



User Manual

Topaz gDoc Signer
for Google Sheets Add-on

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1.0 – Introduction

Google Sheets is an online platform for creating, editing and sharing spreadsheets. The Topaz gDoc Signer for Sheets Add-on enables customers to apply handwritten signatures to Google Spreadsheets created and edited within their web browser. The Topaz gDoc Signer for Sheets Add-on enables users to sign naturally with an electronic pen on a wide variety of Topaz signature pads.

The Topaz gDoc Signer for Sheets Add-on installs and collaborates easily with the Google Sheets web application for signature capture. Capturing electronic signatures using the Topaz gDoc Signer for Sheets Add-on is supported in Chrome, Firefox, Opera, and Edge browsers.

2.0 – Prerequisites

The following requirements must be met prior to installing and using the Topaz gDoc Signer for Sheets Add-on:

1. Windows 7 or above Operating System
2. Latest version of any of the Chrome, Firefox, Edge, and Opera Browsers
3. Topaz SigWeb Software (installed later in this guide)
4. A Topaz signature pad connected to your PC

3.0 – Software Installation

Using Topaz gDoc Signer for Sheets Add-on with Google Sheets requires two simple steps:

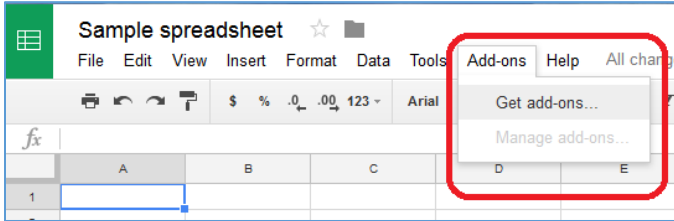
1. The Topaz SigWeb Browser SDK must be installed.
2. The gDoc Signer for Sheets Add-on must be installed from the Chrome webstore.

Step 1: Install the Topaz SigWeb Browser SDK

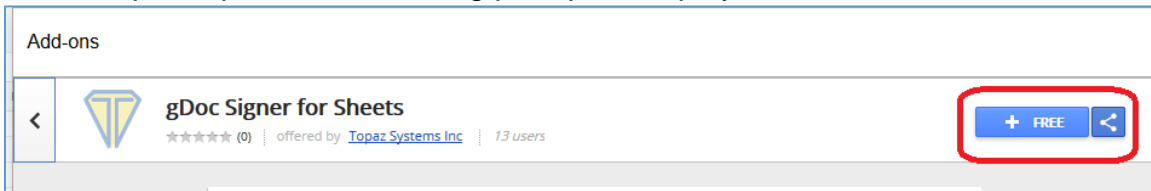
Closely follow the instructions laid out in the “First-Time Install Steps” section of the SigWeb Install Guide at: www.topazsystems.com/software/sigweb_install.pdf.

Step 2: Install the Topaz gDoc Signer for Sheets Add-on

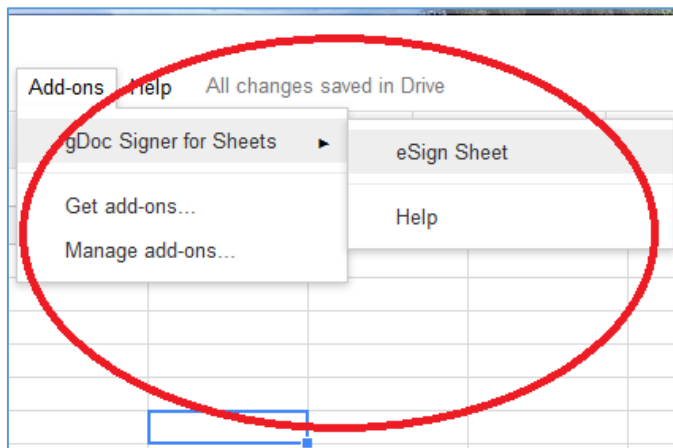
1. Start the Browser, and log-in to Google Sheets. Open a new or existing document.
2. Click “Add-ons” → “Get add-ons...”.



3. In the “Add-ons” window search bar, search for “gDoc Signer”.
4. Information on gDoc Signer for Sheets will appear. To install the add-on, click “Free” and accept the permissions dialog prompt, if displayed.

