

How-To Guide

Access Demo

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Overview

The Topaz Access Demo How-To Guide serves as an example for adding Topaz signature capture to your own database. Ultimately, you should use the techniques suggested in this document and apply them to your database.

If you have any questions about implementation, contact Topaz Dev Support at: <u>www.topazsystems.com/contact_devsupport.html</u>.

Download and Install Software

1. To begin, open up Access. Click "File" → "Account" → "About Access". At the top of the window, check if you have MS Office 32-bit or 64-bit.



a. For 32-bit users:

Download and install SigPlus[®] Pro ActiveX from the following link: www.topazsystems.com/Software/sigplus.exe

b. For 64-bit users:

Download and install SigPlus[®] Pro ActiveX from the following link: www.topazsystems.com/Software/sigplus64.exe

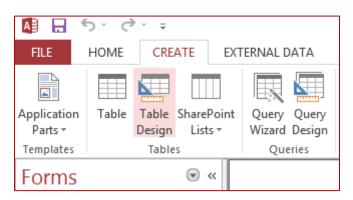
2. Then, download and install the SigPlus ActiveX Demo for Access from the following page: <u>www.topazsystems.com/access.html</u>

Creating Code for Sign, Clear, and Done Buttons

- 1. Open the .zip file that is downloaded, and then open the "SignMeUp" Access file.
- 2. If a "Security Warning" appears at the top, click "Enable Content". If the file opens in Read-Only mode, follow the instructions to save a copy of the database.



3. Click the "Create" tab, and select "Table Design".



4. This will bring up the "Table Design View" window.

		Table1		
4	Field Name	Data Type	Description (Optional)	

5. In the "Field Name" column, enter "Signature". In the "Data Type" column, choose "Long Text" (Note: in versions of Access 2010 and before, choose "Memo" instead of "Long Text"). In the "Description" column, enter any description desired. This field will hold the signature.

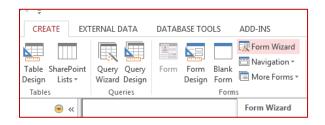
Table1			
Z Field Name	Data Type		Description (Optional)
Signature	Long Text	Signature Field	

6. Once the fields are added, save the table simply by closing the table. A window will appear asking if the user wants to save changes. Click "Yes", and a "Save As" window will appear. Name the table, and click "OK".

Save As	? 🔀
Table Name:	
SampleTable	
	OK Cancel



- 7. Once the user clicks "OK", a window will appear that denotes no primary key was defined. Unless denoted by a developer or system administrator, click "Yes" and allow Access to create a primary key for the table.
- 8. Once the table has been created and saved, the next step is to create a new form by clicking the "Create" tab, and then clicking "Form Wizard".

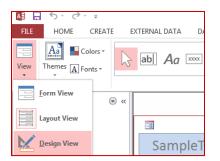


9. This will open the "Form Wizard" window. Be sure the table you saved earlier is selected under the "Tables/Queries" section. Place the signature field in the "Selected Fields" box by highlighting the signature field in the "Available Fields" box and using the arrows to move it over to the "Selected Fields" box. Then, click "Finish".

Form Wizard		
	Which fields do you want on your form? You can choose from more than one table or query.	
<u>T</u> ables/Queries		
Table: SampleTable	▼	
<u>A</u> vailable Fields:	Selected Fields:	
Avanable Helds: Selected Helds:		
Ca	ncel < Back Next > Einish	

Note: the ID Field does not need to be added to the "Selected Fields" box.

10. After clicking "Finish", the form will be created. To make necessary changes to the form, the user must be in "Design Mode". To go into "Design Mode", click the "Home" tab, and select "Design View" under "View".

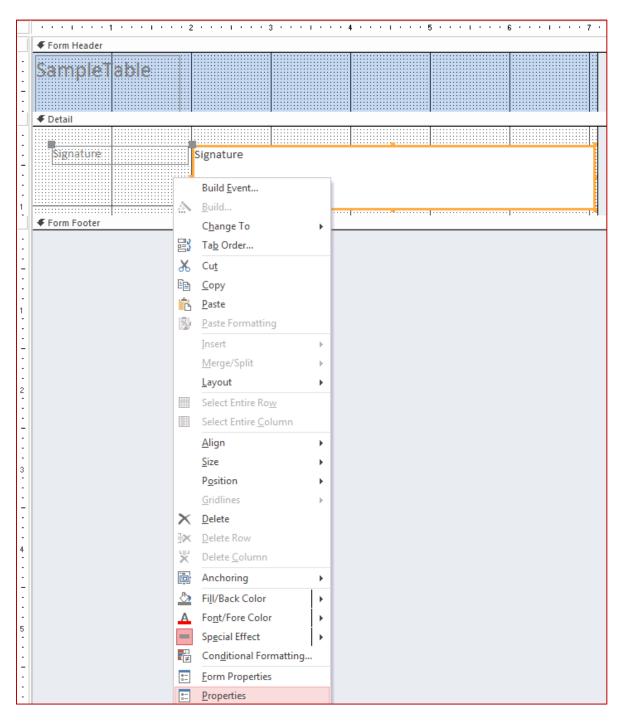




11. Once in "Design View", the form that has been created will be easy to edit and to add the requisite buttons and controls.

