User Manual for PDF

BulkSigner®

Version 3.0

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1 About BulkSigner

Our cryptography based solutions, about applying digital signature certificates (DSC) to PDF documents, are available for a variety of scenarios as per the requirements of your business. These include PC based standalone software using USB token and a solution using PFX based DSC being applied to a large volume of documents on the server side from within your application. We are also evolving a new age authentication mechanism using digital signatures.

- BulkSigner is a desktop product designed to attach digital signatures to PDF documents.
- BulkSigner supports bulk signing of PDF documents available in an input directory/folder and the signed PDF documents are placed in the output directory/folder.
- Using BulkSigner, you can select a predefined template or create a new template wherein you can define the signing locations (single or multiple) on selected pages/documents for multiple document.
- BulkSigner works with any Digital Signature Certificate, available in .pfx or .p12 format.

2 Scope of Document

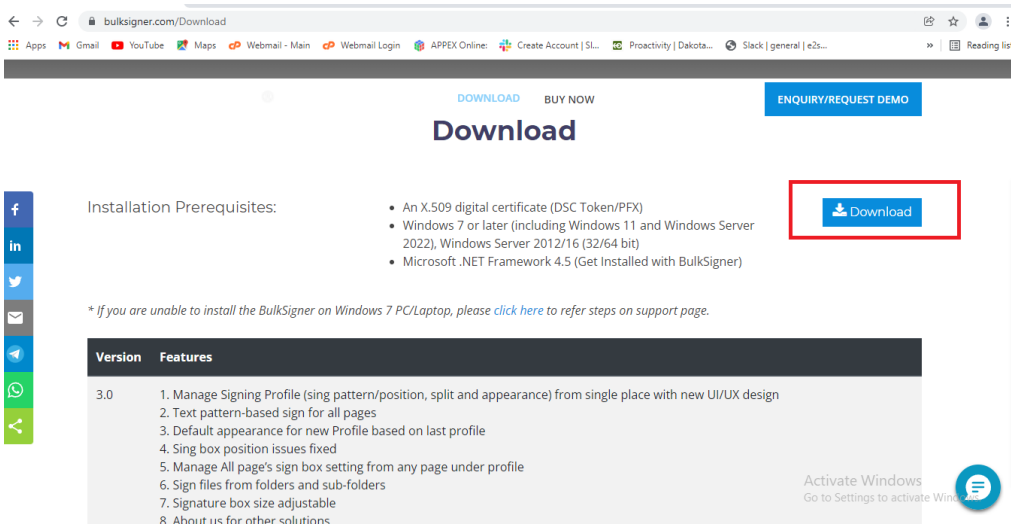
BulkSigner is a document signing application that allows multiple entities to co-sign documents by digital signature certificate. This document contains detailed steps about installation and How to use PDF signer application.

3 INSTALLATION

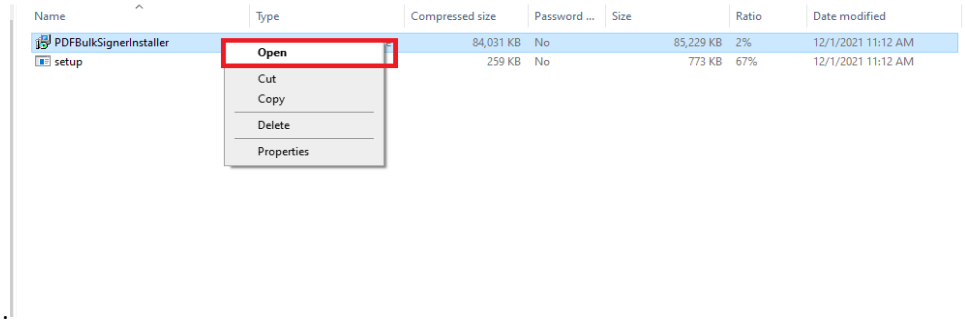
- **If you don't have installed BulkSigner**

i. Get BulkSigner License key from BulkSigner website. Click on Buy Now in menu bar.

ii. Get BulkSigner setup file from download (Link) option on website and download.



iii. Unzip downloaded file and click on "Setup.exe" and follow installation steps



