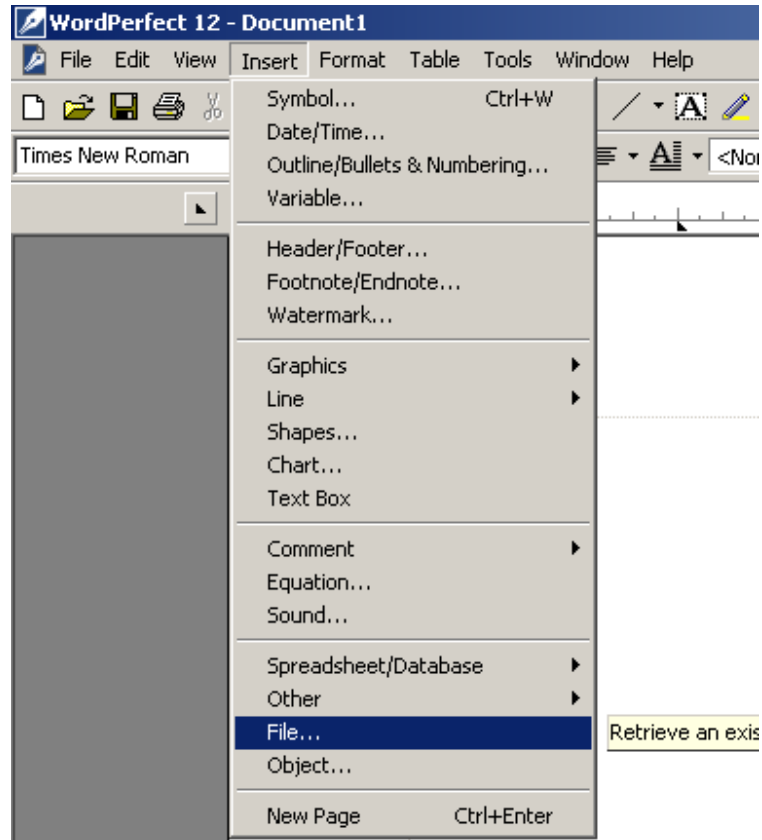## Adding Signature to WordPerfect Documents

1. Scan in signature. Crop so only signature is displayed instead of the whole sheet of paper. Save signature as a graphic file (.GIF) to your PC. Make sure you remember the location of the signature graphic.
2. When you are ready to insert the signature to the document, do the following:

Go to Insert > File

Navigate to the location of the signature graphic, highlight it (single-click) document, and select the insert button.
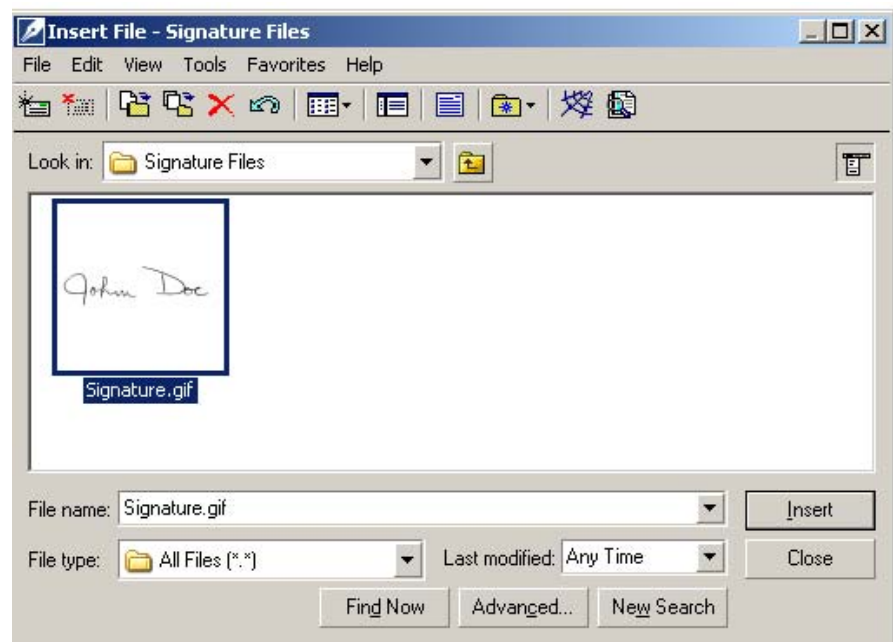
The signature is now inserted into the document.