

Creating an electronic signature to use in **YESLaw**

You can easily create an electronic signature for using in YesLaw. Here's what you will need:

- Camera Phone
- Microsoft Paint
- Microsoft Word

Step One: Write Your Signature on a White Sheet of Paper

Sign your name in the middle of a regular sheet of white paper. To keep your signature straight put a lined piece of paper behind the white sheet. You will achieve best results with a black pen that produces thicker ink, such as a Sharpie pen.

Step Two: Take a Picture of Your Signature

Use your phone to take a picture of your signature. Try to get as close as possible and find a position that does not cast a shadow on the sheet of paper. Note: if you have a scanner, you can just scan the paper in and skip some of the following steps.

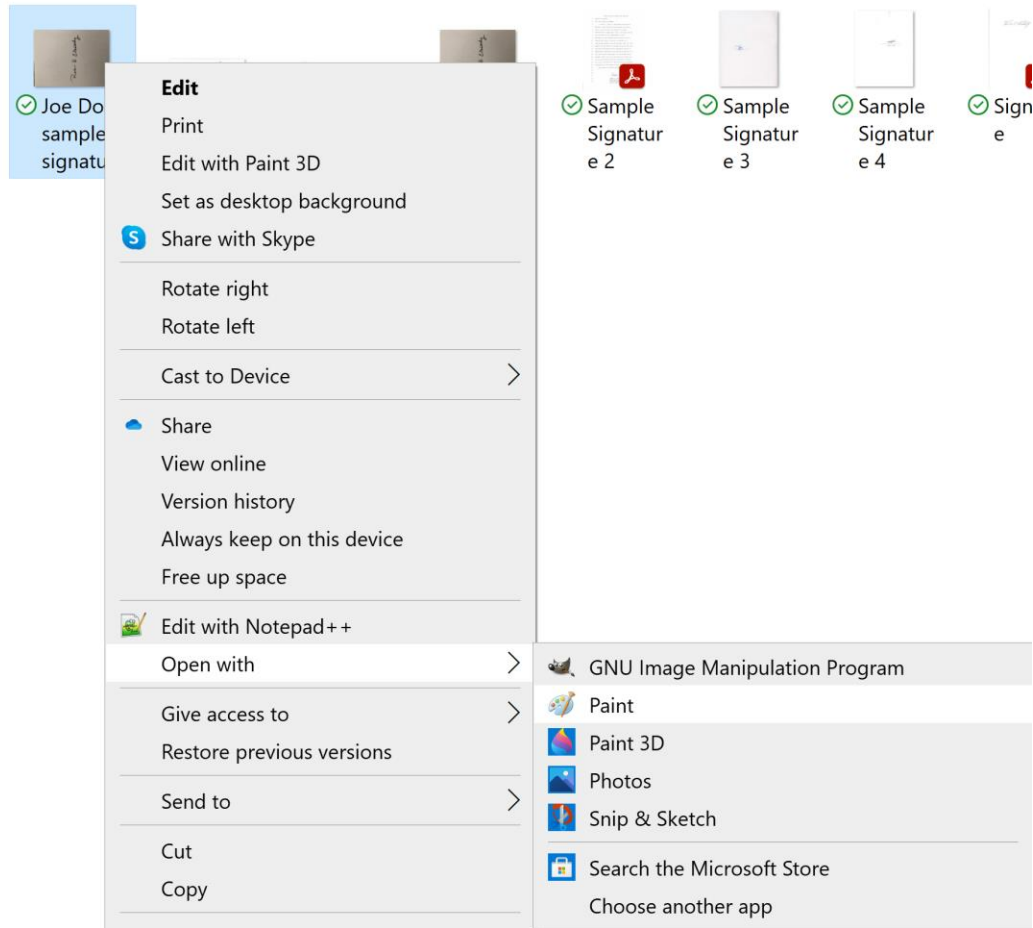


You then need to get the photo from your phone to your computer. You can do this simply by emailing the photo to yourself, selecting "actual size" when prompted. Open your email and save the file.

