

# Quick Start Guide



## Quick Start Guide

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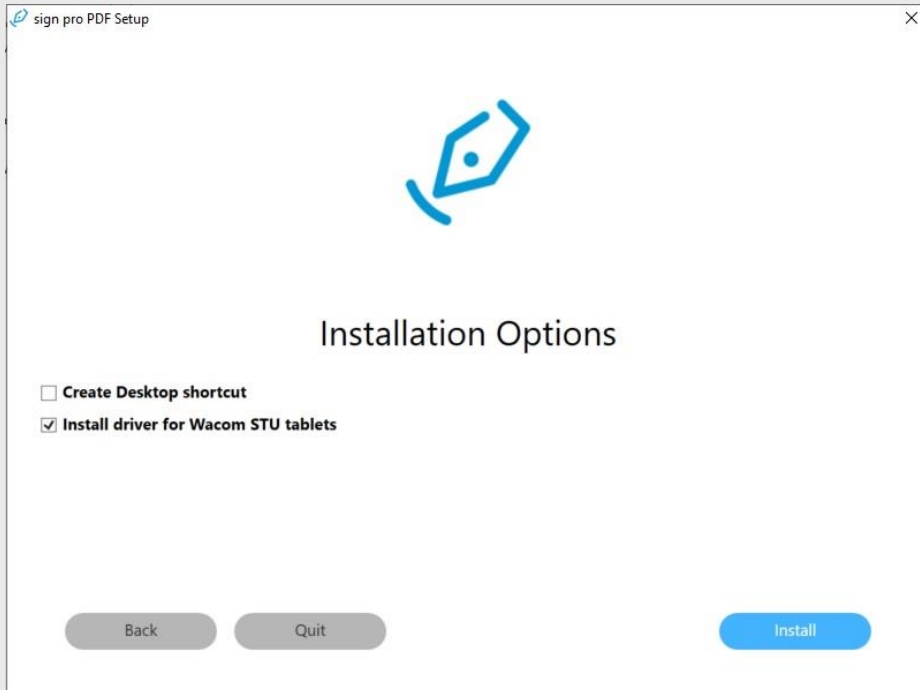
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## Installation

A number of options are displayed during the installation:

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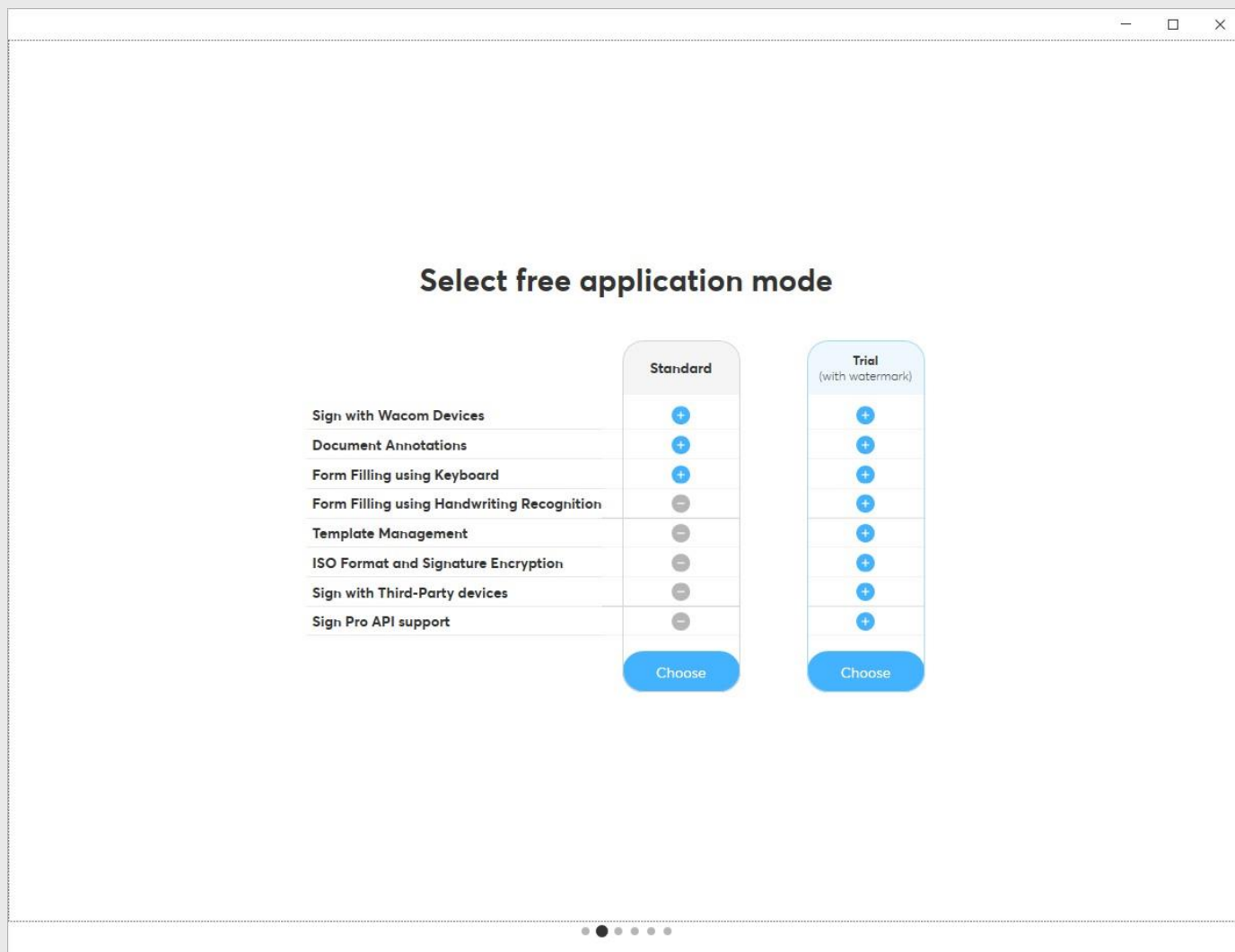


- Create Desktop shortcut - for convenient access to the application
- Install driver for Wacom STU tablets - only if you intend to connect an STU signature pad

Following installation, the first time you start sign pro PDF you will need to make a number of selections, any of which you can change later on in Settings.

