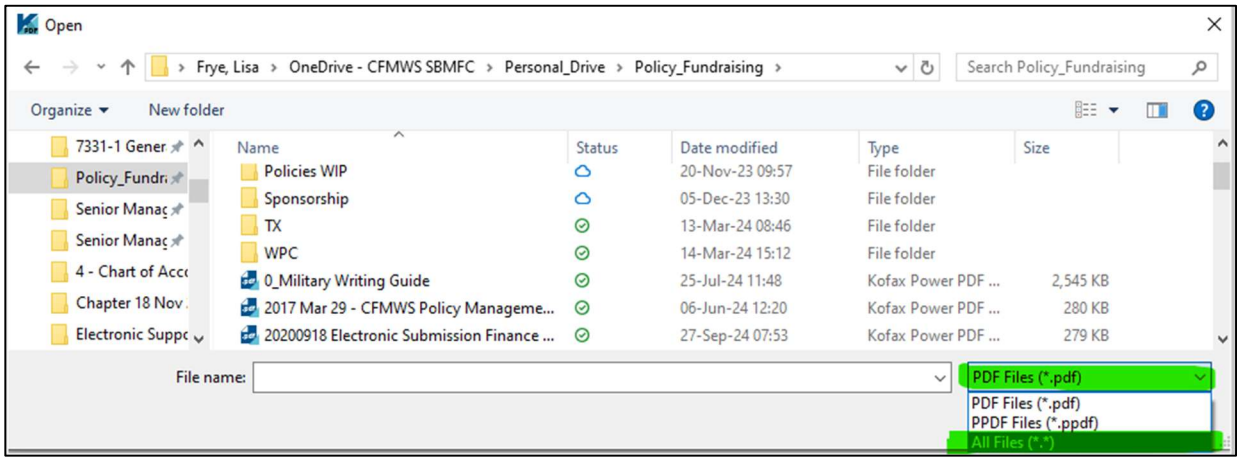
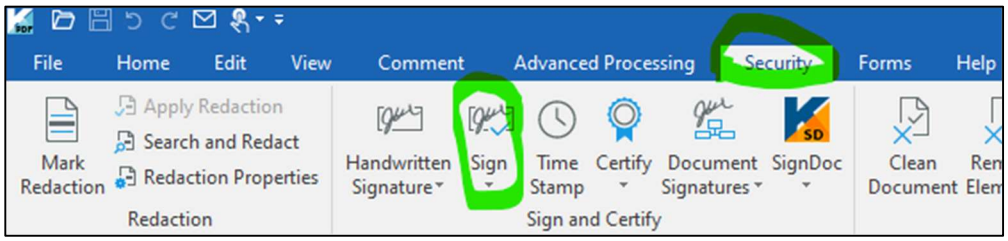
HOW CREATE AN AUTHENTICATED DIGITAL SIGNATURE IN KOFAX POWER PDF

To use the authenticated digital signature created by KOFAX Power PDF, follow these steps:

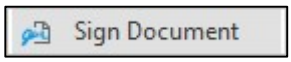
1. Launch KOFAX Power PDF and open the document you want to sign. (If the document is not a pdf select All Files (“.”):



