

Donation Receipt Signature Instructions

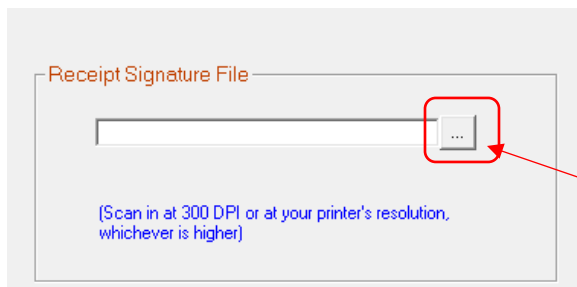
Sign your name on a blank page of white paper, medium sized.

Scan it as a .bmp or a jpg, using at least 300 DPI.

Using a program such as Paint, crop the file, in a rectangle shape, to its smallest possible size without clipping any of your signature. Leave as little white around the edge as possible.

Name and save the file to the Jewel directory on your computer. (C:\Program Files\Jewel)

To do this, click on "This PC" then "Windows (C:)" then Program Files (x86) then Jewel. Save your signature in that Jewel file. Then close it out.



Go to Maintenance/Properties. At the bottom center of the Properties page, click the button with the three dots. In the screen that opens, click on "This PC" then "Windows (C:)" then Program Files (x86) then Jewel, then click on the signature file that you put there and click "Open."

Your signature should now appear in the textbox and will be printed on all contribution receipts.

For more JEWEL BASIC PROGRAM FEATURES tutorials, see section 7000 on the gccsda.org auditor webpage.

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
Created by Linda McCabe. Edited 8/26/2025*