



# TaxPro Bulk PDF Signer

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**User Guide**

## TaxPro – Bulk PDF Signer

**Bulk PDF Signer** is a desktop product designed to attach digital signatures to PDF documents. The digital signature appears in-line with the PDF document making it possible to verify the signatures without using any third-party verification utility. The Acrobat Reader can be used to verify the signed PDF documents. The recipient of the digitally signed PDF document can easily read the document while checking the Integrity, Authenticity and Non-Repudiation aspects, using just the Acrobat Reader.

The tool supports bulk signing of PDF documents available in a configured input directory and the signed PDF documents are placed in the configured output directory.

Using **Bulk PDF Signer**, you can even place (display) the Digital Signature on the certain position. This tool works with any Digital Signature Certificate, available in .pfx/ p12/ USB format.

How to use the Software?

### 1. Certificate Settings



Select your Digital Signature first in the Certificate Settings TAB.

If you are using .pfx/ p12 signature, then browse and select the location of your signature and give the password of the signature.

If you are using a USB token signature, then tick on the USB Token option. If you want to certify the document also then tick on the Certify PDF document option.

## 2. Signature Option



The screenshot shows the 'Signature Options' tab in the TaxPro Bulk PDF Signer application. The window title is 'TaxPro Bulk PDF Signer Version - 14.0.5 - Licens upto F.Y. 2014-2015'. The main title bar says 'TaxPro Bulk PDF Signer' and 'TPCRN :'. The navigation bar includes 'Certificate Settings', 'Signature Options', 'Sign Documents', 'e-Mail Settings', and 'View Log'. The 'Signature Settings' section includes a 'Signature Settings Pattern' dropdown, 'Page' (Last Page), 'Position' (Bottom Right), 'Signature Offset' (Right 0, Bottom 0), 'Reason', 'Contact', and 'Location' fields. There are checkboxes for 'Show Reason', 'Show Contact', and 'Show Location', and a 'Do not display signature.' checkbox. The 'Image and Control No. Settings' section includes an 'Image' field with a 'Browse' button, 'Position' (Bottom Right), 'Image Offset' (Right 0, Bottom 0), and checkboxes for 'Use above image as Watermark' and 'Print Control No. to Signature.'. At the bottom are 'Save' and 'Cancel' buttons. The footer contains 'www.taxpro.co.in | www.corporate.taxpro.co.in' and '\* Press F12 to view About TaxPro Digital Signer'.

In this Tab you can create your signature pattern with user defined name. Here you can set the settings for your signature positioning and reason/ contact/ Location of the signed document. Also a scanned signature (scanned image of the signature) can be set from Image and Control No. settings.

## 3. Sign Documents



The screenshot shows the 'Sign Documents' tab in the TaxPro Bulk PDF Signer application. The window title is 'TaxPro Bulk PDF Signer Version - 14.0.5 - Licens upto F.Y. 2014-2015'. The main title bar says 'TaxPro Bulk PDF Signer' and 'TPCRN :'. The navigation bar includes 'Certificate Settings', 'Signature Options', 'Sign Documents', 'e-Mail Settings', and 'View Log'. The 'Input Folder' and 'Output Folder' fields have 'Browse' buttons. There are checkboxes for 'Always Clear Input Folder after Successful Signing', 'Open Processed Doc.', and 'Open Signed Doc. Folder'. Below is a table for selecting files to sign:

	Sign	File Name	Control No.	e-Mail Address	Mail Status
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>				
5	<input type="checkbox"/>				
6	<input type="checkbox"/>				
7	<input type="checkbox"/>				
8	<input type="checkbox"/>				
9	<input type="checkbox"/>				
10	<input type="checkbox"/>				

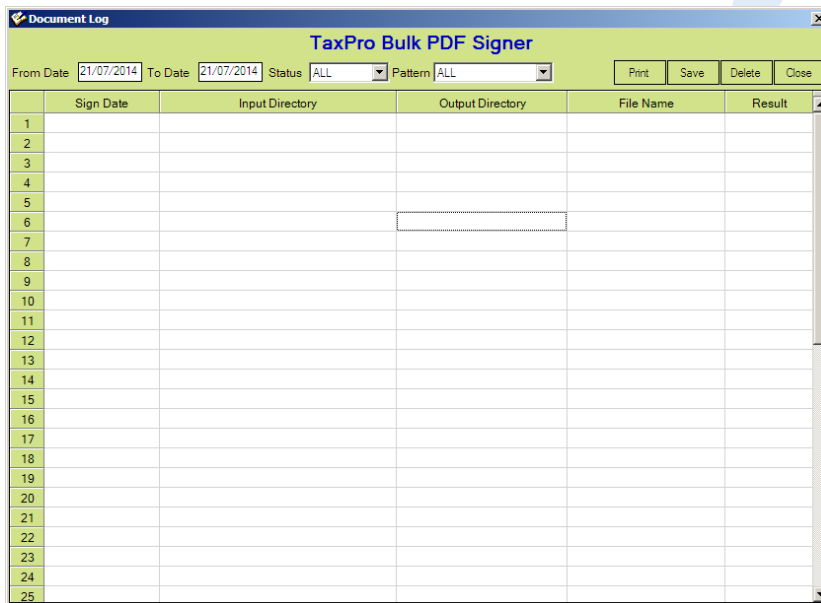
Below the table is a 'Select All' checkbox and buttons for 'E-Mail Selected Documents', 'Sign', and 'Cancel'. The footer contains 'www.taxpro.co.in | www.corporate.taxpro.co.in' and '\* Press F12 to view About TaxPro Digital Signer'.

