...MAKE SIGNATURE FILES USING PREVIEW

Version 5.5 (or newer) of Preview (which came with MacOS 10.7 (Lion) includes the facility to record an image of your signature   and add it to PDFs and other documents, such as letters to be printed and email messages. Your computer needs a built-in camera to do this.

Under the Preview Menu, go to Preferences and click on the Signatures tab (which didn't appear in earlier versions). The pane which appears displays saved signatures which are available – assuming you've already added some. To add a new signature, click the + button in the lower left corner.
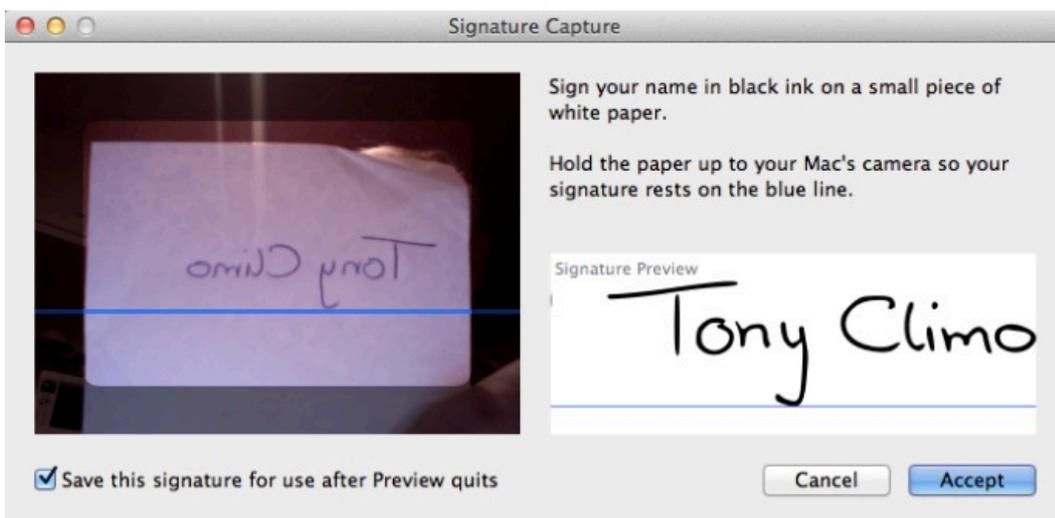
This will open a Signature Capture window and also activate your computer's camera. Following the instructions (as above) and the computer both recognises and captures the signature automatically – you don't even have to click! When you Accept the signature it will be saved in the Preview Preferences for further use.

Preview allows you to add a signature to PDF documents by clicking the Annotations button   . In the Annotations toolbar which appears click the blue S symbol, and the list of available signatures will be displayed. Click on the desired signature, and it will be inserted onto the PDF document. Note that PDFs by default do not allow alterations, so before you maker this insertion you will need to create a duplicate of

the original PDF file – you'll be prompted to do this if you haven't already duplicated it.

You can copy signatures from the Preview list: take a screenshot with Shift-Command-4 (rather than copying with Command-C, which produces a grey background), open the screenshot image, select it all, then copy it. Then paste the copied image where you wish to use it.

Some email applications make provision for signatures:
- In **Mail** go to the Mail Preferences and click the Signatures tab. Click the + button and paste the copied image. To use the image in a message, click on the Signature drop-down menu which appears on the right, just under the Subject line (NB. this menu only appears if you have created one or more signatures).
- In **Outlook** open an Email message window, and then click the Signatures button. Click Edit signatures, then the + button and paste the copied image. To use, click on the Signatures and select from the list.