



# User Manual

## Topaz Adobe Sign Extension

Version 1.2

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## 1.0 – Introduction

Adobe Sign enables customers to apply signatures to PDF documents by typing their name and drawing their signature image with a mouse. The Topaz Adobe Sign Extension enhances this signing capability by enabling users to sign naturally with an electronic pen on a wide variety of Topaz signature pads.

The Topaz Adobe Sign Extension provides transparent integration with the Adobe Document Cloud web application using a browser extension framework. Capturing electronic signatures using the Topaz Adobe Sign Extension is supported in Chrome, Firefox, Opera and Edge (Chromium) browsers.

## 2.0 – Prerequisites

The following requirements must be met prior to installing and using the Topaz Adobe Sign Extension:

1. Windows 7 or above Operating System
2. Microsoft .NET Framework 3.5
3. Microsoft Visual C++ 2008 Redistributable Package
4. Google Chrome, Mozilla Firefox, Opera and Microsoft Edge (Chromium) browsers (32-bit or 64-bit version) updated to latest available releases.
5. Topaz signature pad driver and signature pad connected to your PC

### 3.0 – Software Installation

#### 3.1 – Chrome

1. Download and run the Topaz Adobe Sign Extension Application installer at: [www.topazsystems.com/adobesign-ext.html](http://www.topazsystems.com/adobesign-ext.html).
2. Start the Chrome Browser.
3. Go to the “Topaz Adobe Sign Extension” page by navigating to the following URL: <https://chrome.google.com/webstore/detail/topaz-adobe-sign-extension/jghlpeabjdlogakjpbqigbhchlochpmo>

**Note:** In case clicking the URL does not work, try copy pasting the URL in the Chrome browser.

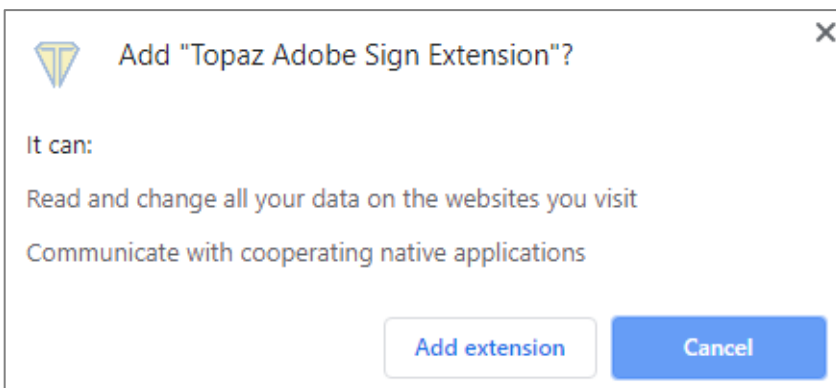
**OR**

Search for “Topaz Adobe Sign Extension” in the Chrome Web Store.

