



Welcome to Your Signature Stencil
Crafted by hand. Designed for yours.

Dear customer,

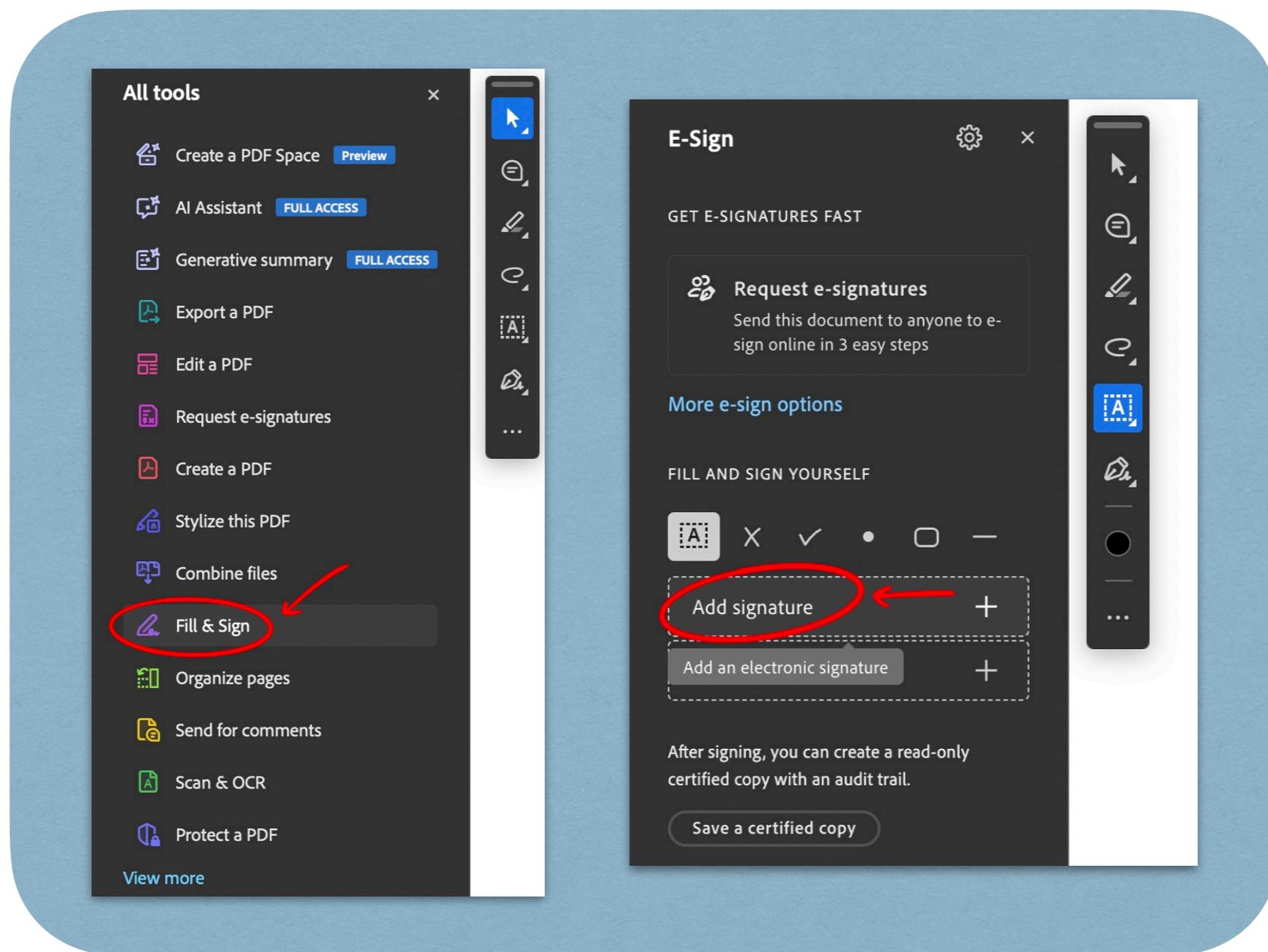
Thank you for choosing our studio for your new signature.

Your new signature isn't just a design — it's a personal mark of professionalism and identity. To help you make the most of it, we've prepared this guide that shows you how to easily add your digital signature to documents such as contracts, forms, or letters.

