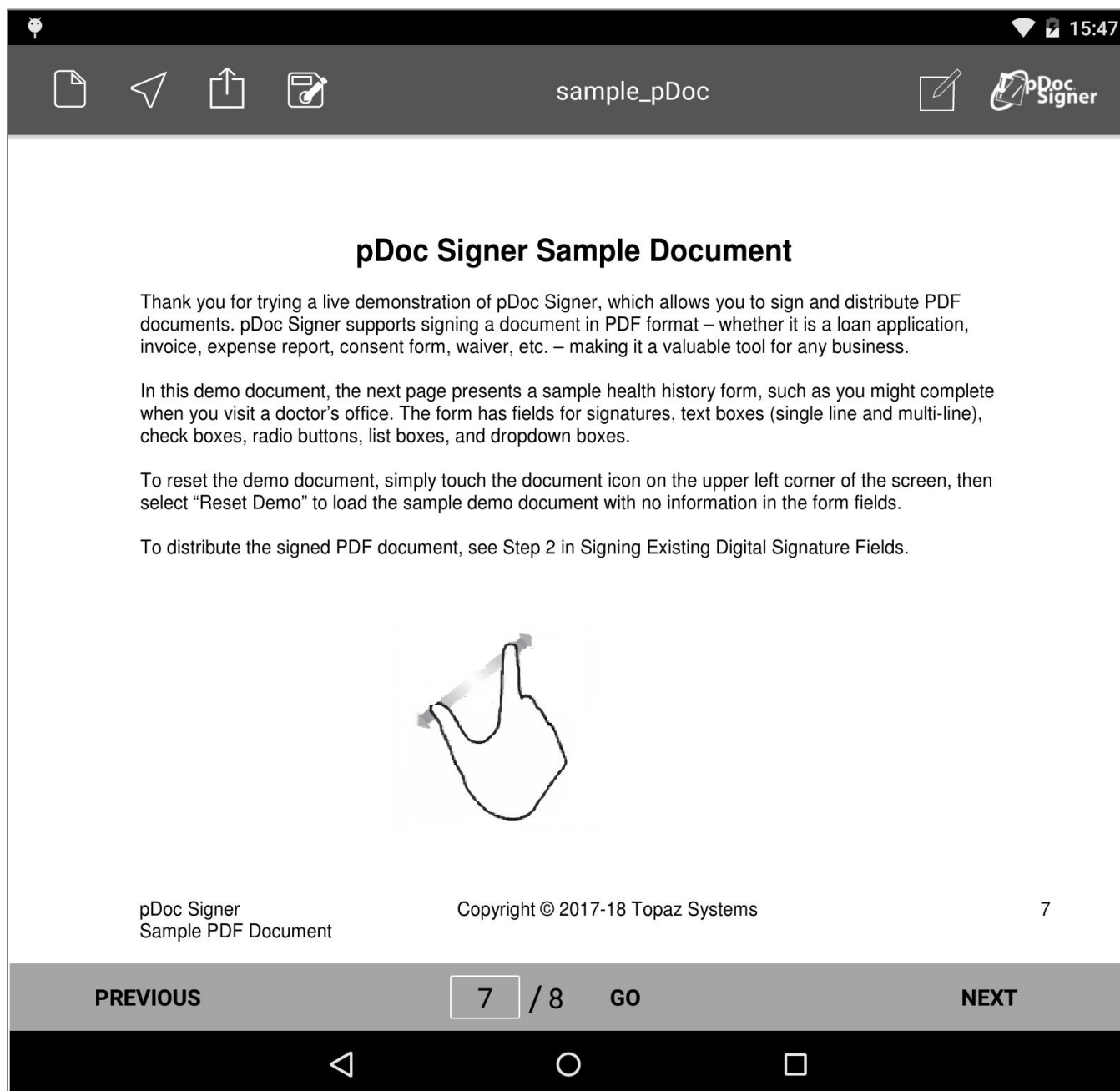


Page selection and navigation bar

Page scrolling: Use the “Previous” and “Next” buttons in the page navigation bar at the bottom of the page for navigating to the previous and next pages of the document.



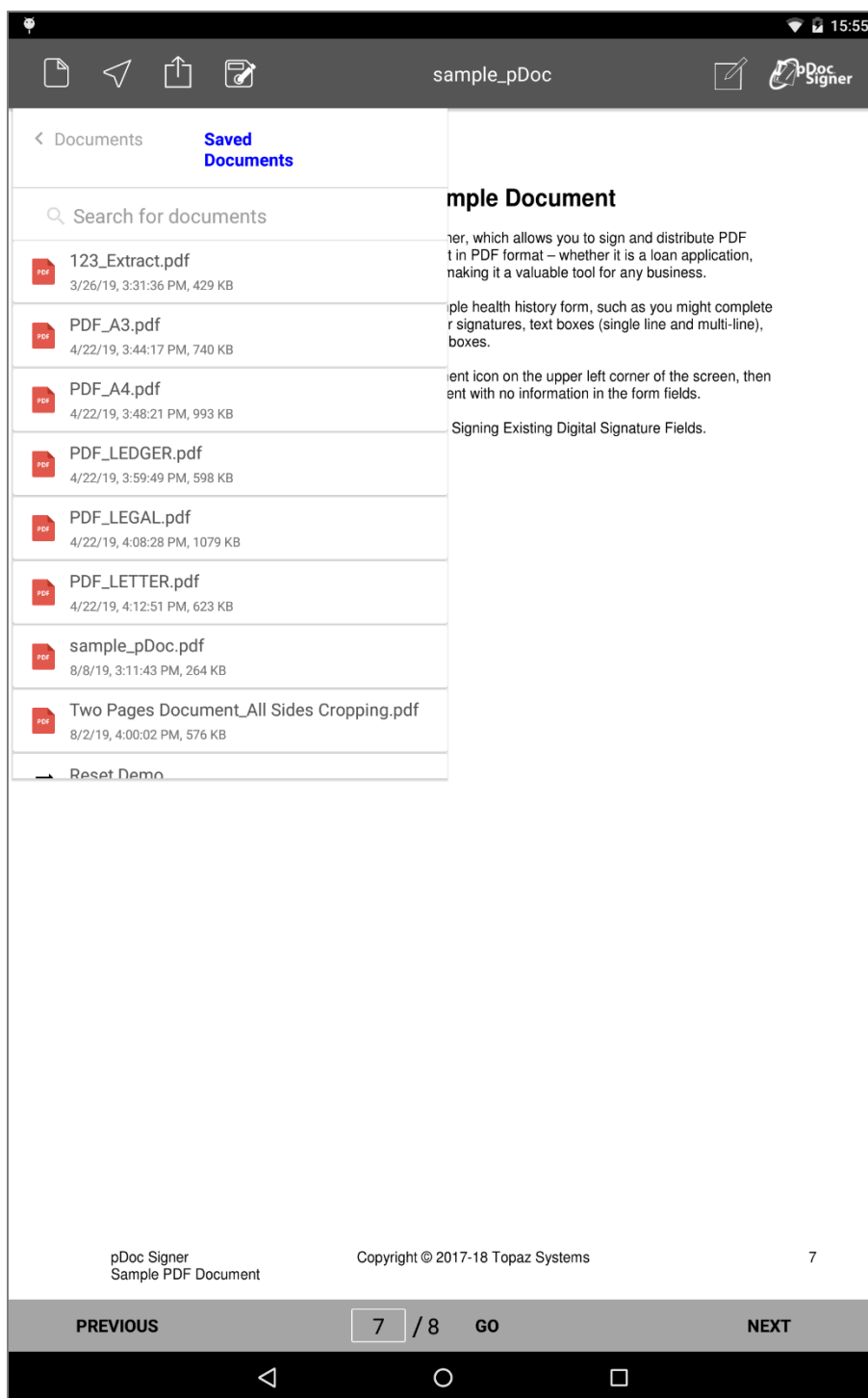
Zooming: To zoom-in or zoom-out on a page, use the standard Android pinch/zoom gestures. A page that has been zoomed in can be scrolled in all directions using the single finger panning gesture.



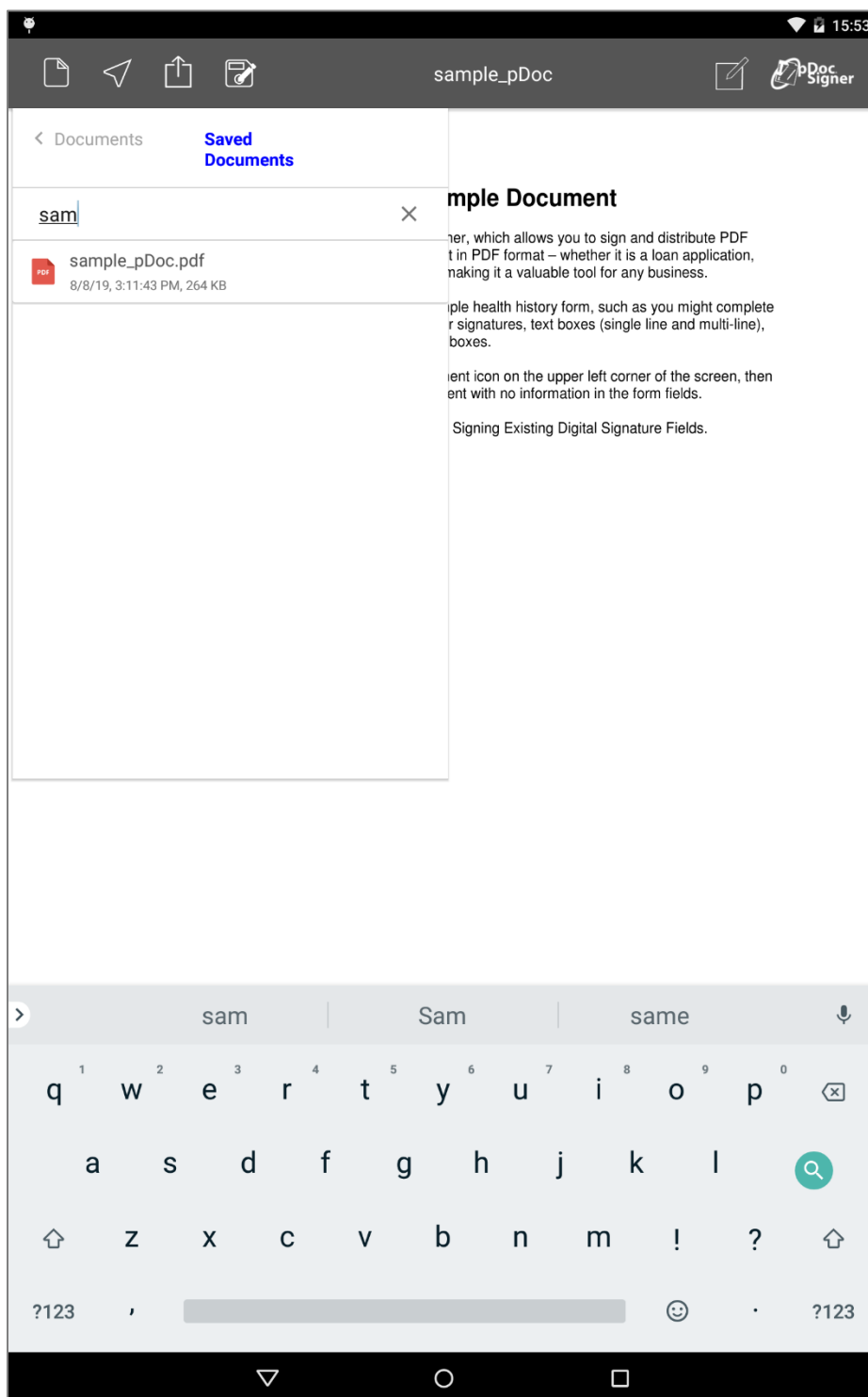
Note: Page scrolling forward or back to other pages in the document resets the zoom level.