Note: In the following steps, the "Design Toolbox" will be used. This can be found under the "Design" tab.

12. Once in "Design View", right-click on the white signature box to select it, and choose "Properties".





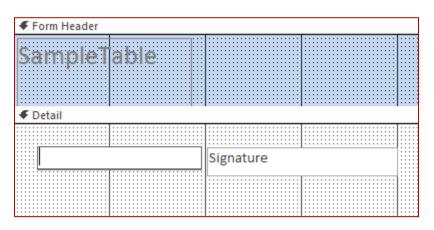
13. Under the "All" tab, make sure the "Visible" property says "No".

Property Sheet Selection type: Text Box			
Signature	-		
Format Data Event Oth	her All		
Name	Signature		
Control Source	Signature		
Format			
Decimal Places	Auto		
Visible	No 룾		

14. Next, resize the signature box. The less room it takes up, the better.

		_
SampleT	able	
€ Detail		
Signature	Signature	

15. Next, delete the "Signature" header by highlighting it and using the backspace key.





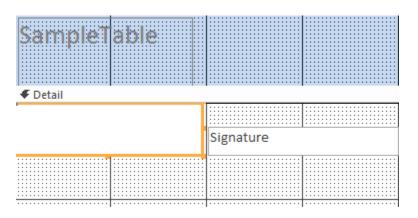
16. Once deleted, the user must add the SigPlus ActiveX controls. Do so by selecting the "Design" tab, clicking the "More" arrow in the bottom right corner of the toolbox and selecting "ActiveX Controls".



17. This will bring up a window to choose which controls to add. Choose "SigPlus Control", and click "OK".

Insert ActiveX Control	? 🔀
Select an ActiveX Control:	
SigCard 1.SigCard SigCompare 1.SigCompare SigIDp.SigIDp 1 SigIDp.SigIDp 1 SignMeInProj.SignMeIn	^
SigPlus Control SigPlusLCD 1.SigPlusLCD SigSign Control SmartTabs.SmartTab STSUpId CopyCtl Class SVG Document Symantec Endpoint Protection UI SysColorCtrl class System Monitor Control Tabular Data Control	
Result Inserts a new SigPlus Control into your document.	
ок	Cancel

18. This will add a white box to the form. The user can resize this and place it anywhere in the form by simply clicking and dragging it.



Note: This is where the visible signatures will be displayed, so take that into account when resizing this control.



- 19. Once the control is added and resized, the form may look something like the image above, but the user can place the control wherever they desire.
- 20. Right-click on the white box and select "Properties". Then, rename the control under the "All" tab. The SigPlus Control, denoted by the white box, needs to be renamed "SigPlus1".

Property Sheet Selection type: ActiveX Control				
SigPlus1				
Format Data Event Other All				
Name	SigPlus1			
OLE Class	SigPlus Control			
Verb	0			
Class	SIGPLUS.SigPlusCtrl.1			

21. Once the control has been renamed, the user must now add a control button. The control button can be found in the "Toolbox", located under the "Design" tab. Click on "Button" (see the below image), and then click and drag it to desired size on the form.

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2	O	O	ς,	κ.

22. When the "Command Button Wizard" window opens, click "Cancel".

Command Button Wiz	ard	
Sample:	What action do you want to ha pressed?	ppen when the button is
<u>M</u> _	Different actions are available t	for each category.
	Categories:	Actions:
	Record Navigation Record Operations Form Operations Report Operations Application Miscellaneous	Find Next Find Record Goto First Record Goto Last Record Goto Next Record Goto Previous Record
	Cancel < Back	Next > Einish

This will allow the placement of a "Command Button" without any programming code included or attached.



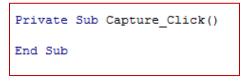
23. Once the "Command Button" is placed in the form, right-click on it and select "Properties". Change the "Name" section to read "Capture" and the "Caption" section to read "Sign" under the "All" tab, and then click the "Event" tab.

Property Sheet Selection type: Command B	utton
Capture	
Format Data Event Of	ther All
Name Caption	Capture Sign

24. For the "On Click" section, select "Event Procedure" from the drop-down menu. Then, click the ellipses to the right of the drop-down menu.

Property Shee Selection type: Comman	
Capture	
Format Data Event	Other All
On Click On Got Focus	[Event Procedure]

25. Clicking on the ellipses will open up a Visual Basic window that contains the coding for the Event Procedure.



26. Now, create a "Done" button by repeating the instructions described in steps 23-27 above.

Note: Both rename and caption the new button "Done", as described in step 25 above.

