S&C

Signs and calligraphy

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.
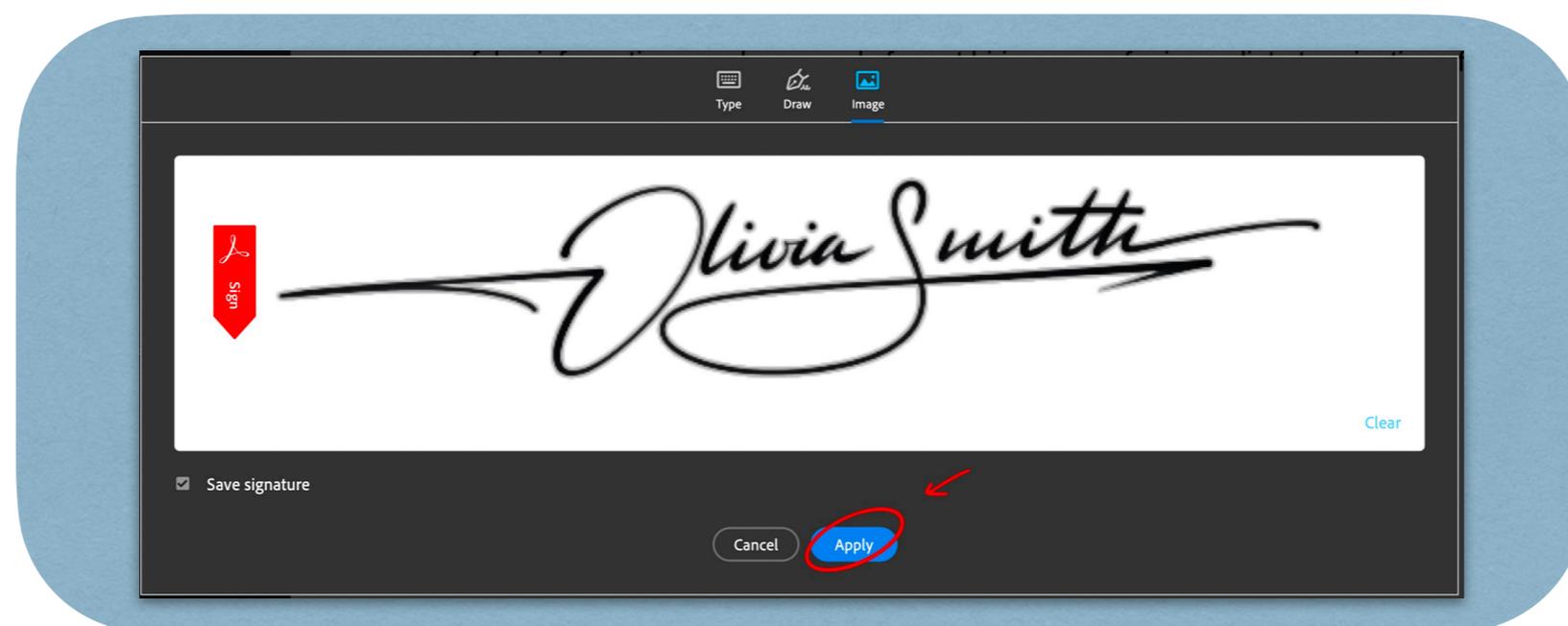
Adobe Acrobat & Adobe Sign

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