2. Click on the “Security” tab and select “Sign”

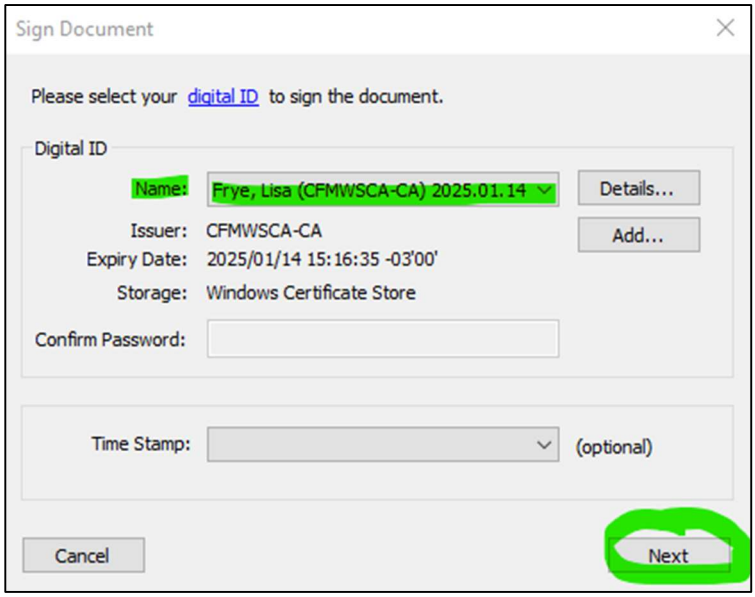


3. Click on Sign Document:

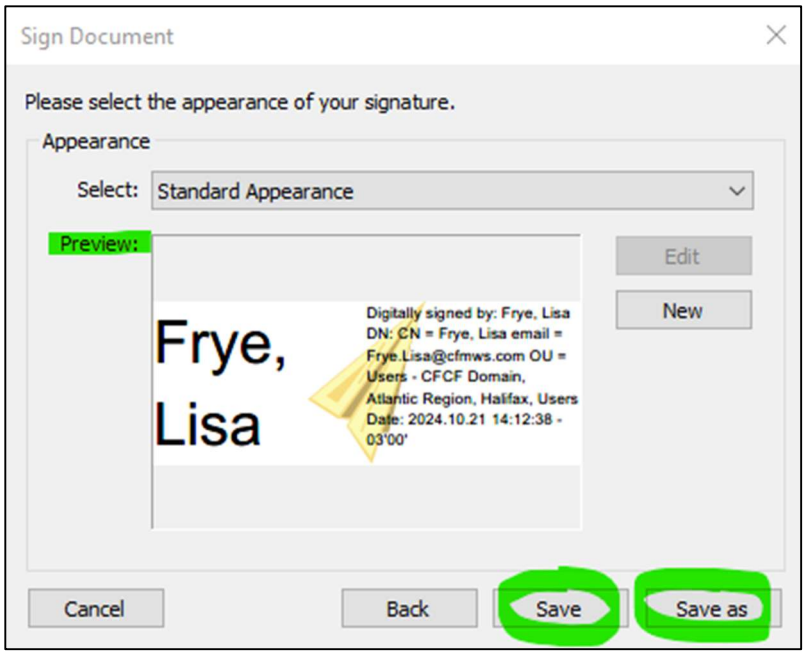


4. Use the digital pencil to draw a signature box for your Digital Signature:

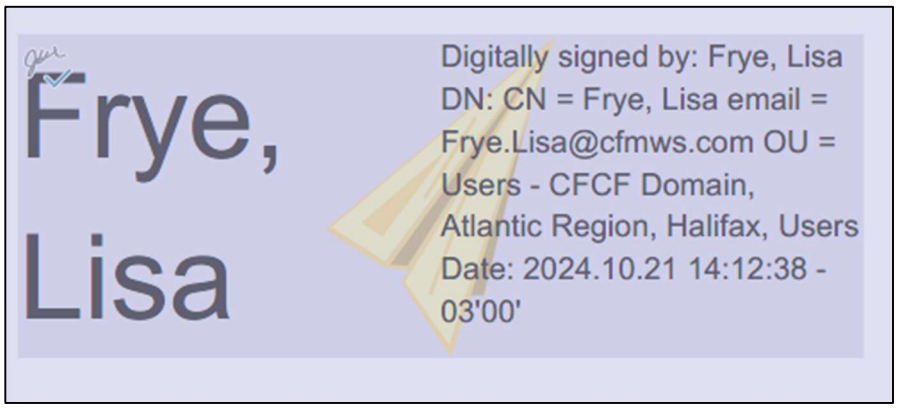
5. From the Sign Document pop-up box, your Digital ID Name will appear in the “Name” box; click next:



6. Verify the digital signature in the Preview window then click Save (to overwrite the original document that is being signed) or Save as (to save a new version of the document):



7. The document has now been digitally signed:



Note 1: In addition to the digital signature, the signer's signature block showing their position title must appear by the signature. This information can be added two ways:

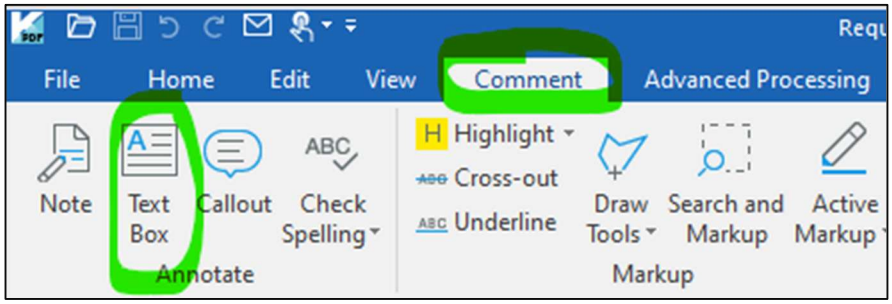
a. manually added by typing the information directly onto the document; or
b. adding a signature block image to your existing Digital ID.

For those who frequently sign documents, option b may be the preferred option as adding a signature block image to your existing Digital ID is a one-time process that does not have to be repeated.

Note 2: If you encounter any issues with the digital signature, please create an IT ticket and attach a screenshot of the problem.

Option a – manually adding signature block information to a document

1. If there is not already a box where the signature block information can be typed in, create your own box by selecting the Comment tab then click the Text Box button:



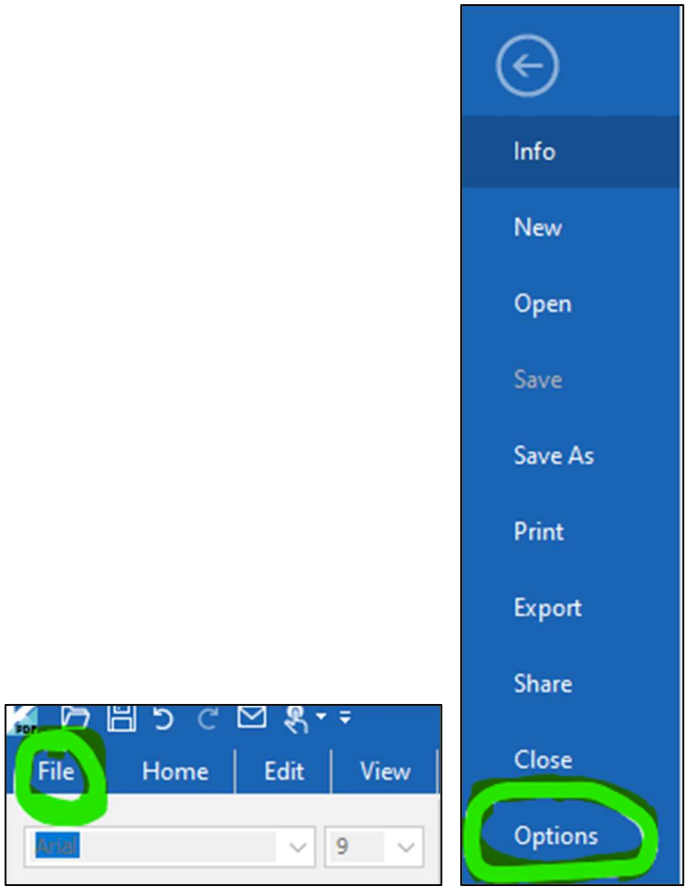
2. Draw a box where you want to enter the signature clock information, making sure it does not overlap with the digital signature, and enter your signature block information:

Note: the default box colour is black but that can be changed by clicking within the text box and changing the Color from the panel at the top of the document:

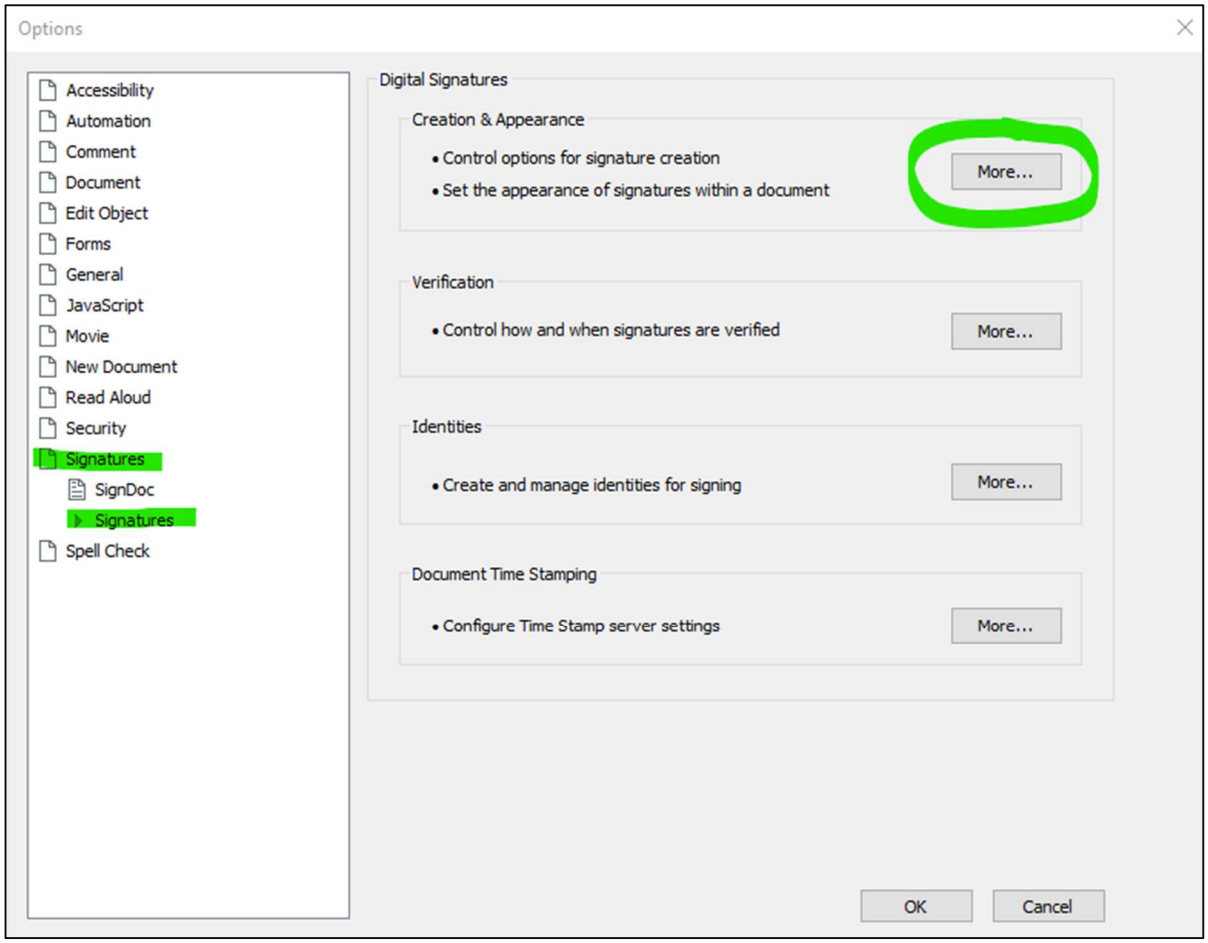
Option b – Adding an image to your Digital ID

Note: Only pdf images can be added to a digital signature. When using your email signature block (recommended) or other signature block source, copy and paste it into a Word document then save as pdf. Kofax will use the entire page of a document as the signature block image so before starting this process, ensure your signature block file fills most of the entire page. This can be done by using a “landscaped” Word document with extra-large font to fill most of the page and then saving as a pdf.