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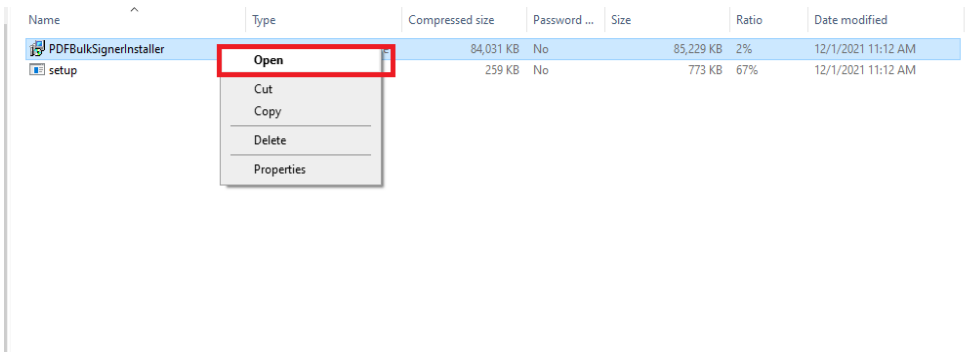
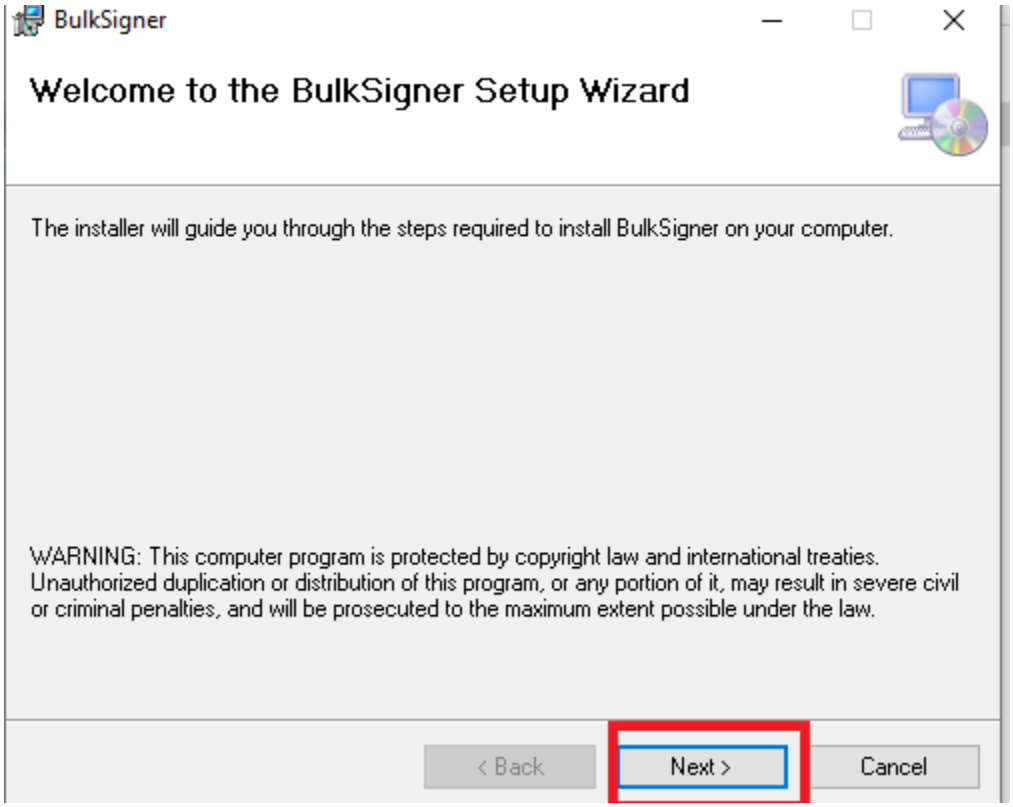
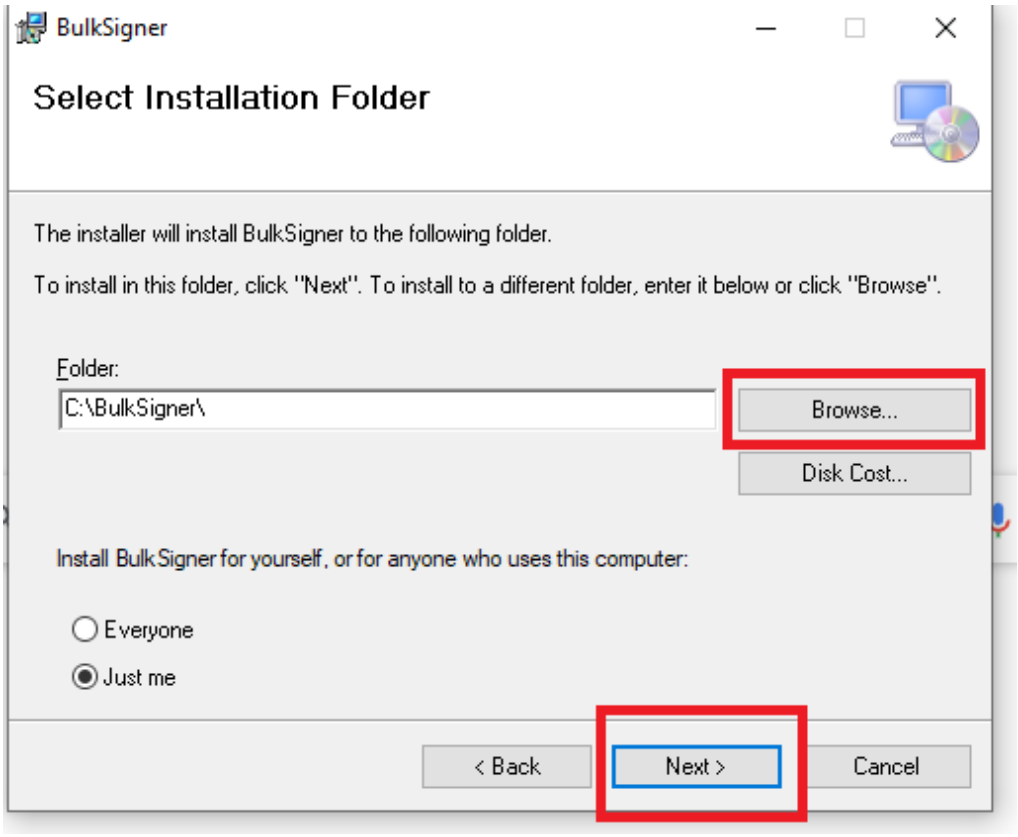
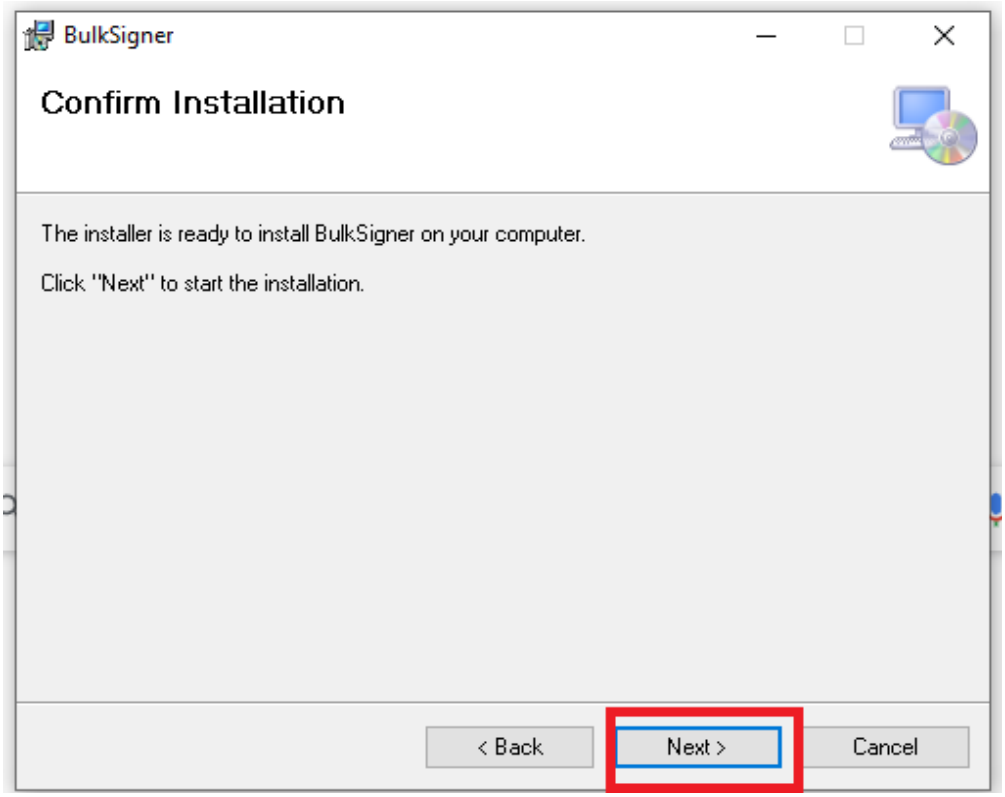
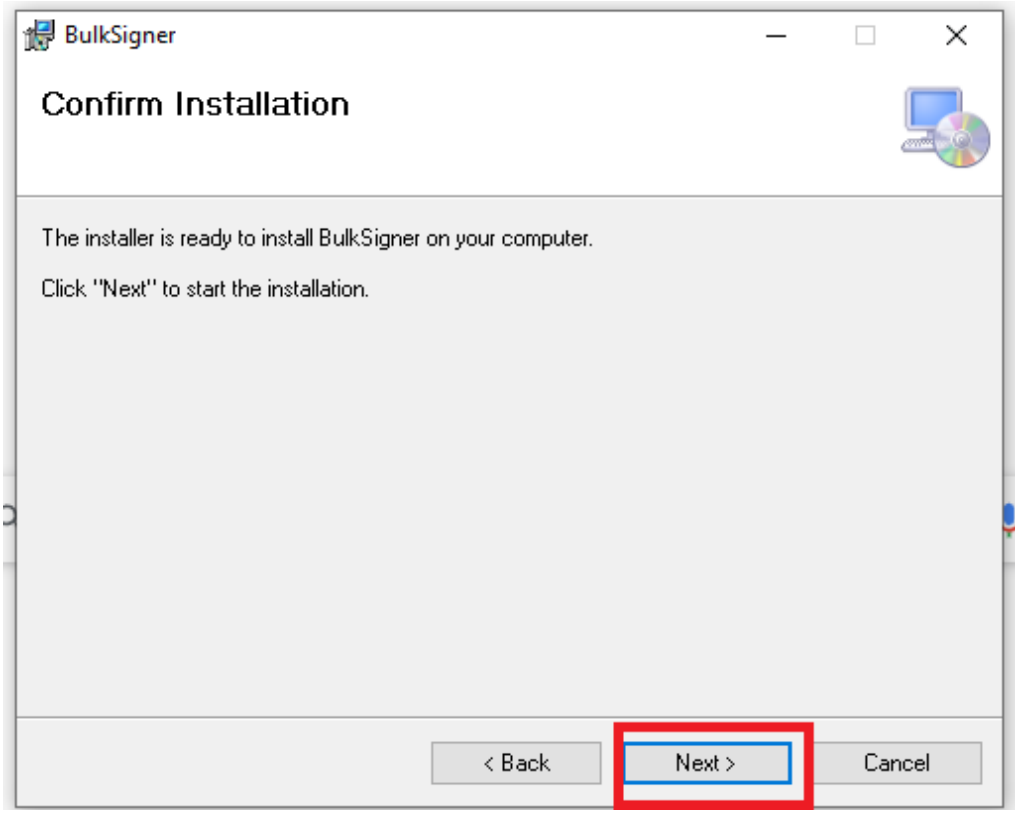
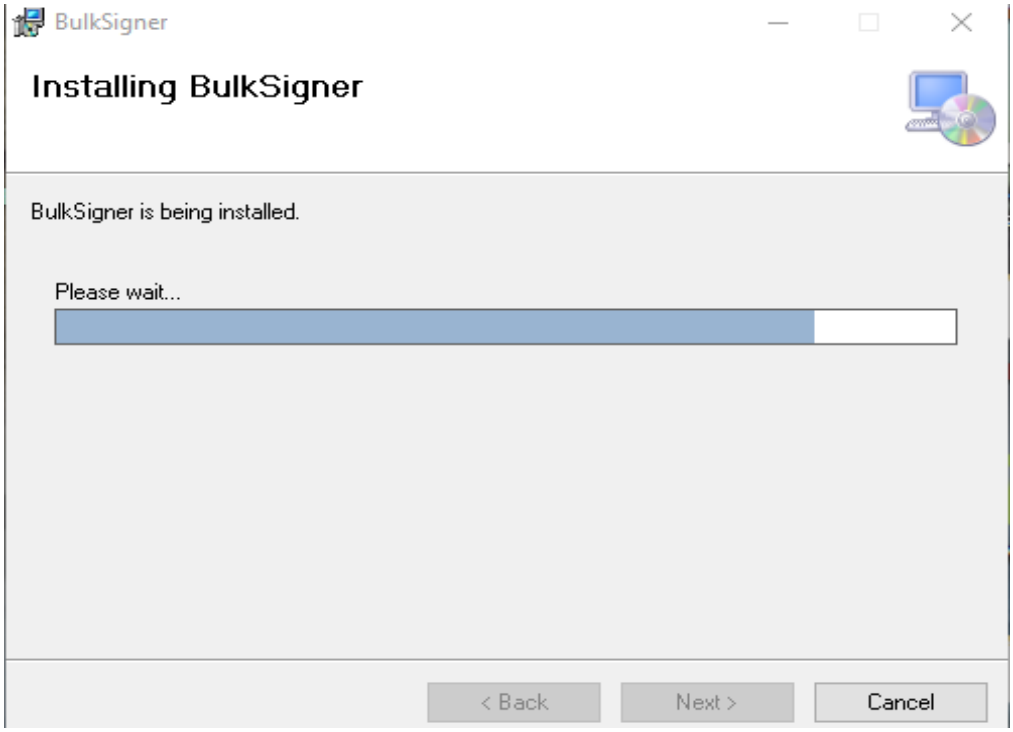