3.3 – Searching the PDF Documents

The pDoc Signer App provides a search feature to filter the available PDF documents based on the user's input. To perform this operation, select the corresponding folder in the Documents list, viz., the Dropbox, Inbox, Google Drive, Saved Documents, or Downloads folder.



After selecting the folder, touch the search icon (the magnifying glass) and type the document name for which you want to search in the list of documents. By using this feature, you can easily fetch specific PDF documents.

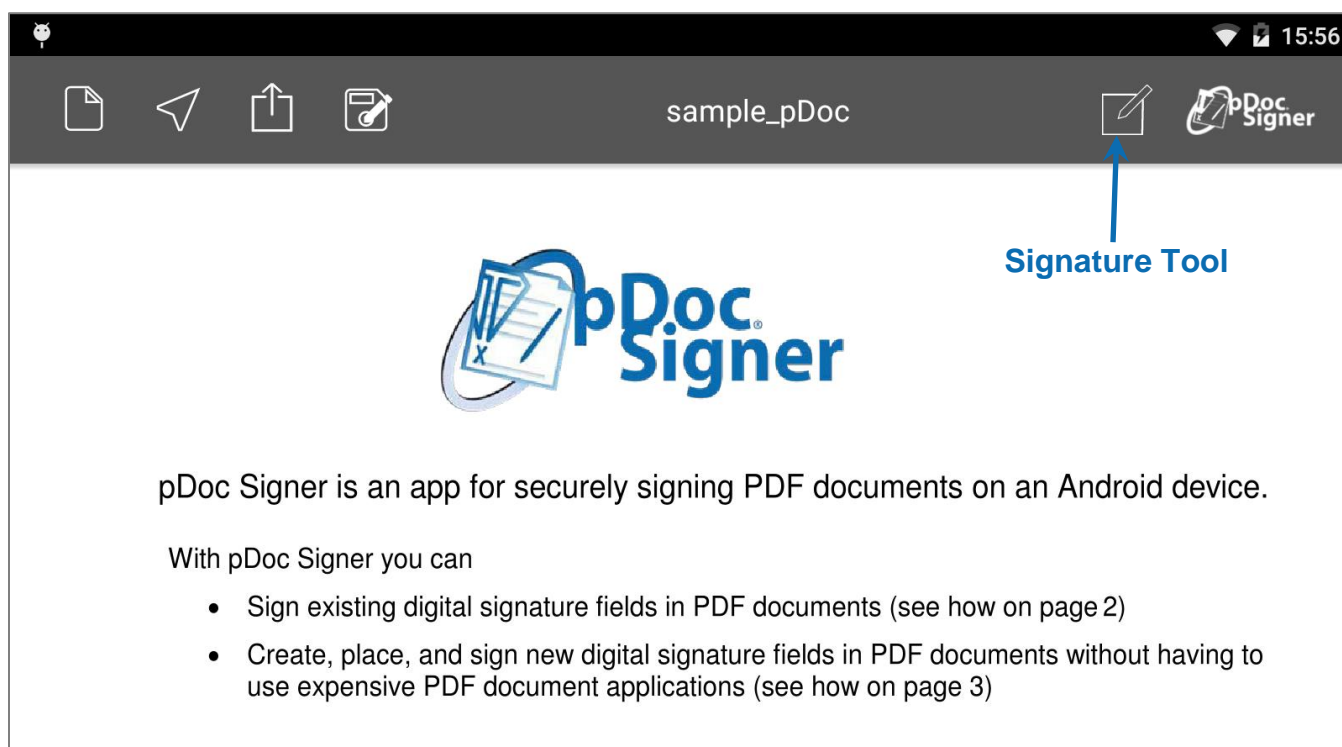


4 – Capturing the Signature

pDoc Signer uses advanced techniques to capture, encrypt, and embed electronic signatures into PDF documents. Unlike other document signature products that annotate documents with images of signatures, pDoc Signer captures the biometric signature data such as the number of strokes in a signature, the order in which the strokes were written, and the speed of writing at each point in the signature. This enables pDoc Signer to represent signatures on document pages as independent objects that can be resized and repositioned at will while maintaining at all times the true representation of the signer's signature. This novel approach allows signers full control over the appearance and placement of their signatures in documents.

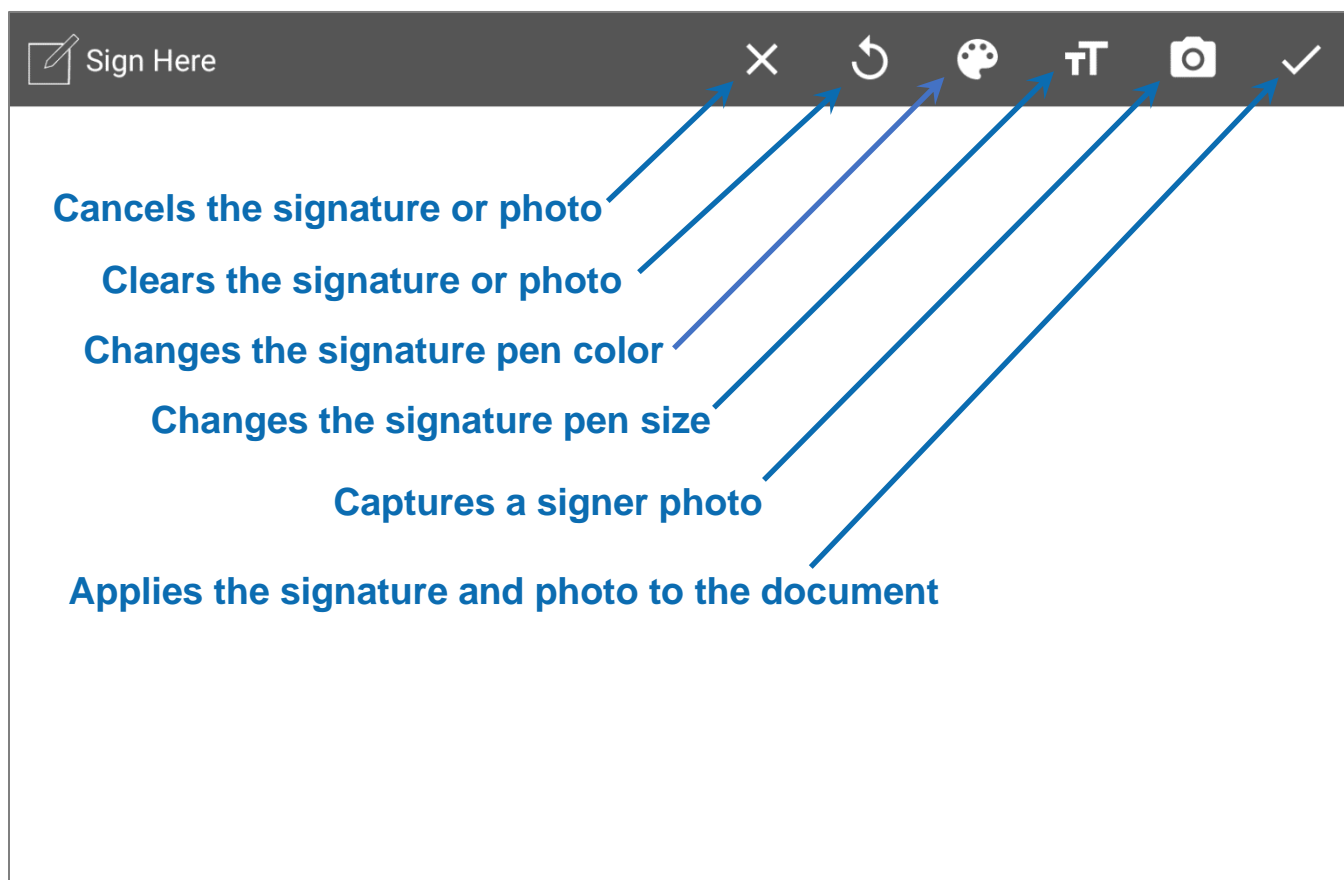
4.1 – Creating a Signature Object

To sign a document, first navigate to the desired page within the document that you want to sign and touch the “Sign” button (Signature Tool). This will open the signature capture window.



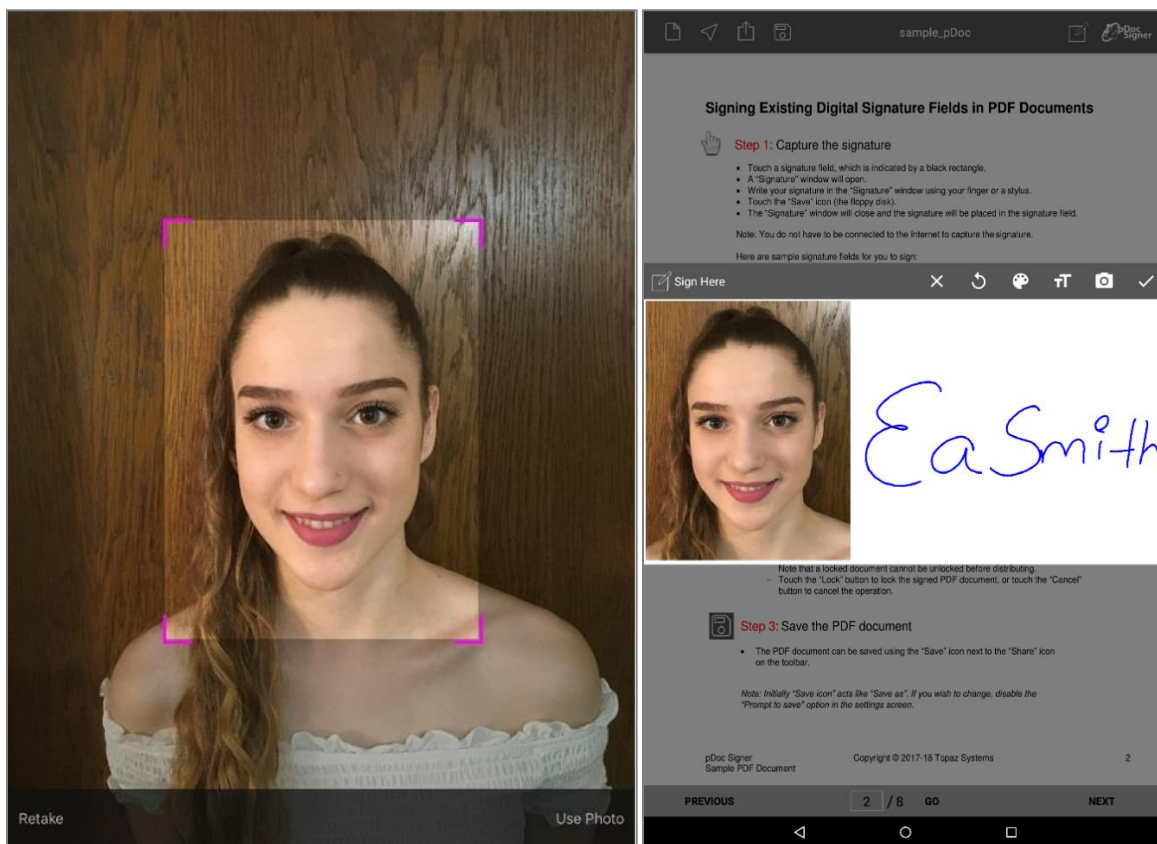
4.2 – The Signature Capture Window

The signature capture window allows the user to capture a signature and/or photo. This window allows you to capture signature or photo, select the appropriate pen color and size, cancel or clear the signature capture or photo and apply the signature and photo to the document.



