

eCert

Signature Upload Template

This template is designed to assist you in uploading your signature to the eCert website.

Prerequisites

You will need a scanner that saves to PDF and Adobe Acrobat Reader installed.

Step 1

Print this page

Step 2

Using a THICK pen (preferably blue), sign your name into the box below, as largely as possible without touching the black edge



Step 3

Place this page on your Scanner, and scan it in colour, saving it to PDF

Step 4

Open the PDF file you have created (using Adobe Acrobat Reader), and select the “SNAPSHOT TOOL” from the menu. (This can be found under the Tools\Basic menu in Acrobat Reader Version 7, or under “Tools\Select and Zoom” in Adobe Acrobat Version 8).

Step 5

Using the Snapshot Tool, click and drag from the top left point of the box to the bottom right corner of the box, without selecting any part of the black edge.

Step 6

Open Microsoft Paint by selecting  / **All Programs / Accessories / Paint** and make the blank canvas very small (you can choose **Image/Attributes** and make the width and height 0.1 each)

Step 7

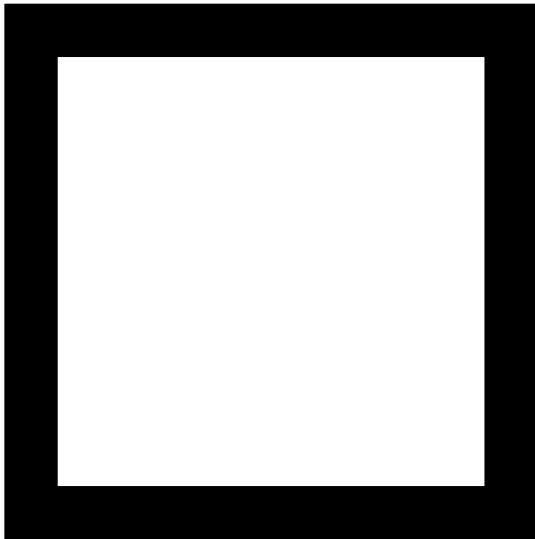
Select **Edit / Paste** from the Paint menu – your signature will appear.

Step 8

Select **File / Save As** and choose “Save as type” = **JPEG**, and save the file to a place where you can access from the eCert website **Signature:** button. Your signature should be uploaded successfully.

Repeat procedure on Page 1 for the following dimensions for relevant files:

COMPANY LOGO LEFT / RIGHT



(These images have an aspect ratio of 1:1 ie a square ...)