4. Click the “Add to Chrome” button displayed on the top right of the page that is displayed (see the screenshot below).

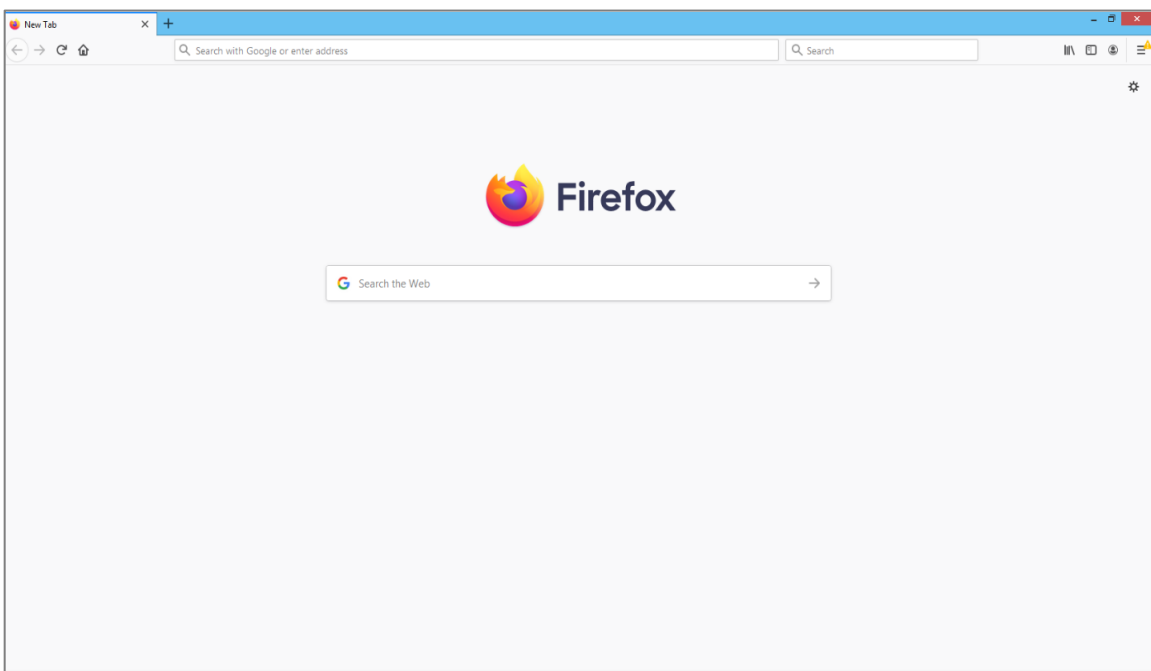


5. Click on the “Add extension” button in the confirmation dialog that is displayed.

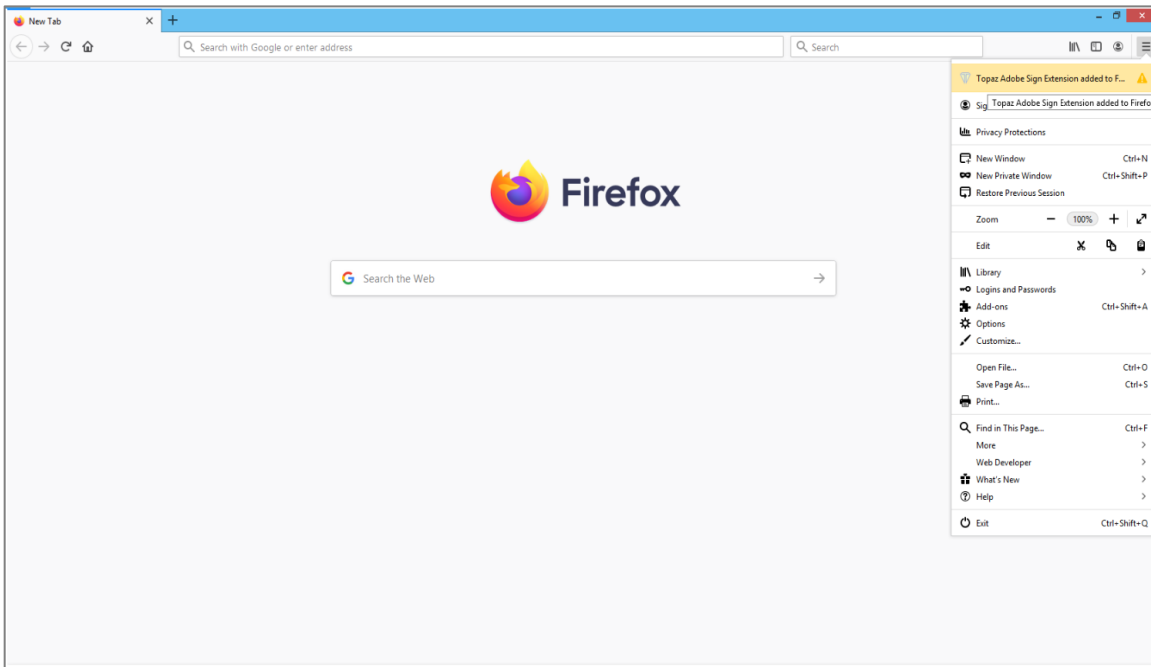


### 3.2 – Firefox

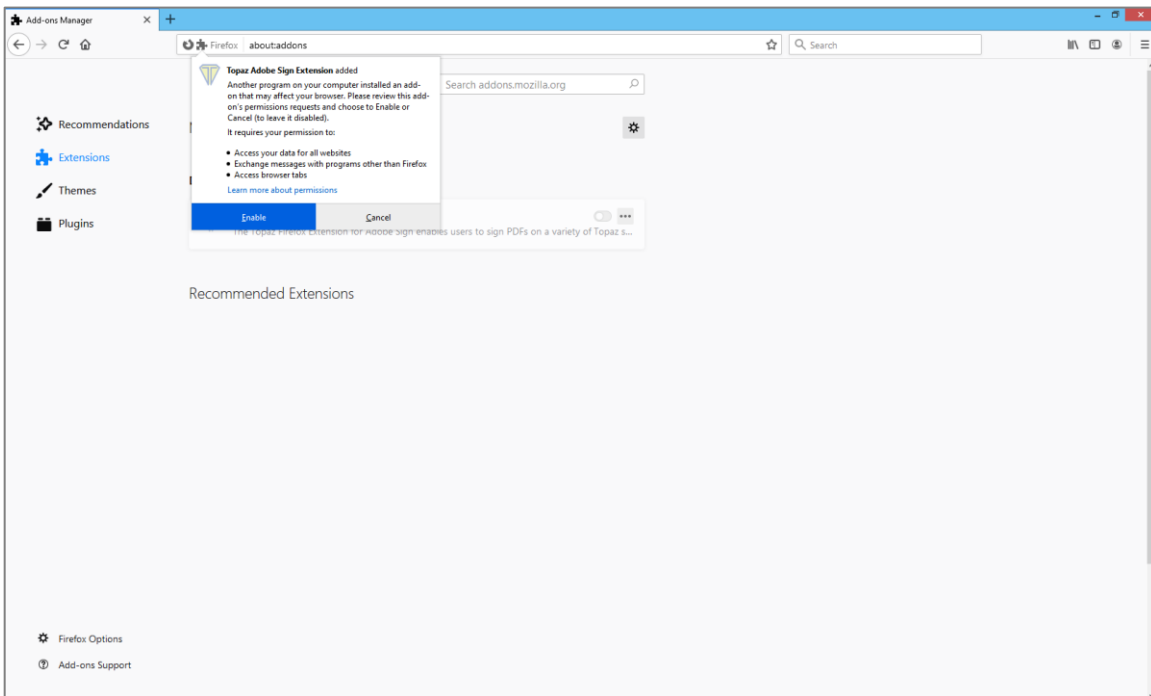
1. Download and run the Topaz Adobe Sign Extension Application installer at: [www.topazsystems.com/adobesign-ext.html](http://www.topazsystems.com/adobesign-ext.html).
2. The Topaz Adobe Sign Firefox Extension gets installed along with the installation of Topaz Adobe Sign Extension. Before installing the Firefox extension along with the Topaz Adobe Sign Extension Application, it is advised to remove any previous version of the Topaz Adobe Sign Firefox Extension from the Firefox Add-ons manager page → Extension section. Once the installation is completed, start the Firefox browser. The Firefox home page will appear as shown in the screenshot below. Click on the yellow notification icon on the menu icon to display the menu items.



