

Digital Signatures

Tim Merritt
Manager, Technology Education Programs
Center for Excellence in Teaching and Learning

Create an image of your signature in Photoshop

Sign a clear piece of white paper, or the back of a business card.

IN PHOTOSHOP

File > Open.

Crop if necessary.

Create an unlocked, editable duplicate of the *Background* layer: in the Layers palette, drag the *Background* layer to the New Layer icon at the bottom of the palette (looks like a small dog-eared page, to the left of the Trash icon).

This will create and select the new Background Copy layer.

Make the Background layer

REMOVE BACKGROUND

Choose Magic Wand Tool.

Click once in background area

“Cut” removes background

REMOVE REMAINING BACKGROUND INSIDE LOOPS

Choose Magic Wand Tool; shift-click other enclosed background areas to select them

“Delete”

If bits remain, here's a fiddly recipe to get rid of them:

Deselect if there's still a selection (marching ants)

Double click on right side of active layer, “layer 0”

Choose Stroke

Non-deleted bits will become more visible

Click on color picker to make them red, easier to see

Choose eraser tool

Adjust size of Eraser if need be (brush size)

Erase with Eraser tool

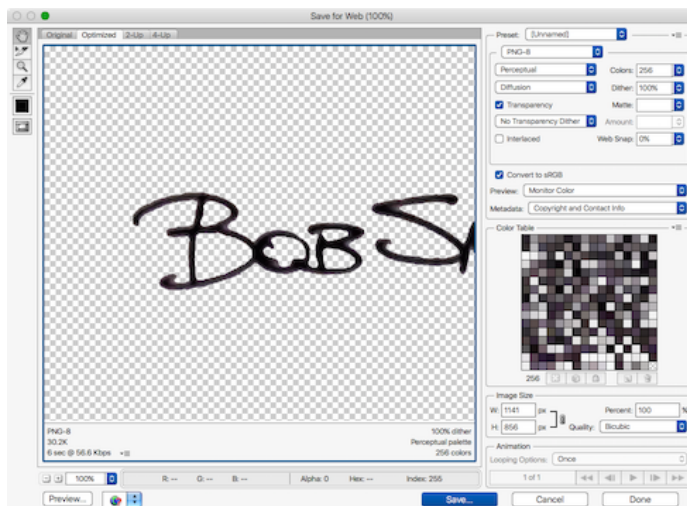
If needed, Undo with Ctrl-Z keyboard shortcut

SAVE

Save for Web

Under Preset:, choose PNG-8

Click Save..., name your file, Save.



Digital Signatures

Tim Merritt
Manager, Technology Education Programs
Center for Excellence in Teaching and Learning

Insert a signature

Applies To: Word 2016 , Word 2013

<https://support.office.com/en-us/article/Insert-a-signature-F3B3F74C-2355-4D53-BE89-AE9C50022730?ui=en-US&rs=en-US&ad=US>

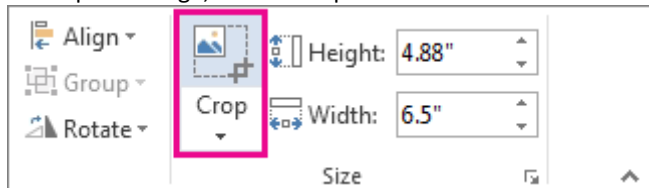
Your handwritten signature gives your document a personal touch. You can scan your signature and store it as a picture to insert in the document.

You can also insert a signature line to indicate where a signature should be written.

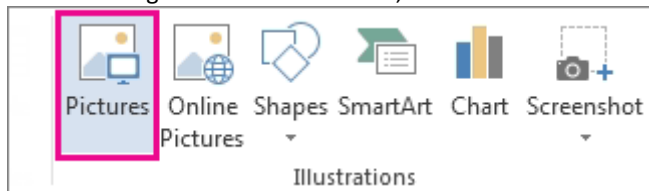
Create and insert a handwritten signature

You need a scanner to do this.

