

# How to create a digital signature in Word simply and quickly

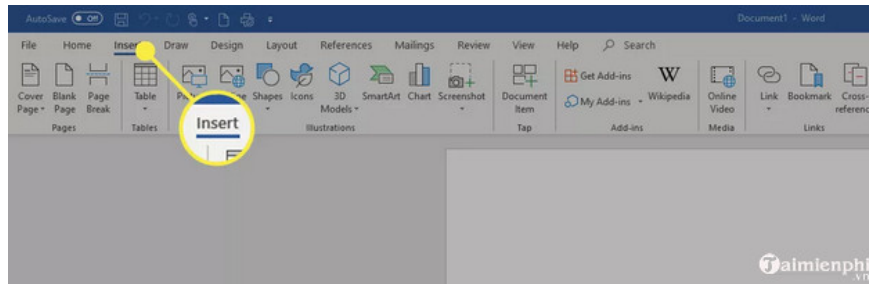
In Microsoft Word, you can easily create a digital signature to protect ownership and ensure the legality of the document. Here are detailed instructions to help you do this quickly.

Creating a digital signature in Word helps verify documents and secure content. With the instructions below, you can insert a digital signature into a Word document in just a few simple steps.

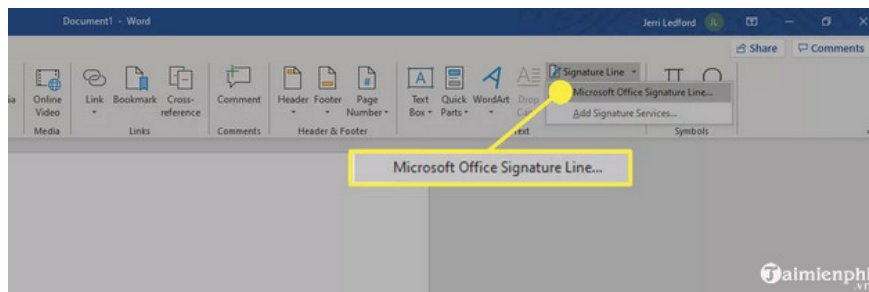
## 1. Instructions for creating electronic signatures in Word (New)

