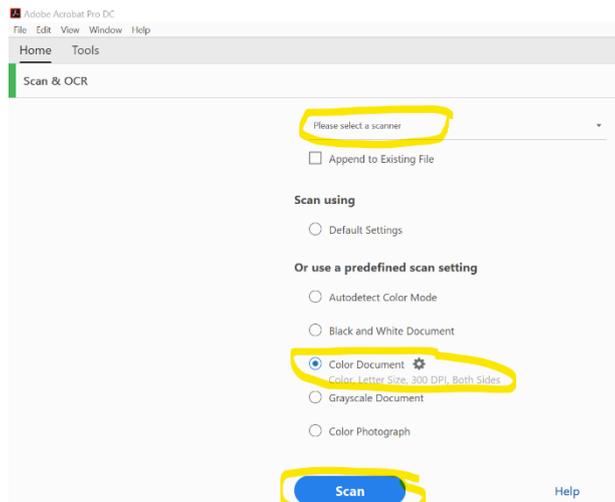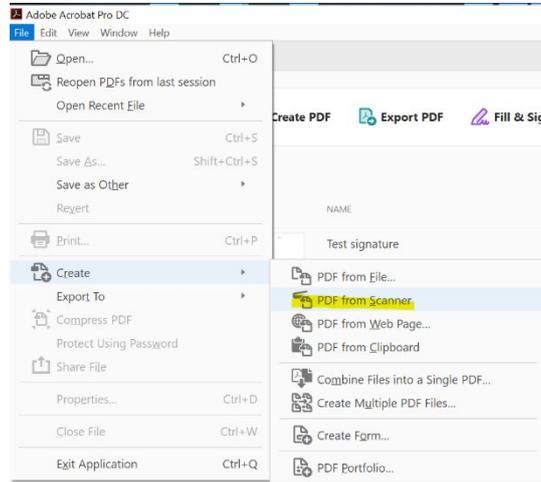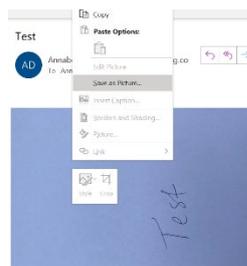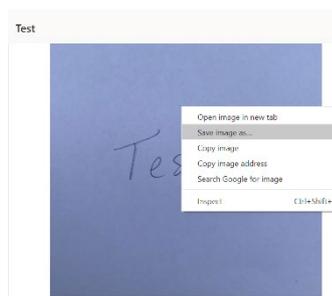# CREATING A SIGNATURE PNG FILE

1. Sign your name on a blank sheet of printer paper. Paper quality and type of pen doesn't really matter, just make sure your signature is straight and not on an angle.
2. Either:
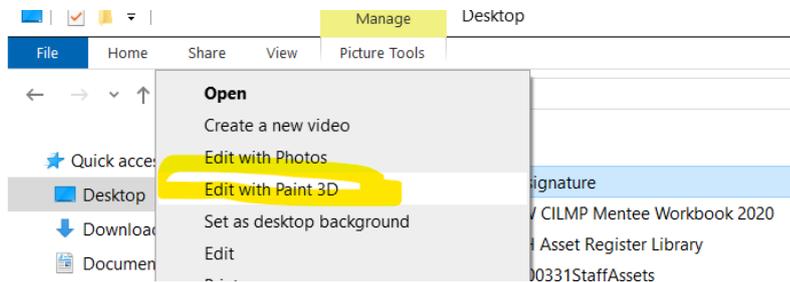   i. Scan the paper to PDF: Open Acrobat Pro DC select File > Create > From Scanner > Color Document.

    ii. Take a photo of your signature, be sure you're photographing in a well-lit area so that no shadow falls over your signature. Email the photo to yourself (large or actual size), opening the jpeg on your computer.
        a) Right click on the photo > Save image as (if using browser) or
        b) Right click on the photo > Save as Picture (if using desktop client)

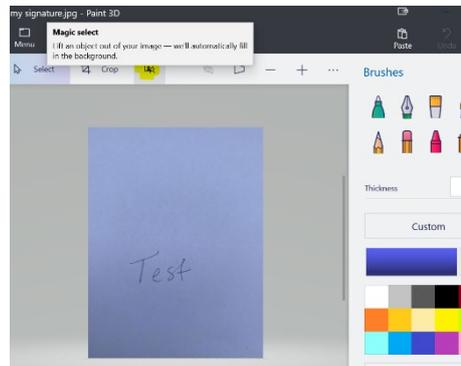   c) Save to your desktop as "My signature"