Step Three: Edit Your Photo in Microsoft Paint

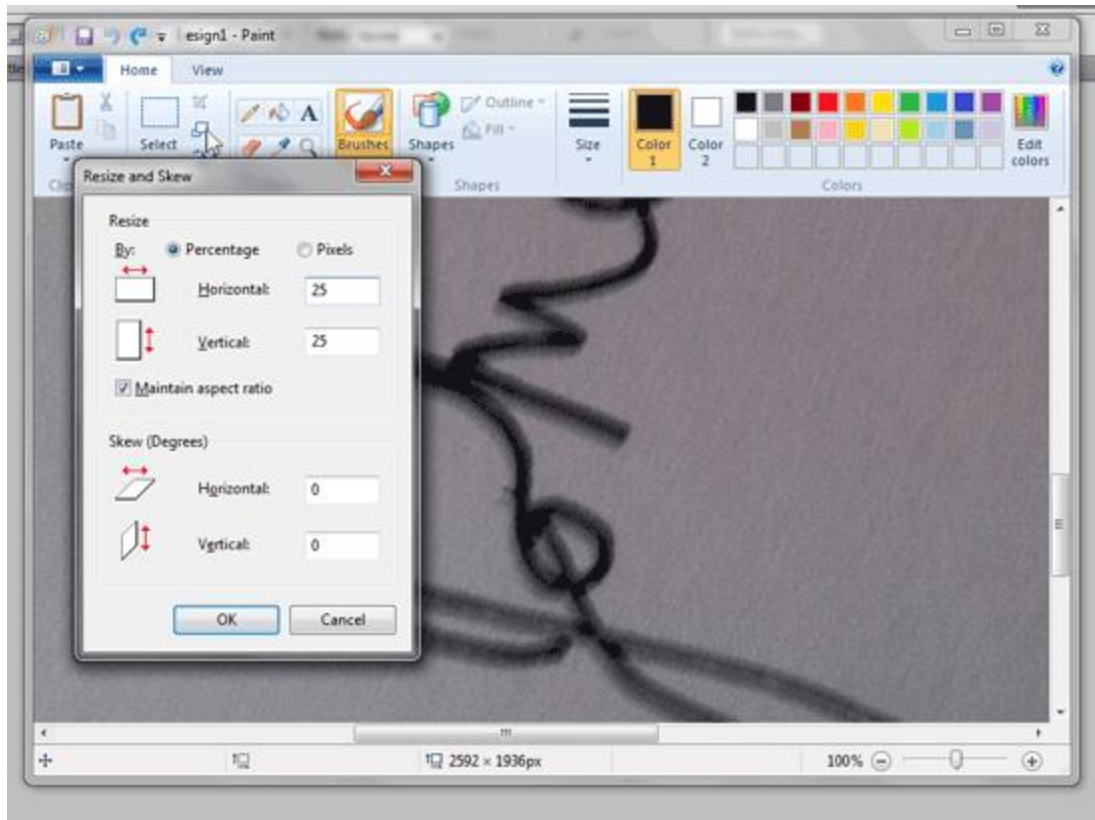
Open your scanned image in Microsoft Paint by right clicking on the icon and selecting “Open With.”