2. Select **Add signature**.

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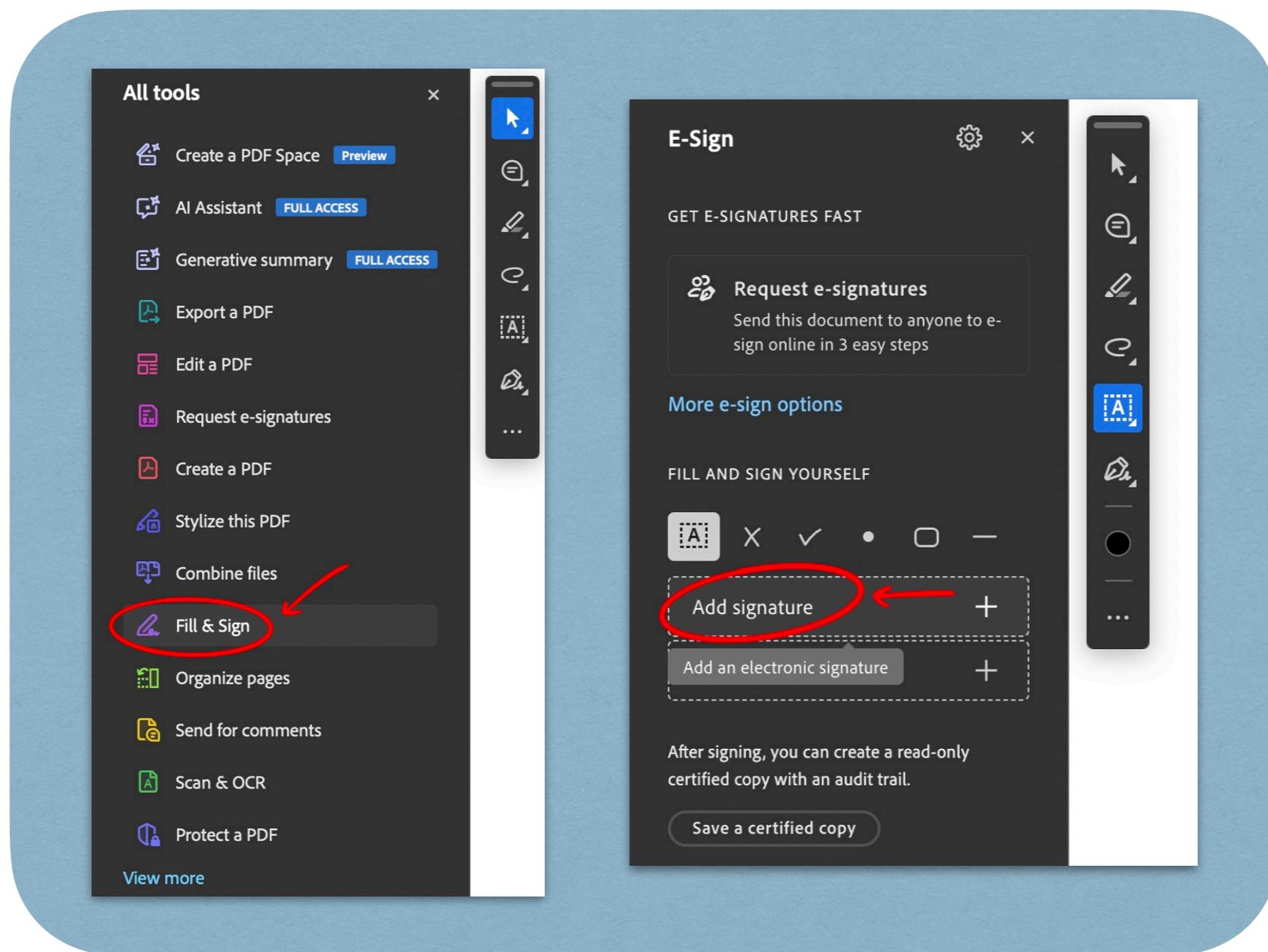
