



# TAFE NSW Library Services

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Insert a digital signature into a Word document  
(using a smart device and insert image method).

Insert a digital signature into a Word document  
November 2023

# Getting started: what do you need?

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- A smart device to take a photo of your signature. You could also scan your signature.
- Access to a device or computer that has Microsoft Word installed or access to Office 365 Word.

# Create an image of your signature

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1. Write your signature on a blank, white piece of paper, and take a clear picture of it.



2. Crop the image so that only the signature and a small amount of space is showing around it.



# Copy the image to your computer

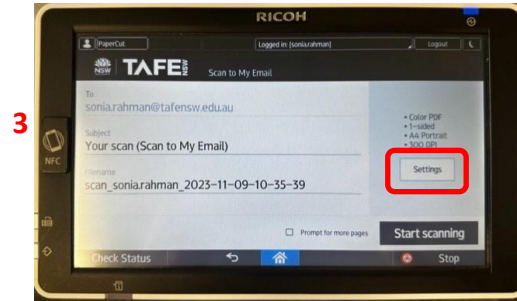
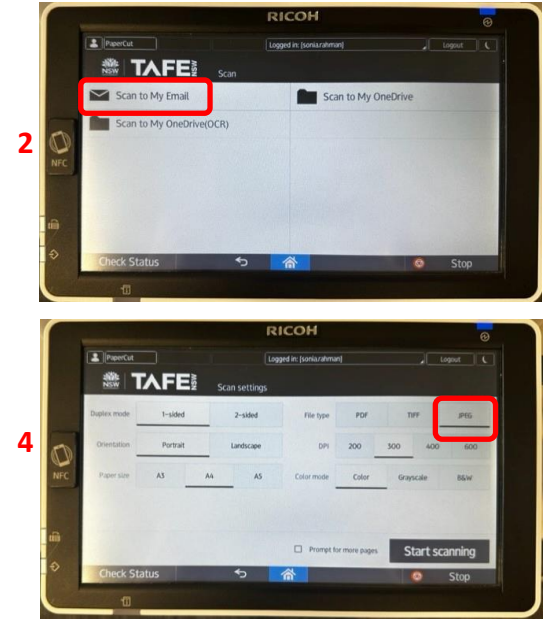
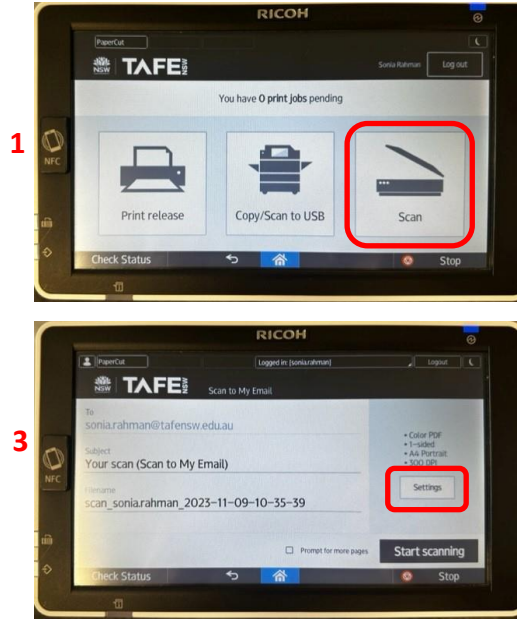
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**Note:** Skip steps 3 & 4 if you are signing the document via the device you took the photo with

3. Send the image to your computer. You can attach it to an email addressed to yourself, or upload it to the cloud, e.g., OneDrive.
4. Download the image (it will go to your downloads folder) or save it to a folder on your computer.

# Copy the image to your computer

5. You can choose to scan the signature instead of taking a photo. To do this select **Scan > Scan to My Email >** then select **Settings >** and **JPEG >** then select **Start Scanning** to scan the signature as a picture and it will be sent to your TAFE Email.