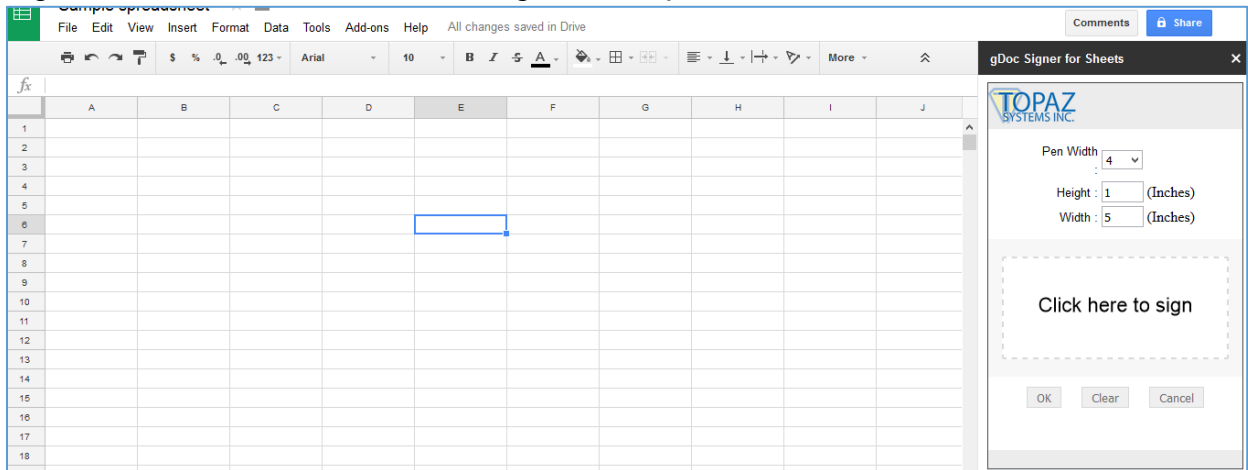


5. A new menu item named “gDoc Signer for Sheets” → “eSign Sheet” will be added to the “Add-ons” menu.

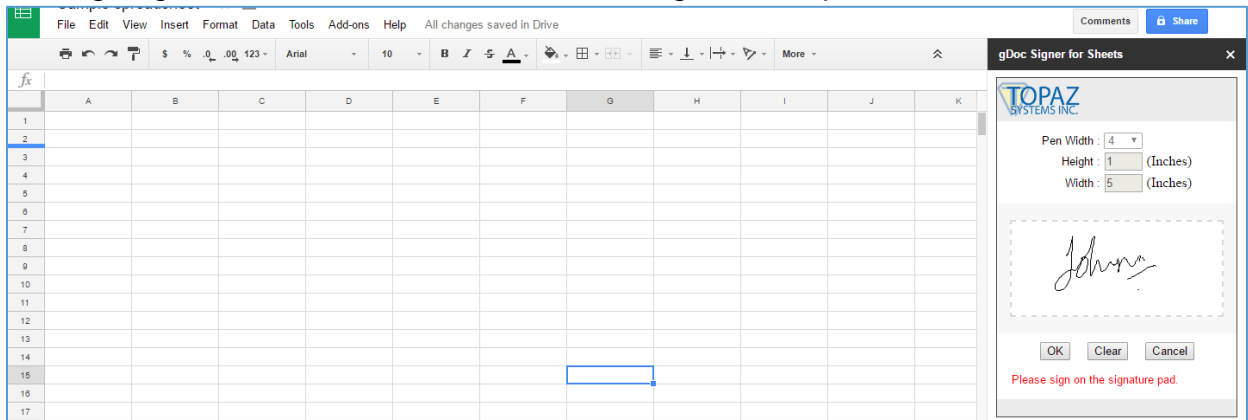


4.0 – Adding a Signature to a Spreadsheet

1. Log-in to Google Sheets and open a new or existing document. Click the location in the sheet where you want to place the signature.
2. Then, click "Add-ons" → "gDoc Signer for Sheets" → "eSign Sheet" to initiate signature capture.
3. From the toolbar on the right side of the window, choose the pen width and dimensions (in inches) of the signature to be added to the document. Click on the "Click here to Sign" area of the screen to initiate signature capture.



4. Sign on the connected Topaz signature pad, and the signature will appear in the signing box. Click OK to add the signature to the document. Click Clear to clear the signature and sign again. Click Cancel to terminate the signature capture.



5. After the signature has been added to the sheet, it can be resized by clicking on the signature image and then dragging the edges.