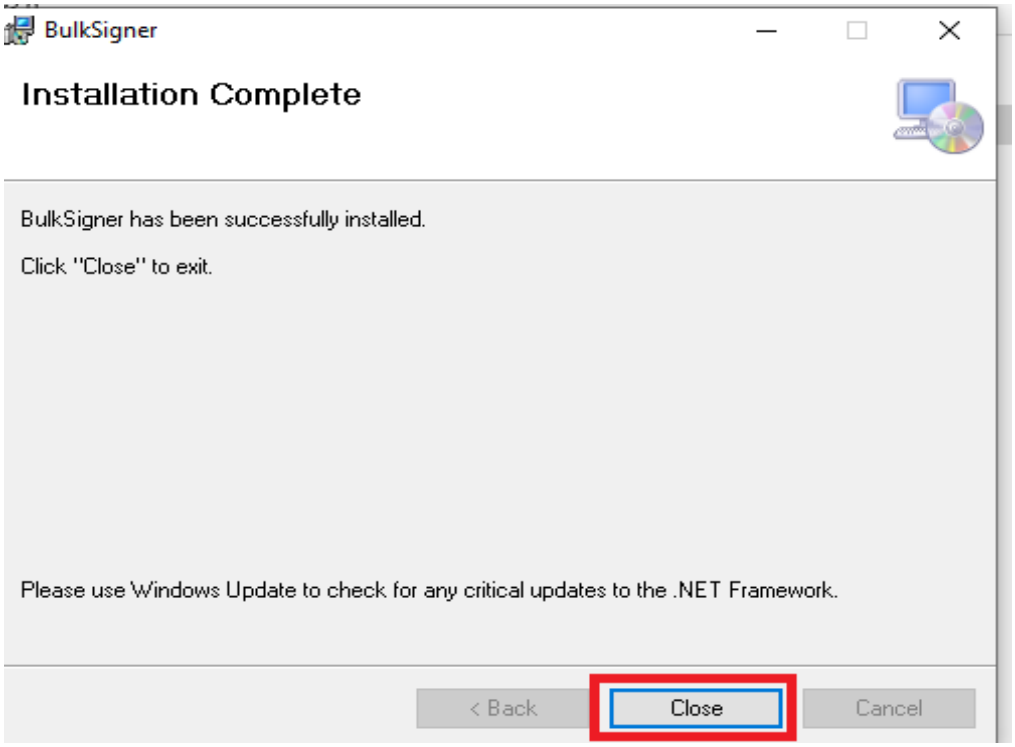

BulkSigner
Welcome to the BulkSigner Setup Wizard
The installer will guide you through the steps required to install BulkSigner on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
< Back
Next >
Cancel