PC > Documents > YesLaw > Sample Signatures

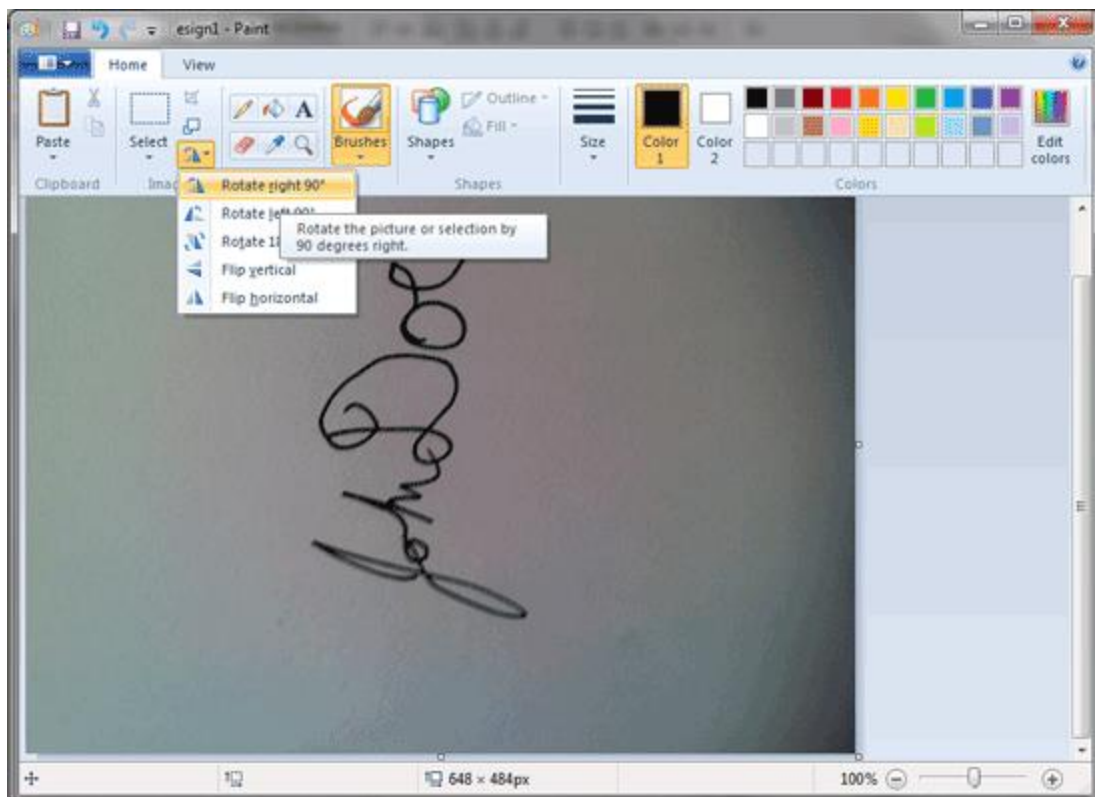


After opening the photo, you may notice that it may be on the large size and possibly rotated on its side.

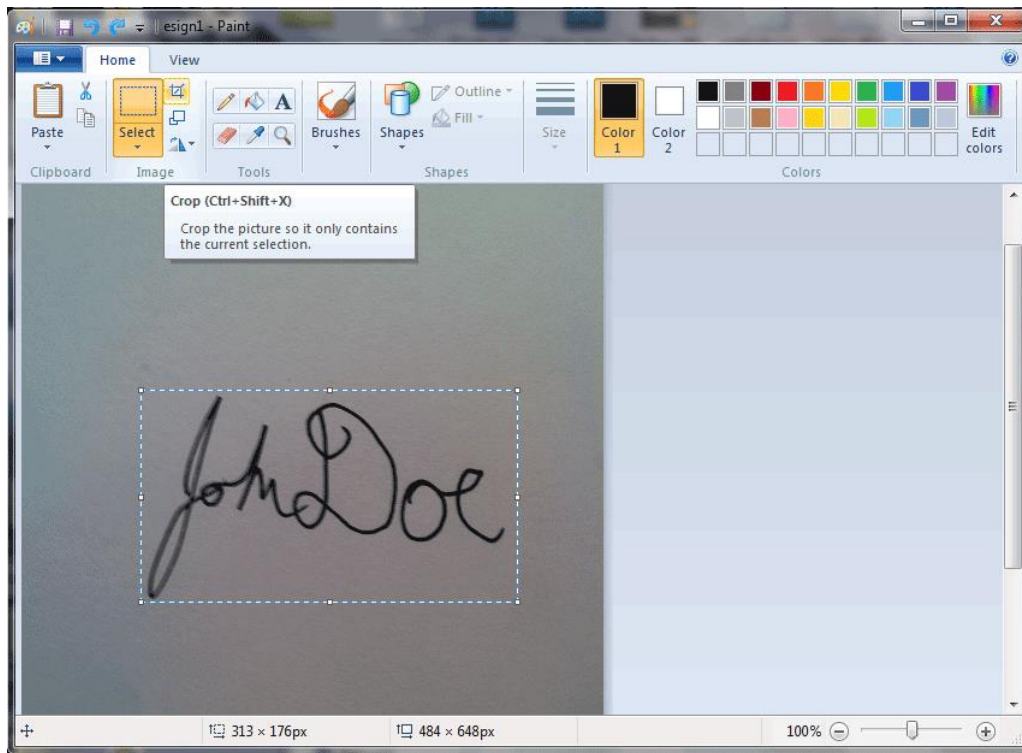
If so, click the resize button as shown in the following photo. Then resize by percentage, reducing the size from 100% to 25% as shown.



