

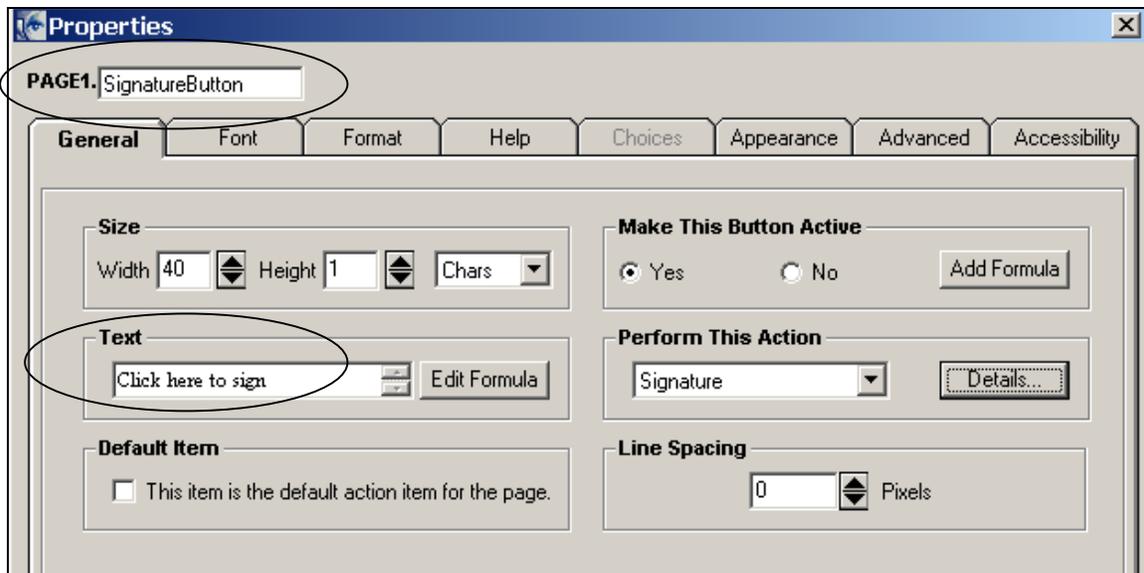
Creating Multiple Digital Signatures – Pass 1 of 2

Creating IMTs that contain multiple digital signatures is accomplished in two passes. Pass 1 to place and name each signature button. In Pass 2, the buttons are configured to sign their individual portions of the IMTs. Additionally, in a separate step, you may want to control the signing sequence of the signatures.

You will need to first download a copy of *Signature Button object.xfb* found in the ICS Designer Objects section on the www.e-Publishing.af.mil website.

From Designer:

1. Choose **Tools...Import Object**
2. Navigate to the folder containing **Signature Button object.xfb**
3. Select the signature button object file and then click **Open**
4. Click in the desired area to place the signature button
5. Double click the signature button
6. Double click in the **Page** text box
7. Type a name in the Page text box
Note: Names must start with a letter and can contain A to Z, a to z, 0-9, and the underscore (_). No spaces are allowed, ex., *SignatureButton*
8. Click in the **Text** edit box



9. Type the text that will appear on the face of the button
Example: *Click here to sign*
10. Click **OK**
11. Repeat steps 1 through 10 to create additional signature buttons as needed.
Note: Be sure to place all necessary signature buttons *before* proceeding to Pass 2.
12. Save your work

