

Topaz Systems, Inc.  
MS Office (Word) Plug-in  
version 2.0

Topaz Systems, Inc.  
650 Cochran Street, Unit 6  
Simi Valley, CA 93065  
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## OVERVIEW

The Topaz Microsoft Office Plug-in software allows users to electronically sign a Word document. Each signature is embedded and bound either to user-specified pages within the document, or the entire document. The signature is bound solely to the text of the document, not any added components such as drop down menus, radio buttons, etc. Any change made to the user-specified pages within the document after signing will render the signature invalid, though if the text is returned to its state of signing, the signature will then reappear as valid. **Before signing in Word can occur, users must make sure they are in "Print Layout". To accomplish this, click on "View" on the toolbar and choose "Print Layout".**

## COMPATIBILITY INFORMATION

The 2.0 version of the Microsoft Office plug-ins will not function with documents signed using all older plug-in versions.

## "INSERT BREAK" DISCLAIMER

The "Insert Break" button although referenced in this document, was removed from the final version of the plugin. Please ignore the button as it appears in this document.

## SIGNING IN MS WORD

Once your document is ready to be signed, start by clicking the "Sign Doc" button (Fig. 1) in the toolbar. If, after the installation is complete, the Topaz icons (pen/checkmark) do not show up in the toolbar, make sure the *TopazSig3.dot* resides in the Microsoft Office directory location – typically found in "C:\Program Files\Microsoft Office\Office(x)\Startup".



*Figure 1 – Topaz SignDoc MS Word Toolbar*

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The signing window (Fig. 2) will then be displayed. Once the signing window is open, there are a number of choices available to the user.

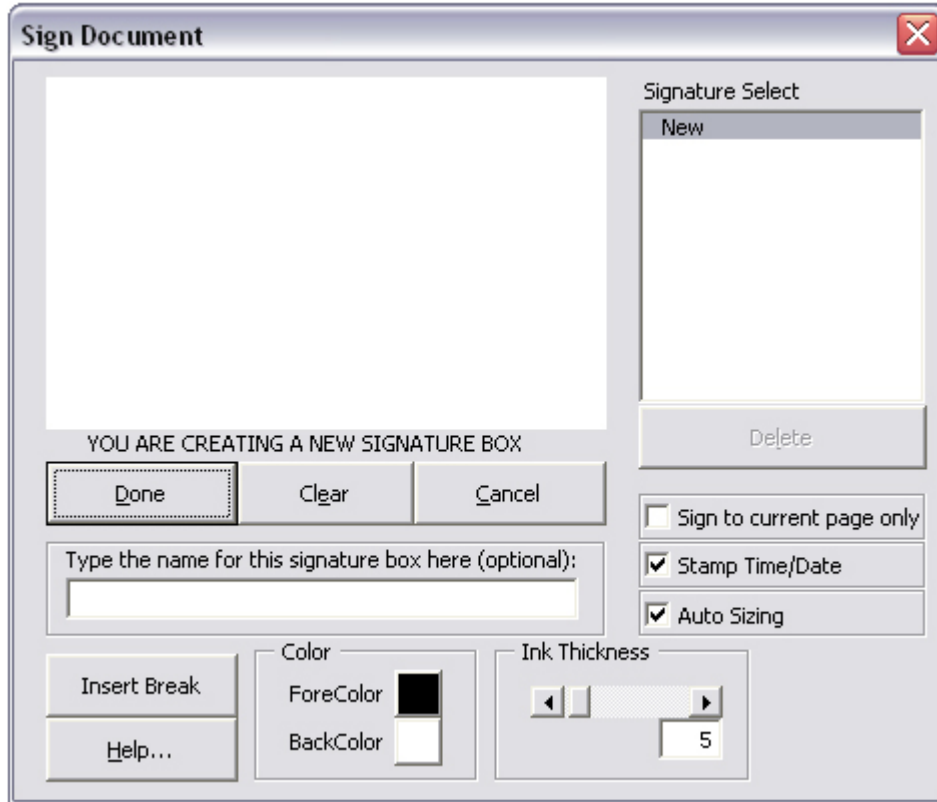


Figure 2 – Sign Document Window

**CANCEL**

Cancels the signature event (Fig. 3).

