

uSign 300

Color LCD Signature Capture Pad Plug In User Manual

80109508-001 Rev A



uSign 300: Plug In User Manual

Revision History

Revision	Date	Description of Changes	By
50	01/07/2014	Draft	Eric Yang
51	06/11/2014	Add support for Word 2013 and Excel 2013	Lu Weijia
A	8/5/2015	Released to Production: Added Adobe Acrobat Plug In instructions	Jason Hall

1.0 Introduction

Below are instructions on how to install Plug Ins for MS Office and Adobe Acrobat.

2.0 MS Office

2.1 Steps for Office 2003, 2007

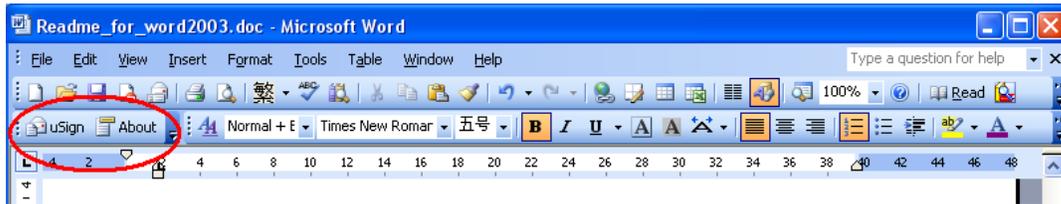
1, Register uSign control application:

Execute the register.bat to register the control;

2, Open MS Word and find the uSign Toolbar

1) When you are using MS Word 2003

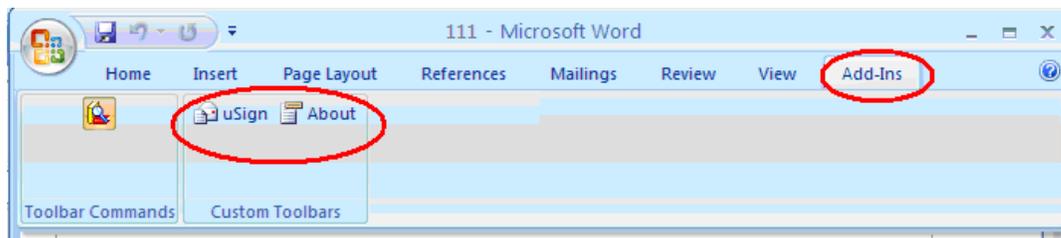
Open the word 2003 and you will find the toolbar buttons 'uSign' and 'About'. Please refer to the following pictures when you cannot sure this point.



If there is not such a button in toolbar, then please select Tool -> Customize -> Toolbars, then selected "uSignItem", it will pop up the toolbar of "uSignItem" as soon as you selected "uSignItem".

2) When you are using MS Word 2007 or the later version

Open the word 2007 and you will find the custom toolbar button 'uSign' in the 'Add-Ins' tab.



3, Insert the uSign signature :

Note Using the uSign Word Add-In function in MS Word 2003 is as the same as in MS Word2007.

Click the button 'uSign' to the user interface, and sign your signature in the uSign device, show as the following picture:



When you complete to sign your signature, then you can click the button 'Sign' to sign current word document. You can also clear your signature by the button 'Clear'. If you sign nothing and click the button 'Sign', you will get a warning message 'Please sign your signature'.

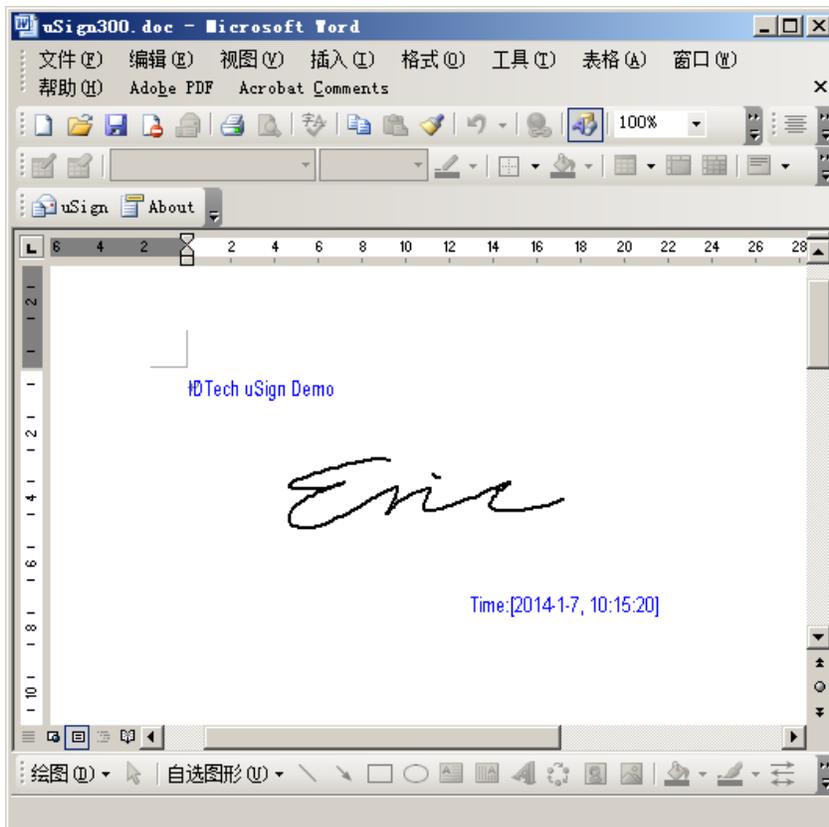
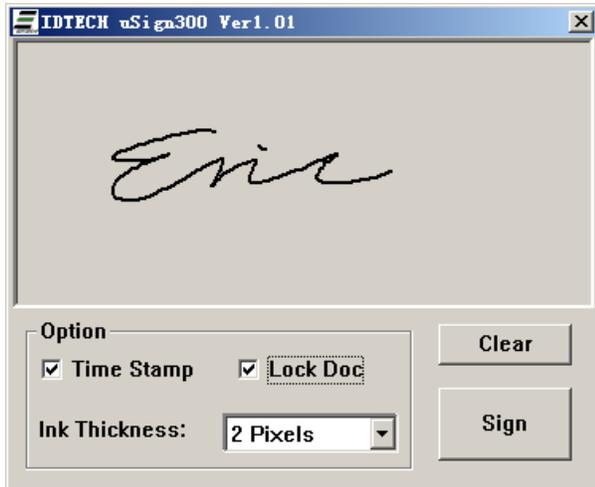


