



# PC How-To Guide

Adobe Acrobat Plug-In

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## Overview

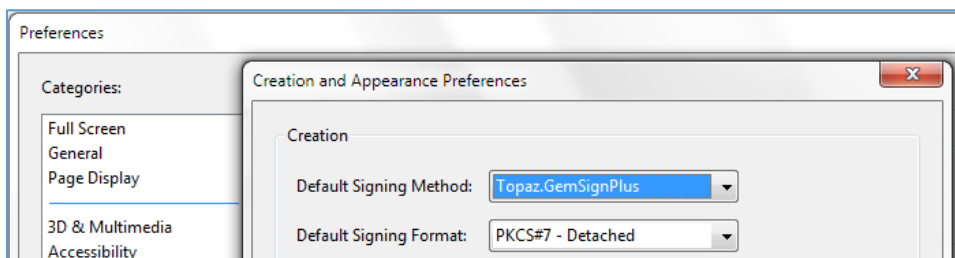
The Topaz “GemSignPlus” Adobe Acrobat and Reader Plug-In software allows users to electronically hand-sign a PDF file using a Topaz signature pad and pen. Each embedded signature is bound to the PDF at the time it is signed so any changes made to the PDF will be recorded and can be tracked. The Adobe Acrobat and Reader Plug-In is a multi-faceted tool that facilitates electronic signatures in a number of different ways and forms.

## Software Installation

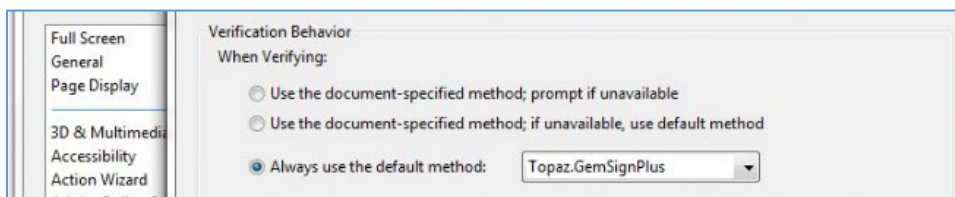
1. First install the current version of SigPlus: [www.topazsystems.com/sigplusproactivex.html](http://www.topazsystems.com/sigplusproactivex.html).
2. Then, install the plug-in at: [www.topazsystems.com/plugins.html](http://www.topazsystems.com/plugins.html).

## Setting Up Acrobat for Electronic Signatures

1. After installing the plug-in, open Acrobat and click “Edit” → “Preferences” → “Signatures”.
2. Click the “More” button in the “Creation & Appearance” section.
3. Select “Topaz.GemSignPlus” from the “Default Signing Method” dropdown menu and click “OK”.

