

Adding Signature Image to Word Doc

I am trying to streamline some procedures and reduce paper.

Currently, I dictate letters to one of my staff and they type, print and put in my inbox for review. I make changes (usually in pen or another dictation), they redo it, then I sign. Then they scan and email/fax/mail.

Not good.

The plan is that I would dictate, they prepare the document and email me. I pull it up from electronic file and make any necessary changes, then copy my signature onto the document and it can be converted to PDF and emailed/faxed or printed for mailing if necessary.

Question - what is the easiest way to place my signature onto the document?

Usually I cut and paste it from another pdf letter. This takes some time, with opening the other pdf, then placing and resizing the image.

Is there a way to save the image into Microsoft Word so I just have to type a shortcut? What about a Macro? I thought about the built-in clipboard, but it appears the items in the clipboard disappear every time a document is closed, so that won't work.

Thanks.

The way I do it is, many years ago, I had both my signature and my writing "Mike" turned into a custom font, so I can plunk it into any document by choosing the "MAKSignature" font and typing a capital or lowercase "A". What I like about that approach, versus a scanned signature, is that it is a vector graphic and never looks pixelated. In WordPerfect, I have it set to a QuickWord called "/sign". I am sure something of the sort could be done in Word as well.

In Acrobat, I have my signature (and my initials) set up as a stamp, so that I can just choose Stamps/Signatures and add it easily to the document. Those are scanned copies, so look a bit more pixelated than the font, but work great.

In your case, the latter is probably the simplest solution: staff sends you a Word document, you approve, save as PDF, add your signature as a stamp, then send back

to staff for transmission. That way the PDF is of better quality than a scan. You also have the option of using a utility called "Flatten" which merges the signature with the underlying graphic, to make it a bit more secure: that does the same thing that printing it to a second PDF would.

Michael A. Koenecke, Texas

Try here:

<https://www.docsketch.com/online-signature/>

<https://createmysignature.com/>

https://www.youtube.com/watch?v=4PRJd-_iVqQ

Seth Combs, Kentucky

Creating a signature - my simple method is I scanned an image of my "best" signature to a .jpg (picture) file, and edited it to just include the signature. I saved it in the directory where MS Word looks for images that you want to insert into documents. Then, I insert the image, change the "wrap" to "behind text", and move it to where I want it to be in the document. Done. Easy peasy. Convert the signed document to .pdf and away you go!

Kristi A. Bodin, Massachusetts

That's exactly what I do as well

Seth Combs

I have the same question, but not for Word, but for Google Docs. Any techies that can address that one?

John Helmers

Thank you all for the responses. These are exactly the simple solutions I was looking for. I have saved my signature as an image to insert to a word document.

Looking forward to less paper stacked on my desk!!

Marshall D. Chriswell, Pennsylvania

Rather than saving it as a JPG file, open it in a good graphics editing program, like GIMP, change the file type to PNG, change the background to transparent, and save it. Place the picture as recommended below. That way, if you have any descenders in your signature, they can overlap signature lines. I primarily used a vector file that I had digitized for Acrobat Pro many years ago, but this method works fine for Word.

Mike Phillips, North Carolina

I did what Kristi did to create the signature document. Then I assigned a shortcut in ActiveWords to open the document containing the signatures when I need it. I assume that a macro could be created to open the signature document quickly, if you don't use ActiveWords or an equivalent. The key is not to have to search for the signature document, but to have it easily and quickly available when needed.

I also like the idea of creating an Adobe Acrobat stamp with my signature, and I am going to try that for pdfs.

Caroline A. Edwards, Pennsylvania