

How to insert a signature in Google Docs

Inserting a signature in Google Docs is a convenient solution, especially for office workers when drafting documents and contracts. Additionally, it's a way to make user documents more 'official,' to personalize them, or for other legal reasons.

When drafting contracts or other legal documents, adding a signature is extremely important. Furthermore, a signature helps your document look more professional and representative. So, how do you add or **insert a signature in Google Docs** ?



How to insert a signature in Google Docs

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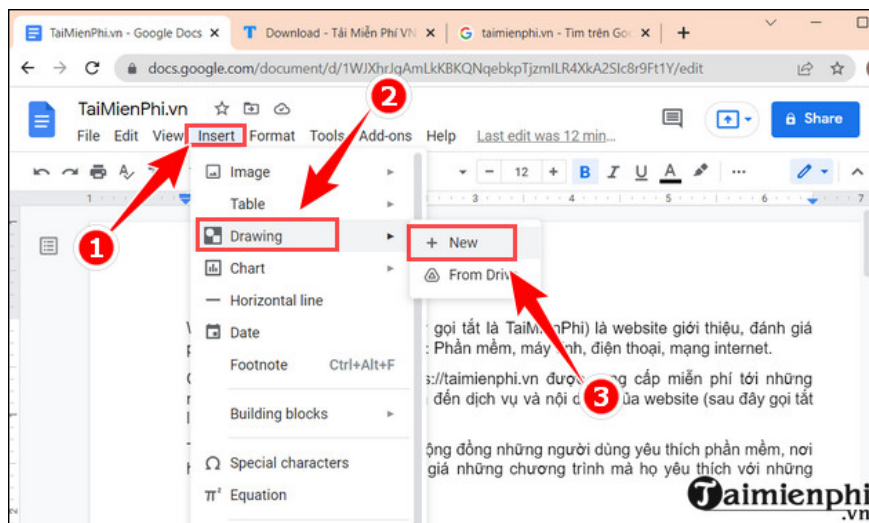
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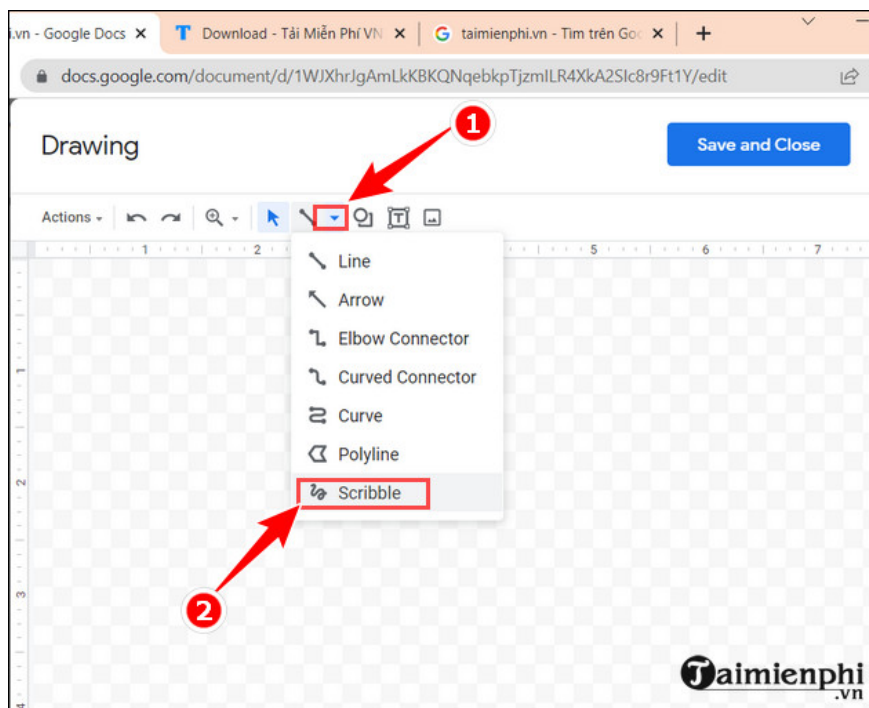
Instructions on how to insert a signature in Google Docs

