

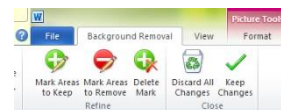


Word/Outlook: Adding Your (Actual) Signature to a Word document/email

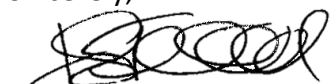
Thanks to Tracey B. for asking for this tip.

To add your actual signature (ok – a graphic of your signature):

1. Sign a blank (white) piece of paper. Make sure you use black ink and sign it like you mean (strong – not weak, faded).
2. Scan the image – and save it as a jpg, tif or gif graphic file.
3. In a blank Word document:
 - a. On the INSERT tab – click PICTURE.
 - b. Locate the graphic signature that you just scanned – and click INSERT.
 - c. The contextual PICTURE TOOLS – FORMAT tab will appear at the top of Word. The first button on that tab is REMOVE BACKGROUND – click it.
 - d. A pink filter will appear over parts over most of your signature. Take note of the internal edit handles (white squares and circles) that appear.
 - e. In the interest of (me) getting some work done today...I'm not going to go into great detail...you'll have to play with it beyond what I show you now:
 - i. Drag (with your mouse) these internal handles to ensure that NO portion of your signature that you want to keep is outside these handles.
 - f. If there are pieces of the signature that, although inside the internal edit handles are still covered in that pink haze – you're going to lose them, so: click the MARK AREAS TO KEEP button and DRAG the mouse across any part of the ink of your signature that you want to keep. STAY ON THE INK. If some of the white-space (inside the loops of your letters) re-appears – either leave it be (it's inside the actual letters...so it likely won't affect the signature) or, use the MARK AREAS TO REMOVE button to drag across that white-space you want to make turn pink (disappear).
 - g. Use the MARK AREAS TO KEEP and MARK AREAS TO REMOVE buttons until every part that you want to keep is pink-haze-free and every part that you want removed is covered in pink.
 - h. When you are as happy as you think you can be with your signature – click the KEEP CHANGES button. Sometimes this is when you'll see something that you missed – just click the REMOVE BACKGROUND button again and keep at it.
 - i. When you are happy with the result – and you've clicked the KEEP CHANGES for the last time:
 - i. Right-click the signature and choose SAVE PICTURE AS from the list of options that appears.
 - ii. Give your graphic a name – and – IMPORTANT – click the ▼ of the SAVE AS TYPE box (right below the FILENAME box) and indicate that you want the file saved as a GIF (Graphics interchange format *.gif) file. And indicate the folder you want the graphic saved it (PICTURES folder is always a good idea).
4. Whenever you want to add the signature to a Word document or Outlook email (as long as you're sending emails in HTML format instead of the kindergarten-baby text format):
 - a. On the INSERT tab – click PICTURE.
 - b. Locate the signature .gif graphic and click INSERT.
 - c. Notice the PICTURE TOOLS – FORMAT tab that automatically appears at the top of Word? Click the WRAP TEXT button on it – and choose IN FRONT OF TEXT.
 - d. Use the CORNER edit handles to re-size the signature (proportionately) to a more appropriate size (if needed).
 - e. Drag the image to where you want it. *iSe trata de!* (I'm learning Spanish)



Sincerely,


Janet Stead