



# Kappris Signing [Word]



Kappris Print is highly bespoke and you may not have installed all the features described here. Even if you have these features, your ribbon may look somewhat different.

<b>1</b>	For organisations with multiple offices. <i>See Office [1].</i>
<b>2</b>	Add a signature to a letter to be sent by email. <i>See Select Signatory [2].</i>
<b>3</b>	<i>No DMS Sign Send</i> to convert letter to .pdf and attach it to a new email message, to be addressed and sent in the usual way. <i>See [3].</i>
<b>4</b>	<i>Exclusive to DMS Sign Send DMS</i> to convert letter to .pdf and attach it to a new email message. The .pdf version will be profiled and you will be prompted to save it to your DMS. <i>See [4].</i>
<b>5</b>	<i>No DMS</i> Need to SAVE the pdf version? Use <b>Sign Send Save</b> to convert letter to .pdf and attach it to a new email message. SAVE AS dialog box displayed with opportunity to save .pdf version. <i>See [5].</i>
<b>6</b>	Maybe you need more than a signature, perhaps a stamp to indicate a certified copy? <i>See Certify [6].</i>

## Save as .docx

It is important you save a WORD (.docx) version as it is not possible to edit text in the .pdf version sent as an email attachment.

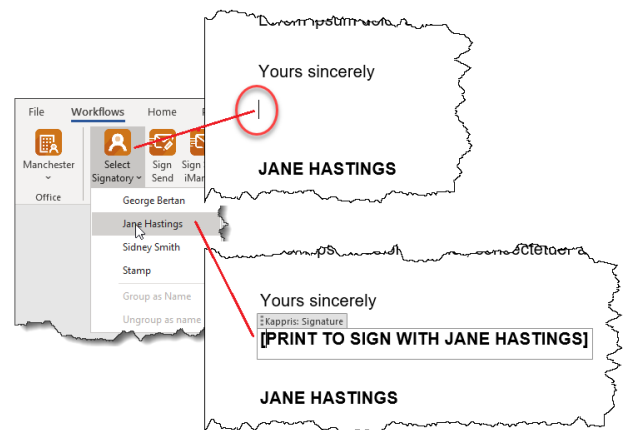
- No Document Management System [DMS]**  
SAVE the original Word document in the usual manner, adopting the organisation's naming conventions.
- DMS**  
The original WORD document should be profiled and stored in the DMS in the usual manner.

## 1 Office

Should your organisation have multiple offices, this is where you choose the relevant office contact details to replicate the firm's letterhead on the email version.

## 2 Select Signatory

The signature may be an *actual* (digitised) signature or simply the name in a font resembling *handwriting*.



Position the insertion point and select the signature you are authorised to insert from the **Select Signatory** drop-down list.

The signature will **not** appear in the Word document (which may subsequently need to be edited or altered) but **only** in the .pdf version attached to the email.

### • No DMS

Now **Sign Send**. You will be presented with a new email message with a .pdf version attached. *See [3].*

If you want to save a copy of the .pdf version for your records use **Sign Send Save** instead. *See [5].*

### • DMS

Now **Sign Send DMS**. You will be presented with a new email message with a .pdf version attached. *See [4].*



You may want more than a simple signature. For instance, you may want to stamp the document as a certified copy. *See Certify [6].*



### Sign Send

The document (complete with choice of signature) is converted to .pdf format and automatically attached to a new email message. Address and send the email in the usual way.



**Sign Send** is **NOT** going to prompt you to SAVE the .pdf attachment. Use **Sign Send Save**.

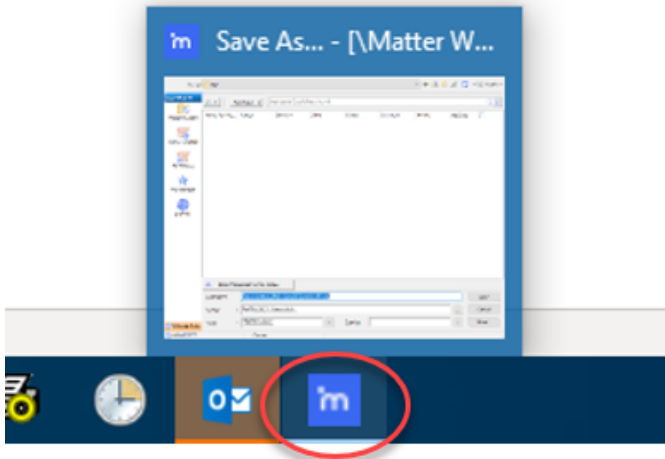


### Sign Send DMS

Having selected the signature and opted for **Sign Send DMS**:

- (1) A new TAB appears in the Taskbar, prompting you to SAVE the .pdf version back into your DMS. Note the location and File Name is the same as the original WORD document, only with .pdf as the File Type.

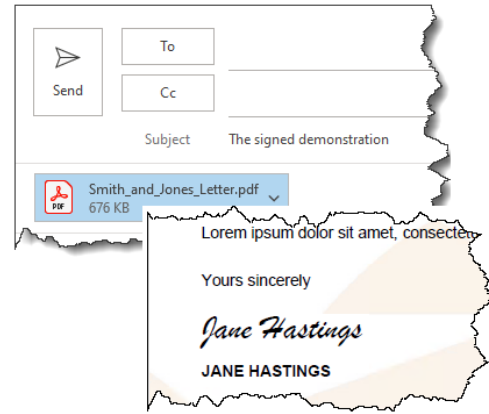
Save As... - [\\Matter Worklist\Sherlock Investigations - Purcha...\PDF]



- (2) A new email message is displayed. The document (complete with signature) is converted to .pdf format and automatically attached.
- (3) Address and send the email in the usual way.



### Sign Send Save



- (1) Select signature and opt for **Sign Send Save**. A new email message is displayed with the signed .pdf version as an attachment.
- (2) The SAVE AS dialog box is displayed. The attachment has the same file name as the original Word document, but the file type is automatically set to .pdf.
- (3) Choose the location (*usually the same as the original Word document*) and press SAVE.
- (4) Address and send the email in the usual way.



### Certify

I certify this is a true and complete copy of the corresponding page of the original Lasting Power Of Attorney. Dated January 04 2020  
Gerge Berlan  
Kappris Test, Test System User  
KMS Solicitors LLP

Any wording will be entirely customisable along with its position on the page.

Speak to your Administrator about creating a stamp to meet your particular needs.

Having chosen Certify, a new email message will be displayed with the .pdf version as an attachment.

Address and send the email to the intended recipient in the usual way.

### Signing .PDF Documents

Kappris Signing also facilitates the addition of secure signature(s) and/or stamps to confirm approval of incoming .pdf documents, such as invoices.

See Separate Short Guide: Kappris Signing [PDF]