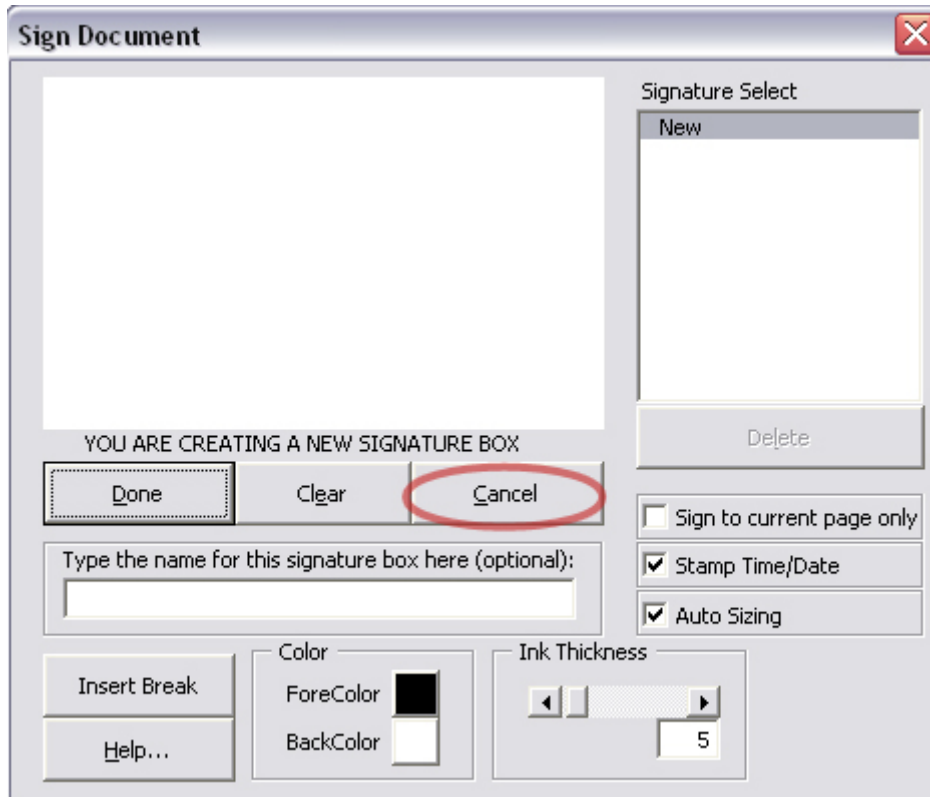


Figure 3 – Sign Document "Cancel" Option

## CLEAR

Clears any signature in the signature window allowing the user to sign again (Fig. 4).

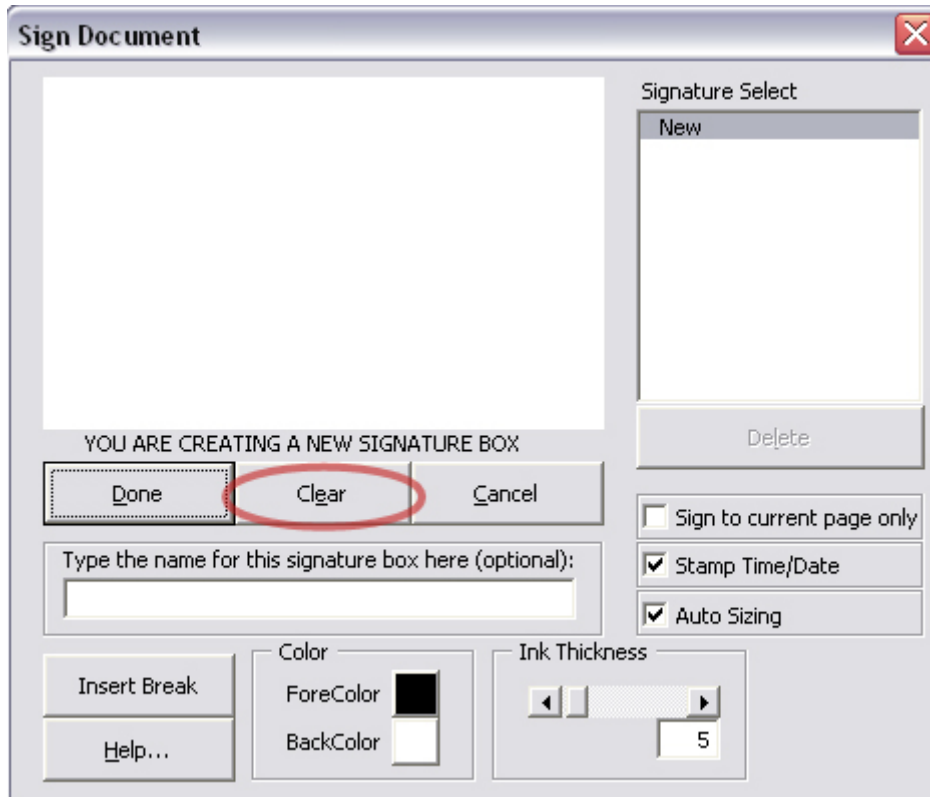


Figure 4 – Sign Document “Clear” Option

**DONE**

Embeds the signature into the document (Fig. 5).

