

Create a handwritten signature

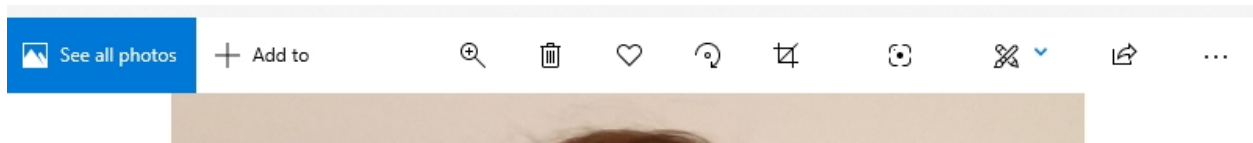
PC

Write your signature on a piece of paper.

Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png. Or take a picture of it and send/email it to yourself.

Open the image file. (by default it will open in **Photos** on Windows 10)

To crop the image, click the **Crop** tool (arrow pointing to it below), and then crop the image by moving the sides and top and bottom lines to frame your signature.



Right-click the image, and then click **Save as Picture** to save the picture as a separate file. Name it so you will remember it is your handwritten signature.

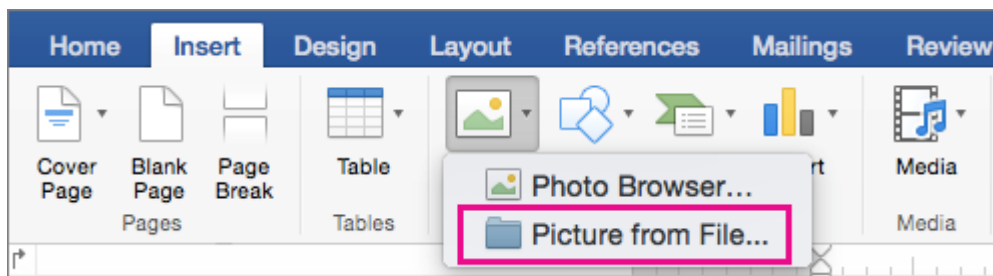
When your signature is needed on a document (Word, Adobe, etc.) you can insert your signature as a picture using the program menus to insert a picture. Or right-click, insert picture.

Mac

Write your signature on a piece of paper.

Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png. Or take a picture of it and send/email it to yourself.

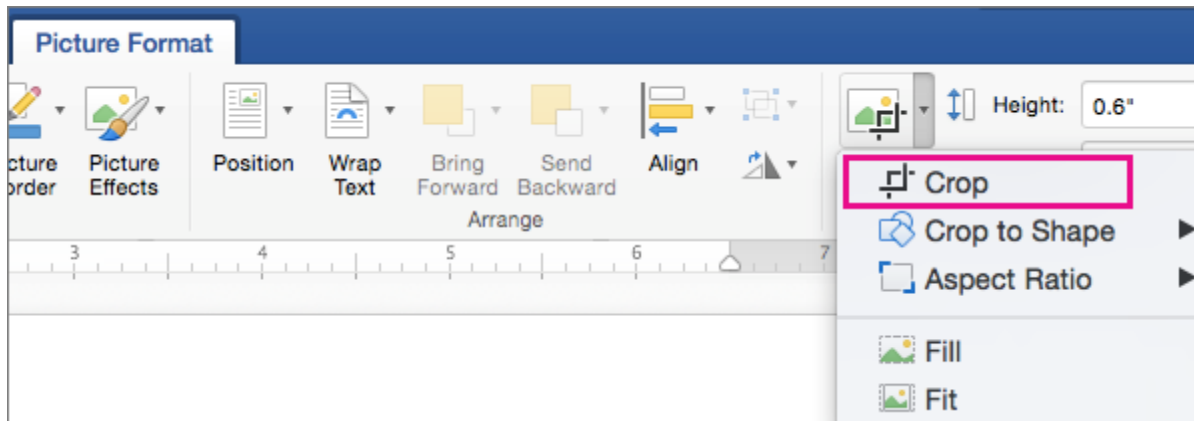
On the **Insert** tab, click **Pictures > Picture from File**.



Browse to the picture you want to insert, select it, and then click **Insert**.

Click the picture to show the **Picture Format** tab.

On the **Picture Format** tab, click **Crop**, and then crop the signature.



Right-click the picture, and then click **Save as Picture** to save it as a separate file you can use in other documents. Name it so you will remember it is your handwritten signature.

When your signature is needed on a document (Word, Adobe, etc.) you can insert your signature as a picture using the program menus to insert a picture.