You can select 'Time Stamp' and 'Lock Doc' options in the 'Option' area.

1) The time stamp of current system time will show in your signature when you set 'Time Stamp' checked.

The following pictures show the 'Time Stamp' option being selected and the result view in your document.

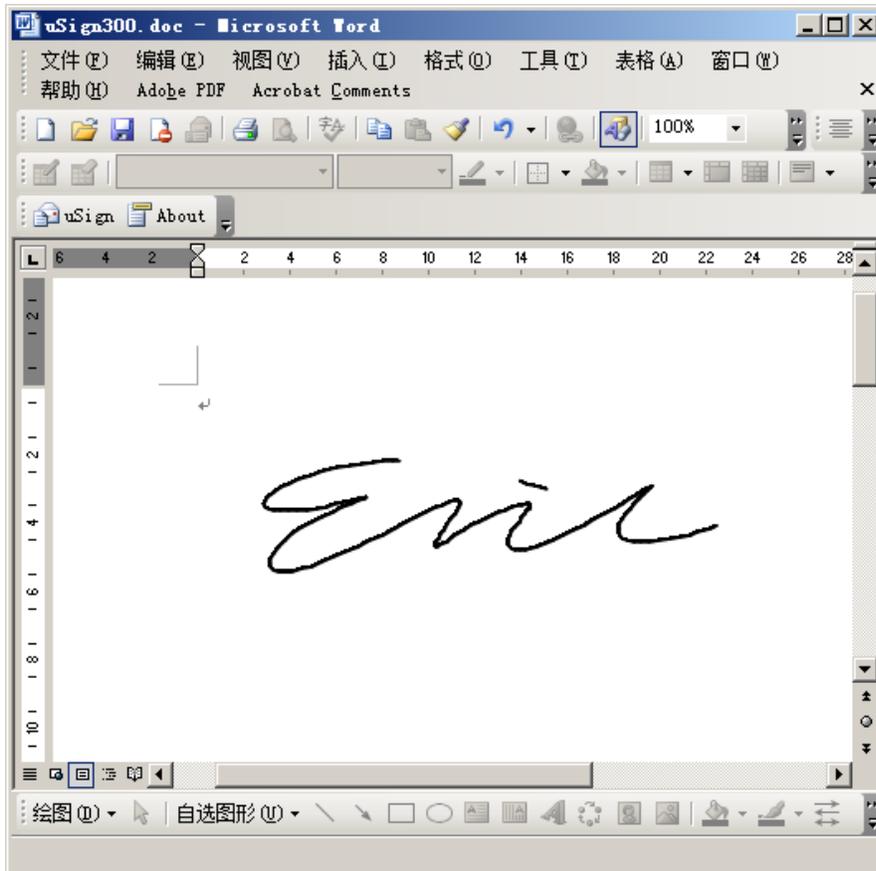
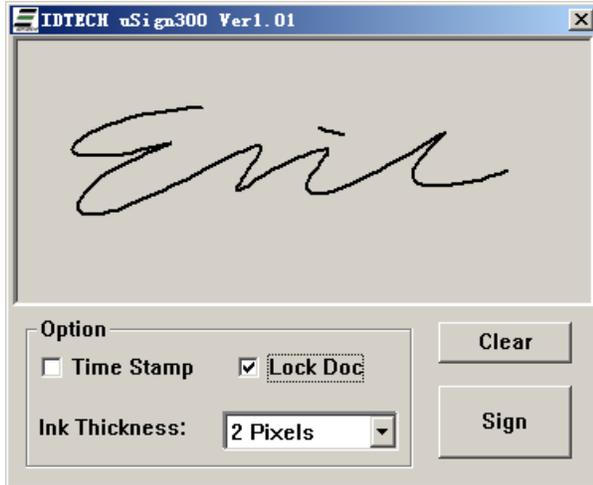
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2) The current document will be locked and Read-Only status when you enable the 'Lock Doc' option.

The following pictures show the 'Lock Doc' option being selected and the result view in your document. You can find the format edit buttons is disabled in the document, that's means the other users cannot edit your document when you select this Lock function.

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When you locked your document, you should NOT sign another new signature, or you will get a warning message 'You cannot insert signature, for you have locked the document.'



