GroupDocs™
work faster. together..

Signature

GroupDocs Signature allows you to put together a package (an envelope) of documents that others can then sign electronically.

Choose a File › Add Recipients › Add Info › Add Reminders › Add Fields › Save and Send

1 Choose a File

Signature ›

Select Signature from the menu on the dashboard. The Signature dashboard appears.

DROP FILES HERE

Drop the document you need signatures for in the DROP FILES HERE area.

*If you get a dialog that asks **Do you want to update your names before you start?** you haven't entered a full name into your profile. It's not a problem, but we recommend that you enter them before sending documents for signing or your name will not appear in the interface.*

2 Add Recipients

Add Me › Add Signer › First name / Second name › Add › Save › Next Step

Click **Add Me** to add yourself as a signatory

Click **Add Signer**

In the Recipient details dialog, enter the recipient's first and last names, an email address, and select a role.

3 Add Info

Document
Subject
Message

Enter an envelope name, a subject and a message.

4 Add Reminders

Next Step

Click **Next Step** to accept the default reminders.

5 Add Fields

Add Fields › › Save › Next Step

Drag a signature field to the page.
Drag a date field next to the signature field.

6 Save and send

Send Now

The emails are sent.

Click **Send Now**

If your signatories don't have an account, they are asked to create one before logging in to sign the document. You are informed by email once a document is signed. The GroupDocs Signature dashboards shows the progress of your envelopes.

Congratulations! You've sent out a document to be signed.

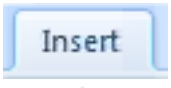
GroupDocs™
work faster. together..

Assembly

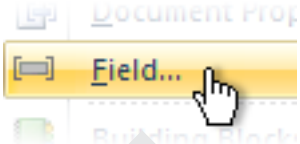
GroupDocs Assembly allows you to create questionnaires that help you create new documents quickly. A document assembly starts with a document with fields that collect the data. GroupDocs creates a questionnaire based on the document and this questionnaire can then be reused to save you time and effort.

Choose a template → **Assign questions** → **Finish**

Preparation: define a template In Microsoft Word, add fields to your template document



Click **Insert**



Select **Field** from the **Quick Parts** menu

Select **MergeField** from the full list of fields

FirstName

Give the field a name and click **OK**

Don't leave spaces in the name or the field won't be recognized:
✓ FirstName
✗ First Name

1 Choose a template

Assembly → **DROP FILES HERE**

Select **Assembly** from the menu on the dashboard.

Drop the template into the **DROP FILES HERE** area.

2 Assign Questions

Variable | Question → **Save & Continue** →

Name
Description
Save

Enter a question for each of the variables in the document.

Click **Save & Continue** to save the questions.

Give the template package a name and click **Save**

Next Step → **Next Step**

Click **Next Step**. Don't change the question settings this time.

Click **Next Step**. Don't review the questionnaire now.

3 Finish

Preview Questionnaire › **New Datasource** › › **Assembly**

Click **Preview Questionnaire**.

Click **New Datasource**.

Complete the questionnaire.

Click **Assembly**.

Your answers are assembled with the original document and a new document is created. You'll find it saved in the folder called My Assemblies.

Congratulations! You have completed your first document assembly.