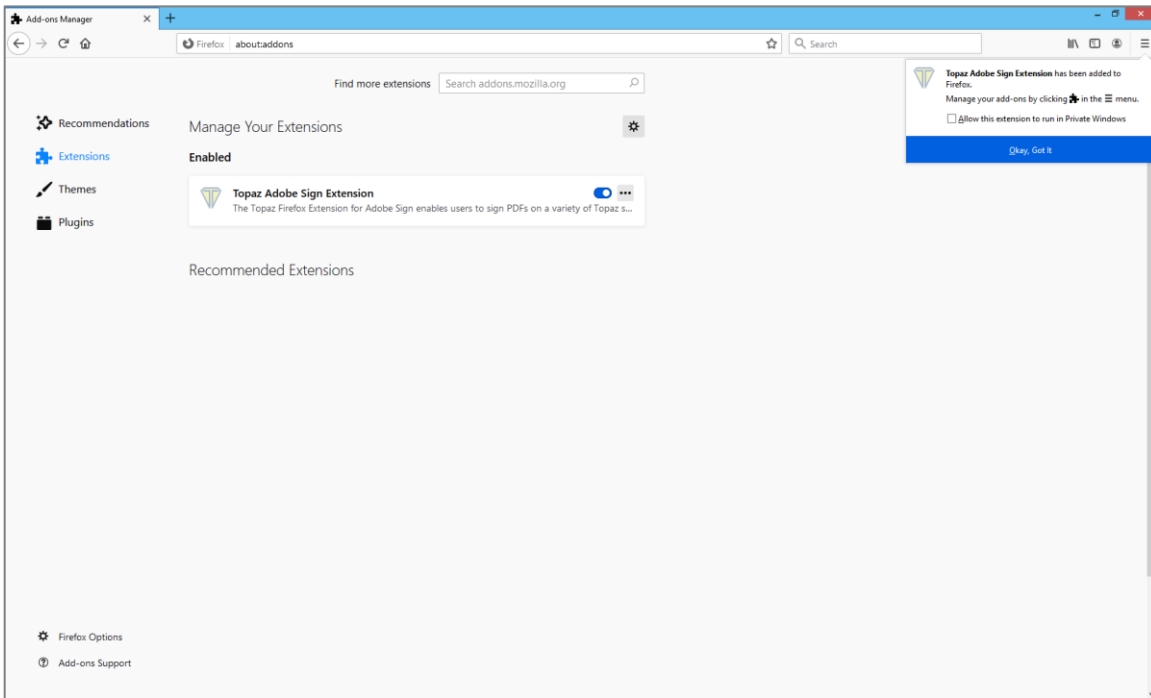
- In the window that appears, click on the “Topaz Adobe Sign Extension added” bar (see screenshot below).