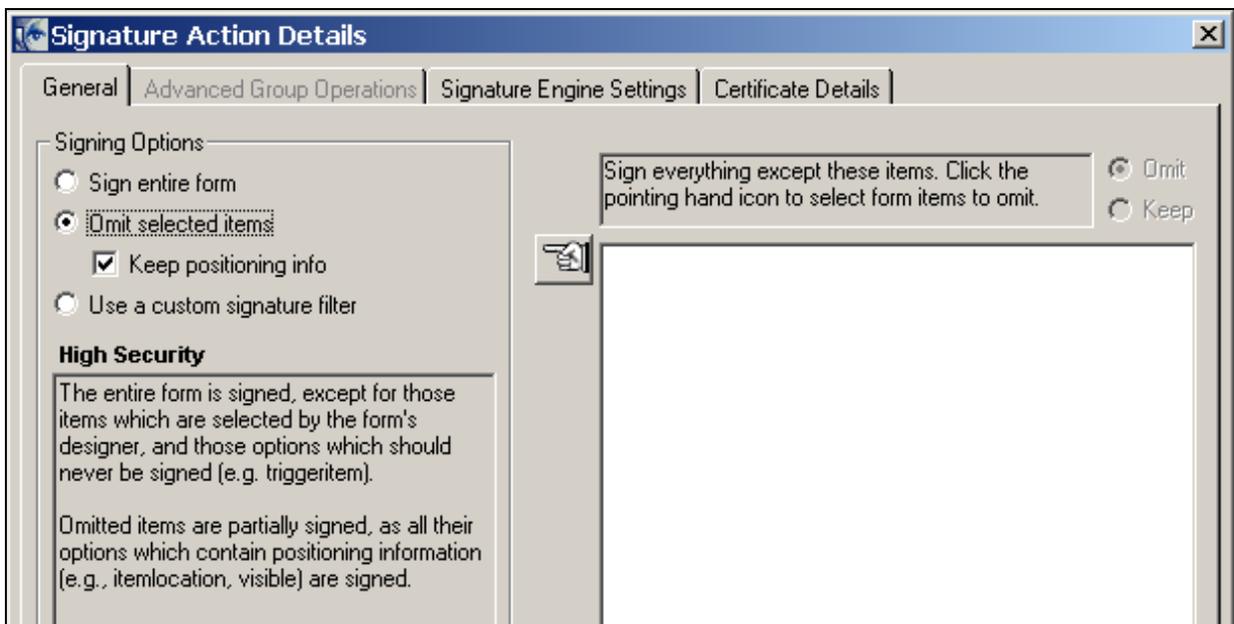
Creating Multiple Digital Signatures – Pass 2 of 2

In Pass 2, you will specify which items a signature button omits from its signature. The *last* signature usually signs the entire IMT. In addition, you will probably need to resize the signature button.

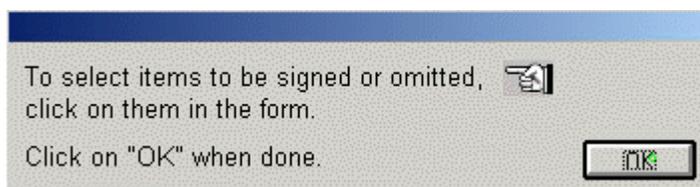
From Designer:

Note: Be sure to place all necessary signature buttons *before* proceeding to Pass 2.

1. Double click the signature button to view the Properties dialog box
2. Click the **Details** button to display the *Signature Action Details* dialog box
3. Click the **Omit selected items** radio button



4. Click the pointing hand icon  to pick items from the IMT
5. Click each item to be omitted from the signature's control
6. Click **OK** in the upper left corner to end the selection process

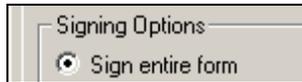


Note: A list of the selected items will appear in the window to the right of the pointing hand icon.

7. Click **OK**
8. Repeat steps 1 through 7 for each signature button, except the last signature button.

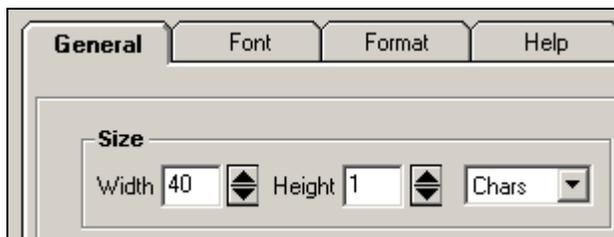
9. For the last signature button, double click the signature button to view the Properties dialog box
10. Click the **Details** button to display the *Signature Action Details* dialog box.

Note: The signing options should be set to **Sign entire form** and the **Signature is mandatory** is checked.



11. If necessary, change the signature button size by either:

- Dragging the button border
- or
- Double clicking the signature button and then typing the desired width on the Properties General tab



12. Save your work.