Method 1: Inserting a signature in Google Docs using Drawing

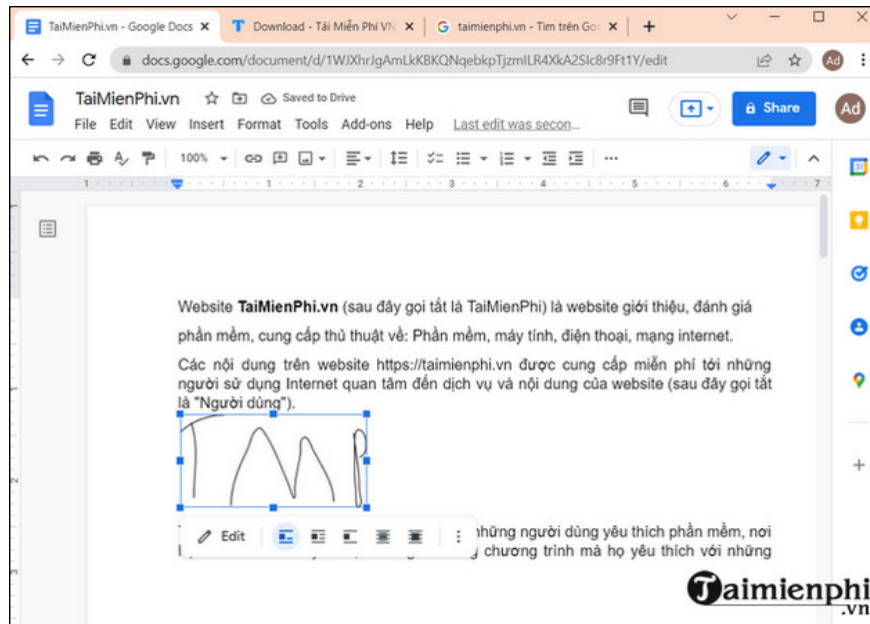
To begin, first place your mouse cursor where you want to create the signature, then click **Insert** => **Drawing** , and then click **New** .



In the Drawing window, click on **Line** , then select **Scribble** .

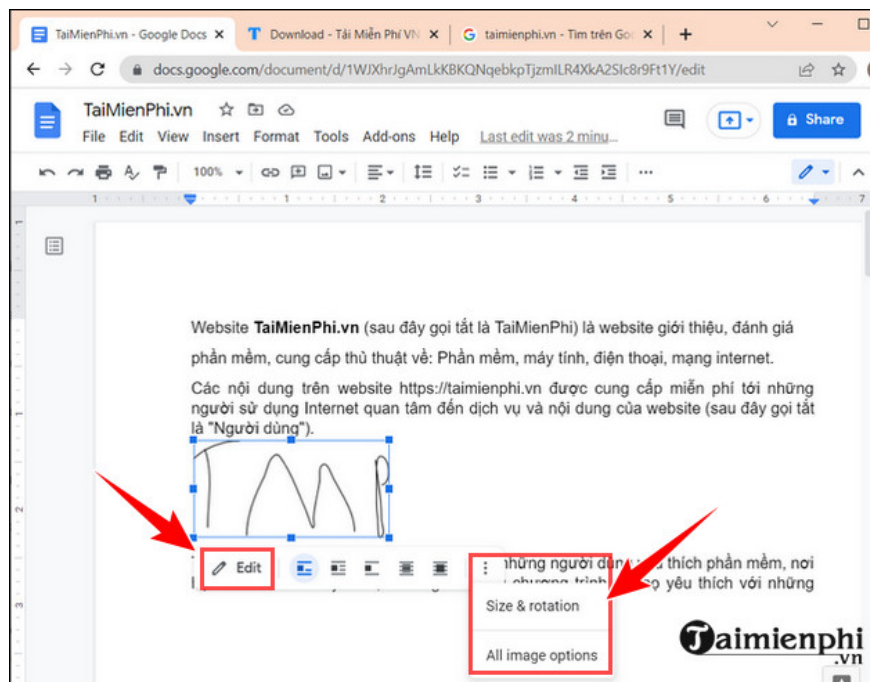


Now you can start signing using your mouse or stylus. When you're finished, click **Save and Close** and you'll see your signature appear in the document.