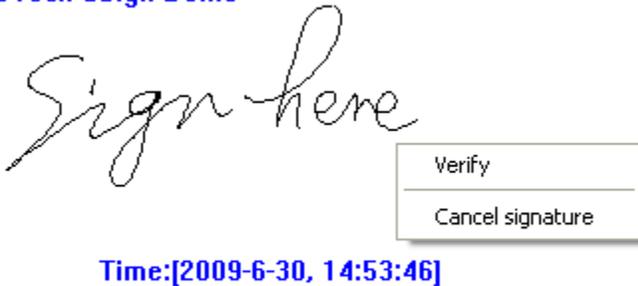
3) If you select nothing and disable the two selection options, you will get only your signature in your document.

4) You can also change the pen thickness by selecting the list of "Ink Thickness".

4, **Verify your signature :**

You can verify your signature to judge whether your document is modified by other users. Please click the right-button of your mouse to pop up a menu which include the buttons 'Verify' and 'Cancel signature' such as the following picture.

IDTech uSign Demo



Click the button 'Verify' to verify your signature. If your document is not modified, you will get a message dialog as following picture:



If your document is modified, you will get a message dialog and the signature will show a fork on itself such as show in the following pictures:

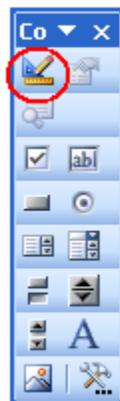


Cancel your signature by click the button 'Cancel signature'.

5, Resize your signature or change position

You can resize your signature or change the position by following these steps:

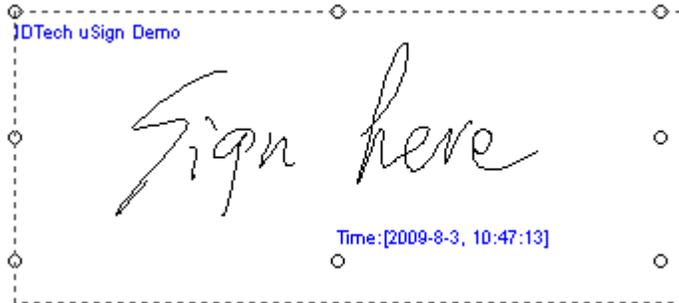
- 1) In the Word menu at the top, click View > Toolbars > Control Toolbox. There should be a floating toolbar as the following picture.



- 2) 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".

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- 3) In design mode you can now position and size the signature box with the mouse to fit the your 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.



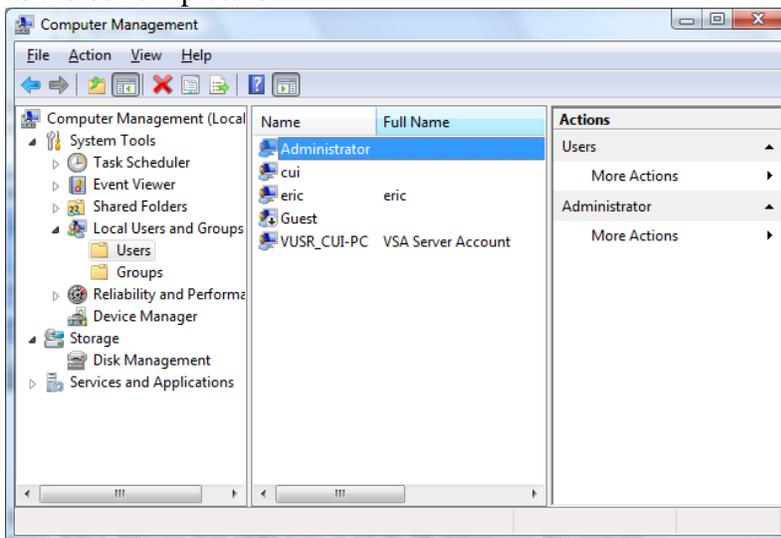
6, Remove uSign control application:

Execute the unregister.bat to remove the control application in your MS Word;

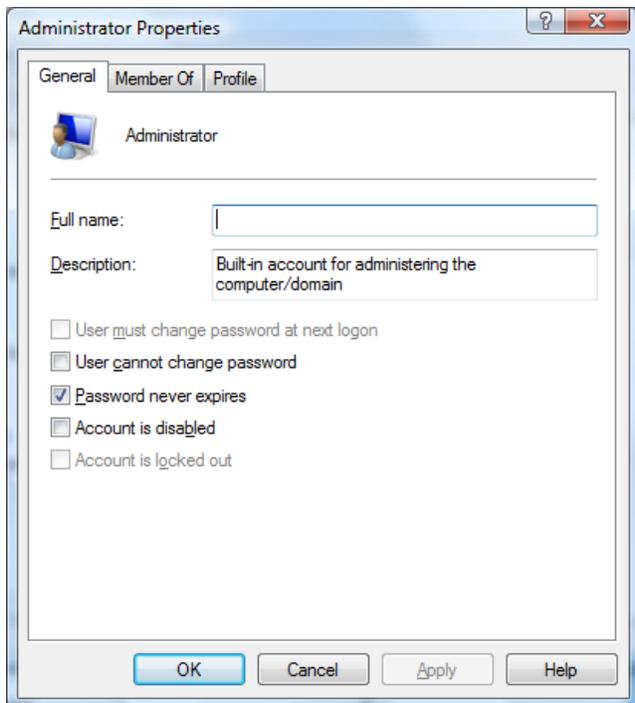
7, How to register the Add-In application in the VISTA OS:

Firstly, you should have a user account which is member of Administrators and make sure that the user Administrator is not disabled by following steps.