4.3 – Adding a Signer Photo to a Signature

To add a photo to a signature, touch on the Photo button to take a picture of the signer. The captured photo will be cropped to include only the section indicated by the preview portrait guidelines.



4.4 – Signing

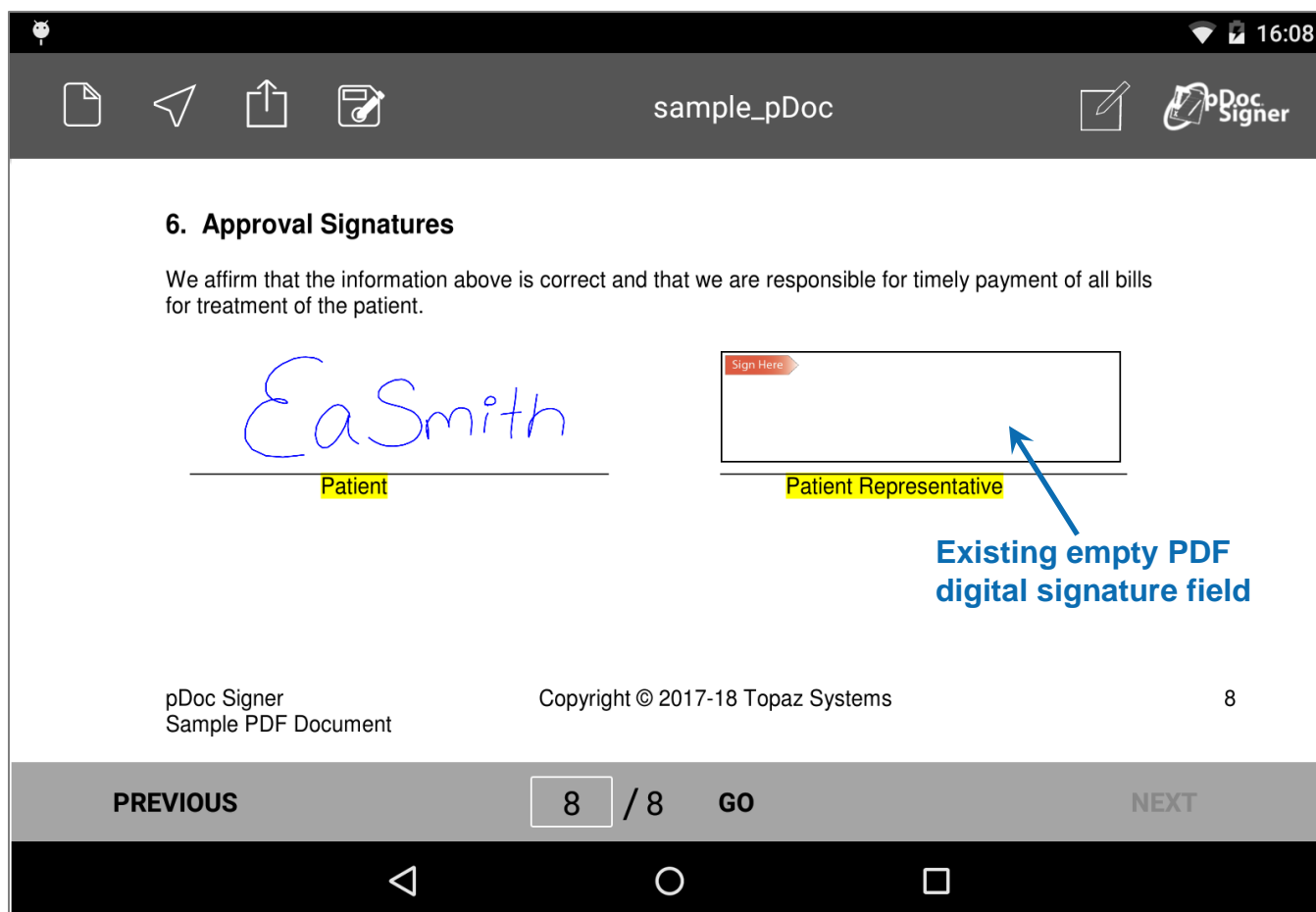
To sign, simply draw your signature within the signature capture window using your finger or stylus. The captured signature data is automatically rendered in real time as you sign within the window.

At any time, you can clear your signature or change the size or color of the signature strokes, and re-sign. To cancel signing in this signature window, touch the “Cancel” button. To complete this signature and place the signature within the document page touch the “Save” icon.

Note: Before a signature object is placed on the document page, an integrity check is performed on the captured signature data; a warning may be displayed if unusual signing activity is detected. The signature object can be deleted and a new signature captured if the signing style is not normal for your particular signature.

4.5 – Signing Existing PDF Signature Fields

pDoc Signer supports signing existing PDF digital signature fields. Unsigned fields are automatically detected in a PDF document and indicated with an empty black frame within the page where they are defined.

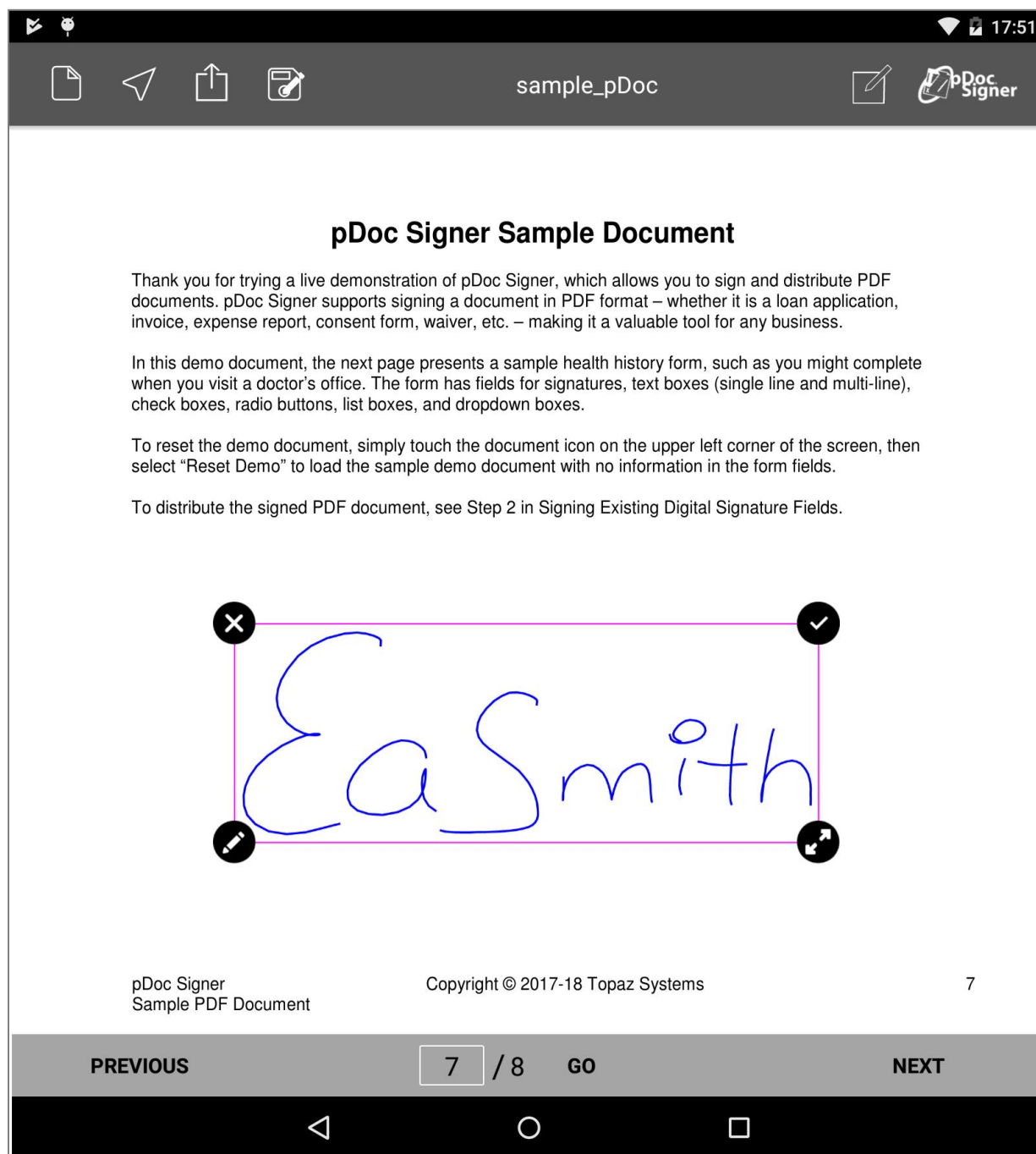


To sign an existing signature field, simply touch the field to open the signature capture window and sign as usual. Similar to signature objects, signed signature fields also contain signature details that can be edited. Deleting a signed signature field returns the field to its original unsigned state and does not remove the field from the document. See section 5.1 for details about editing or deleting signature objects.

Note: Signature objects associated with existing PDF digital signature fields cannot be moved or resized. Their location and dimensions are defined by the existing PDF signature field.

5 – Placing the Signature

After a signature is captured, pDoc Signer places the new signature object within the boundary of the current document page. The modifiable signature object will remain tinted with a purple color until it is embedded in the PDF document. Once embedded, the signature will appear fully transparent.