BulkSigner
Select Installation Folder
The installer will install BulkSigner to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\BulkSigner\
Browse...
Disk Cost...
Install BulkSigner for yourself, or for anyone who uses this computer:
Everyone
Just me
< Back
Next >
Cancel

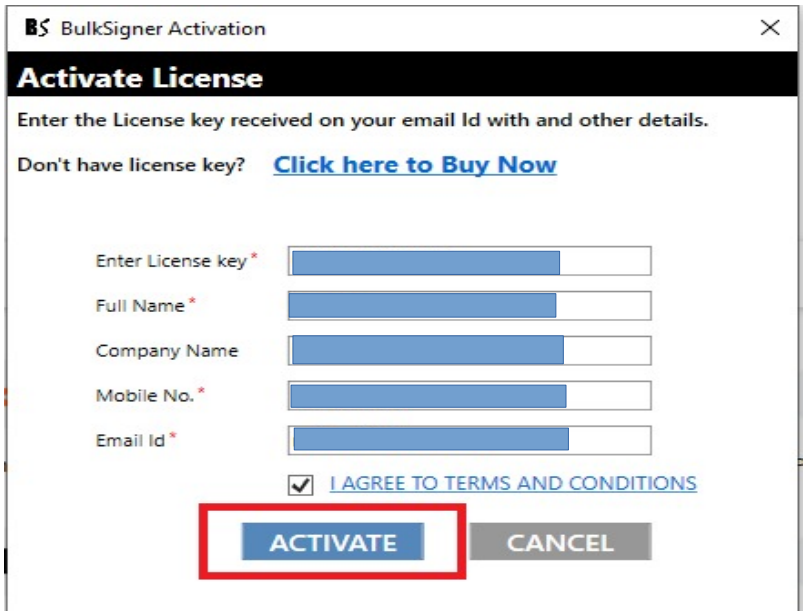

BulkSigner
Confirm Installation
The installer is ready to install BulkSigner on your computer.
Click "Next" to start the installation.
< Back
Next >
Cancel


BulkSigner
Confirm Installation
The installer is ready to install BulkSigner on your computer.
Click "Next" to start the installation.
< Back
Next >
Cancel


BulkSigner
Installing BulkSigner
BulkSigner is being installed.
Please wait...
< Back
Next >
Cancel


BulkSigner
Installation Complete
BulkSigner has been successfully installed.
Click "Close" to exit.
Please use Windows Update to check for any critical updates to the .NET Framework.
< Back
Close
Cancel

iv. After Installation of BulkSigner setup, click on Desktop short cut icon. Activation window will popup, enter all details and click on “Activate” button.

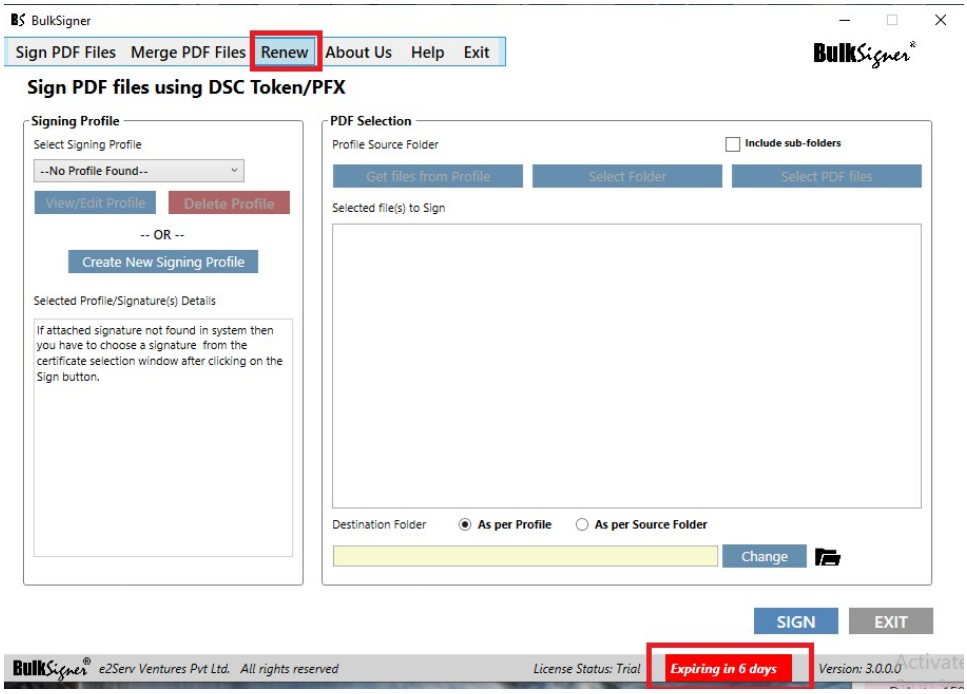


v. A water mark will show as "Signed by BulkSigner Trial Version" on signed file if you are using trial key.

vi. Note: There should be internet required while activating license.

- **If you have already installed trial version and it is not expired:**

i. Click on “renew” option in menu bar.



ii. Activation window will popup, enter the License Key and other details. Click on “Activate” button.

