How to create a signature and insert into MS Word

Graphical user interface, application, Word

Description automatically generated

In Word you need to have the Draw tab

If you do have is RIGHT-MOUSE anywhere on the Menu the select Customize Ribbon from pop-up  
  
Graphical user interface, application, Word

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Then then check Draw and click OK

Graphical user interface, application

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No click on Draw and select Pen – Thickness and Colour

Graphical user interface, chart, application, PowerPoint

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Draw your signature

Graphical user interface, application

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Select the whit e arrow tool and click on your signature to select it.  
  
Diagram

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Now RIGHT-MOUSE your signature and from the pop-up select SAVE AS PICTURE

Graphical user interface, application

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Name and SAVE it

Graphical user interface

Description automatically generated with medium confidence

Insert into MS Word

Click on the Picture placeholder  
  
Table

Description automatically generated with medium confidence

Select from File and navigate to where you sign image was saved

Graphical user interface, text, application

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Then select it and INSERT  
  
Graphical user interface, table

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It will now appear in your document  
  
Graphical user interface, application, table

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**It would be a good idea to save a sign document as a template for future use**