**CREATING AN ELECTRONIC SIGNATURE**

**Using a Scanner**

*Once you have an image of your signature you can insert it into Microsoft Word and other applications as an image*

* sign your name on a white piece of paper
* scan the signature
* save the image in .jpeg or .png form (this will give the signature a white background)
  + *note:* you can remove the background in Photoshop as long as the signature is in .png format

**Using Your Smartphone**

*Once you have an image of your signature you can insert it into Microsoft Word and other applications as an image*

* sign your name on a white piece of paper
* take a picture of the signature
* message or email the image to yourself
* save the image in .jpeg or .png form (this will give the signature a white background)
  + *note:* you can remove the background in Photoshop as long as the signature is in .png format

**Using Preview (Mac Users Only)**

*Note: you can only use Preview to sign pdfs.*

* Open Preview (this app is default loaded onto Mac computers)
* Go to: Tools > Annotate > Signatures > Manage Signatures > Create Signatures
* Follow the directions in Preview to create a signature either using your trackpad or computer camera

**Using Adobe Reader**

*Note: you can only use Adobe Reader to sign pdfs.*

* open any pdf in Reader DC
* click the “Fill & Sign” button in the right pane
* click the “Sign” button on the toolbar and select “Add Signature” to add your signature to Adobe Acrobat reader DC
* select “Draw” and then draw your signature using your mouse or a touch screen
* after creating a signature, click “Apply” to apply it to the document. Leave “Save Signature” checked and you can quickly add this signature in the future

**Using a Signature Capture App**

*Note: Signature capture apps are not free and must be used with a smartphone; this allows you to use your es signature on your smartphone* ***only***

* Download Draw Signature Pro (Android phones; $2.29 in Google Play store) or Autograph+ (iPhones; $1.99 in App Store).
* You can create your signature in the app and be able to save it with a transparent background (making it easier to add you signature to documents).