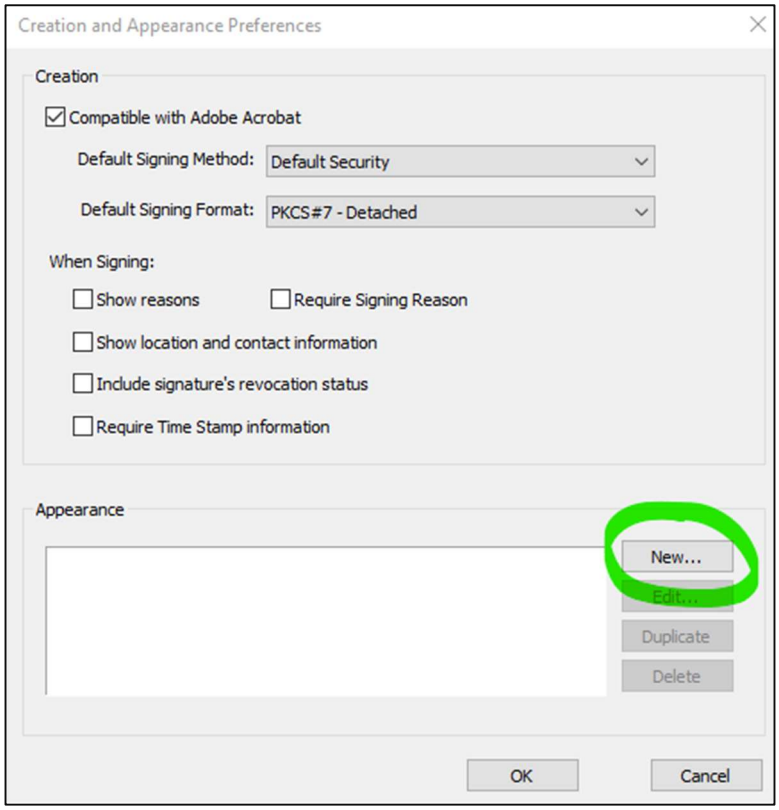
1. From the top left-hand corner of Kofax, click File then Options:



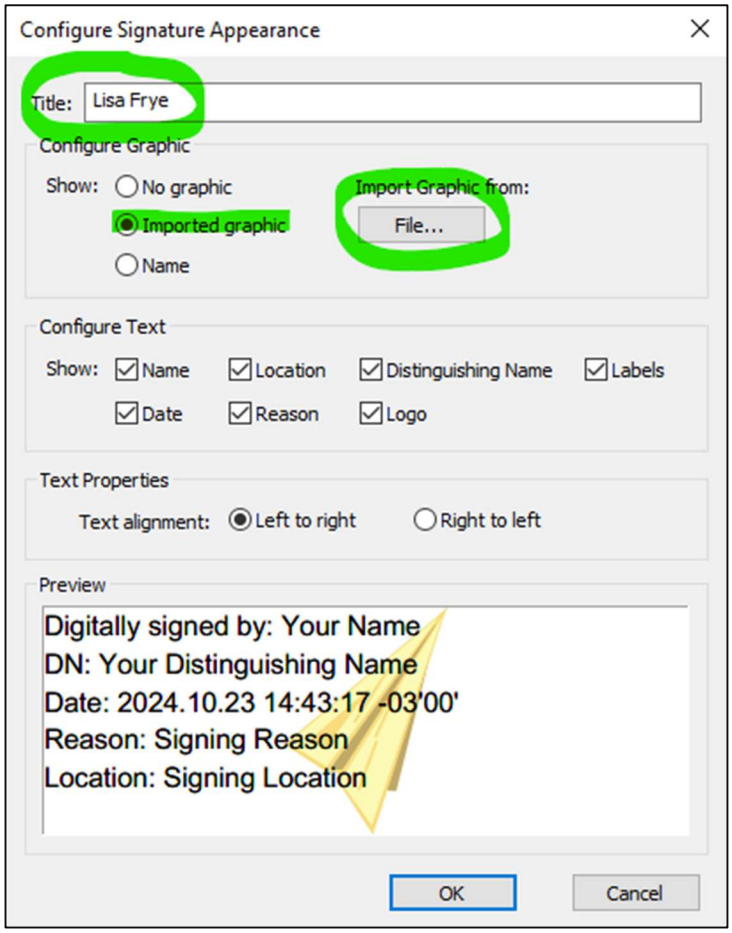
2. From the Options menu click Signatures to expand the section then click Signatures then the More button within the Creation & Appearance section:



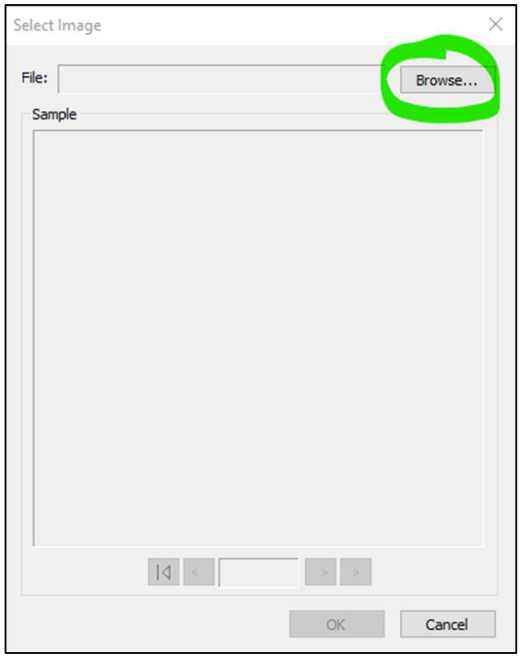
3. In the Creation & Appearance box, click New to create a new Digital ID Appearance:

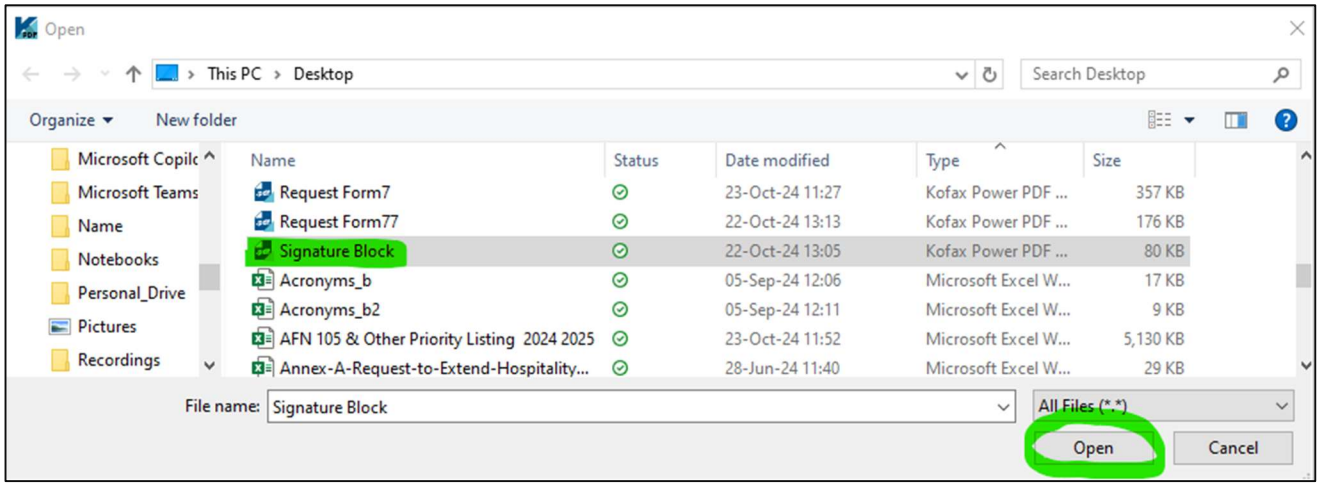


4. Enter a name (“Title”) for the new Digital ID Appearance, then select “Imported graphic” and click on File...:

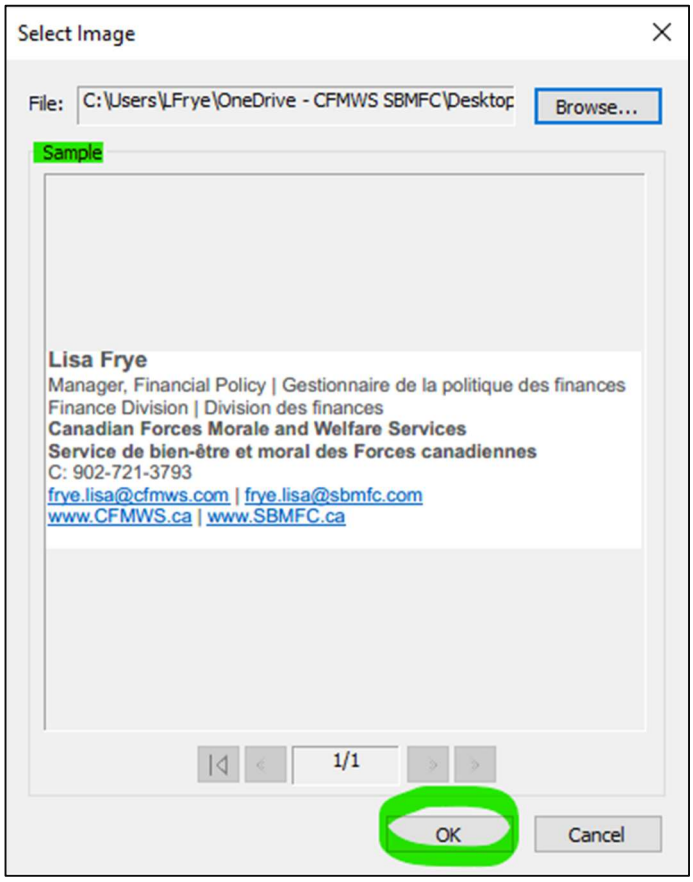


5. Click on Browse and select the pdf file to import into your digital signature then click Open:

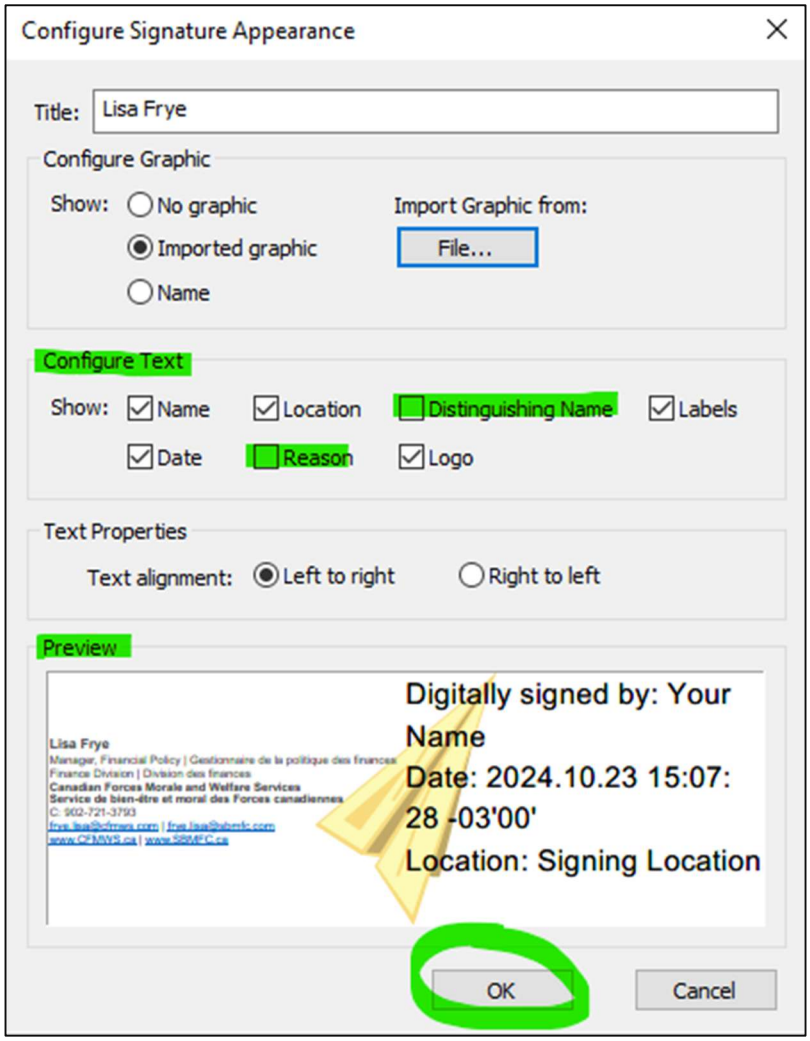




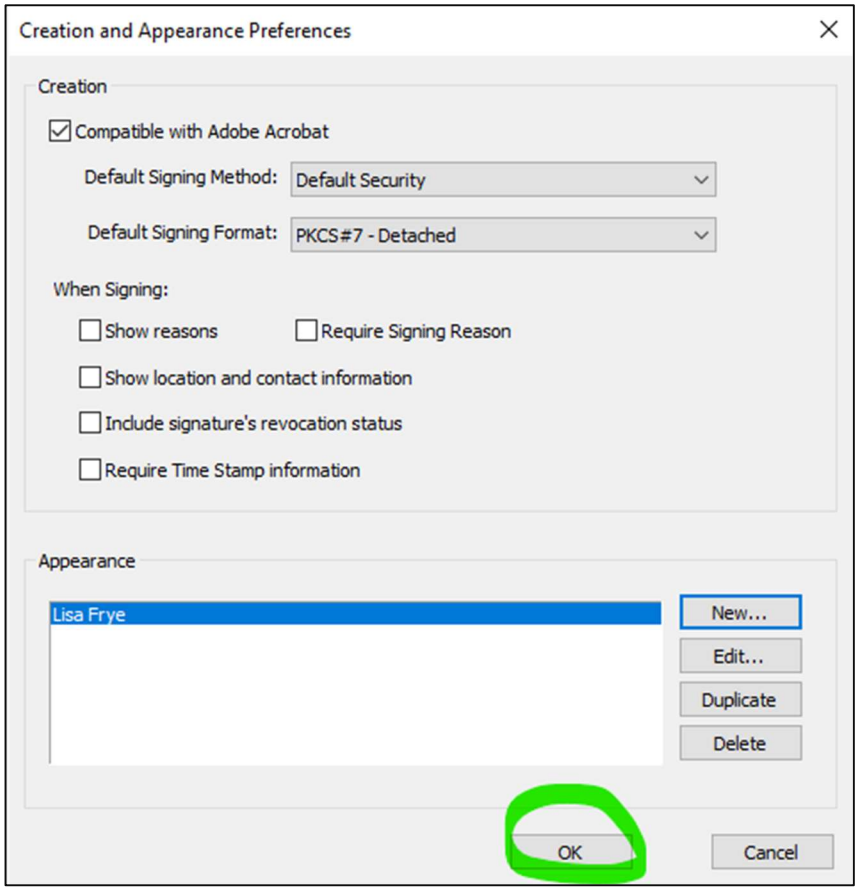
6. A preview of the image will appear in the Sample window. If correct, click OK:



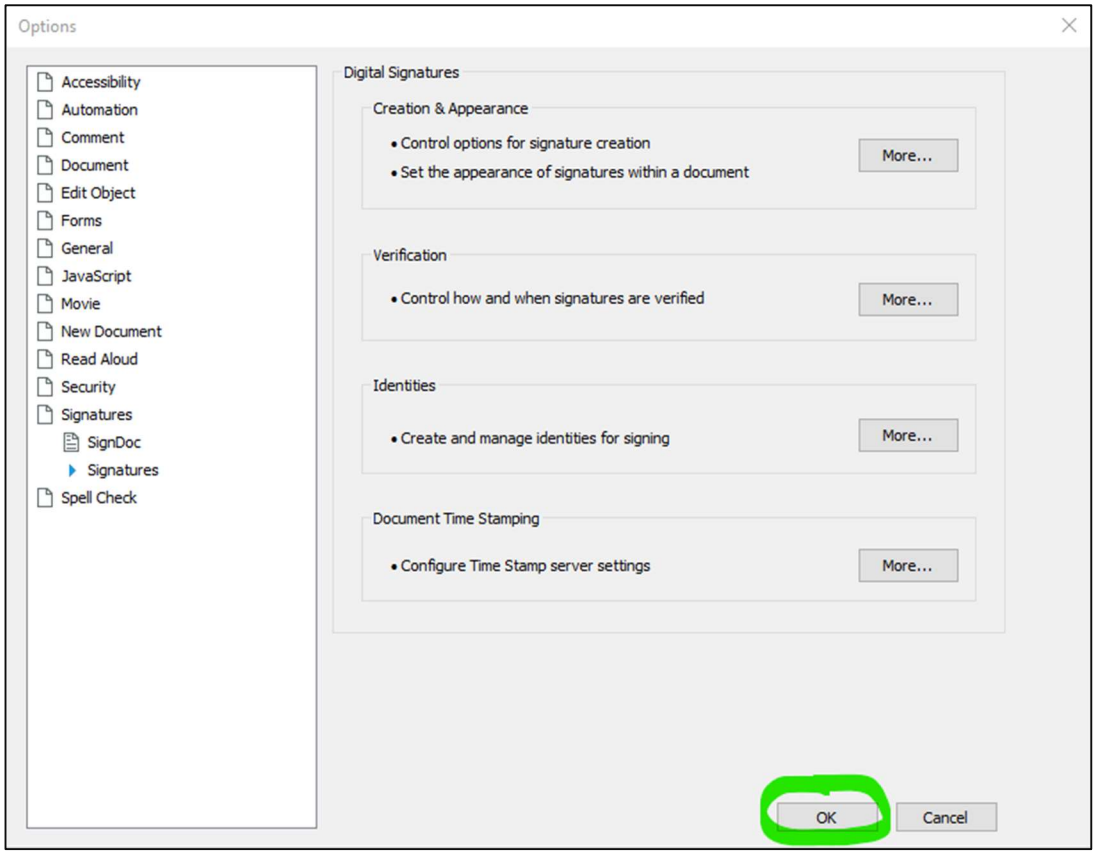
7. Configure the Digital ID text by showing or hiding certain elements. It is recommended that Distinguished Name and Reason are left hidden while all other options are checked to show. Then, verify the image in the Preview section then click Ok:



8. Your new Digital ID Appearance should show in the Appearance window. Click OK:

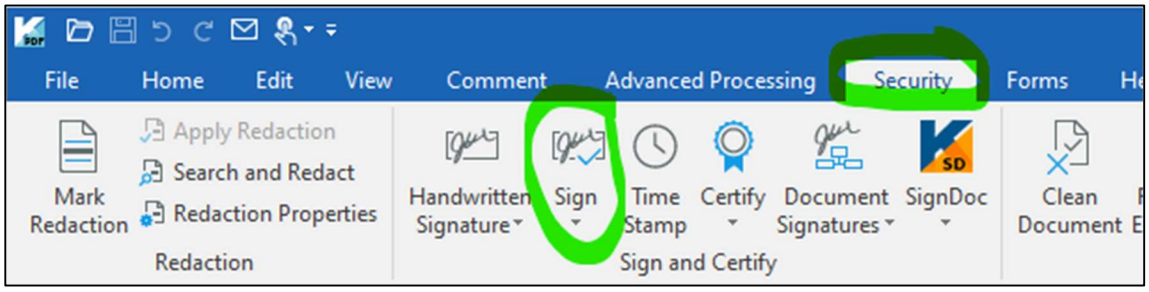


9. Click OK on the Options box:

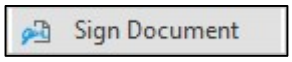


10. The new Digital ID Appearance is now ready to use as a component of your digital signature and must be selected when signing documents following these instructions.