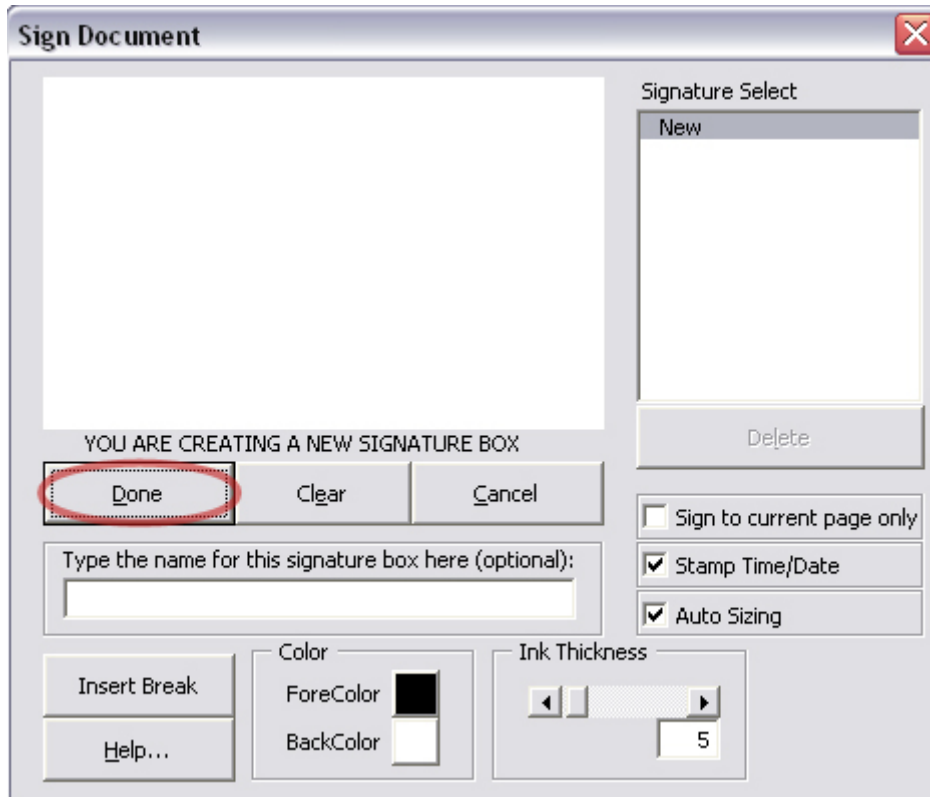


Figure 5 - Sign Document "Done" Option

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**TYPE THE NAME FOR THIS SIGNATURE BOX HERE (OPTIONAL):**

The user can custom-name the signature by using this text area (Fig. 6).

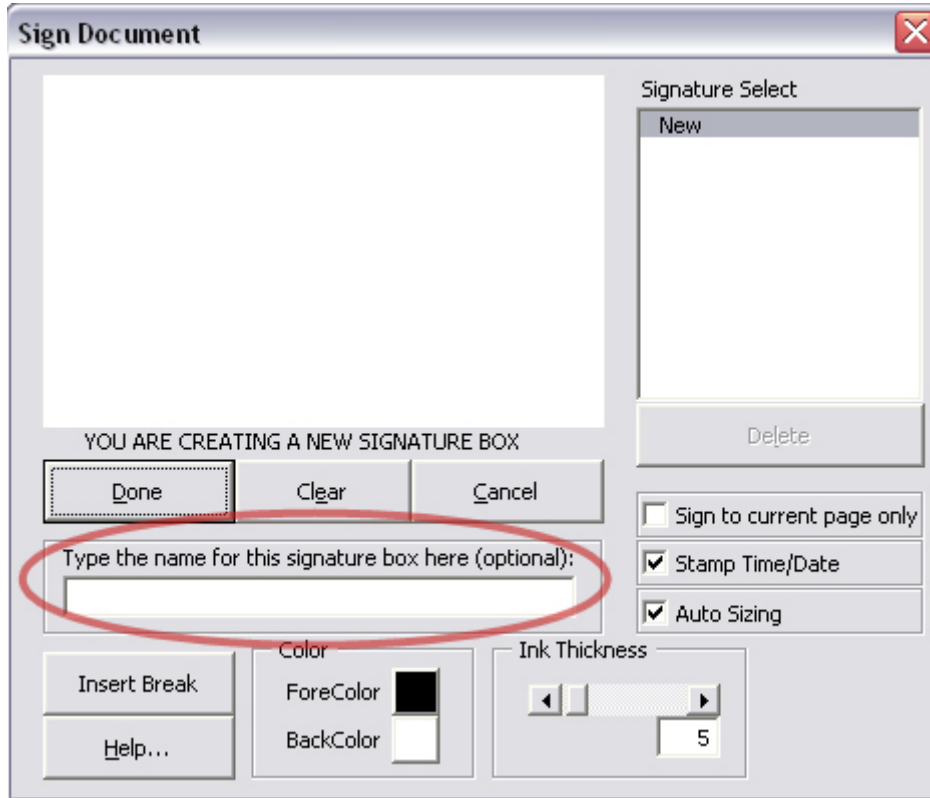


Figure 6 – Sign Document optional name field for your signature

## HELP

Loads this help guide from the web (Fig. 8).

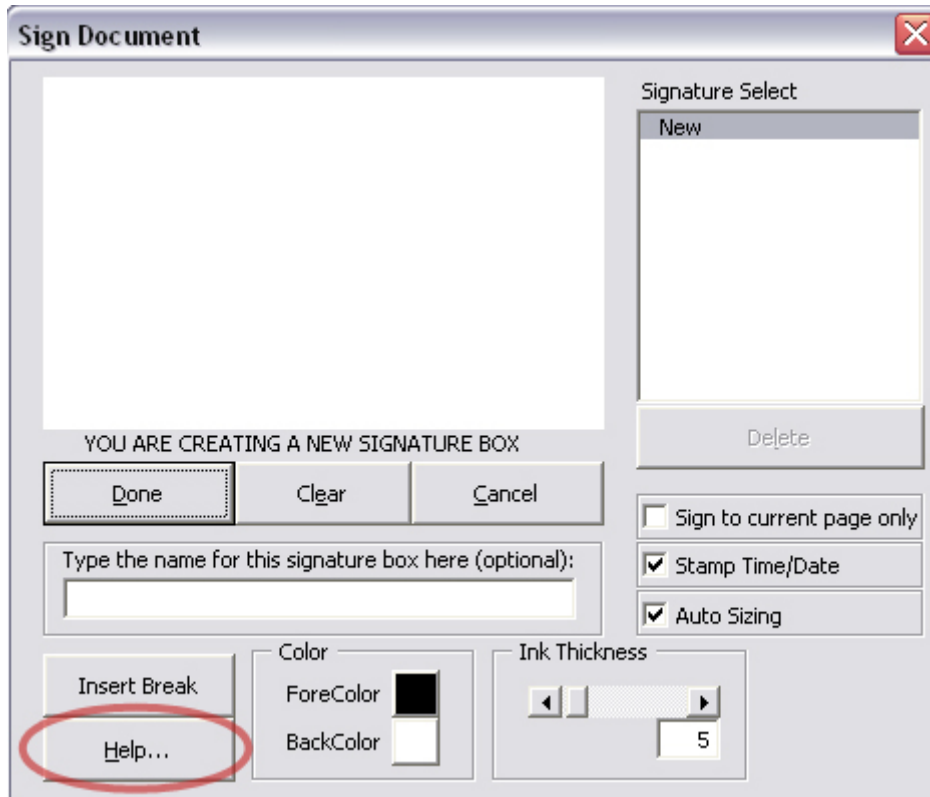


Figure 8 – Sign Document “Help” button

## COLOR

The user can change the background or foreground color of the signature by using the “ForeColor” and “BackColor” buttons. By default, they are set to a white background with black text (Fig. 9).

