Plug-In How-To Guide
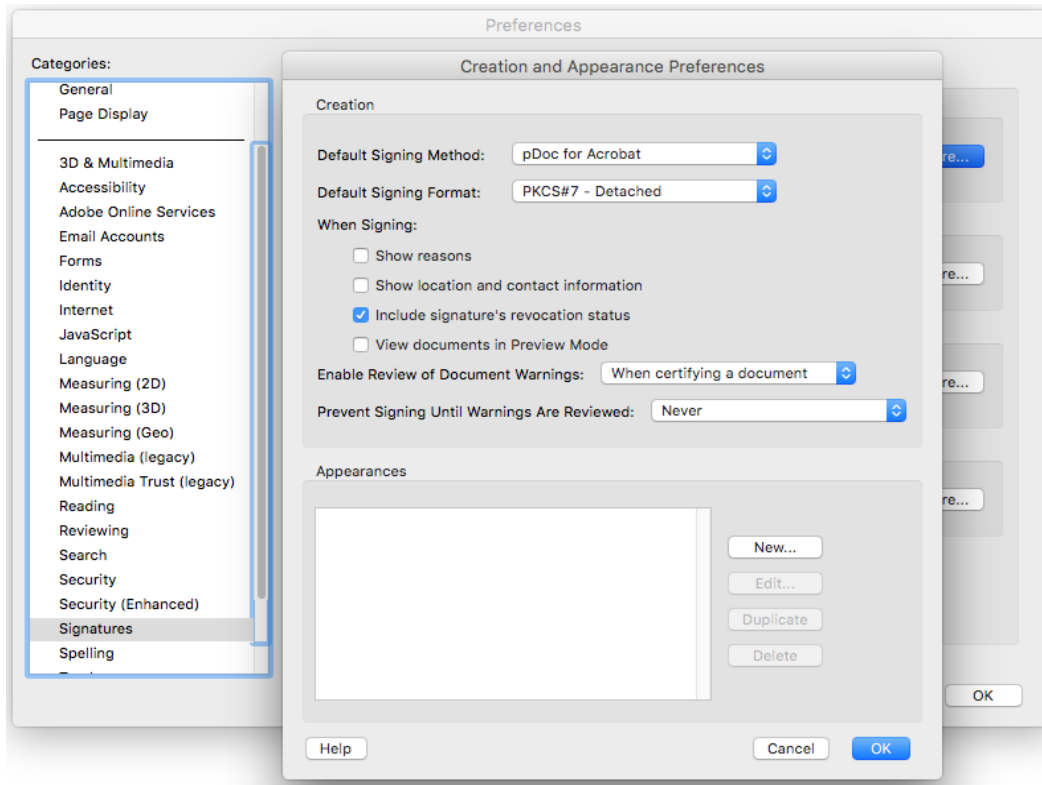
Adobe Acrobat XI for Macs

