ePadLink®

IntegriSign Desktop Quick Guide

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1.0 – Steps for Configuring the Certificate Selection and User Profile Creation

1. Install the latest ePadLink Universal Installer drivers (available at www.epadsupport.com) on the PC.
2. Uninstall any older versions of IntegriSign Desktop on the PC.
3. Install the latest version of IntegriSign Desktop from www.epadsupport.com.
4. A digital certificate is required for signing in Acrobat 10.0 and later. The certificate can be self-signed or from a trusted CA (Certificate Authority). If you don't already have a certificate for signing, follow these steps to import a certificate:
    i. Navigate to the IntegriSign Desktop installation folder (typically "C:\Program Files (x86)\IntegriSign Desktop\Desktop" for a 64-bit OS or "C:\Program Files\IntegriSign Desktop\Desktop" for a 32-bit OS) and select the certificate (for example, the certificate named pDocSigner.pfx is installed as part of the installation in step 3) and double-click on it.
    ii. Select the "Current User" option under Store Location and click on the "Next" button in the displayed Certificate Import Wizard window.
    iii. Click on the "Next" button in the displayed Certificate Import Wizard window.
    iv. Enter the password (for example, the password for the certificate pDocSigner.pfx is "pdocsigner") and click the "Next" button in the displayed Certificate Import Wizard window.
    v. Make sure that the "Automatically select the certificate store based on the type of certificate" option is selected and click the "Next" button in the displayed Certificate Import Wizard window.
    vi. Click the "Finish" button in the displayed Certificate Import Wizard window.
    vii. Click the "OK" button in the displayed message.
5. Invoke the IntegriSign Desktop Configuration window from the following location: Start - Programs - IntegriSign Desktop - Desktop - Desktop Configuration.
6. In the Certificate Selection subwindow, click the "Select" button.
7. In the "IntegriSign – Certificate Manager" window, select the certificate to be used when signing (for example, the certificate value "pdoc1@topazsystems.com" corresponds to the pDocSigner.pfx certificate installed in step 3), then click the "OK" button.
8. Invoke the "IntegriSign Desktop – Preferences" window from the following location: Start - Programs - IntegriSign Desktop - Desktop - Preferences Manager.
9. Create the User Profile in the Preferences Manager window.

Note: Expired certificates are not shown in the "IntegriSign – Certificate Manager" window.

2.0 – Steps for Signing the Signatures in Adobe Acrobat & Reader

2.1 – Creating a Signature in Adobe Acrobat 10.0

Signing in Adobe Acrobat Professional 10.0 can be accomplished in the following ways:

2.1.1 – Signing a New Signature Field

1. Open the PDF document to be signed.
2. Click on the "Tools" button and then click on the "Sign & Certify" pane item in the "Tools" task pane.
3. Click "Place Signature" or "Sign Document" and then using the mouse, click and drag to draw the area where you would like the signature to appear in your document.
4. Start signing in the displayed signature window.

2.1.2 – Placing an Empty Signature Field

1. Open the PDF document to be signed.
2. Click on the "Edit" button under the "Forms" menu in the "Tools" task pane.
   i. If the opened PDF does not contain any prior form fields, you will receive a message saying "Currently there are no form fields in this PDF. Do you want Acrobat to detect form fields for you?". Click on the "Yes" button. You will receive a message that "No new form field annotations were detected". Click on the "OK" button and "Design Mode" will be enabled.
   ii. If the PDF contains form fields, you will not receive any messages and will be taken directly to "Design Mode".
3. In "Design Mode", either click on the "Forms - Tasks - Add New Field" and then select "Digital Signature", or click on the "Add a digital signature" button in the toolbar.

2.2 – Signing in Adobe Reader 10.0

Signing in Adobe Reader 10.0 can be accomplished in the following ways.

Note: The PDF document must be rights-enabled before signing the signature in the Adobe Reader 10 application.

2.2.1 – Signing a New Signature Field

1. Open the PDF document to be signed.
2. Click on the "Tools" tab and then click on "Place Signature" or "Sign Document" in the "Tools" task pane.
3. Click and drag to draw the area where you would like the signature to appear in your document.
4. Start signing in the displayed signature window.

2.2.2 – Signing an Existing Signature Field

1. Open the PDF document which already has blank signature fields in the document.
2. Click on the signature field in the document.
3. Start signing in the displayed signature window.

2.2.3 – Signing in Enable Protected Mode

In Adobe Reader 10.0, by default, the "Enable Protected Mode at Startup" option under "Edit - Preferences - General - Application Startup" should be in enabled mode.

When you try to sign a signature when this setting is on, after clicking on the "OK" button in the Signature Capture window or on the signature capture device, you will be prompted with the "Save As" screen. Once the document is saved, the signature is applied to the document. If "Enable Protected Mode at Startup" is disabled (i.e., unchecked), the signature gets applied to the PDF document without the "Save As" prompt and the document gets saved.

2.3 – Creating a Signature in Adobe Acrobat 11.0

Signing in Adobe Acrobat Professional 11.0 can be accomplished in the following ways.

2.3.1 – Signing a New Signature Field

1. Open the PDF document to be signed.
2. Click on the "Tools" button and then click on the "Sign & Certify" pane item in the "Tools" task pane.
3. Click "Place Signature" or "Sign Document" and then using the mouse, click and drag to draw the area where you would like the signature to appear in your document.
4. Start signing in the displayed signature window.