3. The signature window pops up. Choose **Image**.
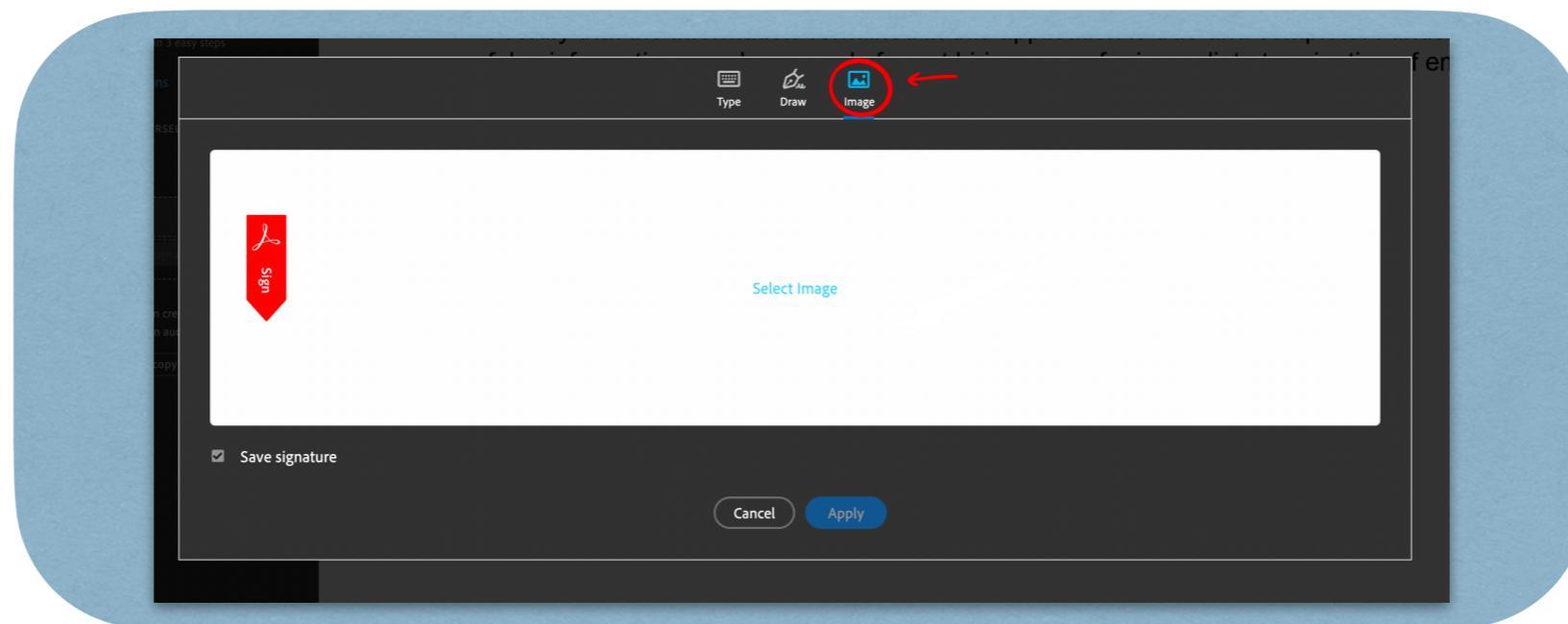
4. Add your new signature image and click **Apply**.
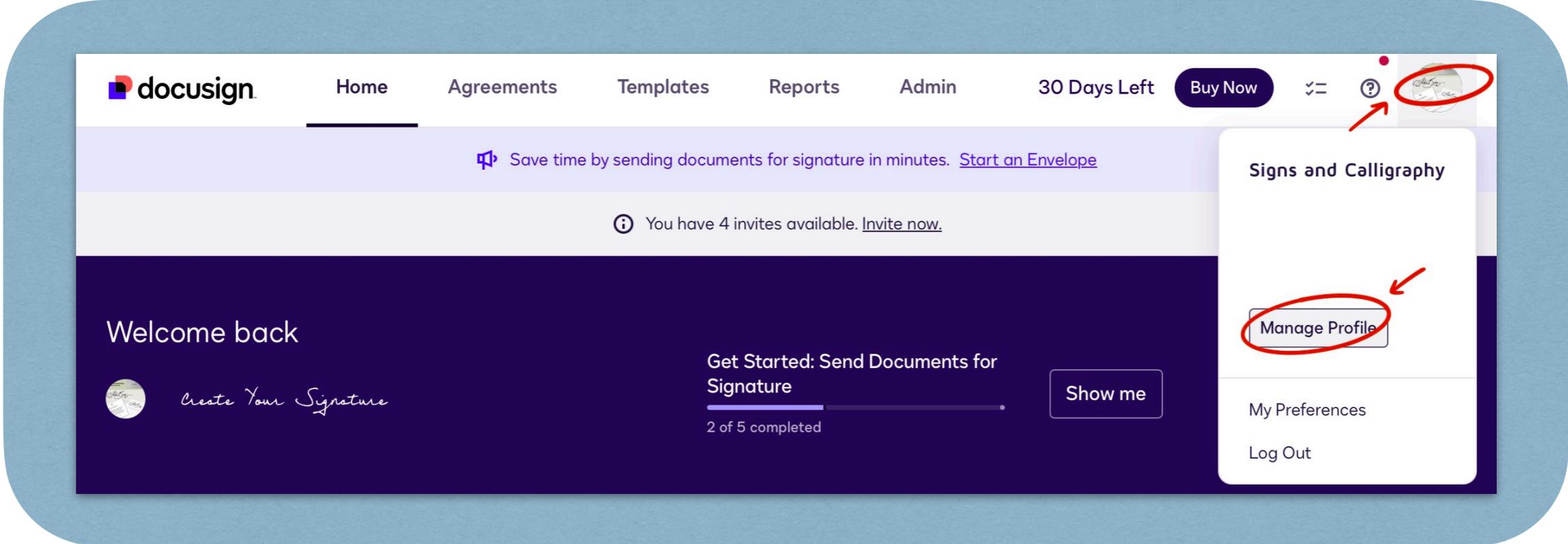
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4. Place your signature on the document. You can resize it to fit the window and drag it around.
