



How to: Add Signatures to Updox

What are Updox signatures?

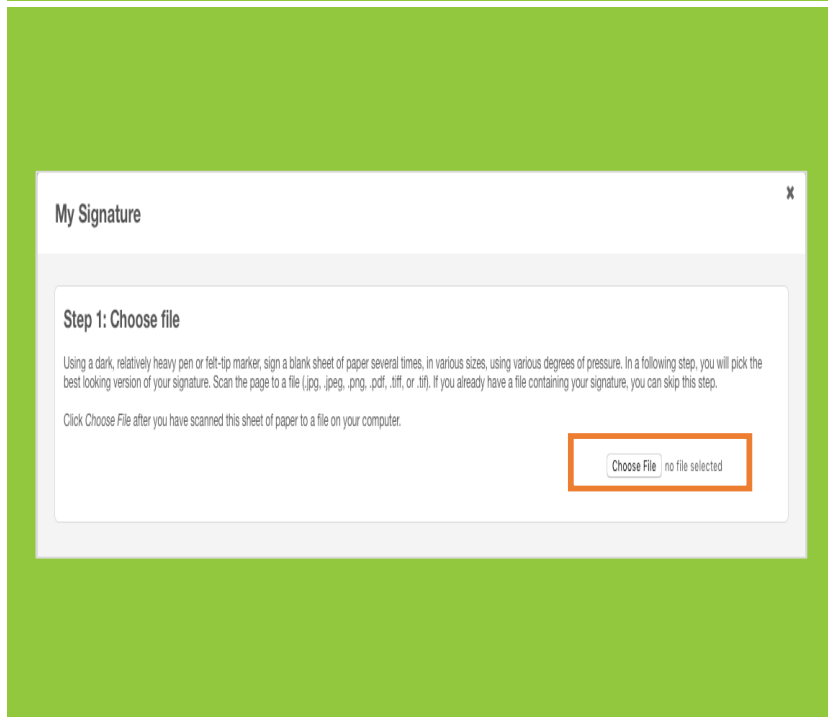
Updox includes a robust set of document editing tools that includes the ability to add your signature to documents. This job aid will step you through saving your signature to Updox.

How do I add my signature?

Follow these step-by-step instructions:



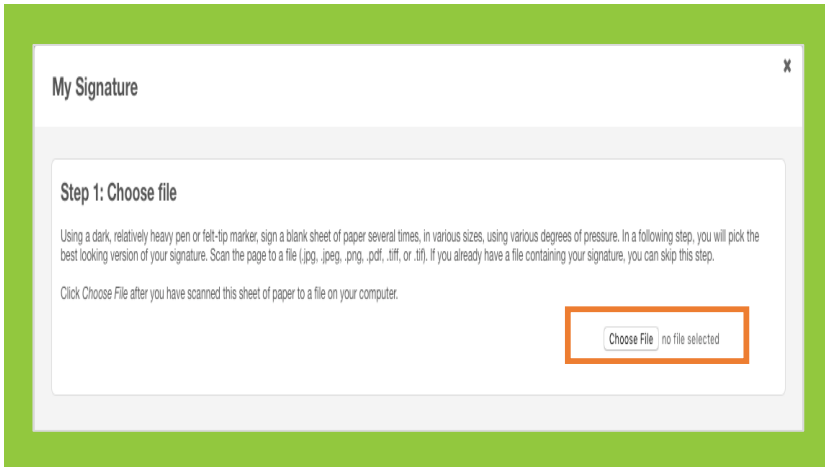
1. To add your signature, go to Menu > Tools > My Signature.



2. Follow the instructions on the screen. Using a dark pen or felt tip marker, sign your name in the upper left corner of a piece of white paper. Sign your name a couple times at varying sizes. We will pick only one of them in a later step.

3. Scan your signature to a file. File types can be jpg, jpeg, png, pdf, tiff or tif.

NOTE: Skip this step if you already have your signature saved to a file.



4. Once you have scanned and saved your signature to a file, select Choose File to continue.

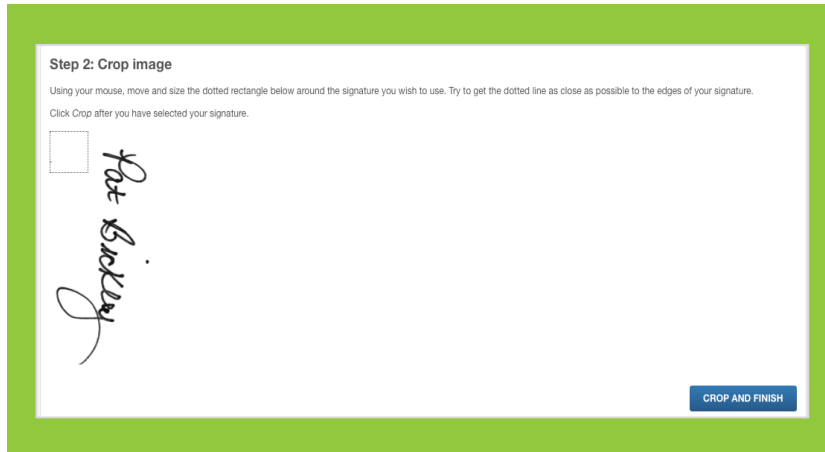


5. The images of your signature that you scanned will display. Drag the box located on the left side of the screen around the signature you want to use.



6. Drag all sides of the box tightly around your signature.
7. Scroll to the bottom of the screen and select Crop and Finish. That's all there is to it!

NOTE: If you want to change your signature image, repeat this process to overwrite the existing image.



8. If your signature displays vertically, it means the image is too large. There is no way to resize it so you will need to scan a new, smaller version of your signature.

Signature FAQ

Q: Can the Admin user upload signatures for all users?

A: No. Each user must log in and upload their own signature.

Q: What file types can be used when saving my scanned file?

A: Accepted file formats when saving your scanned images are .jpg, .jpeg, .png, .pdf, .tiff and .tif.

Q: Can I upload multiple signatures for the same user?

A: No. You can only have one signature per user.

Tips for a good signature.

- Use a blank white sheet of paper to capture your signature.
- Use a dark pen or marker. Sign your name several times in several sizes.
- Make sure that the image is not too large. You will not be able to re-size the signature when initially uploading.

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