

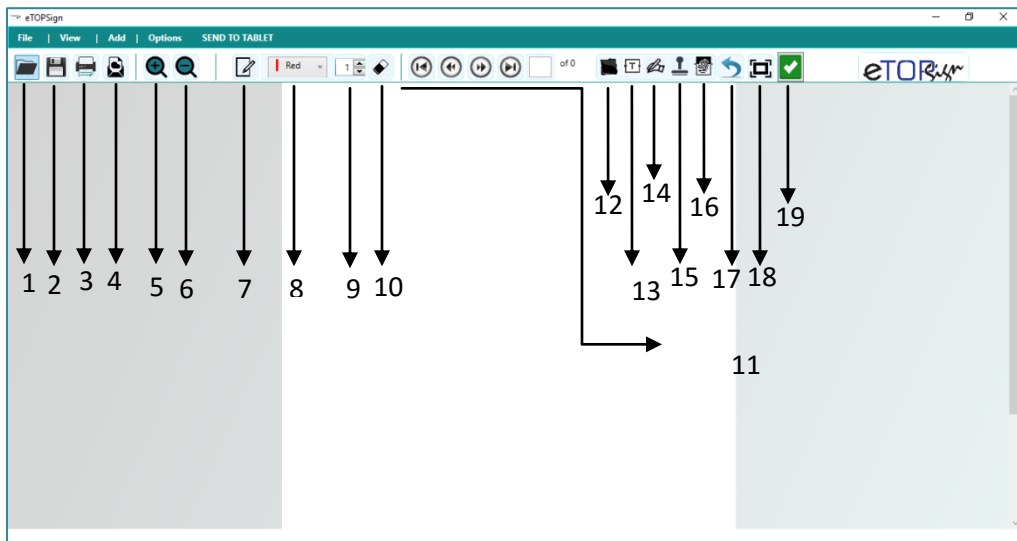


eTOPSign User Manual




















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[eTopSign](#) Application helps user to sign and seal electronic documents with the help of Signature Tablets. By using this application, users can open Signed PDF for Signing or they can open new one and add signature fields, fill form fields, add annotation and texts, add finger print, add pre-designed stamp or new stamp designed by yourself, user can specify 3 alternative texts to convert as signature field, user can use in kiosk mode, can make survey etc.





[Main Screen](#)



Button Details

- 1: Open PDF File- 
- 2: Save PDF file after change- 
- 3: Print PDF File- 
- 4: Send mail- 
- 5: To Zoom In- 
- 6: To Zoom Out- 
- 7: For Free Hand Drawing- 
- 8: Select Color for Free hand Drawing- 
- 9: Free Hand Drawing – Line Thickness- 
- 10: Erase Lines after drawing- 
- 11: Page Navigation- 
- 12: Add Sticky Note On PDF- 
- 13: Add Text On PDF- 
- 14: Add Signature Field- 
- 15: Add Stamp On PDF- 
- 16: Add Finger Print On PDF- 
- 17: Undo the changes- 
- 18: User Screen- 
- 19: Auto Save- 

Steps for Adding New Signature Fields

1. Open a PDF File by clicking  button.
Form filling is not allowed, if opened PDF is Signed one.
2. Use the navigation  to go to the place you want a signature to appear.
3. Use zoom buttons  to review the document.
4. Click  drag and drop the document on the area where you want to add signature field.



5. To delete the signature field, right click on the field and select delete option.
6. To add more signature details on signature field, right click on the signature field and select 'Options ' and fill the details(for more - see **Options** Section also)

