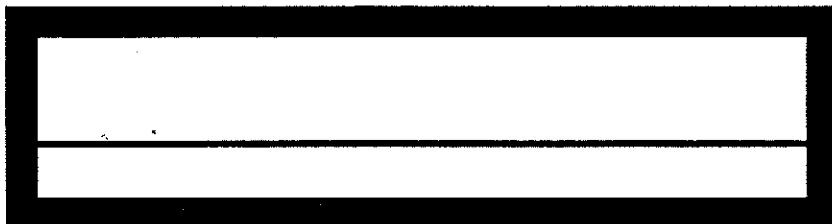


Faxing, Scanning, and Clipping Signatures for use in AM Windows®

Agents can import a signature that was either scanned, faxed, or created by a Copy/Duplicating Service Company (such as Kinkos Copies) that creates a signature bitmap. However, depending on the clipping of the actual Signature, it may require additional user intervention to be legible in size within AfW.

There are just a few simple steps to follow for Scanning or Faxing the Signatures.

1. Place a plain white sheet of paper over the black box:



With the box showing through the white sheet of paper, sign your signature. Here are some guidelines:

- Create a bold signature
 - Sign on the line
 - Use Black ink
 - Use the full height and width of the box when signing your signature
 - Keep your entire signature within the box
 - Only one signature per box
2. Next you will need to determine how you will be obtaining the signature bitmap. If you will be faxing the signature, you must have software that can receive faxes (i.e. FacSys).

For both scanning and faxing you will need to select the graphic and copy it to the clipboard.

If you'll be taking your signature to a local *Copy and Duplicating Service Company* to scan your signature, you will need to create a bitmap. You will need to follow these Bitmap Specifics:

- Must be a black and white bitmap .BMP - Maximum size 64K.
- A minimum resolution of 150 DPI is recommended. (This was found to be acceptable using a HP-ScanJet Plus Scanner.)

For Scanning or Faxing in a Signature, the task involves copying the signature to the clipboard, pasting the signature in Paint or Paintbrush, saving the signature as a .bmp file and then loading it in AfW. The following outlines these steps.