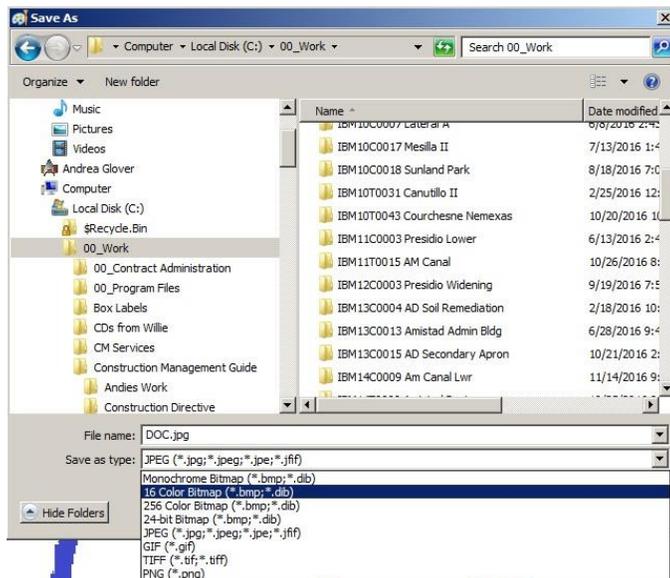


## 1. MAKING A SIGNATURE PNG/JPG FILE AND A PDF SIGNATURE STAMP

In today's electronic age, having a clean signature that you can use in both Word files and in pdfs makes sense. The instructions here will enable you to create a transparent signature that you can use.

- A. Sign your name on a clean sheet of paper. Use a dark ink, but do not use black. Your electronic scan of your signature should appear in color.
- B. Scan your signature at the highest setting on the scanner (usually 600 dpi). The scanners available in USIBWC Headquarters output to a pdf file so the instructions that follow assume that you end up with a pdf file. If your scanner produces a png/jpg file, skip to Step E.
- C. Open the pdf and crop your file down to just the signature.
- D. Covert this file to a png/jpg or png by File, Save As..., Image, PNG/JPG (or png). Prior to saving, click on 'Settings.' Set quality to 'maximum' and resolution to at least 600 dpi.
  1. Png files are smaller than png/jpg files and work just as well.
- E. Since your signature will be transparent, the only color that should be in the image should be in the "ink." To clean up the file, open the png/jpg file with Paint. This is found under Windows Start, All Programs, Accessories, Paint.
- F. Save the file as a 16 Color BMP.



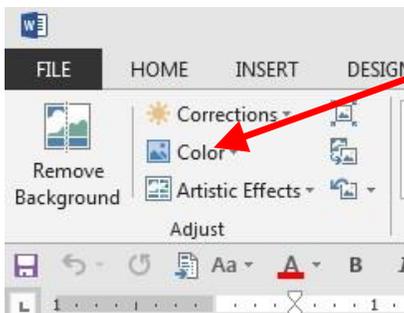
- G. Fill the white area with a color that sharply contrasts with your ink color. If you are satisfied with how the signature looks, leave the file unsaved. If you wish to make any corrections, including changing ink color, ensure that the background is changed back to white prior to saving. Save the file as a png/jpg.



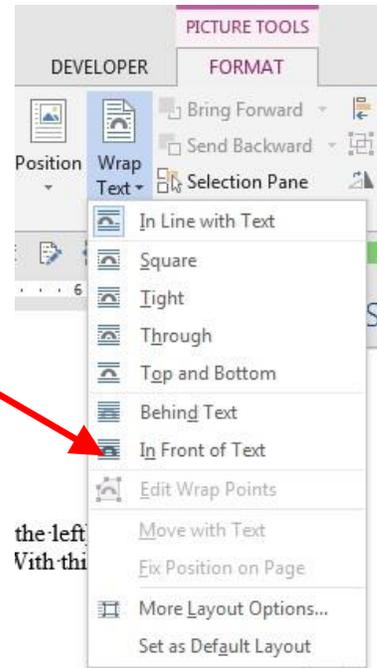
1. Below is an example of exactly the same file, never converted from a png/jpg to a 16 Color bmp, with the white areas filled. Note the difference.