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Overview

The Topaz pDoc Adobe Acrobat and Reader Plug-In for Macs software allows users to electronically sign a PDF document using a Topaz HSB® or BSB® signature pad and pen. Each embedded signature is bound to the PDF at the time it is signed, so that any subsequent 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 eSignatures in a number of different ways. You can download and install the plug-in from: **www.topazsystems.com/plugins.html**.
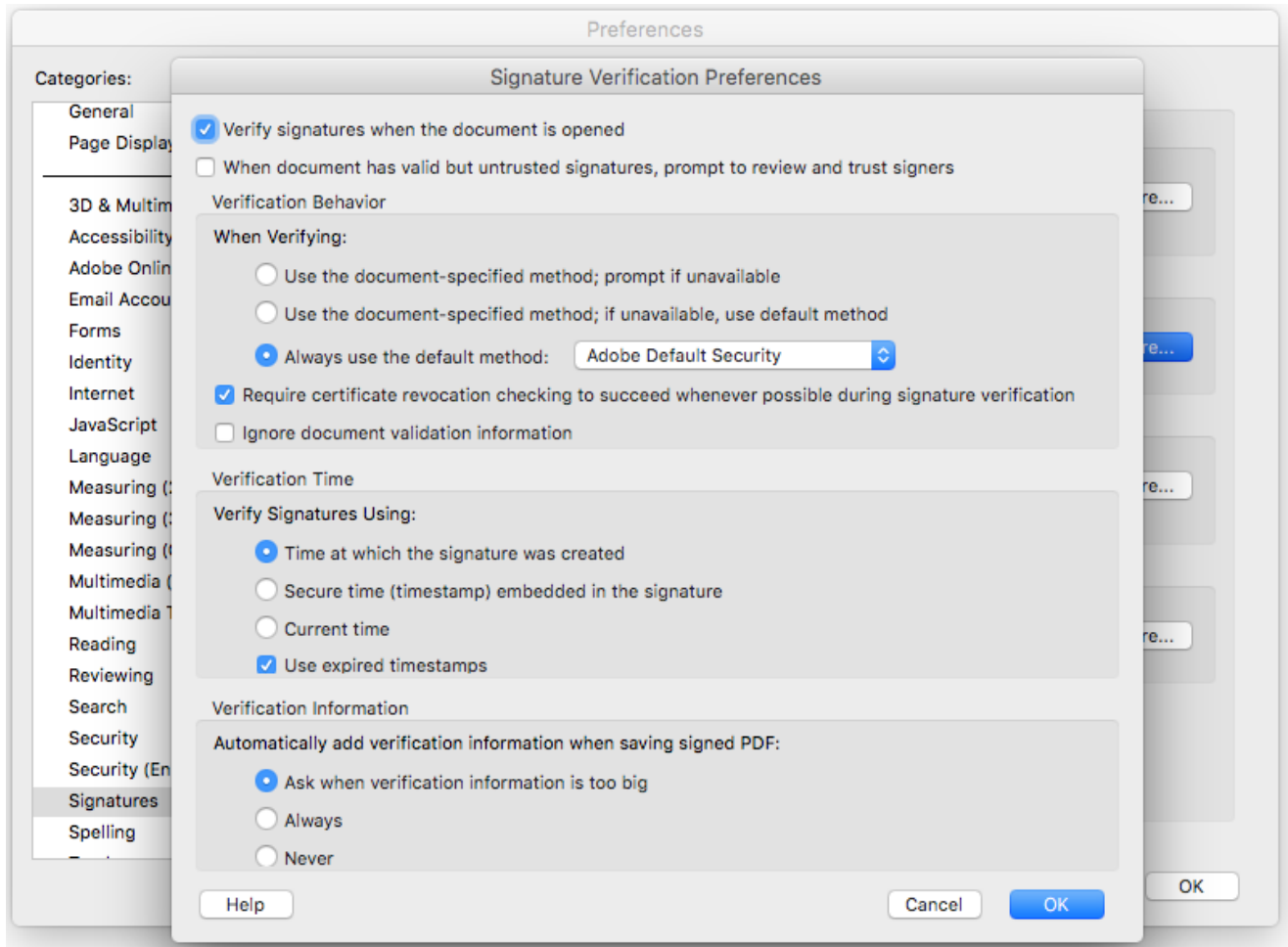
Setting Up Acrobat for Electronic Signatures

After installing the plug-in, open Acrobat and click "Acrobat" → "Preferences" → "Signatures". If you are using Adobe Reader XI, click "Adobe Reader" → "Preferences" → "Signatures".

1. Click the "More" button in the "Creation & Appearance" section.

2. Select "pDoc for Acrobat" from the "Default Signing Method" dropdown menu.

3. Click "OK".

4. Click the "More" button in the "Verification" section.

5. Select "Always use the default method".

6. Select "Adobe Default Security" from the dropdown menu. Signatures signed using the Topaz pDoc Plug-in for Acrobat are compatible with the Adobe Digital Signature Framework and hence can be verified using Adobe's Default Security Handler.
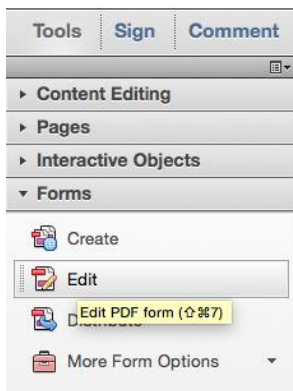
7. Click "OK".

