

# *SignaXure Plugin*

**Version 2.1**

**Directly import your signatures into your .pdf or .doc files!**

## Contents

|  |           |
|--|-----------|
| <b>Pre-Installation Requirements</b>     | Section 1 |
| <b>Installation</b>                      | Section 2 |
| <b>How To Use SignaXure Plugin</b>       | Section 3 |
| <b>Known Issues and Trouble Shooting</b> | Section 4 |

## Section 1 – *Pre-Installation Requirements*

**In order for SignaXure Plugin to function correctly the following software must be installed on your system:**

- [.NET Framework 2.0](#) (both into the PC and on DEVICE)
- [PDF-XChange Viewer](#) **FREEWARE**
- [Microsoft Word](#)
- [Microsoft ActiveSync](#) (for Win XP) or [Windows Mobile Device Center](#) (for Win Vista/Win7)
- [Windows Mobile 5](#) (Touch screen only) if not using the Computer Mouse

**SignaXure Plugin will also require a USB connection for proper device communication with PC.**

**Why Doesn't SignaXure Plugin Support Adobe Reader/Acrobat? Why PDF-XChange Viewer?** Adobe Reader doesn't support adding images into PDF files. In order to do that you must purchase Adobe Acrobat (**\$299**). On the other hand PDF-XChange Viewer can be installed as **FREEWARE** and it supports the option for adding images into your PDF files.

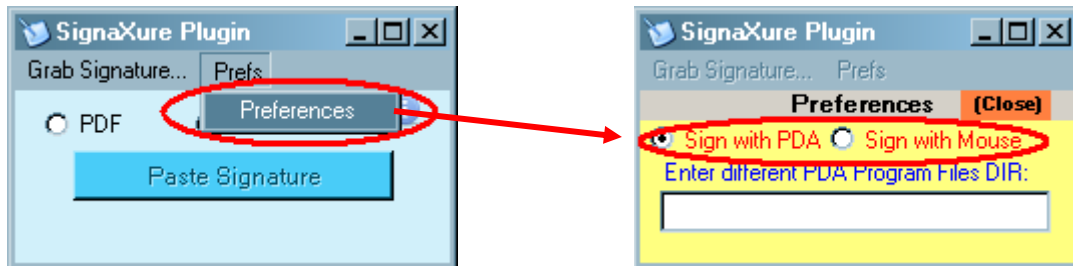
## **Section 2 – *Installation***

**Follow these steps to install SignaXure Plugin into your Computer and Handheld Device:**

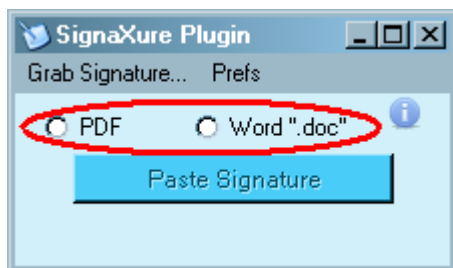
- Unzip the contents of the .zip file you downloaded.
- Double Click the “**SignaXurePlugin Installation**” file and follow the onscreen instructions. This will install SignaXure Plugin into your PC.
- The Handheld Device Installation will come up right after the PC installation ends. Follow the onscreen instructions to install the file into your Handheld Device.

## Section 3 – How To Use SignaXure Plugin

- 1) Double click the “SignaXure Plugin” Desktop icon to start the program.
- 2) Select the method of input you will be using to import signatures by going to the “Preferences” under the “Prefs” Menu.



- 3) (Inside the SignaXure Plugin Window) Click on the desired File Type (“PDF” or “Word .doc”). This will open a screen which will prompt you to select the form where you will be placing your signatures.



- 4) **To Import Signatures from Device:** Once your PDF or .doc form is opened, make sure you plug in your Handheld device to your computer via USB cable and click on the “Grab Signature from PDA” option under the “Grab Signature...” menu.

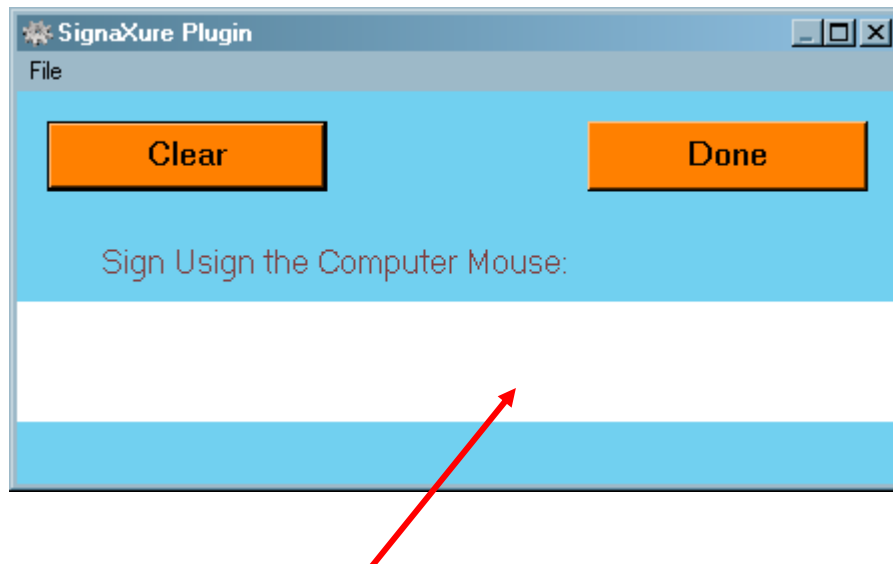
- The PDA software will start if it’s not already open and the PC will show the following prompt:

*“Please have person Sign and click on "Done" on the Handheld Device first, then you must click "OK" to import signature.”*

- Instruct individual to sign on the PDA and to press the “**Done**” button and click “**OK**” on the computer to import signature.
- Click the “**Paste Signature**” button to paste the signature into your form.

*\* Repeat steps 2 and 3 to import more signatures.*

5) **To Import Signatures Using the Computer Mouse:** Once your PDF or .doc form is opened, click on the “Grab Signature with Mouse” option under the “Grab Signature...” menu; which opens the following window:



Use the computer mouse to sign inside the white box.

**NOTE:** (For Full Version Only) if you already have a signature image (.bmp .png .jpg) on your computer you can import it and use it with SignaXure Plugin by selecting the option “Inset Signature from Image” under the “File” menu.

**If you experience connection issues please refer to “Known Issues and Trouble Shooting – Section 4”**

## **Section 4 – *Known Issues and Trouble Shooting***

**The following problems have been identified as known issues:**

**ISSUE:** SignaXure Plugin no longer sees my Word .doc and prompts me to open it again even if it's already open.

**FIX:** This issue is caused when your computer settings are set to display "Known File Type" extensions. You must turn this option off by going to your Folder Options and checking the "Hide Extensions for known types".

**ISSUE:** SignaXure Plugin fails to connect to my Handheld Device (under Windows7) and tells me that SinaXure Plugin is not installed on my Device or the Connection times out.

**FIX:** This issue is known to happen only under "Windows Mobile Device Center" for Windows7. Please close SignaXure Plugin (from your computer only) and start it again then you will be able to connect with no problems.

**ISSUE:** SignaXure Plugin doesn't work with my version of Word.

**FIX:** Please send us an email detailing your version of Word and its installation path to [support@transcripxionist.com](mailto:support@transcripxionist.com).

**For all other issues:** email us at [support@transcripxionist.com](mailto:support@transcripxionist.com)