Inserting a Graphic Signature into a WordPerfect Document

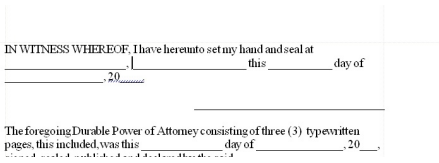
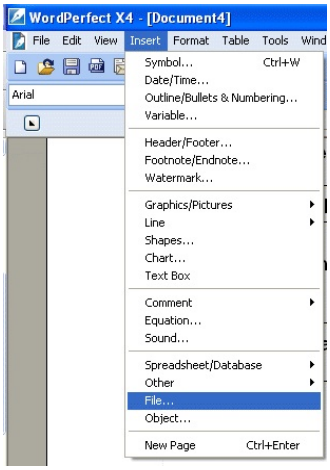
Introduction

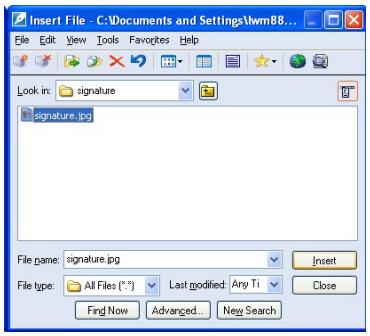
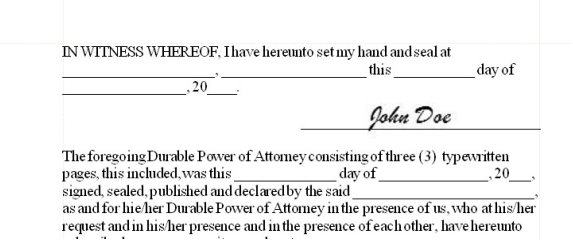
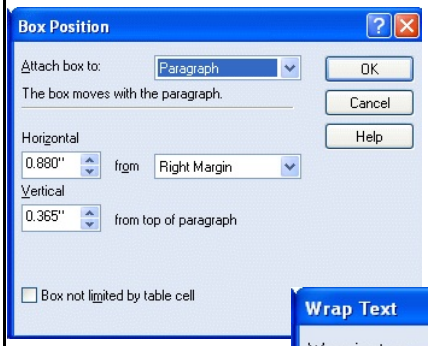
For most ECF filings, the s/signature is acceptable. However, there are times when a graphic signature is needed (see *Judges Filing Preferences*).

For instructions on creating a graphic signature, see *Creating a Graphic Signature*.

Steps to Insert Signature

To insert the file previously created, follow these steps.

STEP	RESULT
Place your cursor in the document where you want the signature, e.g., the signature line.	 IN WITNESS WHEREOF, I have hereunto set my hand and seal at _____, _____ this _____ day of _____, 20_____ _____ The foregoing Durable Power of Attorney consisting of three (3) typewritten pages, this included, was this _____ day of _____, 20___,
From the menu bar, choose **Insert** > **File**.	

STEP	RESULT
Find the saved signature file, select it, and click **Insert**.	
The signature is now inserted in the document.	
If necessary, crop the graphic. Double-click it and the border will change. When you drag the border, it will not resize the graphic, but will crop it.	
There are two other important aspects of graphics files which can impact the appearance and usability. Right-click on the graphic to access these menu items. • Position: be sure position is NOT set to **Page** or it will be difficult to move the signature to its proper location. • Wrap: This determines how the graphic interacts with other elements on the document. For signatures, it's generally best to set the wrap to **Behind Text**, so the signature line and other text is still visible.	

STEP	RESULT