

HOW TO ADD A DIGITAL SIGNATURE IN NISUS, WORD, AND OTHER MAC DOCUMENTS

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Mac users, it is a snap to add digital signatures to a document. This ability is built right in with your Mac, and you can do it for documents created by any program. I'll explain how to do it for Nisus Writer and Word, and the explanation for Word will work for any document program.

The key to adding digital signatures is to save the document in the PDF format, and then open the PDF in the Preview application. Preview is found in your applications folder and has the tools for adding a digital signature.

So, the first step is to save your document as a PDF. In Nisus, it's very easy. When your document is open, go to the File menu at the top of the screen. In that menu there is an option to "Save as PDF." Click on that and save your document. You have just created a PDF version of your document.

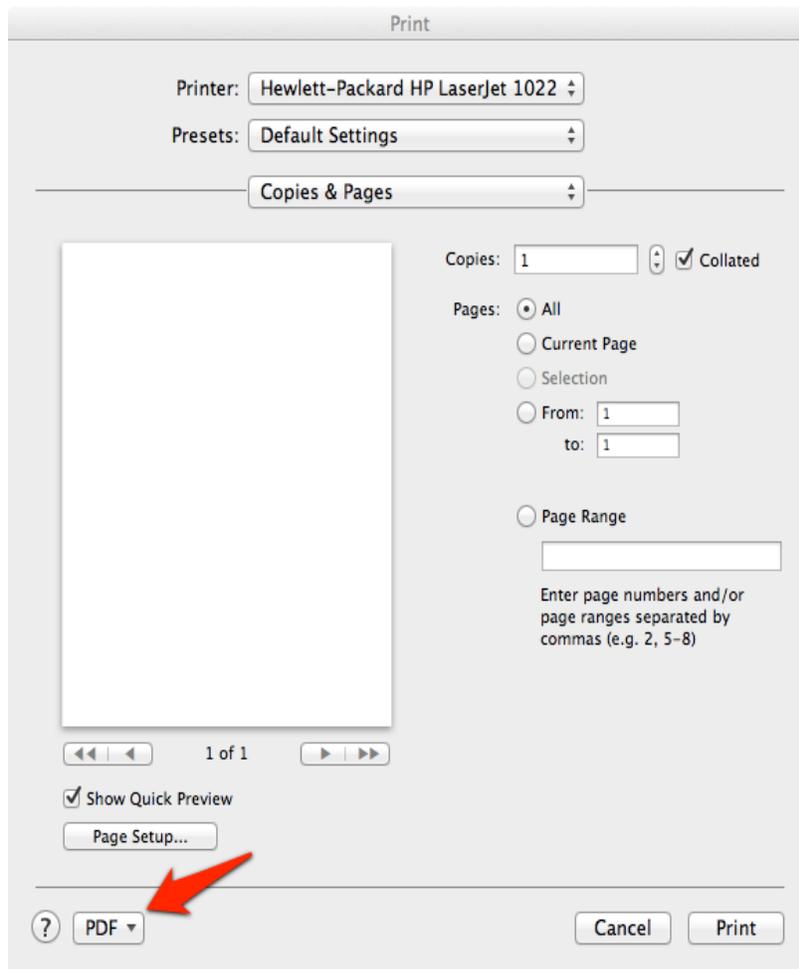
In Word (and most other programs), it's not so straightforward to save a document in the PDF format, but it's still easy to do. In the File menu at the top of your screen, click "Print." That opens a print dialog box (see screen snap 1 at the top of the next page.) In the lower left hand corner, there will be a small button labeled "PDF." Click that button, and choose the "Save as PDF" option. As in Nisus, this will create a PDF version of your document.

Having created a PDF version of your document, it's time to add your signature. So, go find a sheet of white paper and write out a signature or three.¹ Open your PDF document in Preview. At the top of the document, you'll see a button with a symbol of a pen over a rectangle. (See screen snap 2 on the next page.) Click that, and a new menubar will open that contains an underlined S. (see screen snap 3 on page 3.) This is the signature tool.

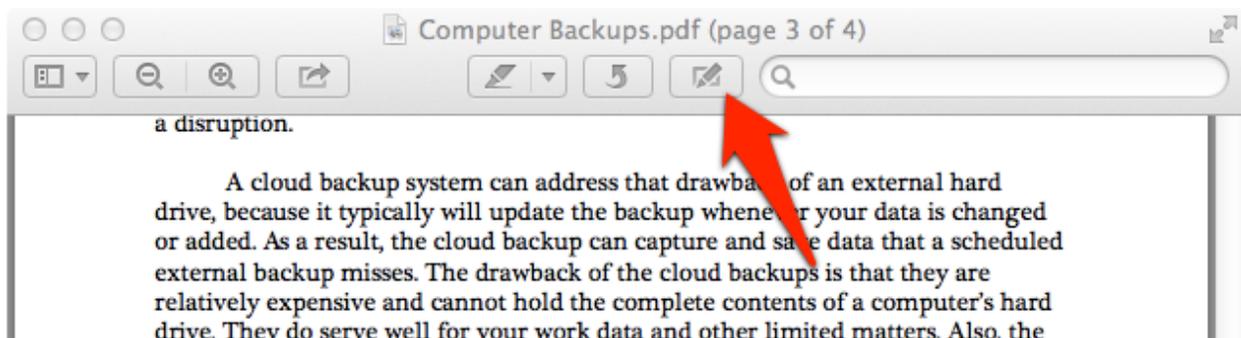
Click on the underlined S, and you will be given the option to "Create Signature from FaceTime Camera." Click that option. A new window will open up that has a view from the FaceTime camera on your Mac, and the instructions to "Sign your name in black ink on a small piece of white paper. Hold the paper up to your Mac's camera so your signature rests on the blue line." Under the instructions is a white box with "Signature Preview." (See screen snap 4 on page 3.)
Instructions are continued below screen snap 4.

