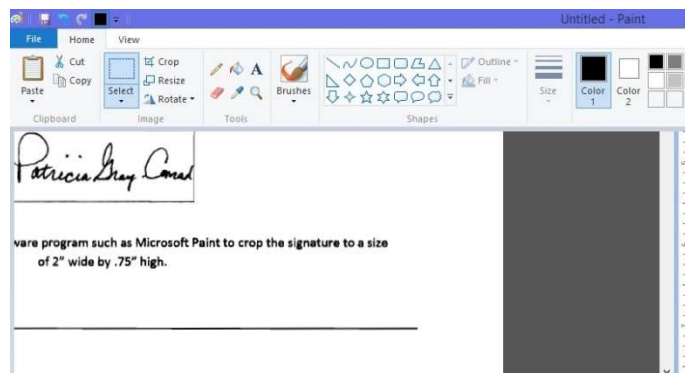


CREATING A SIGNATURE FILE WITH PAINT

1. From the Edit Menu, select *Print Electronic Signature Template*. Print the Electronic Signature Template document and sign in the appropriate box(s). Scan this page and save as either a PDF file or other image file. For best results scan in signed originals only and do NOT scan in faxed copies as this will cause the image to become too grainy.
2. If scan was saved as a PDF file, open it and then click on Print Screen (Prt Sc) from your keyboard. This will capture an image of your file you can then paste into Paint. If scan was saved as image file (.jpg, .gif, etc.) skip this step and go directly to Step 3.
3. Open the image file using Paint. If scan was saved as a pdf file then open a blank Paint window, and click on Paste from the Edit menu or click Paste from the top menu bar to paste the signature image.
4. With your mouse's curser click and hold down while you move the image towards the top left as far as it will go so that the top left of the signature is visible (until you no longer see both the top line and left side of the box you signed in).



5. Click the Esc key to unselect the image. Click on Properties from the File menu or **CTRL + E** to bring up the Image Properties window. Select inches for the Units and enter 4 for both Width and Height to bring the image to a manageable size (Figure A) and then click **OK** when done. Now scroll to the right side of the image and find the little square or blue dot that identifies the right middle of the image (Figure B). Once you locate it, place your cursor over the square or dot and it will turn into an up and down arrow. Hold down your mouse and bring the right side in until you remove the right side line of the box you signed in. Repeat for the bottom border.

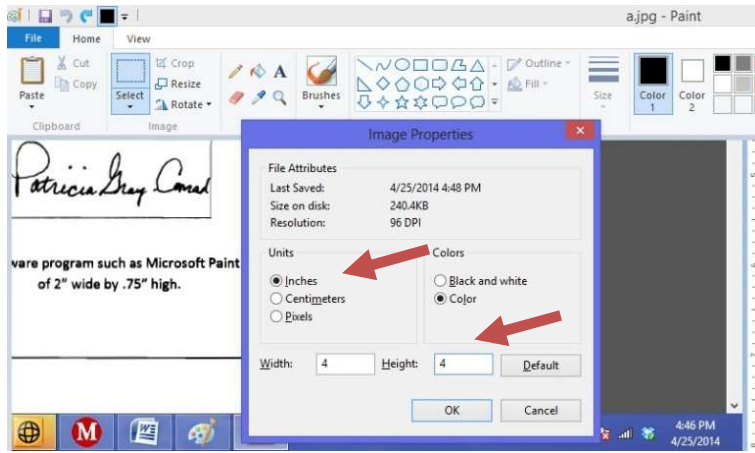


Figure A

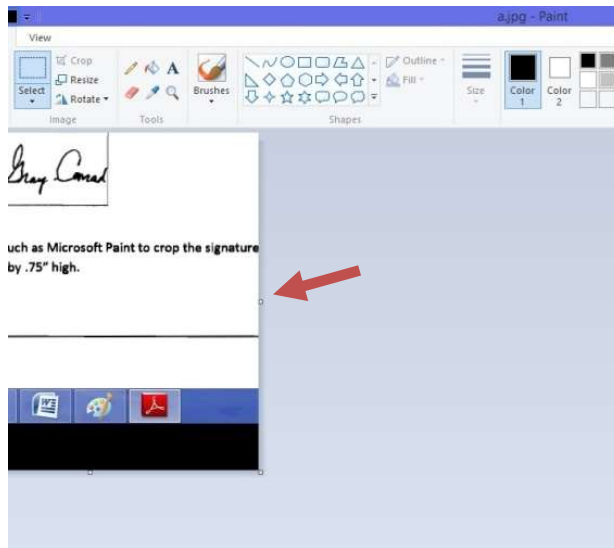
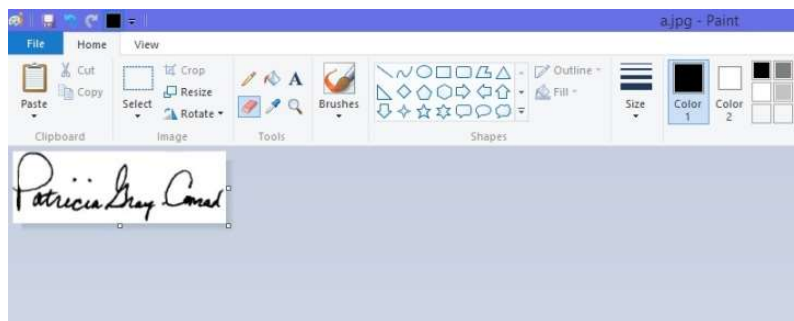


Figure B

6. You should now only see your signature with nothing else surrounding it including any remnants of the box you signed in. Next step is to check the size of the signature. The final size should be 2" wide X .75" high for the signature image. To check the current size of the file, click on **CTRL + E** to bring up the Properties window. Make sure you have inches selected for the units. If your file is under 2" wide and/or .75" high then just adjust the current size to the proper measurements, click **OK** and go to Step 8.



7. If either side is larger than the final size of 2" X .75" then you will need to make the image smaller. To do this you will need to find the % by which you need to reduce the image.
- If only one of the measurements is over then simply divide the final measurement by the current measurement –
For example: W=2.8" and H=.68"
(the width is greater so use this measurement to calculate the %)
 $2 / 2.8 = .71$ or 71%
 - If both the width and height are over then you will need to calculate the % for each and use the lower of the two numbers –
For example: W=2.8 and H=.84
(then calculate the % for both sides and use the lowest % to reduce by)
 $2 / 2.8 = .71$ or 71%
 $.75 / .84 = .89$ or 89%

Click on Resize from the top toolbar or use **CTRL + W** to open the Resize and Skew window. Enter your calculated % in both the horizontal and vertical boxes. Click **OK**. Now go back to your attributes (**CTRL + E**) and check that both measurements are no bigger than 2" wide and .75" high. Adjust one or both to the correct values and click **OK**.

8. Save your file as a .jpg type. Repeat the same steps above if you are also doing a signature with seal. The final Size of a signature with seal image file is 3" wide X 1.5" high.