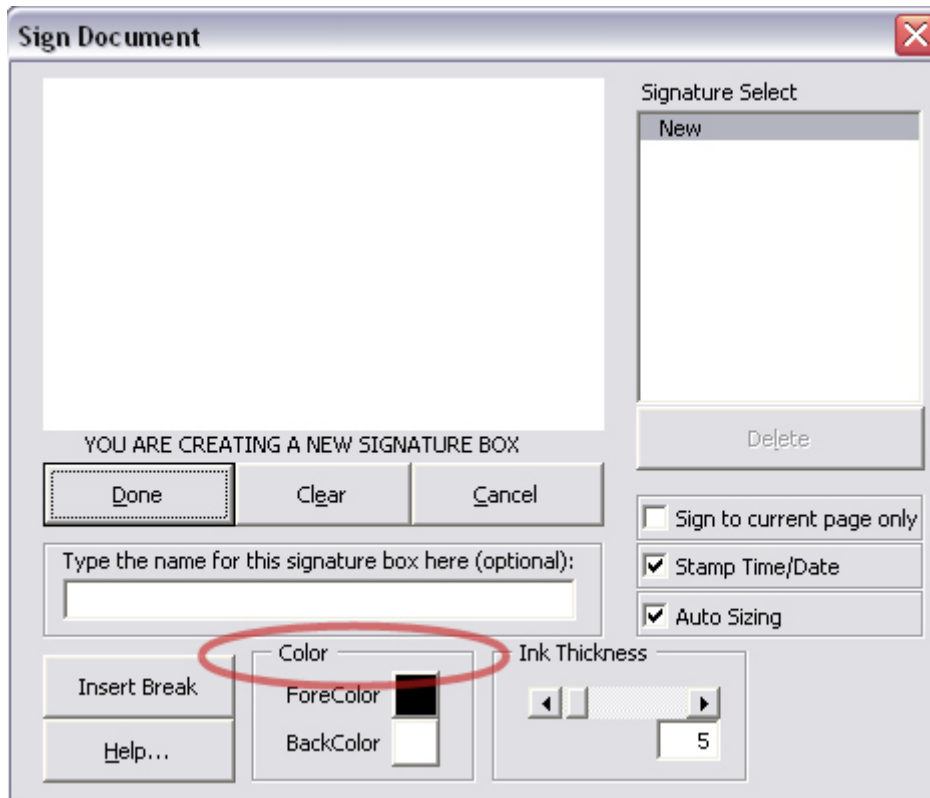


Figure 9 – Sign Document “Color” options

## INK THICKNESS

Default value is 5 but can it can be changed by the user. Value range is from 1 to 100, with increasing value “thickening” the look of the signature (Fig. 10).

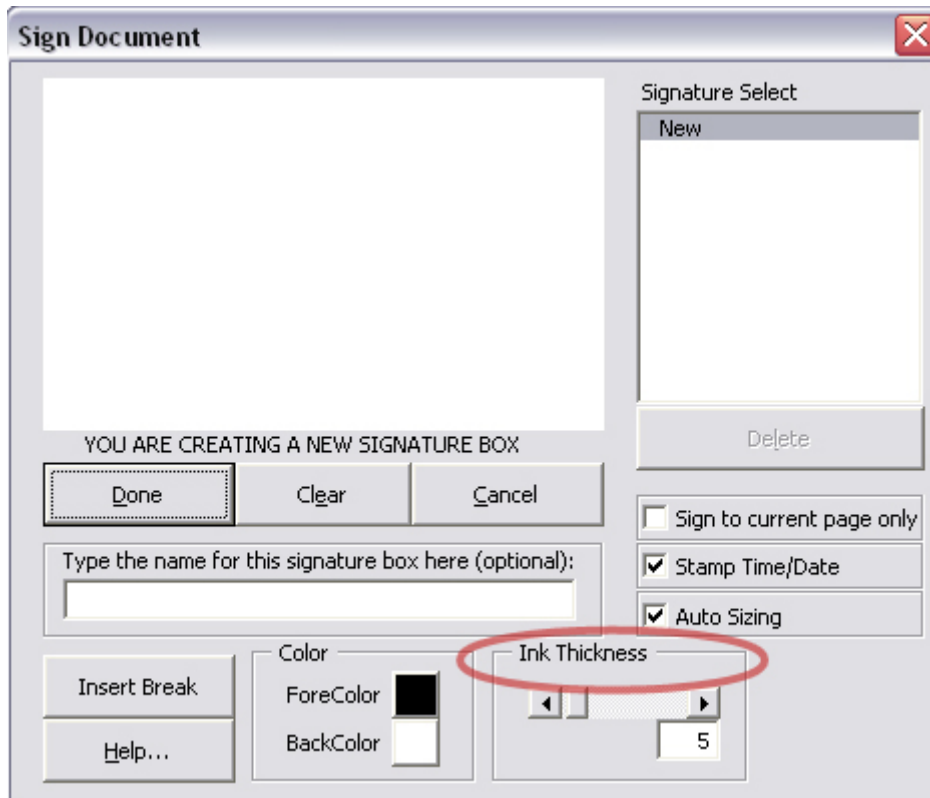


Figure 10 – Sign Document “Ink Thickness” option

There are three checkboxes on the right side of this window. The default values of these plugins will remain as they are until they are changed. Once changed, they will remember their values. These checkboxes are:

- “Sign to Current Page Only”
- “Stamp Time/Date”
- “Auto Sizing”

### SIGN TO CURRENT PAGE ONLY

Determines whether or not the signature will apply to the whole document or only to a certain page (Fig. 11).