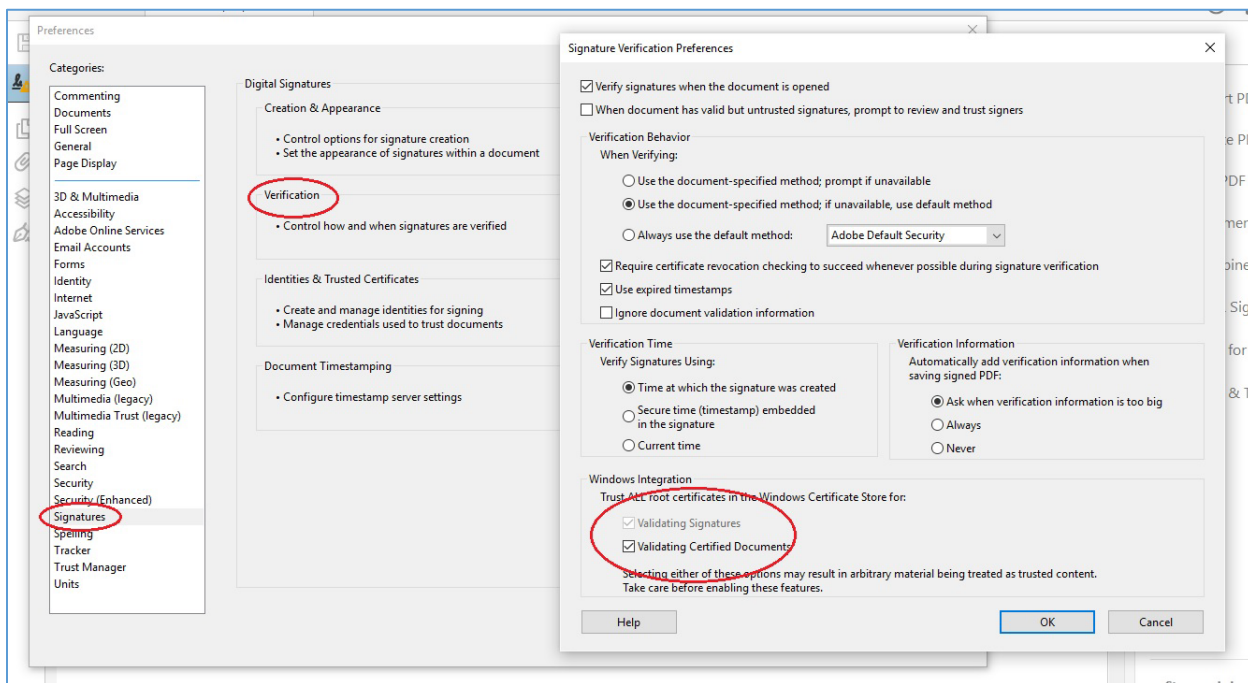


4. Click the “More” button in the “Verification” section. Select “Always use default method” and “Topaz.GemSignPlus” from the dropdown menu. Then, click “OK” to return to “Preferences”.





5. 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.

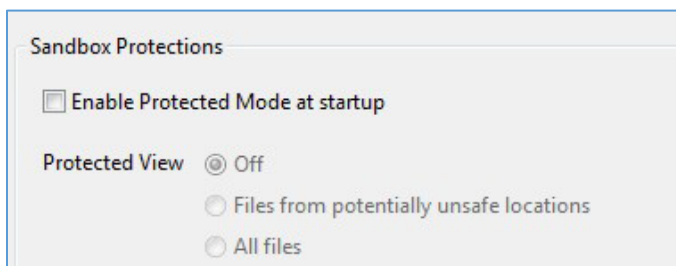


6. Click “OK” to exit out.

**NOTE:** When changing Preference options in Adobe products, always close and reopen the application for the changes to take effect.

## Additional Step for Adobe Reader DC

1. Open Reader DC and click “Edit” → “Preferences” → “Security (Enhanced)”. At the top of the window, look for “Enable Protected Mode at startup”, and uncheck the box next to it.

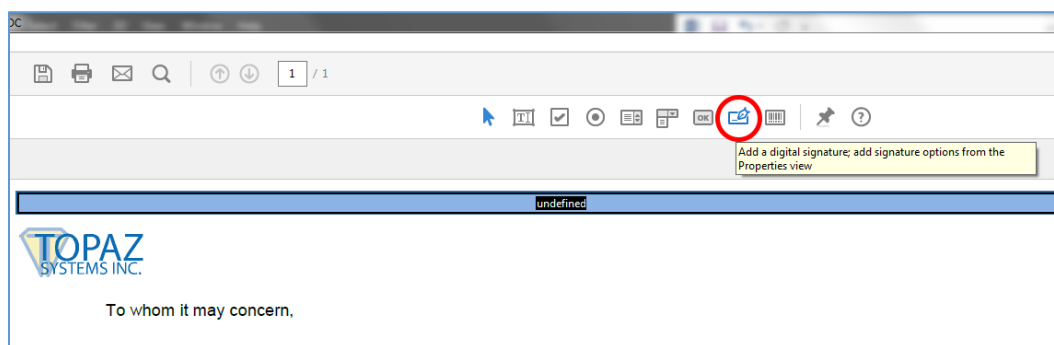


2. Then, click “OK” and close Reader DC. The next time Reader DC is opened, it will be ready for signing.

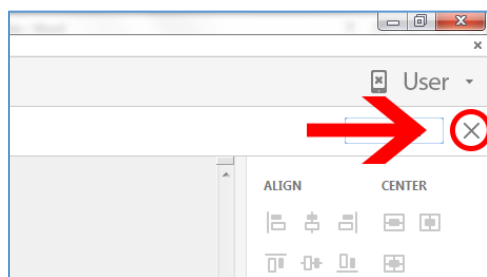


## Pre-Placing Digital Signature Fields in Acrobat Pro

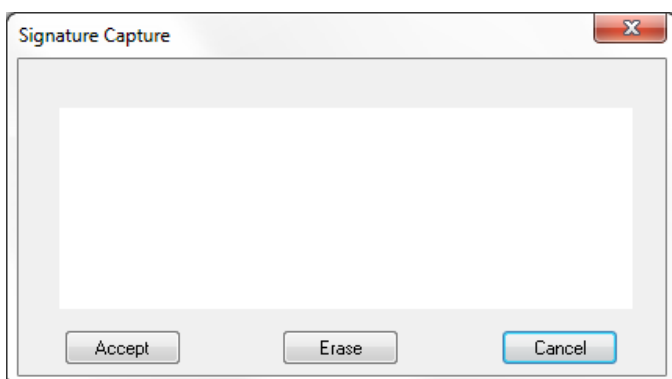
1. Click “Tools” → “Prepare Form”, and select the document you wish to sign.
2. Near the top of the window, click the “Add a digital signature” button.



3. Click and drag a signature box to the desired size and position with your mouse. After doing so, name the signature, check if it needs to be a “Required field”, and exit out of the signature box by clicking anywhere on the PDF.
4. Click the “X” in the “Prepare Form” menu to exit out of the “Prepare Form” mode.