5.1 – Editing, Saving and Deleting the Signature

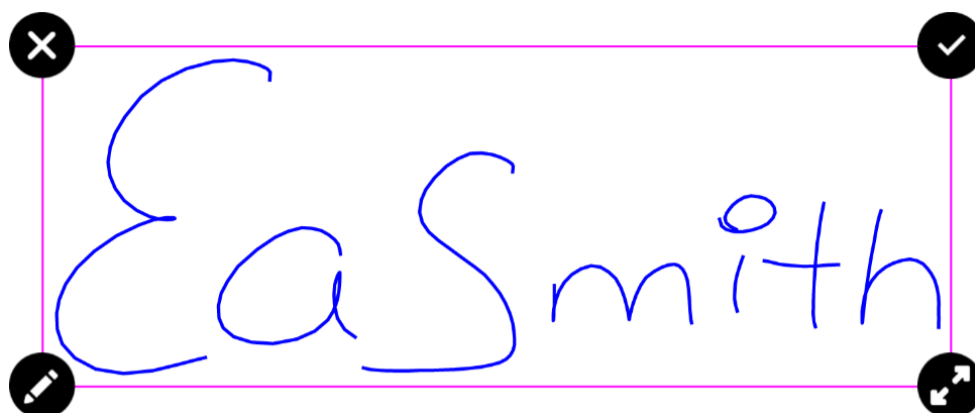
Every signature object contains the raw signature capture data as well as extra metadata that will be included in the embedded digital signature field. The following signature information is included:

- Name and email
 - This information is editable in each signature and defaults can be defined in the app (see Settings section).
- Current location
 - This is the GPS location at the time of signature capture (see Location section).
- Date and Time stamp
 - This is the local date/time of the signature capture.

Some of the information such as name and email can be edited by accessing the signature details window. To edit the signature, touch the “Edit” icon on the lower-left corner of the signature rectangle.

To reset the demo document, simply touch the document icon on the upper left corner of the screen, then select “Reset Demo” to load the sample demo document with no information in the form fields.

To distribute the signed PDF document, see Step 2 in Signing Existing Digital Signature Fields.



To delete the signature, touch the “Delete” icon on the upper-left corner of the rectangle. To save the signature, touch the “Save” icon on the upper-right corner of the rectangle.

5.1.1 – Signature Information

The signature information (details) window reveals the additional information associated with the signature object. Each signature has a unique identifier indicated in the window title and includes both editable and fixed signature information.

893812f0-ac51-4165-977f-a1acf56a327d DONE

SIGNATURE INFORMATION

Name

Last Name

Email

Enter your name and email address to identify your signature.

SIGNATURE DETAILS

Time: 2018-12-12 14:42:37 (GMT +05:30)

Location: 17.460935, 78.345756

DeviceID: 9b2b873dd75b7bc4

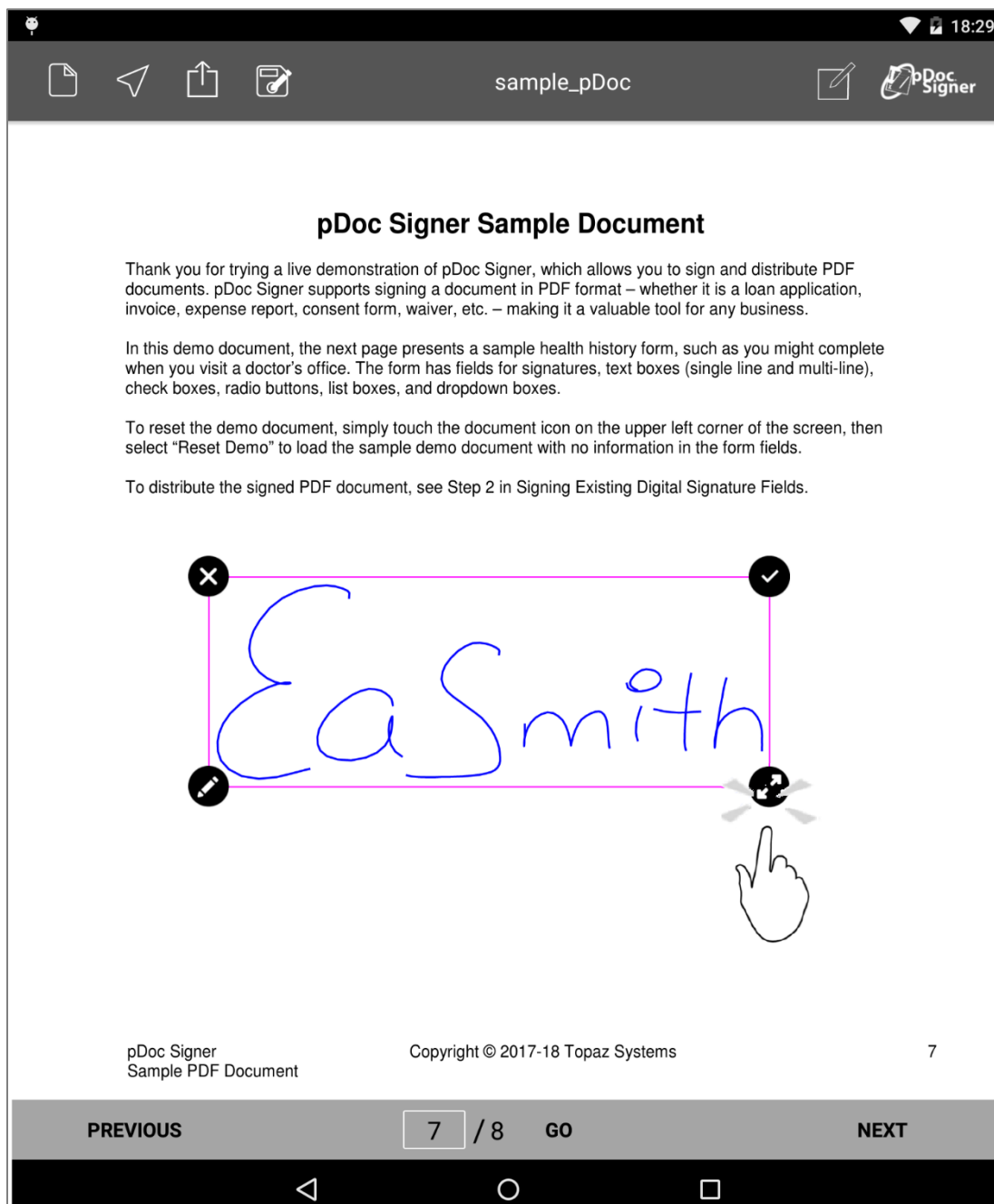
This information will be stored with the signature in the document.

FORM FIELDS TO MAKE READ-ONLY WHEN APPLYING SIGNATURE

All Fields ☐ Filled Fields ☒

5.2 – Resizing the Signature

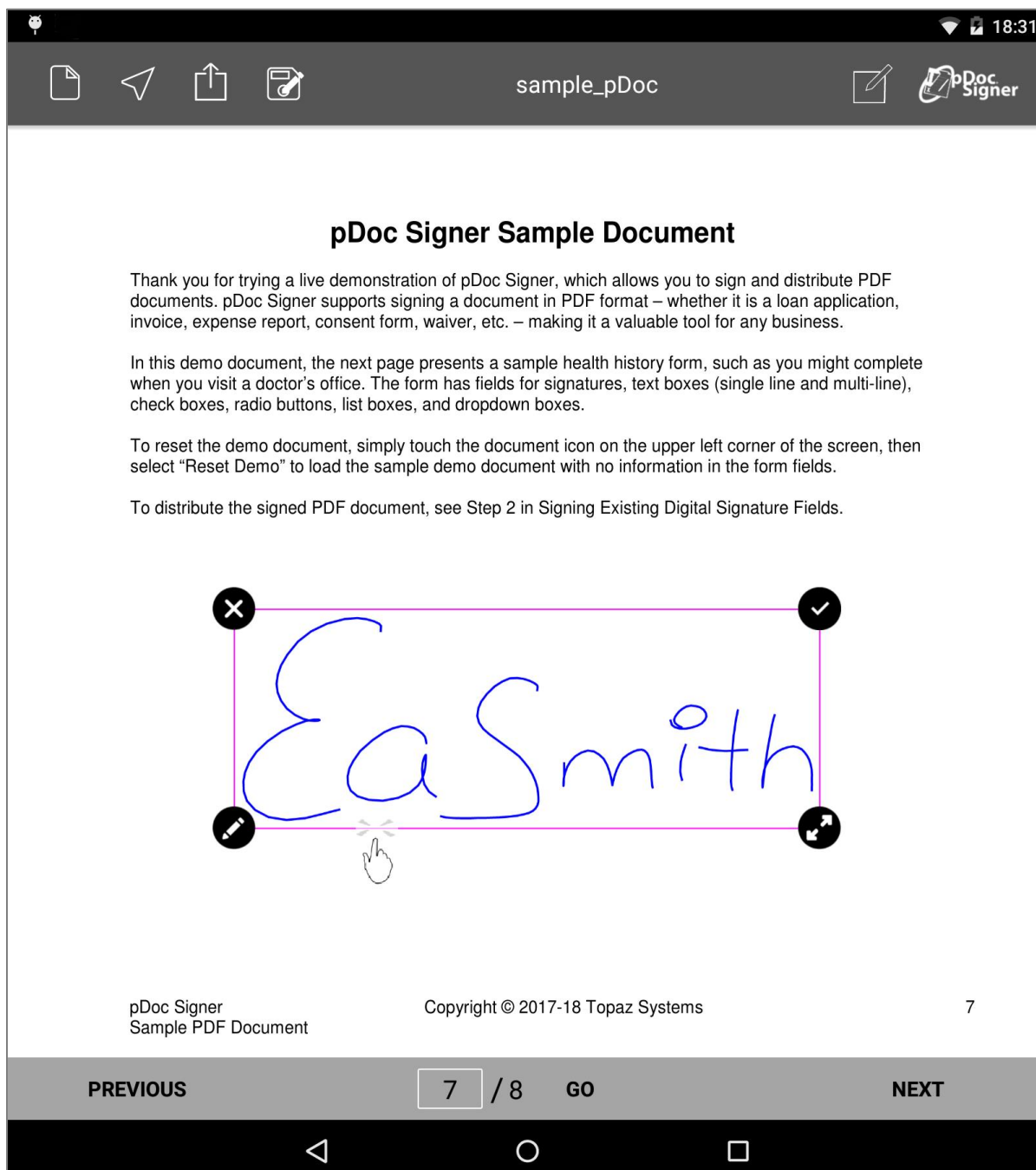
pDoc Signer supports resizing a signature object. While resizing, the aspect ratio of the captured signature is maintained to ensure a true representation of a signer's signature. Signatures can be resized proportionally.