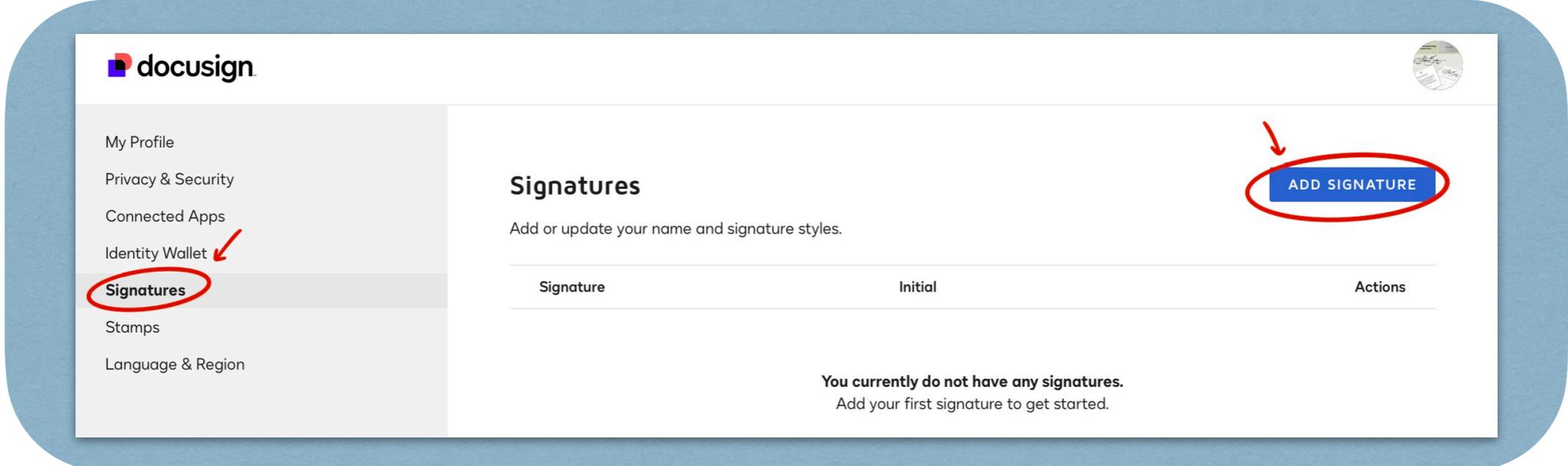

5. When you're done, click on save the file. From the popped up widow select «**Next action**» and save your file as a **certified copy**. Done!
