

## How to insert your signature into Jewel

I have avoided this subject until now, because I knew that many of you didn't have a scanner, and DPI, PDF, BMP and JPG, when combined with various types, ages and versions of computers, printers and treasurers, just seemed too complicated to tackle.

For many treasurers signing the year-end receipts by hand or using a signature stamp is fine.

But if you have a good general knowledge of computers and editing programs, and want to insert your signature into Jewel so it prints on the receipts here are general instructions. You can use a smartphone (follow 2a instructions) OR a scanner (follow 2b instructions.)

**NOTE:** *If you try and are not successful, please either sign them by hand or use a signature stamp. Since this is a convenience but not a necessity, I will not have time to help you figure it out. Sorry... 😊*

1) Sign your name using a black pen on a clean piece of white paper. Write it as least as large as you would normally write it.

2a) Take a picture of the signature with a smartphone with a decent camera. Put it in really good light. Stay back about 12-18 inches and zoom in until the signature fills most of the phone screen.

Email the photo to an email address that you can open on the treasury computer. Download it from the email, crop it as closely as you can using Paint or some other editing software, then save it as a jpg or bmp file in "Pictures."

Using this method, the background around the signature will be gray or brown. If you wish to whiten it up, you can use a Method like a photo editing software.

Save the cropped, edited signature in your Pictures folder.

OR

2b) Scan the signature and save it as a jpg or bmp in a Pictures folder. Open it in Paint or some other photo editing software and crop it as closely as you can. Save the cropped, edited signature in your Pictures folder.

# Properties

Go to Jewel, Maintenance/Properties and on the "Church Info" tab, find the Receipt Signature File down towards the bottom.

**Church Info** | General | Internet | Accounts

**Church Information**

Entity ID: ANTFHH (Used to identify your church when sending reports and remittances)

Church Name: Collegedale Korean SDA Church

Church Address: 4717 Ooltewah Ringgold rd, Ooltewah, TN 37363

Church Treasurer: Sang Yoon

**Receipt Signature File**

[Empty text box] [...]

(Scan in at 300 DPI or at your printer's resolution, whichever is higher)

Click on the "..." button and find the folder where you saved the signature file and click on it.

If you are successful, it will look something like this. If it is tiny and doesn't fill this box, you did not crop it closely enough.

**Receipt Signature File**

C:\Users\Linda\Pictures\signature for Jewel.jp [Crop icon]



(Scan in at 300 DPI or at your printer's resolution, whichever is higher)

Run a single test copy of a receipt before you start printing. Reports and Graphs/Receipts/Single/ Choose a donor/Say Ok/Print. That way you will know if you are satisfied with it before you print them all.