Once steps 23-27 are repeated for the "Done" button, the coding will look like this:

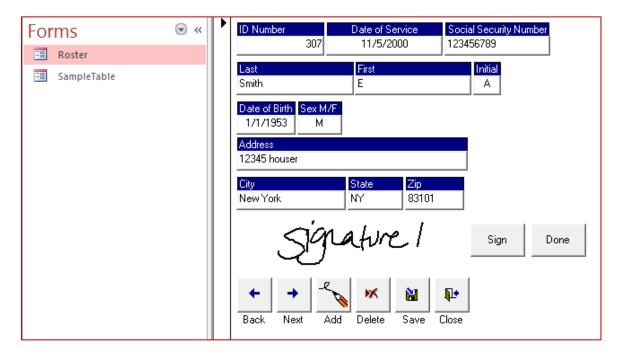
Private	Sub	Capture_Click()
End Sub		
 Private	Sub	Done_Click()
End Sub		



Your form will look similar to this:

Form Header		
SampleT	able	
		·
		Signature
Sign	Done	

27. To get the proper coding for the "Capture_Click" event, open the "Roster" form that was loaded when the "SignMeUp" Access file was opened.



28. Make sure you are in "Design View" before proceeding, by clicking on the "Home" tab and selecting "Design View" under the "View" button.



29. Right-click on the button that says "Sign", and select "Properties".

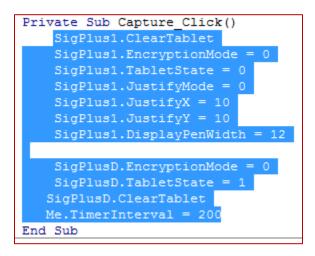
-8	Roster	- 🗆 :
	1	3 4 .
Form Hea	der	
Ø Detail		
- ID Number	Data of Couries	Consist Consulty Montheast
ID Number PID	Date of Service Date	Social Security Number HIC
- Last	First	Initial
Last	First	Initial
1 - Date of Birth - DOB	Sex M/F Sex	
- Address Address		Signature Signature
2 City	State Zip	
- City	State Zip	
-	······	Sign Done
3	e e e e	
•		Þ

Under the "Event" tab, make sure the "On Click" section says "Event Procedure", and click the ellipses to the right of the drop-down menu.

Property Shee Selection type: Comman		×
Capture	•	
Format Data Event	Other All	
On Click On Got Focus	[Event Procedure]	—



30. This will open the Visual Basic window. Highlight and copy the code from the "Capture_Click" Event section.



31. Once the code is copied, paste it into the code for the sample table that was created. This will ensure that the proper coding is attached to the "Capture_Click" event.

The code for the "SampleTable" form should still be opened under the "Microsoft Visual Basic for Applications – SignMeUp" window. The code window is likely to be hidden behind the "Roster" form's code window.

```
Private Sub Capture_Click()
SigPlus1.ClearTablet
SigPlus1.EncryptionMode = 0
SigPlus1.TabletState = 0
SigPlus1.JustifyMode = 0
SigPlus1.JustifyX = 10
SigPlus1.JustifyY = 10
SigPlus1.DisplayPenWidth = 12
SigPlusD.EncryptionMode = 0
SigPlusD.TabletState = 1
SigPlusD.ClearTablet
Me.TimerInterval = 200
End Sub
```

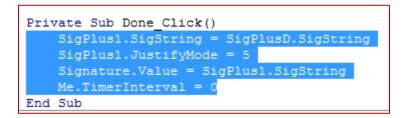
32. Now that the "Sign" button is set-up, we will set-up the "Done" button. First, make sure you are still in "Design View" (Under the "Home" button, select "View" and "Design View").



33. In the "Roster" form, right-click on the "Done" button and select "Properties".

Form Header				
ID Number PID	Date of Service Date	e Socia HIC	al Security Nu	mber
Last Last	First First		<mark>Initial</mark> Initial	
Date of Birth Sex M/f DOB Sex			Signature	
Address Address			Signature	
City City		ip ip		
			Sign	Done
← → -< Back: Next: Ac	💊 💌 🔒 Idi : Dielete : Sa			

34. Under the "Event" tab, make sure the "On Click" section reads "Event Procedure", and click the ellipses to the right of the drop-down menu. Highlight and copy the code from the "Done_Click" Event section.



35. Once the code is copied, paste it into the code for the sample table that was created. This will ensure that the proper coding is attached to the "Done_Click" event.

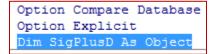
The sample table's code should still be opened under the "Microsoft Visual Basic for Applications – SignMeUp" window. The code window is likely to be hidden behind the "Roster" form's code window.



The "SampleTable" form's code will now look something like this:

```
Private Sub Capture_Click()
   SigPlus1.ClearTablet
   SigPlus1.EncryptionMode = 0
   SigPlus1.TabletState = 0
    SigPlus1.JustifyMode = 0
    SigPlus1.JustifyX = 10
    SigPlus1.JustifyY = 10
    SigPlus1.DisplayPenWidth = 12
   SigPlusD.EncryptionMode = 0
   SigPlusD.TabletState = 1
   SigPlusD.ClearTablet
  Me.TimerInterval = 200
End Sub
Private Sub Done Click()
   SigPlus1.SigString = SigPlusD.SigString
   SigPlus1.JustifyMode = 5
   Signature.Value = SigPlus1.SigString
   Me.TimerInterval = 0
End Sub
```

36. Next, we will copy the "SigPlusD" code from the "Form_Roster" code window to the "Form_SampleTable" code window. In the "Form_Roster" code window, scroll to the top; highlight and copy the line seen below:



37. Go back to the "Form_SampleTable" code window; scroll to the top, and paste the line you copied under the "Option Compare Database" line as seen below:

```
Option Compare Database
Dim SigPlusD As Object
```

38. Now that we have copied the "SigPlusD" code into the "Form_SampleTable" code window, we will create and copy the "FormLoad" event. In Access, view the "SampleTable" form in "Design View", as you have done before.