First choose the licensing mode to use:

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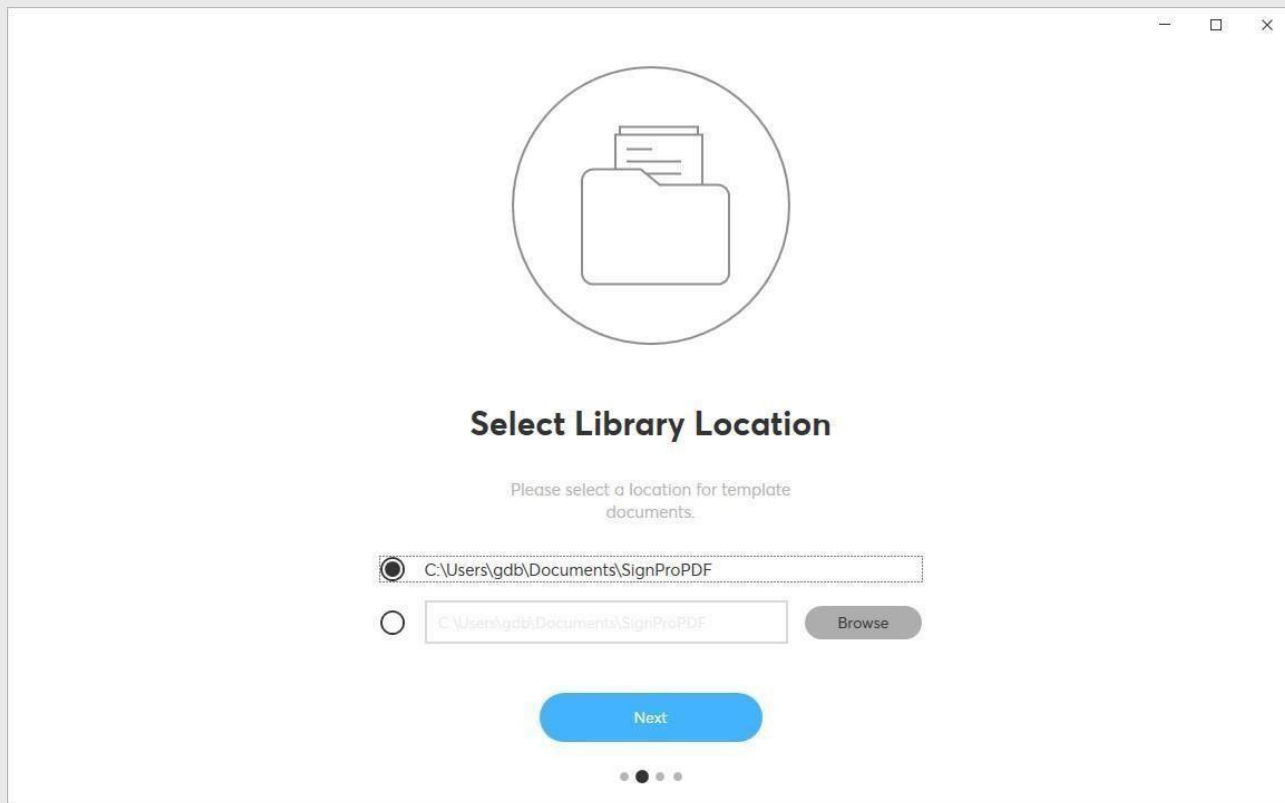


Select Standard mode to use sign pro PDF in its basic form to sign, annotate and form fill PDF documents.

Select Trial mode to explore the extended operations listed, with the limitation that a watermark is displayed until you install your purchased license or return to Standard mode.

Select the default folder used by the application:

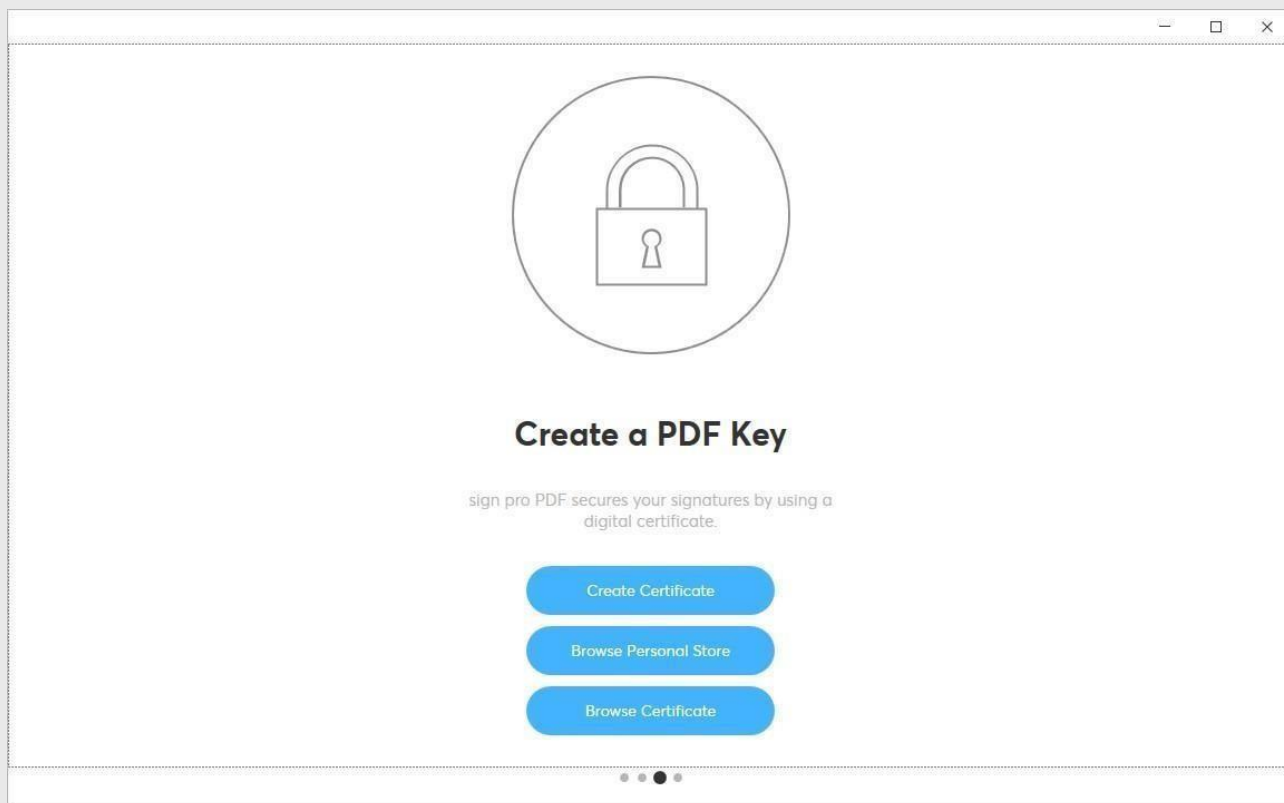
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The folder name is used as the default for Save-As operations. It is also used to save the local certificate.

Next you will need to select a digital certificate used in the document signing process:

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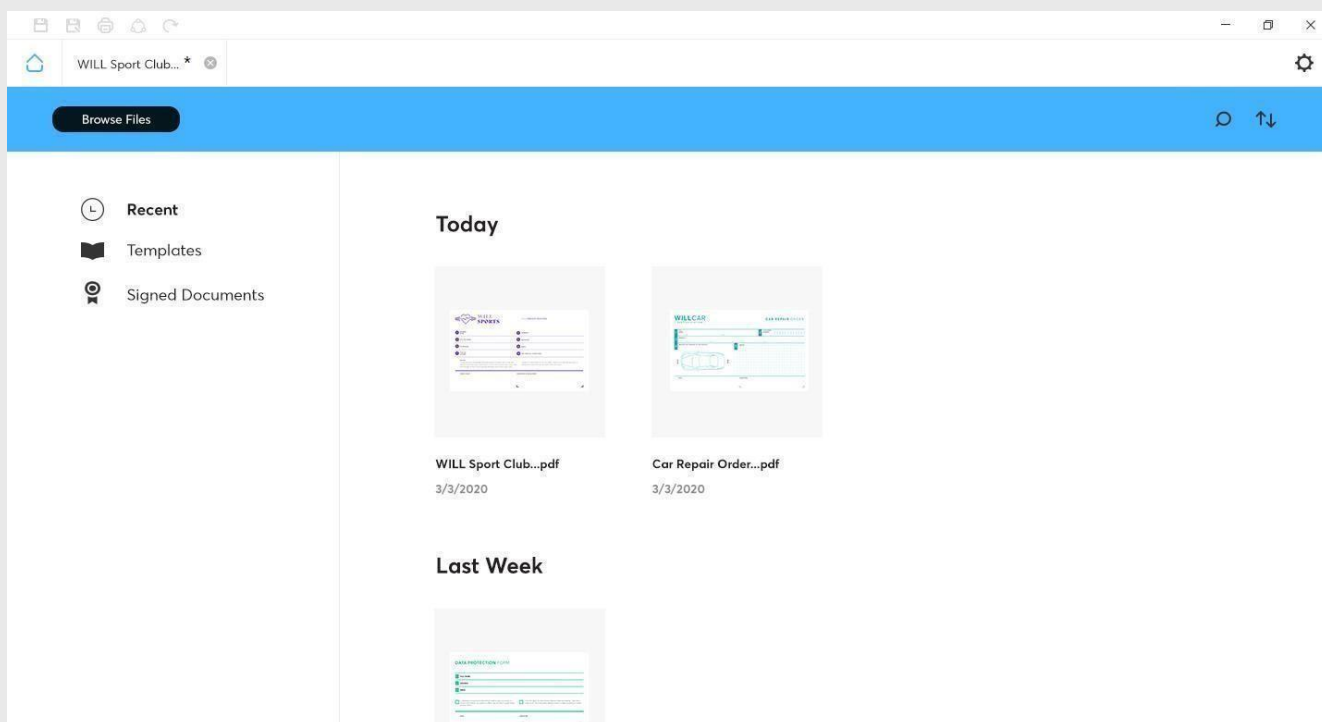
If you have an existing certificate use one of the browse options to read it directly from file, or from the Windows certificate store.

Alternatively allow sign pro PDF to create the certificate for you following the instructions provided.

