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Procedures for Signature Setup

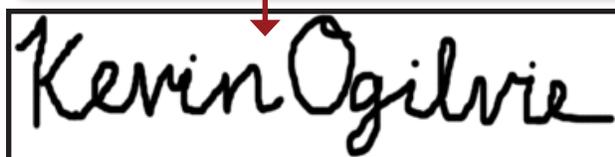
Below is a graphic of the signature with a large space around the signature. The signature itself and the area surrounding it is part of the JPEG (.jpg) file. Leaving the white area surrounding the signature will dramatically reduce the actual size of the signature.



This is the result when printed on the Liability Certificate (The example below was enlarged 400x just so you can see the signature in this document). This would be unacceptable as a signature on the forms.



Instead of including the entire area scanned for the signature, cut the white out to make the signature take up the entire area of the JPEG (.jpg) as shown below. The signature below is 350 X 75 pixels.



When the Liability Certificate is printed with the resized signature above it will look like this:

AUTHORIZED REPRESENTATIVE

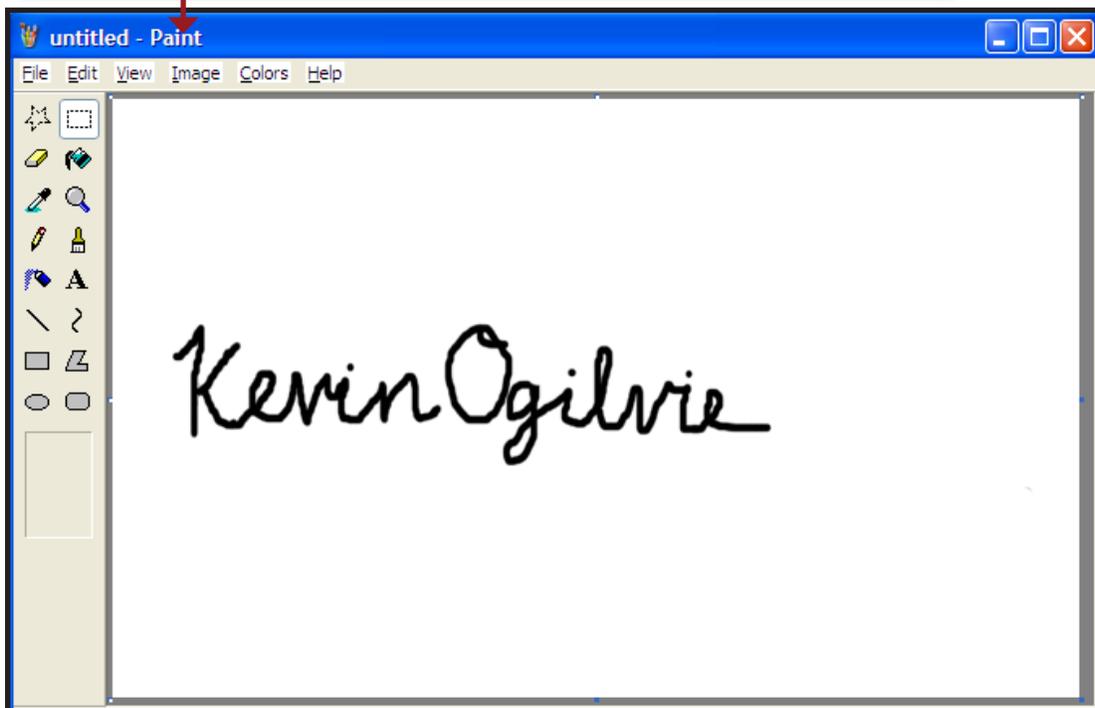
Kevin Ogilvie

The default size is 225 x 75 pixels. The length can be resized some without a problem (as was done above) but the height cannot be adjusted since it will cause distortion of the signature.

