

QuickTracer Pro

Signature Card Instructions

You can order your signature file from the QT Store at www.QuickTracer.com and pay for it with any major credit card or print the order form and pay by check or money order for \$9.95.

Once we receive your signed order form we will email for QuickTracer signature file to you for use in your QuickTracer program.

When you receive your QuickTracer signature file, follow the instructions below for setting up your documents to print your signature.

Instructions

To load the Signature file:

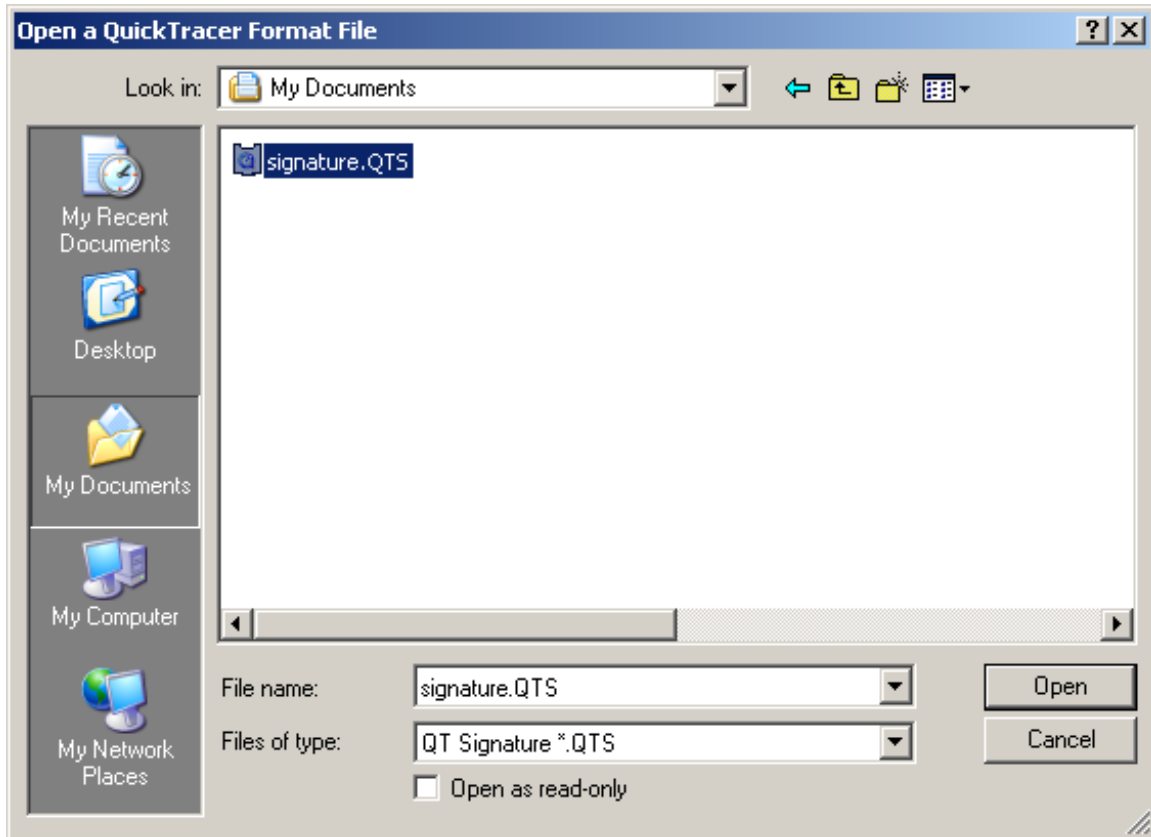
1) While in QuickTracer, select the **Load Signature** menu item located under the **File** menu.

The following window will appear.



2) Click on the **Import Signature** button from the Signature Setup window.

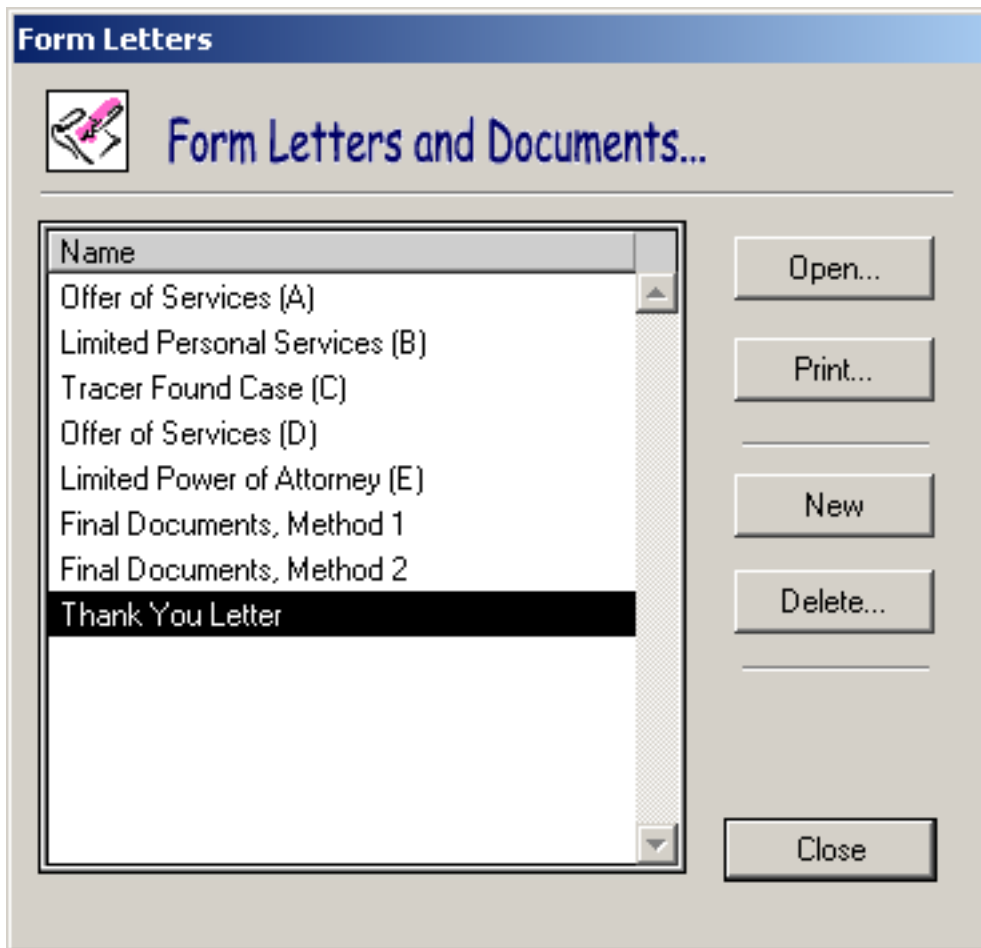
3) Next locate your Signature file named **“Your Name.QTS”** that you saved to your computer from the signature attachment email you received from QuickTracer.com.



