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1 Introduction

Wacom sign pro PDF is the complete professional solution for signing and annotating PDF documents in a paperless workplace.

The Wacom technology pen, stylus or finger used to sign determines the type of signature created:

- ‘biometric’ signatures created using a Samsung Galaxy Note series or any device that uses Wacom’s EMR technology contain full biometric data including pen pressure.
- ‘touch’ signatures created using your finger or capacitive stylus do not contain biometric data.

Where appropriate the application makes use of hardware keys on the Android device:

- Menu key
- Back key

The Menu and Back keys are normally located to the left and right of the Home key respectively.

Depending on your Android device you may see a Menu icon: and this has the same effect as the hardware Menu key.

2 Installation

When you first run Wacom sign pro PDF an End User Licence Agreement (EULA) will be displayed. Confirm the agreement to establish your right to use the application.
3 Signature Credits

Wacom Sign pro PDF is installed with 3 signature credits. Each signature saved will use one signature credit. When all of the credits have been used you can purchase further credits online. Without any credit, new signatures will be displayed with a label indicating ‘No signature credits left’.
Note that credits are applied equally to handwritten signatures and eSeal signatures.
4 Getting Started

4.1 Application Menu

Wacom sign pro PDF opens with a Menu options button:

- to display the options:

a) Documents

- to open a document

See: Documents... Open
b) Signature

- to configure Wacom sign pro PDF

See: Signature Configuration

c) About

- to display version information

See: About
4.2 Toolbar

Back icon

Toolbar icon - display the full tools

Search icon - search for text

Bookmark icon - display a list of annotations
Select the toolbar icon: to display the full set of tools:

- Menu icon – Display menu
- Signing icon - Insert signature
- Rectangle icon - Insert signature area
- Stamp icon - Insert eSeal
- Drawing icon - Insert freehand annotation
- Strike icon - Strikeout selected text
- Underline icon - Underline selected text
- Highlighter icon - Highlight selected text
- Balloon icon - Insert sticky note
4.3 How to open a document

Use the file explorer to open a PDF document:

Options are available to open a document from:

Folder View
Recent Files
All Files

Use the hardware Menu key or Menu icon: to modify the list view:

See Documents – Opening a PDF Document for further details.
4.4 How to navigate

Once a document is displayed the navigation tools are available:

Swipe pages left/right to navigate the document, or up/down in continuous display view mode.

See Using sign pro PDF... Navigate for further details.
4.5 How to sign

Sign a document by first selecting the toolbar:

Then the signature icon itself:

The first time you sign you need to tell Wacom sign pro PDF about your digital certificate/key and for this the Initial Signing Key dialog is displayed. See the section Signature... Signing Certificate for further details.

Having selected a certificate you can now sign the document. See the section Using sign pro PDF... Insert Signature for further details.
4.6 How to save

To save a document, select the Menu icon: or press the Menu key on your Android device.
It displays the available options:

- Share
- Save
- Save As
- View modes
- Properties

Choose how you want to share or save the document.

To abandon changes to a document, select the Back icon: or press the Back key on your Android device. It displays the available options:

- Document has been modified
- Save
- Save As
- Abandon Changes

See Documents ... Save a PDF document for further details.
5 Using sign pro PDF

5.1 Navigate

Once a document is displayed the navigation tools are available:
a) View mode

Use the hardware Menu key or Menu icon: 📈 to choose a Single Page or Continuous display mode:

Swipe pages left/right to navigate the document in single page mode, or up/down in continuous display view mode.

b) Page selection

Use the slider control to move to a specific page:
c) **Text search**

- to search for text in the document

Enter a string to display the search results, for example:

Tap on a highlighted search result to reposition the document display.
d) Bookmarks

- to display bookmarks in the document:

Tap on a bookmark icon: to reposition the document display.
e) **Annotations**

- to display a list of annotations in the document

If both bookmarks and annotations are found they are displayed in separate tabs, for example:

![Annotation List Example](image)

Tap on an annotation list result to reposition the document display.
5.2 **Insert Signature**

- to sign the document

The **Sign Document** dialog is displayed. This shows the name of the person who is about to sign and the reason for signing. Both are initialized in **Signature... Identity**.

![Sign Document Dialog](image)

- **Signatory name**: John Smith
- **Reason for signing**: Testing
- **Change Permissions**
- **Signing with certification/author signature**
- **Private key default-signpro**

To create a signature field in your document, click 'OK', then click and drag to specify position and size of the field. You'll then be prompted to sign your document.

