

Hello,

This document shows how placeholders can be used with sproof Sign.

In any document (e.g., Microsoft Word DOCX, Google Doc or PDF) placeholders can be created in the following format:

`{sproof{first name, last name, email-address, signing order}sproof}`

When the document is opened with sproof Sign, the specified person can be invited directly and sign in the place of the placeholder. If more than one person is to sign, the signing order indicates whether the document is sent to all persons to sign at the same time or one after the other.

Further possibilities:

- The placeholder text can be invisible, e.g., white font or very small font size. •
- Always specify first name, last name, email address and signing order.
- If your contacts are to receive the document at the same time, set the signing order to 1 for all placeholders in the document. If the document should be forwarded automatically after a signature, specify 1 for the first person, 2 for the second, and so on.
- By default, the signature is positioned at the placeholder. Optionally, specify a line of underscores before the placeholder to position the signature there.

Example 1 (visible placeholder to illustrate usage):

_____ {sproof{Max, Mustermann, max@sproof.com, 1}spro
of} Max Mustermann

Example 2 (invisible placeholder, still recognized by sproof Sign):

_____ Maria Musterfrau



Try it out! Upload this document to <https://sign.sproof.com> to test the placeholders.