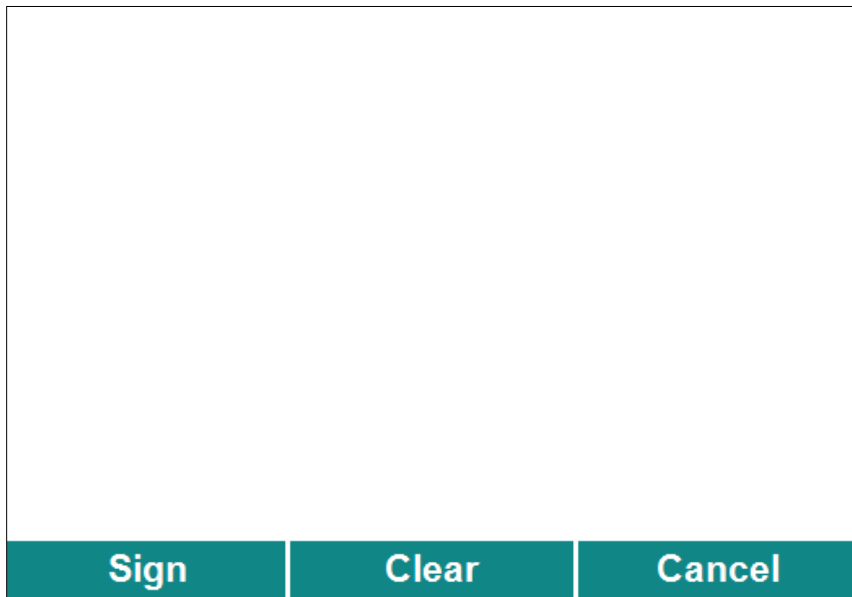
Signature Options

Signatory :

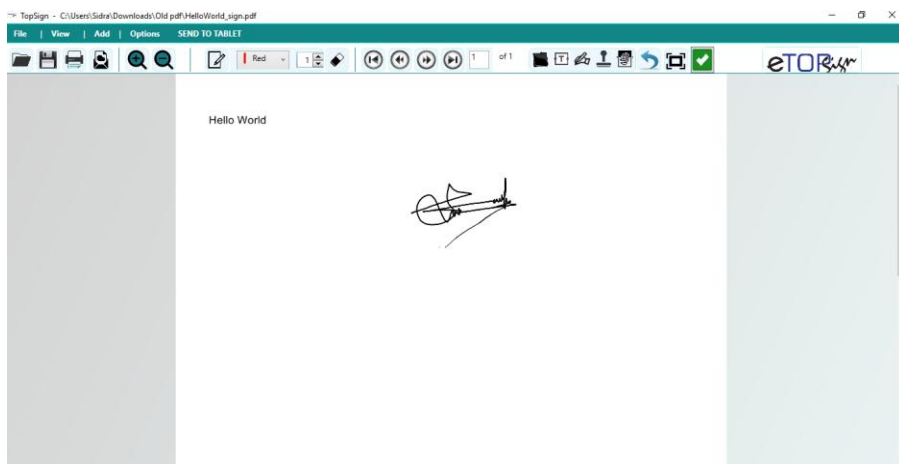
Reason :

Location :

7. Double click on the Signature field. A window for signing will appear on tablet. Sign in that and click "Sign".



8. The Signature will display on the document.



9. Add further signatures if required.

10. Click on signature to view signing details.

Selected Signature Properties

Page Number : 1

Signatory Name : eTOPSolution

Reason : Approval


Time Of Signing : 08.31 17:53:36 +04:00

Digital Signature ID : eTOPSolution


Location : Abu Dhabi

OK

11. Click  or  (see [Options Section](#)) button to save the document.

12. Click  button to print the document.

Steps for Adding Stamp on Document

1. Click  , drag and drop the document to the area where you want to add stamp field.



2. To delete the stamp field, right click on the field and select delete option.
3. To add more details like location, reason or signatory on the stamp field, right click on the stamp field and select 'Options ' and fill the details(for more - see [Options](#) Section also)

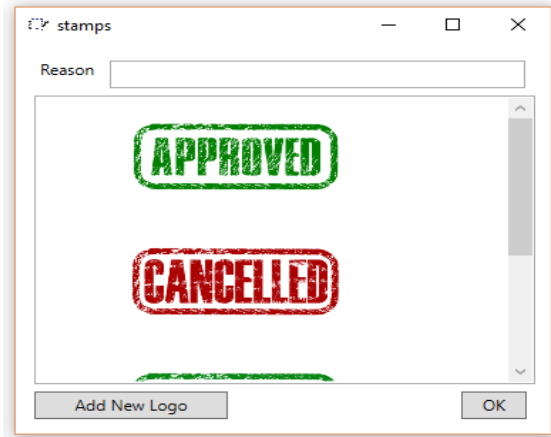
Signature Options

Signatory :