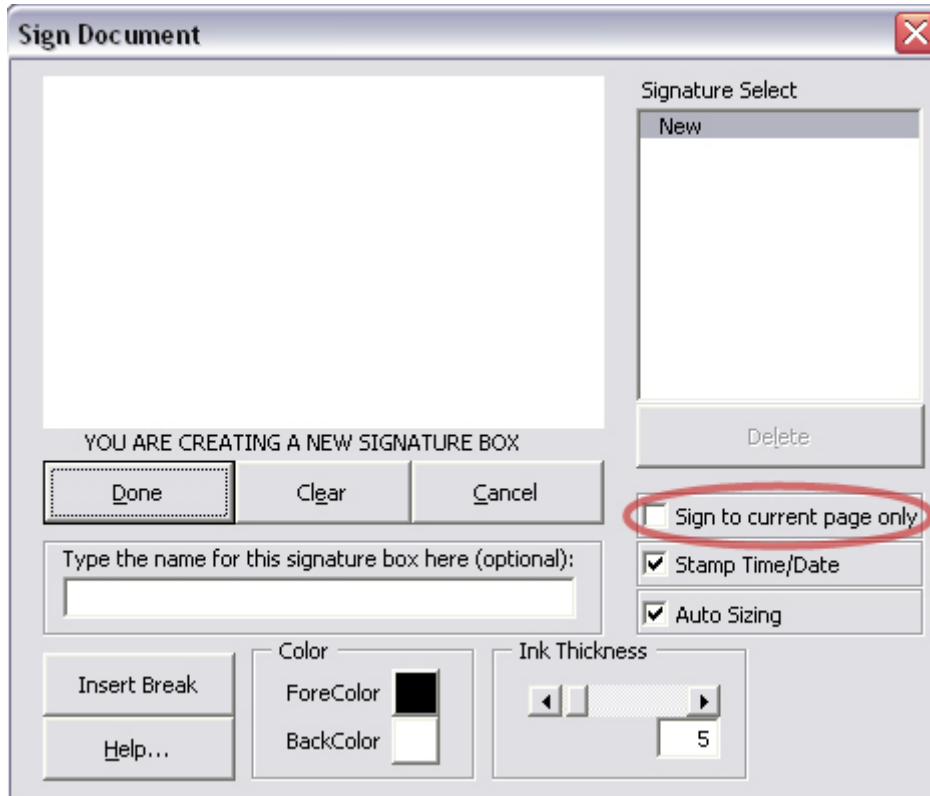


Figure 11 – Sign to Current Page Only Checkbox

### STAMP TIME/DATE

If checked, the date/time stamp is displayed (and attached) to the signature (Fig. 12).

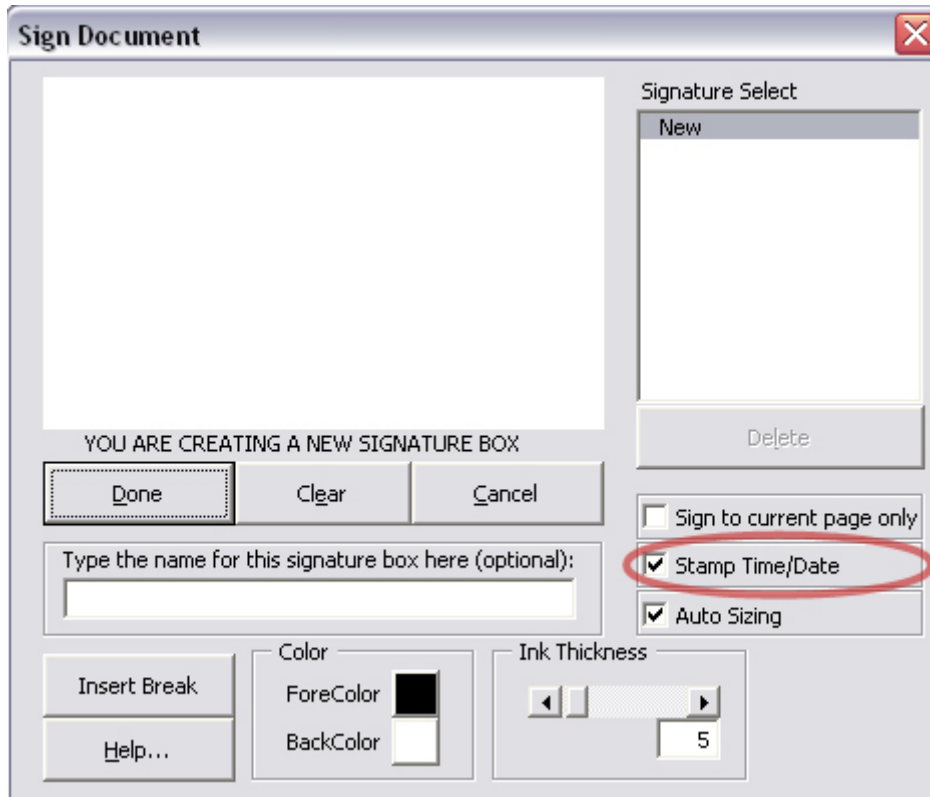


Figure 12 – Stamp Time/Date Checkbox

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## **AUTO SIZING**

If checked, the signature box will auto resize to fill up the entire area provided. If unchecked, the user can specify how large (or small) the signature will be (Fig. 13). The maximum size is 11x11 (for larger signatures, contact Topaz Support at [support@topazsystems.com](mailto:support@topazsystems.com)).