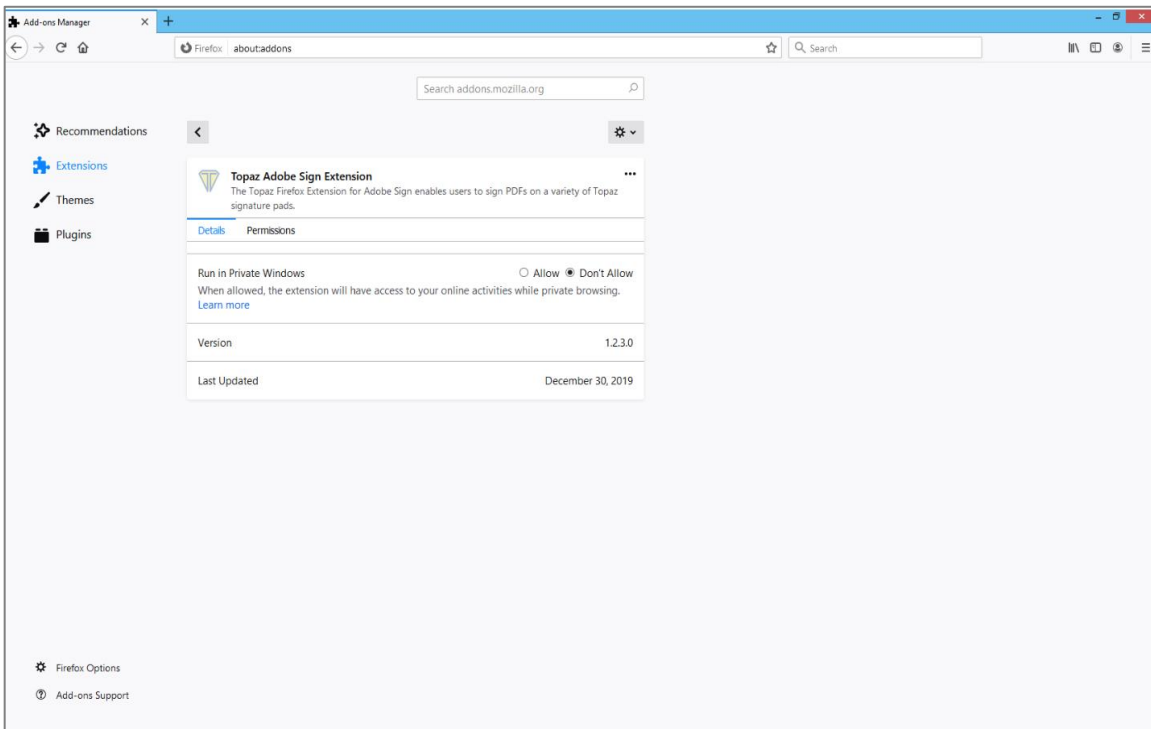
- Click on “Enable” button on the confirmation dialog that will appear (see screenshot below).



- Click on the “Okay, Got it” button on the message dialog that is displayed as shown in the screenshot below.



- The extension will be enabled as shown in the screenshot below.



