

You can add a signature that will print on all checks. These instructions explain how to do it using the Windows Snipping Tool.

To start, scan a signature into a file. Usually that is a pdf file.

1. Open your scanned signature that you want to appear on checks
2. Open Snipping Tool (instructions below).
3. Click the downward arrow next to new and choose rectangular snip
4. Draw a rectangular box around your signature with a ratio of about 1"high x 3" wide
5. Click File/Save As.
6. Name the picture CheckSig.jpg and save it under your data folder (Data folder location is listed in the PROMAS Help/About screen) -
- usually R\PROMAS\Data\LL12_Database

To access the Snipping Tool, available in Windows:

Windows 10

- ❖ Click Start
- ❖ Type "snip" which will bring up a choice of Snipping Tool
- ❖ Click Snipping Tool

Windows 8.1

- ❖ Click Start
- ❖ Click Arrow Pointing Down to get to All Apps
- ❖ Under Windows Accessories Click Snipping Tool

Windows 7

- ❖ Click Start
- ❖ Click All Programs
- ❖ Click Accessories
- ❖ Click Snipping Tool