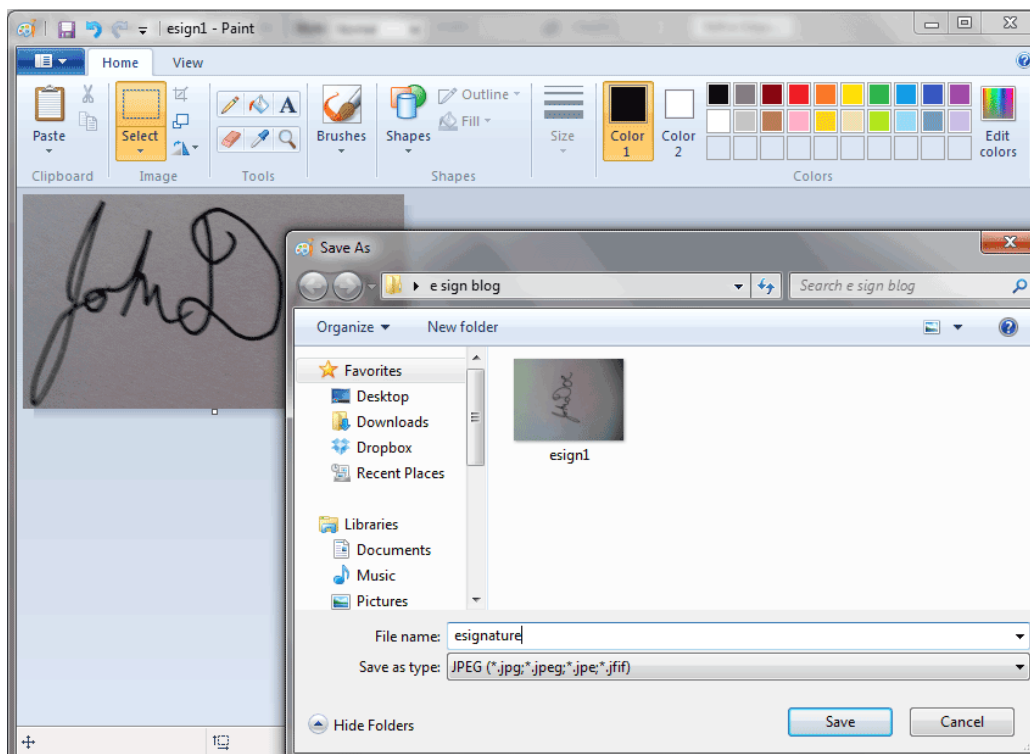
After making the photo smaller, select the rotate button and choose “Rotate right 90 degrees” as shown.



Next, you will notice that the paper itself takes up most of your photo. Select only the signature area using the rectangular **Select** tool. Then press the **Crop** button as shown.

