



CANISIUS COLLEGE

2001 MAIN STREET • BUFFALO, NEW YORK 14208-1098

Office of Information Technology Services
(716) 888-2440

Signature Fonts

Criteria:

- Signature fonts will be created for those required to produce mass mailings.
- Signature fonts will be provided for College Business only.

Security:

MSDOS (Windows) and Macintosh signature fonts are installed on individual PC(s) within the department. A signature by the person whose font is digitized is required to authorize personnel using the signature font. All documents must be carefully reviewed by authorized personnel before its release to the public. In addition, comments may be made by the individual whose signature is being digitized as to how the signature may and/or may not be utilized. These additional comments must be adhered to.

- Departments are responsible for the usage of the fonts installed on individual PC's.

Department managers will be responsible for the control and protection of the signatures where the signature fonts are in use. This includes limiting access to PCs onto which the signature fonts are loaded. Procedures and documents must be carefully reviewed, to make sure the documents are within the guidelines and the permissions of the individual whose signature font has been digitized. ITS will require Department Managers/Chairs to sign off on all signature fonts for use in by their department.

Supported Platforms:

- Signatures are available for use with Windows 3.11, Windows95, and Macintosh System 7.x/8.x.
- Sufficient memory (min. 512K) must be in place on each laserjet printer which will be used to print the signatures.

Signature Font Requested: _____

Requested by: _____

Signature use approval: _____

Conditions for use: _____

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Signature Font Scan Request

Name: _____

Department: _____

Available Formats (Check boxes for formats desired)

Microsoft Windows TrueType Font

Macintosh Font

Please sign your name as you would like it to appear once in each box below. Be sure not to touch the boxes. Black ink from a ***fine point*** ball point or felt tip pen will give the best results. Overlaying this request with a letter that has already been signed will help with maintaining the correct size of the signature.

Please allow five business days for completion of the font.

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