

Definition:

"Stationary" is PDF or "word versions" (PDF is derived from Word or Openoffice, etc) of UC documents faculty use. Stationary includes the UC header and an automatically generated date. Fixed fields can include Department, and Title. Branch is also identified in a fixed field.

Stationary has no automatic faculty signature.

Stationary can have typed prose added to it as well. Often letters are constructed this way.

Signed stationary can be produced from Stationary. **Original** signed stationary is called also **signed stationary**. The originator adds a signature to the stationary document.

Often signed stationary can be made into a digital copy. This is not the original signed stationary but a digital copy.

A digital copy is like a scanned picture or photocopy once digitized. This is a copy. One considers it a form of photograph called a "scan" or scanned image. A scan, so described, is not an original.

Scanned images can be easily copied. They are not originals with an original signature.