2.3.2 – Placing an Empty Signature Field

1. Open the PDF document to be signed.
2. Click on "Edit" button under the "Forms" menu in the "Tools" task pane.
    i. If the opened PDF does not contain any prior form fields, you will receive a message saying "Currently there are no form fields in this PDF. Do you want Acrobat to detect form fields for you?". Click on the "Yes" button. You will receive a message that says "No new form field annotations were detected". Click on the "OK" button, and "Design Mode" will be enabled.
    ii. If the PDF contains form fields, you will not receive any messages and will be taken directly to "Design Mode".
3. In "Design Mode", either click on "Forms - Tasks - Add New Field" and then select "Digital Signature", or click on "Add a digital signature" button in the toolbar.
4. Using the mouse, click and drag to draw the area where you would like the signature to appear on your document. Right click on the newly inserted signature field and then select "Properties".
5. The "Digital Signature Properties" window is now displayed. Enter an appropriate name in the "General" tab. In the "Appearance" tab, you can set the details like font, text color, borders, and more.

2.4 – Signing in Adobe Reader 11.0

Signing in Adobe Reader 11.0 can be accomplished in the following ways.

Note: The PDF document must be rights-enabled before signing the signature in the Adobe Reader 11 application.

2.4.1 – Signing a New Signature Field

1. Open the PDF document to be signed.
2. Click on the "Sign" tab and then click on "Place Signature" in the "Sign" task pane.
3. Click on the "Next" button in the displayed confirmation message.
4. Click and drag to draw the area where you would like the signature to appear on your document.
5. Start signing in the displayed signature window.

2.4.2 – Signing an Existing Signature Field

1. Open the PDF document which already has blank signature fields in the document.
2. Click on the signature field in the document.
3. Start signing in the displayed signature window.

2.4.3 – Signing in Enable Protected Mode

In Adobe Reader 11.0, by default, the "Enable Protected Mode at Startup" option under "Edit - Preferences - Security (Enhanced) - Sandbox Protections" should be in enabled mode.

When you try to sign a signature when this setting is on, after clicking on the "OK" button in the Signature Capture window or on the signature capture device, you will be prompted with the "Save As" screen. Once the document is saved, the signature is applied to the document. If "Enable Protected Mode at Startup" is disabled (i.e., unchecked), the signature gets applied to the PDF document without the "Save As" prompt and the document gets saved.

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2.5 – Creating a Signature in Adobe Acrobat Pro DC

Signing in Adobe Acrobat Pro DC can be accomplished in the following ways.

2.5.1 – Signing a New Signature Field

1. Open the PDF document to be signed.
2. Click on the "Tools" tab, click on "Certificates" and then click on "Digitally Sign" (in the top toolbar).
3. Click and drag to draw the area where you would like the signature to appear in your document.
4. Start signing in the displayed signature window.

2.5.2 – Placing an Empty Signature Field

1. Click "Tools" and then "Prepare Form". Select the document you wish to sign, and then click the "Start" button.
2. Near the top of the window, click the "Add a digital signature" button.
3. Place the signature field where you would like the signature to appear in your document and drag the signature field to the desired size using the mouse. After doing so, name the signature field, check if it needs to be a "required field", and exit out of the signature box by clicking anywhere on the PDF.
4. Click the "X" in the "Prepare Form" menu to exit out of the "Prepare Form" mode.

2.6 – Signing in Adobe Acrobat Reader DC

Signing in Adobe Acrobat Reader DC can be accomplished in the following ways.

2.6.1 – Signing a New Signature Field

1. Open the PDF document to be signed.
2. Click on the "Tools" tab, click on "Certificates" and then click on the "Digitally Sign" (in the top toolbar).
3. Click and drag to draw the area where you would like the signature to appear in your document.
4. Start signing in the displayed signature window.

2.6.2 – Signing an Existing Signature Field

1. Open the PDF document which already has blank signature fields in the document.
2. Click on the signature field in the document.
3. Start signing in the displayed signature window.

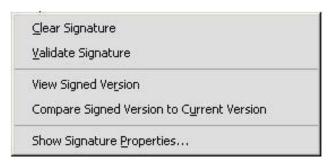*2.6.3 – Signing in Enable Protected Mode*

In Adobe Acrobat Reader DC, by default, the "Enable Protected Mode at Startup" option under "Edit - Preferences - Security (Enhanced) - Sandbox Protections" should be in enabled mode.

When you try to sign a signature when this setting is on, after clicking on the "OK" button in the Signature Capture window or on the signature capture device, you will be prompted with the "Save As" screen. Once the document is saved, the signature is applied to the document. If "Enable Protected Mode at Startup" is disabled (i.e., unchecked), the signature gets applied to the PDF document without the "Save As" prompt and the document gets saved.

3.0 – Document Verification

Right click on the signed signature in the document. Acrobat 10.0, Acrobat 11.0 and Acrobat DC will display a window with the following options:

```
Clear Signature
Validate Signature

View Signed Version
Compare Signed Version to Current Version

Show Signature Properties...
```

Clear Signature Field: Clears the signature field.

Validate Signature: IntegriSign for Acrobat checks to see if the document and the signature have been altered after signing.

View Signed Version: IntegriSign for Acrobat displays a window that shows the version of the file that existed at the time of signing.

Compare Signed Version to Current Document: If a document is signed more than once, IntegriSign for Acrobat maintains all of the signed versions in a single Adobe PDF file. The earlier versions can be compared with the current document with this option.

Properties: Clicking on this option shows a window with the image of the signature, ePad device information, and the signer information.