How to format a signature in Google Docs

If you're not satisfied with this signature and want to make further edits, click on the signature and select " **Edit**" (below). Or, if you want more formatting options, click on the three-dot icon in the far right corner.



Here you can edit:

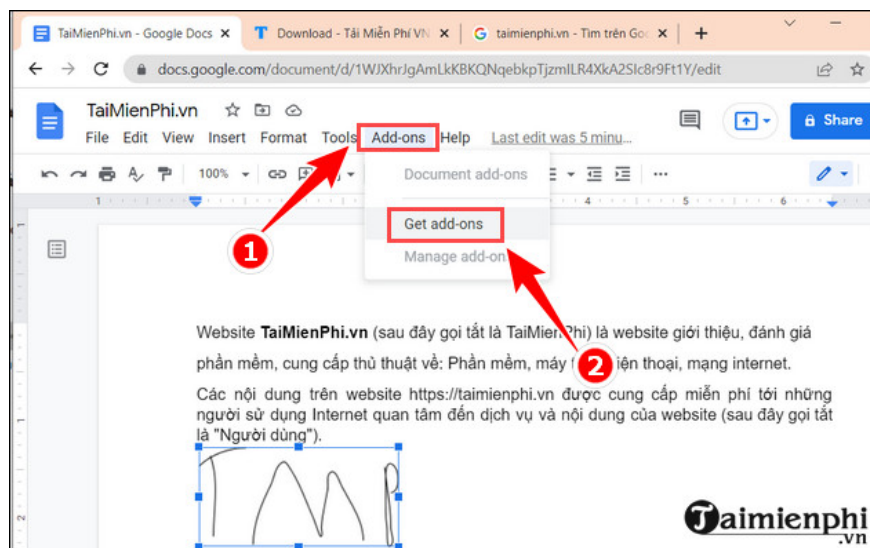
- **Size and Rotation** : Adjust the size and rotate the signature to the left, right, etc.
- **Text Wrapping**: Position of the text surrounding the signature.
- **Position** : Move the signature to a different position.

In addition, creating borders in Google Docs is a popular way for many people to decorate their documents and make them more visually appealing. If you don't know how to create borders, you can refer to the instructions here.

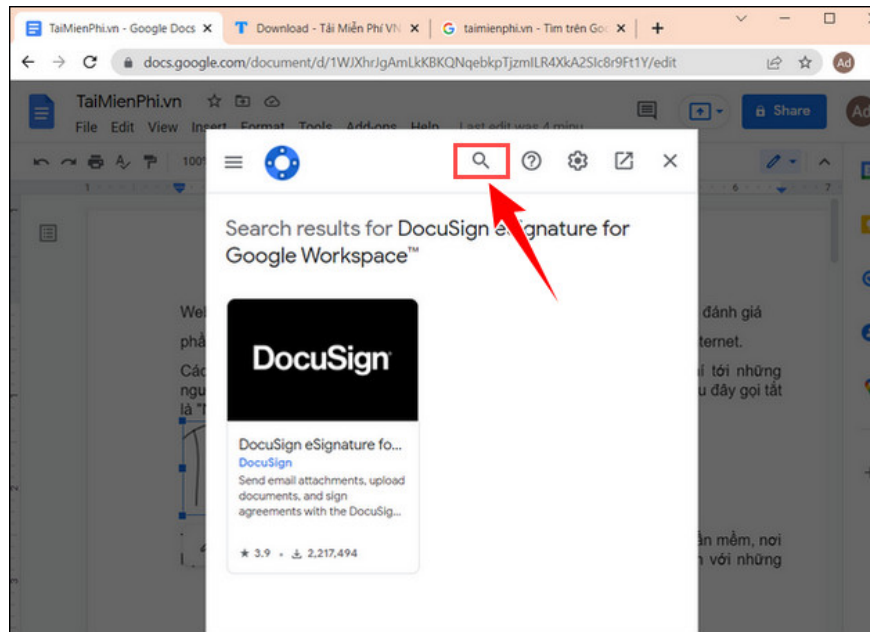
Method 2: Insert a signature in Google Docs using DocuSign