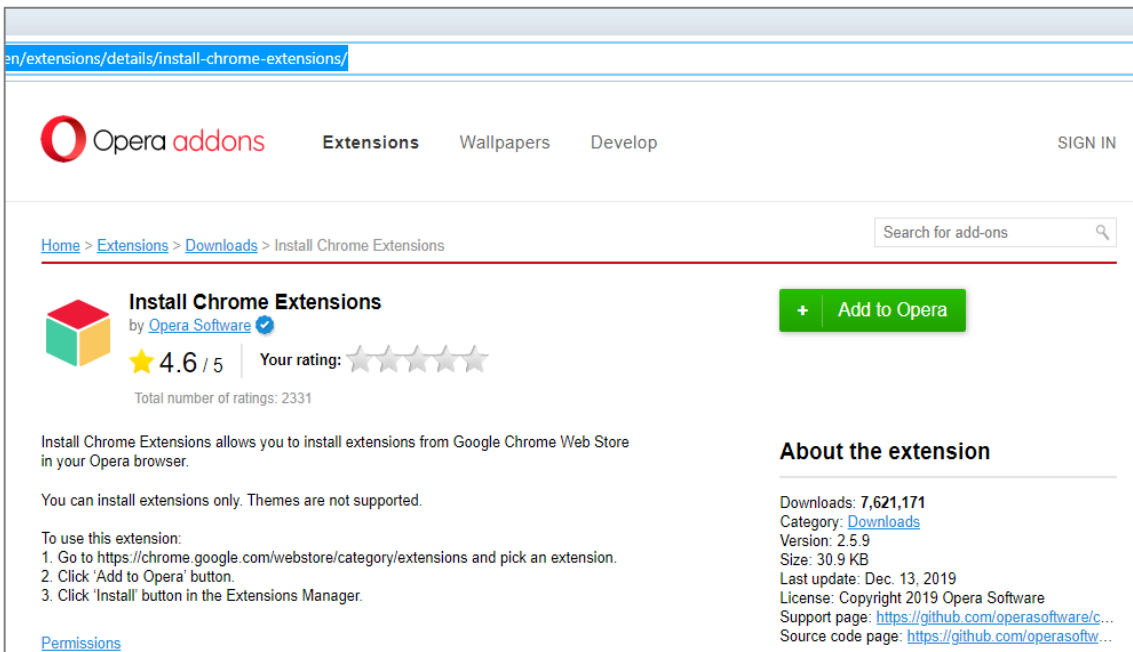


**Notes:**

- *Steps 1 through 6 above have to be performed for all the Windows login accounts by logging into Windows and starting the Firefox browser.*
- *In some cases, the Firefox browser may not show the yellow notify icon on the menu icon mentioned in steps 2 and 3; in those cases, the extension has to be manually enabled from the Firefox Add-ons manager page by typing in about: add-ons in the address bar, then going to the Extensions section and clicking on the “Enable” button next to “Topaz Adobe Sign Extension” and restarting the browser.*

### 3.3 – Opera

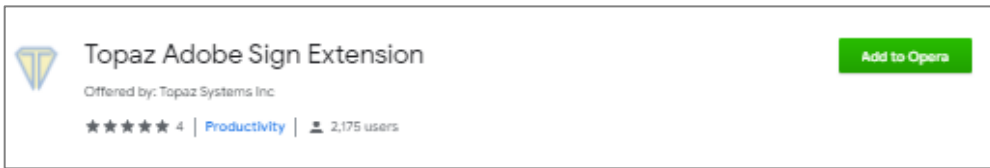
1. Download and run the Topaz Adobe Sign Extension Application installer at: [www.topazsystems.com/adobesign-ext.html](http://www.topazsystems.com/adobesign-ext.html).
2. Opera supports the installation of Chrome Extensions from the Chrome store. Topaz Adobe Sign Extension leverages the Chrome Extension to capture signatures in the Opera web browser. To begin, start the Opera browser to install the Chrome extension.
3. Go to the Opera Add-ons page and install “Install Chrome Extensions” Add-on navigating to the URL: <https://addons.opera.com/en/extensions/details/download-chrome-extension-9/?display=en>
4. Click the “+ Add to Opera” button displayed on the top right of the page (see the screenshot below). To view the installed extension, type Ctrl+Shift+E.



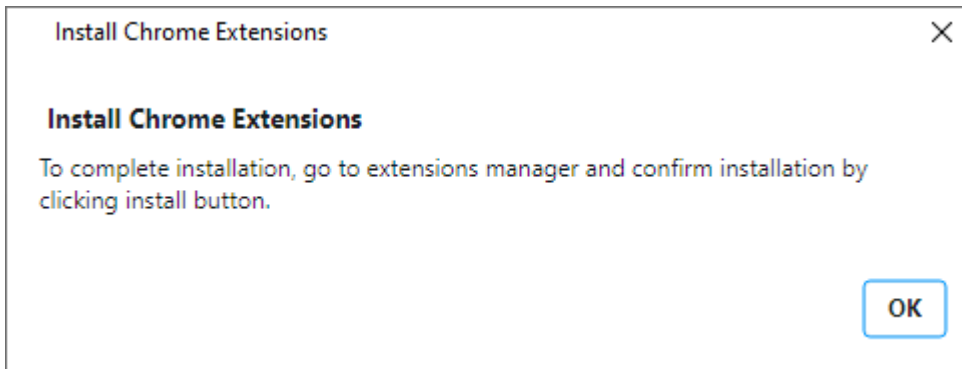
5. Go to the “Topaz Adobe Sign Extension” page on the Chrome web store by navigating to the following URL: <https://chrome.google.com/webstore/detail/topaz-adobe-sign-extension/iqhlpeabjdlogakjpbqigbhchlochpmo>

**Note:** In case clicking the URL does not work, try copy pasting the URL in the Opera browser.

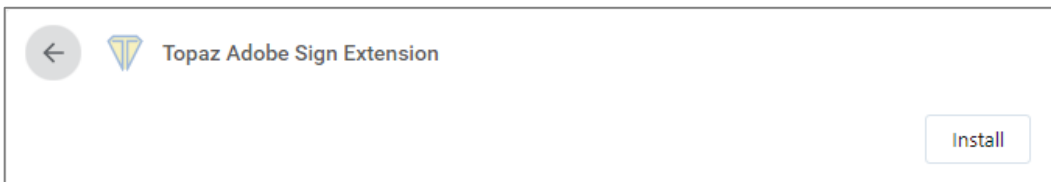
- Click on the “Add to Opera” button displayed on the top right of the page that is displayed (see the screenshot below).