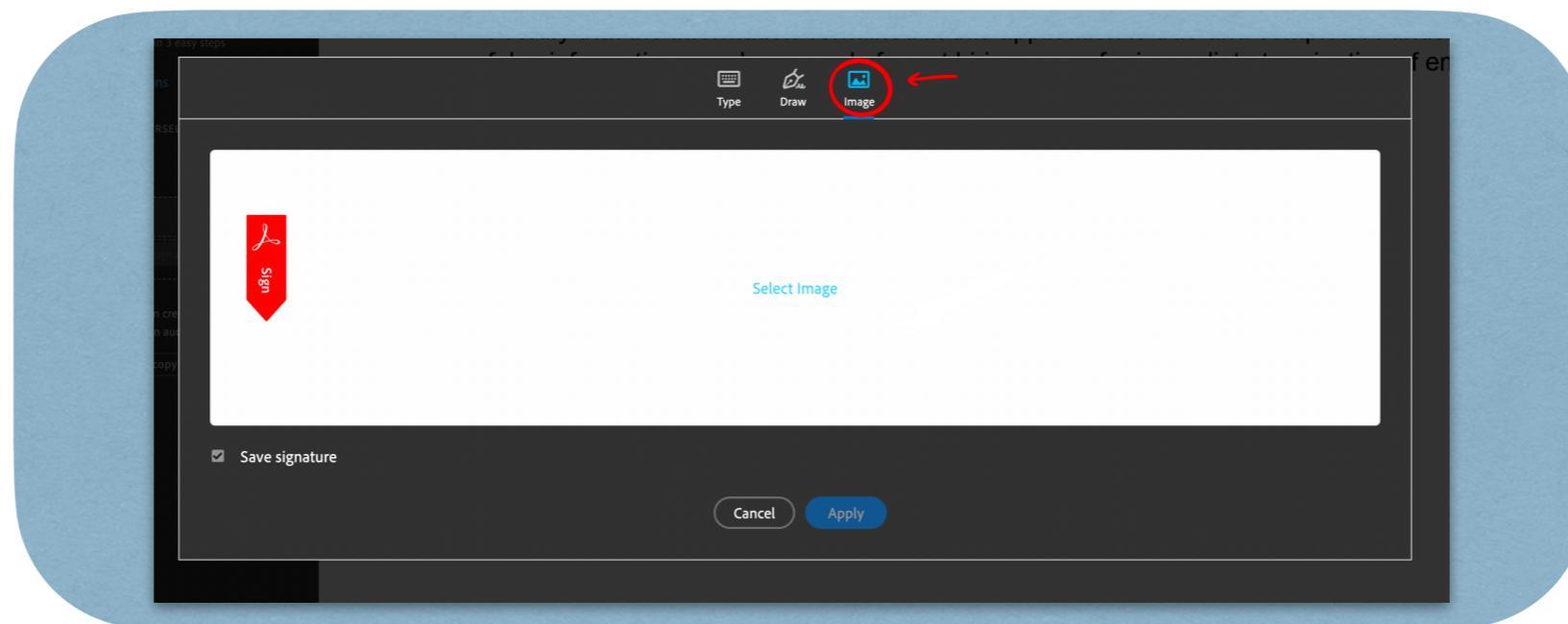
Let's get started on turning your signature into a powerful digital tool you can use anytime, anywhere.

Let us show you how to use your signature in most popular e-sign software, Adobe Acrobat and DocuSign, and how to add your signature to your Gmail account.

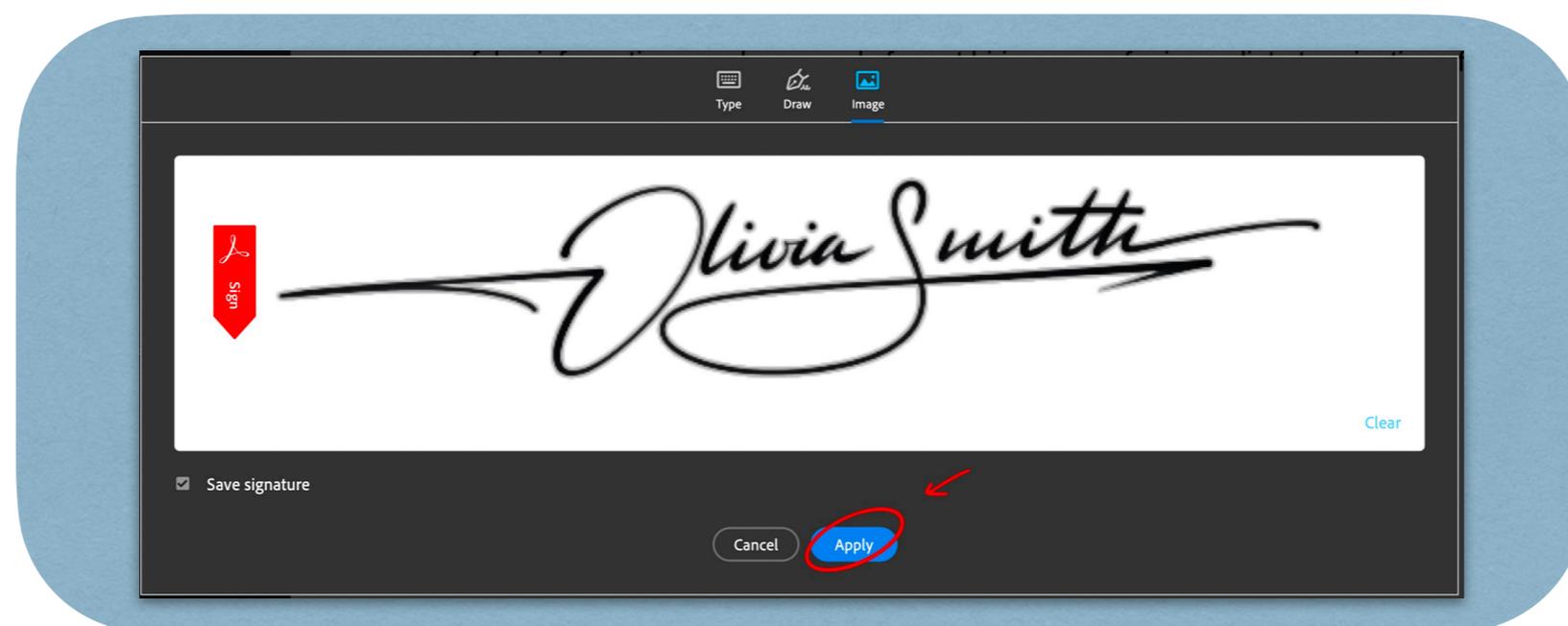
1. Open the document you want to sign and click on **Fill and Sign** option.
2. Select **Add signature**.