**Step 1:** Place the mouse cursor where you want to insert the signature in the document.

**Step 2 :** Click the **Insert** tab on the menu bar.

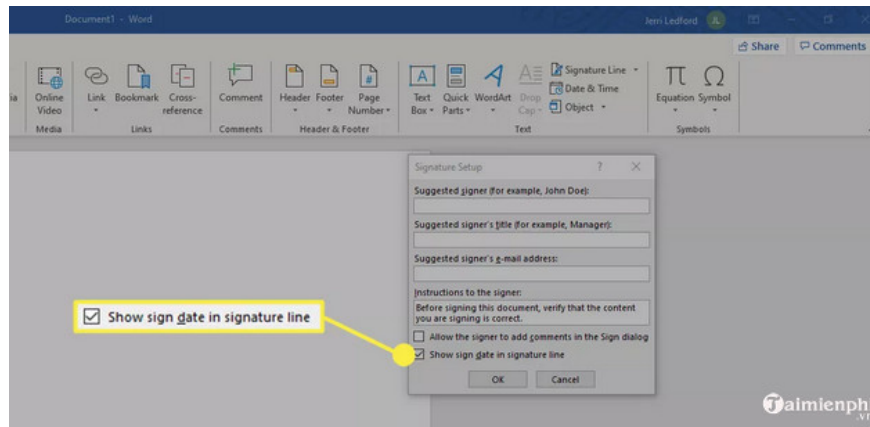


**Step 3 :** Select **Signature Line** , then select **Microsoft Office Signature Line** .

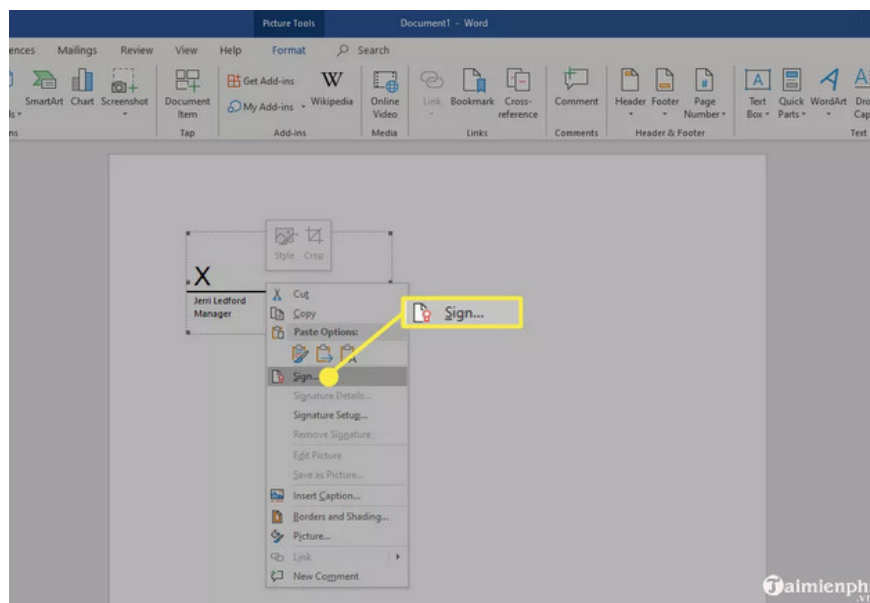


**Step 4 :** In the dialog box, enter information including name, title, email address.

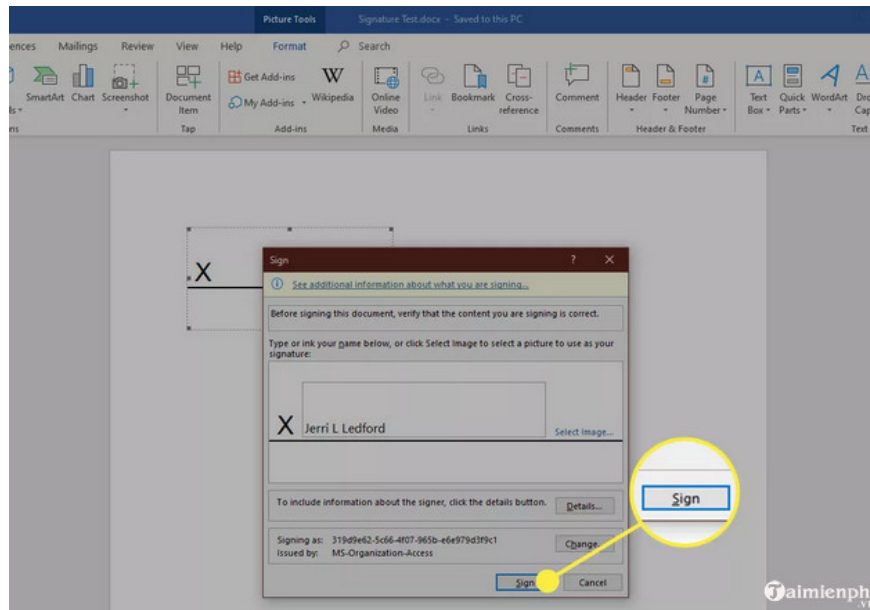
**Step 5 :** Check the **Show sign date in Signature Line** box to display the date the document was signed.



**Step 6** : Click **OK** to save the settings and insert the signature at the cursor position. **Step 7** : Right-click on the signature line, then select **Sign** .



**Step 8** : In the Sign dialog box, enter your electronic signature code or an image of your handwritten signature and click **Sign** .



Besides, if you do not know how to insert a signature into Word, you can refer to the instructions shared in the article below and follow them.

## 2. Instructions for creating digital signatures in Word documents (Old)

**Step 1 :** (1) Go to **Insert** ? (2) **Signature Line**



**Step 2 :** Display dialog box ? **OK** .



**Step 3 :** Set up complete information in the **Sign** dialog box .

Signature Setup

Suggested signer (for example, John Doe):  
|

Suggested signer's title (for example, Manager):  
|

Suggested signer's e-mail address:  
|

Instructions to the signer:  
Before signing this document, verify that the content you are signing is correct.

Allow the signer to add comments in the Sign dialog

Show sign date in signature line

OK Cancel

- After setting up all the information ? **OK**.

Signature Setup

Suggested signer (for example, John Doe):  
Alex Fulkin

Suggested signer's title (for example, Manager):  
Product Manager

Suggested signer's e-mail address:  
alexfulkin@john.com

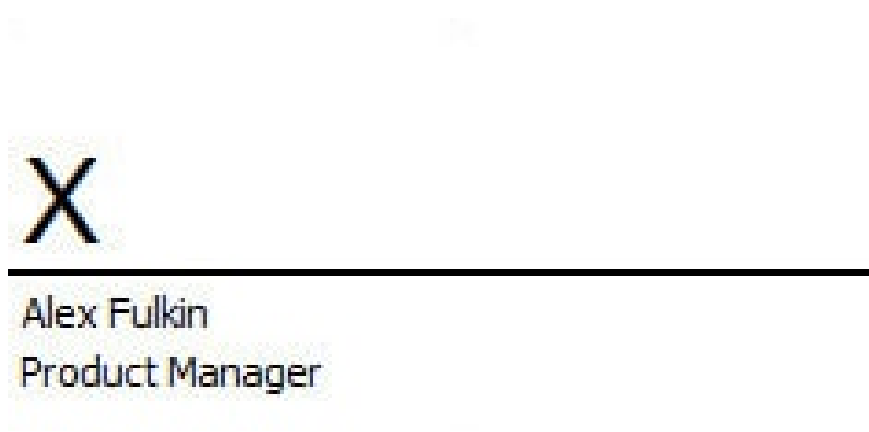
Instructions to the signer:  
Before signing this document, verify that the content you are signing is correct.

