



# TIPS

## How to Insert a Signature

There are several ways to insert a signature: scanning with a scanner or multifunction printer, taking photos with a camera or camera on a mobile device, scanning with free mobile apps (App store, Google Play) Tap Scanner, Scanner for me, etc.

Before inserting a signature in any of the following ways, read the tips below:

- use plain, non-ruled, uncrumpled white A4 paper
- use a black or blue ink ballpoint pen or a fountain pen
- handwrite your signature in the middle of the paper, away from the edges
- initial capital letter should not be less than 1cm
- the signature range (from highest to lowest point) should not exceed 2.5 cm

If you are photographing a signature using a camera or camera on a mobile device, or scanning using a free **Tap Scanner**, **Scanner for Me** or other mobile applications, pay attention to the following:

- ✓ good lighting is perhaps the most important thing to make the signature visible and legible
- ✓ focus the lens of the camera or mobile device on the signature while keeping the device 10 cm away from the paper