

# Inserting a Graphic Signature into a WordPerfect Document

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## Introduction

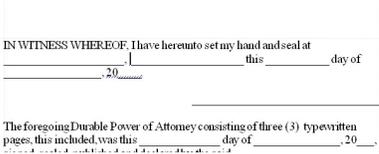
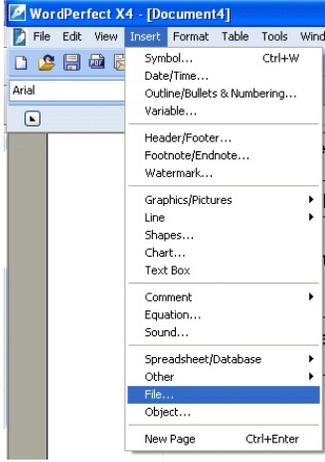
For most ECF filings, the s/signature is acceptable. However, there are times when a graphic signature is needed (see [Judges Filing Preferences](#)).

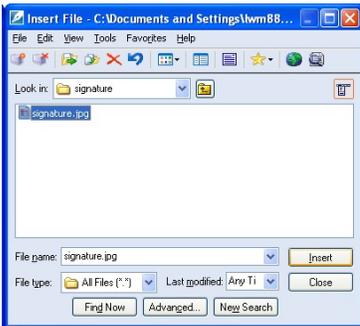
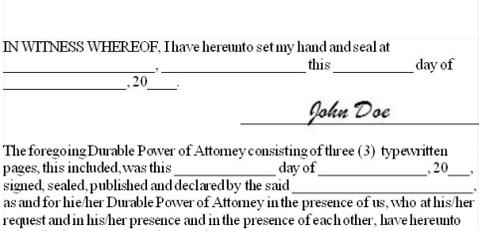
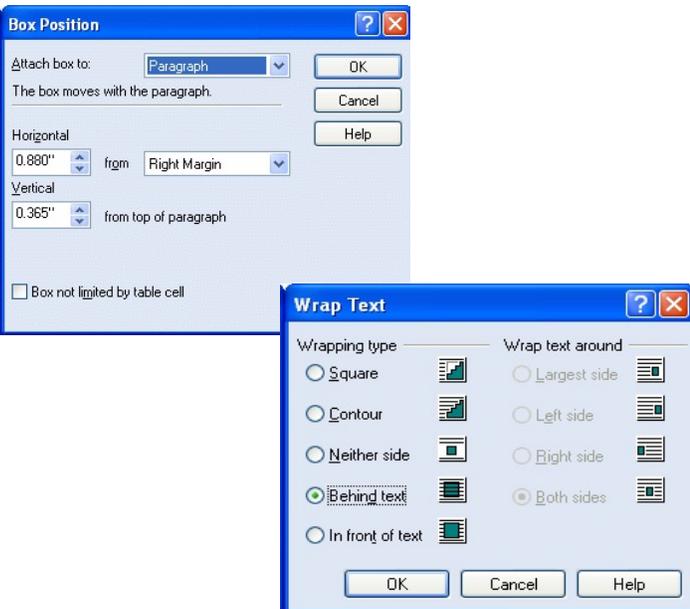
For instructions on creating a graphic signature, see [Creating a Graphic Signature](#).

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## Steps to Insert Signature

To insert the file previously created, follow these steps.

STEP	RESULT
Place your cursor in the document where you want the signature, e.g., the signature line.	 A screenshot of a WordPerfect document showing a signature line. The text reads: "IN WITNESS WHEREOF, I have hereunto set my hand and seal at _____, this _____ day of _____, 20____." Below this, there is another line of text: "The foregoing Durable Power of Attorney consisting of three (3) typewritten pages, this included, was this _____ day of _____, 20____." A cursor is positioned at the end of the signature line.
From the menu bar, choose <b>Insert &gt; File</b> .	 A screenshot of the WordPerfect menu bar. The menu items are: File, Edit, View, Insert, Format, Table, Tools, Wind. The 'Insert' menu is open, showing options: Symbol..., Date/Time..., Outline/Bullets & Numbering..., Variable..., Header/Footer..., Footnote/Endnote..., Watermark..., Graphics/Pictures, Line, Shapes..., Chart..., Text Box, Comment, Equation..., Sound..., Spreadsheet/Database, Other, File..., Object..., and New Page. The 'File...' option is highlighted.

STEP	RESULT
<p>Find the saved signature file, select it, and click <b>Insert</b>.</p>	
<p>The signature is now inserted in the document.</p>	
<p>If necessary, crop the graphic.</p> <p>Double-click it and the border will change. When you drag the border, it will not resize the graphic, but will crop it.</p>	
<p>There are two other important aspects of graphics files which can impact the appearance and usability. Right-click on the graphic to access these menu items.</p> <ul style="list-style-type: none"> <li>• Position: be sure position is NOT set to <b>Page</b> or it will be difficult to move the signature to its proper location.</li> <li>• Wrap: This determines how the graphic interacts with other elements on the document. For signatures, it's generally best to set the wrap to <b>Behind text</b>, so the signature line and other text is still visible.</li> </ul>	

STEP	RESULT