5.3 – Moving the Signature

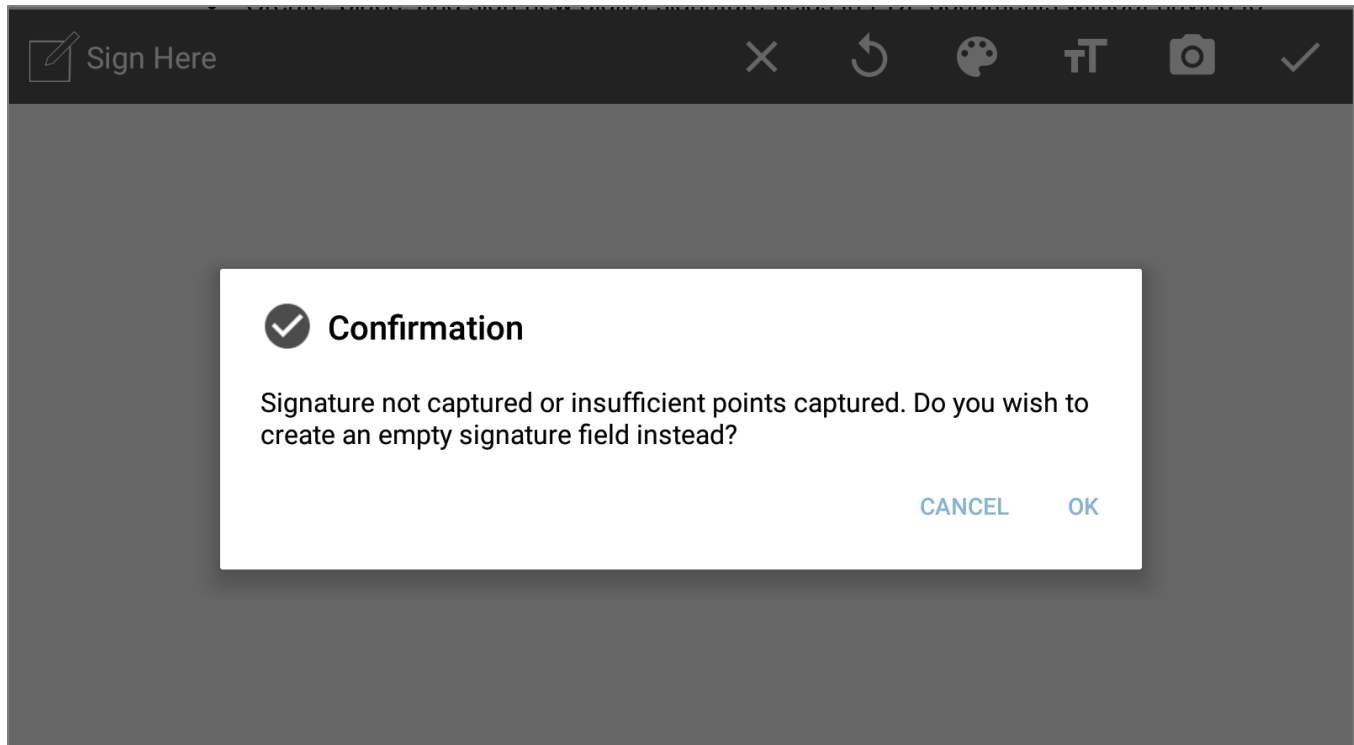
To move a signature object within the page, use the standard Android finger panning gesture. Simply touch the signature and move your finger around the page freely. The signature object will follow the movement of your finger continuously. To place the signature in the desired location within the page, simply release it by lifting your finger from the screen.

Note: Signatures placed in zoomed-in PDF pages will compete for touch (pan/pinch zoom) gestures with the PDF page itself.



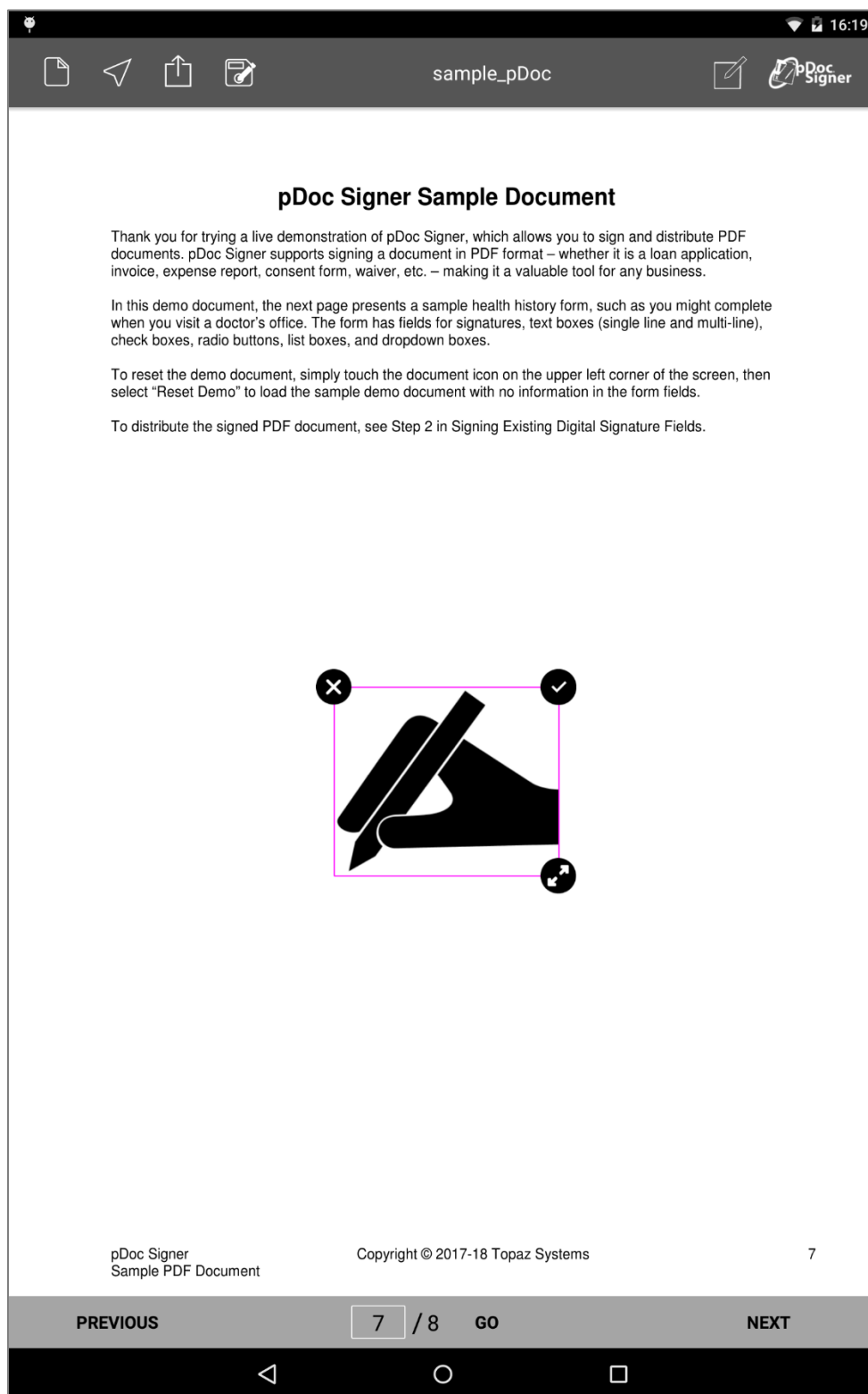
5.4 – Creating Empty Signature Fields

pDoc Signer also supports the creation of new signature fields to remain empty for future use. To create an empty signature object, touch the “Sign” button to open the signature capture window and then touch the “Done” button without signing. This action will prompt you to create an empty signature object.



Choosing “OK” will create an empty signature object. As illustrated in the screenshot below, a new empty signature object will appear with an icon showing a hand holding a pen.

Newly created empty signature objects can be resized, saved, or deleted. To sign an empty signature object, it must first be converted into a PDF signature field and embedded in the document.



6 – Signature Location Information

pDoc Signer supports Android Location Services to acquire the current GPS location to include in the signature object details. In order for location information to be included, the service must be enabled for the pDoc Signer app in the Android settings. pDoc Signer automatically reads location information for inclusion in signature objects. This information can be checked anytime and prior to signing a document. The pDoc Signer tool bar contains a Location icon that can be used to view the current location.

6.1 – Checking Location Information



When a user opens the pDoc Signer app, it will show Google's location service dialog. If the user touches the "OK" button, it will enable the location services. This means that pDoc Signer has acquired GPS location information that will be included in all signatures. If the user touches the "NO THANKS" button, it will not turn on the location services. This means no location information will be available.

To check the current location, simply touch the location icon to see the location in Google Maps. Signature location can also be checked by touching on the GPS coordinates in a signature object's details.

To continue, turn on device location, which uses Google's location service

Your device will need to:



Use GPS, Wi-Fi, cell networks, and sensors



Use Google's location service; as part of this service, Google may collect location data periodically and use this data in an anonymous way to improve location accuracy and location-based services.

For details, go to the location settings.

NO THANKS OK

7 – Fillable Forms

pDoc Signer supports PDF form fillable fields allowing for documents to be filled and signed in one signing session. As with signature objects, form data objects can be filled using pDoc Signer, and then these changes are embedded into the PDF document along with signature objects.

The following form fields are supported:

- Single line, multiline, and clone text fields
- Check boxes
- Radio buttons
- List boxes (single or multiselect)
- Dropdown boxes

7.1 – Text Fields

A text field is a box or space in which the user can enter text from the keyboard. pDoc Signer supports both single line and multiline text fields.

Here is a single line text field example:

What's your favorite color?

Here is a multiline text field:

Describe the effect of the Hundred Years War:

pDoc Signer also supports clone text fields, so that when you enter text into one field, and then move control to another part of the document, the text will be replicated in the clone field.

7.2 – Check Boxes

Check boxes toggle between two states, on and off. A check box field is a group of one or more check boxes, each of which can be independently toggled, simply by touching a box.

Here is a field of check boxes:

What veggies do you like? (Check all that apply)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Tomatoes	Carrots	Corn	Spinach

pDoc Signer supports clone check boxes, so that when you toggle one check box, its clone check box toggles the same way.

Here's an example in which the first and last check boxes are clones:

In what department do you work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Redundancy Dept.	Sales Dept.	Operations Dept.	Dept. of Redundancy

7.3 – Radio Buttons

Radio button fields contain a set of related buttons, each of which can be on or off. At most one radio button in a set can be on, although initially they can all be off. Selecting any one of the buttons in the set automatically deselects all the others, so radio buttons represent mutually exclusive categories. In some cases, radio buttons may represent identical options and selecting one will automatically select another in unison.

Here is an example:

In what time zone do you live?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Eastern	Central	Mountain	Pacific	Other

7.4 – List Boxes

A list box presents multiple choices to the user using a list of selectable values. Depending on the size of the list box and the number of options, a list box may be scrollable.

List boxes may allow selection of one or multiple items from the list. pDoc Signer supports normal and scrollable list boxes as well as single and multiple selection list boxes.

Here are some examples:

In what state do you live?

AL
AK
AZ
AD

What level of education have you completed?

High School
Bachelors
Masters
Doctorate

7.5 – Combo Boxes

A combo box is a single line text field that expands to a list box (showing a list of selectable values) by touching the down arrow button on the right of the field. In addition to selecting one item from the drop-down list, the field is editable to enter data other than the predefined choices.