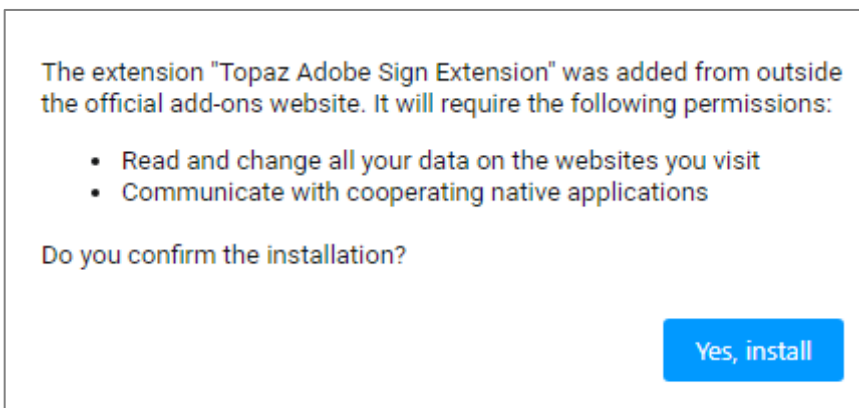
- Click OK in the “Install Chrome Extensions” dialog that is displayed.



- Click on the “Install” button on the top right of the displayed page to install and enable the extension (see the screenshot below).



- Finally, click on the “Yes, install” button in the confirmation dialog that is displayed (see the screenshot below).



### 3.4 – Microsoft Edge (Chromium)

Microsoft Edge has adopted the Chromium open source project. It now supports installation of Chrome Extensions, and the Topaz Adobe Sign Extension leverages the Chrome Extension to capture signatures in the Microsoft Edge browser. Follow the following steps to install the Chrome extension in the Microsoft Edge browser.

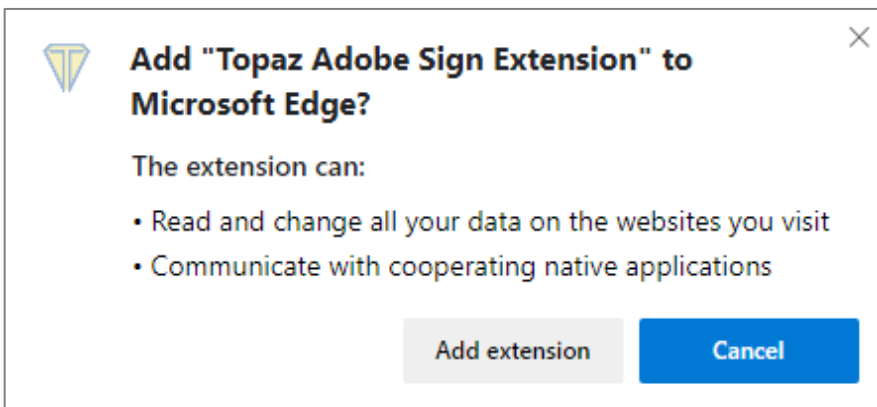
1. Download and run the Topaz Adobe Sign Extension Application installer at: [www.topazsystems.com/adobesign-ext.html](http://www.topazsystems.com/adobesign-ext.html).
2. Start the Microsoft Edge (Chromium) Browser.
3. Go to the “Topaz Adobe Sign Extension” page on the Chrome web store by navigating to the following URL: <https://chrome.google.com/webstore/detail/topaz-adobe-sign-extension/ighlpeabjdlogakjpbqigbhchlochpmo>

**Note:** In case clicking the URL does not work, try copy pasting the URL in the Edge browser.

4. Click on the “Add to Chrome” button displayed on the top right of the page that is displayed (see the screenshot below).