Select the Computer icon on your desktop, and click right button of your mouse to pop up the menu. Select ‘Manage’ item of the menu and you will get the UI of the Computer Management as the bellow picture.



Select Computer Management->System Tools->Local Users and Groups->Users and double click the ‘Administrator’ on the right side. You will get a dialog like the following picture.



In the dialog of the Administrator of Properties, please make the item 'Account is disabled' unchecked. Then please ensure that your user account is member of Administrators and restart your computer.

Secondly, please register the Add-In application using the command 'regsvr32' in your Command Prompt window. For example:

```
regsvr32 E:\Eric\uSign300WordAddin.dll  
regsvr32 E:\Eric\uSign300ExcelAddin.DLL
```

The 'E:\Eric\' is your path where your Add-In application located.

If you want to remove the Add-In control, please use the command 'regsvr32' like this:

```
regsvr32 -u E:\Eric\uSign300WordAddin.dll  
regsvr32 -u E:\Eric\uSign300ExcelAddin.DLL
```

2.2 *Steps for Word 2010, 2013, and Excel 2010, 2013*

1. **Setup the tool(internet connection needed):**

Execute the setup.exe to setup the control;

2. **Open MS Word and find the uSign Toolbar**

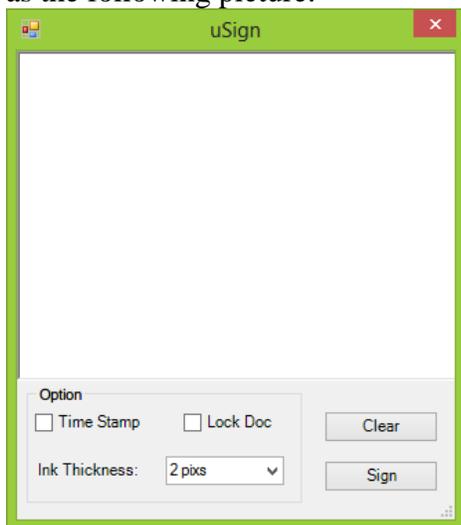
Open the word 2013 and you will find the custom toolbar button 'uSign' in the 'uSign 300 tools' tab.

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3. Insert the uSign signature :

Click the button 'uSign' to the user interface, and sign your signature in the uSign device, show as the following picture:



When you complete to sign your signature, then you can click the button 'Sign' to sign current word document. You can also clear your signature by the button 'Clear'. If you sign nothing and click the button 'Sign', you will get a warning message 'Please sign your signature'.

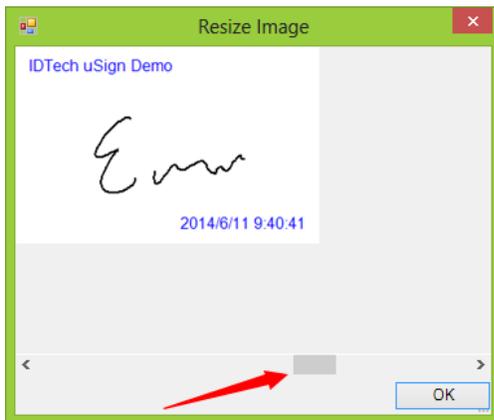


You can select 'Time Stamp' and 'Lock Doc' options in the 'Option' area.

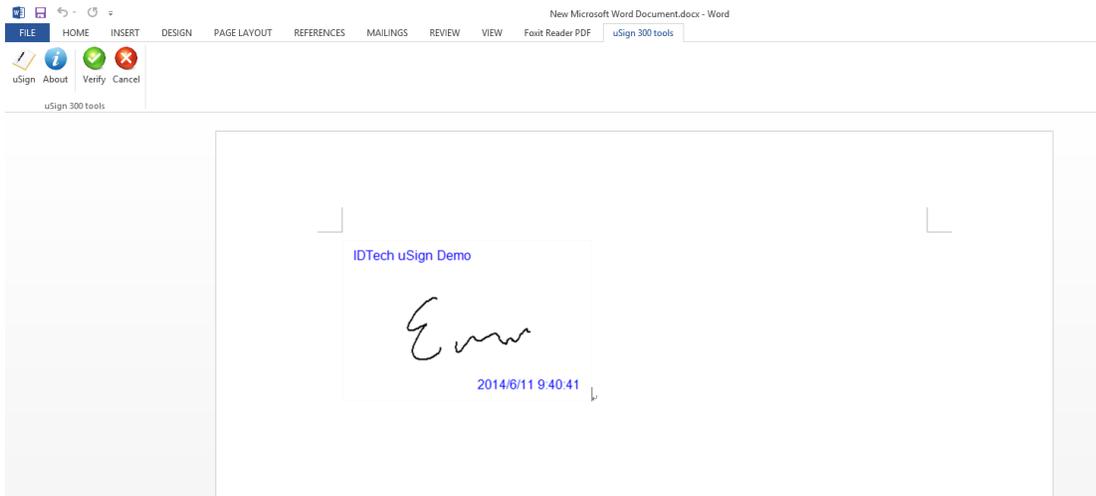
- 1) The time stamp of current system time will show in your signature when you set 'Time Stamp' checked.
- 2) The current document will be locked and Read-Only status when you enable the 'Lock Doc' option.