Here are some examples:

What type of loan do you want?

Auto

Auto
Education
Home Improvement
Small Business

In what country do you live?

Other (Enter Your County)

8 – Embedding Signature & Form Data into PDF Documents for Distribution

pDoc Signer signature objects must be converted to PDF digital signature fields and embedded into the PDF document permanently before the document can be shared or distributed from pDoc Signer. At times, pDoc Signer may require signature objects to be embedded before further modifications to the document can be made. This is necessary to ensure the integrity and security of signed PDF documents. pDoc Signer will prompt a message indicating that the document must be saved when this condition occurs.

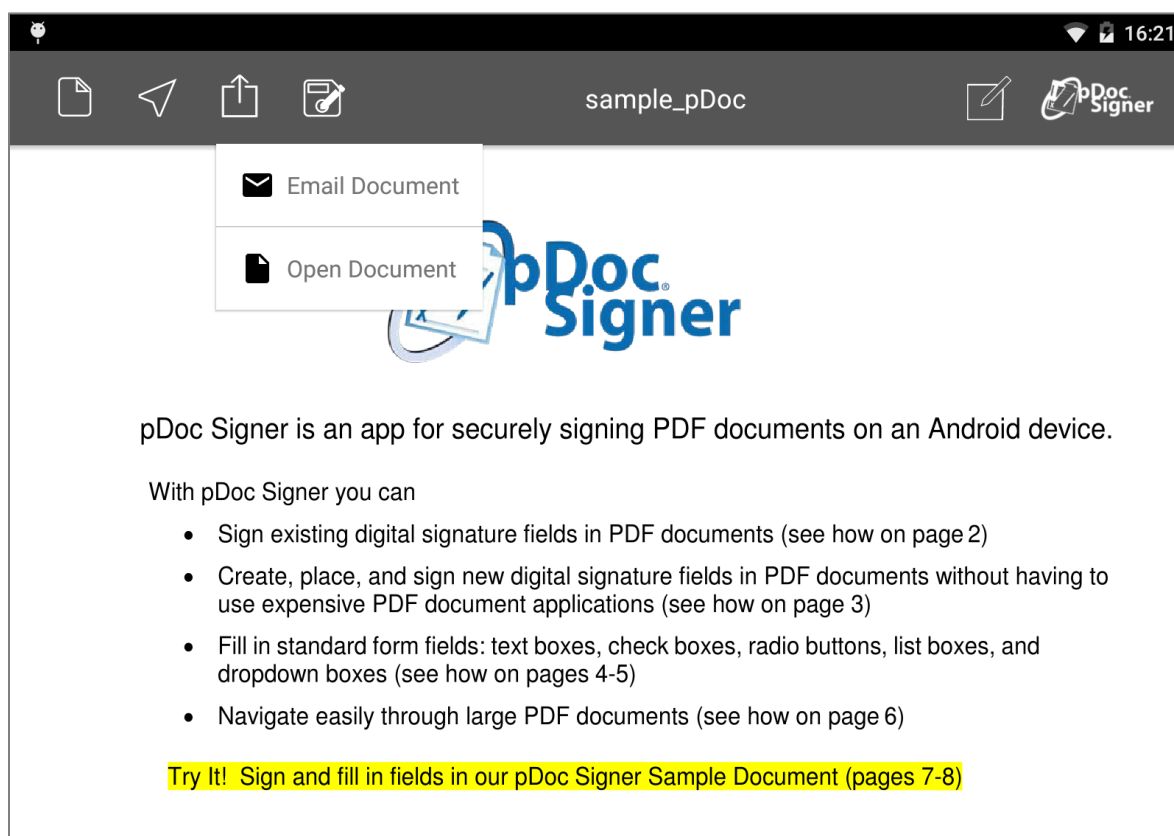
8.1 – Document Sharing and Distribution

Documents can be distributed from the pDoc Signer app either by email as attachments or by sending the document to other apps installed on the Android tablet.

To send a document by email touch the “Share” icon and select the “Email Document” option.

To send the document to another app touch the “Share” icon and then select the “Open Document” option.

Note: Only apps supporting the PDF document format will be listed in the apps to choose from, when selecting the “Open Document” option.



8.2 – Signature Embedding

If newly signed signature fields, newly created signature objects, or newly filled fields are detected when the document is to be emailed or shared with another app, pDoc Signer automatically embeds them into the document prior to executing the share request. The shared document contains only PDF digital signature fields in place of the pDoc Signer signature objects, securely containing all the signature details. If pDoc Signer does not detect any new signatures, any new signature objects, or any new data in form fields, it immediately processes the document for emailing or sharing with another app.

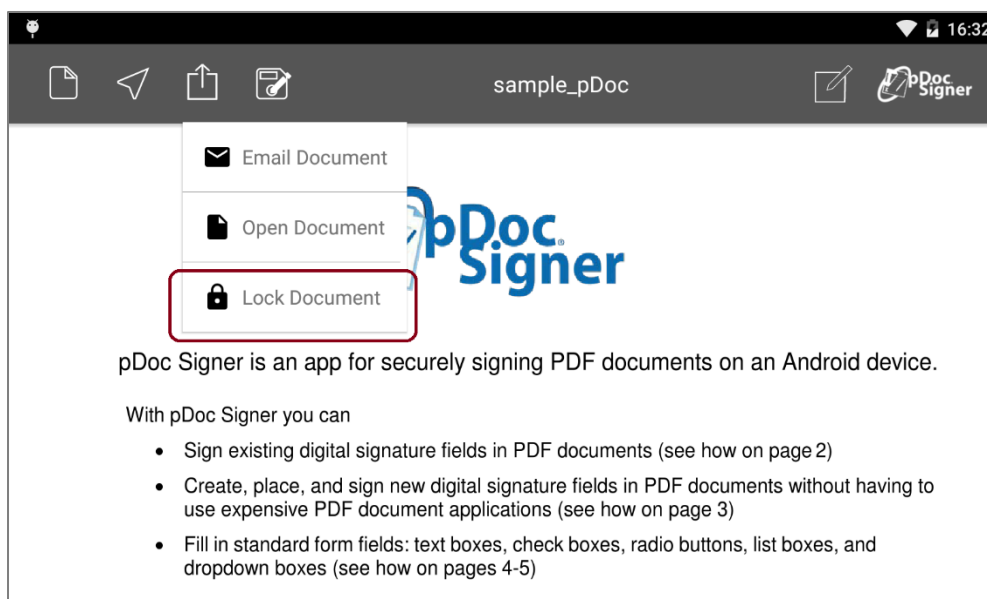
Note: *Signed PDF documents maintain versioning within the document itself, so that commercial PDF reading applications can show the various versions of a document when it was signed.*

8.3 – Form Data Embedding

If original PDF document form data is changed or new data is added, pDoc Signer will detect the changes and as with applied signatures, will embed the changes before you can share the document by email or send it to another app. If form data is changed and one or more signature fields are signed at the same time, pDoc Signer will embed data and signatures that are required to maintain the document integrity and properly reflect the sequence of document change events.

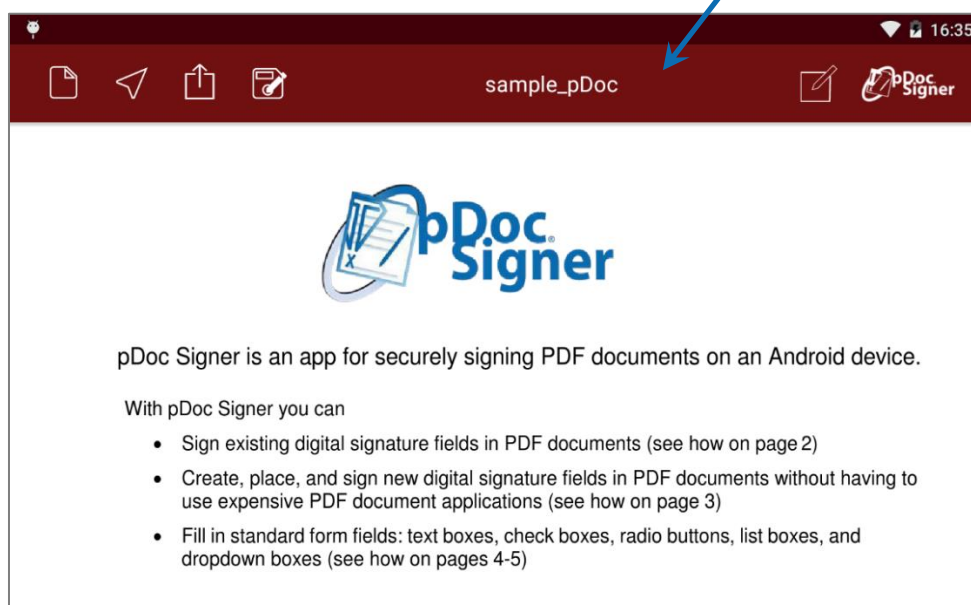
8.4 – Document Locking and Deleting

Since signature objects must be converted into permanent signature fields before they can be distributed, it may be necessary to lock the document to disallow any more changes to the document until current changes are embedded. Locking the document ensures that signature objects and form data cannot be modified or new signatures added. To lock a document with modifications but without final embedding or sharing, access the Share menu from the Share icon in the toolbar and select “Lock Document”.

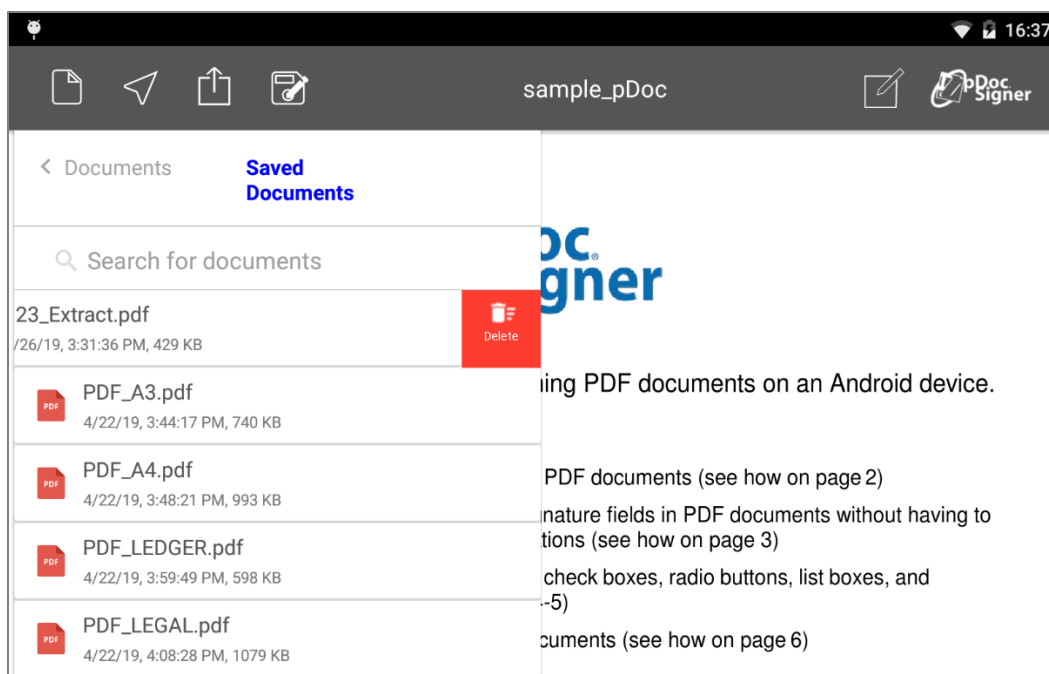


Once locked, the document remains protected until distributed. A locked document is indicated by a red toolbar.