The certificate created 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. We recommend that you obtain a certificate (also known as a private-public key pair or a digital ID) from a certification authority if you are planning to send your signed documents to many different recipients.

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## Open File



On startup, sign pro PDF displays the file access page.

A standard file browse option is available.

In addition, three categories of files are listed:

- Recent – PDF files recently saved
- Templates – PDF files created using the [Authoring](#) tool
- Signed Documents – PDF files signed and saved

The files are displayed as thumbnail images with search and sort commands. The file lists are maintained in a database recorded alongside application settings.

## STU Image

On startup, if a signature pad is connected, an idle image will appear on the device.

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This image will remain after sign pro PDF is closed. Whether sign pro PDF is open or closed, the idle image will no longer appear if the device is removed and reattached unless sign pro PDF is relaunched.

If sign pro PDF is opened and a signature is signed, the idle image will return upon completion of signing.

A different image will appear to match the various STUs so that it fits best for the given device's resolution. The idle images are contained by default in *C:\Program Files (x86)\Wacom sign pro PDF\STU*. The contents of the folder are covered further in the table below:

Folder	STU type(s)	Image size	Color
STU-300	STU-300	396 x 100	no
STU-430	STU-430	320 x 200	no
STU-500	STU-500	640 x 480	no
STU-5x0	STU-520 STU-530 STU-540 STU-541	800 x 480	yes

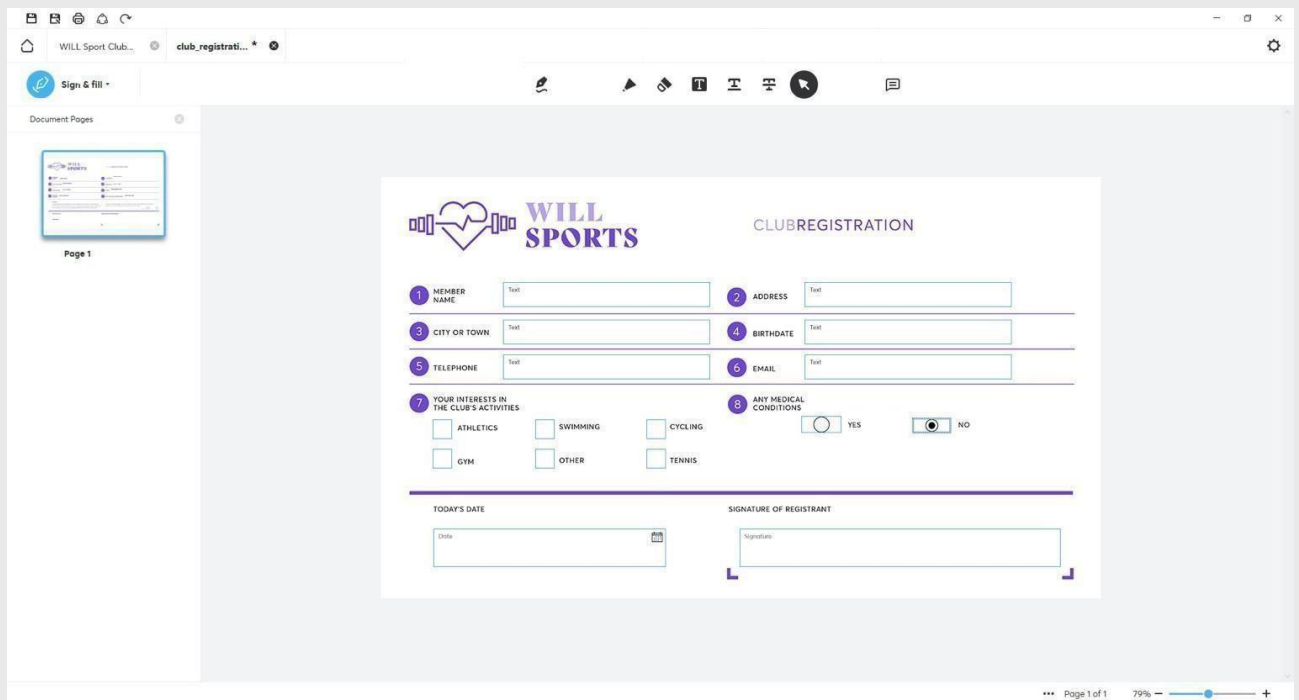


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## Sign & Fill

Select a file to open it. If the file selected features multiple pages, they will appear in the UI. Users may scroll with the mouse, select each individual page or – if using a touch screen device – scroll by dragging the pen.

In a standard installation [Sign & Fill](#) is selected:



The PDF is displayed with a toolbar:



**Sign:** To sign, click the tool then draw a rectangle using a mouse or pen. When the rectangle is large enough a signature will be captured and displayed in the rectangle.

To sign in a signature area created using [Authoring](#), click Sign then click in the signature area

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If, in the API, showing manual signatures has been set to true, field areas can be created by touch and mouse. However, touch scrolling is not allowed.

Additionally, if the top bar is hidden, sign is automatically selected. However, form filling and annotations will not be accessible when the toolbar is not displayed.



**Ink tool:** Click the tool to start a freehand drawing in the document. By clicking the tool a second time you can choose the ink color from a palette. Use mouse or pen to draw ink in the document.

Note that a Wacom STU signature pad pen has no control over the Windows mouse pointer and therefore cannot be used for this operation.



**Erase:**

Use the tool to erase individual freehand ink traces drawn using the ink tool



**Highlighter:**

Use the tool to highlight selected text (**highlight**). Drag the cursor over text to select it for highlight.



