

Creating a Graphic Signature

Introduction

For most ECF filings, the s/signature is acceptable. However, there are times when a graphic signature is needed (see [Judges Filing Preferences](#)). If the document is printed, signed and scanned, it becomes a non-text-searchable, scanned PDF, contrary to judicial filing preferences. Therefore, the graphic signature must be inserted into the document while it is still a word processing document or after it is converted to a text PDF.

Steps to Create Signature File

The steps for creating a graphic signature file are as follows:

STEP	ACTION
1	Sign a blank piece of paper in the approximate “normal” size.
2	Scan and save it as a jpg, gif, or other graphical format. Be sure to remember the location and name. NOTE: To use in a PDF stamp (see below), save as a PDF.

Using the Graphic Signature

The graphic signature can be used in WordPerfect, MS-Word, Adobe, and other programs.

For more information, see

- [Inserting a Graphic Signature into a WordPerfect Document](#)
- [Inserting a Graphic Signature into a Word Document](#)
- [Inserting a Graphic Signature into a PDF Document](#)