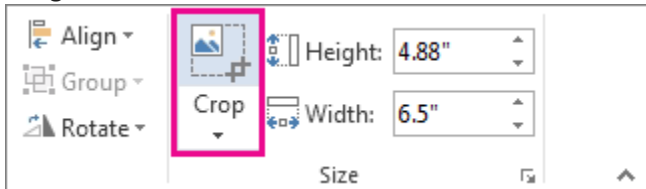


Insert a signature or signature line into a Word document

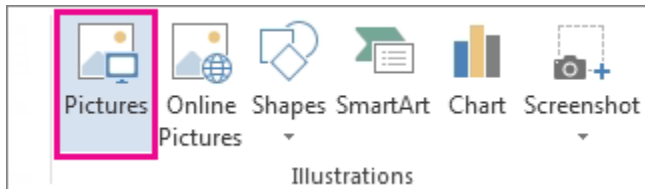
Create and insert a handwritten signature:

You need a scanner to do this.

1. Write your signature on a piece of paper.
2. Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png.
3. For information on how to use your scanner, use the manufacturer's manual or Web site. You can also contact helpdesk@lawrenceks.org for assistance.
4. Drag and drop the image file into Word.
5. To crop the image, click it to open the Picture Tools **Format** tab, click **Crop**, and then crop the image.

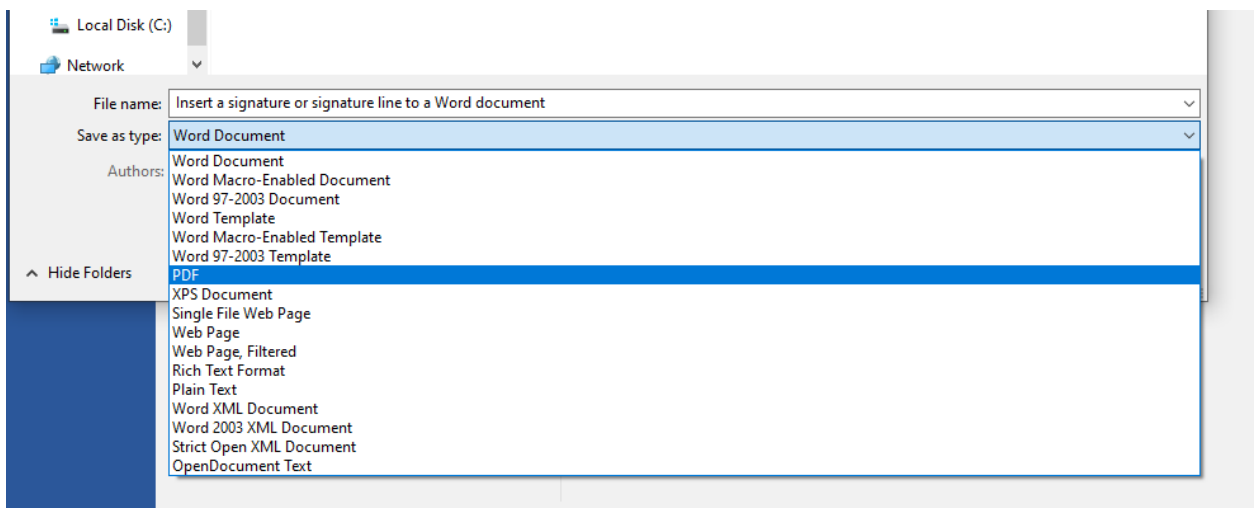


6. Right-click the image, and then click **Save as Picture** to save the picture as a separate file.
7. To add the signature to a document, click **Insert > Pictures**.



Add a typed or mouse-drawn signature using FoxIt to a Word Document:

1. Once you have the Word document formatted the way you would like with an empty space for a signature, save it as a PDF.
2. To save it as a PDF, go to **File**, then to **Save as**, then click **Browse**. In the browse window, navigate to the location on your computer that you want to save the PDF, then in the **Save as Type** dropdown, Select **PDF**.



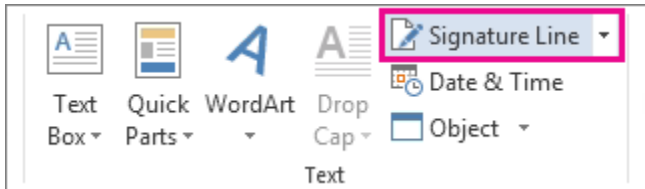
3. Open the new PDF file in FoxIt Reader or FoxIt Phantom.
4. Follow the instructions at: <https://lawrenceks.sharepoint.com/sites/KB/Miscellaneous/Creating%20and%20Using%20a%20>

Insert a signature or signature line into a Word document

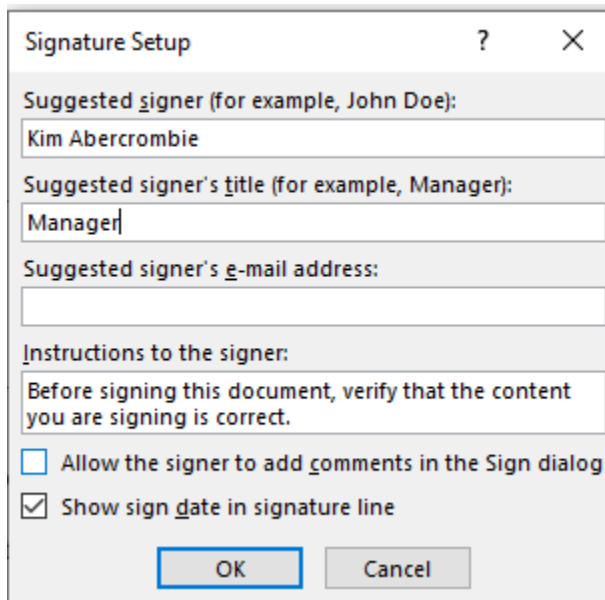
[Signature%20in%20Foxit%20Reader%20and%20Phantom.pdf](#) , to insert a signature in the signature area that you created in Step 1.

How to insert a signature line to a Word Document:

1. Click where you want the line.
2. Click Insert > Signature Line.



3. Click Microsoft Office Signature Line.
4. In the Signature Setup box, you can type a name in the Suggested signer box. You can also add a title in the Suggested signer's title box.

A screenshot of the 'Signature Setup' dialog box. The dialog has a title bar with a question mark and a close button. It contains several text input fields: 'Suggested signer (for example, John Doe):' with the text 'Kim Abercrombie', 'Suggested signer's title (for example, Manager):' with the text 'Manager', and 'Suggested signer's e-mail address:'. Below these is a section for 'Instructions to the signer:' with a text area containing the text 'Before signing this document, verify that the content you are signing is correct.' There are two checkboxes: 'Allow the signer to add comments in the Sign dialog' (unchecked) and 'Show sign date in signature line' (checked). At the bottom are 'OK' and 'Cancel' buttons.

5. Click OK. The signature line appears in your document.

X

Kim Abercrombie
Manager