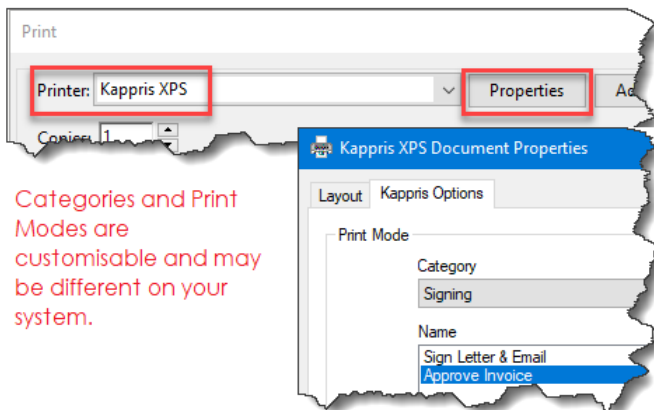# Kappris Signing [PDF]

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.

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**.

Categories and Print Modes are customisable and may be different on your system.

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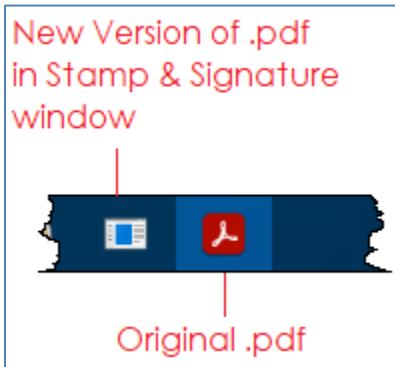
*If the Sign and Stamp window doesn't pop-up, look on the task bar.*

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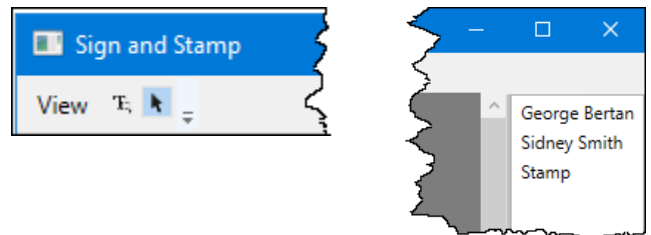
(7)　<CLICK> & <DRAG> the Signature to the **correct position** on the .pdf page. If necessary, use the **re-size** handles to adjust.
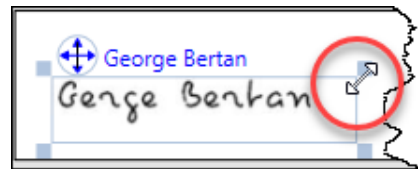

(8)　Your Administrator may have created a **Stamp**. <DRAG> the stamp into position and then (if required) <DRAG> the signature and position it correctly on the stamp.
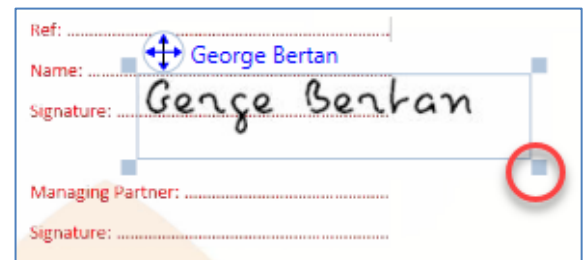

See overleaf how to add free-format text such as Ref and Name.

(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.
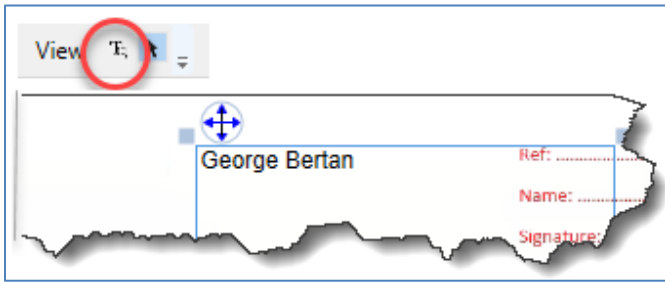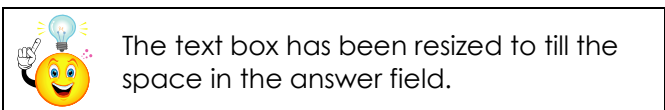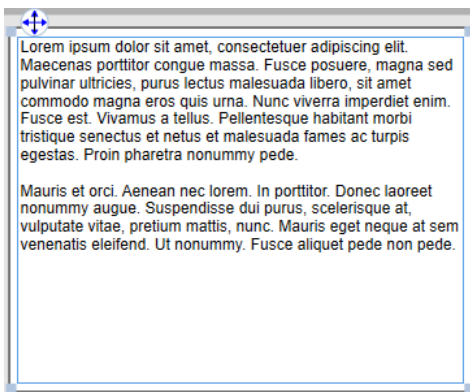

You will need to **re-size** the box if you exceed its initial capacity, however you don't have to shrink it should the text fail to fill the space.
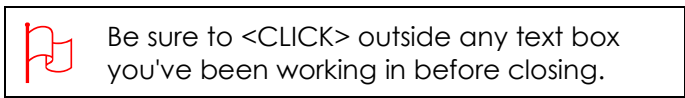
(10) <CLICK> anywhere within the text you have added to **select** the text box (note the border).

> 🚩 A text box is selected when you can see the border. Only one at any time.
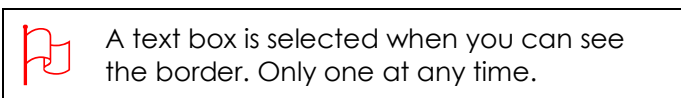
(11) <CLICK> on the double-headed arrow and <DRAG> to **re-position** the box.

(12) If you want to **edit** 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.

> 💡 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.