Allow the signer to add comments in the Sign dialog

Show sign date in signature line

OK Cancel

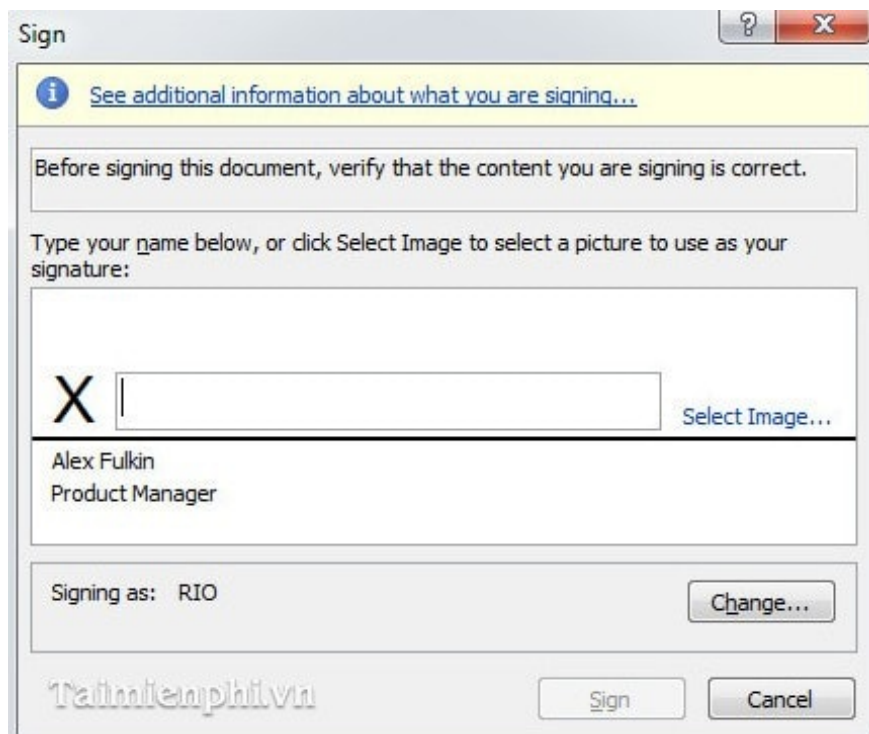
- Results after setting up signer information.



**Step 4 :** Double click on the signature ? Click **OK** in the dialog box that appears.



**Step 5 :** Type your signature into **the Textbox** or insert a signature image by clicking on **Select Image ...**



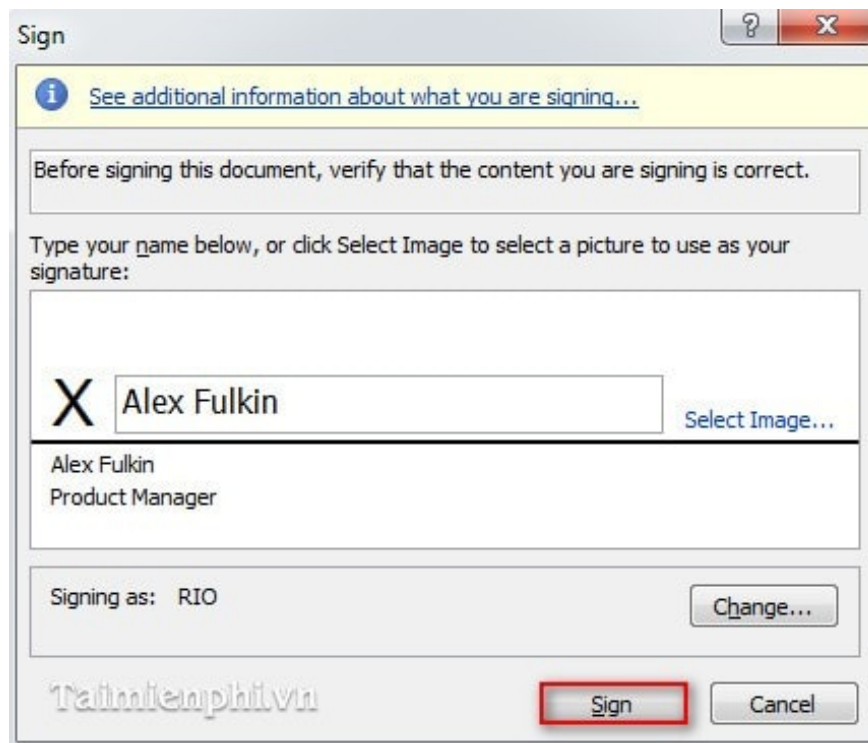
**Step 6 :** Click the **Change...** button in the **Sign** dialog box .



**Step 7 :** Select the existing certificate on your computer ? **OK.**



**Step 8 :** Click **Sign** to complete the process.



- The signature results I made for you to illustrate.



When you complete the above steps, you will have a document that is authenticated with a digital signature in Word, helping to protect the integrity of the document and creating trust when sharing over the internet. In addition, if you often work with electronic documents, you can refer to more tips such as: **Numbering pages in Word documents, inserting text boxes in Word** from Free Download.

You finished reading the article "**How to create a digital signature in Word simply and quickly**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.