3. The signature window pops up. Choose **Image**.



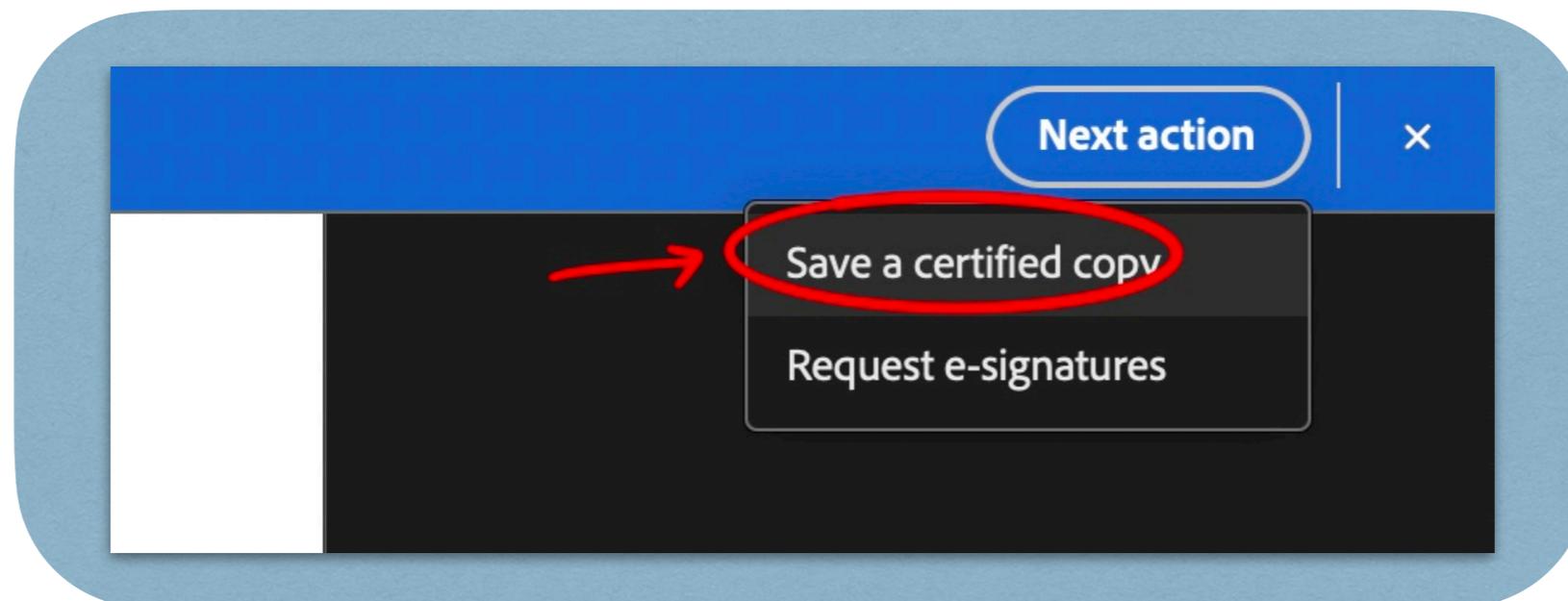
4. Add your new signature image and click **Apply**.



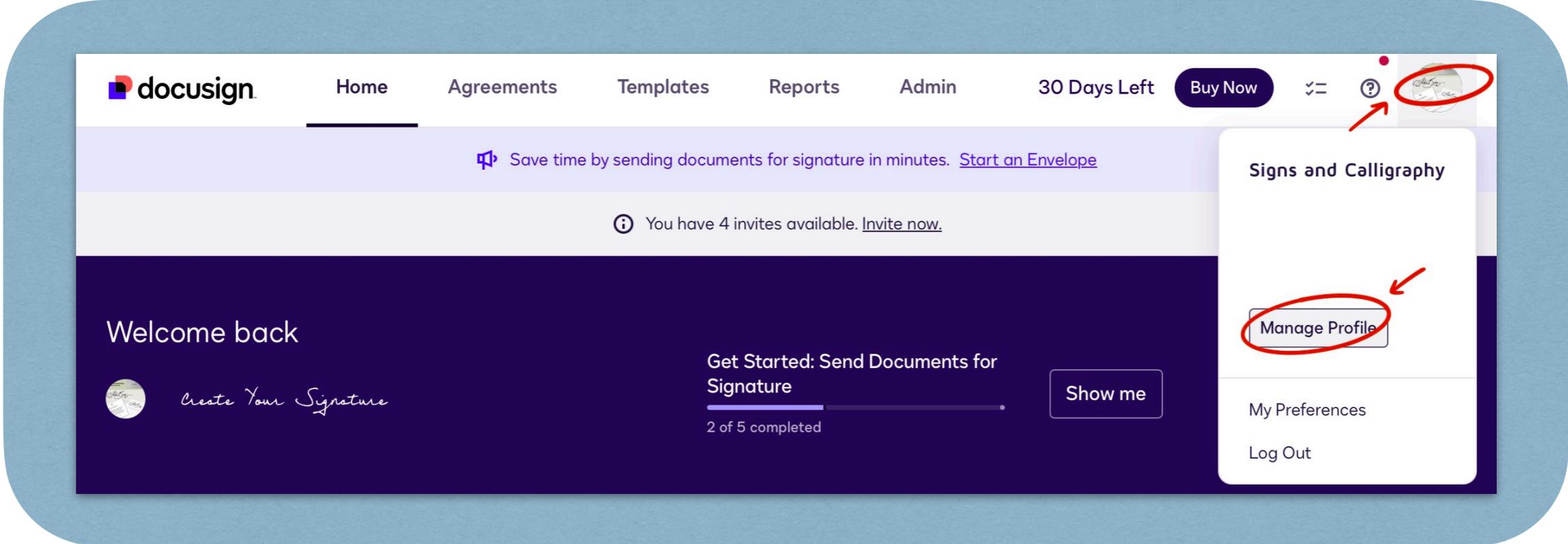
4. Place your signature on the document. You can resize it to fit the window and drag it around.



