Adding a Signature Image

A signature image can be captured, and then automatically added to prescription printouts.

To begin, first print out signatureSheet.pdf, which we have provided (if you do not have this, please contact the support line, and a copy will be EMailed to you).

Next, write your signature on the sheet, making sure to remain completely within the black box. It is recommended that a dark pen, or even a fine-point sharpie be used, to ensure that the signature is dark enough.

Once the sheet has been signed, it must be scanned, using your scanner, to provide a JPEG image (you may have to adjust the setting on your scanner to have it output a JPEG).

Signature images are part of each doctor's profile, so to import a signature image, go to the Management section of ODOfficePro, and make sure the Doctors page is showing.

Select the appropriate doctor, and press the **Additional Info** button.

Now press the button labeled **Signature Image**.
If this is the first time a signature has been added for this doctor, then a prompt will appear, indicating that there is currently no image on file.
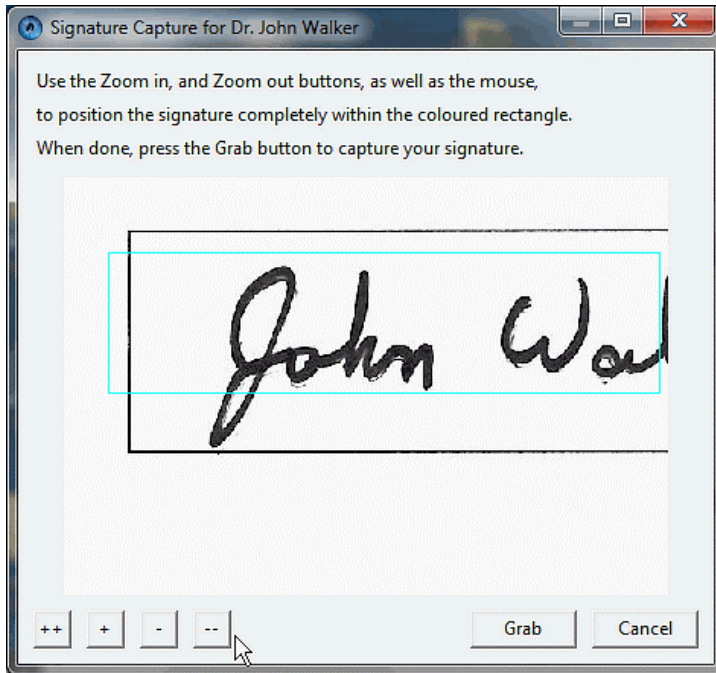

Press **Yes** to import the signature image.

A File Selection prompter will appear, requesting that the scan file be selected. Make sure to select the JPEG file created by your scanner.

A new window will now appear, showing a portion of the scanned page, with a blue box superimposed over top.

Use the + and - buttons to zoom out or in, and use the mouse, holding down the left mouse button, to move the scanned image around, until the signature is completely contained within the blue box.

Ideally, the signature should occupy as much of the blue box as possible, with none of the surrounding black box.

It is not always possible to exclude the black box, but that can be dealt with at the next stage.
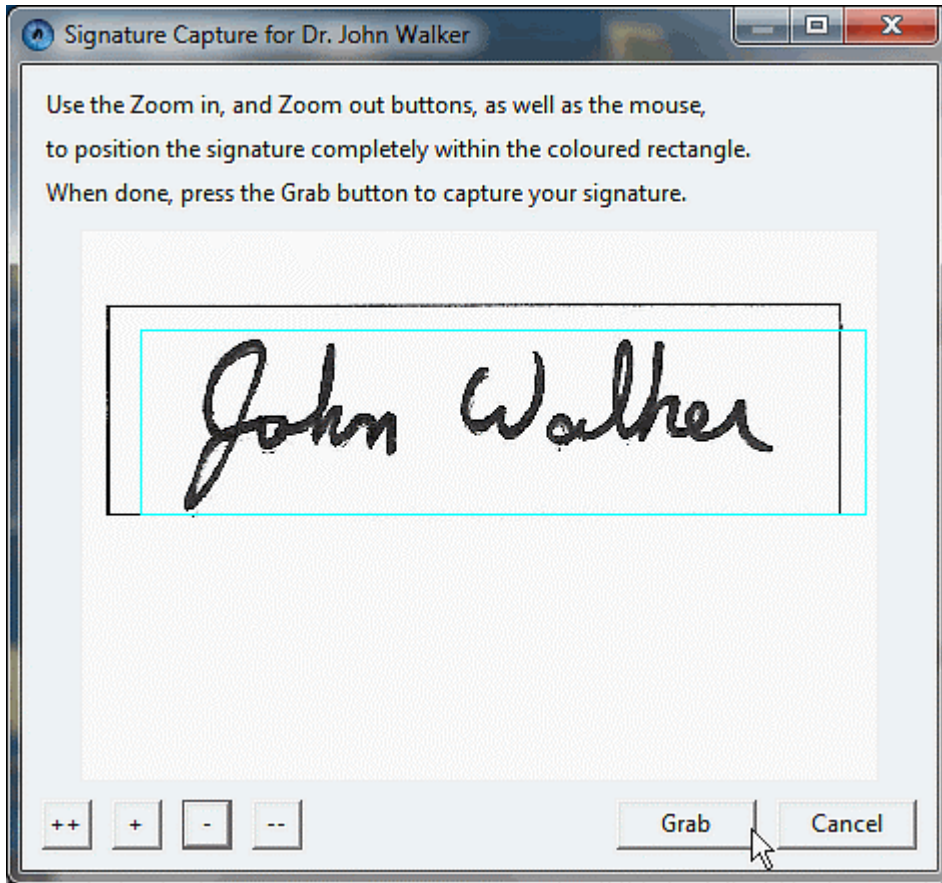
Once the desired position and size of the signature image has been attained, press the *Grab* button to capture the image within the blue box.
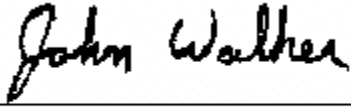
A preview of the selection will be displayed.

The left and right mouse buttons can now be used to edit the image, including erasure (right-click) of unwanted marks.

When satisfied with the signature image, pressing the *Save* button will save the image to the doctor's profile.

At any point in the future, returning to the Additional Doctor Information window for a doctor, the *Signature Image* button can be used to edit the signature, or to delete it, to allow a new scan to be imported.

When a signature image has been created for a doctor, it will automatically appear on the signature line of Spectacles and Contacts prescription printouts.

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