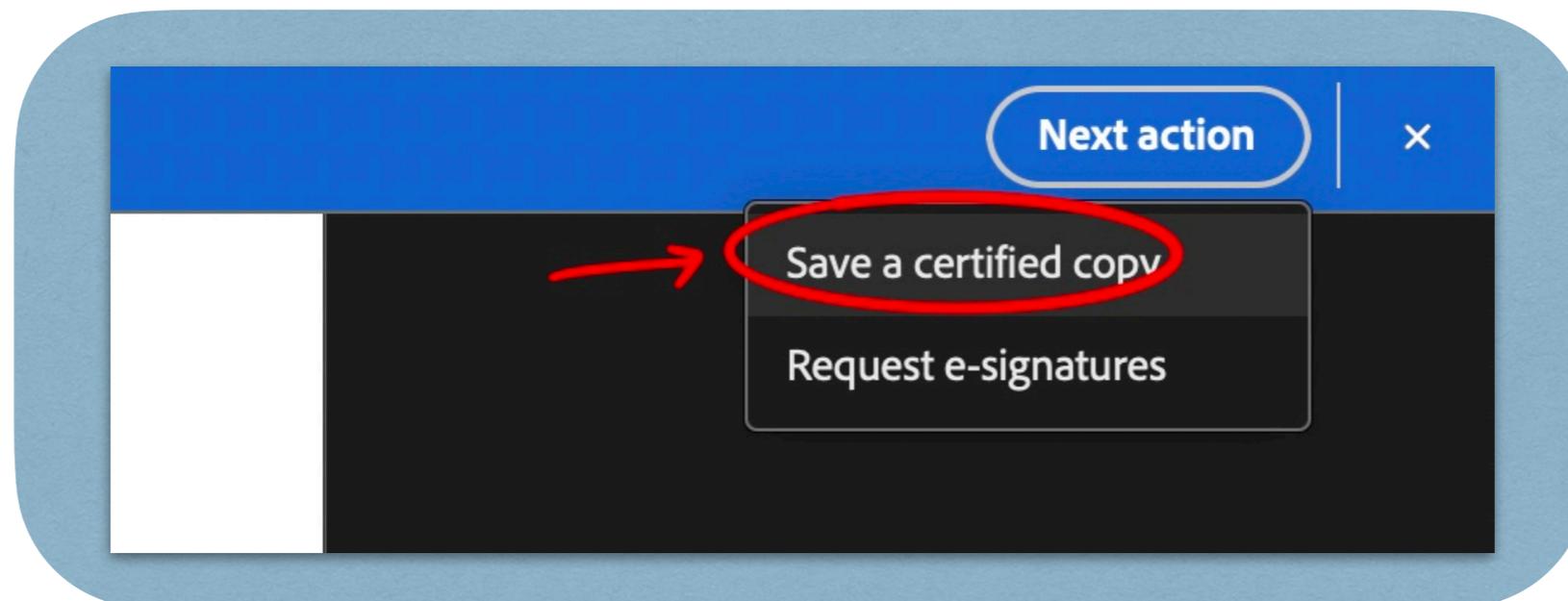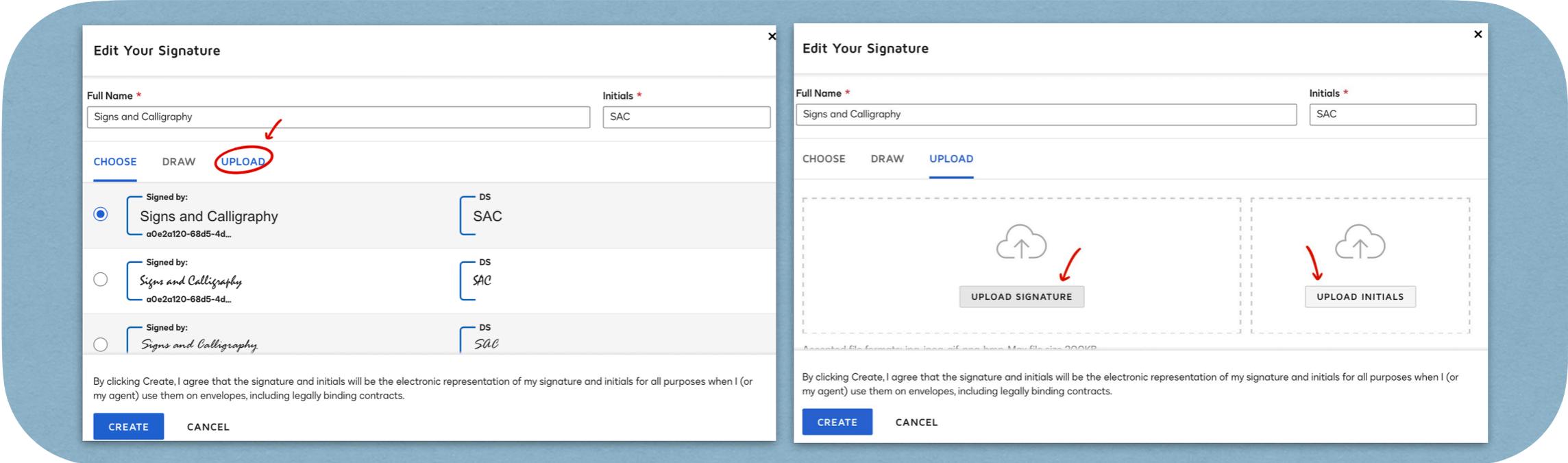
# 1. Click on your profile circle and select **Manage Profile**.

2. In your profile window select **Signatures** option and click **Add Signature** button.
