

Using a Signature Guide

A signature guide is made of cardboard, plastic, or metal. It's about the size of a credit card, with a rectangle cut out to show where to write your signature. Using a signature guide keeps your writing straight and in the designated space.

- Keep several signature guides in different parts of your home so you'll always have one when you need one. Keep one in your wallet or purse for when you are away from home, too.
- When you need to sign your name, ask someone to put the signature guide on the line that you want to sign. Ask them to put the bottom edge of the cut-out area on the line.
- Hold the signature guide with your nondominant hand.
- Begin writing about two-thirds down from the top of the cut-out area. This gives you enough room to write letters (like the y in Mary) that have loops that extend below the line.
- Follow the bottom edge of the cut out to keep writing straight.

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- The signature guide has edges that you can see and feel. This helps you know how small to write to stay in the signature area.
- Some signature guides have an elastic cord across the cut-out area. Ask someone to put the guide on the paper so that the elastic is on the line you want to sign.
- Start writing just above the elastic. The elastic cord will move to let you form letters that loop below the line.