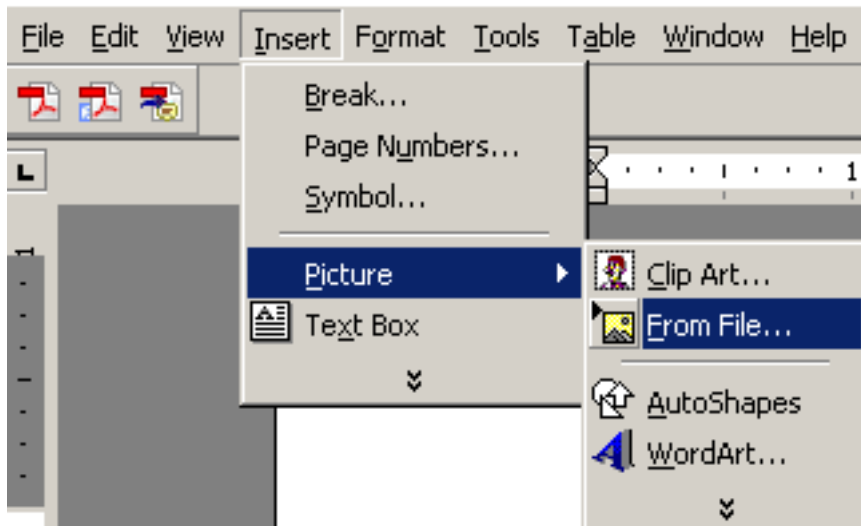


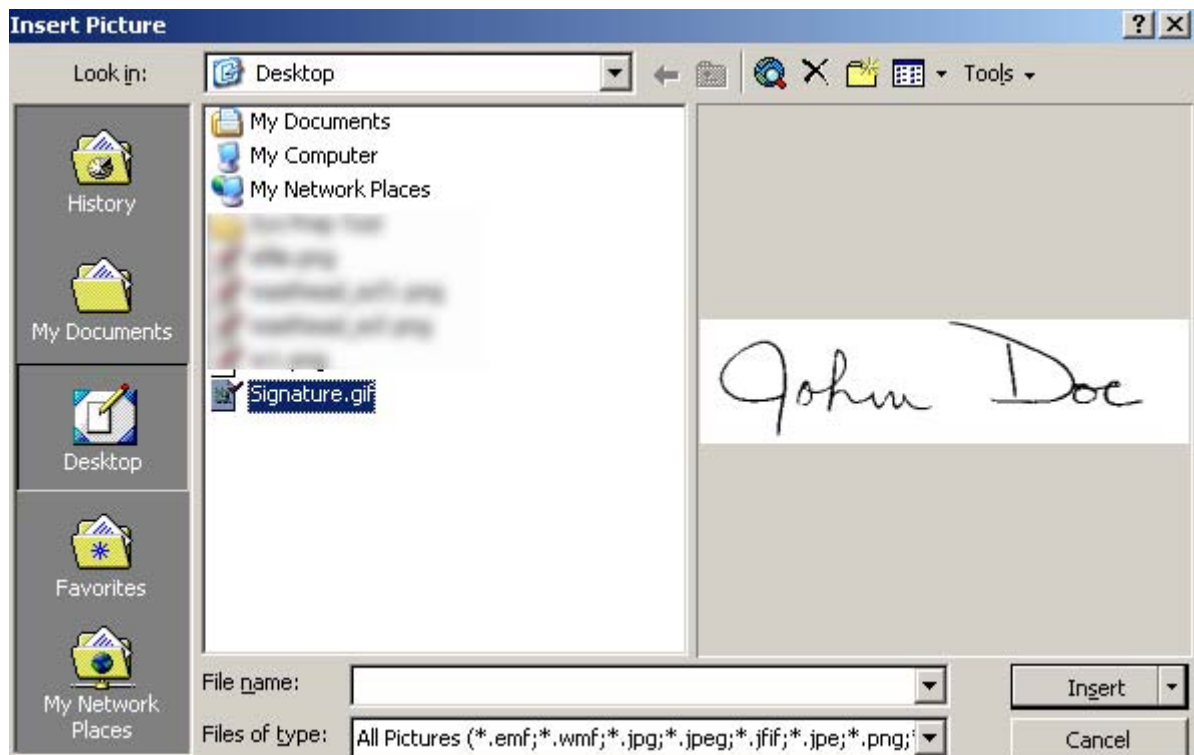
## Adding Signature to Microsoft Word Documents

1. Scan in signature. Crop so only signature is displayed instead of the whole sheet of paper. Save signature as a graphic file (.GIF) to your PC. Make sure you remember the location of the signature graphic.
2. When you are ready to insert the signature to the document, do the following:

Goto Insert > Picture > From File.



Select the location of the file and highlight the file name. Click the "Insert" button.



The signature is now inserted into the document.