The following pictures show the 'Lock Doc' option being selected, the 'Time Stamp' option being selected and the result view in your document. You can find the format edit buttons is disabled in the document, that's means the other users cannot edit your document when you select this Lock function.

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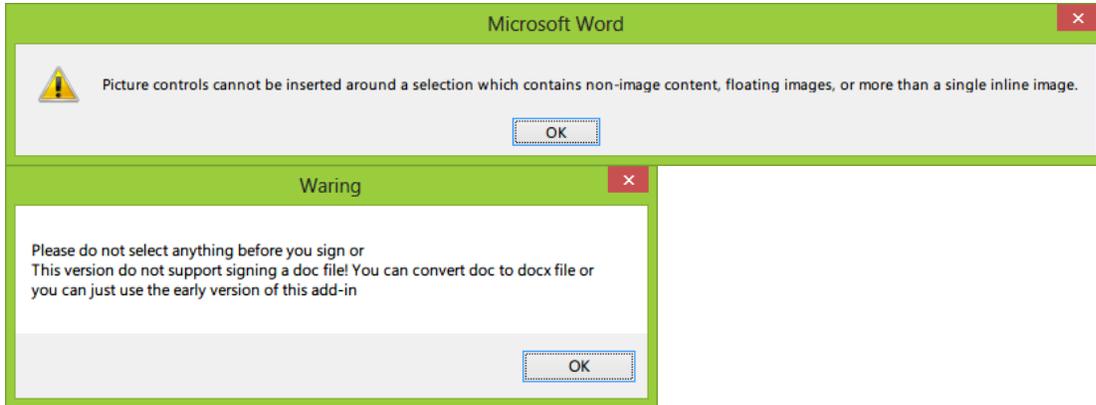


You can slide the scroll bar to resize the image. Then click OK.

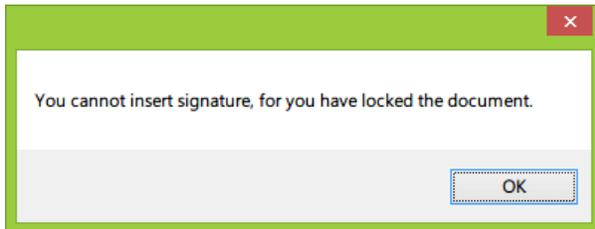


Note: you should not select anything before you signing. Or you will get the message like this:

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When you locked your document, you should NOT sign another new signature, or you will get a warning message 'You cannot insert signature, for you have locked the document.'



3) If you select none the two selection options, you will get only your signature in your document.

4) You can also change the pen thickness by selecting the list of "Ink Thickness".

4. Verify your signature in Word 2013:

You can verify your signature to judge whether your document is modified by other users.

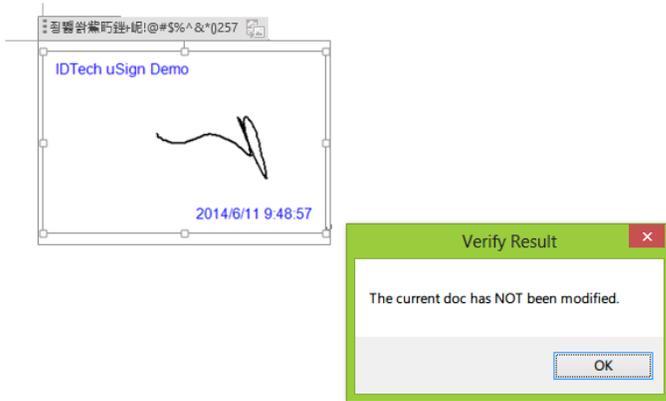


Select the signature you want to verify then click

'Verify'

Click the button 'Verify' to verify your signature. If your document is not modified, you will get a message dialog as following picture:

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If your document is modified, you will get a message dialog and the signature will show a fork on itself such as show in the following pictures:



Cancel your signature by click the button 'Cancel'.

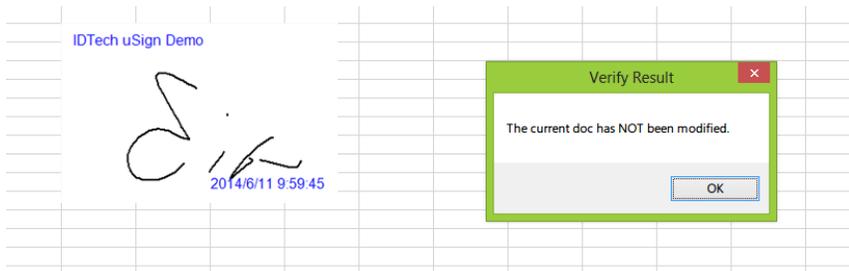
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5. Verify your signature in Excel 2013:

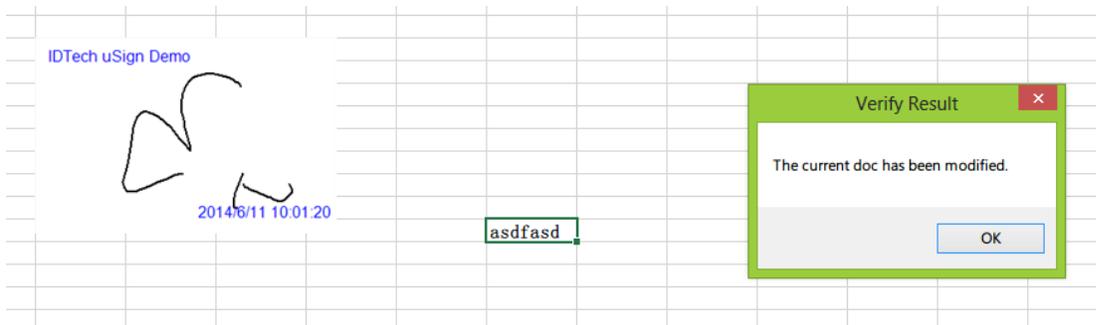
You can verify your signature to judge whether your document is modified by other users. Please click the right-button of your mouse to pop up a menu which include the buttons 'Verify' and 'Cancel' such as the following picture.