5. Click on the “Add extension” button in the confirmation dialog that is displayed.



**Note:** As of the date of the release of this document, the Microsoft Edge Browser based on Chromium is available only as a preview build.

## 4.0 – Signature Capture Using Topaz Pads

The Topaz Adobe Sign Extension signature capture modules integrate seamlessly into the Adobe Sign signature capture interface to capture natural handwritten electronic signatures using Topaz signature pads. Signing a PDF document with the Topaz Adobe Sign Extension is a simple process:

1. Click on a signature field (do not press the Enter key on the keyboard when a signature field is selected); a signature capture dialog will appear. The Topaz Adobe Sign Extension should initialize the signature pad and display the status message “Pad initialized, start signing” in the browser window. If the Topaz Adobe Sign Extension does not detect a signature pad, it will display “Signature pad could not be initialized” in the browser window.
2. Sign on the Topaz signature pad; as you are signing, the signature will appear in the signing window.
3. Select the name box and type your name on the computer keyboard.
4. After you have signed and typed your name, the “Apply” button text will turn white, indicating that you have completed the required actions and can now apply your signature to the document.
5. Click the “Apply” button to complete the act of signing and apply the signature to the document.

### **Notes:**

- *To clear a signature that you have just signed and start over, click on the “Clear” button on the signature capture dialog in the browser window.*
- *To cancel the act of signing (i.e., opt out of the signing process), click on the “Cancel” button.*

## 5.0 – Enhancing the Adobe Sign Experience

### 5.1 – Saved Signatures

By default, the Adobe Sign application saves the last captured signature as a stamp and uses it for all future signatures. For many e-signing applications, it is preferable to capture a unique signature for each instance where a signature is required; unique signatures are much stronger forensically than using copies of an existing signature. To use the Topaz Adobe Sign Extension and signature pad to capture an original signature instead of using a saved signature, follow these instructions:

1. On the Adobe Document Cloud page, click on profile icon then click on Settings link in the dropdown menu displayed.
2. Click on "Edit signature settings" link in the Document Cloud Settings window.
3. Under the "Personal Preferences" tab, Click on the "My Signature" link.
4. Clear any signatures and initials that have been saved.

**Note:** *In the signature capture dialog, the checkbox to save the last captured signature is checked by Adobe Sign by default. Uncheck this checkbox to prevent Adobe Sign to save the last captured signature as a stamp.*

### 5.2 – Multiple Signature Signing

Many PDF documents have been designed with multiple signature fields that are to be signed by an individual. Using the Topaz Adobe Sign Extension with a Topaz signature pad enables you to sign the first signature field with a unique handwritten signature instance; however, for subsequent signature fields, when you click on the signature field, the Adobe Sign application applies the previously captured signature to that signature field.

You can change a signature in a subsequent signature field by double clicking it (which opens the signature capture dialog) or by clicking it and then clicking the Clear button; however, when you apply the new signature to that signature field, the Adobe Sign application applies the new signature to all previously signed signature fields and uses the new signature in subsequent signature fields. In summary, the Adobe Sign application does not provide the ability to apply different signatures to different signature fields assigned to a user.

### 5.3 – Supported Signature Types

The Topaz Adobe Sign Extension with Topaz signature pads provides support for three types of Adobe signatures: Initials, Signature, and Signature Block.

#### **5.4 – Disabled Features**

To promote the use of strong forensically defensible unique handwritten signatures, the Topaz Adobe Sign Extension disables the following Adobe Sign features:

- Ability to do TYPED signatures (signatures generated using only the name the signer types on the keyboard).
- Ability to import signature image.
- Ability to capture signature using mobile devices