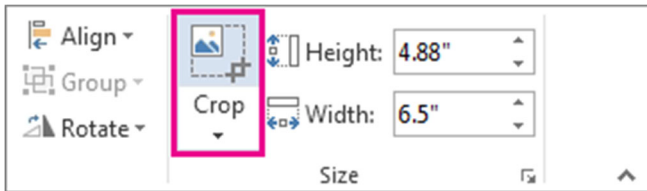


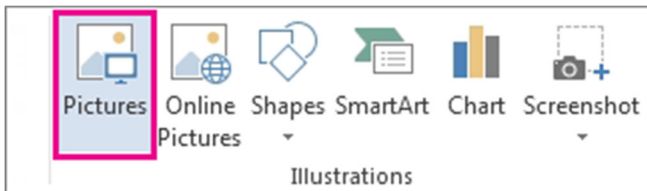
Create and insert a handwritten signature

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. Open the image file.
4. To crop the image, click it to open the Picture Tools **Format** tab, click **Crop**, and then crop the image.



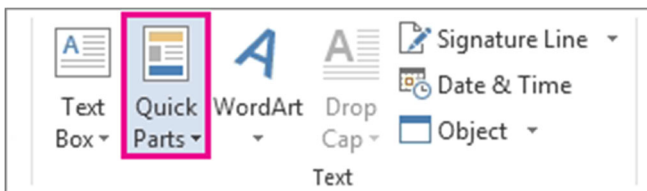
5. Right-click the image, and then click **Save as Picture** to save the picture as a separate file.
6. To add the signature to a document, click **Insert > Pictures**.



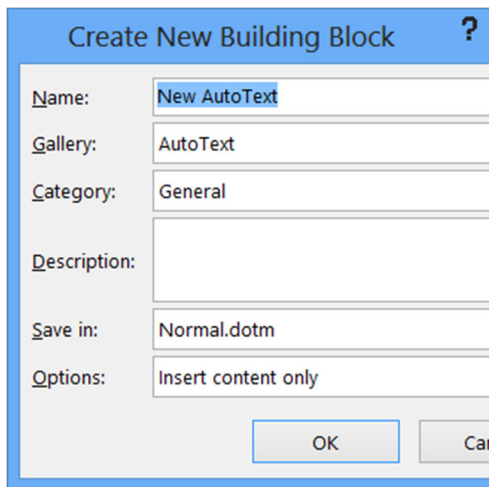
Include typewritten text with your reusable signature

If you want information like your job title, phone number, or email address to be part of your signature, save it along with the picture as AutoText.

1. Type the text you want under the inserted picture.
2. Select the picture and the typed text.
3. Click **Insert > Quick Parts**.



4. Click **Save Selection to Quick Part Gallery**. The **Create New Building Block** box opens.

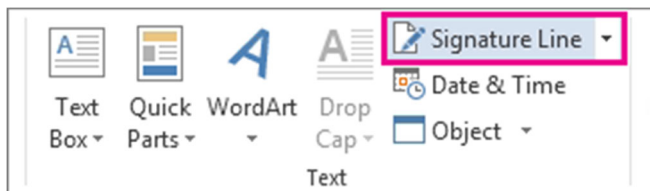


5. In the **Name** box, type a name for your signature block.
6. In the **Gallery** box, select **AutoText**.
7. Click **OK**.
8. When you want to use this signature, place the insertion point where you want to insert the signature block.
9. Click **Insert > Quick Parts > AutoText**, and then click the name of your signature block.

Insert a signature line

Use the **Signature Line** command to insert a signature line with an X by it to show where to sign a 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.
5. Click **OK**. The signature line appears in your document.