Left click in the gray-dotted area of the "SampleTable" form; then, left-click the white square in the upper-left corner of the form. A black dot will appear in the middle of the square. Right-click on the square, and select "Properties". Under the "Event" tab, in the "On Load" section, select "Event Procedure" from the drop-down menu, and click the ellipses to the right of the drop-down menu.

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	Sa	m	pl	ē	Ī	ab	le											
										Sig	na	tu	re					
-		Sig	'n				Do	one										

39. This will create a "Form_Load" section in the "Form_SampleTable" code (see below).

Private Sub Form Load() End Sub

- 40. Now, go back to the "Roster" form. Be sure you are in "Design View", as you have done before. Repeat the same instructions from step 40 above for this form.
- 41. Highlight and copy the "FormLoad" code, seen below.

Private Sub Form_Load()
<pre>Set SigPlusD = CreateObject("SIGPLUS.SigPlusCtrl.1")</pre>
SigPlusD.InitSigPlus
SigPlus1.ClearTablet
SigPlus1.DisplayPenWidth = 12
SigPlus1.JustifyMode = 5
SigPlus1.JustifyX = 10
SigPlus1.JustifyY = 10
SigPlus1.EncryptionMode = 0
SigPlusD.SigCompressionMode = 1
SigPlus1.SigCompressionMode = 1
SigPlus1.SigString = Signature.Value
End Sub



42. Return to the "Form_SampleTable" code window, and paste the code you copied in the Form_Load section you created in step 41. Your "SampleTable" code will now look similar to this:

```
Option Compare Database
Dim SigPlusD As Object
Private Sub Capture Click()
    SigPlus1.ClearTablet
    SigPlus1.EncryptionMode = 0
    SigPlus1.TabletState = 0
    SigPlus1.JustifyMode = 0
    SigPlus1.JustifyX = 10
    SigPlus1.JustifyY = 10
    SigPlus1.DisplayPenWidth = 12
    SigPlusD.EncryptionMode = 0
    SigPlusD.TabletState = 1
   SigPlusD.ClearTablet
   Me.TimerInterval = 200
End Sub
Private Sub Done Click()
    SigPlus1.SigString = SigPlusD.SigString
    SigPlus1.JustifyMode = 5
    Signature.Value = SigPlus1.SigString
    Me.TimerInterval = 0
End Sub
Private Sub Form Load()
   Set SigPlusD = CreateObject("SIGPLUS.SigPlusCtrl.1")
    SigPlusD.InitSigPlus
    SigPlus1.ClearTablet
    SigPlus1.DisplayPenWidth = 12
    SigPlus1.JustifyMode = 5
    SigPlus1.JustifyX = 10
    SigPlus1.JustifyY = 10
    SigPlus1.EncryptionMode = 0
    SigPlusD.SigCompressionMode = 1
    SigPlus1.SigCompressionMode = 1
    SigPlus1.SigString = Signature.Value
End Sub
```



43. Now we will add the code to draw the signature in real time as you sign. First, add a timer to your form. Left click in the gray-dotted area of the "SampleTable" form; then, left-click the white square in the upper-left corner of the form.

A black dot will appear in the middle of the square. Right-click on the square, and select "Properties". Under the "Event" tab, in the "On Timer" section, select "Event Procedure" from the drop-down menu, and click the ellipses to the right of the drop-down menu.

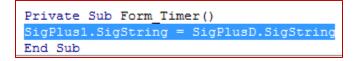
This will add the "Form_Timer" code to the "SampleTable" form's code.

```
Private Sub Form_Timer()
End Sub
```

44. Now, return to the "Roster" form (double-click on "Roster" in the left column). Complete step 45 above for the "Roster" form now.

NOTE: In the "Properties", under the "Event" tab, the "On Timer" section will already say "Event Procedure". Simply click on the ellipses to the right of the drop-down menu.