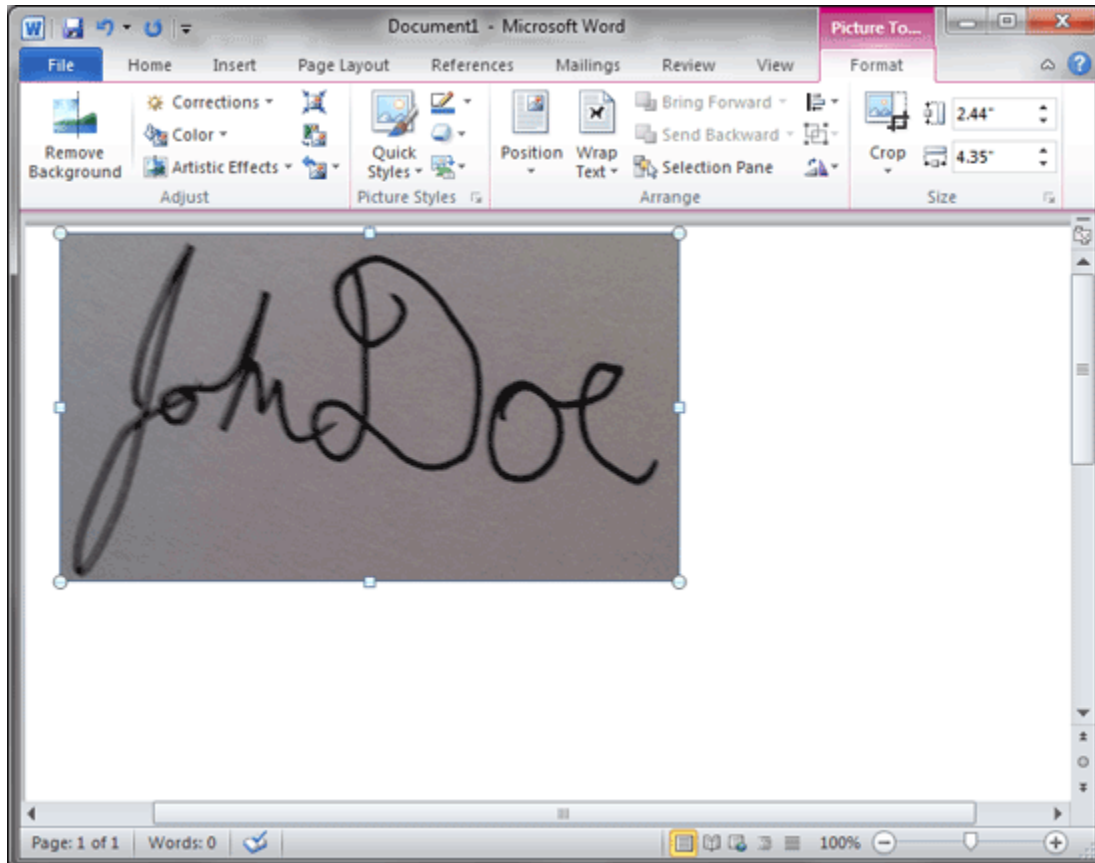


After cropping the photo, click **File** and save your photo as a JPEG image.



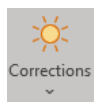
Step Four: Eliminate the Dark Background in Microsoft Word

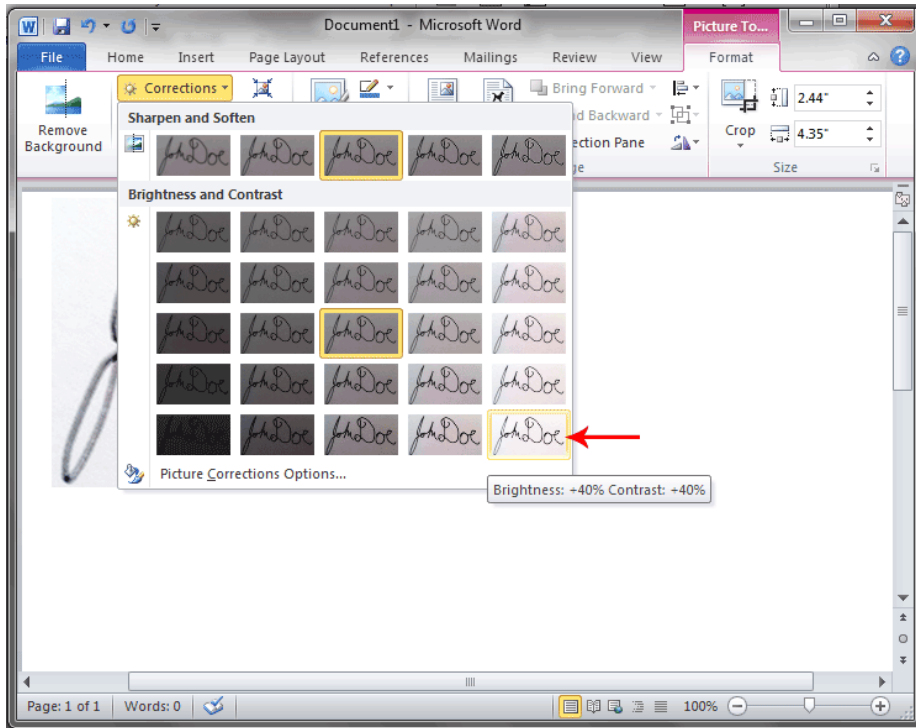
Open Microsoft Word. Under the **Insert** ribbon tab, click on the **Pictures** drop down menu and choose the edited photo that you saved from Microsoft Paint. This is what the image will look like. It may still have the dark background from the shadows on the paper itself.



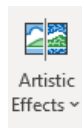
To remove the dark background area, double click to select the Photo.

From the **Corrections** menu, select the option with the whitest background, as shown below.