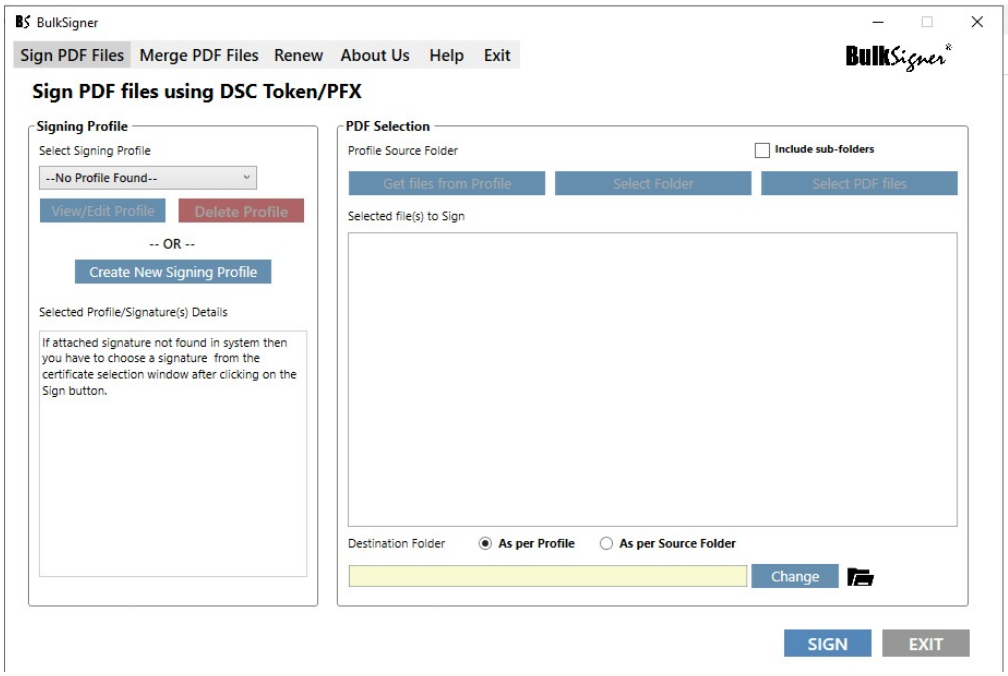
- **If you have already installed BulkSigner and it is expired:**

i. Click on Desktop shortcut icon to open BulkSigner.

ii. Activation window will popup, enter the License Key and other details. Click on “Activate” button.

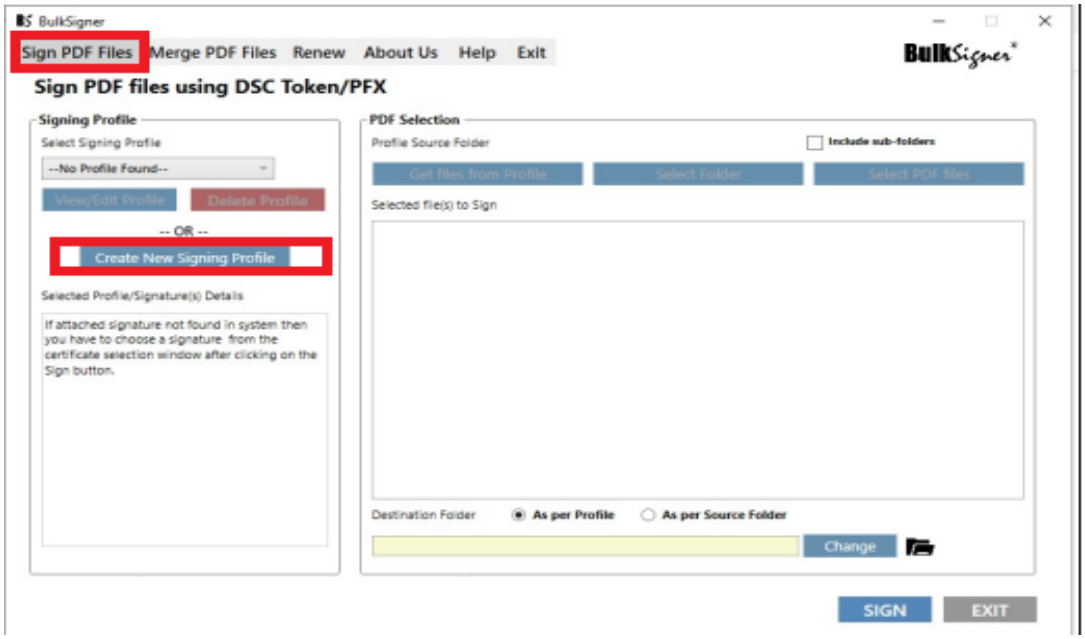
4 Create Profile (Template)