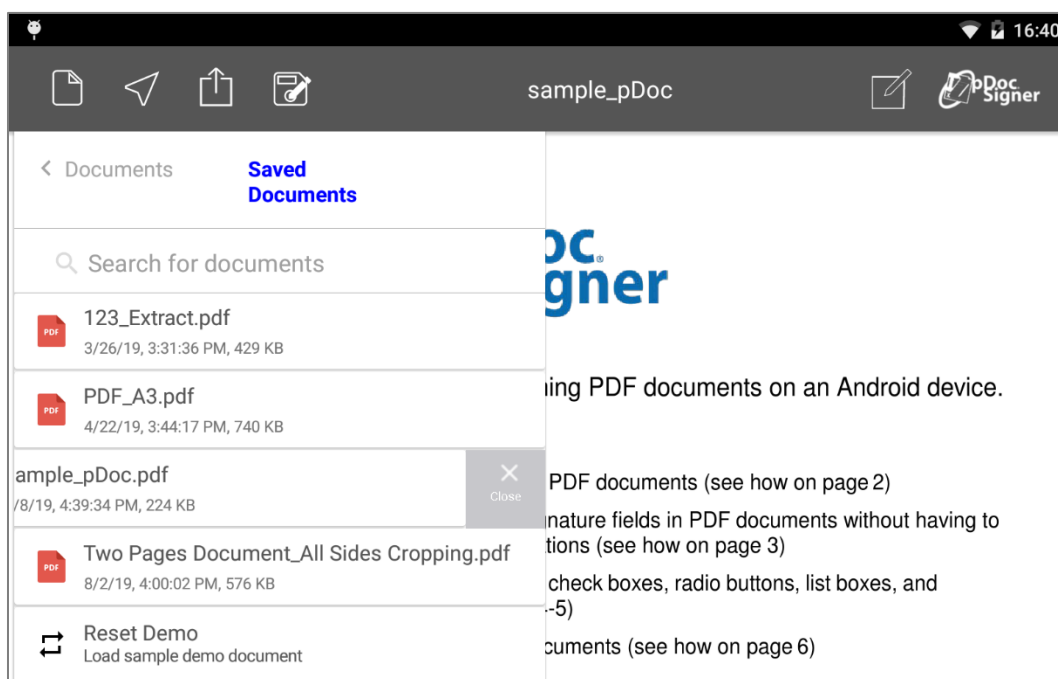
Locked document indicated by red colored toolbar



A document can be deleted anytime even if it is locked. To delete a document open the Documents menu and swipe from right to left across the name of the document to reveal the delete button.

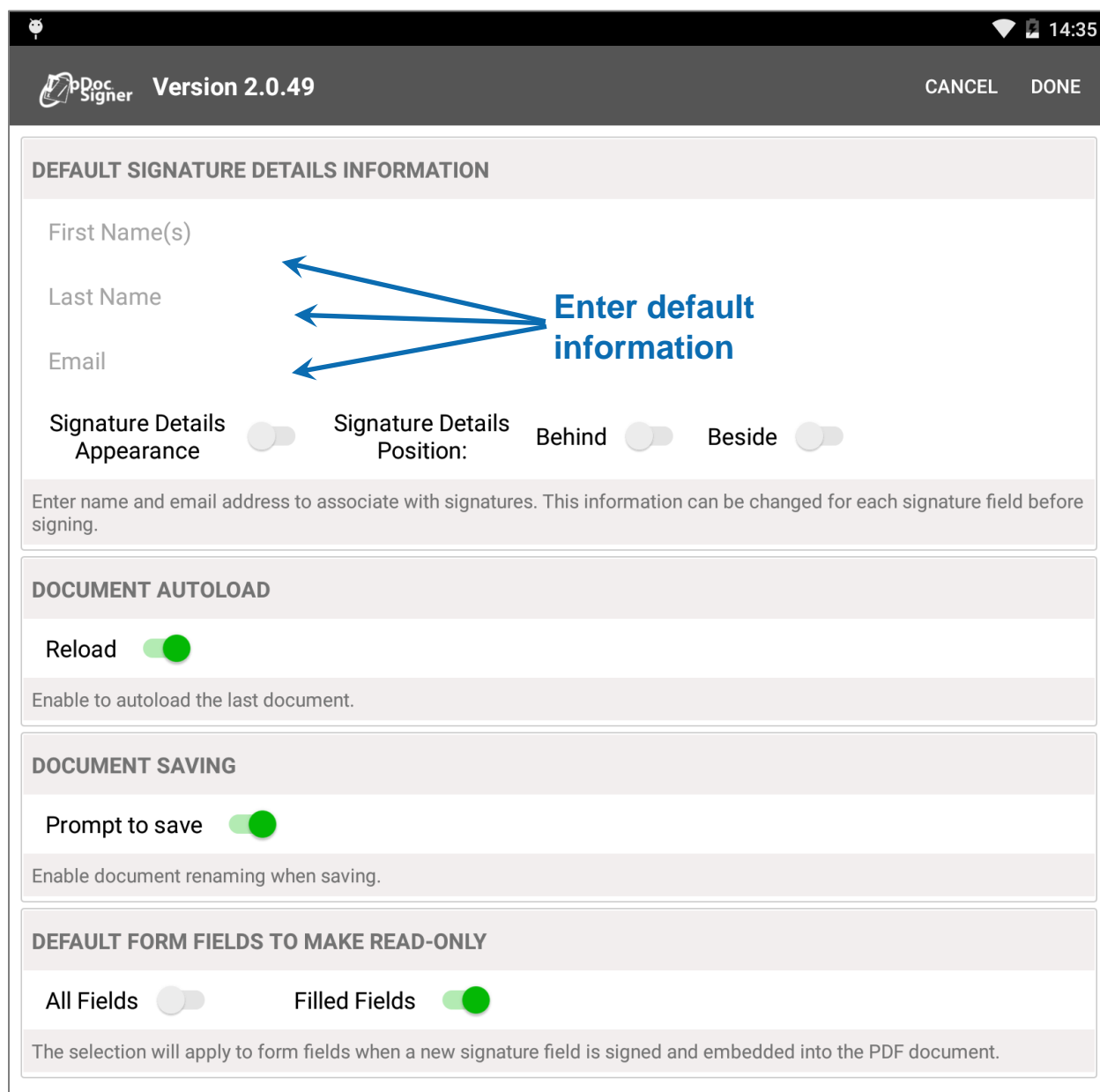


For the document that is currently loaded, the delete option will be unavailable. You cannot delete an opened document using the document menu.



9 – pDoc Signer Settings

The pDoc Signer settings window can be accessed by touching the pDoc Signer app logo in the toolbar. In the Settings window, default signature information and other application options can be adjusted.



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DEFAULT SIGNATURE DETAILS INFORMATION

First Name(s)

Last Name

Email

Signature Details Appearance ☐ Signature Details Position: Behind ☐ Beside ☐

Enter name and email address to associate with signatures. This information can be changed for each signature field before signing.

DOCUMENT AUTOLOAD

Reload ☒

Enable to autoload the last document.

DOCUMENT SAVING

Prompt to save ☒

Enable document renaming when saving.

DEFAULT FORM FIELDS TO MAKE READ-ONLY

All Fields ☐ Filled Fields ☒

The selection will apply to form fields when a new signature field is signed and embedded into the PDF document.

9.1 – Default Signature Details

In the Settings window, you can enter a default name and email to be included in signatures. pDoc Signer encrypts and embeds this information into each signature. You can change the name and email information for each signature if desired.

Note: Default signature information can be edited and changed in individual signature objects after signing.

9.2 – Signature Appearance

The signer details text (signer name, date, and time) can be added to the signature image by enabling the signature appearance option. If no signer details are provided, the date and time will be included with the signature image. There are two appearance layout styles supported. In “Behind” mode, the signature details text appears behind the signature image. In “Beside” mode, the signature details text appears beside (to the right of) the signature image; the signature details text occupies the right half of the signature field and the name and date/time information are left aligned within the right half of the signature field. If neither style mode is selected, pDoc Signer will select the best appearance style based on the size and shape of the signature field. If the signature appearance is disabled, then signature details are not included with the signature image.

6. Approval Signatures

We affirm that the information above is correct and that we are responsible for timely payment of all bills for treatment of the patient.

