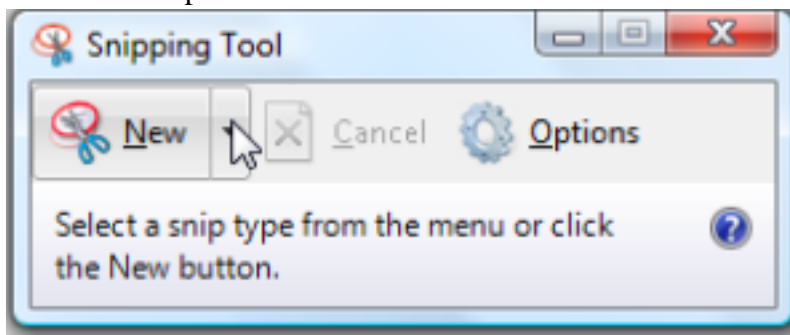


**O'Brien Speech, Language
& Learning PLLC.
Discover, Encourage, Grow**

Creating a Digital Signed Signature:

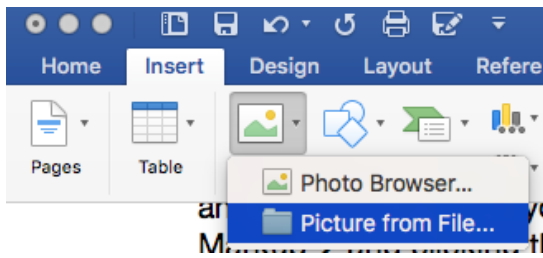
Scanning your signature

1. Write your signature on white paper using a blue or black pen. A felt tip or thicker pen is best.
2. Scan the image into your computer. If you do not have easy access to a scanner, there are a number of free phone apps that allow you to scan from your phone. I recommend PDF Scanner (free in app store).
3. Open the scanned document in pdf format (the default). In order to make the image transparent and smaller, we will need to get the signature into photo editing software. The easiest way to do this is to take a screenshot of the pdf document and only select the signature area.
 - a. On a mac, click Command → Shift → 4. This will make a cross hair appear. Use this cross hair to outline the signature. When you release the click, the screenshot will automatically save to your desktop.
 - b. On a PC, use the built in “snipping tool” app. To open Snipping Tool, select Start, type “snipping tool”, and then select it in the search results. When you open the application, select “New” and use the cross hair to select / crop your signature. Your screenshot will automatically save to your desktop.




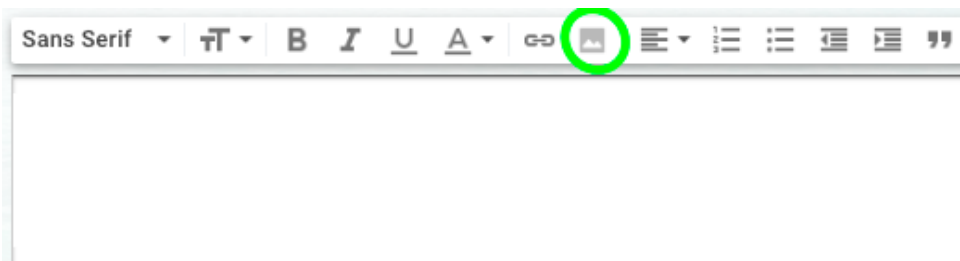
4. Go to your desktop and locate and open the screenshot.
5. To make the image transparent (for example, if you want it to be able to sit on a line and appear as though you signed the paper directly), you can do this by selecting Markup → and clicking the magic wand tool. Click on the upper left corner of the image and drag into the center while holding the click. This should make the background of the image turn pink. Click ‘Delete’ and the background will be removed. If there are any residual small areas you want to make transparent, you can do so by clicking on them (be sure the wand icon is still selected), and clicking delete.
6. Save As and name the file. You can right click on the image and select copy and then paste the signature wherever you like. Alternatively, if you are in a word document and wish to insert your signature, click

where you would like the signature to go and then select Insert → Picture → Picture from file → and select the signature you just created.



To add the signature to your GMail signature:

1. Open GMail.
2. In the top right corner, click the  symbol and select 'Settings'
3. Scroll down to the section that says 'Signature'
4. In the text box provided you can create and edit your signature, add links, photos and social media icons.
5. To insert the image of your signature, select the insert image icon



6. Select "Upload" in the window that pops up. Choose, Select a file from your device, and select your signature file.