45. In the "Roster" code, find the "Form_Timer" section, and highlight and copy the line seen below:



46. Return to the "SampleTable" code window, and paste the line you just copied into the code.



47. Your code window will look something like this:

```
Option Compare Database
Dim SigPlusD As Object
Private Sub Capture Click()
    SigPlus1.ClearTablet
    SigPlus1.EncryptionMode = 0
    SigPlus1.TabletState = 0
    SigPlus1.JustifyMode = 0
    SigPlus1.JustifyX = 10
    SigPlus1.JustifvY = 10
    SigPlus1.DisplayPenWidth = 12
    SigPlusD.EncryptionMode = 0
    SigPlusD.TabletState = 1
   SigPlusD.ClearTablet
   Me.TimerInterval = 200
End Sub
Private Sub Done_Click()
    SigPlus1.SigString = SigPlusD.SigString
    SigPlus1.JustifyMode = 5
    Signature.Value = SigPlus1.SigString
    Me.TimerInterval = 0
End Sub
Private Sub Form Load()
    Set SigPlusD = CreateObject("SIGPLUS.SigPlusCtrl.1")
    SigPlusD.InitSigPlus
    SigPlus1.ClearTablet
    SigPlus1.DisplayPenWidth = 12
    SigPlus1.JustifyMode = 5
    SigPlus1.JustifyX = 10
    SigPlus1.JustifyY = 10
    SigPlus1.EncryptionMode = 0
    SigPlusD.SigCompressionMode = 1
    SigPlus1.SigCompressionMode = 1
    If IsNull(Signature.Value) = False Then
       SigPlus1.SigString = Signature.Value
    End If
End Sub
Private Sub Form Timer()
SigPlus1.SigString = SigPlusD.SigString
End Sub
```



48. Next, create a "Clear" button. Open the "SampleTable" in "Design View" mode. In the "Design" tab, click "Button", as seen below.

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4	•••	۰.	^	u	'n	

49. Click and drag the button to the desired size and position. When the "Command Button Wizard" window opens, click "Cancel".

Command Button Wiza	rd	
Sample:	What action do you want to happ pressed? Different actions are available fo	
	Categories:	Actions:
	Record Navigation Record Operations Form Operations Report Operations Application Miscellaneous	Find Next Find Record Goto First Record Goto Last Record Goto Next Record Goto Previous Record
	Cancel < Back	Next > Einish

50. If the "Properties" column isn't open on the right, right-click on the button you just created and click "Properties". Under the "All" tab, change the Name and Caption sections to both read "Clear".

Property Sheet Selection type: Command Bu	tton					
Clear 🗨						
Format Data Event Oth	er All					
Name	Clear					
Caption	Clear					

Click on the "Event" tab; under the "On Click" section, select "Event Procedure" from the drop-down menu, and click the ellipses to the right of the drop-down menu.

51. This will create the "Clear_Click" event in the code, as seen below:

Private	Sub	Clear	Click()
End Sub			



52. In the line after "Private Sub Clear_Click()", type the following code:

SigPlus1.ClearTablet SigPlusD.ClearTablet

The code will look like this:

```
Private Sub Clear_Click()
SigPlus1.ClearTablet
SigPlusD.ClearTablet
End Sub
```

53. Once the above steps have been completed, the user can test the form by viewing it in "Form Mode" instead of "Design Mode". Click the "Sign" button and sign on your signature pad. The signature will appear in the space provided if the code has been done correctly.

	SampleTa	able		
.\$	Ea Sm	ith		
	Sign	Done	Clear	

54. If you are satisfied with the signature, click "Done" and the signature will zoom to fit. To sign again, click "Clear" and "Sign" again.



55. Once all the functions are tested, we can move on with the creation of the forms and database.



Creating Code for Navigation Buttons

1. With all the components working properly, the user can now add navigation buttons. To do this, start by adding another control button. Open the "SampleTable" in "Design View" mode. In the "Design" tab, click "Button", as seen below.



2. Click and drag the button to the desired size and position. When the "Command Button Wizard" window opens, choose "Record Navigation" in the "Categories:" section and choose "Go to Previous Record" in the "Actions:" section.

Sample:	What action do you want pressed? Different actions are avail	to happen when the button is able for each category.		
	Categories:	Actions:		
	Record Navigation Record Operations Form Operations Report Operations Application Miscellaneous	Find Next Find Record Goto First Record Goto Last Record Goto Next Record Goto Previous Record		

3. Click "Next". This will bring up the second page of the wizard. Here, the user can choose the appearance of the "Command Button". The "Sample:" section on the left will give a preview of how the button will look.

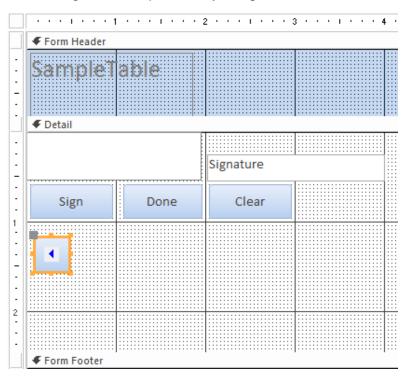
Command Button Wizard					
Sample:	Do you want text or a picture on the button? If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display. C Text: Previous Record Ficture: Go To Previous 2 Go To Previous 1 Left Arrow (Black) Left Arrow (Blue) Pointing Left Show All Pictures				
	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish				



4. Click "Next". The last page allows for the user to name the button. Name the button something easy to remember and indicative of the button's function.