Ea Smith
2019-02-08
T12:40:33+05:30

Patient

Beside text style

Ea Smith
2019-02-08 T12:41:31+05:30

Patient Representative

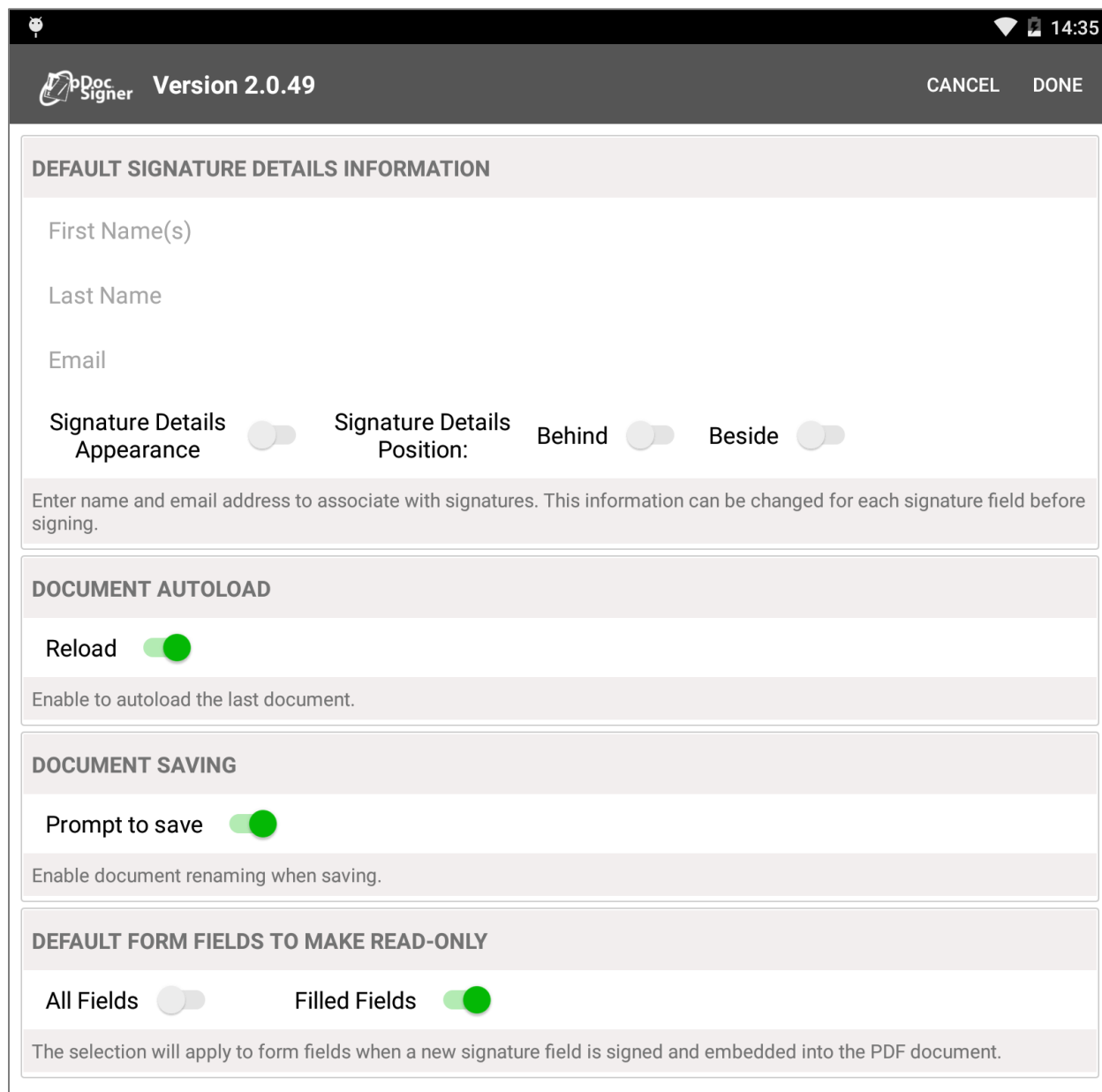
Behind text Style

9.3 – Document Loading

By default, pDoc Signer automatically reloads the last document opened when the app launches. In certain situations, this may not be desired. To not automatically load a document when the app launches, turn off the “Reload” option.

9.4 – Document Saving

pDoc Signer preserves original documents opened from the “Downloads” folder and creates copies of documents that are signed and/or form filled. All save/save as operations will save documents to the “Saved Documents” folder.



pDoc Signer Version 2.0.49 CANCEL DONE

DEFAULT SIGNATURE DETAILS INFORMATION

First Name(s)

Last Name

Email

Signature Details Appearance ☐ Signature Details Position: Behind ☐ Beside ☐

Enter name and email address to associate with signatures. This information can be changed for each signature field before signing.

DOCUMENT AUTOLOAD

Reload ☒

Enable to autoload the last document.

DOCUMENT SAVING

Prompt to save ☒

Enable document renaming when saving.

DEFAULT FORM FIELDS TO MAKE READ-ONLY

All Fields ☐ Filled Fields ☒


The selection will apply to form fields when a new signature field is signed and embedded into the PDF document.

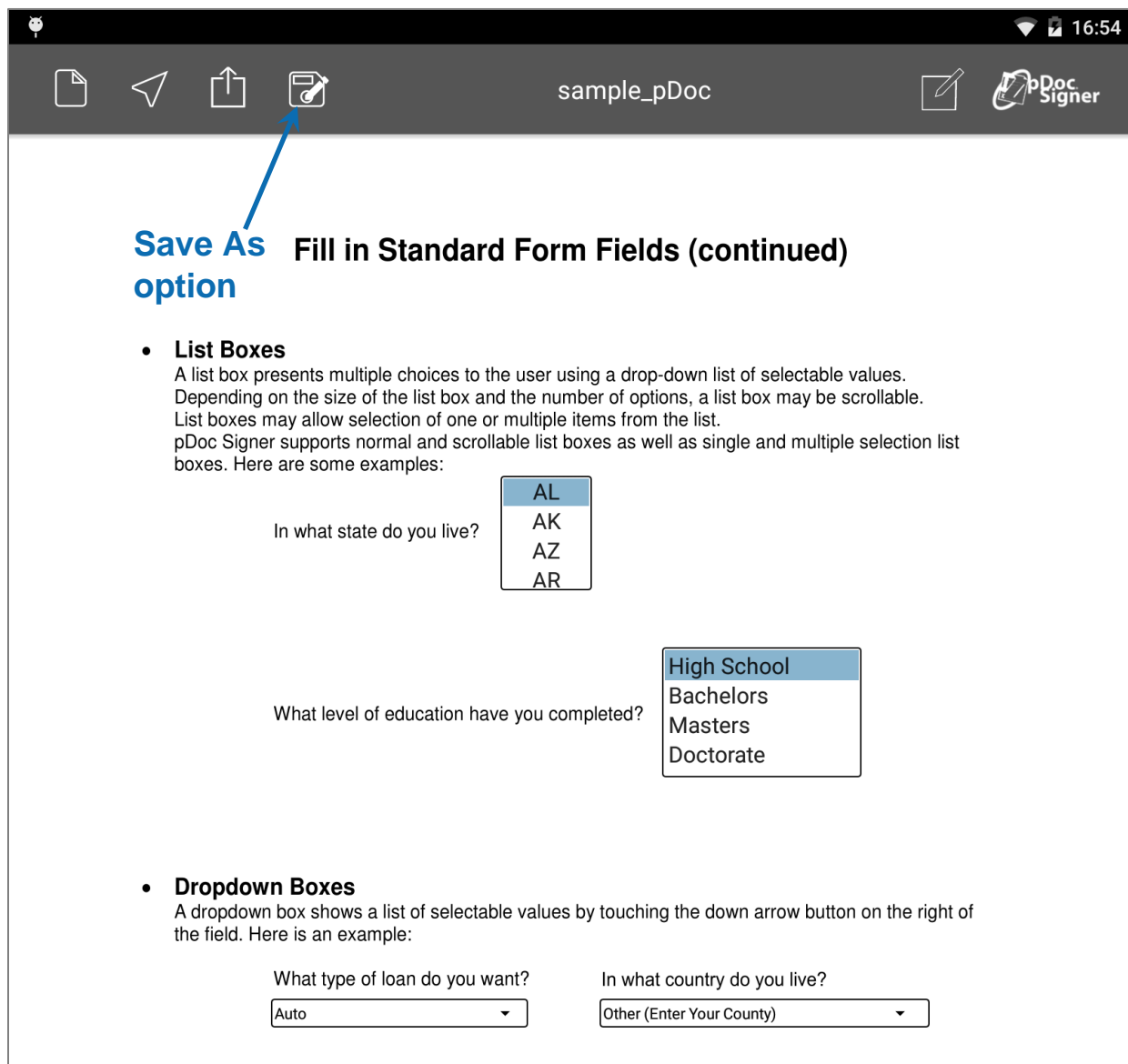
To manually rename original documents when saving, the “Prompt to save” option should be enabled. This will create a “Save as” functionality, meaning a dialog will be displayed enabling the user to enter a document name of their choice. When the “Prompt to save” option is disabled, the functionality will be “Save”. This means that the same document will be overwritten in the “Saved Documents” folder.

Note: The “Prompt to save” option is enabled by default.

The document can be manually saved using the Save icon, which is beside the Share icon on the toolbar.

When the app is in “Save” mode the icon displayed is 

When the app is in “Save As” mode the icon displayed is 



The screenshot shows the pDoc Signer app interface. The top toolbar contains icons for document, share, and save. The 'Save As' icon (a floppy disk with a pencil) is highlighted with a blue arrow. The main content area displays a form titled 'Fill in Standard Form Fields (continued)'. The form includes two sections: 'List Boxes' and 'Dropdown Boxes'. The 'List Boxes' section contains two examples: 'In what state do you live?' with a list box showing 'AL', 'AK', 'AZ', and 'AR'; and 'What level of education have you completed?' with a list box showing 'High School', 'Bachelors', 'Masters', and 'Doctorate'. The 'Dropdown Boxes' section contains two examples: 'What type of loan do you want?' with a dropdown box showing 'Auto'; and 'In what country do you live?' with a dropdown box showing 'Other (Enter Your Country)'.

Note: The icon will act as “Save” or “Save as” depending on the user selected preference. By default, the “Prompt to save” option is enabled and the functionality of the icon is “Save as”.

By default, and unlike Inbox documents, cloud storage documents are saved back in their original cloud location, overwriting the original document. This allows online storage folders to become sources of documents to be signed and replaced automatically.

Note: *When your tablet is not connected to the Internet, changes to cloud storage documents will not be synched with the documents in Google Drive or Dropbox.*

9.5 – Form Field Read-Only Rules

When a signature field created in pDoc Signer is signed, it will make filled form fields read-only by default. Optionally, you can select a read-only rule to apply with each signature. Turning on the “All fields” option will make all form fillable fields read-only when the document is signed. The option “Filled fields” (default) will only make read-only those fields with content at the time of signing. These rules are applicable only for new signature fields added to the document by the pDoc Signer application. These settings will not affect preexisting signature fields. The default or adjusted form field read-only rule is copied into each signature field. However, each signature object’s read-only rule can be modified by editing the signature object properties. As such, different rules can be applied to the document’s form fields by different signature fields.

10 – Automatic Signing Certificate Update

pDoc Signer utilizes a signing certificate issued by a trusted Certificate Authority to securely encrypt each signature into your PDF documents. This enables PDF viewer software systems, like Adobe Reader, to validate signatures and determine if a document has been altered after the signature was applied. Signing certificates are like licenses in that they are issued for a certain period, typically one to three years.

pDoc Signer periodically checks the expiration date of the certificate being used for signature encryption. If the expiration date of the signing certificate is imminent or has passed, pDoc Signer will notify you by displaying a message and then will attempt to connect to the Internet and automatically download a new signing certificate from the Topaz site. If the signing certificate has expired, pDoc Signer will not allow you to proceed with the signing process until the expired certificate is replaced.

11 – In-App Update

Keeping the app up-to-date on your devices enables you to try new features, as well as benefit from performance improvements and enhancements. In-app update is a feature that prompts you to update your app when a new version becomes available on the Play Store. You can download the latest version of the app in two ways:

- **Automatically**

When the user opens the app and an update is available, it will display the message “Your version of pDoc Signer is out of date. A new replacement version is available for download. The new version will retain your current documents and settings. Do you wish to download the new version now?”. If the user touches the “YES” button, then the app will download the latest version and restart immediately. If the user touches the “NO” button, then the app will close the message, and it will not be displayed again.

- **Manually**

To download the latest version of app manually, touch the “pDoc Signer” icon on upper right corner of the screen to open the preferences screen. If there is a new version of the app available, there will be a section titled “APP UPDATE”. Go to the section titled “APP UPDATE” and tap the “Download” button. The app will download the latest version and restart immediately.