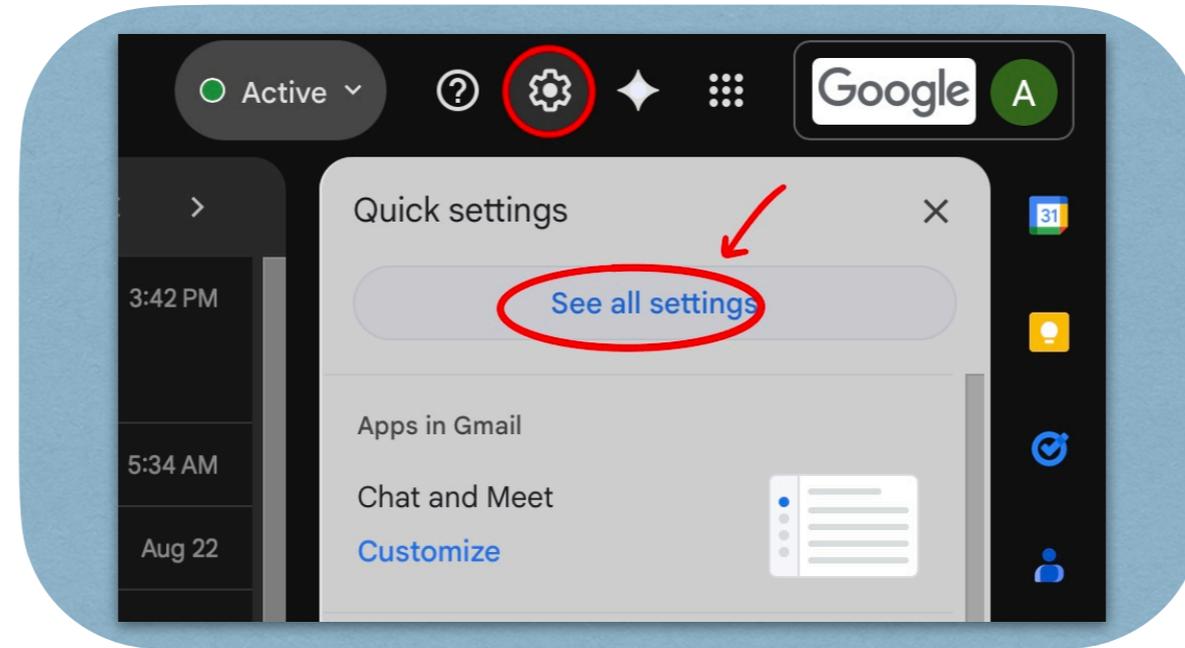
3. Click on **Upload** button. Upload your signature file. If the file is too big for the upload, you can crop the image using your basic photo library app on your phone, and then it will meet the DocuSign requirements.