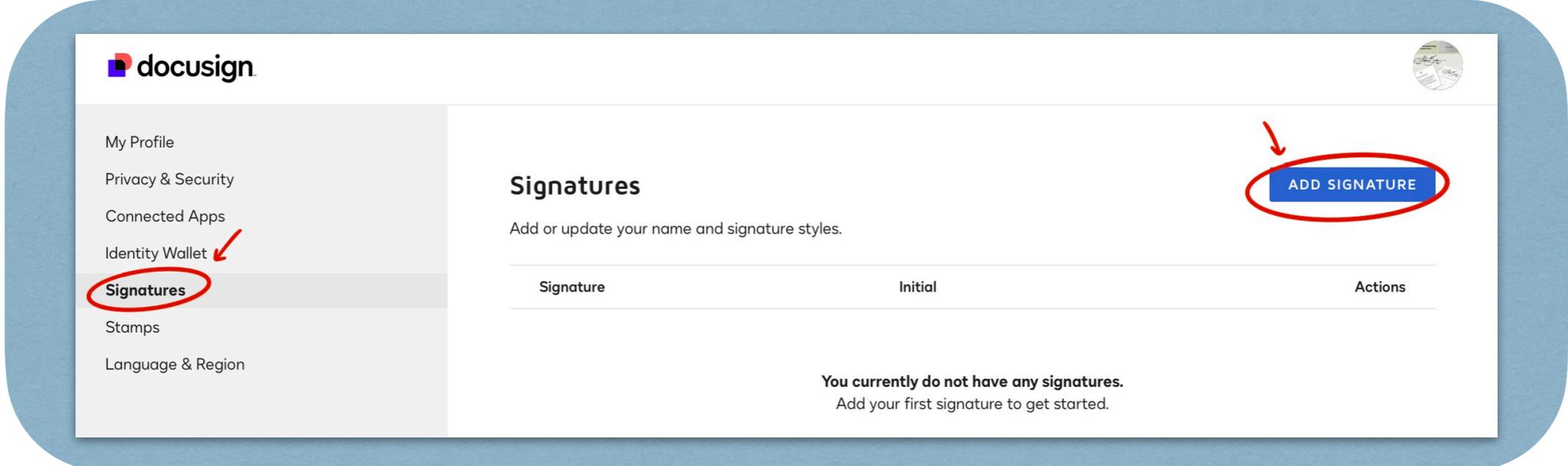
5. When you're done, click on save the file. From the popped up window select «**Next action**» and save your file as a **certified copy**. Done!



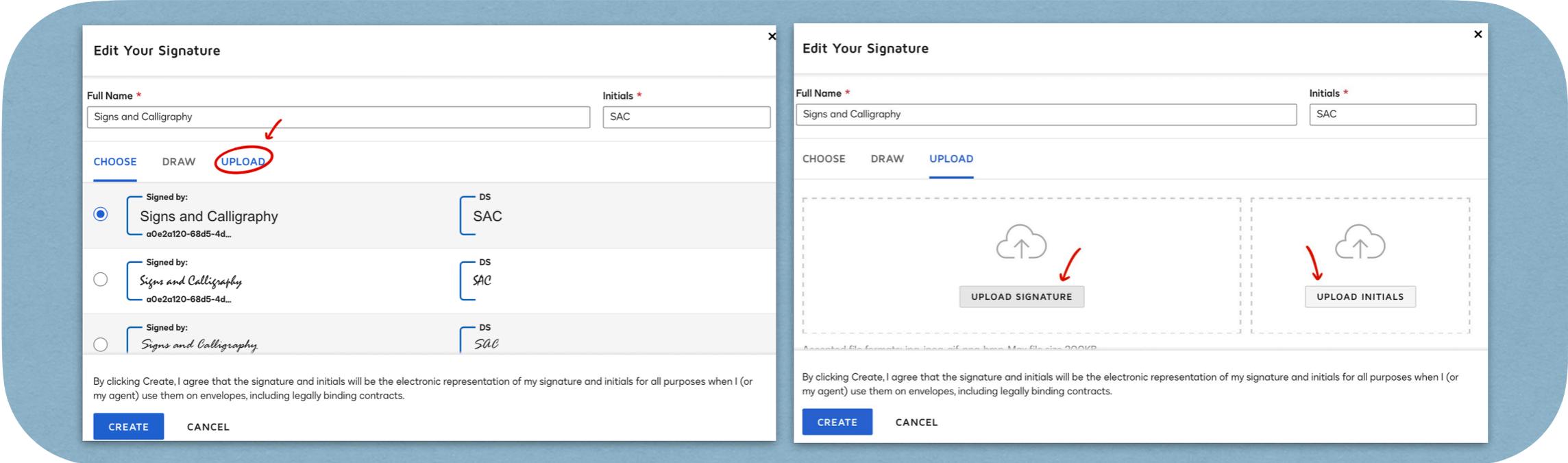
1. Click on your profile circle and select **Manage Profile**.



