

## FACULTY MEETING

April 1, 2011

Instructions for creating an electronic signature using:

Adobe Acrobat Pro.

<http://www.youtube.com/watch?v=q-iiFo-6Vi0>

OR

Word 2007, which everyone should have if they're a PC user OR  
Word 2008 for Mac users.

<http://www.youtube.com/watch?v=rgalee4igjw>

OR

Through Hunt Conard (Media Services)

1. Bring your signature on a blank piece of white paper to Hunt Conard, in Media Services
2. Hunt will scan our signature into a png. file
3. Once your signature is scanned, you or Hunt can email the png file as an attachment to your email
4. Once in email, right click on the document and save as png file
5. Open the png file and right click anywhere in the document
6. Choose convert to Adobe PDF
7. Once signature is converted, click save as and go the bottom where it says **File Name & Save as Type**
8. Name it whatever you want and choose **Microsoft Word Document (\*.doc.)**, for the save as type **(Be sure to NOT SAVE AS \*.docx.)**
9. Once signature is in Word, open the document and size the signature to your standards
10. Highlight the box with the signature, once sized and right click and choose 'cut'
11. Open a NEW Word document, right click and paste the signature
12. The signature should now appear without the outline of the text box
13. Save this file as a {doc.} and delete the others