If the user receives an error message regarding Macro security when trying to sign, this is a result of the Macro security setting being set too high. To allow signing, go to Tools > Macros > Security then choose the Medium setting. Now signature capture should be enabled.

If when clicking the "Done" button a Winword error occurs, please visit <http://www.topazsystems.com/faq/softwarefaq.htm#B33> for details on how to resolve it.

## **WHEN AUTO SIZING IS CHECKED**

When signing in Microsoft Word and Auto Sizing is checked, the signature box's bottom left edge will be placed wherever the cursor is located. The signature box height is automatically sized based on the amount of space is above the signature before any text is reached. The plug-in sizes a signature's display image using its baseline as a reference, rather than its top edge. If the cursor is immediately beneath a line of text, the plugin will adjust its size to fit from the cursor up to the text above – only one line – rather than using any available space below the cursor.

To ensure that your signature images are displayed at the proper size, make sure that you leave enough space between the cursor and any page items appearing above it before signing (Fig. 15 & 16).

Each signature can be positioned by moving the cursor to the desired place in the document, then going through the signing procedure outlined above. Once the signature(s) are placed, changing or adding any textual data – even just a space – to the signed page(s) will cause the signature(s) to be invalid and disappear so be sure to plan ahead for the placement of your signature(s) and create enough space to facilitate all necessary signature(s) before the signing process is initiated.

## **WHEN AUTO SIZING IS UNCHECKED**

When Auto Sizing is unchecked, the signature is added so that the upper-left corner of the signature is placed at the cursor location. Signature size is determined by the Height/Width text boxes in the bottom corner. These values are in inches.