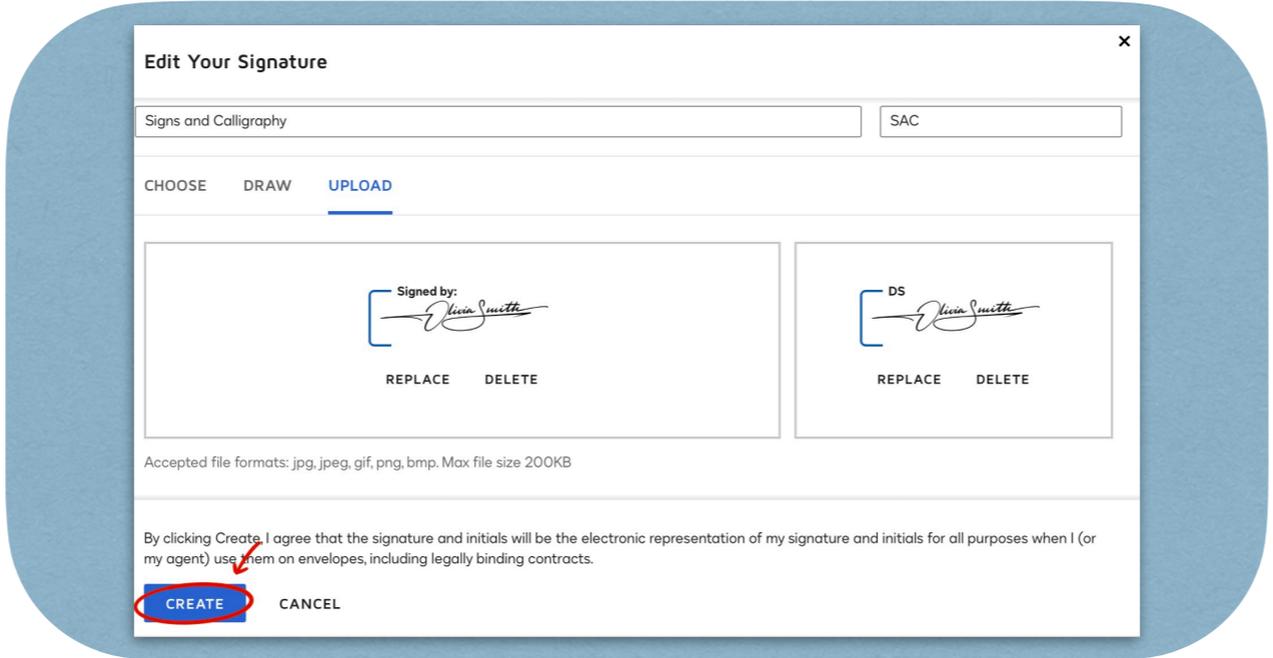
2. In your profile window select **Signatures** option and click **Add Signature** button.



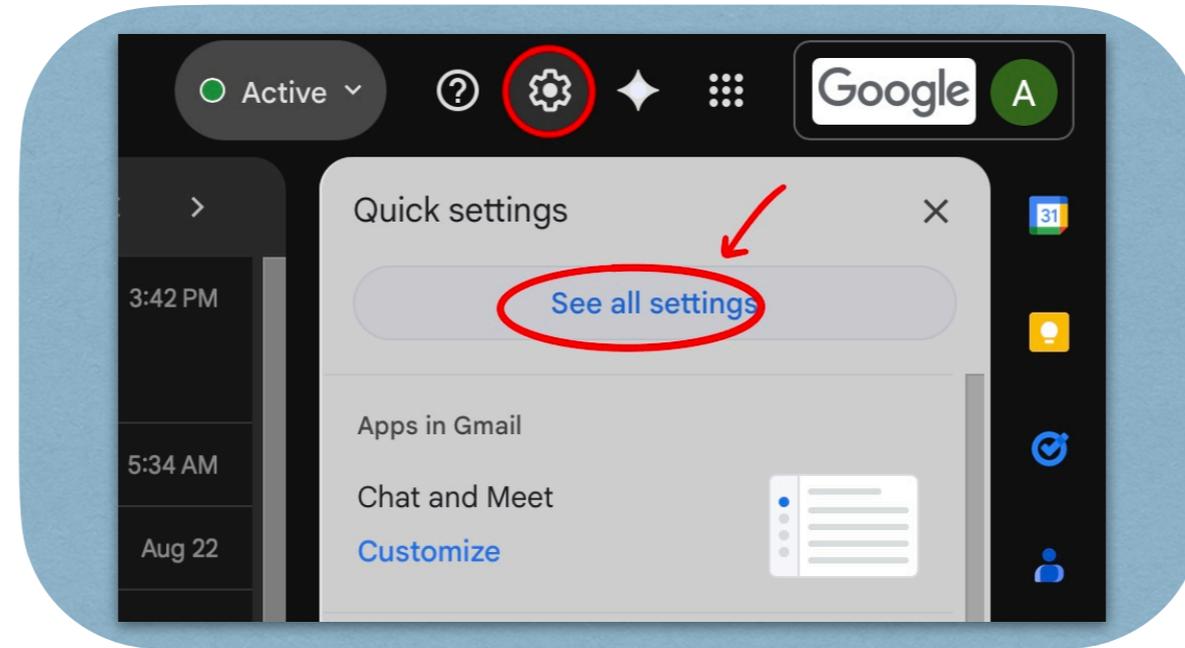
3. Click on **Upload** button. Upload your signature file. If the file is too big for the upload, you can crop the image using your basic photo library app on your phone, and then it will meet the DocuSign requirements.



