

Copy Paste Method For Adding a Graphical Signature

Scan your signature using the tool of your choice

Save your scanned image as a JPG file

Open the image in the editor of your choice

Crop the image so that is about 250(width) by 75(height)

Save the file as, "signature.jpg"

Important

In order to add a signature to a PDF document, the PDF document must have enabled "Enable Usage Rights in Adobe Reader" other wise, you will not be able to add a signature.

The only way to enable "Usage Rights" on a PDF document is to have Adobe Acrobat. Adobe Reader will not allow you to enable "Usage Rights."

You must have Adobe PDF Reader version 8.0 and above in order to add a custom signature to the PDF document.

By using this method, you will create a graphical signature that can be used to add to any document that allows graphical files to be inserted.

Graphical files can be in the format of: GIF, JPG, BMP, TIFF, PNG

Adobe PDF Reader vs. Adobe Acrobat

Adobe PDF Reader:

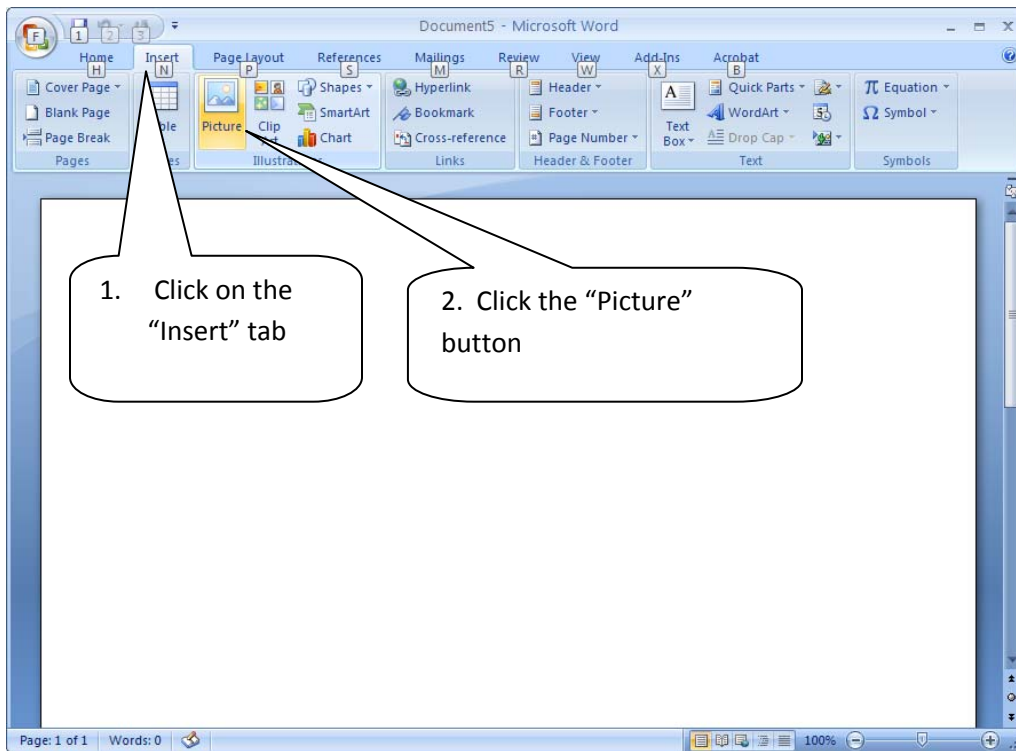
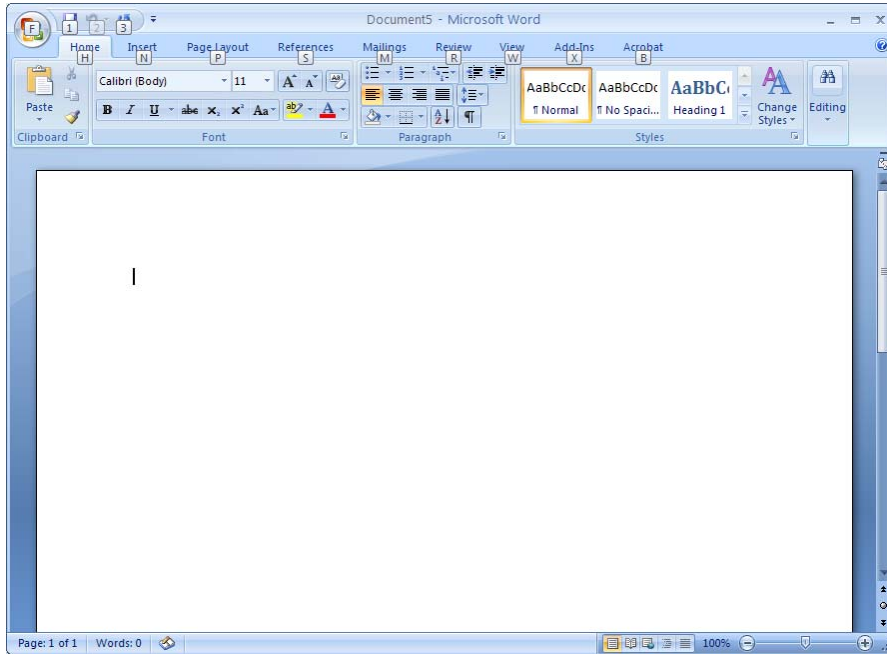
- to read PDF documents
- to fill out editable fields of a PDF document, to add a "stamp" or signature
- can not create PDF documents
- to copy or print PDF documents
- can not enable security features