3. Open your desktop folder and right click on the "My signature" file
4. Click on Edit with Paint 3D or Paint depending on the version you have.
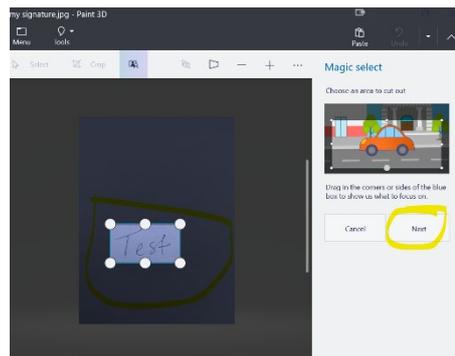

5. If the background is too dark, or grainy you can remove the background with the following steps:
   i. If using Paint 3D to remove the background:
      a) Click Magic Select to enable the tool you'll use to remove the background.
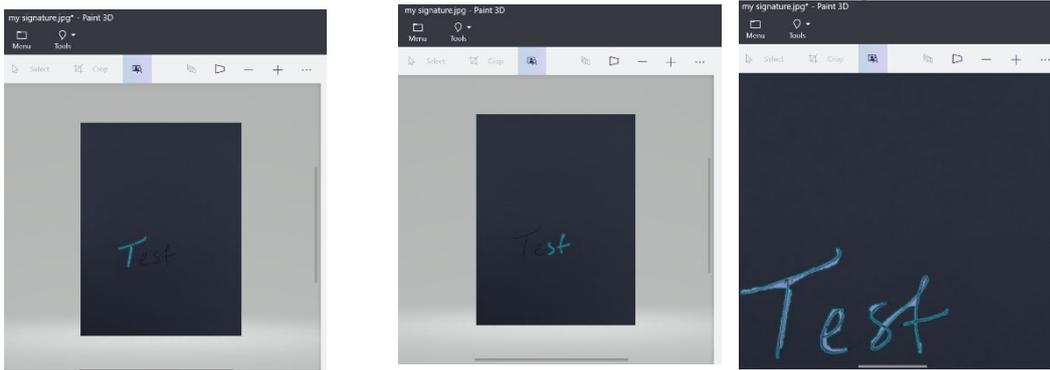

      b) Drag the corners or sides of the image until it removes most of the background while still featuring the subject you'd like to keep.
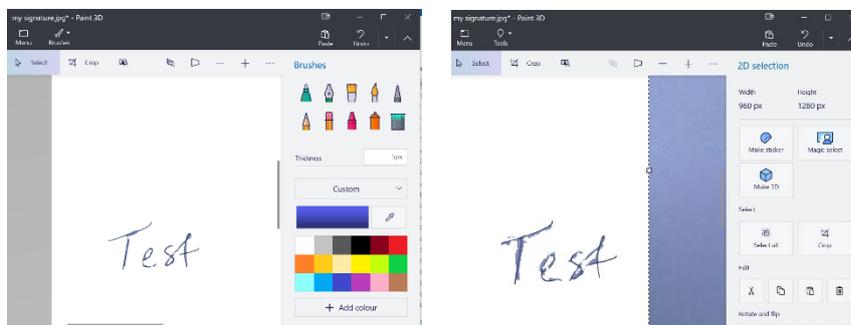

      c) Some of your signature will be automatically highlighted.
      d) To refine this, click on Autofill background the click on add (drag over the letter as best as possible) or remove (rub out the background that is not needed) as appropriate.
      e) Press Done when you have selected your signature.