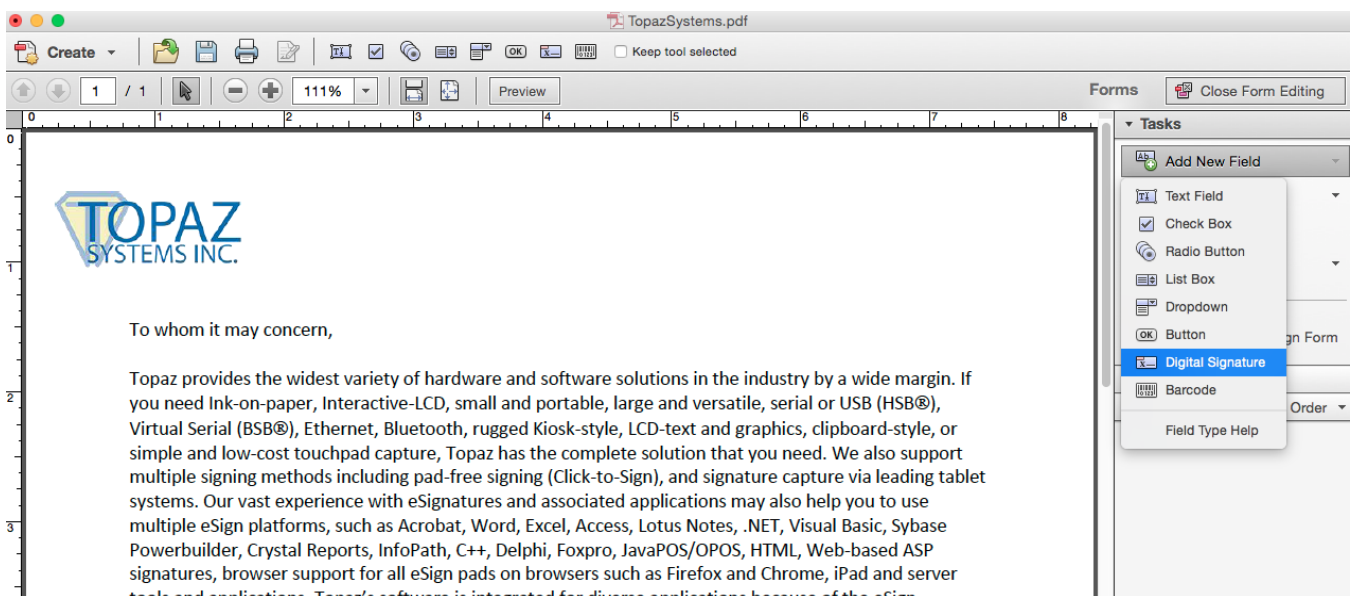## Pre-Placing Digital Signature Fields in Acrobat Reader

Signing with Acrobat on Mac is simple and straightforward. For signing in Acrobat Reader for Mac, the form to be signed is prepared in advance with various form fields and signature block(s). This can be done by upgrading to Acrobat Pro for Mac, or on various other PDF form creation software products for Mac. PDF forms designed on Windows applications, such as the Topaz pDoc Signer and Forms Designer, can also be signed on a Mac Acrobat Reader using the Topaz pDoc Plug-In. For more information on this application, see this page: **www.topazsystems.com/pdocsigner.html**.

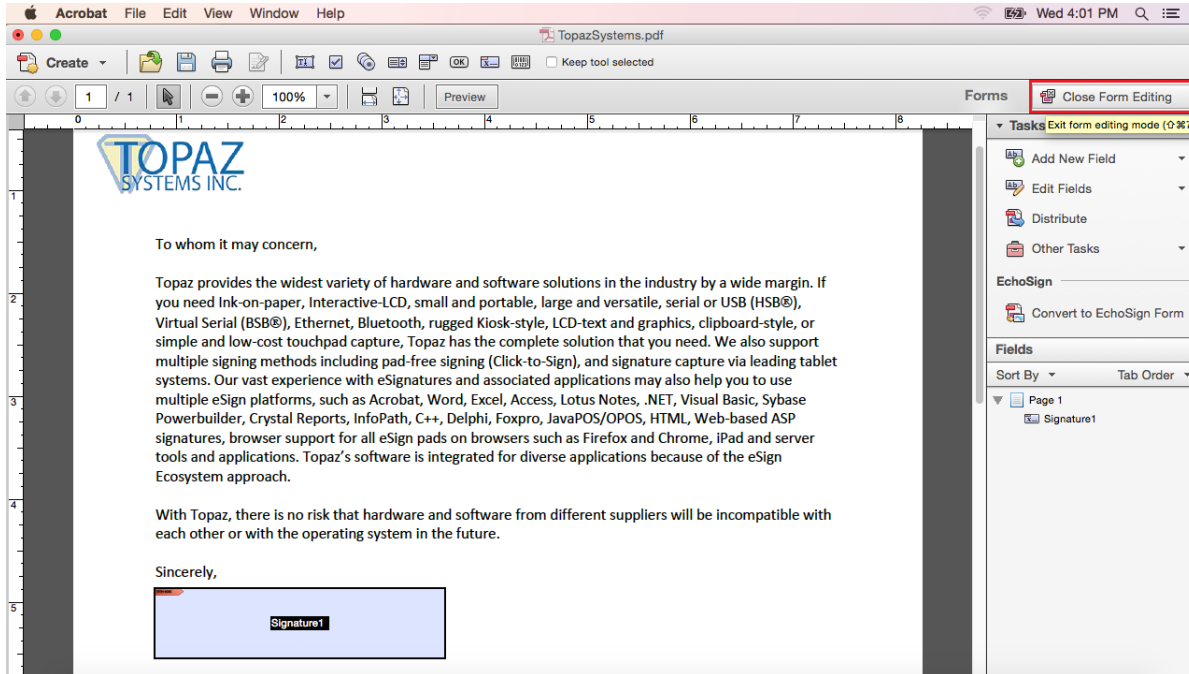## Pre-Placing Digital Signature Fields in Acrobat Pro