Step 1: Open the BulkSigner Application

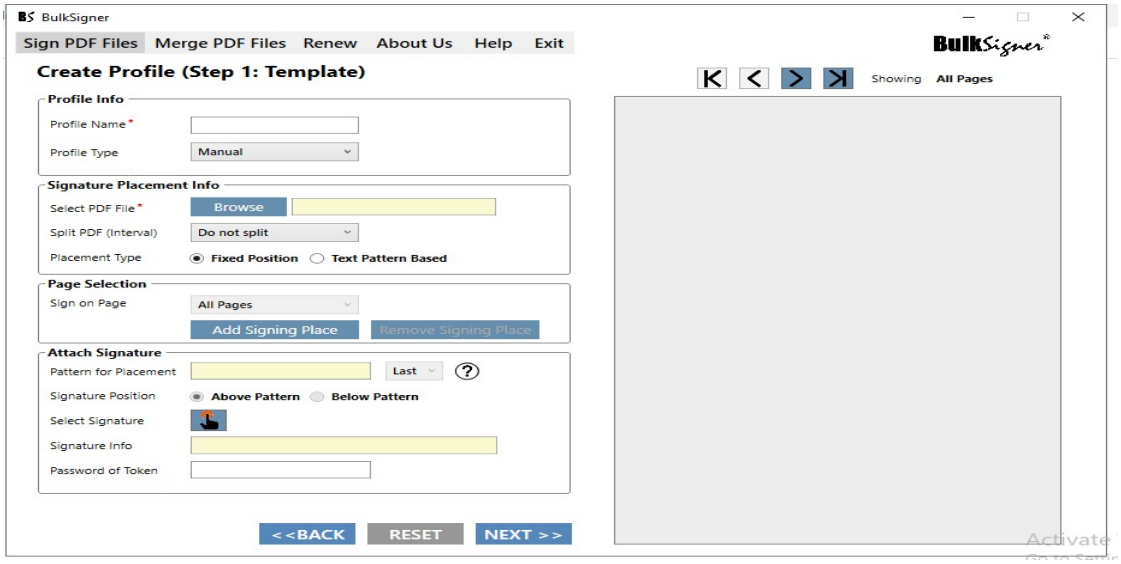


Step 2: Create Profile

I. Click on "**Create New Signing Profile**" in "Sign PDF" files menu

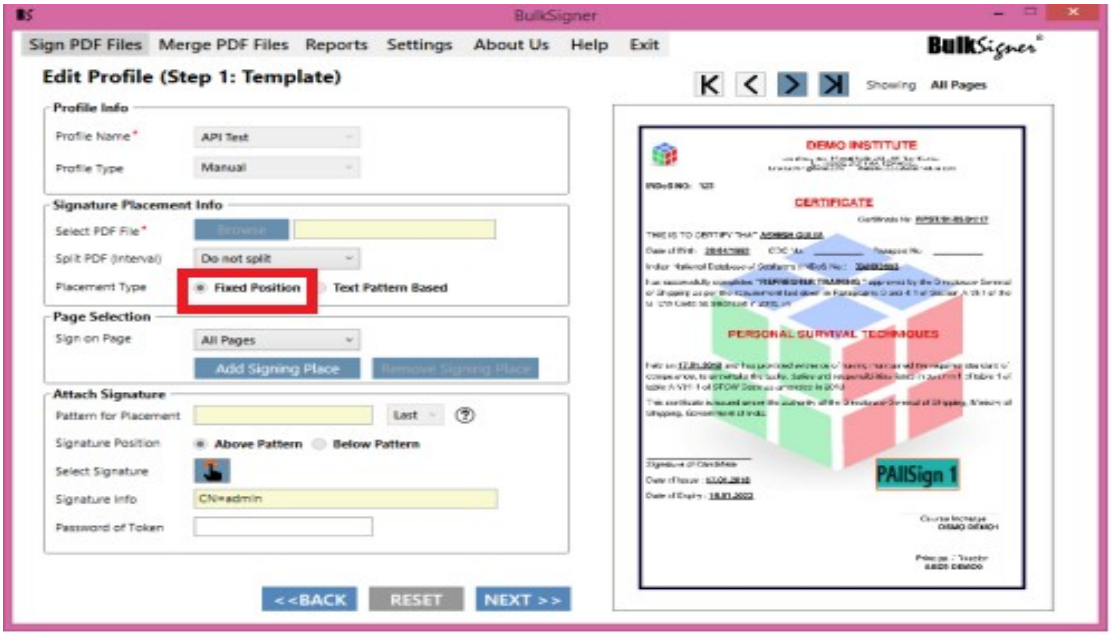


II. From this menu create profile (template/preference) for signing position and appearance of the signature according to the requirements



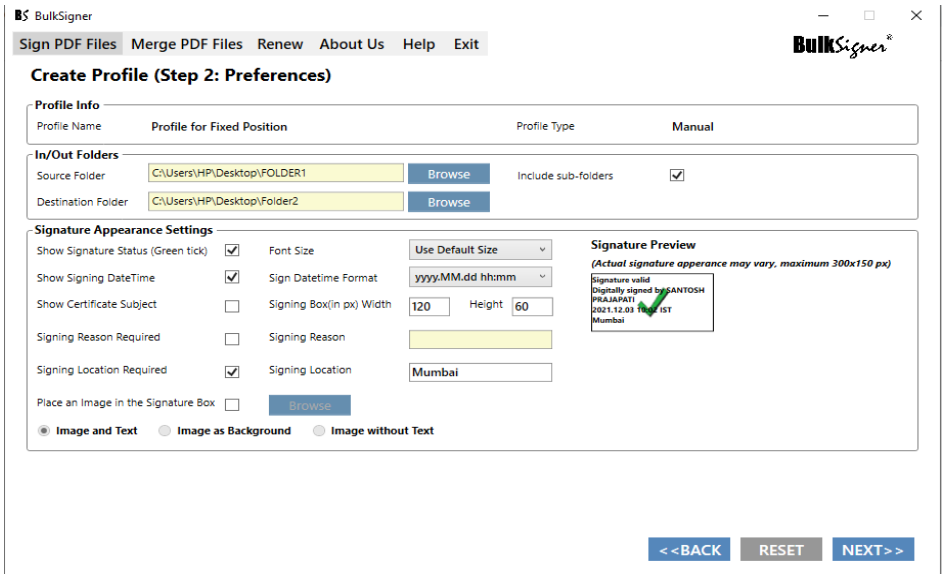
2.1 Create Profile for Fixed Position of sign

I. Enter Profile name
II. Select PDF file to create profile
III. Select split interval
IV. Select placement type as fixed position
V. Select pages which need to be sign and click “Add Signing Place”
VI. Attach signature for all added signs on pages



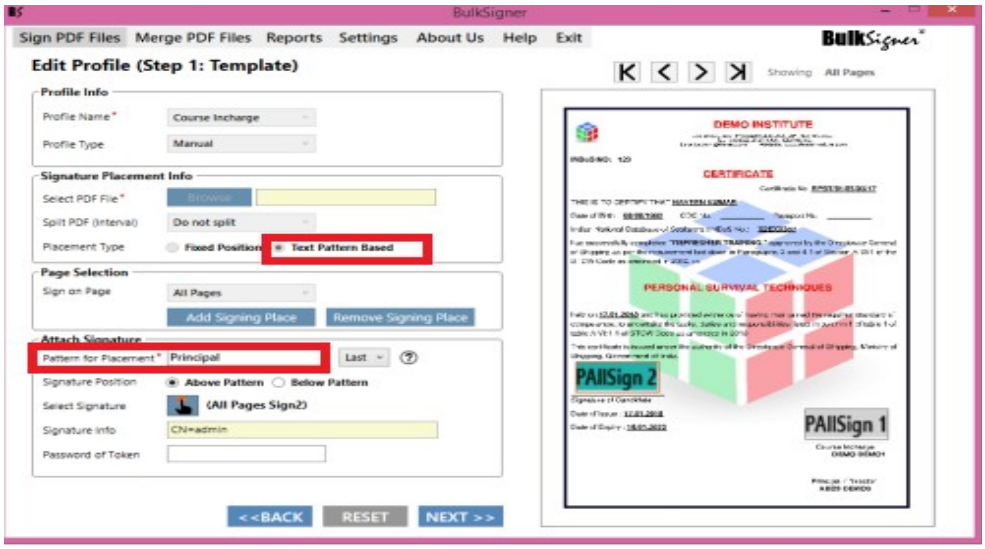
VII. Click on “Next” button
VIII. Set the preferences and click on next. Profile will get save for fixed position

Note: All fields are default set in Preferences. If you wish, you can change signature appearance/folder or skip to next page by clicking "Next" button