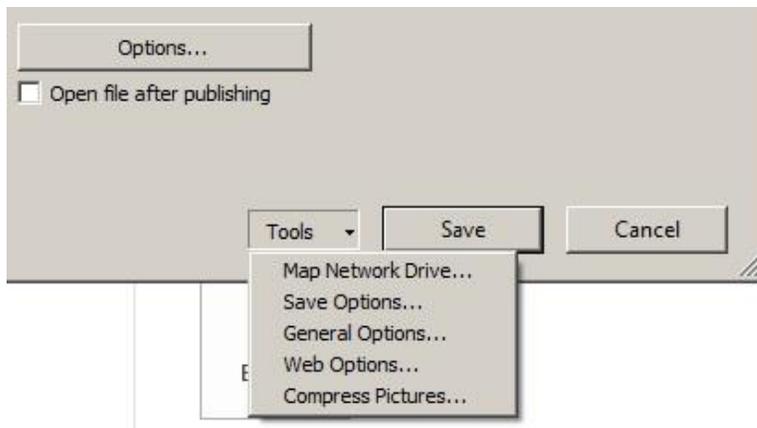
- H. Open a new Word file.
- I. Insert your png/jpg file from Step 0 into the Word file.
- J. Go to Picture Tools on the Ribbon then Format, Color (in the Adjust box to the left), Set Transparent Color. When you chose Set Transparent Color, you get a tool. With this tool, click on the white area around your signature.



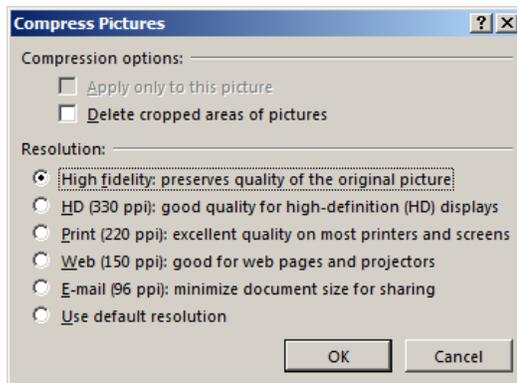
K. Now if you change your signature to Wrap Text, In Front of Text, it looks like you signed over the letter. At this point, you have a png/jpg file that you can use in any Word file as your signature. Go to 2. Word Quick Parts below for instructions on how to save this signature as a Word Block. Continue with these instructions to create a pdf stamp of your new signature.



L. Save the file as a pdf. Before clicking Save, choose the Tools drop down just to the left of the Save button.

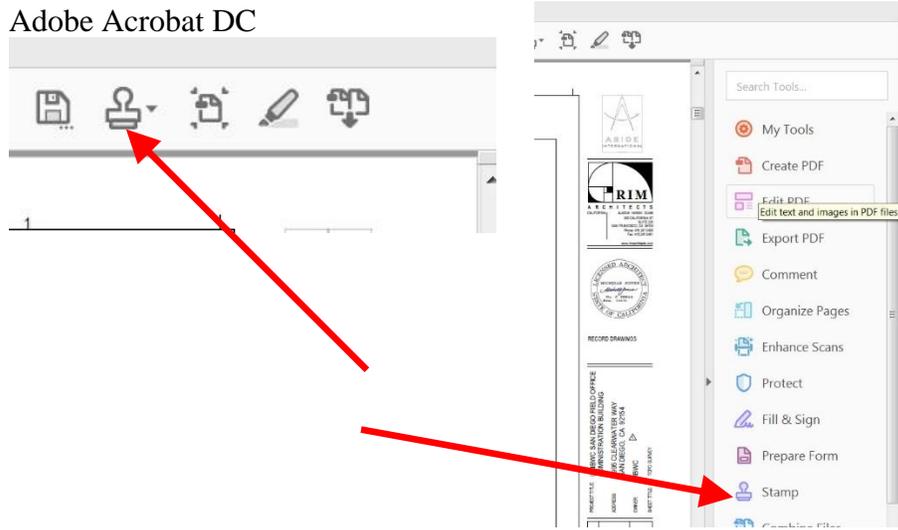


M. Choose Compress Pictures... then choose 'High Fidelity.' Click OK then save file.

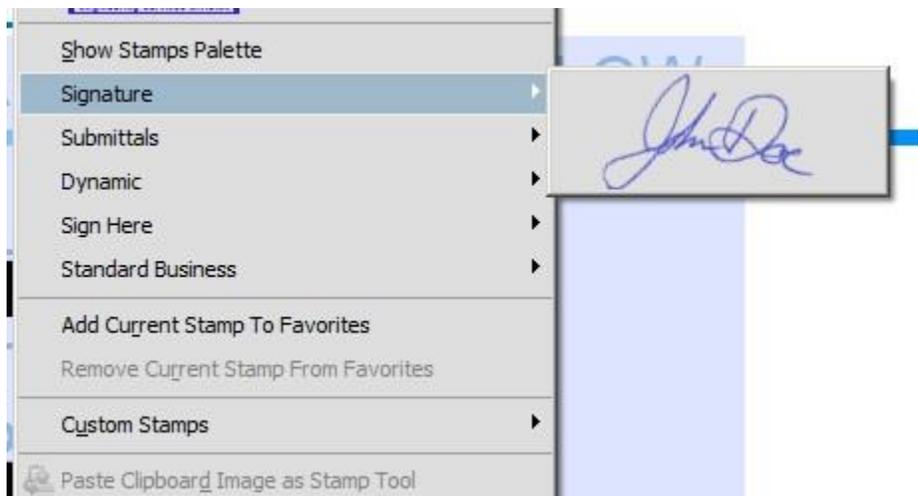


To change default resolution, Go to File, Options, Advanced and then scroll down to 'Image Size and Quality.' Check 'Do not compress images in file.'