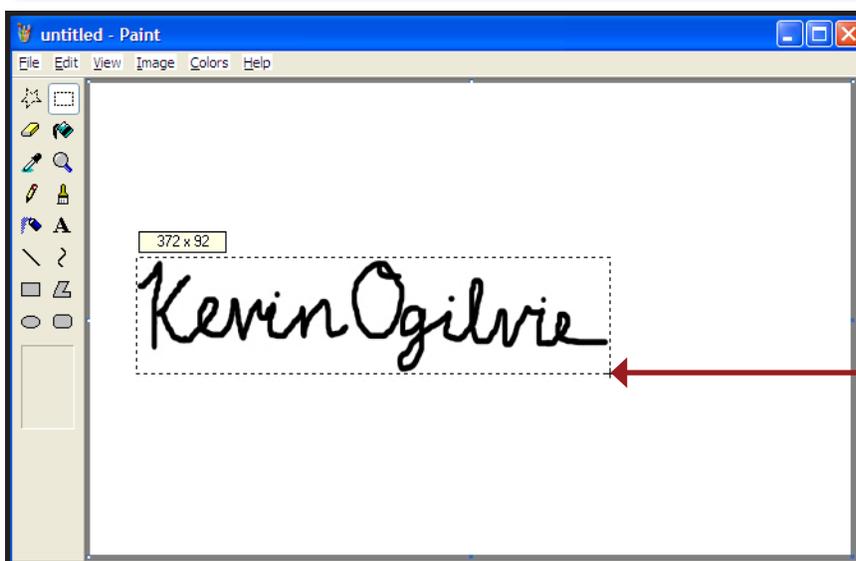
Cropping Signatures

The signature may be written on a piece of paper and scanned or the signature can be created in a software program. In each case, the signature will need to be cropped. To crop a signature perform the following steps:

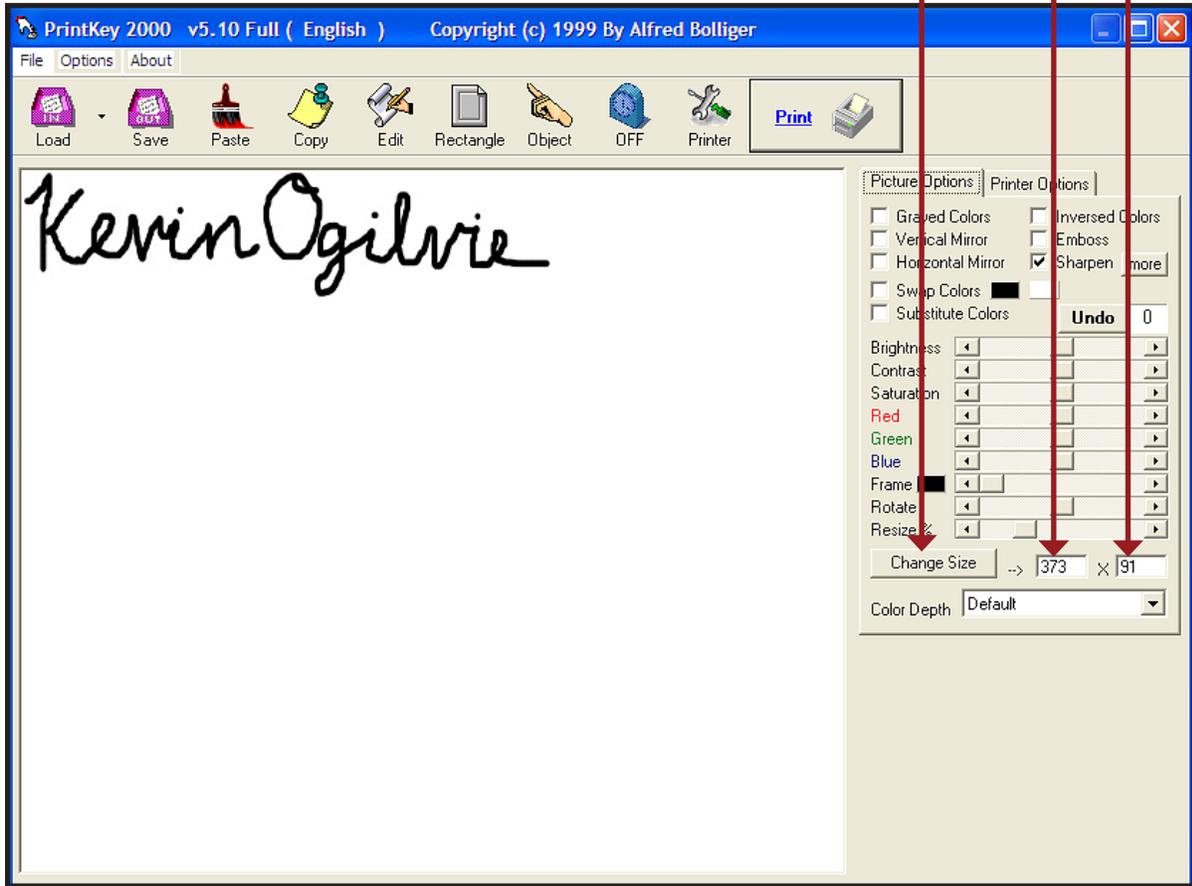
1. Make sure to store the signature as a JPEG (.jpg) file. Open the signature JPEG (.jpg) file in a program such as Microsoft® Paint or Adobe® Photoshop®. Although the signature can be cropped using Microsoft Paint or Adobe Photoshop, in this example PrintKey™ 2000 will be used to show how to get the necessary size for the signature. PrintKey 2000 can be found at <http://www.warecentral.com/>.