2.2 Create Profile for Text Pattern of sign

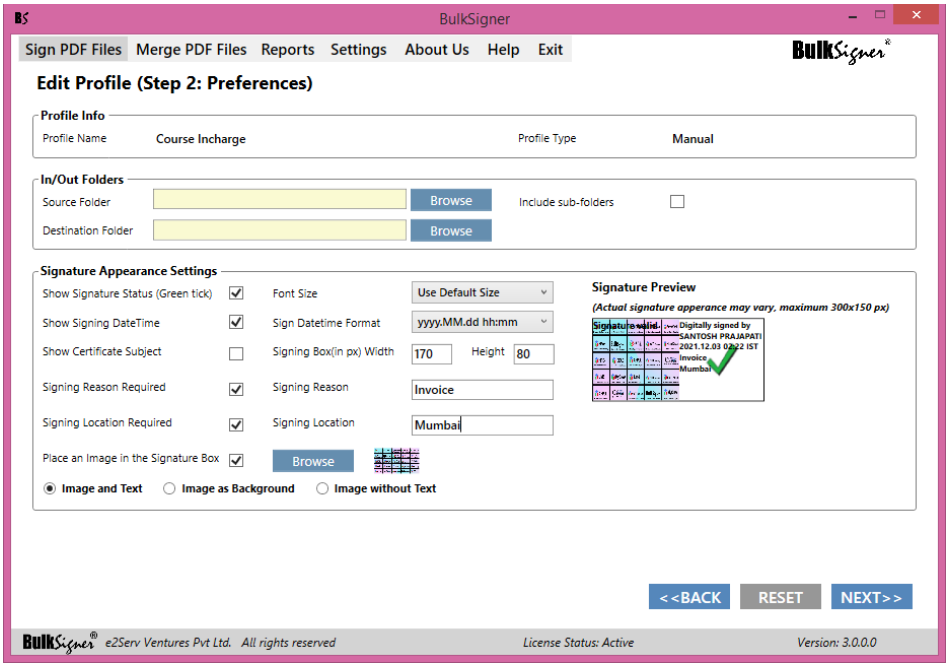
i. Add profile name
ii. Select PDF file to create profile
iii. Select placement type as Text pattern
iv. Add sign and by clicking on sign add Pattern for placement (Word Where user want sign)
v. Select signature position as "Above" or "Below" that word.
vi. Attach Signature and click on next. Profile will get save for text pattern



Note:

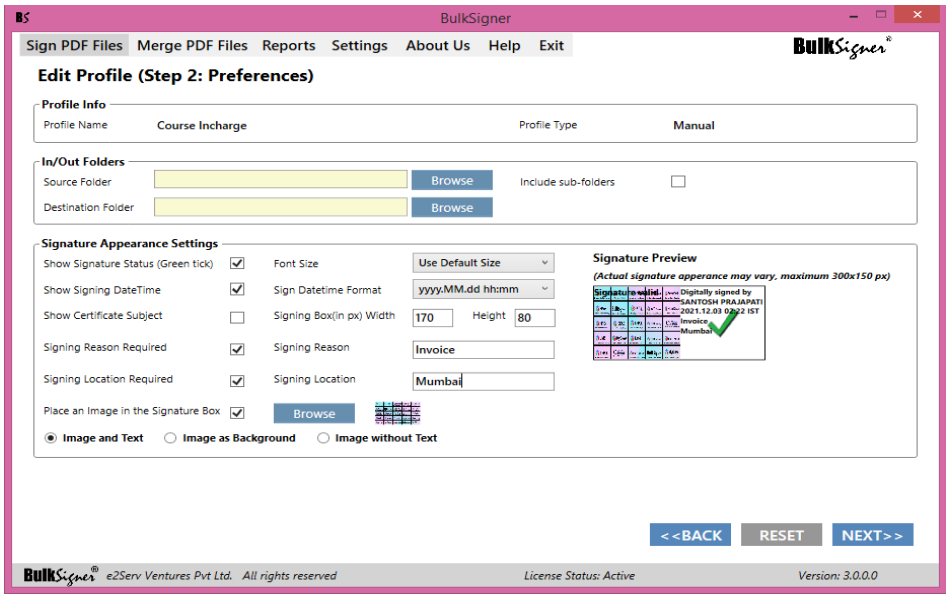
1. All fields are default set in Preferences. If you wish, you can change signature appearance/folder or skip to next page by clicking "Next" button.

2. System will automatically copy last saved preferences settings for new profile



5 Create Profile (Preferences)

Preferences for profile can be set while creating it or while editing profile.



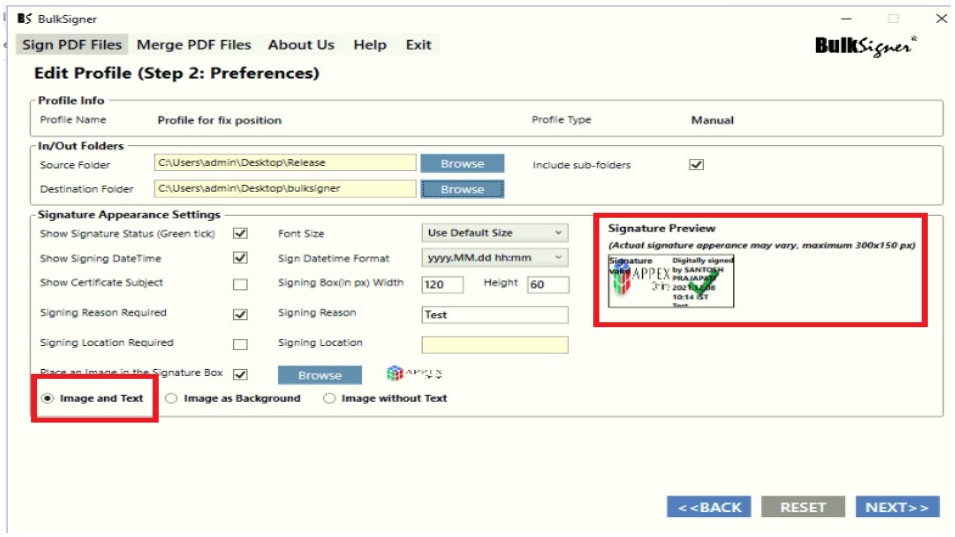
i) Add source folder and Destination folder for profile.

ii) Click on sub folders if you want to sign files which are available in sub-folders of source folder.

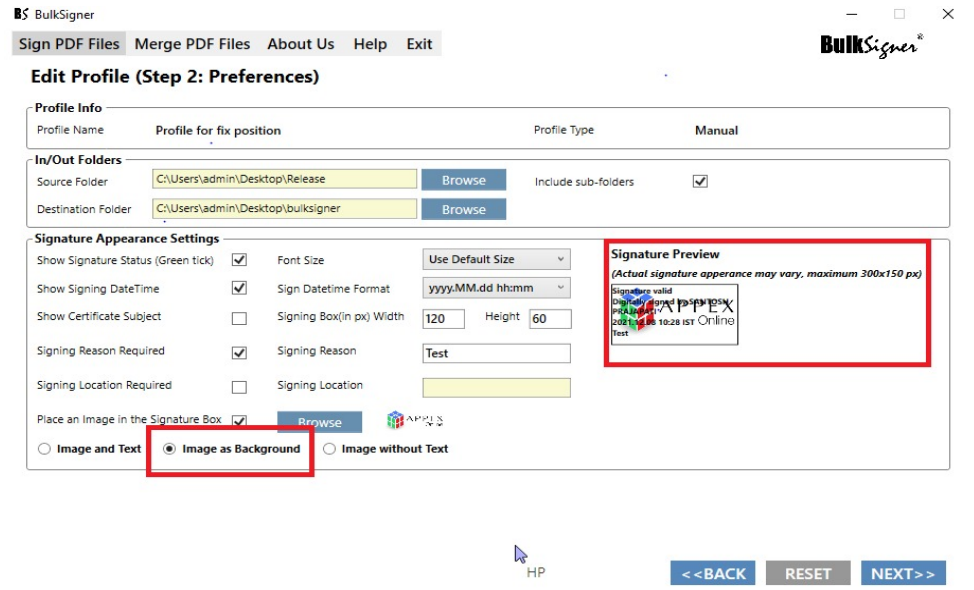
iii) Select “Signature Appearance setting as per requirement.

iv) If you want to use image in signature box select checkbox and browse the image then select the pattern as “Image and Text”/”Image as background”/”Image without text”.

