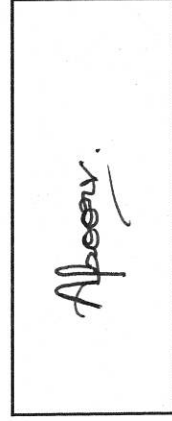


## How to Scan and Upload your Signature

### Scanning your signature

1. Sign your name inside the box below. Be sure to stay completely inside the box. For best results us a black, felt-tip pen.



2. Place this sheet on your scanner bed. Open your scanning software and set:
  - the image type to black and white (or line art)
  - the resolution to 300 DPI (or print quality)
  - the target or scan size to 100% (or original size)
3. Preview your image and make sure it is right-side up and straight.
4. Scan the image.
5. Crop the image to the interior edges of the signature box.
6. Name your file and save it to your hard drive as one of these file types:
  - .bmp
  - .gif
  - .jpeg

### Uploading your signature

1. Go to [www.vistaprint.com/signature-stamps.aspx](http://www.vistaprint.com/signature-stamps.aspx) and choose the Signature Stamp design you like.
2. Click "Browse" and select the signature image file you saved to your hard drive. Click "Open".
3. Click "Crop this image" and drag the cropping edges as close to your signature as possible without cutting off any parts. Click "Ok" and then click "Next".
4. If you chose a design with additional text on the stamp, type in the additional text.
5. If you are satisfied with how your signature stamp looks, initialize the Proof Approval box and click "Next". (If not, click "Back" and make the necessary changes.)
6. Proceed to Checkout (you will need to sign in if you haven't already).

