Creating an Electronic Signature

1. Sign a letter-size piece of paper. You can do more than one just do not put them too close together. Then you can pick the one you like the best.

2. Scan the signed piece of paper and save as either a tiff image (.tif) or as a jpeg (.jpeg)

3. Open your scanned document in your picture editing program on your computer; i.e., Microsoft Office 2010.

4. For Microsoft Office 2010, select Picture, select Crop, proceed to crop all of the outside edges into the signature..

5. Save just the cropped signature as a new jpeg (or tiff).

6. Open a word document. Select insert. Select picture. Find your saved signature file and hit enter.

7. The signature will be on your word document. It is probably big. Click on the signature and drag in from the corners only (so you maintain the integrity of the signature). Put the signature in the appropriate place on the document. (see example below)

8. Save your completed document and send.

Sincerely,

Erin Sullivan