In the Sign Documents tab, you need to select the folder path of PDF Documents to be signed as input folder and the folder path where you want the PDF documents signed as output folder.

Once you have selected the Input folder and output folder path, you can click on select all if you want to sign all the documents in the folder or select the PDF files if you want to sign the particular document only.

You can also tick the option Always clear input folder after signing. This will delete all the files from the input folder once signed successfully. Now you can click on Sign button given below. You will get a message that how many documents has been signed successfully once the processing is completed.

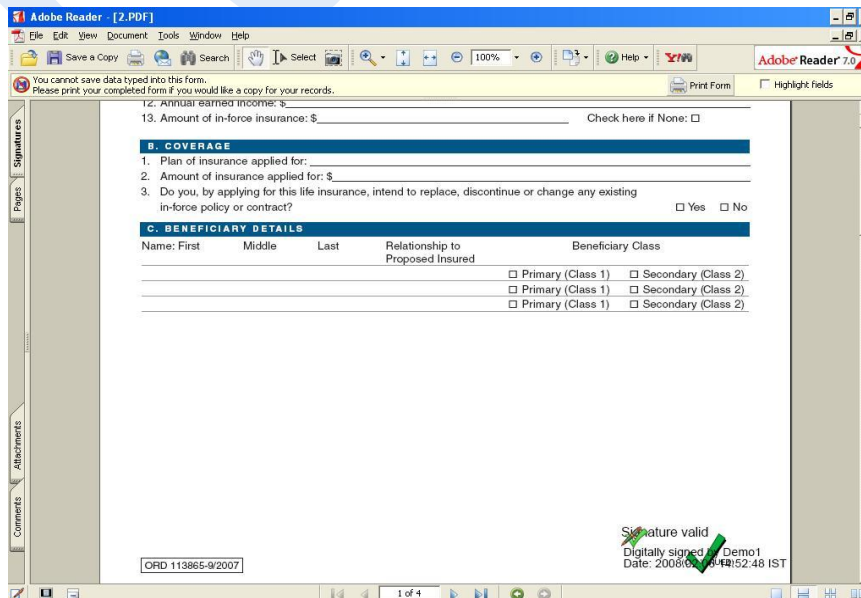
#### 4. View Logs



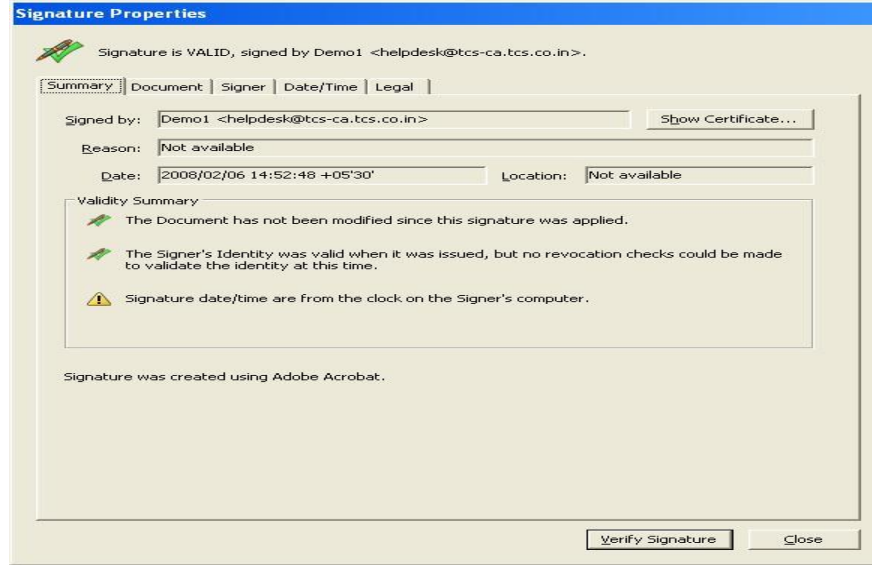
	Sign Date	Input Directory	Output Directory	File Name	Result
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Here you can check the logs of the signed/ unsigned documents within a date range. Filter is also possible by the status and Signature pattern.

The Signed PDF Document can be easily verified when opened with Acrobat Reader. The figure below shows a digitally signed PDF Document with an in-line signature field in the right-hand corner at the bottom of the page.



To Validate the Signature, click the Signature field automatically opens the signature verification screen as shown below.



Then click on show certificate and go to Trust Tab and add it to trusted identity. Now click on verify Signature.

Adobe Reader verifies the following as part of data Validation and verification of Signer's Digital Certificate:

- Data Integrity
- Validity of the Signer Certificate
- Verification of Certificate Trust Chain
- Certificate Revocation checking

#### Platforms Supported

- Windows 2000/XP/2003/Vista/7