- N. Open the pdf file you just created and crop it to just the signature.
- O. Save the cropped pdf file.
- P. Open Adobe Acrobat. Click on the Stamp icon (see below for Adobe Acrobat DC icon examples) and choose Custom Stamps, Create Custom Stamps...



- Q. Click on Browse and find the pdf file that you just created. Click OK once you have your file loaded.
- R. Choose a category or type in a new category name for your stamp.
- S. Type in a name for your stamp.
- T. Unclick the box for 'Down sample stamp to reduce file size.'
- U. Click OK. Now when you go to the Stamp icon, your stamp will be listed under the category that you chose.

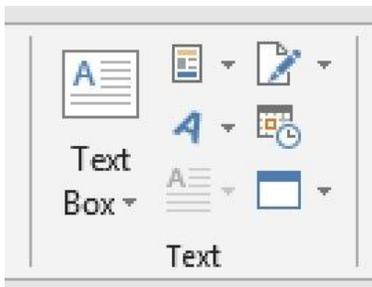


One thing about stamps. When you insert them into a file, they can be moved around or deleted. To ensure that your document does not get changed after you insert your signature, print the file to Adobe (pdf). Make sure "Document and Markups" is chosen when you print. The printed pdf file cannot be changed.

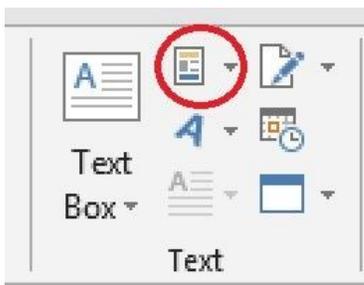
## 2. WORD QUICK PARTS

Part 1. Making a Signature png/jpg File and a pdf Signature Stamp (Steps I to K) showed you how to insert a png/jpg signature into Word and make it transparent, but whenever you want to use your png/jpg signature, you need to repeat these steps. It can get tiring to always insert, set transparency, set size, set in front of text. Too much of the same. Creating a Word quick part will save your signature so you can use it again and again easily.

- A. Get your signature the way that you like it. The right size, transparency set. If you like it on top of text, etc.
- B. Once you have it the way that you like it, click it so that it is highlighted (box around it).
- C. Go to Insert tab on main ribbon.
- D. Way over on the right you will see:

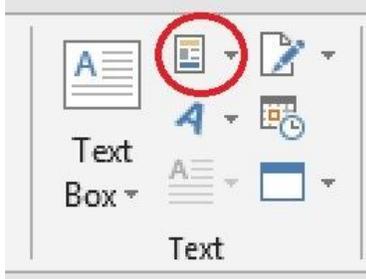


- E. Choose the Explore Quick Parts icon:

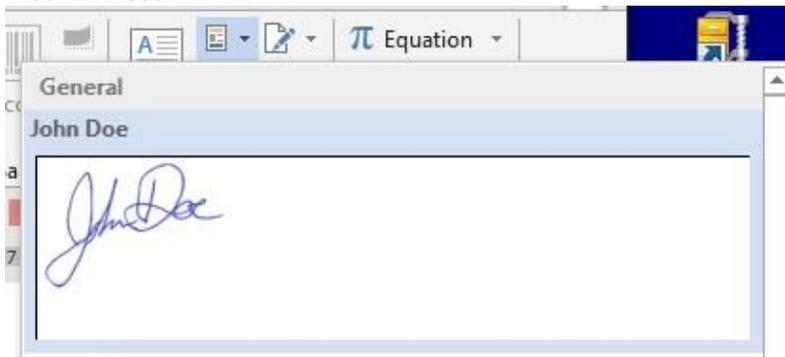


- F. At the bottom of the drop down is "Save Selection to Quick Part Gallery." Choose this.
- G. Give it a name and choose a category.
- H. Change the Save In: location from Building Blocks.dotx to Normal. If it only has Building Blocks that's fine too.
- I. Click OK.

Now whenever you go to...



You will see:



It will bring your signature in exactly as you had it set. No more inserting and changing everything. If the signature gets dropped in the wrong location, just grab it and move it around.