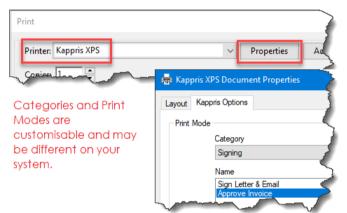


Kappris Signing [PDF]

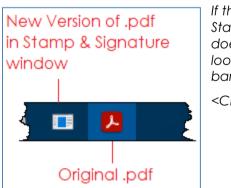
Kappris Signing will permit you to add objects such as a pre-configured stamp or signature to a .pdf document. You may also add free-format text such as a name or date. The process of adding stamps, signatures and text to a .pdf is a pre-determined Workflow process. Once begun it cannot be cancelled. It should be followed through to completion.

Step-by-Step Instructions

- (1) **Open** the .pdf attachment.
- (2) File > Print or CRTL+P.
- (3) From the drop-down list select the (virtual) **Kappris Printer** and <CLICK> on **Properties**.



- (4) Make your choice from a drop-down list of Categories and from there choose a Print Mode. <CLICK> Print.
- (5) A new version of the .pdf will be created in a **Sign and Stamp** window.



If the Sign and Stamp window doesn't pop-up, look on the task bar.

<CLICK> to open.

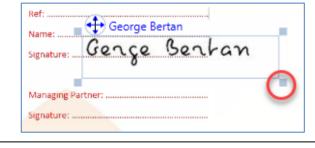
(6) Sign and Stamp. On the right you have a list of Signatures and/or Stamps you are authorised to apply. On the left you have a button for Page View Mode (e.g. Fit Page) and Page Layout (e.g. Single Page, Facing etc), Text and Select buttons:



(7) <CLICK> & <DRAG> the Signature to the correct position on the .pdf page. If necessary, use the re-size handles to adjust.

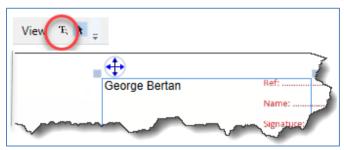


(8) Your Administrator may have created a Stamp. <DRAG> the stamp into position and then (if required) <DRAG> the signature and position it correctly on the stamp.



See overleaf how to add free-format text such as Ref and Name.

(9) If you want to include your own free format text, or enter a name or date, <CLICK> on the **Text button** at the top left and then <CLICK> (approximately) where you want the text to appear. A text box appears.



You will need to **re-size** the box if you exceed its initial capacity, however you don't have to shrink it should the text fail to fill the space.

(10) <CLICK> anywhere within the text you have added to **select** the text box (note the border).

A text box is selected when you can see the border. Only one at any time.

- (11) <CLICK> on the double-headed arrow and <DRAG> to **re-position** the box.
- (12) If you want to **edi**t the text, select the box and make your amendments. Be sure to <CLICK> outside the box (to de-select) when you have finished editing.
- (13) If you want to **delete the entire text box**, select it, right mouse <CLICK> and choose DELETE.
- (14) You could select and copy (CTRL+c) text from a WORD document and paste (CTRL+v) into a text box.

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas portitior congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

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The text box has been resized to till the space in the answer field.

(15) When finished, <CLICK> Close.

Be sure to <CLICK> outside any text box you've been working in before closing.

(16) The **Print Mode** determines what happens next in the workflow. A likely scenario is a new version of the .pdf will be created and attached to a new outgoing email message which will need an address and be sent in the usual way.

Kappris Signing is highly customisable. As an end user you have an important role in identifying errors and omissions and feeding them back to the Administrator.