**CANCEL**  **OK**
If the fields **Signatory name** and **Reason for signing** are left empty and no name and reason have been specified in **Signature... Identity**, the name will be set to **Customer**, and the reason will be set to **Confirmed** at the time of signing.

Select **Change Permissions** if you would like to encrypt the document with a password when you add the first signature to a document. To change the default permissions select **Permissions** in **Signature... Permissions**.

![Encryption Passwords](image)

Press OK to continue.
You must now draw a rectangular placement for the signature:

- tap in the document to create a signature area with default size
- tap and drag to size the signature area manually

If you selected **Position signature by keyword** the position and size of the signature area will be determined by the values specified in **Signature... Signature Area**.

The signature capture window is displayed showing the name of the person and the reason for signing. You can now sign:
Tap one of the following icons to complete the signature:

- to clear the signature and sign again
- to abandon the signature
- to accept the signature and insert it in the document

On completion the signature is inserted in the document with its optional textual information:

![Signature Image]

Once the signature has been added to the document, you can display its properties by tapping on it.
5.3 **Insert predefined Signature Area**

- to insert a predefined signature area

Note: a signature area cannot be inserted in a document which has already been signed, in which case the tool is not displayed.
Decide whether the signatory name and the reason for signing will be predefined, or whether these values can be revised at the time of signing. If a signatory name and a reason for signing should be specified:

- enter the name in the field Signatory name
- enter the reason in the field Reason for signing.

To define the signature area, tap OK, then tap and drag to specify the position and size of the field. The new signature area will be displayed with text depending on the settings made in the first step.

Save the document for later use. To sign the document, open it and tap on a predefined signature area.
5.4 Insert eSeal

- to insert an eSeal to sign the document

Documents can also be signed with an electronic seal (eSeal). First select your style of eSeal in Signature... eSeals.

Insert the eSeal in the document by selecting the eSeal tool. The Sign Document dialog is displayed. This shows the name of the person who is about to sign and the reason for signing. The options are identical to those available when inserting a handwritten signature (Signature... Insert Signature):

Tap at the required position to insert the eSeal.
Once the eSeal has been added to the document, you can display its properties by tapping on it.

The eSeal type to be used to sign documents can be customized in Signature…eSeals.

Three eSeal types are available for selection:

- Personal eSeal of circular or rectangular shape with customizable text

  ![Personal eSeal](image1)

- Date eSeal with circular shape with the current date and customizable text

  ![Date eSeal](image2)

- A custom bitmap image
5.5 Display Signature Properties

A handwritten signature is displayed with additional information:

![Signature]

The additional information contains the signatory name, reason for signing, and the time and date of signing. You can choose to add or remove the optional information display in Signature... Signature Area.

A graphic symbol is included within the signature area and next to an eSeal to indicate whether or not the document has been changed since the signature was added:

- ![Green Check](image) Indicates that no changes have been made
- ![Yellow Exclamation](image) Indicates that the document revision to which the signature was added has not changed, but that subsequent revisions have not been signed.
- ![Red X](image) Indicates that changes have been made since the signature was added. Such changes will usually invalidate all signatures in a document
To display detailed properties tap on a signature or eSeal in the document:

Signature Properties

- Signature is valid
- Page number: 1
- Signed by: John Smith
- Digital signature ID: Gsdt.wacom/
  Email=Gsdt.wacom
  @gmail.com
- Location:
- Contact:
- Date: 25 Nov 2015
- Time: 4:51 pm
- Reason: Testing
5.6 Insert freehand pen annotation

- to insert a freehand annotation

Use the tool to add a freehand annotation to the document using the pen.

The ink annotation toolbar is displayed:

- to change the pen colour, opacity or size

The option displays the available palette:
Tap the selection required to make the change.

- to resume drawing

- to erase a part of your drawing

- to accept the annotation in the document

- to abandon the annotation

If you have not set the user name for sign pro PDF you will be prompted to enter your name before creating the annotation. You can set the user name in **Signature... Identity**.
5.7 Insert Text Effect

a) Strikeout selected text

- to strikeout to the selected text

b) Underline selected text

- to underline selected text

c) Highlight selected text

- to highlight selected text

Tap with pen or finger on the first character, then drag over the text to be affected. A popup window is displayed to assist in locating the text.

After applying the text effect you can change the appearance by tapping the affected text: a popup gives options to clear the change, or to change the appearance:

Tap the selection required to make the change.
5.8  Insert sticky note

- to insert a sticky note

Wacom sign pro PDF displays sticky note comments contained in the document. You can display an existing sticky note by tapping on it.

