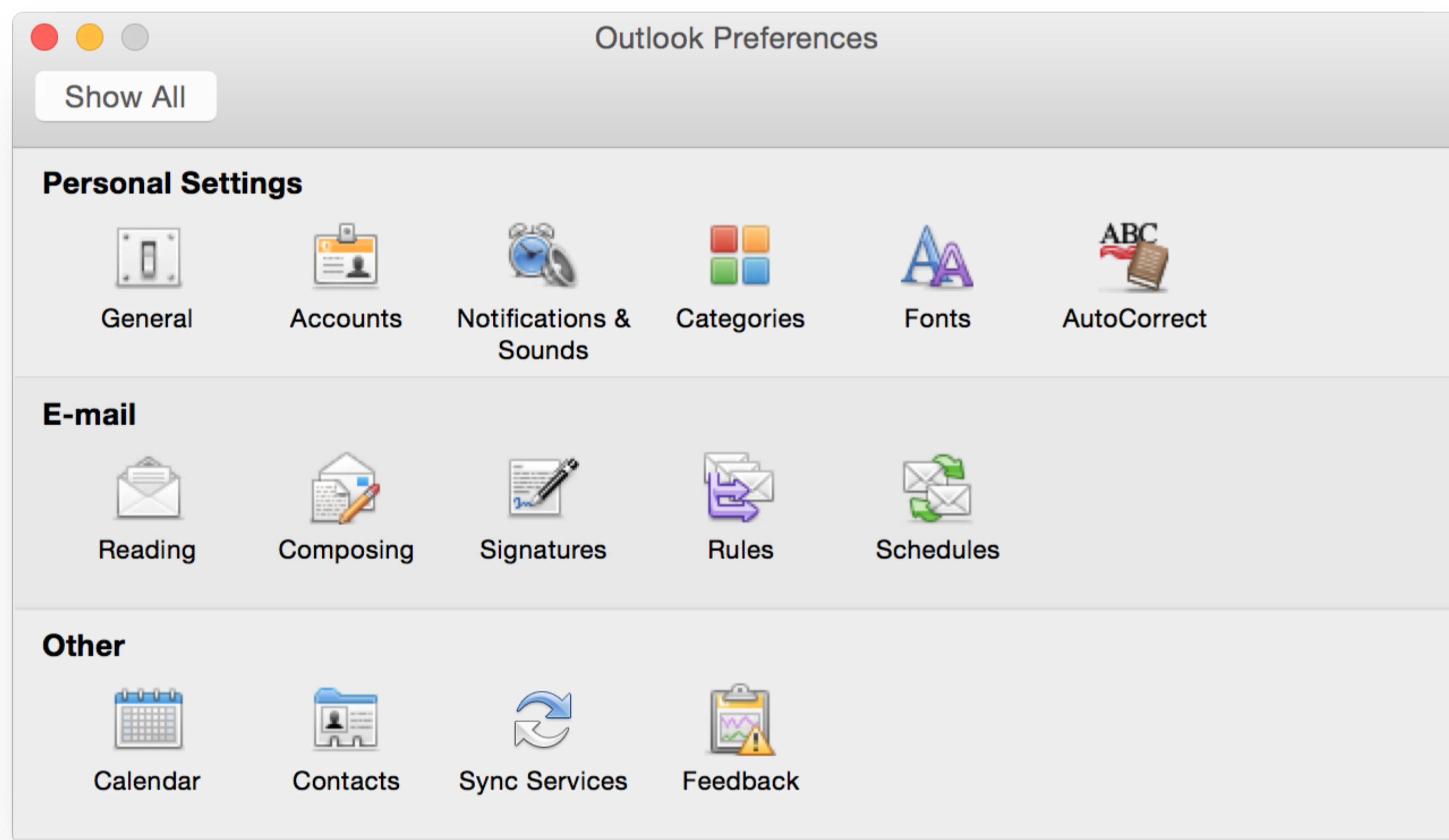




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• Go to the Insert menu, point to AutoText and click New. This tutorial introduces some of the tasks and features that you can use in all documents.. Format the text as you want it to appear when you insert the signature block in documents.. • Choose Save Selection to Quick Part Gallery The Create New Building Block dialog box opens.. • Type the information you want to use directly beneath the inserted signature image.

• Select Crop and crop the image to remove excess space around the signature • Right-click the image and select Save as Picture.

#### **microsoft word insert signature**

microsoft word insert signature, microsoft word insert signature line, microsoft word insert signature box, microsoft word insert signature digital, microsoft word insert electronic signature, insert signature into microsoft word, how to insert time signatures in microsoft word, insert signature microsoft word ipad, can you insert a signature on microsoft word, microsoft word 2016 insert digital signature, ms word insert signature image, ms word insert signature line, ms word insert signature mac, microsoft word add signature to document, microsoft word add signature mac, microsoft word add signature box

• Sign your name on a white, unlined piece of paper • Scan the signature and save it as a bmp... gif, jpg, or png file • Start Word • Go to the Insert tab and select Pictures.. • Whenever you need to insert the signature in Word, simply go to the Insert tab, click Picture, select Picture from File and locate the file.. Microsoft Office for Mac 2011 tutorial: Word basics 1 Word% basics! Word is a powerful word processing and layout application, but to use it most effectively, you first have to understand the basics.

#### **microsoft word insert signature box**

• Navigate to the signature file and select Insert • Select the image and activate the Picture Tools tab.

#### **microsoft word insert electronic signature**

• Select Show Sign Date in Signature Line if you want the date the document was signed to appear.. • Click Picture from File • Navigate to the signature file and click Insert.. • Drag your mouse over the image and text to select and highlight it • Go to the Insert tab and select Quick Parts in the Text group.. The Signature Setup dialog box opens • Type the information you want to appear under the signature line, including the signer's full name, title, email address, and any instructions.. gif, jpg, or png file • Start Word • Go to the Insert tab and click Pictures.. • Drag your mouse over the image and text to select and highlight it Microsoft word for mac free download 2014 full.. • Type a name for the signature block • Choose Auto Text in the Gallery Box and select OK to save the signature block.. • Place the cursor where you want to create a signature line • Go to the Insert tab. e10c415e6f