11. Select the security tab then click Sign:

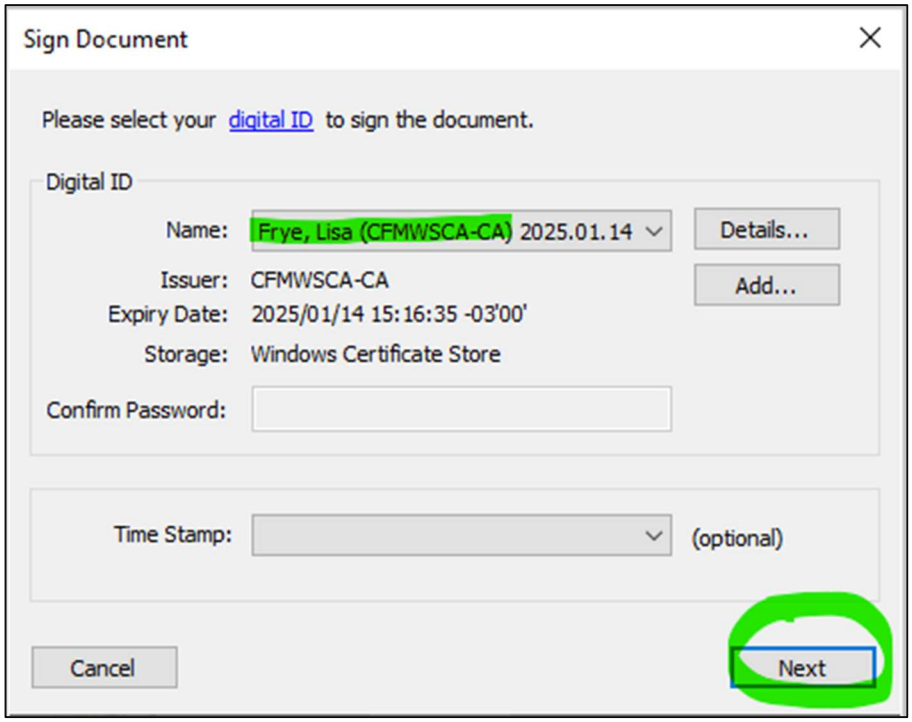


12. Click on Sign Document:

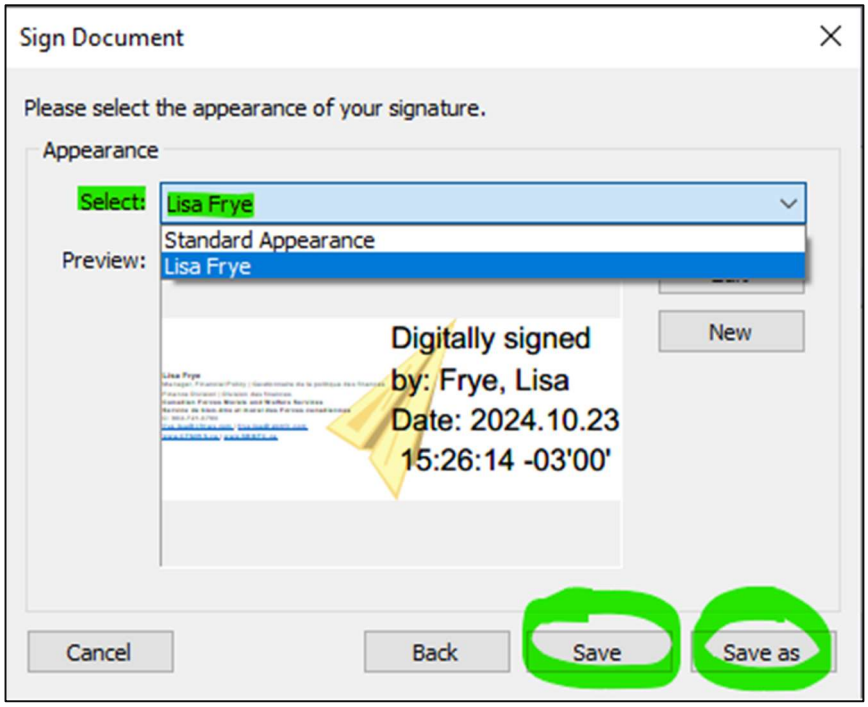


13. Use the digital pencil to draw the box where your Digital Signature will go:

14. From the Sign Document pop-up box, select the CFMWS created Digital ID (if it is not already selected) then click Next:



15. Ensure the newly created Digital ID Appearance name is showing in the Appearance box. If it is not, click the drop-down arrow and select the new Digital ID Appearance name then click either Save (to overwrite the original document that is being signed) or Save as (to save a new version of the document):



16. The document now contains your digital signature and signature block.

Note: If you encounter any issues with the digital signature, please create an IT ticket and attach a screenshot of the problem.