Once you open your signature .QTS file (*Note: The name of the file will be your “last name.QTS”*), you can close the Signature Setup window and then you will be ready to place your Signature into any of the Forms and Letters that you want to use it in.

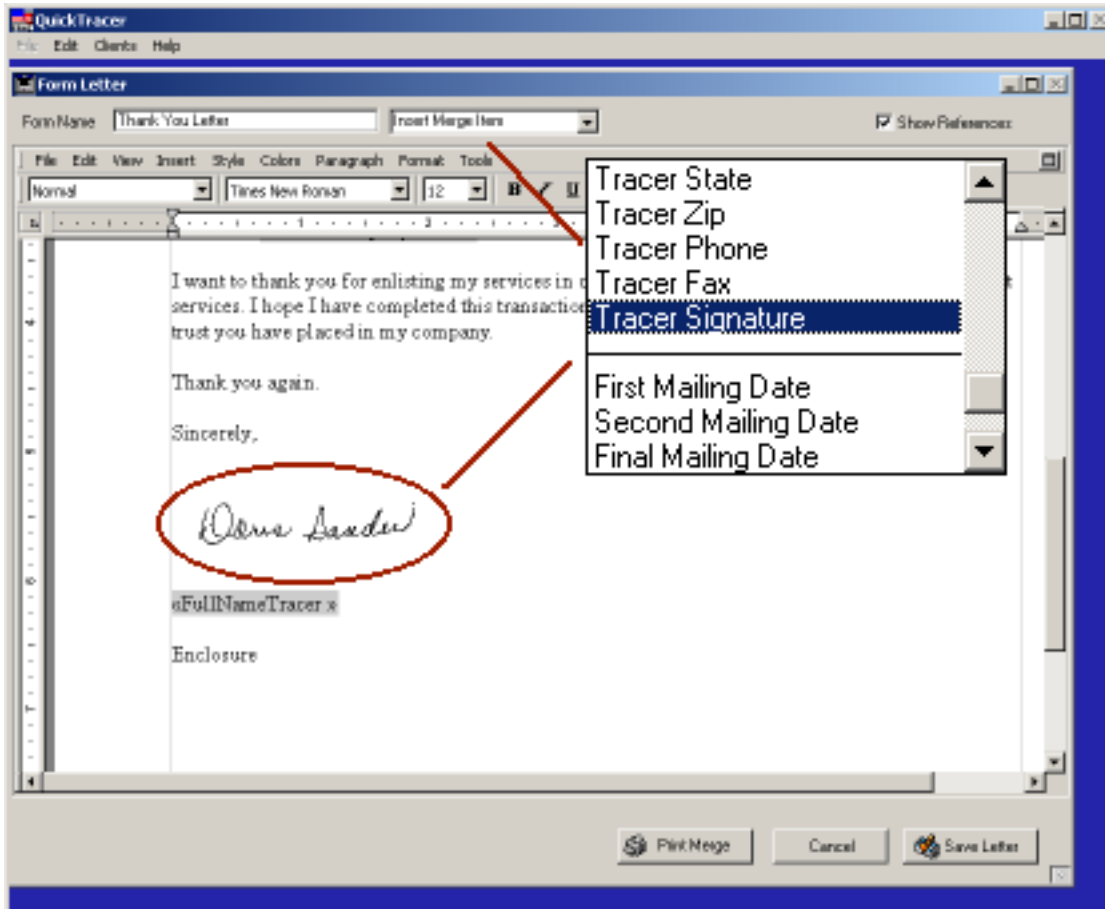
To place the Signature in a QuickTracer Document:

1) Open the “QuickTracer Letter” Document you want to use your Signature in.



2) Place the Cursor in the location that you want the Signature to appear.

3) Next, select the **Tracer Signature Pop Up Menu Item** from the **Insert Merge Item Pop up Menu** located to the right of the Form Name in the Form Letter Window.



4) Finally Save the QuickTracer Document by clicking on the **Save Letter** Button at the bottom right of the Form Letter Window.

Your Signature is now ready to print.