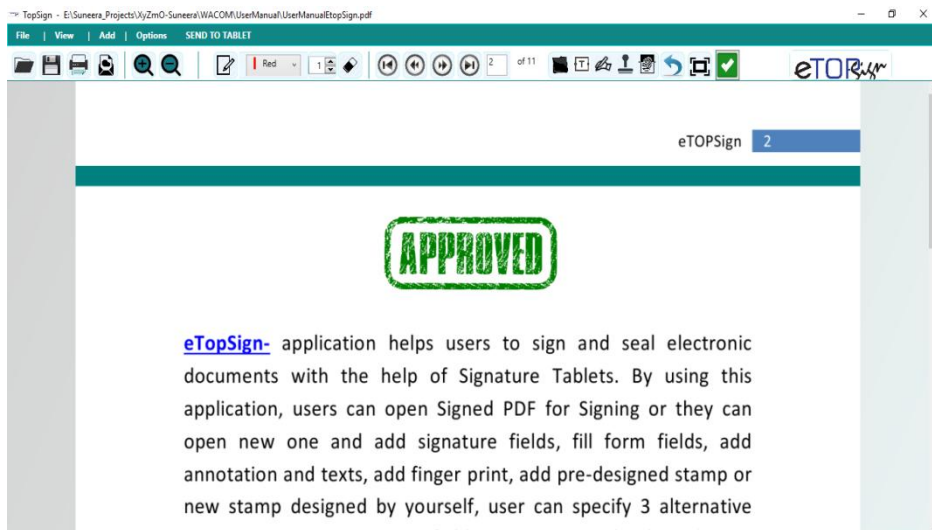
Reason :

Location :

4. Predefined Stamps are available. To view, double click on Signature field, pop up window appears for predefined stamps. Select the Stamp or you can create your own stamp by using "Add new stamp" Double click on stamp.