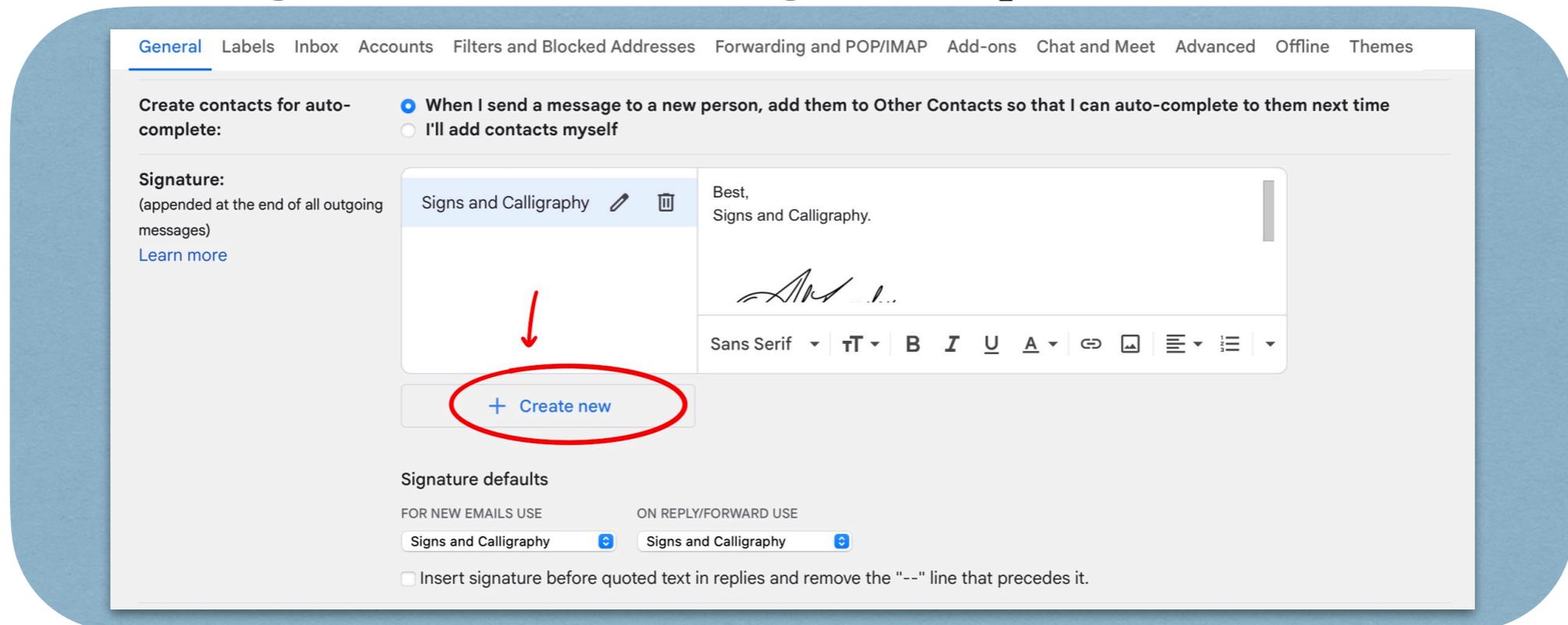
4. Click **Create** and you're done!



