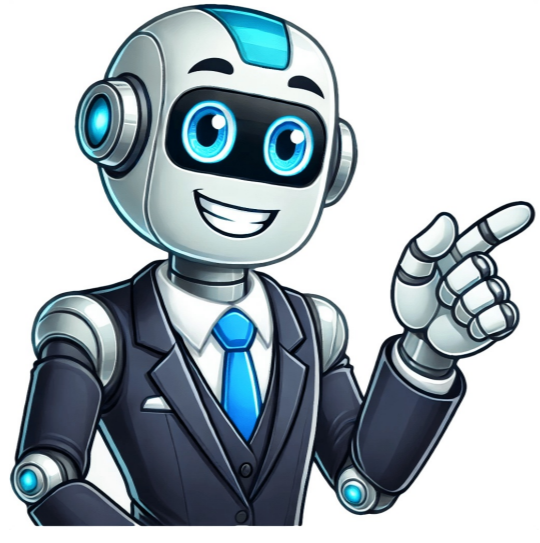


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To use this method, you will need a digitization tool such as a scanner or smartphone, which makes it difficult to use when signing PDFs. However, if you are familiar with online signature tools, this method can be less convenient. To create a digital signature, follow these steps: 1. Write your name on a piece of white paper using a ballpoint pen, and take a photo or scan the image of your signature. 2. Crop your handwritten signature to an acceptable size using a smartphone editor or online photo editor. 3. Convert the JPEG file format to PNG for use when signing digital documents. 4. Upload the image of your signature during the signing process to create ultra-personalized and legally binding documents. This method has several pros, including being fast, easy, and free. The digital signature is already in a digital format, so no scanning equipment or digitization process is required. However, there are some cons, such as extra steps may be required to connect your virtual signature to your existing document. Microsoft Word has long been an industry standard for document creation, but it still lags behind Google in terms of shareability. While it's possible to create digital signatures within Microsoft Word, the process can be cumbersome. Without the right tools, signing documents inside Microsoft Word can be a challenge due to its offline nature and lack of analytics and performance metrics. The good news is that you can use Word's digital certificate feature or e-signing apps like PandaDoc to streamline the process. Here's how: for the desktop app, place your cursor where you'd like your signature line to go, then insert a Microsoft Office Signature Line by clicking "Signature List" under the "Text" tab in the Insert tab. Complete the setup box and select your preferences. You can also upload an image of your signature or draw it using a touchscreen device. For the web app, place your cursor where you want your signature to appear, then insert a picture from the document ribbon. Adjust the position by dragging and dropping the image and adjusting its settings. To ensure secure signing methods, we recommend using PandaDoc's integration tool for Microsoft Word. PandaDoc stands out from other e-signature platforms by providing top-notch electronic signing features. While promoting our own software, we've strived to make PandaDoc the go-to choice for secure and binding documents. As a core function, electronic signing is at the heart of everything PandaDoc can do. (Get a personalized demo to learn more.) Fast and user-friendly, PandaDoc supports various document types and integrates with Google Drive and Microsoft Word. The free plan only offers basic e-signing capabilities, while paid plans provide full document creation features. To use PandaDoc's electronic signing feature: 1. Add a signature field and set up required signers for your document. 2. Send the document for signature via email or shareable link using PandaDoc tools. 3. Complete assigned fields by hitting the "Fill and sign" button, which allows you to upload a signature image, draw it, or type your name. 4. Wait for other recipients to complete the signing process. PandaDoc also offers mobile app functionality, allowing users to sign documents from anywhere using various devices, including iPads, iPhones, and Android-enabled devices. For Mac users, Preview provides an easy way to sign PDF documents. However, creating a PNG-friendly signature is necessary, which can be done using your trackpad or camera. This imported signature can be used within Preview for editing and modifying documents. Keep in mind that this method isn't the same as using a secure digital signature. Preview's built-in functionality offers fast signing capabilities, but it may capture poor-quality images if not set up correctly. Additionally, exporting signatures from Preview to other apps (like Apple Mail) can be challenging, and Preview lacks tools for substantial PDF modifications. To create a signature in Preview: 1. Follow these instructions to create a signature using Preview on your Mac. 2. Open the PDF document you need to sign within Preview. 3. Use the Sign button to add your signature. 4. Drag your signature image over the signature line and use the text tool to add the date (if required). 5. Close the document to save the signature. Adobe has been a leader in electronic documents for decades, responsible for creating the PDF format with Adobe Acrobat and Reader. Their electronic signing software, Adobe Sign, offers intuitive drag-and-drop tools similar to modern e-signing software like DocuSign and HelloSign, along with unparalleled PDF editing capabilities. Simply upload a PDF document to begin the signing process. You can edit PDFs directly in Adobe Sign without needing to use a separate editor like PandaDoc. This is unique among other companies, as most only allow minor edits. While it's useful for small changes, creating documents from scratch is better done using Word, Google Docs, or the PandaDoc editor for more design flexibility. The platform offers powerful PDF editing tools and a fast signing solution, but it's part of a larger suite with Acrobat online. The workflow can be unintuitive compared to other options. You'll need an Adobe account to use the service. To sign a document in Adobe Sign: 1. Upload your document using the "Upload" button on your dashboard. 2. Sign up or log in to your existing Adobe account. 3. Add your signature by clicking the "Add signature" button and entering your name. 4. Place your signature on the page you want. 5. Save the signed document, then drag and drop it onto the sidebar. 6. Download the signed copy when you're done. Additional e-signatures can be requested using the "Request e-signatures" button. There are various great signing solutions available, including drawing and scanning signatures, free online tools like CreateMySignature, Microsoft Word, PandaDoc, native operating system tools, and PDF editors like Adobe Acrobat. The best solution for you will depend on your preferences and needs. For a fast, simple, and secure all-in-one solution, consider PandaDoc's free 14-day trial or demo to see how it can help you create and sign contracts easily.

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