



User Manual

Topaz Adobe Document Cloud eSign Services Extension

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Table of Contents

1.0 – Introduction.....	4
2.0 – Prerequisites.....	4
3.0 – Software Installation.....	4
3.1 – Chrome.....	4
3.2 – Firefox.....	5
4.0 – Signature Capture using Topaz pads	6
5.0 – Enhancing the Adobe DC eSign Services Experience	7
5.1 – Saved Signatures.....	7
5.2 – Multiple Signature Signing.....	8
5.3 – Supported Signature Types	8
5.4 – Disabled Features.....	8

1.0 – Introduction

Adobe Document Cloud eSign Services enable customers to apply signatures to PDF documents by typing their name and drawing their signature image with a mouse. The Topaz Adobe Document Cloud eSign Services 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 Document Cloud eSign Services Extension provides transparent integration with the Adobe Document Cloud web application using a browser extension framework. Capturing electronic signatures using the Topaz Adobe Document Cloud eSign Services Extension is supported in Chrome and Firefox browsers.

2.0 – Prerequisites

The following requirements must be met prior to installing and using the Topaz Adobe Document Cloud eSign Services Extension:

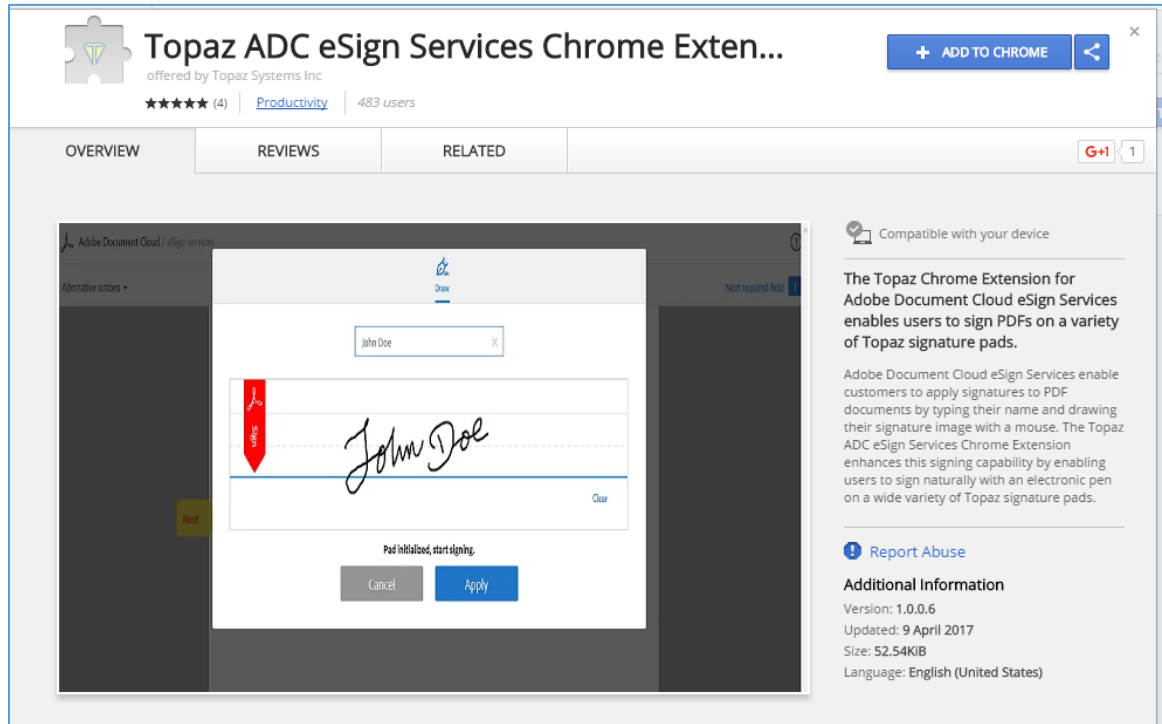
1. Windows 7 or above Operating System
2. Microsoft .NET Framework 3.5 (For Chrome users)
3. Chrome and/or Firefox browsers (32 bit or 64 bit version) updated to latest available releases. Minimum version of Firefox required is 53.x.
4. Topaz signature pad driver and signature pad connected to your PC

3.0 – Software Installation

3.1 – Chrome

1. Download and run the Topaz Adobe Document Cloud eSign Service Browser Extension installer at: www.topazsystems.com/topaz-adc.html.
2. Install the Topaz Adobe Document Cloud eSign Services Chrome Extension:
 - a. Start the Chrome Browser and go to the Topaz Adobe Document Cloud eSign Services Extension page using one of the following methods:
 - i. Navigate to the URL:
<https://chrome.google.com/webstore/detail/topaz-adc-esign-services/jghlpeabidlogakjpbgiqbhchlochpmo>
 - OR
 - ii. Search for “Topaz ADC eSign Services Extension”

- b. In the opened page, click on the “+ ADD TO CHROME” button displayed on the top right of the page (see the screenshot below).
- c. Click on the “Add extension” button in the confirmation dialog.