Sticky notes are indicated by the balloon icon:

To add a new sticky note, tap the tool then tap at the position in the document. The sticky note comment dialog is then displayed with the user name:

![Sticky Note Dialog](image)

You can now enter text using the keyboard.
You can remove an existing sticky note by tapping it and then selecting Remove.

If you have not set the user name for sign pro PDF you will be prompted to enter your name before creating the note.
You can set the user name in Signature... Identity.
6 Documents

6.1 Opening a PDF Document

The custom file explorer gives access to your PDF documents. Options are available to open a document from:

- Folder View
- Recent Files
- All Files
Use the dropdown selection to change the access method:

Use the hardware Menu key or a Menu icon: ▼ to modify the list view:
Depending on your Android device you’ll see a Menu icon or use the hardware Menu key.
6.2 Saving a PDF document

To save a document, select the Menu icon: or press the Menu key on your Android device. It displays the available options:

<table>
<thead>
<tr>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
</tr>
<tr>
<td>Save As</td>
</tr>
<tr>
<td>View modes</td>
</tr>
<tr>
<td>Properties</td>
</tr>
</tbody>
</table>

Choose how you want to share or save the document.

To abandon changes to a document, select the Back icon: or press the Back key on your Android device. It displays the available options:

<table>
<thead>
<tr>
<th>Document has been modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
</tr>
<tr>
<td>Save As</td>
</tr>
<tr>
<td>Abandon Changes</td>
</tr>
</tbody>
</table>

You can then choose the option: Abandon Changes.
**Note:** When the file is saved a signature credit count is deducted for each signature in the document. If document changes are abandoned no change will be made to the credit count.

a) **Save**
The document is overwritten.

b) **Save As**
Select a folder and filename to save the document. The .pdf extension is automatically added to the filename.

c) **Share**
To use this option you must first save the document. The Share selection dialog is displayed listing any installed applications that will accept a shared file. For example, an Email application will automatically attach the PDF document to a new email ready for sending.
7 Signature - configuration

Use the option to configure:

- **Identity** – information displayed in a signature
- **Signing Certificate** – digital certificate/key to use
- **eSeals** – type of eSeal to use
- **Signature Area** – signature size and position
- **Credits** – signature credits display and update
- **Permissions** – PDF document save options
7.1 Identity

Enter the information to be stored in a new signature. The information includes:

- **User Name**
  the identity that Wacom sign pro PDF will attach to new annotations
- **Signatory Name**
  used as the default, the name can be changed at the time of signing
- **Location**
  the geographic location associated with the signature.
- **Contact**
  the contact information associated with the digital signature. Although optional this information can help to identify the owner of the digital certificate used in the signing process.
- **Reason for signing**
  used as the default, the reason for signing can be modified at the time of signing

When you insert a signature you are normally be prompted for the Signatory Name and Reason for signing. By setting the information here, new signatures will automatically use the predefined information.
7.2  Signing Certificate

A digital certificate is needed to authenticate a PDF document and Wacom sign pro PDF applies it when inserting a handwritten signature. You can let Wacom sign pro PDF create a suitable certificate or import one from a certificate-issuing authority (CA). Note that you can reselect the certificate at a later time using the Signing Certificate option.

The first time you run Wacom sign pro PDF a digital certificate is requested:

![Initial Signing Key](image)

Only one further step is required before you can sign and protect your PDF documents. Please choose an existing personal key for signing, or have Wacom sign pro PDF create a new key for your user account.

- Create a new key for your user account
- Select an existing key from a local keystore

CANCEL  CONFIRM
a) Self-signed certificate

Select the option to create a new key as a self-signed digital certificate. The new key requires the following information, ‘*’ indicates that the information must be supplied as a minimum, but any additional information will help to identify the certificate:

Password: *
Confirm Password: *
Validity period: * default: One Year
Key name: * default: default-signpro
Name: *
E-Mail:
Organisation:
Unit/Department:
Location:
State/Province:
Country:

Note: The created certificate is a so-called self-signed certificate. When a PDF document is signed using a self-signed certificate, the signer’s identity cannot be verified by the recipient of a document. Hence it is recommended to obtain a certificate (also known as a private-public key pair or a digital ID) from a certification authority, particularly if you are planning to send your signed documents to many different recipients.

b) Keystore certificate

You can select an existing certificate from your keystore by using the custom file explorer. A valid certificate file will be based on a PKCS #12 key and have the extension .P12 or .PFX. Its password will be required to select the certificate file.
c) Document Certification

A number of options are available to work with PDF document certification:

**Certify document:**
To prevent changes being made to a document after it has been signed, select the option to make the first signature certify the document.