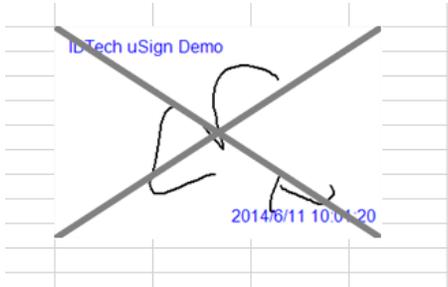
Click the button 'Verify' to verify your signature. If your document is not modified, you will get a message dialog as following picture:



If your document is modified, you will get a message dialog and the signature will show a fork on itself such as show in the following pictures:



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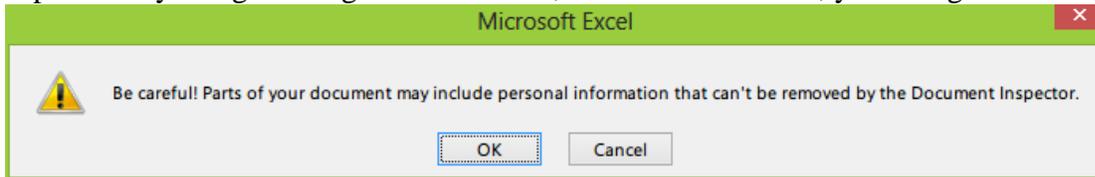
Cancel your signature by click the button 'Cancel signature'.

6. Remove uSign control application:

Uninstall the add-in from control panel.

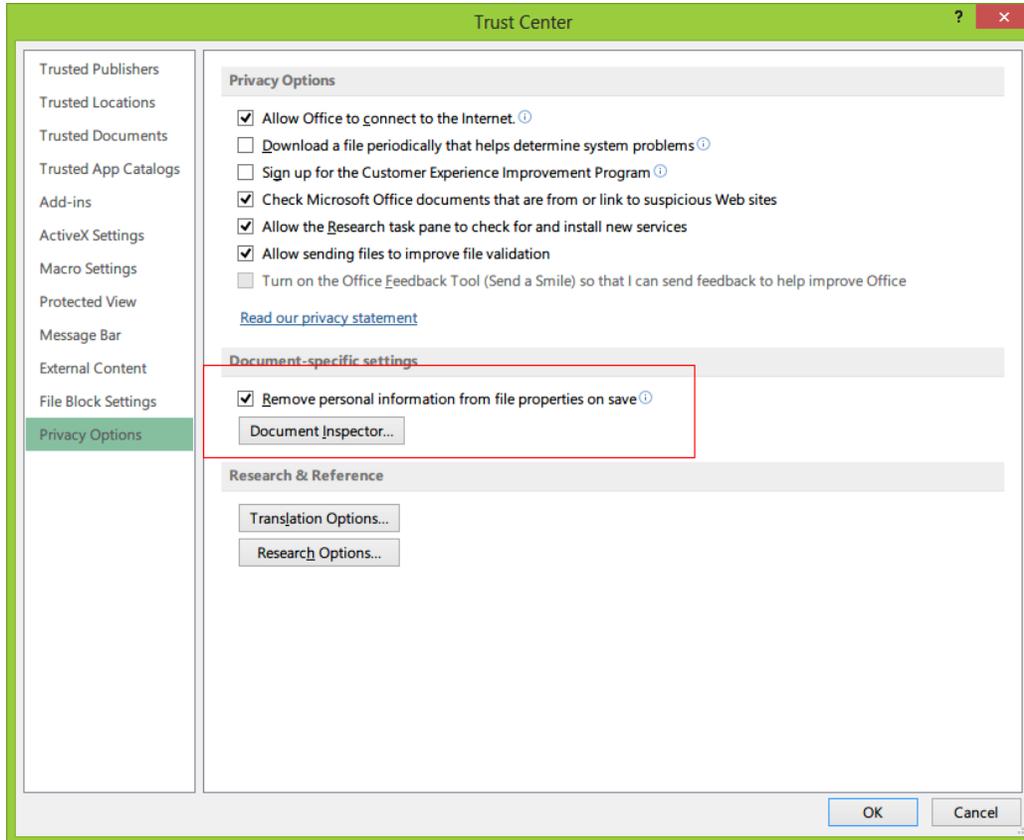
uSign300 WordAddin	ID TECH	2014/6/11		1.0.0.0
uSign300 ExcelAddin	ID TECH	2014/6/11		1.0.0.0
Adobe Flash Player 13 ActiveX	Adobe Systems Incorporated	2014/6/6	6.00 MB	13.0.0.214

Tips: when you sign a image and then save, close the workbook, you will get a message like this:



You can just ignore it and click 'OK'(do not click 'Cancel'), or you can do steps as following: Goto File in the upper left hand corner, then Options > Trust Center > Trust Center Settings > Privacy Options > then un-check the check box that says "Remove personal information from file properties on save", then hit OK.