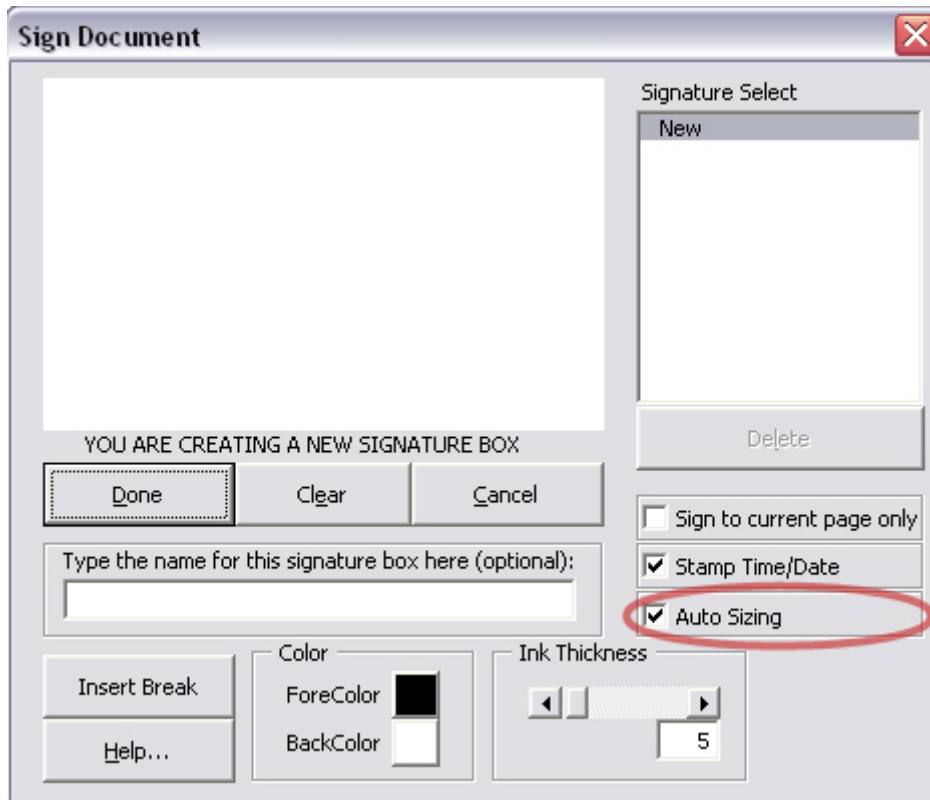


Figure 13 – Sign Document “Auto Sizing” checkbox

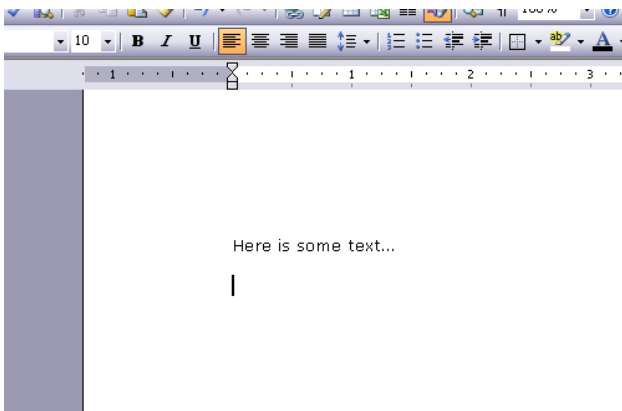


Figure 14 – Before Signing

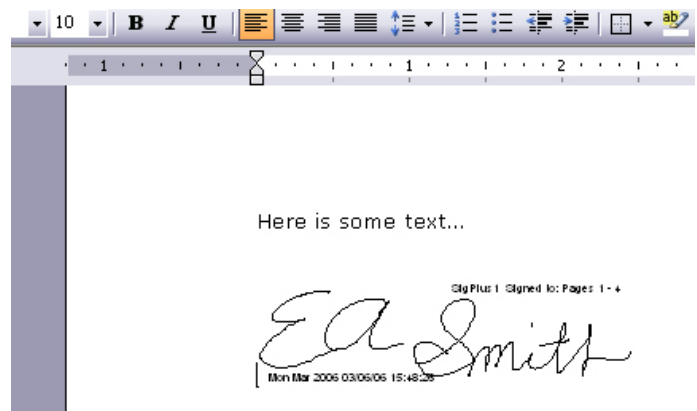


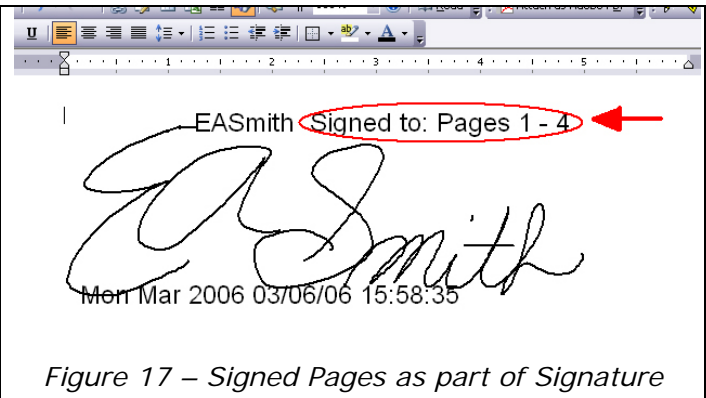
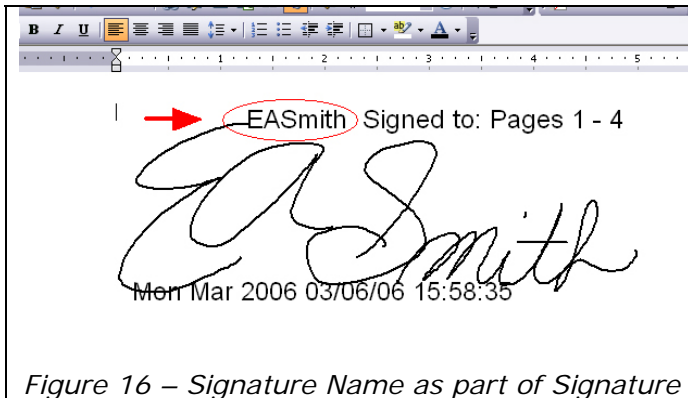
Figure 15 – After Signing

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### SIGNATURE SELECT BOX

The "Signature Select" box will list all the e-signatures already embedded within your document. The names listed in this box will correspond to the name of a particular signature with the name the user gave the signature (each signature defaults to SigPlus1, SigPlus2, etc unless otherwise specified by the user). Each signature's name can also be found in the top right corner of each signature box (Fig. 16). Also displayed as part of the signature (if left as the default) are the pages within the signing area (Fig. 17).



## DELETING SIGNATURES

When you highlight a particular signature's name in the "Signature Select" box, you may delete it by simply pressing the "Delete" button or change it by signing again. Highlighting "New" in the same box will create a new signature. If a user is unsure whether they are inputting a new signature or editing an existing one, there is a message below the signature window that will indicate the function being performed (Fig. 18).

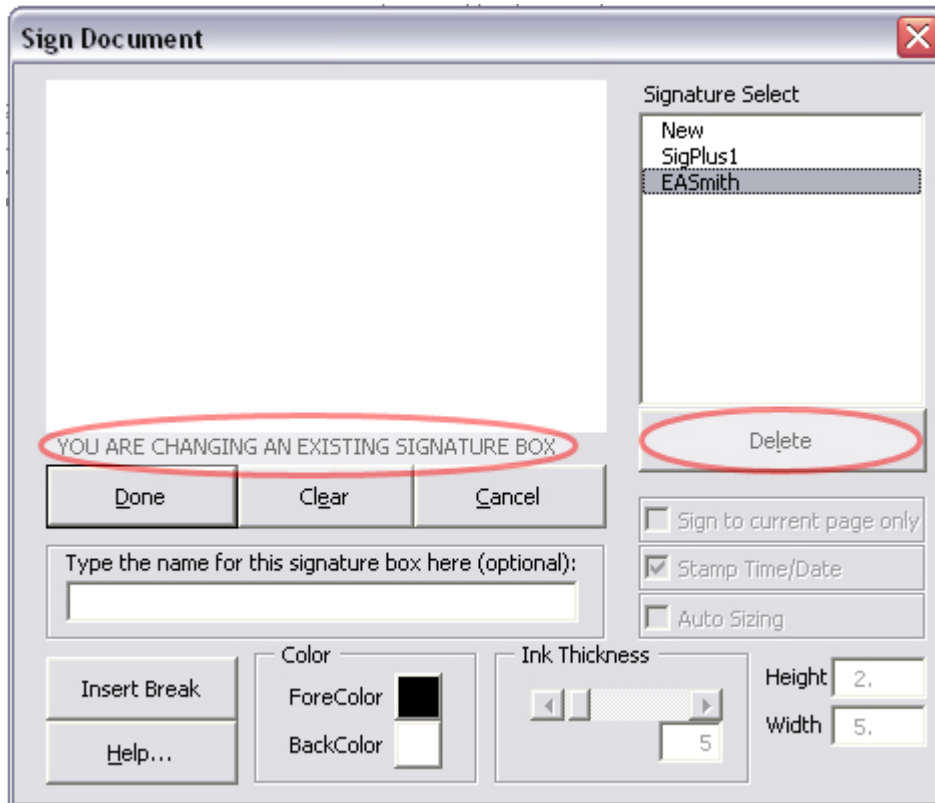
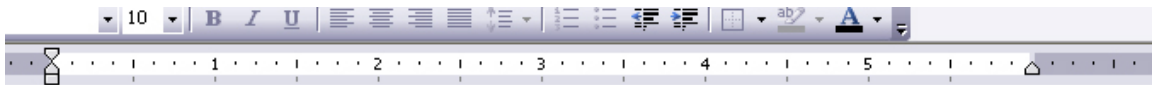


