

Installation and use of WebPen v3.1

Required:

PHP 4.3 or greater (5.0+ to use PDF generation) with GD library enabled is required by WebPen.

Installation:

Editing of files with .php extensions, as is required in the following steps, may easily be done with a plain text editor such as Notepad (Do Not use MS Word), which comes free with Windows, and may be found under "Accessories". Make sure to save the file as type "All files" after editing.

1. Upload the WebPen folder that is contained in the zip file, intact to a directory on your server.
2. Make sure that the folder "documents" contained in the WebPen folder is writeable on your server. At this point, before doing any configuration, verify that WebPen is working properly by browsing to [webpen/webpen.php](#) to view the sample installation.
3. In [webpen.php](#) add the filename of the document to be signed as instructed and edit the HTML code as desired. The filename of [webpen.php](#) can be changed if desired. Alternatively, any existing page capable of displaying HTML code, such as a CMS page, can be used in place of [webpen.php](#), by simply placing the lines of code

```
<?php
//Add the filename of the document to be signed in the line below//
include 'sample-document.html';
?>
```

where you wish the document to appear, and the line of code

```
<iframe src="signbox.html" width="630px" height="440px"
frameborder="0"></iframe>
```

where you wish the signature box to appear. Alternatively, the lines

```
<?php
//Add the filename of the document to be signed in the line below//
include 'sample-document.html';
?>
```

can be replaced by the actual HTML code for your document.

Any additional form fields and text can be added to the signbox form in [signbox.html](#) (see 8.) The form inputs can then be incorporated into the signed document by adding code similar to the following

```
<?php echo $_POST['input-name']; ?>
```

at the desired location in the document ([sample-document.html](#)) to display each input.

4. In [config1.php](#), add the filename of the document to be signed, and make any desired changes to the configuration according to the instructions.

The option to have a PDF file generated from the signed document, may be enabled or disabled by specifying "yes" or "no" in the line below:

```
$PDF = 'yes';
```

[*See note on PDF generation below](#)

The option to have the signature appear in **bold** may be enabled by changing the number "1" in the line below to "2"

```
$thick = 1;
```

By default, WebPen uses Signature Embedded Authentication (SEA) to embed the name of the signer, the date of the signing, and the html code of the signed document in the signature image. This information can be viewed using any software capable of displaying image metadata in IPTC format. The use of SEA can be disabled (this may be necessary if the document size is large) by changing the number in the line below to "0".

```
$SEA = 1;
```

In the line below, you can change the folder that contains the documents and signatures from the default, 'documents', to that of your choice. Put the name of the folder between the quotes. You must create this folder if it does not exist. The folder needs to be in the WebPen directory unless a path is added. For security, it is recommended that you password protect this folder. On a Linux server, this can be done by means of an `.htaccess` file. If the folder is in a different location from WebPen, a path can be added preceding the folder name.

```
$documents = 'documents';
```

In the next two configuration items, you may modify the RGB parameters to change the line color and/or the background color of the signature image.

The maximum file size for uploaded identification documents (in kb) can be set in the last configuration item.

***PDF Generation** – PDF generation capability is provided by MPDF. Most HTML documents will be rendered accurately into .pdf format, but some, particularly those with malformed HTML or CSS, may not render correctly. It may be necessary to adapt your document so that the PDF conversion is errorless. An online manual for MPDF is available at <http://mpdf1.com/manual/index.php>.

5. In `config2.php`, there are several items that may be configured.

If you would like notification of signature submissions by email, change 'no' in the line below to 'yes'. Note that this feature will not work on some servers

```
$send = 'no';
```

The items below apply only if email notification is enabled in the line above:

Add your recipient email address in between the quotes in the next line

```
$emailadd = 'sample@youraddress.com';
```

To attention of

```
$attn = 'some recipient';
```

Change the domain in the line below to your domain and path to the documents folder. Change the text of the message if desired

```
$msg = "There is a new document at:  
http://www.yourdomain.com/";
```

Replace the "From" address below with your own address. To prevent problems with spam filters, this should be an email address that uses the same domain that WebPen is running under.

```
$from = "From: sender@yourdomain.com\r\n";
```

6. In `config4.php`, the HTML that displays the signature on the completed document can be styled using CSS and HTML to match the appearance of the rest of your online document. Any double quote marks used must be escaped by using a backslash (\) before the quote mark like so: \"

```
$sigcode = "<div style='width:580px;'><br />  
Signed: <img src='$newdirname/signature.jpg' style=' border-  
style:solid; border-bottom-width: 1px; border-left-width: 0px;  
border-right-width: 0px; border-top-width:0px' /><span  
style='position:relative;left:150px'>Date: $date</span><br  
</span  
style='position:relative;left:57px'>$_POST[name]</span>  
</div>";
```

7. Edit the HTML code in `displaydoc.php` as desired. Do not change anything within the `<?php ... ?>` tags. If you do not wish to require the upload of identification, the form below can be removed:

```
<form action="idupload.php" method="post"  
style="position:relative; left:50px ">  
<input type="hidden" name="newdirname" value="<?php echo  
$newdirname; ?>" />  
<input name="submit" type="submit" value="CONTINUE" />  
</form>
```

8. Minor changes can be made to the styling of the `signbox.html` file by changing the CSS styles in `wpstyles.css`. Use care when styling or editing the `signbox.html` file or `wpstyles.css`. Changing the

dimensions can cause misalignment. Be sure to keep a backup so that changes can be undone. The form buttons can generally be styled to suit your page without any problem.

9. The alerts for no name or no signature can be edited in [validateForm.js](#).
10. The identification upload box can be styled in [wpstyles.css](#) and in [idupload.php](#). A link to a continuation page after identification upload, can be added to [idupload.php](#).

That's all there is to it!

An alternative configuration of WebPen, is instead of having the actual signature box display in place at the bottom of the agreement in an iframe as it does in the demo, there can be a link to the signature box ([signbox.html](#)) at the bottom of the agreement instead. Something like "Sign Here". When the link is clicked, it will cause only the signature box (along with the name field and date) to open. By using a javascript link, the window that opens can be the same size as the signbox page, and appear as a popup over the agreement.

Usage:

When a document is signed using WebPen, a copy of the signature, a copy of the online document in .htm format and a copy in .pdf format (if enabled), and the IP address of the signer are stored in the "documents" (or whatever folder name you choose) folder in a subfolder of the name entered by the signer with the server time appended to create a unique folder name. If identification upload is used, the uploaded identification document is stored in the same folder.

Recommended instructions for using the signbox:

Place the cursor inside the signature box. Depress the left mouse button at the point where you would like to begin drawing your signature. Hold the left mouse button depressed while you draw.

Release the mouse button between words.

Your first attempts at writing your signature with a mouse may not look good, but you will improve with practice. After all, your hand has had a lot more practice writing your signature with a pen than with a mouse.

Just click on the "Clear" button to erase the box and start over again. It may take several attempts to produce an accurate signature.

When you are finished, click the "Submit Agreement" button. The agreement with the signature in place will then display. If it looks OK, click "Continue". Otherwise click "Back" and you will be returned to this page.

Tips for using the signature box:

- * Start with the mouse at the left side of the mouse pad so there is sufficient range of movement to complete the signature.
Reposition the mouse if you run out of room on the mousepad.
- * Experiment with a faster, smoother motion, and with a slower, more deliberate motion.
- * Relax your hand and wrist.
- * If you are using an older or slower computer, you may have to write more slowly so that the computer can keep.

If you have any problems with the use or installation of WebPen, please contact ToucanMultimedia Support at:
support@toucanmultimedia.com