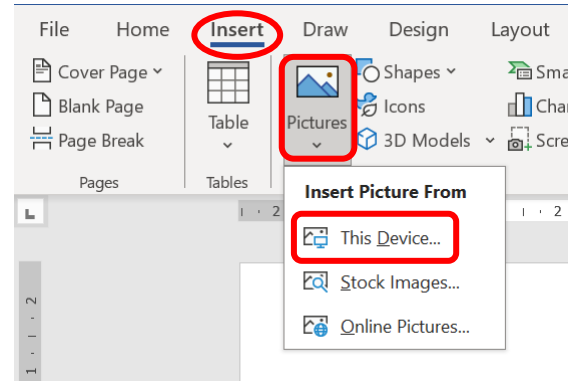


6. Download or save the JPEG from your TAFE email to your computer/device

# Open the document you want to sign

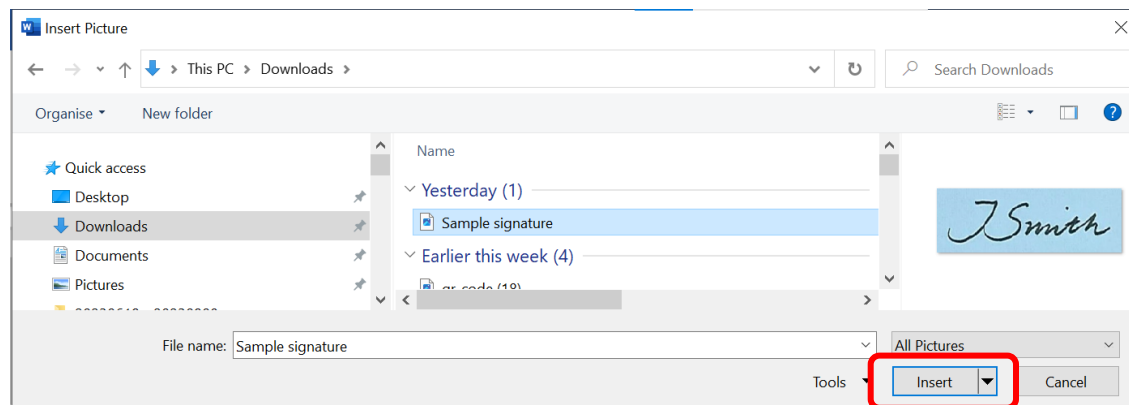
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7. Locate the Word document that you would like to insert a signature onto and open it
8. Add the signature as an image by selecting **Insert > Pictures > This device**



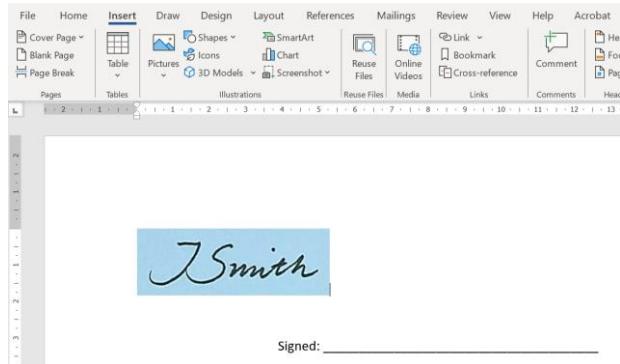
# Open the document you want to sign

9. Navigate to the image that you have downloaded or saved to your computer or in the cloud, then select the image and click on **Insert**

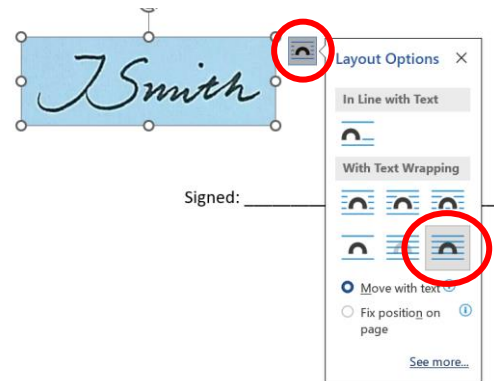


# Insert your signature

10. The picture of your signature will appear on your document



11. Select the picture by clicking on it and then click on the **Layout Options** button



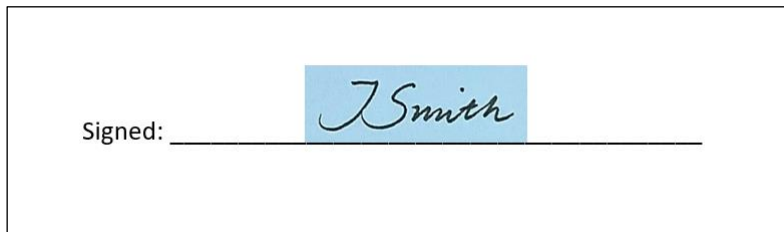
12. Select the **In Front of Text** option



# Insert your signature

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13. Now you can re-size and 'click and drag' the signature image to the right position



14. To password protect this signed document follow the steps available on the Microsoft Support page [Protect a document with a password](#)
15. Save the signed document

# To find out more

**contact your local**  
TAFE NSW Library

# Thank you