Figure 18 – Deleting a signature and message

### PRE-PLACE A BLANK SIGNATURE BOX

A user can also pre-place a blank signature box into a Word document by following these steps:

1. Place the cursor in the general location of the desired signature position
2. Press the "Sign Doc" button, which will open the "Sign Document" window
3. Press the "Done" button without entering a signature. If desired, the user can name the signature and enable/disable the timestamp at this time as well. This will create a blank signature window.
4. In the Word menu at the top, click View > Toolbars > Control Toolbox. There should be a floating toolbar in the upper left corner there is an icon with a triangle/pencil/ruler called "Design Mode", click on this icon to activate "Design Mode" (Fig.19).



Here is some text...

Blank Signature-SigPlus1



Figure 19 – Design Mode

5. In design mode you can now position and size the signature box with the mouse to fit the users needs, holding the "Alt" key while performing this will allow fine-tuning of the size. When finished, make sure to deactivate "Design Mode" by clicking the "X" in the top right corner.

To sign these pre-placed signatures, press the "Sign Doc" button and select the correct blank signature from the "Select Signature" box, create your signature and hit "Done". When finished, the blank signature box will now have a signature in it.

Be sure to save the signed document under a different name than the original to ensure that the template with the original blank signature is intact for future signatures.

The benefits of pre-placed signature blocks are:

1. Consistent placement and size of signatures
2. Ease of use as signature placement is independent of cursor position
3. Dramatic reduction in time needed for signing process

### THE “VALIDATE SIG” BUTTON

The “Validate Sig” button, located next to the “Sign Doc” button (Fig. 20), will check the validation of each signature in the document (Fig. 21).

Here is some text.



Figure 20 – Validate Sig Button

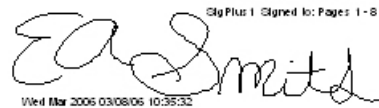


Figure 21 – Validate Signature Receipt Window; valid signature

If changes have been made to the textual contents of the document after signing has taken place, the signature(s) will be rendered invalid (Fig. 22).

Here is text.



Figure 22 – Validate Signature Receipt; invalid signature

If a signature is invalid, the **only** way to restore the signature to a valid state is to return the document to the state it was in when signed; notice the changes in text from Figures 10 and 11 which has resulted in an **invalid** signature.

The Topaz eSignature, saved in the Word document, contains the biometric information necessary for a forensic analyst to make determinations about the signer's identity. Additionally, the signature is cryptographically tied to the Word document (or single page, depending upon plugin

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settings). This means the signature is only "valid" in that Word document/page context...it cannot be applied to any other document, and is tied to that document/page. The signature applied to the Word document using the plugin is not merely an "image"...it cannot be copied and applied to other documents. It is a legitimate, eSign Law compliant handwritten digital signature.

### **SIGNATURE VALIDATION EVENTS**

In Microsoft Word 2000, XP, and 2003 any of the following events will trigger signature validation (all options assume that a signature is present for validation):

1. Pressing the "Validate Sig" button
2. Closing a document
3. Saving a document
4. Opening a document
5. Printing a document
6. Changing from one open document to another

In Microsoft Word 97, any of the following events will trigger signature validation (all options assume that a signature is present for validation):

1. Pressing the "Validate Sig" button
2. Opening a document
3. Changing from one open document to another

### **TOPAZSIG3.DOT FILE LOCATION FOR MICROSOFT WORD**

The TopazSig3.dot file for Microsoft Word is automatically installed into the location specified by Microsoft Office in the WINDOWS or WINNT (depending on your operating system, XP or 2000 – hereafter referred to as "WIN") registry. Most often this is the *C:\WIN\Application Data\Microsoft\Word\Startup*, or *C:\Program Files\Microsoft Office\Office\Startup* folder – depending on operating system and version of Microsoft Office. Installed this way, TopazSig3.dot is treated as a global template, rather than a document specific template, and as such is available to all Word documents.

As a global template, e-signature technology is available to any document you might have open – saved or new – and at any time. This is the suggested method of electronic signatures using the Topaz plugins.

If you prefer you can make TopazSig3.dot a document template however, e-signature capability will be provided only for the new documents that the user saves on the Topaz template. To do this, cut (or delete) TopazSig3.dot from the aforementioned startup folder and place it in: *C:\Program Files\Microsoft Office\Templates* or *C:\WIN\Application Data\Microsoft\Templates* depending on which operating system and version of Microsoft Office the computer is running.