**Permissions:**
Select one of the options:
- Do not allow any changes to document
- Allow form filling, signing and commenting

If you do not choose to make the first signature a certification signature the document contents will be checked, but changes to form fields and comments will not be detected.
7.3 eSeals

a) **Toolbar Icon**

By default, the Add eSeal stamp icon is visible. If you are not planning to use the eSeal feature, deselect the check box.
b) **eSeal Appearance**

You must select the eSeal appearance before you can use it in a document, choosing from one of the three types:

- Personal
- Date
- Custom image

**Personal eSeal:**

![Personal seal interface]

Select basic shape of personal eSeal
- Round
- Square
Select between a circular or rectangular shape and specify the text to display in the eSeal. Writing direction is from top to bottom.

**Date eSeal:**

Specify the text to show above and below the current date. Writing direction is from left to right.
Select an image to be used as your eSeal.
When you press Select, use the file explorer to locate an existing image.
7.4 Signature Area

a) Positioning Method

Wacom sign pro PDF provides two methods for positioning signature areas at the time of signing:

- Manual – tap and drag the pen to create an area
- Keyword search – create a signature area relative to search text
When you choose to position a signature by keyword, the Keyword Positioning options are used:

- **Keyword**: the text to search for
- **Occurrence**: the numbered occurrence of the text in the document (1=first)
- **Keyword Positioning**: above or below the text
- **Horizontal/Vertical offset**: define the relative position in mm

Note: Only the first signature inserted in a document can use the keyword search. Any subsequent signatures must then be placed manually.

### b) Signature Size

**Signature Size**

<table>
<thead>
<tr>
<th>Field width</th>
<th>1.97</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field height</td>
<td>0.98</td>
</tr>
</tbody>
</table>

The Signature Size values define the default height and width of a signature area added to a document by tapping on the document. The values also define the minimum size that a manually created signature will be expanded to automatically.
c) **Signature Ink**

Signature Ink

Field width
- [ ] 0.25
- [x] 0.50
- [ ] 0.75

Ink colour
- [ ] Black
- [x] Blue
- [ ] Green
- [ ] Red

Options are provided for the pen ink width and ink colour used during signature capture.

d) **Information Display**

Information Display
- [x] Show signing information in signature field

The Information Display option allows you to include textual information with a signature. When selected a signature is displayed with the name, reason and date of signing.

Note that the setting has no effect when Wacom sign pro PDF is operating in its demonstration mode. In this case ‘No signature credits left’ will be displayed regardless of the setting.
Wacom sign pro PDF is installed with a number of signature credits indicated in the dialog:

Each signature saved will use one signature credit. When all of the credits have been used you can purchase further credits online by selecting the option. Without any credit, new signatures will be displayed with a label indicating ‘No signature credits left’.

Note that credits are applied equally to handwritten signatures and eSeal signatures.
7.6 Permissions

Signature

Allow modifications
- Modify content
- Document assembly
- Commenting
- Fill form fields

Allow text extraction
- Extract content
- Extract for accessibility

Allow printing
- High resolution printing
- Low resolution printing

The document permissions will only be changed when you sign and select the Change Permissions option in the Sign Document dialog.
At the time a document is signed with the first signature you can:

- encrypt the document with a password: the password will be required to open or edit the saved document
- change the permissions that are applied to the saved document

The permissions are applied to the saved document:

a) **Allow Modifications**

- Modify content:
  Modify text and graphics contained within the document.
- Document assembly:
  Insert, rotate or delete pages, create navigation elements such as bookmarks or thumbnail images.
- Comments:
  Add or modify comments, text annotations or interactive form fields.
- Fill form fields:
  Fill existing interactive form fields or sign the document.

b) **Allow text extraction**

- Extract content:
  Copy text and graphics from the document.
- Extract for accessibility:
  Extract text and graphics for use by accessibility devices, such as screen-readers or Braille output devices for the visually impaired.
c) Allow printing

- High resolution printing:
  Print at all levels of quality, including the highest available.

- Low resolution printing:
  Print at low quality only
8 About

The dialog displays the version of Wacom sig pro PDF. In addition you can review the End User Licence Agreement.