**Underline:**

Use the tool to underline selected text (underline)



**Strikethrough:**

Use the tool to apply strikethrough to selected text (~~strikethrough~~)



**Select:**

Use Select to change a toolbar selection and to select a field for form filling.

If using a device that supports touch, users may zoom by touching **two fingers** on the touch screen, then moving them apart to zoom in, or together to zoom out. Users may additionally use touch with **one finger** to scroll through a document, either vertically or horizontally, by moving their finger in the desired direction.



**Comment:**

Use the tool to add a comment/sticky note. Click in the document where the note should appear. A popup dialog allows you to enter text for the note.

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**Undo:**

Use the tool to undo a previous change made on the document.



**Redo:**

Use the tool to redo a previous change made on the document.

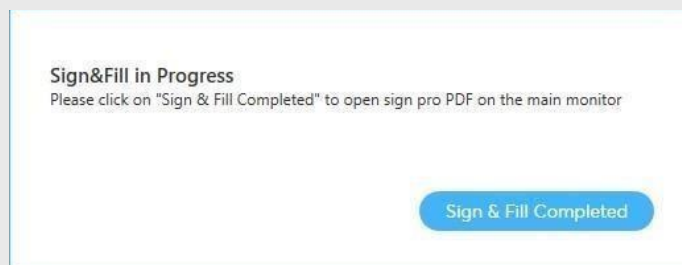
**NB: in API mode, if showing the manual signature has been set to false in the API, then scroll pinch zoom, as well as scrolling through the document by touch, will be enabled. Tapping on an existing signature field or other input should still trigger the signature.**

## Multiple Displays

When a secondary Wacom pen display such as a Cintiq is detected in addition to the main Windows display, sign pro PDF gives the option to Sign & Fill on the Wacom pen display by including an extra toolbar button:



Click [Open on Display](#) to transfer the document display and pen input to the Wacom pen display. A dialog is displayed on the main Windows display:



Click [Sign & Fill Completed](#) to return control of the sign pro PDF application to the main Windows display.

**NB: if a display device is connected after launching sign pro, the application will require to be relaunched in order for the Open on Display option to be available.**

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## Form Filling

A PDF document can contain form fields from its original creation or by using [Authoring](#) mode. These field types are supported in [Sign & Fill](#):

- Check box – click to change a checkbox selection
- Radio buttons – click to toggle a radio button
- Date – click to display the date picker dialog
- Text – see below
- Signature – see below

### Text field:

Click a Text field with the mouse and enter text using the keyboard.

Alternatively click the text field with a Wacom pen to display the text input dialog:



You can then use automatic handwriting recognition to enter text. If required use the keyboard tool provided to make a correction.

Note that the Wacom STU signature pad pen is not supported in this feature.

### Signature field:

Use the Sign tool and draw a rectangle, or click a template signature field to enter a signature:

Depending on the Manage Signature settings you may be prompted for the signature details:

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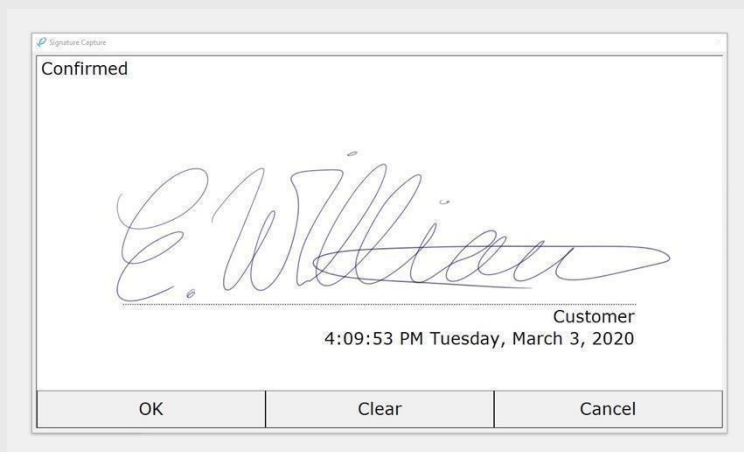


Signatory Name  
e.g. John Smith

Reason for Signing  
e.g. Contract agreement

OK Cancel

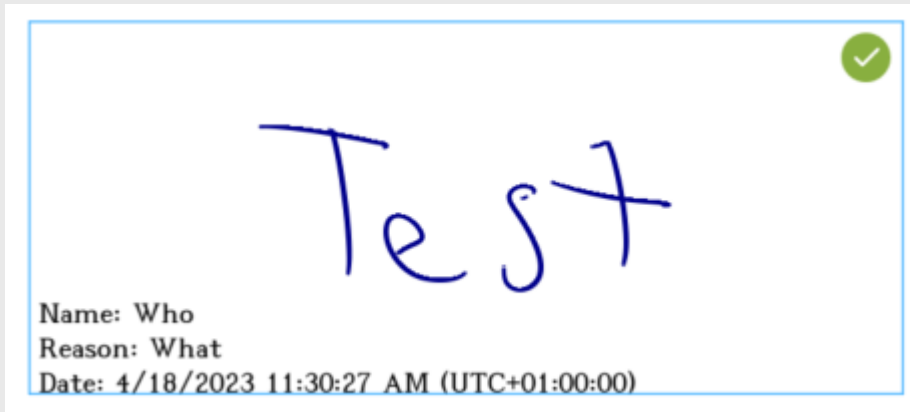
Enter the required values to start signature capture:



Sign using a pen and press OK on completion. Use the Clear button to sign again if required.