- 1 Write your signature on a piece of paper.
- 2 Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png. For information on how to use your scanner, use the manufacturer's manual or Web site.
- 3 Open the image file.
- 4 To crop the image, click it to open the Picture Tools **Format** tab, click **Crop**, and then crop the image.



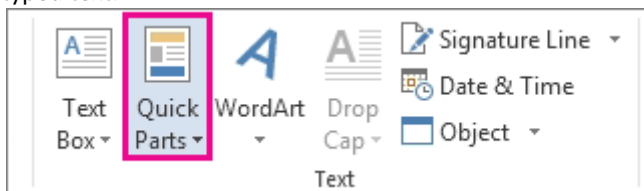
- 5 Right-click the image, and then click **Save as Picture** to [save the picture as a separate file](#).
- 6 To add the signature to a document, click **Insert > Pictures**.



Include typewritten text with your reusable signature

If you want information like your job title, phone number, or email address to be part of your signature, save it along with the picture as AutoText.

- 1 Type the text you want under the inserted picture.
- 2 Select the picture and the typed text.

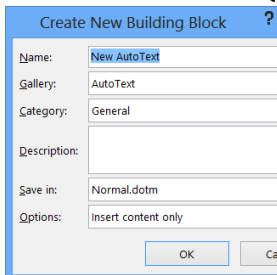


- 3 Click **Insert > Quick Parts**.

Digital Signatures

Tim Merritt
Manager, Technology Education Programs
Center for Excellence in Teaching and Learning

- 4 Click **Save Selection to Quick Part Gallery**. The **Create New Building Block** box opens.

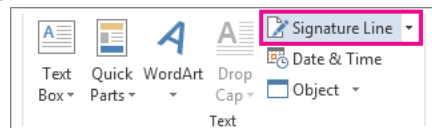


- 5 In the **Name** box, type a name for your signature block.
- 6 In the **Gallery** box, select **AutoText**.
- 7 Click **OK**.
- 8 When you want to use this signature, place the insertion point where you want to insert the signature block.
- 9 Click **Insert > Quick Parts > AutoText**, and then click the name of your signature block.

Insert a signature line

Use the **Signature Line** command to insert a signature line with an X by it to show where to sign a document.

- 1 Click where you want the line.



- 2 Click **Insert > Signature Line**.
- 3 Click **Microsoft Office Signature Line**.
- 4 In the **Signature Setup** box, you can type a name in the **Suggested signer** box. You can also add a title in the **Suggested signer's title** box.

X

Kim Abercrombie
Manager

Click **OK**. The signature line appears in your document.

=====

Insert a signature in a Word 2016 for Mac document

<https://support.office.com/en-us/article/Insert-a-signature-in-a-Word-2016-for-Mac-document-8c2d0dea-ccd8-479a-8f92-4818fa4e3f99>

Applies To: Word 2016 for Mac

Your handwritten signature gives your document a personal touch. You can scan your signature, store it as a picture, and then insert your signature in Word documents.

Scan and insert a picture of your handwritten signature

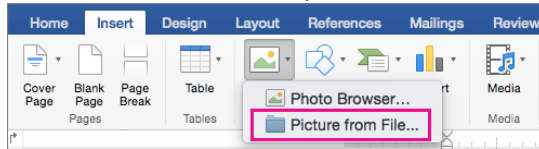
You need a scanner to do this.

- 7 Write your signature on a piece of paper.

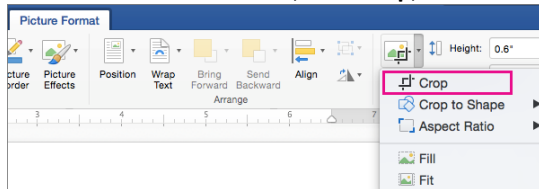
Digital Signatures

Tim Merritt
Manager, Technology Education Programs
Center for Excellence in Teaching and Learning

- 8 Scan the page and save it on your computer in a common file format: .BMP, .GIF, .JPG, or .PNG. **TIP:** For information on how to use your scanner, use the manufacturer's manual or Web site.