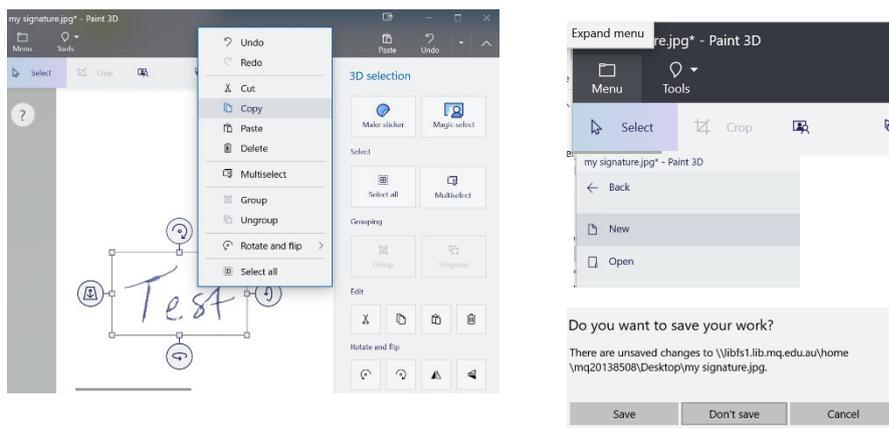   *TIP – you can click on the + sign to make the screen bigger.*

Click on select all and drag the background away from the signature. Delete the background whilst it is still highlighted.

Click on select and draw a box around your signature by clicking on the canvas and using your left mouse dragging around the signature until you have the size needed.
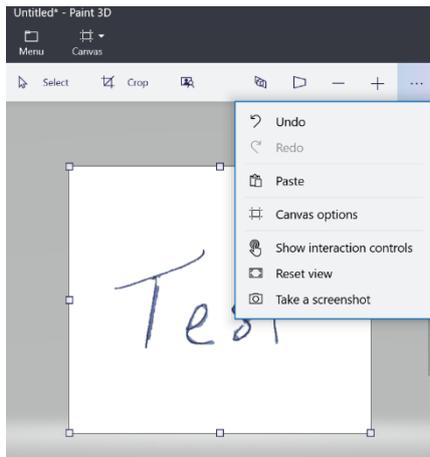
Right click on the image and choose "Copy" from the menu that appears

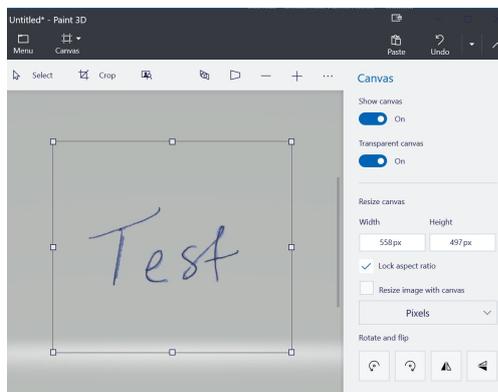Go to menu and choose "New" (don't save the existing image)

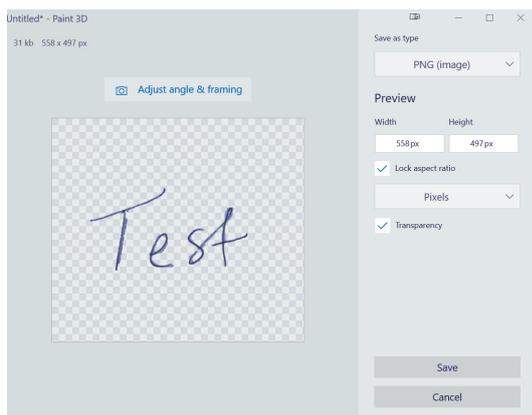When the blank canvas opens, right click and choose paste.

Click on the three little dots at the top of the screen and select "Canvas Options"

Click on Transparent canvas, so it now shows as on.

Go to the Menu and select Save> Image>PNG (image)>Save

ii.   If using Paint to remove the background:
    a) Choose the "Select" tool from the "Home" tab.
    b) From the drop-down menu, pick the "Free-form selection" tool.
    c) Trace an outline around the foreground and midground elements you want to keep in the picture by holding down the left mouse button and dragging the cursor, keeping the line as close to the edges of the elements as possible.
    d) When your outline forms a closed loop, a dotted outline appears around it.

e) From the selection tool menu click "Invert selection," which instantly selects the image's background.
Without changing tools, left-click and drag the image until you drag the background right out of the picture.

f) Drag a rectangle around the signature staying as close as possible to the outer edges of the signature.

g) Select "Crop", and the image should be resized to the size of the rectangle in the previous step.

h) Select "Save As > Png Picture", name the file "My Signature", and save it to your desktop.