Command Button Wizard						
Sample:	What do you want to name the button? A meaningful name will help you to refer to the button later. Back That's all the information the wizard needs to create your command button.					
	Display Help on customizing the button.					
	Cancel < Back Mext > Finish					

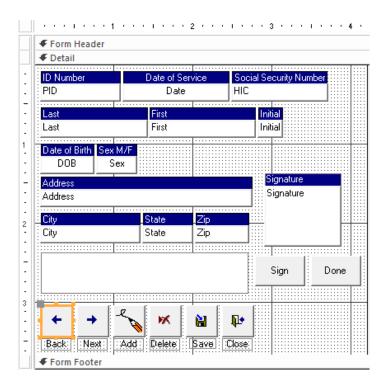
- 5. Click "Finish" and the button will be added to the form.
- 6. Once the button has been added to the form, the next step is to add the SigPlus coding to the button. This is accomplished in much the same way as was the addition of code to the "Sign" button previously. Right-click the button and select "Properties".



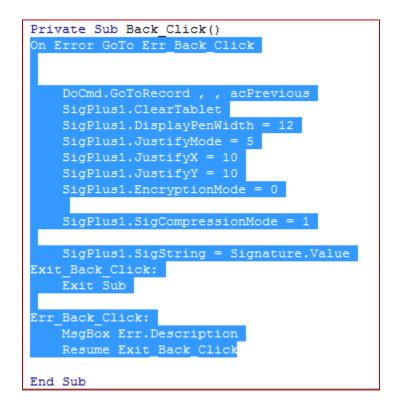
7. Under the "All" tab, change the "Name" and "Caption" sections to both read "Back". Click on the "Event" tab; under the "On Click" section, select "Event Procedure" from the drop-down menu, and click the ellipses to the right of the drop-down menu.



8. Open up the "Roster" form in "Design View". Right-click on the "Back" button and select "Properties". Under the "Event" tab, click the ellipses to the right of the drop-down menu in the "On Click" section.



9. Copy and highlight the code seen below in the "Back_Click" section.



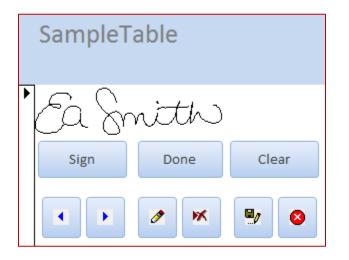


- 10. Return to the "Form_SampleTable" code window and paste the code you copied into the "Back_Click" section you created in step 6.
- 11. Repeat the above steps 1-10 to create several more buttons: "Next", "Add", "Delete", "Save", and "Close".

NOTE: When repeating steps where information is input for these buttons, use the following information in the Command Button Wizard and in the "Properties" sections; when copying code for each button from the "Roster" form to the "SampleTable" form, note the name of the "Code Section" below to copy in the code window.

Name/Caption	Categories	Actions	Code Section
Next	Record Navigation	Go To Next Record	Next_Click()
Add	Record Operations	Add New Record	Add_Click()
Delete	Record Operations	Delete Record	Delete_Click()
Save	Record Operations	Save Record	Save_Click()
Close	Form Operations	Close Form	Close_Click()

12. Once all four buttons have been added, the form may look something like this, though many of the components can be sized and placed differently.



13. Once the code has been added, the last step is to turn off the Access-provided navigation buttons (**these are not the buttons that the user has added**), as these buttons interfere with the proper functionality of SigPlus.



14. Left click in the gray-dotted area of the "SampleTable" form; then, left-click the white square in the upper-left corner of the form. A black dot will appear in the middle of the square. Right-click on the square, and select "Properties".

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	Form Heade	er										
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	Comple	പ്പ									 	 ÷
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- II											 	 :
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- II	·							:::::	1::::	::::	 ::::	 :
		1	-					:::::	::::		 ::::	 :
	Sign		Done								 	 ÷
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:				- 1							 	 •
1	,											

15. Under the "All" tab, in the "Navigation Buttons" section, select "No" from the drop-down menu.

Property Sheet Selection type: Form								
Form					•			
Format	Data	Event	Othe	r	All			
Record	Source		S	a	mpleTable			
Caption			S	a	mpleTable			
Pop Up			1	10)			
Modal			1	10)			
Default	View		S	Single Form				
Allow F	orm Viev	v	Y	Yes				
Allow D	atasheet	t View	I	No				
Allow La	ayout Vie	w	Y	es	s			
Picture 1	Туре		E	m	bedded			
Picture			(no	one)			
Picture	Tiling		1	No				
Picture /	Alignmei	nt	0	Center				
Picture	Size Mod	le		Clip				
Width				7.1042"				
Auto Center			Y	Yes				
Auto Resize				es	-			
	Fit to Screen				s			
Border					able			
Record	Selector	5		es				
Navigat	ion Butt	ons	N	١o				



Adding Signatures to an Access Report

- 1. Under the "Create" tab in the main Access menu, click on the "Report Wizard" button.
- 2. First, select "Table: Roster" from the "Tables/Queries" menu. Then, select which fields you would like displayed in your report. You can select any number of options from the list. To add a single field, select that field and click the single arrow. To add all fields, use the double arrow button. The same principle applies for deselecting items, but use the opposite arrow. For the purposes of this demo, we will select them all. When you're done, click "Next".