- 9 On the **Insert** tab, click **Pictures** > **Picture from File**.
- 10 Browse to the picture you want to insert, select it, and then click **Insert**.
- 11 Click the picture to show the **Picture Format** tab.
- 12 On the **Picture Format** tab, click **Crop**, and then crop the signature.

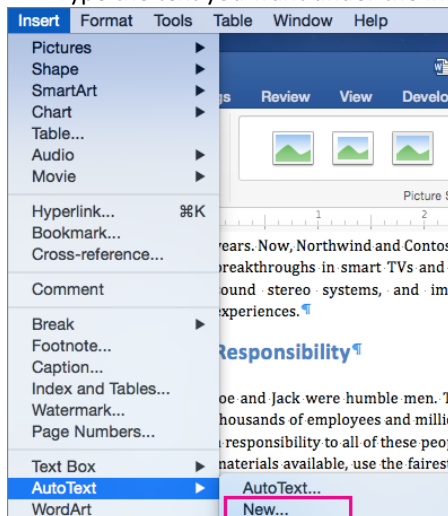


- 13 Right-click the picture, and then click **Save as Picture** to save it as a separate file you can use in other documents.
- 14 Right-click the picture, and then click **Wrap Text** ► **In Front of Text**. This allows you to freely place the signature anywhere in the document.

Include text with your reusable signature

If you want information, such as your job title, phone number, or email address to be part of your signature, save it along with the picture as AutoText.

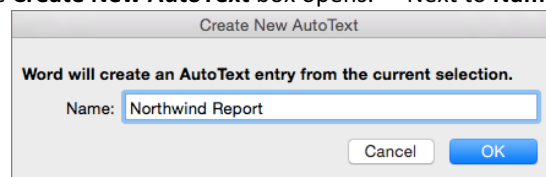
- 1 Type the text you want under the inserted picture.



BOB SMITH

Bob Smith
Northwind Report

- 2 Select the picture and the typed text.
- 3 On the **Insert** menu, click **AutoText** > **New**.
- 4 The **Create New AutoText** box opens. Next to **Name**, type a name for your signature block and click



OK.

- 5 When you want to use this signature, place the insertion point where you want to insert the signature block.

- 6 On the **Insert** menu, click **AutoText** > **AutoText**, and then click the name of your signature block.

Creating a Transparent Signature Stamp

https://blogs.adobe.com/acrolaw/2007/02/creating_a_tran_1/

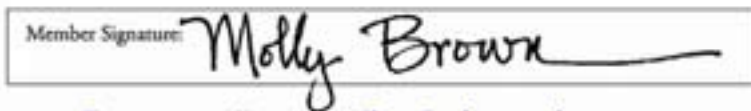
Attorneys and other legal professionals have discovered that they can scan their scan their signature and easily turn it into an Acrobat stamp.

The resulting stamp, however, has a white background.

When stamped on top of documents, the results are not visually pleasing:



Opaque Signature, White background



Transparent Signature, Clear Background

To create a transparent stamp, you must “feed” Acrobat a file with transparency capabilities such as a GIF or Photoshop PDF.

Read on to learn how . . .

Transparent Formats and Transparency

Only certain graphic file formats offer transparency as an option. One example is the GIF format.

Although some scanning software can produce a GIF, none that I know of automatically remove the white background to produce transparency.

In other words, just because you have a GIF file doesn’t mean it has transparency.

You’ll need to use a tool to remove the background to produce the transparent effect.

Using an Image Editor to Delete the Background

Most image editors—including Adobe Photoshop—offer tools to remove backgrounds. In Photoshop, the Magic Wand tool may be used to remove backgrounds. After removing the background, choose Save As and save the file as a Photoshop PDF which preserves transparency.

