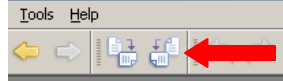


M.E.O.C. Tech Worksheets

Create an Image of your Signature

If you ever need to send an electronic letter or attachment that needs your signature, this is how to do it.

1. On a plain piece of paper, handwrite your signature the way you would sign something.
2. Take the paper to the Mailroom and scan it to your folder. (Ask for Jake's help in doing this if you don't know how.)
3. Go back to your computer and open the PDF scanned document from the C:\Documents and Settings\All Users\Documents folder.
4. You may have to Rotate the document by clicking the clockwise button on



the Toolbar,

5. Click the "Marquee Select" button on the Toolbar, (it looks like a camera), and click-and-drag a box around your signature as close to the edges as possible. If you mess up you can click anywhere on the screen to remove the highlight and try again.
6. When you get it right, it will automatically be copied to your clipboard ready to paste somewhere.
7. Open Microsoft Word and paste it, CTRL-V. It should appear with a box around it and "handles" on the corners for resizing.
8. Right-click inside the box and take "Size". In the "Size and rotate" section, in the "Width" drop-down box, type in 1.5 and click the "Close" button. This will resize your signature to 1.5 inches.
9. Save this Word document to your desktop naming it "Signature".
10. Now when you need to insert your signature, open the "Signature" file from your Desktop, click once on your signature to get the box, right-click and take Copy, go to the document you need your signature on and paste

it, *Bill Watson*.