Report Wizard		
		Which fields do you want on your report? You can choose from more than one table or query.
<u>T</u> ables/Queries		
Table: Roster		
<u>Available Fields:</u>		Selected Fields:
PID Date HIC Last First Initial DOB Sex	•	∧
	Ca	incel < Back Next > Finish

3. You can now specify the order of fields and how they are grouped. This is an optional step. When done, click "Next".

Report Wizard	
Do you want to add any grouping levels? Date HIC Last First Initial DOB Sex Address City	PID, Date, HIC, Last, First, Initial, DOB, Sex, Address, City, State, Zip, Signature
Grouping Options Cancel	< Back Next > Einish



4. Next, you can sort the records and order them (ascending or descending order). In our example, we use the default settings. When done, click "Next".

Report Wizard				
What sort order do you want for you	r reco	rds?		
-		u can sort records by up to four cending or descending order.	field	ls, in either
	1		•	Ascending
	2		<i>,</i>	Ascending
	3		<i>,</i>	Ascending
	4	v	·	Ascending
	ncel		_	Finish
Car	icel	< <u>B</u> ack <u>N</u> ext >		Einish

5. Setup the layout of your report to meet your personal aesthetic tastes. In our example, we use the justified layout, orientated like a portrait. We recommend you check the option to "adjust the field width so all fields fit on a page". When you're done, click "Next".

Report Wizard		
How would you like to lay out your report?		
-	Layout	Orientation
	Olumnar	Ortrait
=	o <u>T</u> abular	Landscape
	Output:	A
	✓ Adjust the field widt	h so all fields fit on
	a page.	
)(
Cancel	< <u>B</u> ack <u>N</u> ext >	> <u>F</u> inish



6. Lastly, name your new report. We used the title "Topaz Test Report" for our purposes. Select "Preview the report." Click "Finish".

Report Wizard	
	What title do you want for your report? Topaz Test Report
	 That's all the information the wizard needs to create your report. Do you want to preview the report or modify the report's design? Preview the report. Modify the report's design.
[Cancel < Back Next > Finish

- 7. Once done, your report will open for preview. Close the preview, and your report will be opened in "Design View". If your report is not automatically opened in "Design View", you can change it under the "Home" tab by clicking "View" → "Design View".
- 8. In the report, drag the "Signature" field to make it much smaller, as seen below:

	1	$(r_{1},r_{2},r_{3},r_{$	· · 2			3 • • • •	• • • •	4 ·	$r \rightarrow 1/r$	• • •	;	1.1.1	• 6			7		
	Report Header																	
· · ·	Topaz Te	ist Rep	or	ť														
	Page Header																	
_	Ø Detail							1										
:	PID	Date		HIC				ast										
1	PID	Date		HIC				ast						First				
·	: Itertisticon:	5	Sex:						Address									
:	Initial DOB		Sex						Address									
1	Eity				:: State		:: ZID::											
÷	City				State		Zip	1										
-	l Signature																	
:	Signature			•														
2																		
	Page Footer																	
						L												
:	=Now()											='	Pag	ge " & [I	Page] 8	k" 0	of " &	[Pages]
	Report Footer																	



9. Once done, click the "Detail" button near the top of the report so it is highlighted in black.

1	€R	Rep	oor	t H	lea	de	r																												
	To	0	pa	92	Z	T	e	111	1.0	510		0	rt													:::	:::								
1	€P	Pag	je l	lea	ade	er																													

10. Under the "Design" tab, click the "More" arrow in the bottom right corner of the toolbox and selecting "ActiveX Controls".



11. Select "SigPlus Control" from the list, and click "OK".

Insert ActiveX Control	? X
Select an ActiveX Control:	
Shelsel2 Class Sheridan ActiveListBar Control Sheridan ActiveTreeView Control Shockwave Flash Object SigCard 1.SigCard SigCompare 1.SigCompare SigIDp.SigIDp 1 SigIDp.SigIDp 1 SigIDp.SigIDp 1 SigIMeInProj.SignMeIn SigPlusLCD 1.SigPlusLCD	
SigSign Control SmartTabs.SmartTab STSUpId CopyCtl Class SVG Document	-
Result	
Inserts a new SigPlus Control into your document.	
ОК	Cancel



12. A SigPlus object will be created and placed in the top-left corner of the "Detail" section of the report. Move the new SigPlus object down by the signature fields.

Report Header				 			1	 	
Tanaz Ta									
10093216	ist kepoi	(L							
Page Header									
•				 					••••
PID:	Date	HIC		 	ast			First	
DID		HIC					1	 	
PID	Date			 l	last		1	 First	
Initial DOB	Sex				Add	ess			
Initial DOB	Sex			 	Addı	ess		 	
City				 				 	
CILX			Jalate	 zip.					
City			State	Zip					
Signature				 				 	
Signature									
Signature Signature									
Signature									
Signature									
Signature									
Signature		:						 	

- 13. Once the SigPlus object has been placed by the signature fields, right-click on it and select "Properties".
- 14. Under the "All" tab, change the "Name" section to read "SigPlus2".

