



Document display with the integrated PDF-Viewer (Simple mode)

1. Drag the PDF document to be signed to the document display window, or open by pressing the *Document - Choose* button.
2. To change the position and size of the signature on the document, use your mouse to draw a rectangle where you want the signature to be placed.
3. Press the button *Sign* in the main window,
 - a. select the certificate (usually the non-rep certificate) for signing
(if no certificates are listed, then either your signature card is not inserted in the card reader / USB stick or the driver software for card reader/stick and/or the signature card is not correctly installed!);
 - b. select the type of signature: signature (normal case) or certification
(please note the information shown when passing with the mouse over the entry fields and options);
 - c. provide the information which shall appear in the visible signature (location, contact, reason);
 - d. select if you want to insert an external timestamp (normal case, requires an Internet connection) or not;
 - e. press the *Sign* button and enter your PIN-Code as soon you are asked for.

Note that possibly present signatures in the document to be signed will not be displayed and not validated using the integrated PDF-Viewer. Local Signer will only inform you about the presence of signatures. To display and verify already present signatures open the document using the Adobe Acrobat Reader product.