Adobe Acrobat:

- Create PDFs from MS Word, Presentations, images, web pages, etc;
- Read, edit & manipulate PDFs
- to create PDF forms, digitally sign documents with a key
- to copy or print PDF documents
- Allows document to add security features to prevent or allow editing, copying or deleting or images, text, pages, etc.
- to fill out editable fields of a PDF document, to add a "stamp" or "signature"

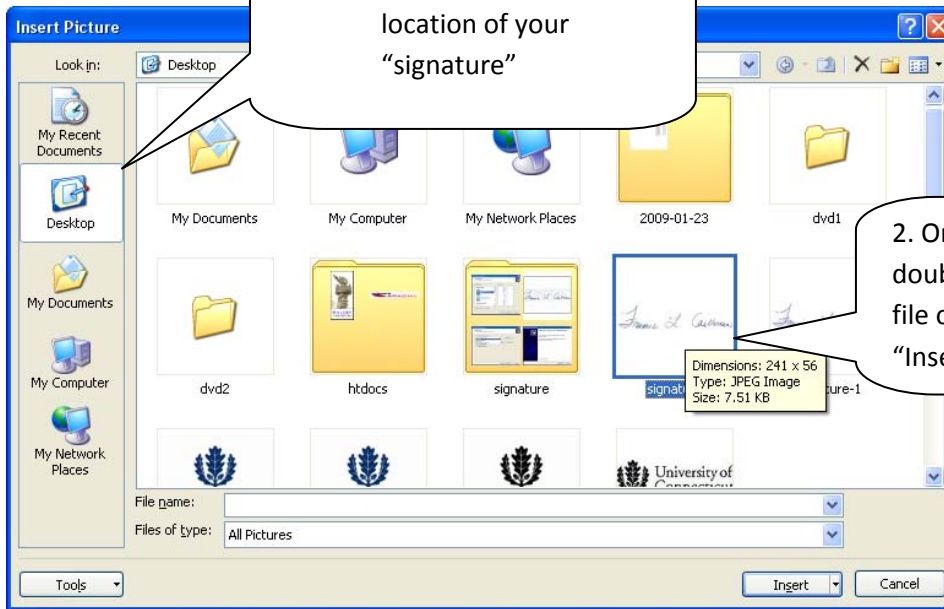
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1. Open Microsoft Word