5. Now, click on the signature field you created; the “Signature Capture” window will appear.

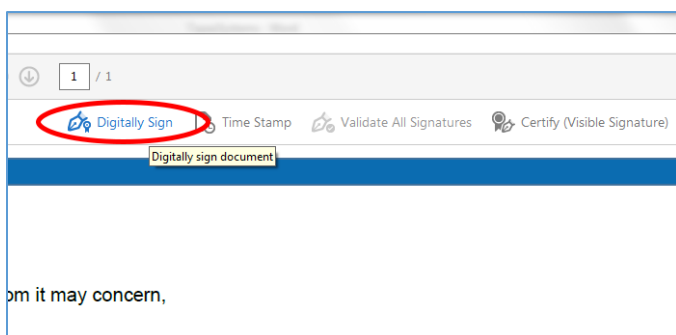




6. When you are finished signing, click “Accept”, and the signature will be embedded into the PDF. The PDF will save during the signing process. This save will either occur automatically or pull up a “Save As” window, depending on how your GemSignPdf.ini is configured. The default setting is for an automatic-save.

## Signing a PDF

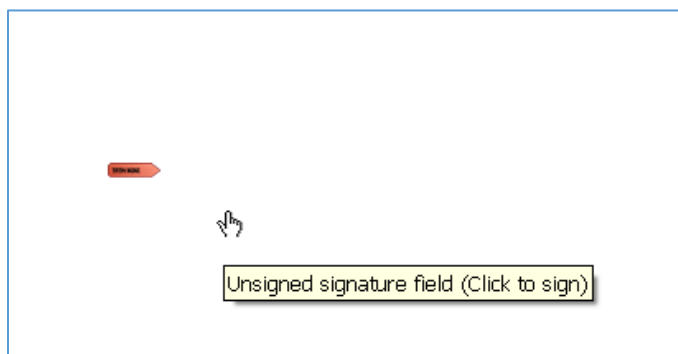
1. Click “Tools” → “Certificates” → “Digitally Sign” (in the top toolbar).



2. Click and drag a signature box to the desired size and position with your mouse; the “Signature Capture” window will appear. When you are finished signing, click “Accept”, and the signature will be embedded into the PDF.

## Signing an Existing Signature Field

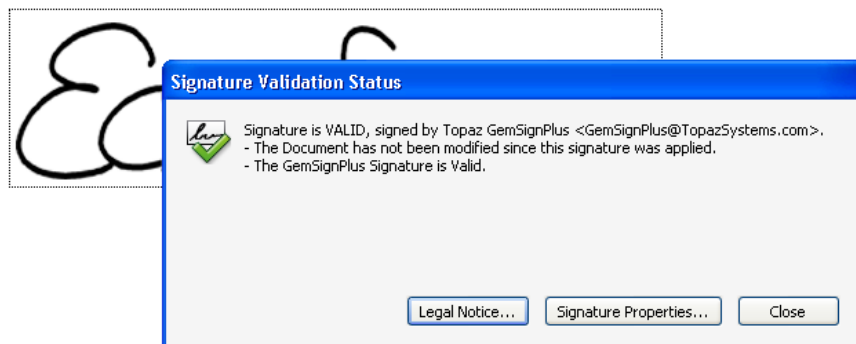
An existing blank signature field will show in a PDF as a red tag. When hovering over a blank signature field, the mouse cursor will change from an open hand to a hand with a pointing finger. Click on the signature field and the “Signature Capture” window will appear. When you are finished signing, click “Accept”, and the signature will be embedded into the PDF.



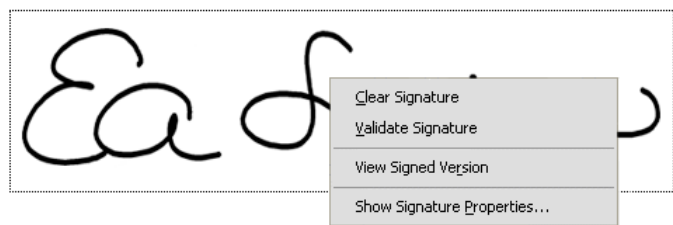


## Options for Existing Signatures

Clicking on a signature shows you its validity status.



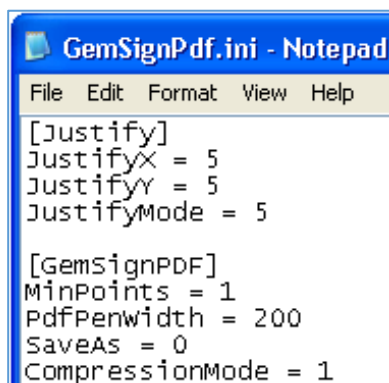
Right-clicking on a signature allows you to clear it.



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.





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.