

CoSign Quick Guide **Using the CoSign Control Panel**

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All client-based operations are activated through the CoSign Control Panel (Figure 1).

Note: Some Control Panel options are always active, while others are active depending on the type of CoSign installation.



Figure 1: CoSign Control Panel - Directory Independent Environment (including CoSign Trial)

User Actions

- » **Client Configuration** - This option enables the end user to configure the CoSign client settings. Refer to the [Complete CoSign Central User Manual \(Chapter 11: CoSign Configuration Utility\)](#) for more information.
- » **Graphical Signatures** - This option enables both end users and administrators to manage personal graphical signatures. For more information, refer to [Using the Graphical Signature Management Application](#).
- » **Change User Password** - This option is relevant only in the case of a Directory Independent environment (including CoSign Trial). Refer to the next section for more information.
- » **OmniSign Settings** - This option activates the OmniSign application. For more information related to OmniSign, refer to the [CoSign Quick Guide: Universal Signing - OmniSign](#).
- » **Logoff** - This option logs off from the session. This option is relevant when CoSign is installed in a Directory Independent environment (including CoSign Trial), Novell NDS environment, or any other configuration where the user needs to login manually.

Changing your CoSign Password

To change your password when CoSign is installed in a Directory Independent environment (including CoSign Trial):

- » Click **Change User Password** in the CoSign Control Panel (Figure 1).

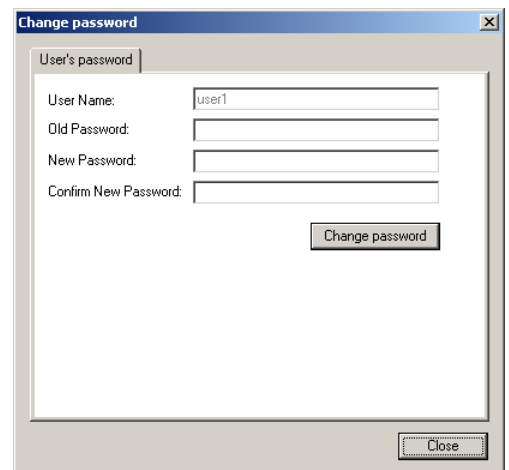


Figure 2: Change Password in Directory Independent Environment

- » The Change Password window appears (Figure 2). Enter your user name.
- » Enter the old password of the account and the new password of the account. Confirm the new password.
- » Click Change password.

CoSign Control Panel Menu Bar

The **User**, **Designer** and **Admin** options of the CoSign Control Panel menu bar display all the options that can be activated from the Control Panel. In addition, the **Tools** option includes two options (Figure 3):

- » **Options** - This enables you to configure CoSign Control Panel settings. When you select **Options** from the **Tools** menu, the following dialog box appears (Figure 4):
 - **Show CoSign Control Panel in system tray** - Check this option to display the CoSign Control panel in the system tray when the Control Panel is activated.
 - **Personal graphical signatures management** - In a regular client installation this option is always marked. When this option is checked, the graphical signature application is activated in user mode. If the option is unchecked and the CoSign administrative client is installed, the graphical signature application will operate in administrative mode. For more information, refer to [Using the Graphical Signature Management Application](#).
- » **Refresh panel** - This option updates the icons in the control panel according to the updated state of CoSign.

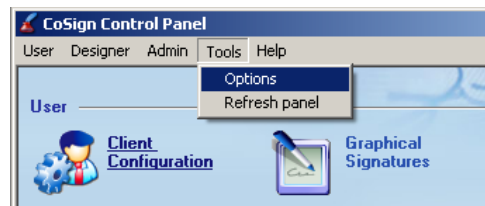


Figure 3: CoSign Control Panel Menu Bar



Figure 4: CoSign Control Panel Settings

Using the Graphical Signature Management Application

The Graphical Signature Management application enables you to view all your graphical signatures and create a new graphical signature. This graphical signature can be attached to all Microsoft Word, Excel, InfoPath, TIFF, and PDF documents that you sign.

There are several mechanisms that can be used for capturing a graphical signature:

- » A capturing device such as Topaz pads or Interlink pads.
- » A Mouse or a Tablet PC.
- » A text-based graphical signature.
- » An image uploaded from a file.

If you do not capture a graphical image, a default graphical image that is based on your name will be used by the signing application, such as Office 2007 or OmniSign.

