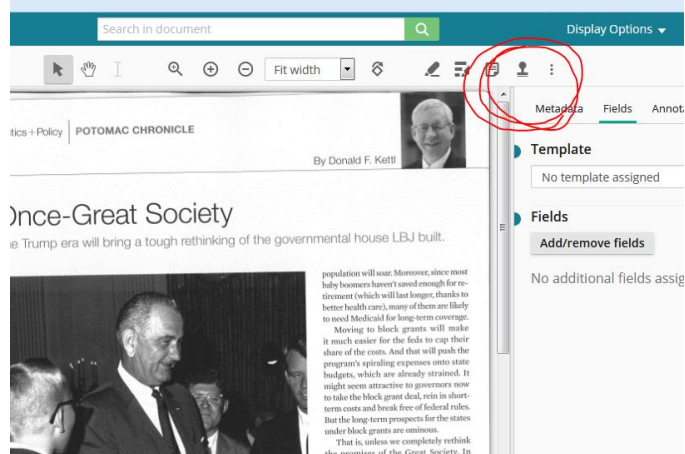


Laserfiche Signature Stamps

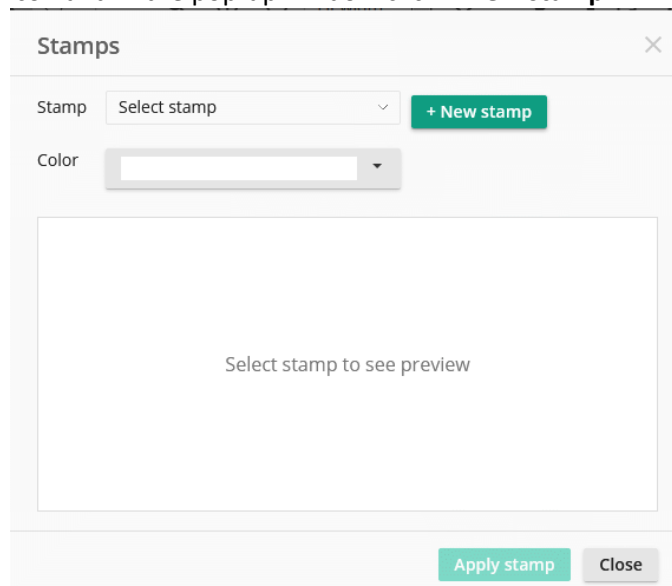
Signatures can be applied during the approval process through the use of stamps. Stamps can be either public or personal. Personal stamps are unique to each user and each repository, so a user in multiple repositories will need multiple stamps stored in Laserfiche. These stamps are stored in a table on the database server; so are available from anywhere once they are saved.

Stamps can be either *text* or *a signature*. Signatures are basically a picture file of the user's signature, while text stamps can be created by typing info.

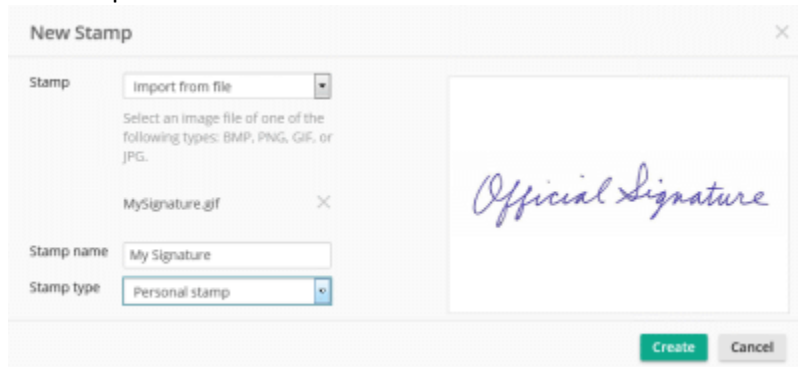
1. To create a stamp, first create a picture file of your signature. Allowable formats are .bmp or .gif, with .gif being much smaller and easier to work with. You'll either need to create a file or have an administrator create one from a copy of your signature.
2. Start Laserfiche.
3. Open a .tif document. The **stamp icon** will become active in the tool bar.



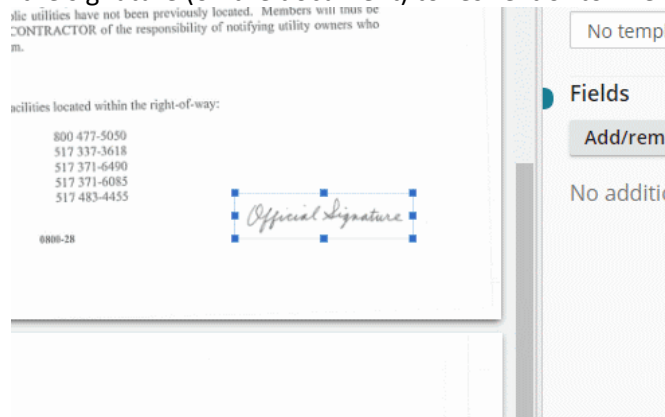
4. Click the stamp icon and in the pop-up window click **+ New stamp**



5. With **Import from file selected**, click **upload** and browse to your signature file. Or, you can choose **Custom stamp** and you will be directed to enter text and choose a font. Your stamp will be displayed in the preview box.



6. Give the stamp a meaningful name and select **Stamp type** of either **Public stamp** or **Personal Stamp**. Public will be available to anybody, personal will only be available to you.
7. Then click **Create**.
8. You can choose to **Apply stamp**, that is to use it immediately, or you can close the dialog box and move on to another task. The stamp has been created and will be available the next time you need it. Stamps are stored on the server, and are per user, per repository. So, you may need to create more than one if you sign in more than one repository; but they will be available to you no matter which computer you are using, as long as you can access the server.
9. To use the stamp, when you are viewing a .tif document, you click the stamp button as in #4 (above) but instead of Create, click on the down arrow and select your stamp from the list. The stamp icon will replace your cursor.
 - a. Click where you want the stamp to appear.
 - b. Click the stamp icon again to turn off the stamp function.
 - c. Click back on the signature (on the document) to resize it or to fine-tune the placement.



- d. When finished, click Save.