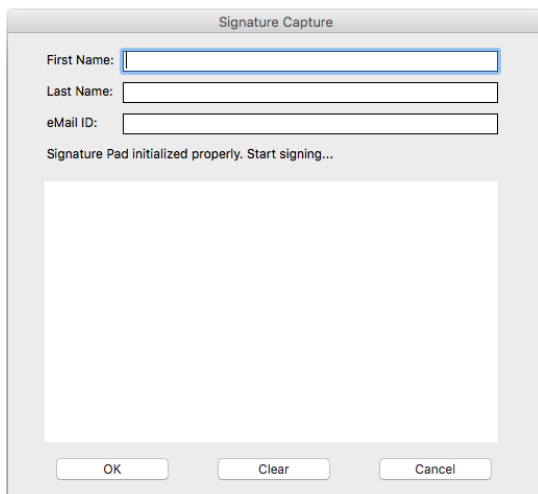Click "Tools" → "Forms" → "Edit" menu. The PDF document will be opened in Edit mode.

Click "Add New Field" → "Digital Signature" menu.

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. Click the "Close Form Editing" button to exit out of the Edit mode.

Now, if you want to sign that field, click on the signature field you created; and the "Signature Capture" window will appear.
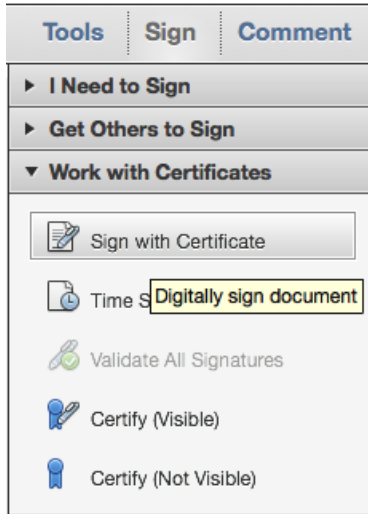

When you are finished entering your details and signing, click "OK", and the signature will be embedded into the PDF. The PDF will be saved during the signing process.

Signing a PDF

Click "Sign" → "Work with Certificates" → "Sign with Certificate".

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 entering your details and signing, click "OK", and the signature will be embedded into the PDF.

Trusting Certificates in Adobe to Validate PDFs

To be sure that signatures will be validated properly, follow the steps in the following guide after your first use of the Topaz pDoc Adobe Plug-In (these steps only need to be completed once): **www.topazsystems.com/software/download/adobecerttrust_osx.pdf**.

Signing an Existing Signature Field

An existing blank signature field will show in a PDF with a red tag in the upper left corner. 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 entering your details and signing, click "OK", and the signature will be embedded into the PDF.
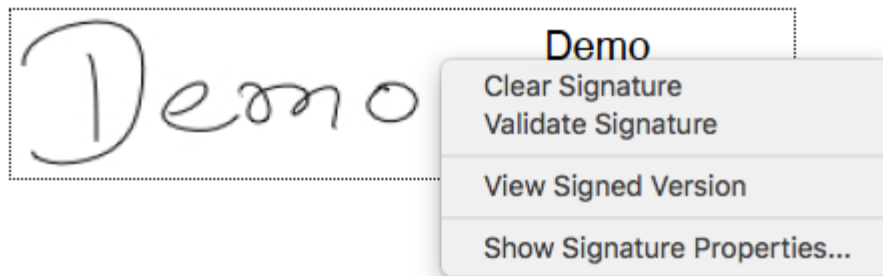
Unsigned signature field (Click to sign)

Options for Existing Signatures

Clicking on a signature shows you its validity status.

Demo

Signature Validation Status

Signature is VALID, signed by pDoc Signer.
- The Document has not been modified since this signature was applied.
- The signer's identity is valid.

Signature Properties...   Close

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

Demo

Clear Signature
Validate Signature

View Signed Version

Show Signature Properties...

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.