The Signature application can be used in either of two modes of operation:

- » **Administrative Mode** - An administrator station is used for registering the user's graphical image. The user supplies his/her identity and password, after which the user can register or view his/her own graphical images.

- » **User Mode** - The user can create or view his/her own graphical images.

Managing Graphical Signatures

- » In the Control Panel click **Graphical Signature** (Figure 1). The ARX Graphical Signature Viewer dialog box appears for management of your graphical signatures (Figure 5).
- » There are three types of graphical images that can be used: A graphical signature, initials, or a logo.
- » The dialog box contains a list of all the user's graphical signatures. For each item in the list, you can view its corresponding graphical image, as well as its type (graphical signature, initials, or logo).
- » You can activate the following buttons:
 - **New** - Creates a new graphical image. Images can be loaded either from a file, mouse/tablet PC, script font, or from the signature pad.
 - **Delete** - Deletes an existing graphical image. The currently selected graphical image is deleted.
 - **Edit** - A new graphical image replaces the existing one.
 - **Update Acrobat** - This option creates a new appearance called *ARX Signature - <graphical signature name>* into which it imports the user's graphical digital signature. This enables Adobe Acrobat or Reader to incorporate CoSign graphical images in the Adobe graphical signature when a digital signature operation is activated (refer to the [Complete CoSign Central User Manual - Chapter 6: Signing Adobe Acrobat Documents](#)).

If the image is a logo, you can select this option to change the default logo in the existing Adobe Acrobat or Adobe Reader to the selected logo.

The display area displays the current graphical image. The following options are available:

- **Load Picture** - Use this option to load an image file into CoSign. The possible types of images are: monochrome bmp, multicolor bmp, or jpg.
- **Capture Signature** - The following signature capturing options appear. Click **OK** in the dialog box to load the graphical signature you create into CoSign.
 - **Using a pad, Topaz, or ePad** - Use this option when it is required to enter the graphical image using a signature registration pad. Use the pad as described in the [Complete CoSign Central User Manual \(Chapter 3: Using the CoSign Control Panel\)](#). If you are using a



Figure 5: Add Graphical Signatures Viewer Dialog Box



Figure 6: Create New Graphical Signature Dialog Box

signature registration device with no LCD display, you will be able to see the signature only on the PC screen while editing it.

If you are using a signature registration device with an LCD display, you will be able to see the signature both on the device and on the PC screen while editing it.

Note: *The first time you register a signature using a signature pad, you must have local administrative rights. Afterwards, any user can register a signature.*

- **Using a mouse or Tablet PC** - Use a Tablet PC and a pen or a regular PC mouse to enter a new graphical image. Any movement of the mouse or pen in the tablet PC is drawn in the Capture Signature window that appears (Figure 7). Click **Clear** to restart the capture.

Note: *You will be able to use the mouse on a regular PC only when using Vista or when Microsoft Office 2003/2007 is installed.*

- **Using a script font** - Specify a script font and an input text for generating a graphical image. In the Capture Signature window that appears (Figure 8), enter the desired text and click **Font** to select a script font. The displayed text is the new graphical image.
- **Select Color** - In the case of a monochrome bmp image, you can select the color of the graphical image. If you click this button, a standard Microsoft color selection window appears, enabling you to select the desired color of the graphical image.
- **Save Default Signature** - Starting from CoSign 4.6, a default graphical signature that is based on the user name is generated for the user. The graphical signature uses a default font.

If you would like to generate a new graphical signature and keep the default graphical signature that was automatically generated for the user, check the **Save Default Signature** check box.

By performing this process, both the newly generated graphical signature and the default graphical signature can be chosen as part of the digital signature operation.

Note: *Graphical signatures are stored within CoSign as graphical objects.*

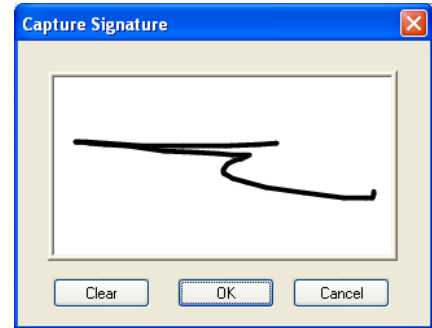


Figure 7: Capture Signature - Using a Mouse or a Tablet PC



Figure 8: Capture Signature - Using a Script Font