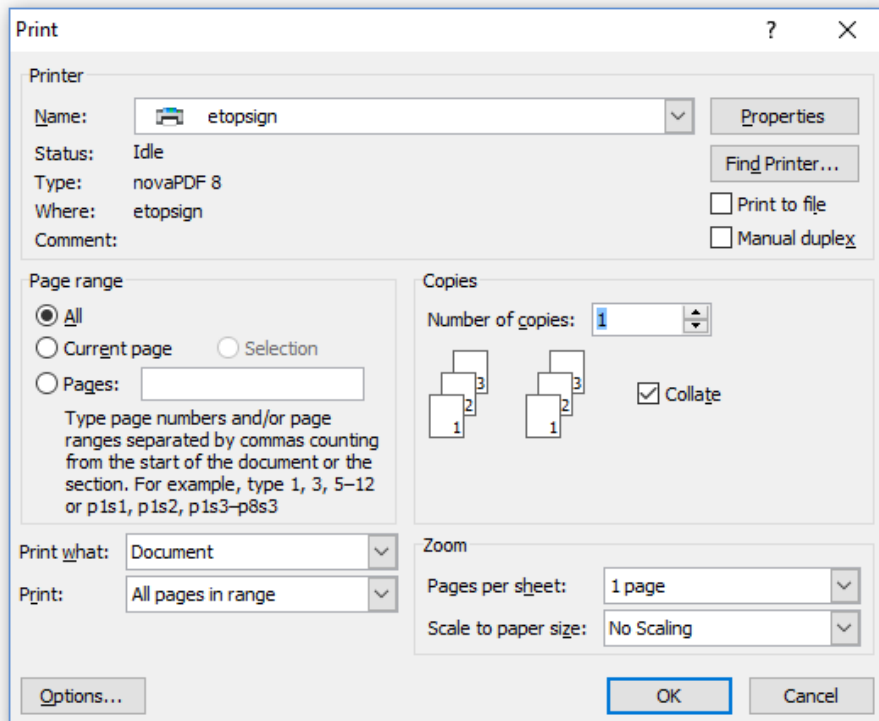


5. Stamp will display on document.



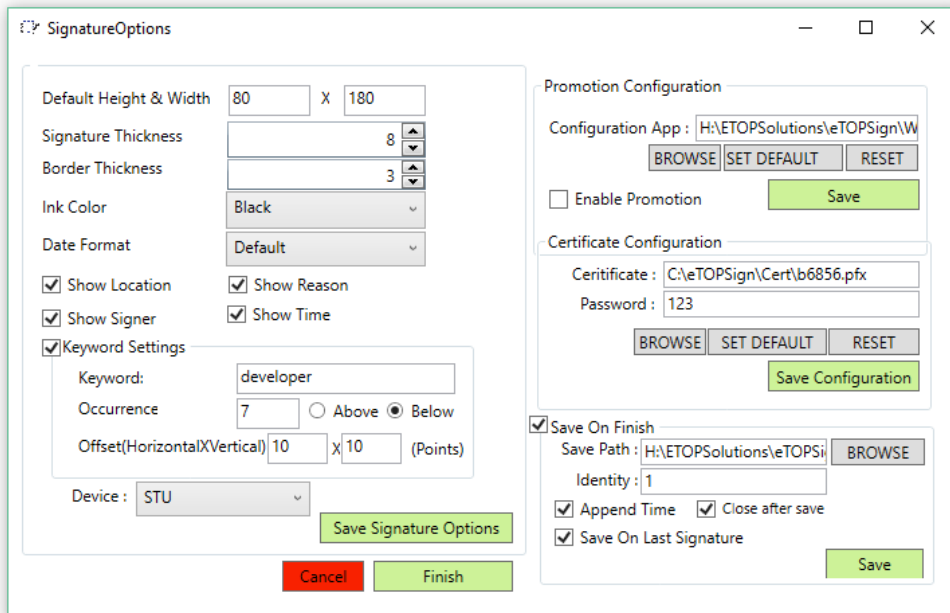
Steps for Generating PDF Document to Sign

1. Open any document (word processing document, notepad, etc.) you wish to sign from its associate application.
2. Give Print command, go to File->Print, and select printer name as eTopSign.



3. Click "Ok", eTopSign will generate a PDF file for the corresponding file and will open automatically in eTopSign application.
4. Then follow the steps for adding the signature field, explained in previous section.

Options:



Default height and width - is the height and width of the signature field. You can adjust or resize the signature field by dragging the sides of the signature.

Signature Thickness - is to set the pen width.

Ink Color – Color using for sign. There are 4 normal colors. User can change the colors by selecting.

Date Format – To change the date format of the signing time of signature field.

Show Location – If it is checked, the location will display with the signature. User can enter the location at the time of adding the signature field as explained in [Steps for Adding New Signature Fields](#). To hide location, uncheck it.

Show Reason – If it is checked, the reason will display with the signature. User can enter the reason of signing at the time of adding the signature field as explained in [Steps for Adding New Signature Fields](#). To hide reason, uncheck it.

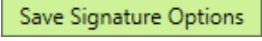
Show Signer – If it is checked, the Signer will display with the signature. User can enter the Signer at the time of adding the signature field as explained in [Steps for Adding New Signature Fields](#). To hide Signer, uncheck it.

Show Time – If it is checked, the Time of signing will display with the signature. It will be the current time of signing. To hide time, uncheck it.

Keyword Settings – At times, users don't want to open the document and add signature fields manually, or they are in need of adding number of signature fields, they can give keyword(s).

If a user set a keyword(s), and opened a document, either directly or by generating PDF from other applications (such as word processing document, notepad, etc as explained in section [Steps for Generating PDF Document to Sign](#)), etopSign will check for the specified keyword(s) and will automatically convert as signature field.

User can set up to 3 keywords. Separate each key word by comma. If above is checked, Signature field will appear above of keyword and if below is checked, Signature field will appear below of keyword. Also adjust the position by using horizontal and vertical offset points to make fit.

Click  button to save the above explained options.



Promotion Configuration


User can run promotion on tablet by checking the “Enable Promotion”. Browse the path of your promotion application. Click on Save Button to save the modifications.