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Because it is a document-specific settings, you have to do these steps for each new workbook.

3.0 Adobe Acrobat

3.1 PDF Plug In

1. Introduction

The uSign Adobe Acrobat Plug-In software allows users to sign a handwritten signature in PDF File. Each embedded signature is bound to the PDF at the time it is signed so any changes made to the document will be recorded and brought to the user's attention. If the file's content is back to the state it was signed, then the signature will once again be valid.

The uSign PDF plug-in is designed to work with Adobe Acrobat Professional 9.0

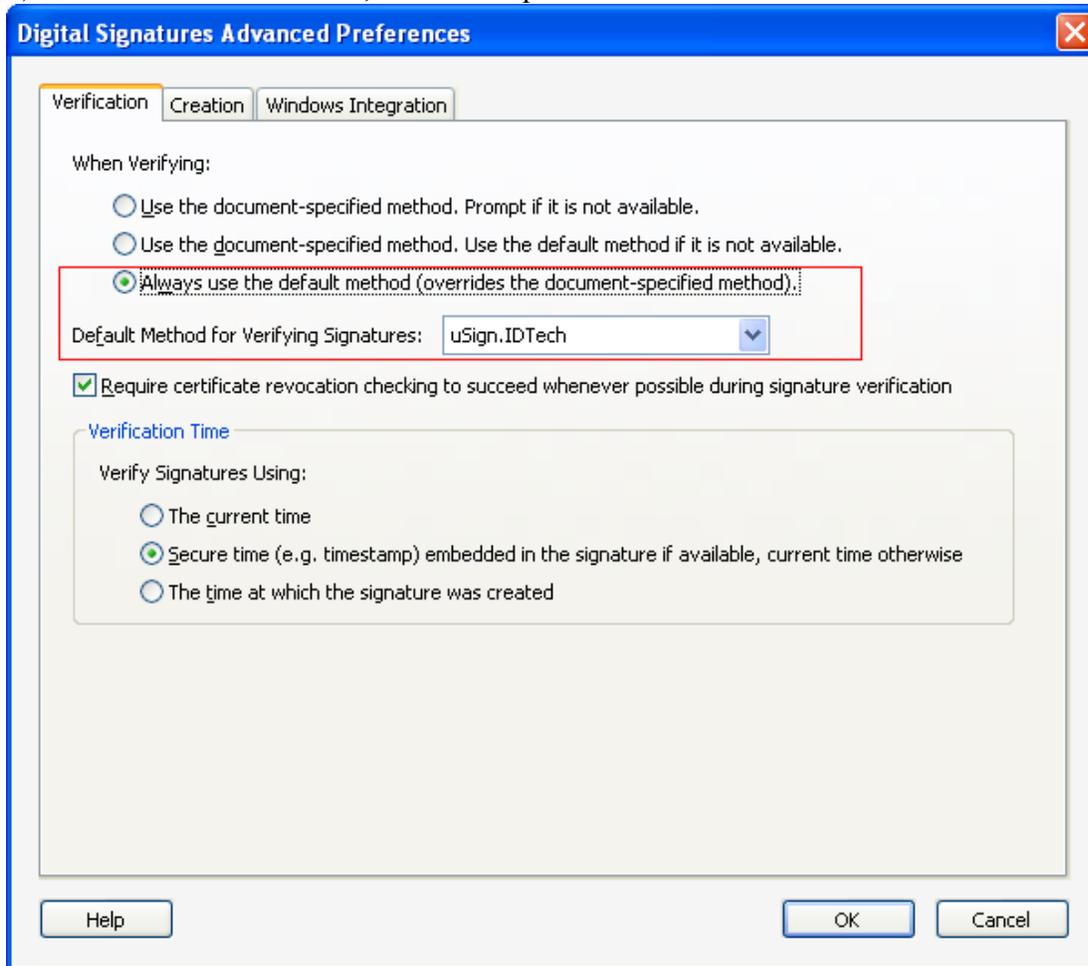
2. Using the uSign PDF plug-in

Please make sure Adobe Acrobat Professional 9.0 is installed in your PC, and follow the below steps:

- 1) Copy the file 'DocSign.Api' to the directory:
INSTALL_DIR\Program Files\Adobe\Acrobat 9.0\Acrobat\plug_ins\
For example:
C:\Program Files\Adobe\Acrobat 9.0\Acrobat\plug_ins\