After signing, the signature will appear like so:

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The name of the signee and reason for signing may be set within the settings. Additionally, note the green tick in the corner of the signature's box.

- A green tick will indicate that no changes have been made. This is the standard behaviour after initially signing.



- The orange alert means that the document has been changed since it was last signed, but only in accordance with changes which are allowed by the document settings - for example, you can configure sign pro so that it is permissible to add annotations to a document after signing it. In a case like that, if the document was signed and then someone added an annotation the ticket would turn to orange.



- A red cross will indicate that changes have been made since the signature was added. For example, if a date field was added after a user had previously completed signing a signature box.



## File menu

On completion use one of the file menu options:

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**Save:** Replace the open file.



**Save As:** Save the file in a specified folder and filename.



**Print:** Print the file.



**Share:** Send the file by email.



**Rotate:** Rotate the document display.

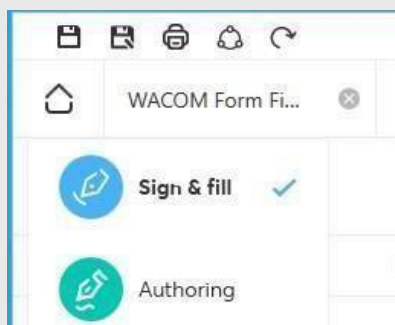
## Authoring

### Mode Selection

In a standard installation **Sign & Fill** will be selected.

To select **Authoring** mode a suitable license is required, see Settings...About.

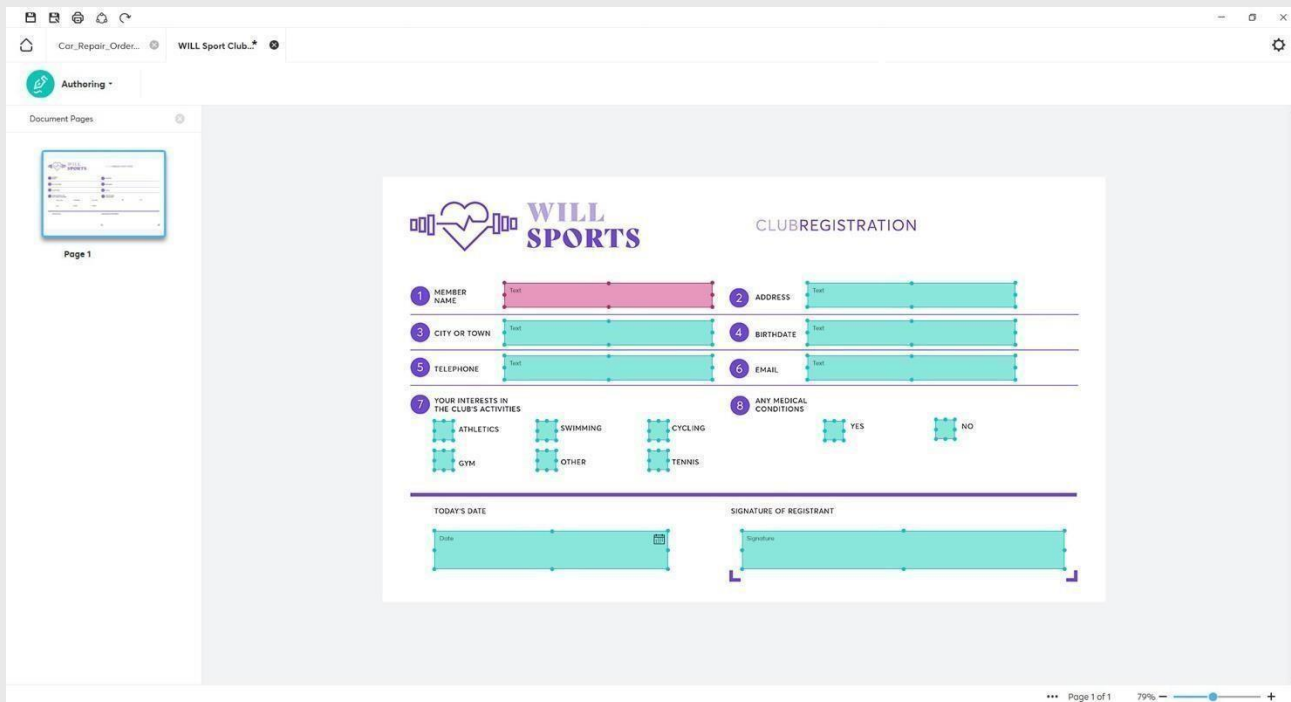
Use **Switch mode** to change to **Authoring**:



Alternatively, use Settings...General to change the default mode to **Authoring**.