Certificate Configuration

A default certificate for the user is creating at the time of installation. If user wants to use certificates other than this, set here. Click on Save Configuration Button to save the changes.

Save On Finish

Normally When saving the document after changes we can use either Save button () or Auto save Button ().

If user don't want to see save dialog window and give save location all times, he can just enable this option. If this option is enabled, click  button to save. It will not ask for the location at the time of saving. Instead, it will save to the path you set under this option. There are some other options like,

Identity – Unique value in the PDF for future reference and database mapping.

Append Time – To append time with the file name for future reference.

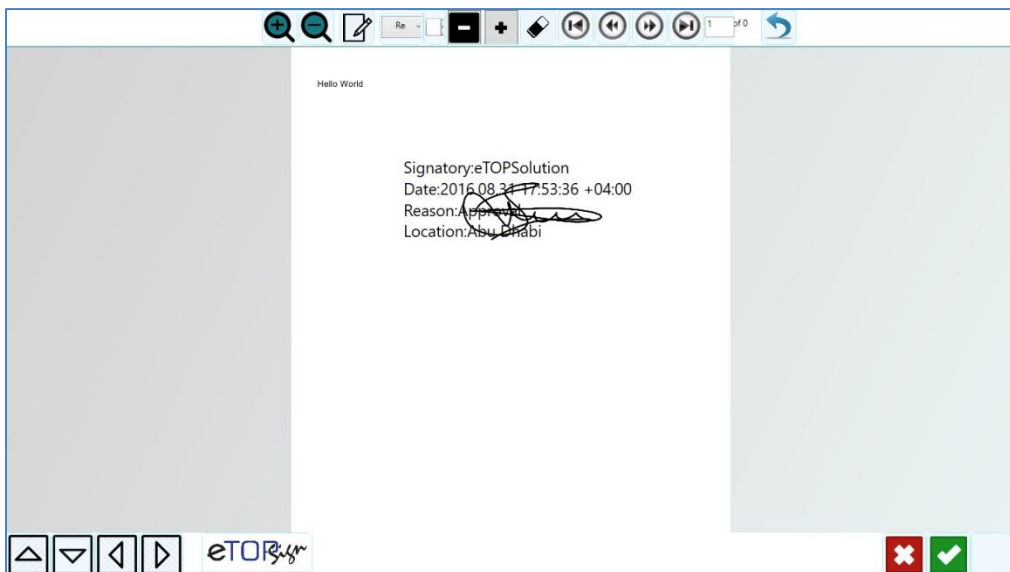
Close after Save - To close the application automatically after saving.


Save on Last Signature – To save automatically when last signature signed.


Send To Tablet

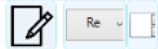
User can send the document to tablet for signing or they can send the whole application to the tablet.

For Sign - If “For Sign” option is selected, a screen will appear on tablet.




 - Use zoom buttons to review the document.

 - Navigation.

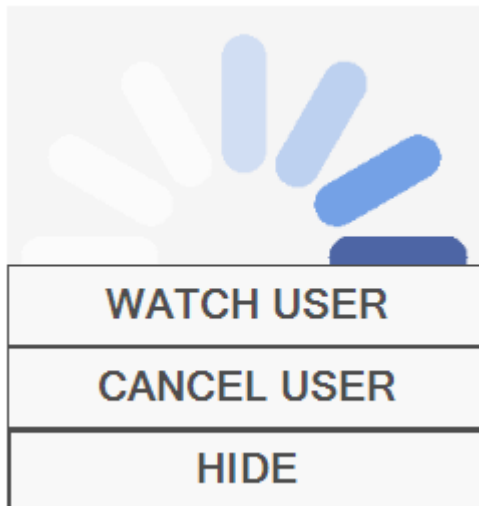
 - Draw on PDF

 - Increase and decrease drawing width.

 - Erase drawing.

 - Undo.

The following window will appear on main screen.



Watch User: - To monitor the tablet screen.

Cancel User: - To cancel the screen on tablet.

Hide: - To put on kiosk mode.

[Send App](#)

This option is for sending application to the tablet. User can use application same like PC