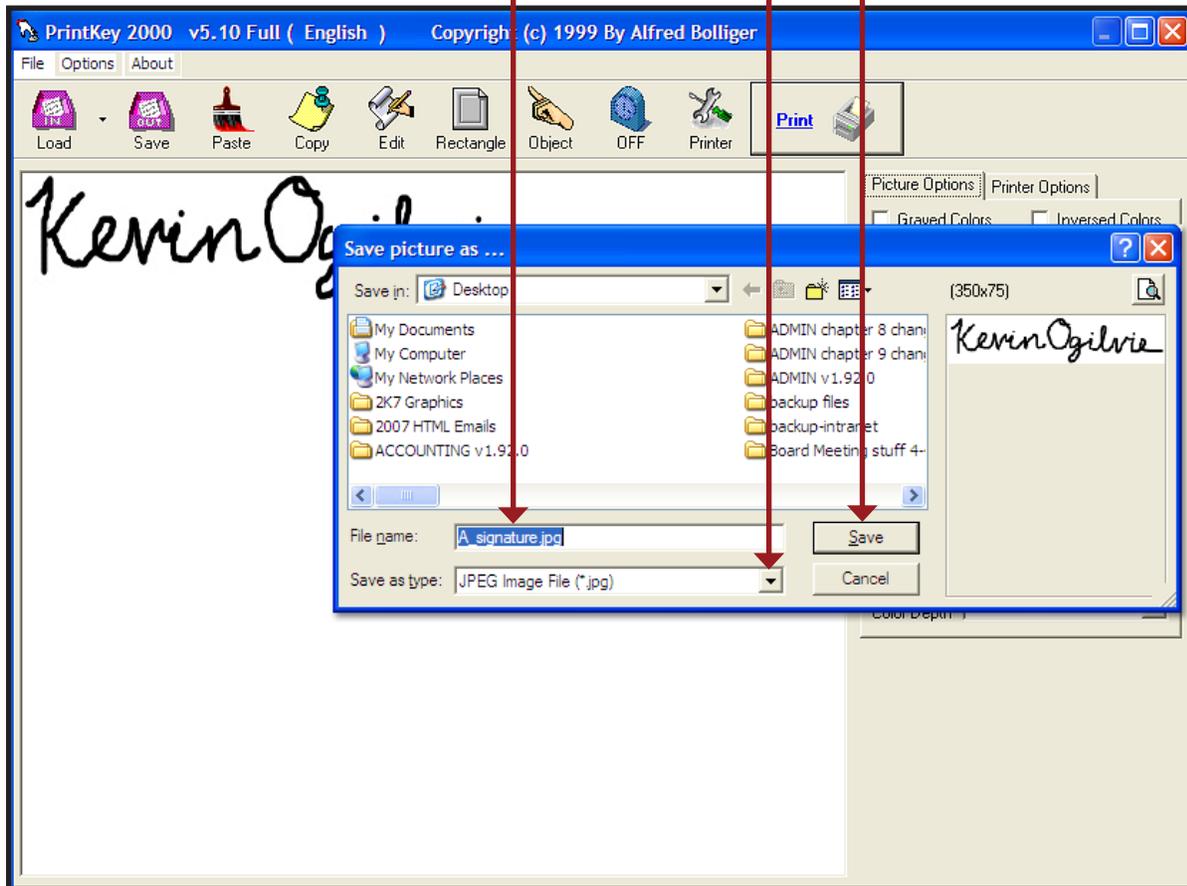
2. After the signature is displayed, PrintKey 2000 is launched. The **Rectangle**  tool is used to crop as close to the signature as possible without removing parts of the signature. This will remove any extra space around the signature. Click the **Rectangle**  tool, press and drag to make a rectangular selection around the signature.



3. Next, the size of the signature is changed to the correct size of 350 X 75 pixels. Enter the dimensions **350 X 75** in the **Change Size** boxes and click **Change Size**.



4. Save the signature using a JPEG (.jpg) file format to prepare it for use in Nexsure. In the **Save as type:** drop-down list select **JPEG Image File (*.jpg)**, enter a name in the **File name:** box and click **Save**.



Tip: For best clarity when scanning a signature, use a fine tip Sharpie® or felt tip pen for writing signatures.