DocuSign is a tool that helps you create electronic signatures in Docs. Before you begin, you need to download and install DocuSign on your computer.

To download DocuSign, go to **Add-ons** => **Get Add-ons** => enter **DocuSign** in the search bar.



In the search results list, click on **Install** next to it. Select **Allow** to grant DocuSign access.



After successfully downloading, go to **Add-ons => DocuSign eSignature => Sign with DocuSign** .

If you've never used this tool before, DocuSign will prompt you to create a free account first. After that, you can start using DocuSign to add signatures to your documents.

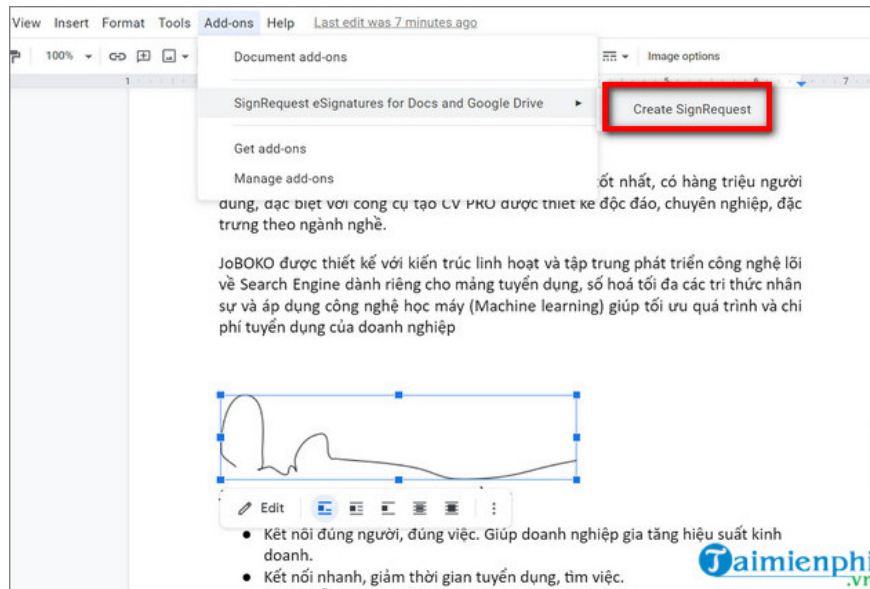
However, please note that you can only use the free version of DocuSign to sign a maximum of 3 documents per month. If you want to use it for more and other features such as transferring files for others to sign, you need to purchase a monthly paid account.

Method 3: How to insert a signature in Google Docs using SignRequest

SignRequest is another option if you want to add electronic signatures to documents. You can use it for free for 10 documents per month, or pay for more.

Similar to DocuSign, you first need to download SignRequest by going to **Add-ons => Get Add-ons => type SignRequest** in the search box and start downloading.

Once completed, you can start using this tool by accessing **Add-ons => SignRequest => Create SignRequest => Create** .



You will be taken to another window to begin creating your signature and download the document after you're finished.

Not only with **Google Docs** , you now have many more ways to **insert signatures** into documents in other formats. With the simple methods above, choose the most suitable tool and start creating your own professional electronic signature.

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