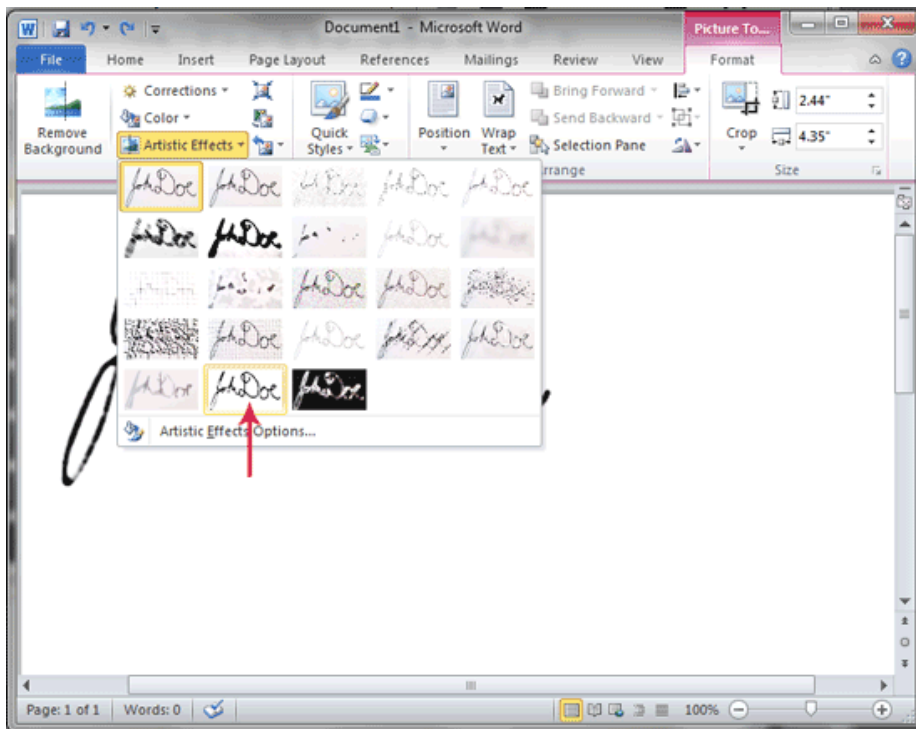




Next, select the photo and open the **Artistic Effects** menu.