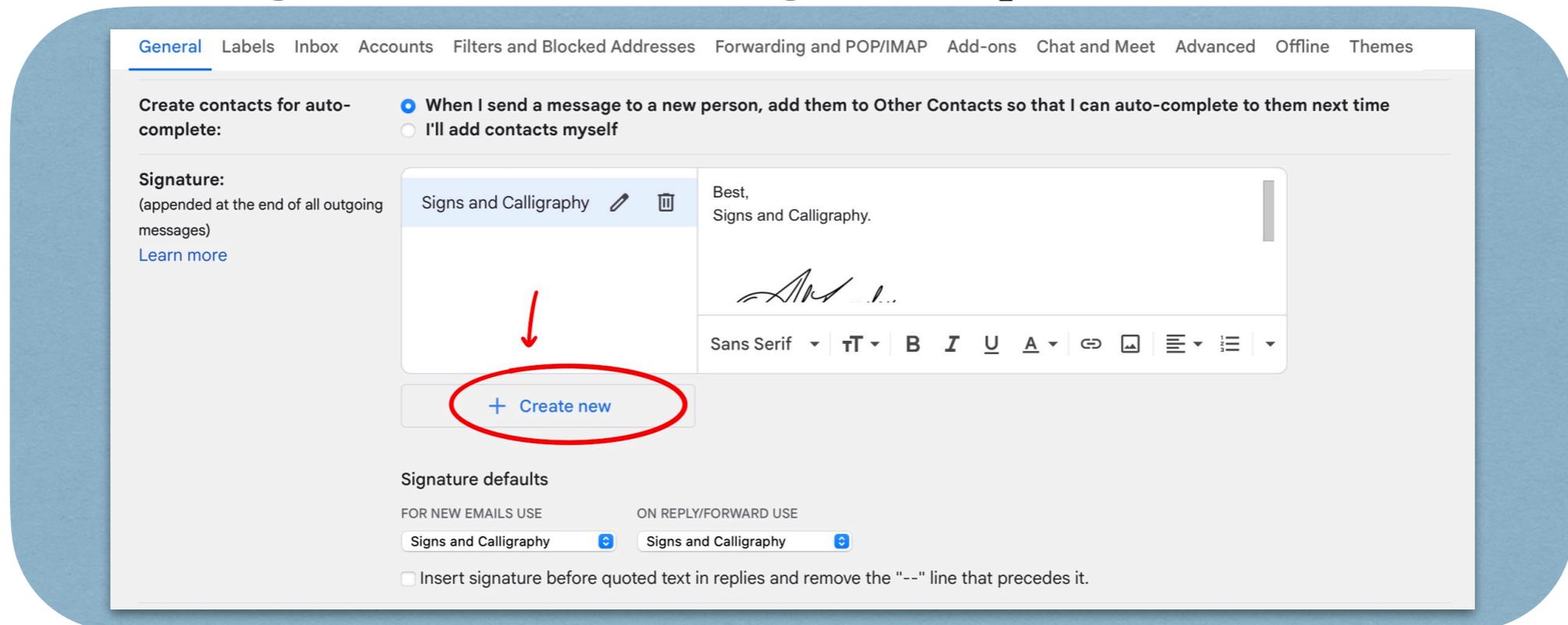

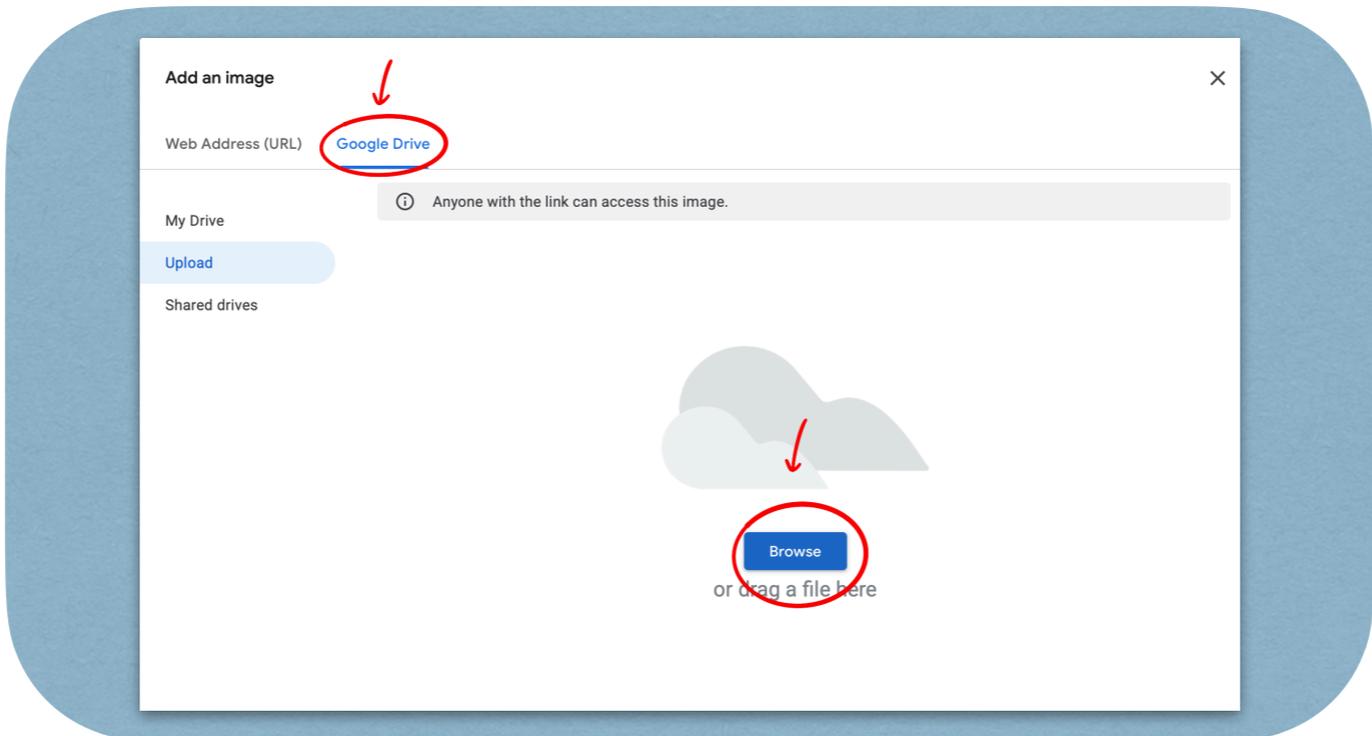
4. Click **Create** and you're done!

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