If you use a different image editor, use the appropriate tool and save your file as a GIF.

If you have Photoshop, you can get very good results with this method. You can add all sorts of tweaks and flourishes to your signature like a little heart above the lowercase “l”. That will make your court filings really special. Just kidding!

If you want the best possible results with a color signature, I recommend using an image editor which allows the finest possible adjustments.

An Easier Way: Good for most Legal Customers

Not many legal professionals are Photoshop users, but most have Microsoft Word.

Using Word, you can get decent results and a transparent background with *black and white* scans.

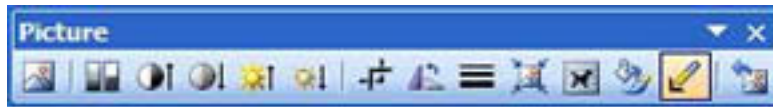
Here’s how:

- 1 Write your signature at the size needed on thick white paper. Use a marker-type pen such as a Sharpie Ultra Fine Point.
- 2 Scan in the signature at 300 dpi, black and white. Save the file as a TIFF file.

Digital Signatures

Tim Merritt
Manager, Technology Education Programs
Center for Excellence in Teaching and Learning

- 3 Start Microsoft Word and create a new document.
- 4 In Word 2003 Choose Insert>Picture>From File...
- 5 In Word 2010, click the Insert ribbon, then the Picture button
- 6 Find the TIFF image you scanned earlier.
- 7 This will place the image on the page. Alternately, you scan your signature to PDF, and use the Snapshot tool in Acrobat to place the image on the clipboard, then paste into Word.
- 8 Select the image by clicking on it once.
- 9 The next step will vary depending on the version of Word you use: **For Word 2003 . . .** Right-click and choose *Show Picture Toolbar*



Click to set transparent color

In Word 2010... Double-

- click the picture to access the Format ribbon, then choose the Color group:
- 10 Click the *Set Transparent Color* tool
 - 11 Click once anywhere in the white area of the signature picture.
 - 12 Save the Word document.
 - 13 Choose File>Print and print your file to the AdobePDF print driver. Give the file a name when prompted.

Adding the Stamp to Acrobat

For complete step-by-step instructions, consult my article [Creating a Custom Stamp](#).

Below are abbreviated instructions.

- 1 Launch Acrobat and choose View->Toolbars->Commenting
- 2 On the Commenting palette, click on the arrow next to the Stamp button.
- 3 Choose Create Custom Stamp and click the browse button to find the PDF stamp you created.
- 4 Create a new category for the stamp (or use an existing one) and give it a name. Click the OK button.

Final Thoughts

One thing to consider is the use of your signature in the digital realm.

The Digital Signature Act does not specify what constitutes a valid, digital signature. They leave that up to the courts. From what I understand, signature validity and repudiation issues only occasionally come up in contract disputes. Disagreement on terms and performance is far more likely.

If you normally use a signature stamp in your practice, and are comfortable with that, then an Acrobat signature stamp can be used in the same way.

Some parties may not accept a signature stamp, but my experience has been that most receiving parties either never check or don't know how to check.

Last week, while traveling, I received a \$5000 banquet contract from a hotel in Word format. I converted the file to PDF and stamped it with my signature. It was without any questions.

When sending a PDF with a signature stamp, I usually "flatten" the PDF by printing it to the Adobe PDF print driver. I also add simple usage restriction security to prevent copying the signature from the document.

These methods aren't foolproof, but I do feel better using them.

Five apps for signing documents with your iPhone and iPad

<http://www.macworld.com/article/2888459/5-apps-for-signing-documents-with-your-iphone-and-ipad.html>

Digital Signatures

Tim Merritt
Manager, Technology Education Programs
Center for Excellence in Teaching and Learning