

Title: Publisher (or Word) - Electronic Signature - Inserting

Purpose: This document describes how to use insert, format, and resize an electronic signature within a Publisher (or Word) document. The electronic signature is assumed to be either a JPEG or GIF file. When creating an electronic signature from a scanned paper copy, be sure that the original signature is made upon a solid color background, like white paper. The steps below refer to a Publisher file, but can just as easily apply to a Word file.

Steps:

1. Using Publisher software, open the document that will contain the electronic signature.
2. From the **Insert** menu, select **Picture**, and then **From File**.
3. Using the **Insert Picture** window that appears, find the location of the file containing the electronic signature, and then select the file and click on the **Insert** button.
4. Special topics are covered below.

Resizing the electronic signature

Resizing images manually

1. Left-click on the image.
2. Position the mouse pointer at the upper left corner of the image until a double sided black arrow appears, as shown in the figure below.




3. Hold down the left mouse button as you drag the mouse to resize the image to the desired size. Release the mouse button when the desired image size is reached.


Resizing images using a menu

1. Right click on the image, and then select **Format Picture**.
2. In the **Format Picture** window that opens, choose the **Size** tab.
3. In either the **Height** or the **Width** field, type or select the desired height or width, and then click the **OK** button.

Positioning the electronic signature

1. Left-click on the electronic signature.
2. From the **View** menu, select **Toolbars**, and then select **Picture**.
3. From the **Picture** toolbar which appears, click on the **Text Wrapping** button, which looks like: 
4. From the drop-down menu that appears, select either **None** or **Through**.
5. Use the mouse or the arrow keys to reposition the electronic signature to a desired location.

Making the background transparent

1. Left-click on the electronic signature.
2. From the **View** menu, select **Toolbars**, and then select **Picture**.
3. From the **Picture** toolbar which appears, click on the **Set Transparent Color** button, which looks like: 
4. Next click on the background of the electronic signature. Note: if the background of the electronic signature is already white, then you may not notice any effect until the electronic signature is placed over other text or images.