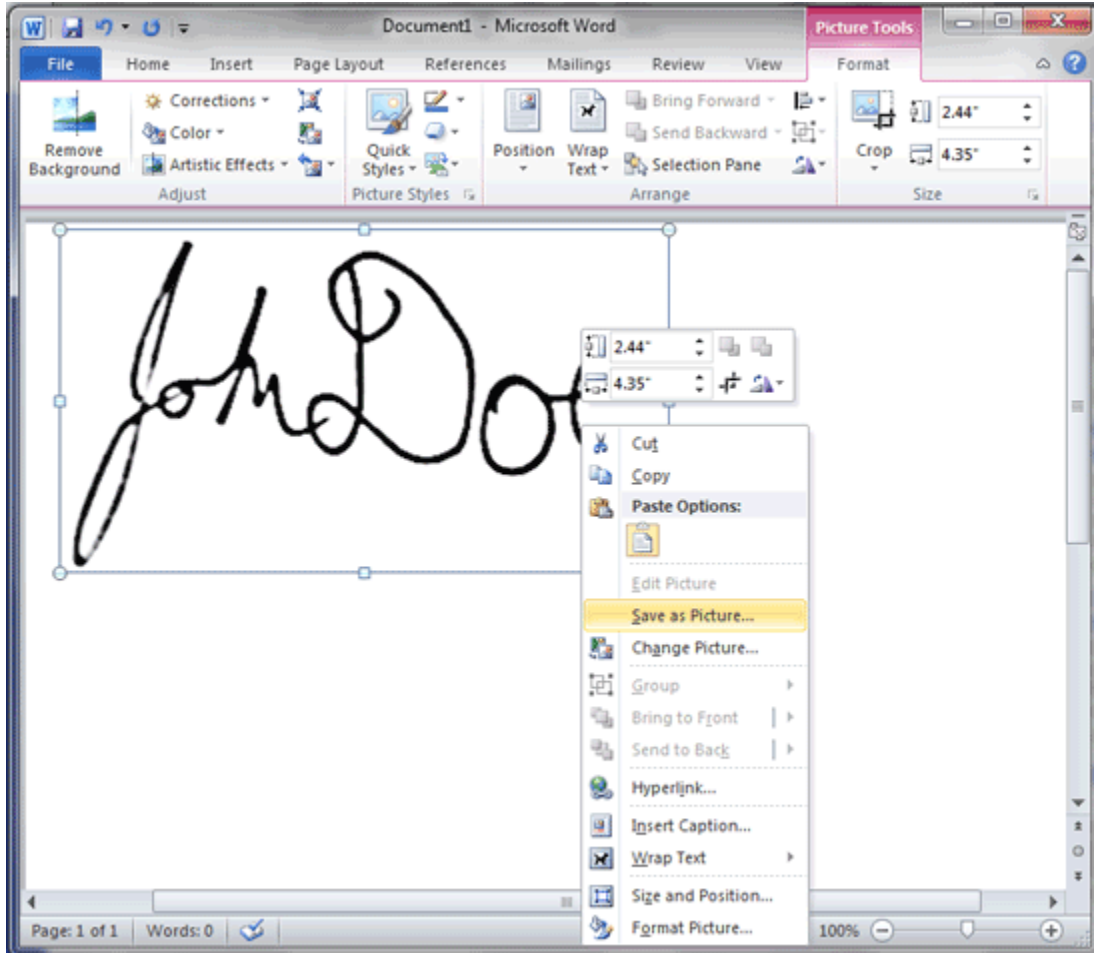


Select the option that has the whitest background as shown.

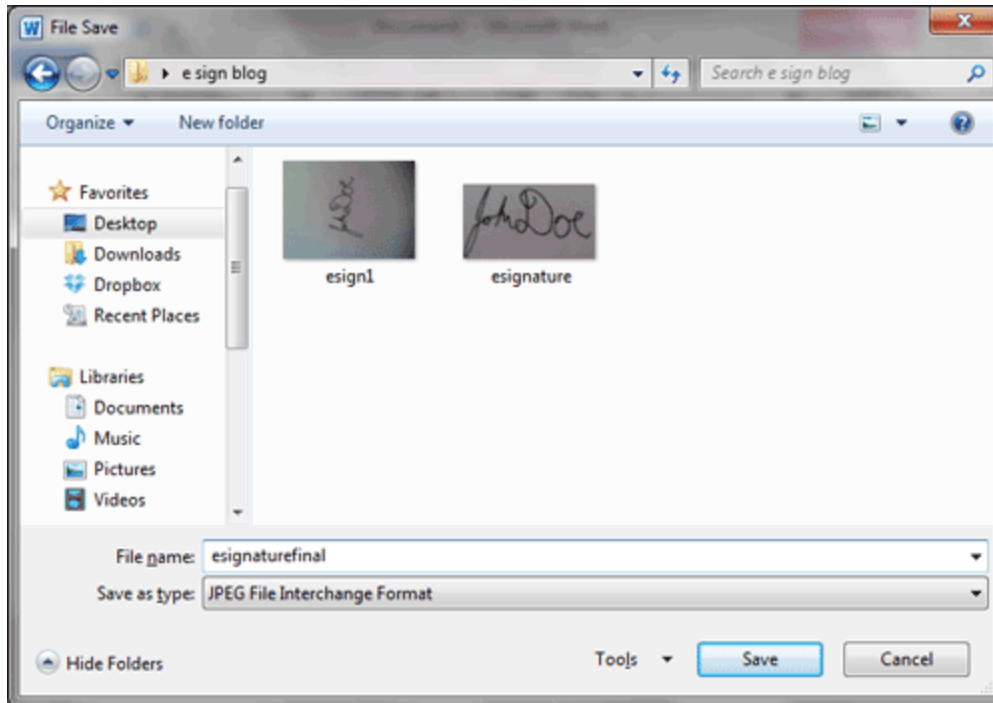


Note: if these two steps do not completely remove the background, then click on the Corrections menu and then choose Picture Corrections Options. Play with the brightness and contrast sliders until the background is completely white.

The end result is shown in the picture below. Right click on it and choose Save as Picture.



When saving your signature, make sure it is in JPEG format as shown below. Also name your signature exactly the same as your name appears on your transcript certificate page so that YesLaw can automatically place in the correct location when you create your PDF.



The final result will be a signature image as shown below.



1. You now can use your electronic signature for you PDF transcripts in YesLaw. Select your graphical signature file and copy it by **right-clicking** and choosing **Copy** or press **CTRL C**
2. Open YesLaw Transcript Generator.
3. Select **View > Signatures folder...** and paste the downloaded graphical signature file into the **Signatures** folder by **right-clicking** and choosing **Paste** or press **CTRL V**
4. Once you load a transcript, click the “...” in the **Signatures** area to browse to and select your signature for the cert page.