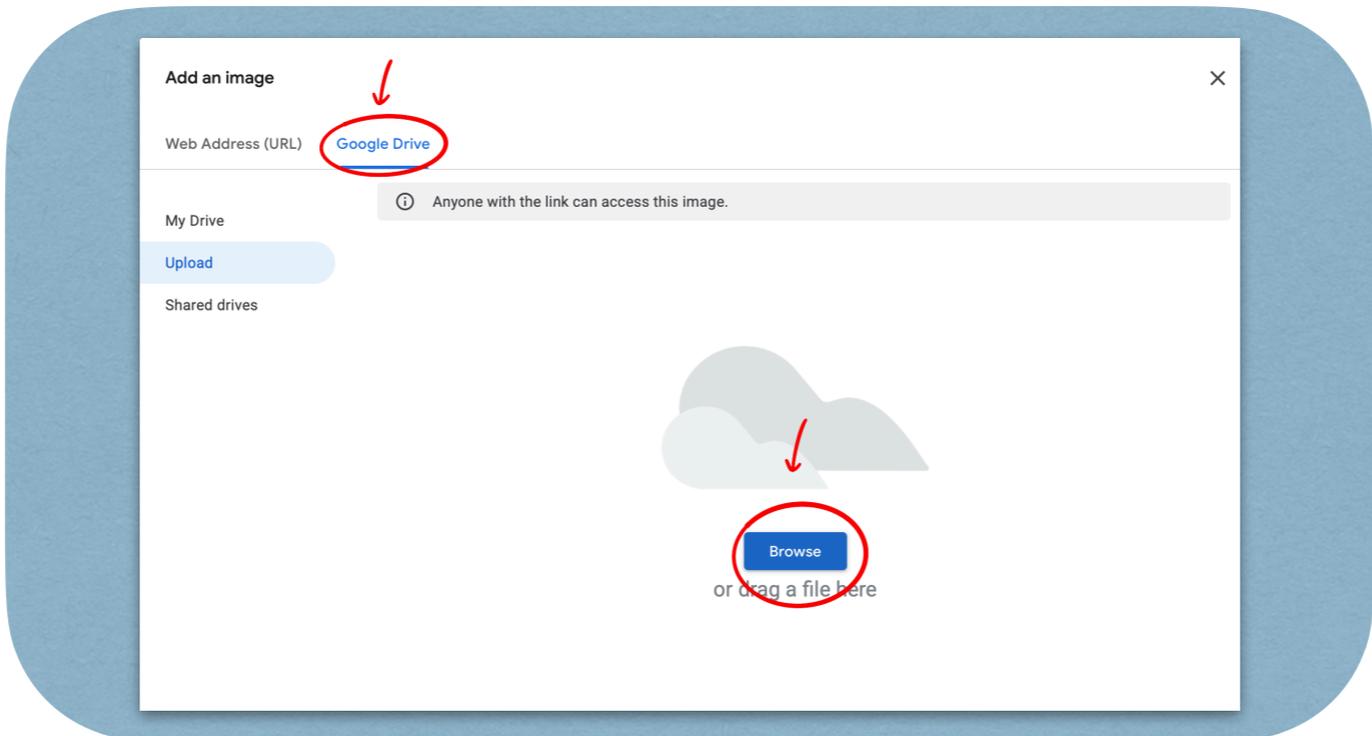
1. Click on the **gear** button in the right top corner next to the profile circle. Select **See all settings**.



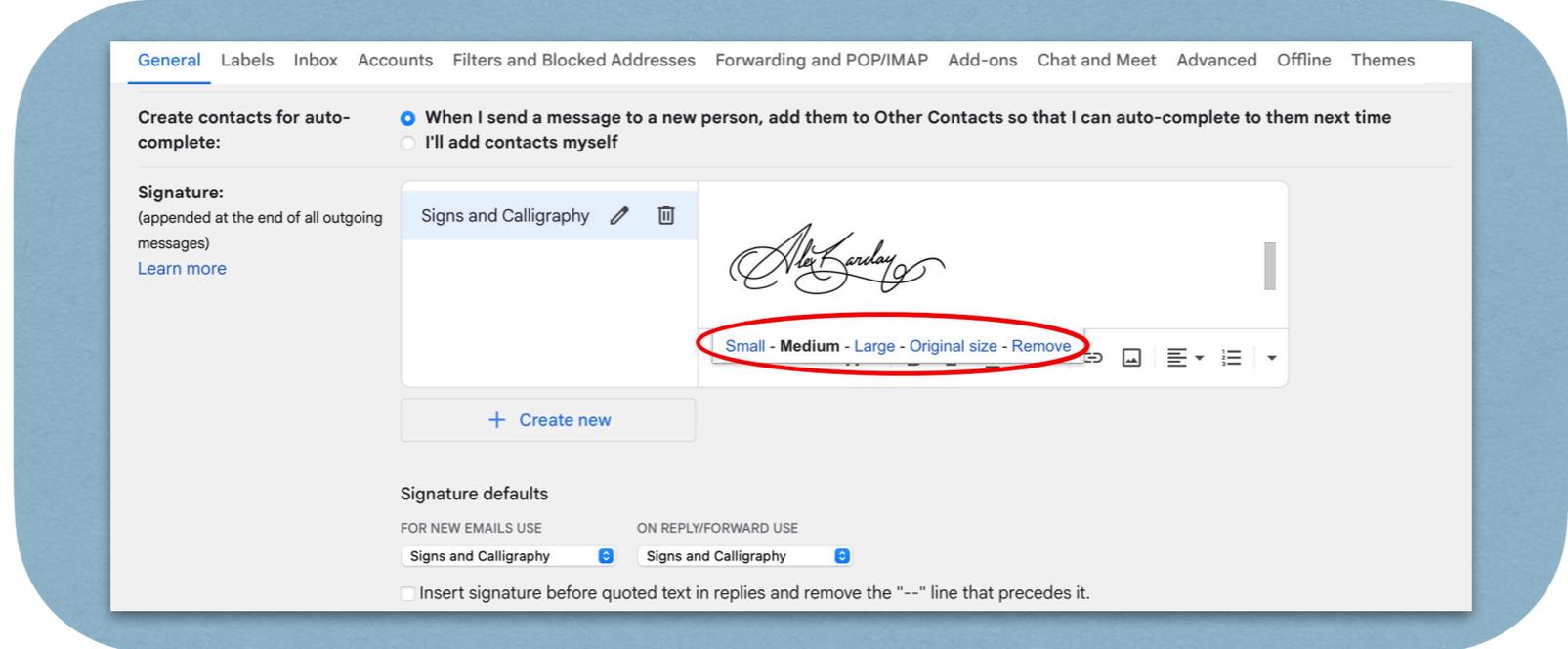
2. In the **General settings** scroll down to the **Signature** option. Click on **+ Create new** button.