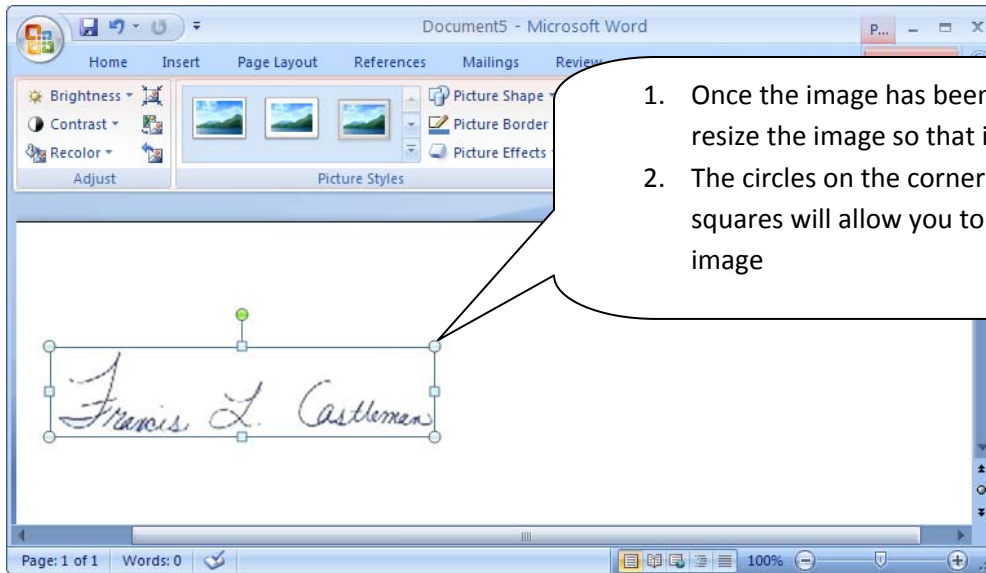


Copy Paste Method For Adding a Graphical Signature

1. Locate on your PC the location of your "signature"



2. Once you found it, either double click on the "signature" file or select it and click the "Insert" button



1. Once the image has been inserted, resize the image so that it is smaller
2. The circles on the corner and small squares will allow you to resize the image

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1. Single left click on the "signature" to resize it to fix into the signature box
2. Use the corner square on the signature to resize and then move into the signature box

The screenshot shows a PDF form titled "SoE-Routing-Sheet 6-25-2008.pdf" in Adobe Reader. A table is visible with the following structure:

Sponsor	STATE OF CONNECTICUT			
Name	[Signature: Francis L. Castleman]			
PI:	FRANCIS L CASTLEMAN	JULY 7 1776	100	
Co-PI:				
Co-PI:				
Co-PI:				
Co-PI:				
				Total Credit

A blue selection box is around the signature in the "Name" row, and a small corner square is visible on the right side of the box, indicating it is being resized.

The screenshot shows the same PDF form in Adobe Reader, now with the signature pasted into the table. The form includes a header and a table with the following structure:

Please fill out the following form. You can save data typed into this form.

The purpose of this form is to allocate credit for new grants and the distribution that is agreed upon by the team of PI and Co-PI.

Project Title	SAMPLE PROJECT			
Sponsor	STATE OF CONNECTICUT			
	Name of PI/Co-PI	Signature		
PI:	FRANCIS L CASTLEMAN	<i>Francis L. Castleman</i>	JULY 7 1776	100
Co-PI:				
Co-PI:				
Co-PI:				
Co-PI:				
				Total Credit Must Equal 100%

The signature "Francis L. Castleman" is now correctly placed in the "Signature" column of the table.

1. Once moved and resized, your "signature" should like this.
2. In this example, we used the signature "Francis L. Castleman"

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The screenshot shows the Adobe Reader interface with a routing sheet titled "SoE-Routing-Sheet 6-25-2008.pdf". The "File" menu is open, highlighting the "Save" option. A text box with the instruction "1. Now save your document and you are ready to email, print or upload to any storage media of your choice." is overlaid on the document. The routing sheet includes a table with columns for PI/Co-PI, Signature, Date, and Dist. of Credit (%). The first row shows "ASTLEMAN" with a handwritten signature, the date "JULY 7 1776", and a credit of "100". Below the table are two "Co-PI:" labels and a box stating "Total Credit Must Equal 100%".

1. Now save your document and you are ready to email, print or upload to any storage media of your choice.

PI/Co-PI	Signature	Date	Dist. of Credit (%)
ASTLEMAN	<i>Francis A. Castleman</i>	JULY 7 1776	100
Co-PI:			
Co-PI:			

Total
Credit
Must
Equal
100%