Property Sl Selection type: Acti		
SigPlus2		•
Format Data Ev	ent Other	All
Name	Si	gPlus2
OLE Class	Si	gPlus Control
Verb	0	



15. In the "Detail" section of the report, right-click on the lower signature text box, and select "Properties".

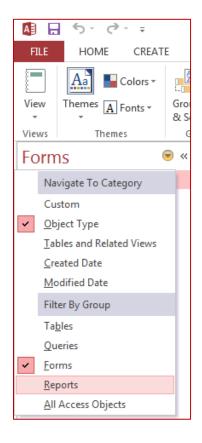
Report Header								
Topaz Te	est Repor	t						
🗲 Page Header								
🗲 Detail								
PID	Date					st	 First	
PID	Date	HIC			La		First	
Initial DOB	Sex					Address		
Initial DOB	Sex					Address		
City			Vtoto		(n		 	
City					ip:://		 	
			State		ч Р ::::::		 	
				L.,				
Signature		1						
Signature							 	
Signature								
Signature				[
Signature								

16. Under the "All" tab, change the "Visible" section to read "No". This way, the ASCII Hex SigString will not be shown in the report. Also, verify that the "Name" section reads "Signature". If not, please change it.

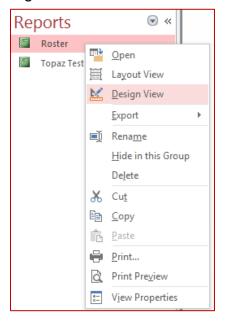
Prop Selection			et			
Signatur	e					
Format	Data	Event	Oth	er	All	
Name				Sig	gnature	
Control S	Source			Sig	nature	
Format						
Decimal	Places			Au	to	
Visible				No)	-
Text Form	nat			Pla	ain Text	



17. Once formatting has been completed, we will view and copy code for the reports. In the left Access menu, click the arrow and select "Reports".



18. Right-click on "Roster" under the "Reports" header and select "Design View".





19. Under the "Design" tab, select "View Code".

👫 View Code

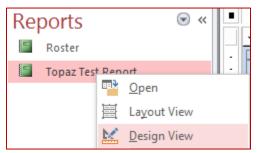
20. In the window that appears, select "Detail" from the left drop-down menu.

٢	SignMeUp - Report_Roster (Code)	
1	Detail	-
[General) \ddress	*
	lity	
	ateofService	
	etail	
	OB .	

21. Highlight and copy the code seen below:

💐 Sign	MeUp - Report_Roster (Code)
Detail	Format
0	ption Compare Database ption Explicit im DataString As String
P	<pre>rivate Sub Detail Format(Cancel As Integer, FormatCount As Integer) SigPlus2.ClearTablet SigPlus2.DisplayPenWidth = 25 SigPlus2.JustifyMode = 5 SigPlus2.JustifyX = 10 SigPlus2.JustifyY = 10 SigPlus2.EncryptionMode = 0</pre>
E	SigPlus2.SigCompressionMode = 1 SigPlus2.DisplayWindowRes = True SigPlus2.SigString = Signature.text nd Sub

22. Return to the Access window, and under the "Reports" header in the left column, rightclick on "Topaz Test Report" and select "Design View".





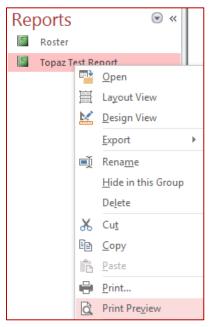
23. Under the "Design" tab, select "View Code".

器 View Code

24. Paste the code you copied from step 21 into the "Detail_Format" section, as seen below.

etail	✓ Format
Option Compare Database	
Private Sub Detail_Format(Cancel As Integer,	FormatCount As Integer
SigPlus2.ClearTablet	
SigPlus2.DisplayPenWidth = 25	
SigPlus2.JustifyMode = 5	
SigPlus2.JustifyX = 10	
SigPlus2.JustifyY = 10	
SigPlus2.EncryptionMode = 0	
SigPlus2.SigCompressionMode = 1	
SigPlus2.DisplayWindowRes = True	
SigPlus2.SigString = Signature.text	
End Sub	

- 25. Click on "File" \rightarrow "Save" to save your work.
- 26. To view your report, right-click on the report you created and select "Print Preview".





27. You are now able to view the report complete with signatures.

Topaz Test Repo	rt				
PID Date	ніс	Las	t	First	
	2000 123456789	Smi		E	
Initial DOB Sex	.000 123 43 07 03	511	Address	L	
A 1/1/1953 M			12345 houser		
City	State	Zip	12040 1100050		
New York	NY	83101			
	Signature 1				
PID Date	HIC	Las	t	First	
	2000 123456789	Jon		George	
Initial DOB Sex		201	Address	000/80	
A 1/1/1991 M			12345 Rover		
City	State	Zip	12040 110/01		
Los Angeles	CA	83101			
PID Date 309 11/2/2	HIC 2000 123456789	Las		First	
Initial DOB Sex	1000 123456789	Luc	Address	Нарру	
	State	Zip	12345 Easy Street		
City Pleasantville	WY	83101			
	HELM	,			
PID Date	HIC	Las	t	First	
310 11/2/2	2000				
Initial DOB Sex			Address		
City	State	Zip			
	WY	83101			
	FOUR				