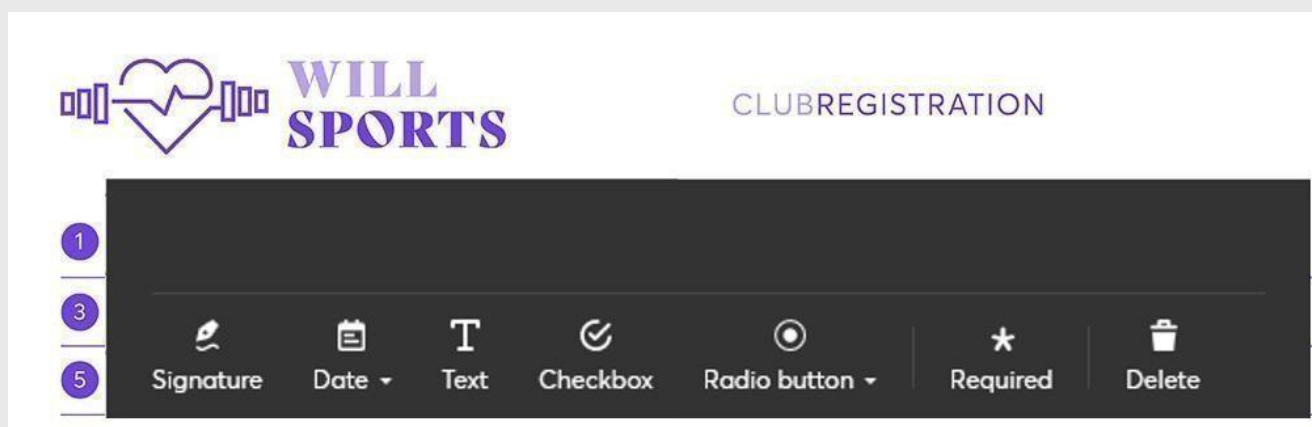
Open a file to start **Authoring**:

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## Create fields

You can now add and modify fields in the document.  
Draw a rectangle with the mouse or pen cursor to create a field:



**Signature:** Define a unique name for the Signature field.



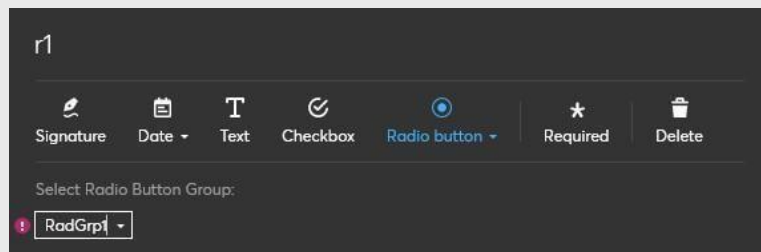
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**Date:** Define a unique name for the Date field and select the required format.

**Text:** Define a unique name for the Text field and select single or multiline format.

**Checkbox:** Define a unique name for the Checkbox field.

**Radio button:** Define a unique name for the Radio button field. The button must be assigned to a group name, defined in the dialog. initially 'New group' is displayed and should be edited. Additional radio buttons allow the name to be chosen in the drop down selection.



**Required:** When selected the field will be shown as required with an asterisk \*

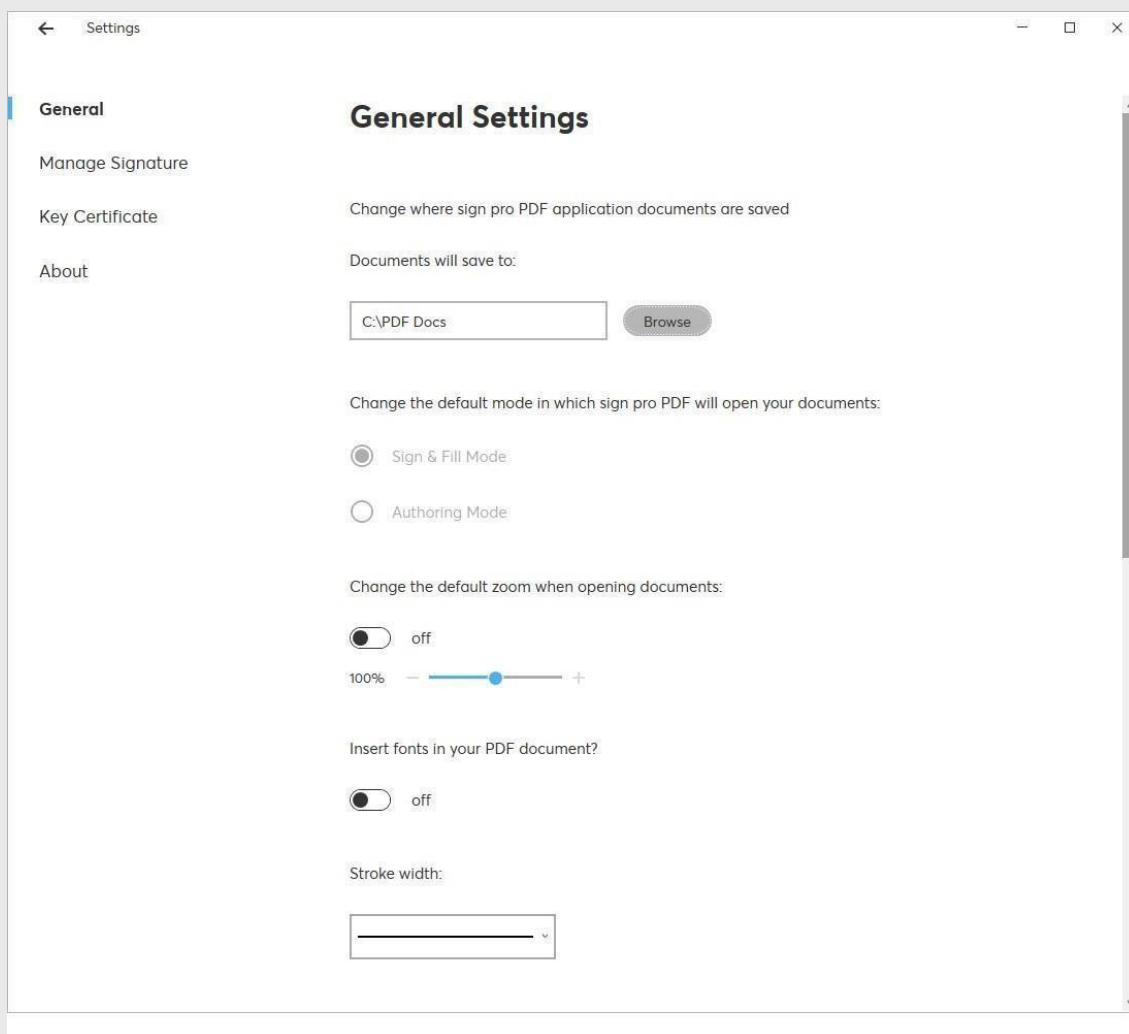
**Delete:** Use the option to delete a field.