1. The Courts always appreciate nicely done signatures, so I recommend using a calligraphy pen. :-)

SCREEN SNAP 1

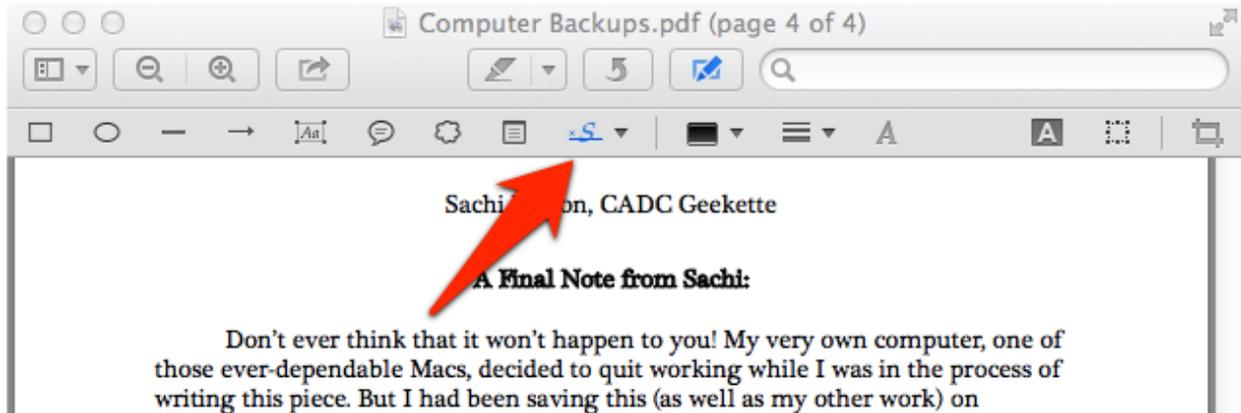


SCREEN SNAP 2

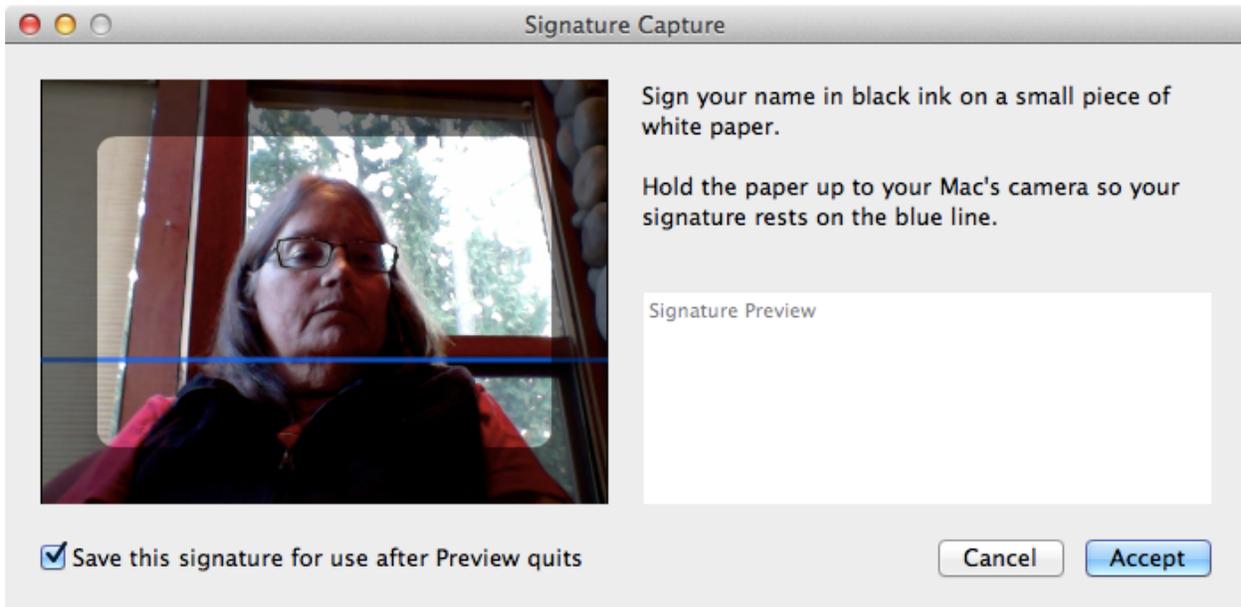


Have questions? Email me at sachiwilson@sbcglobal.net

SCREEN SNAP 3



SCREEN SNAP 4 (starring the CADC Geekette)



As the box instructs you, hold your signature up to the camera so that it appears on the blue line. The computer will take a few seconds to focus on the signature, and when it is ready your signature will show up in the "Signature Preview" box. When you are satisfied with the way your signature looks in the Preview box, click accept. You now have a signature that you can use for any future document.

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The next task is to add your signature to your PDF document. Once again, click on the underlined S shown on screen snap 3. This time, your options will include a copy of the signature that you just captured. Click on your signature, and then go to the place on your document where your signature should be inserted. Double-click at that point, and your signature will appear on the document. You will be able to resize it or move it after it appears using the little bluish-gray buttons at the edges and corners of your signature (see screen snap 5 just below.)

And that's all there is to it!

SCREEN SNAP 5