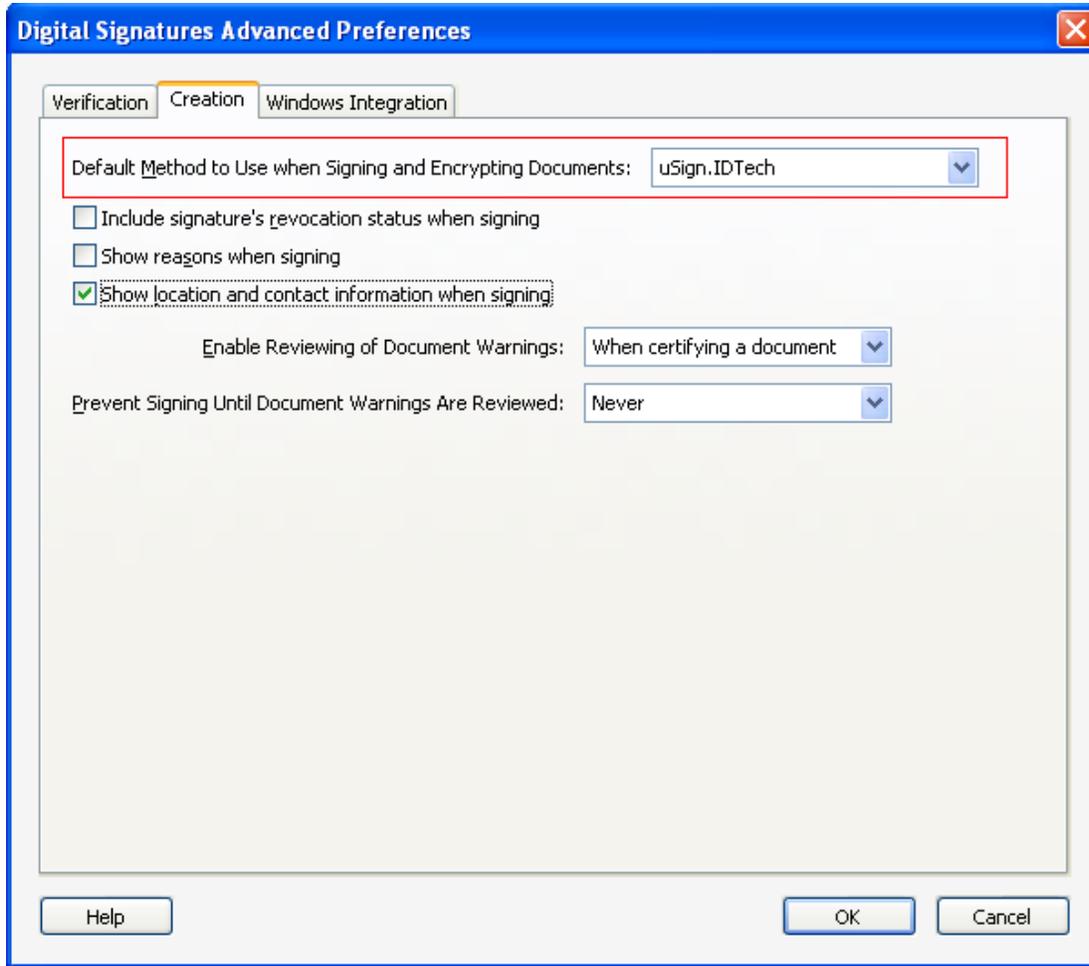
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- 2) Launch the Adobe Acrobat Professional 9.0 software and browse to the Edit->Preferences->Security from the 'Preferences' menu. Click on the "Advanced Preferences" button.
- 3) On the 'Verification' tab, select the options as shown below:



Click on the "creation" tab

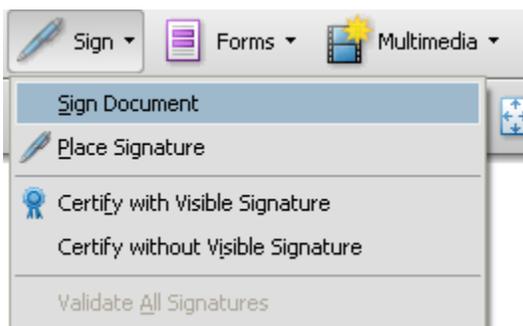
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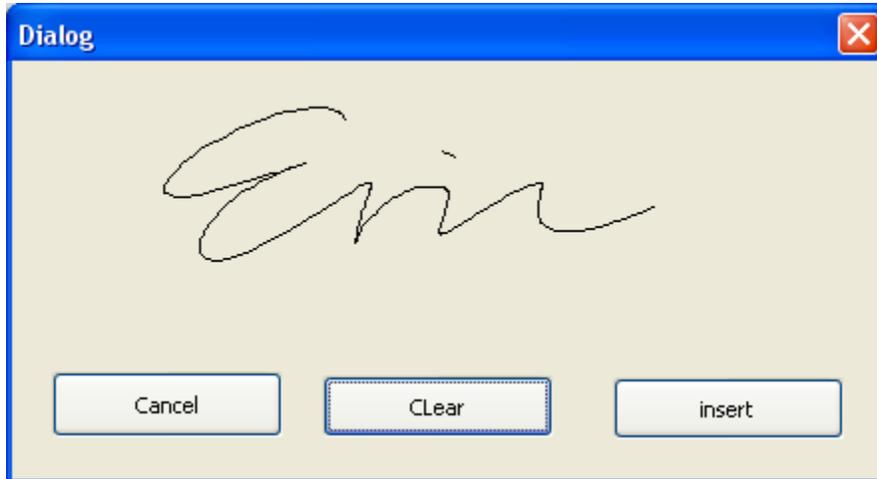
Click "OK".

4) To insert a signature on a PDF file:

Make sure the uSign device is connected to the computer. Open the document you would like to sign, browse to 'Sign->'Sign Document'. Follow the prompts to draw one rectangle for the signature area and the uSign Dialog would pop up.



Sign on the uSign device and click on the 'Insert' button.



The signature is then showed in the PDF file:



5) Verify the signature.

Click the signature in the PDF file and you will get a signature verification dialog.



It shows the result of verification. If the document is not modified after the signature is placed, the status will show that the signature is valid.

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