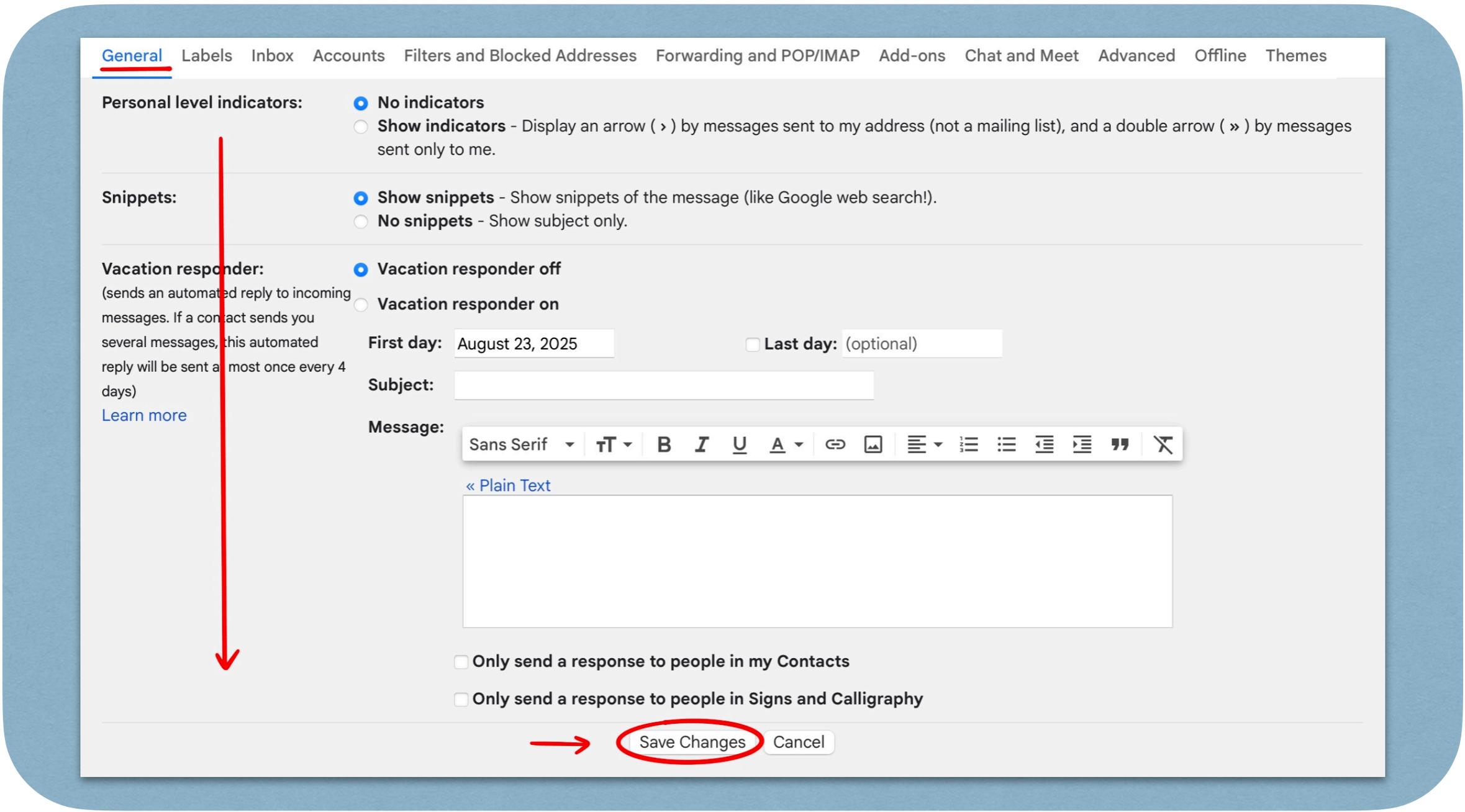
3. Add an image using Drive or upload from your device.



4. You can customize your signature size and placement once the picture is added.



5. Scroll down and select **Save Changes**. Done!



The screenshot shows the Gmail 'General' settings page. At the top, there are navigation tabs: **General**, Labels, Inbox, Accounts, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes. The 'General' tab is selected and underlined.

Under 'Personal level indicators:', there are two radio button options: **No indicators** (selected) and **Show indicators** - Display an arrow (>) by messages sent to my address (not a mailing list), and a double arrow (>>) by messages sent only to me.

Under 'Snippets:', there are two radio button options: **Show snippets** - Show snippets of the message (like Google web search!). (selected) and **No snippets** - Show subject only.

Under 'Vacation responder:', there is a description: '(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)'. Below this is a 'Learn more' link. There are two radio button options: **Vacation responder off** (selected) and **Vacation responder on**. The 'on' option includes a 'First day:' field with the value 'August 23, 2025' and a 'Last day: (optional)' field. Below these are 'Subject:' and 'Message:' fields. The 'Message:' field has a rich text editor toolbar with options for font face (Sans Serif), font size (T), bold (B), italic (I), underline (U), text color (A), link, image, bulleted list, numbered list, indent, outdent, quote, and unlink. Below the toolbar is a '« Plain Text' link and a large text input area.

At the bottom of the settings section, there are two unchecked checkboxes: **Only send a response to people in my Contacts** and **Only send a response to people in Signs and Calligraphy**.

At the very bottom, there are two buttons: **Save Changes** and **Cancel**. The 'Save Changes' button is circled in red, and a red arrow points to it from the left. Another red arrow points downwards from the 'Personal level indicators' section towards the 'Save Changes' button.