

Document Signatures

To add a signature in a word processor such as MSWord or MSWorks:

1. Bring up a blank document and create the signature that you want to use. It may be only the name in a SCRIPT or it may contain the name, address, phone #,etc.
2. Save this as a file to the Desktop.
3. Now create a document that you want to sign, click Insert.....File.
4. Select Desktop as location of the file and click Signature. The signature you created will appear on the document.

You may create more than one signature in this way, but each must be saved as a separate signature document. So you might use Sig 1, Sig2, Sig3 as names for your different signatures. If you're creating several, it is suggested that you create a folder on your desktop and name it Signature. In this way, when you wish to add a signature to a document, you would again click File...Desktop...Signature(to open the sig folder) and select the particular signature you wish to use for this particular document.

Revised 6/15/2009 JMM