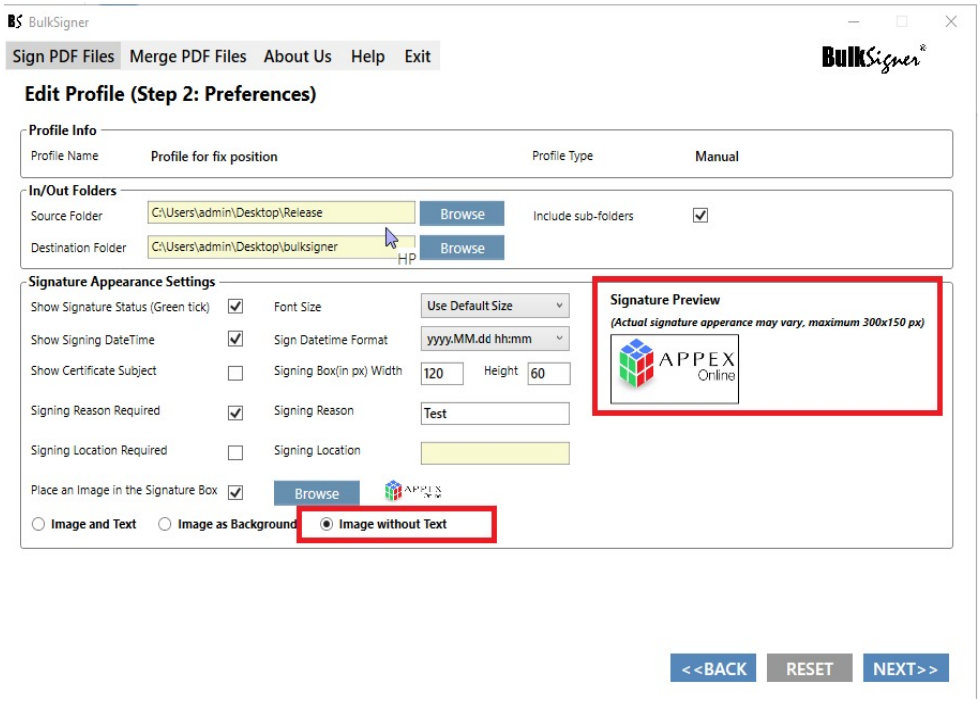
a) ”Image and Text” format: Both image and signature will display in signature box.



b) "Image and Background format" : Image will be shown as background in signature box.



C)"Image without text" format : Only image will be display in this signature box.



6 Sign PDF Files

- **Sign a document**

To sign the document, select the created profile and browse the PDF file/folder to sign under “PDF selection panel”

i. “Get files from profiles” will select the files from source folder added in preference while profile creation

ii. “Select folder” will select all files from selected folder

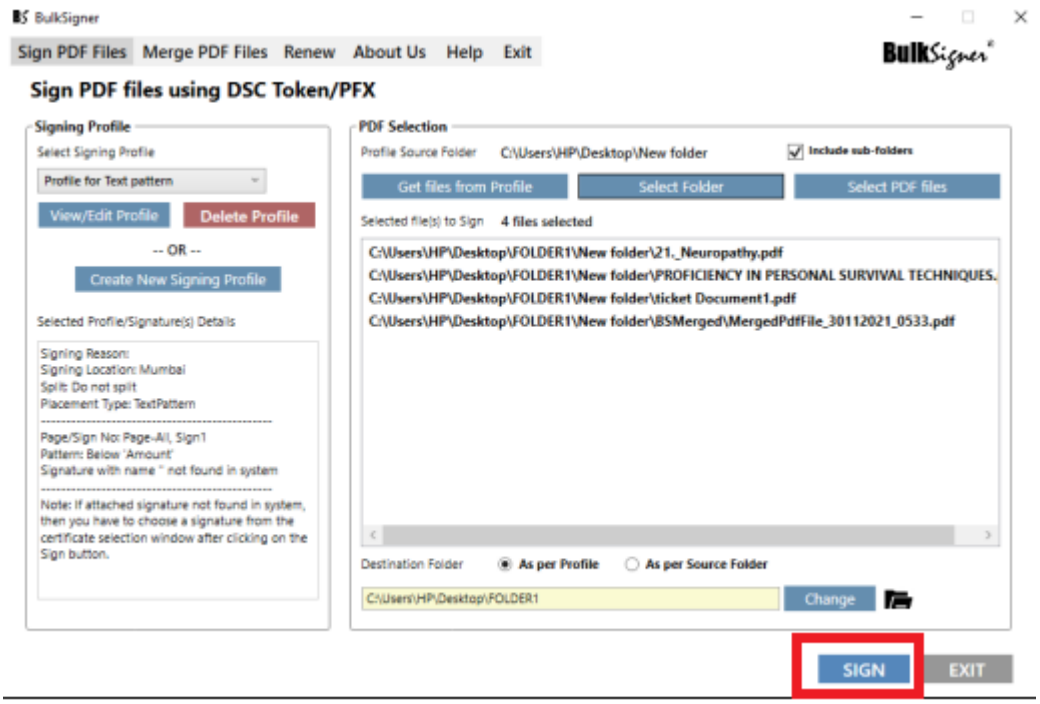
iii. “Select PDF files” can select multiple files

iv. By clicking on “Include sub-folders” will also include PDF files from sub-folder from selected folder

v. Select Destination Folder as per Profile or AS per source folder.

vi. Click on SIGN button

vii. Signed files will be available in destination folder.



I) Get files from profiles will select the files from source folder added in preference while profile creation

II) Select folder menu will select all files from selected folder

III) Select PDF files can select multiple files

IV) By clicking on “Include sub-folders” will also include PDF files from sub-folder from selected folder

V) Select Destination Folder as per Profile or AS per source folder.

VI) Click on SIGN button

VII) To view Signed files, click on icon to open destination folder.

7 Support

FAQ : Please refer https://bulksigner.com/Support

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Support: +91-8850654175

Email Id: sales@bulksigner.com