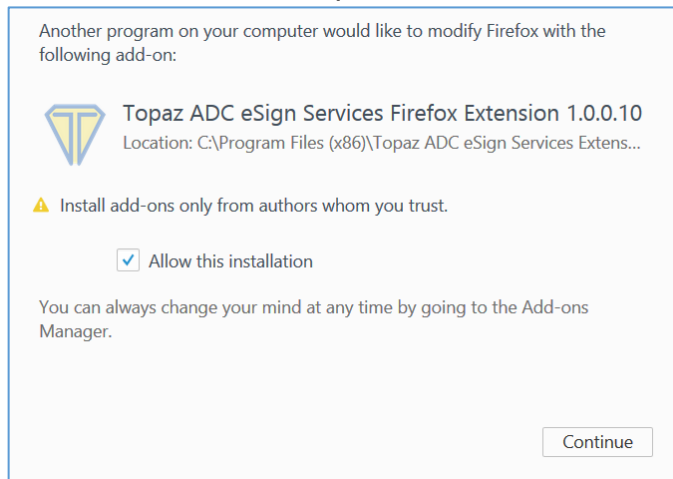
3.2 – Firefox

Using the Topaz Adobe Document Cloud eSign Services Extension in Firefox requires two steps. First, the Topaz Adobe Document Cloud eSign Services installer must be installed. Then, the Topaz Adobe Document Cloud eSign Services extension must be set up for Firefox.

Remove any previous version of the Topaz Adobe Document Cloud eSign Services Firefox extension from the Firefox Add-ons manager page, Extension section and follow the onscreen instructions.

1. Download and run the Topaz Adobe Document Cloud eSign Service Browser Extension installer from www.topazsystems.com/topaz-adc.html.
2. Start the Firefox browser to complete the installation of the Firefox Extension. The browser prompts the user to allow the extension installation.

3. Check the “Allow this installation” option and click the “Continue” button and then “Restart Firefox” to complete the installation.



Note:

- Steps 2 and 3 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 prompt 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:addons” in the address bar (no quotes), going to the “Extensions” section, and clicking on the “Enable” button next to “Topaz ADC eSign Services Firefox Extension”. Then, restart the browser.

4.0 – Signature Capture using Topaz pads

The Topaz Adobe Document Cloud eSign Services Extension signature capture modules integrate seamlessly into the Adobe Document Cloud eSign Services signature capture interface to capture natural handwritten electronic signatures using Topaz signature pads. Signing a PDF document with the Topaz Adobe Document Cloud eSign Services 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 Document Cloud eSign Services Extension should initialize the signature pad and display the status message “Pad initialized, start signing” in the browser window. If the Topaz Adobe Document Cloud eSign Services 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 DC eSign Services Experience

5.1 – Saved Signatures

By default, the Adobe Document Cloud eSign Services application saves the last captured signature as a stamp and uses it for all future signatures. For many esigning 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 Document Cloud eSign Services Extension and signature pad to capture an original signature instead of using a saved signature, follow these instructions:

1. On the Adobe Document Cloud eSign services page, hover your mouse over your user name and select My Profile from the drop down menu.
2. Under the “Personal Preferences” tab, select “My Signature”.
3. Clear any signatures and initials that have been saved.

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 Document Cloud eSign Services 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 Document Cloud eSign Services 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 Document Cloud eSign Services application applies the new signature to all previously signed signature fields and uses the new signature in subsequent signature fields. In summary, the Adobe Document Cloud eSign Services 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 Document Cloud eSign Services Extension with Topaz signature pads provides support for all 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 Document Cloud eSign Services Extension disables the following Adobe Document Cloud eSign Services features:

- Ability to do TYPED signatures (signatures generated using only the name the signer types on the keyboard).
- Ability to save the captured signature as a Saved Signature (Stamp) and use it for future signatures.