How to Create a Scanned Digital Signature

1. Sign a blank piece of paper with Ink
2. Scan the paper: Pawprinter or photo with your phone
3. E-mail the scan to yourself
4. Snipping Tool: This tool is loaded on all WCU computers to snip. Use it to SNIP your signature

The second way to take a screen capture or item capture is the program **Snipping Tool**. You can click the window shaped **start menu** in the lower left hand corner of your screen and start typing snipping into it. The result of snipping tool usually comes up after the first few letters.

When snipping tool is launched you will have a cross hair appear on the screen. Left-click your mouse and hold, dragging a rectangle over what you would like to capture. When you release your click, the area you have defined will pop up as a screen capture you can save.

1. Paste your Signature in any document
2. Save your Signature for future Pasting