Change the size and location of the field by dragging the field sizing handles. Rightclick an existing field to edit its definition.

**NB: Touch scrolling and pinch-to-zoom is not supported in Authoring mode.**

## Settings

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## General

### Default folder:

Specifies the default folder used for Save-As.

### Default mode:

The default operating mode can be changed if a suitable license is installed:

- [Sign & Fill](#)
- [Authoring](#)

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## Default zoom:

Turn On to select a default zoom level.

## Insert fonts:

Turn On to allow fonts to be embedded in the saved PDF file.

The use of non-Latin characters in form fields requires embedded fonts. Turn the option Off to reduce the size of the saved file but with reduced support for non-Latin characters.

Turning Off the option will not remove embedded fonts from an existing file.

## Stroke width:

Select the line width to draw annotations and signatures.

## Manage Signature

### Default signature type:

FSS: (Forensic Signature Store) Signatures saved in the Wacom proprietary signature format can be used in supporting applications such as SignatureScope and Dynamic Signature Verification

ISO: Signatures saved in the ISO standard signature format can be exported to third party applications that also recognise the standard

In both formats signatures are saved with pen data and signature information including Signatory Name and Reason for signing.

### Signing info in signature field

A toggle exists to show or hide signature info beneath the signature, including signatory name, reason for signing and the date/time at point of signing.

### Configuring a minimum signature area size

An option exists to set a minimum size for a signature box. This can be done by going to sign pro's Settings -> Manage Signature. From there, the signature area's width and height can be adjusted as per the user's wishes.

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Settings

General

**Manage Signature**

Positioning Method:

Position signature with mouse  Position signature by keyword

Key Certificate

About

Choose a default signature type:

FSS

Document Certification:

on

Allow form filling, signing and commenting

Use default signatory data:

on

[Change signatory data](#)

Encryption:

off

Use the following certificate for encryption:

Browse Clear

Minimum signature area size:

Width: 160 Height: 50

## Positioning method

An option exists to position a signature by keyword rather than mouse. Additional configuration includes signature type (FSS vs ISO), field width/height and the keyword the user would wish to use.

## Document certification:

To prevent changes being made to a document after it has been signed you should select the option to make the first signature certify the document. In addition you can select one of the options:

- Allow form filling, signing and commenting
- Allow form filling and signing only
- Do not allow any changes to the document

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## Use default signatory data:

In the Off position, adding new signatures will prompt for:

- Signatory name
- Reason for signing

In the On position, the user's pre-set value(s) will be used. You can edit either of these values using 'Change signatory data'. If the user has only set the value of one of these fields, there will be a prompt for the remaining field during signing.

## Encryption:

Enable encryption to add an additional level of security to the signature data saved in the document.

To use the option you must specify the digital certificate to be used for encryption. The certificate key will be needed by the document recipient to extract the signature data.

Normally the certificate will be supplied by a third party as a .CER file, containing information about the owner and the public key.

To use a self-signed .P12 certificate generated by sign pro PDF, open it in the Windows Certificate Manager tool (Certmgr.msc) then export it as a .CER file.

## Key Certificate

Use the settings page to specify the digital certificate used in the document signing process.

Use Create New to create a new certificate, following the instructions provided. Use Browse File to select a key file.

Use Browse Personal Store to select a key saved in the Windows certificate store. You can view existing personal certificates by running the Windows Certificate Manager tool (Certmgr.msc).

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## About

The settings page displays version information and the current licensing mode.

### Means of licensing

Use the [Manage License](#) option to change the licensing mode or to install a new license. A purchased license is supplied as a text string and is needed to remove the watermarks used in Trial mode. Paste the license text into the 'Premium Mode' field or browse to the file containing the license text using [Add license key from PC](#):

**Manage License**

Please enter a valid license key to use Premium mode, or switch to other modes below  
[Learn more about license modes](#)

Select mode:

Premium Mode  
[Buy license from Wacom eStore](#)

Paste a license key here or import a license key file

Trial Mode

Standard Mode

Alternatively, users may wish to activate their license for sign pro by using the remote license service. In order for this to work, the local machine must permit outgoing connections on the https port (443). In this scenario, it's important for users to make port 443 reachable from the PC's Settings.

### Differences between Standard and Trial Mode:

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Feature	Standard Mode	Trial Mode (with watermark)
Sign with Wacom devices		
Document Annotations		
Form filling using keyboard		
Form filling using handwriting recognition	x	
Template management	x	
ISO format and signature encryption	x	
Sign with third-party devices	x	
Sign pro PDF API support	x	

## Other settings

For additional configuration options, such as opening sign pro on a tablet display by default or assigning a monitor to be used in conjunction with Citrix, please read the API Specification.

## Further Information

For further information please see online [sign pro PDF version 4 FAQs](#)

## Known issues

If a user places a checkbox field and later draws near it with the Ink Tool using either touch, a mouse or a pen, clicking on the drawings near the checkbox field will tick or untick the checkbox with each new click or tap of the pen or finger. This is an issue with the Pdfium library and outside of Wacom's control.