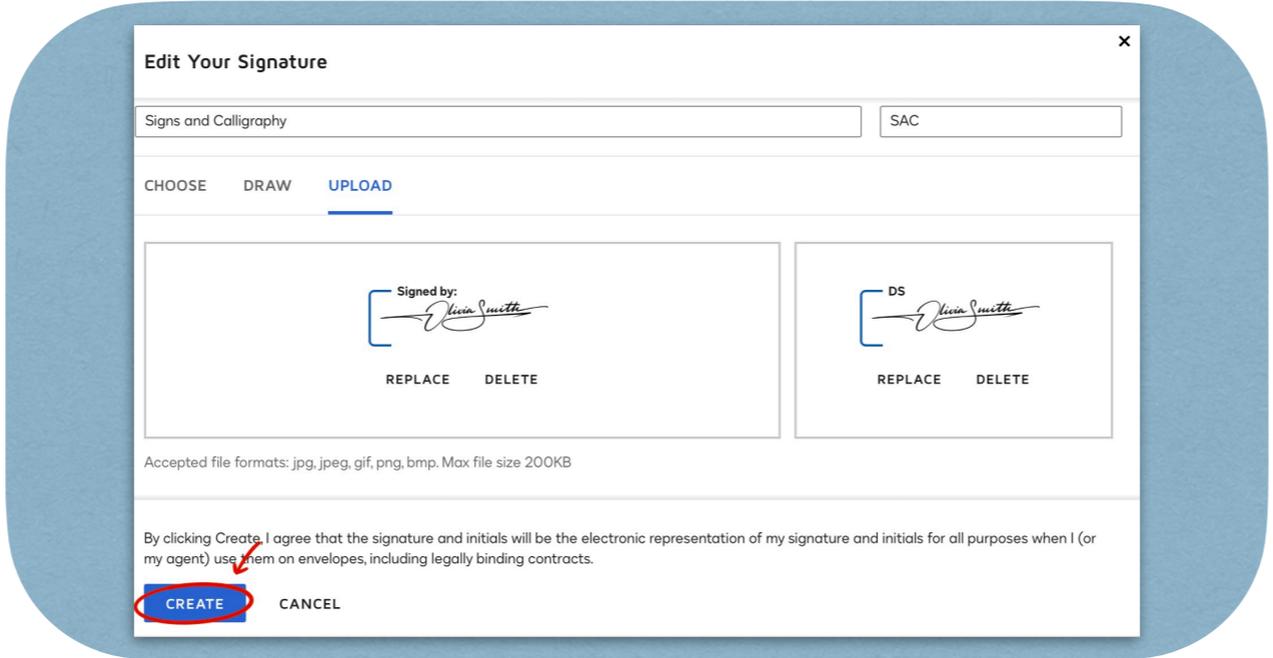
1. Click on the **gear** button in the right top corner next to the profile circle. Select **See all settings**.
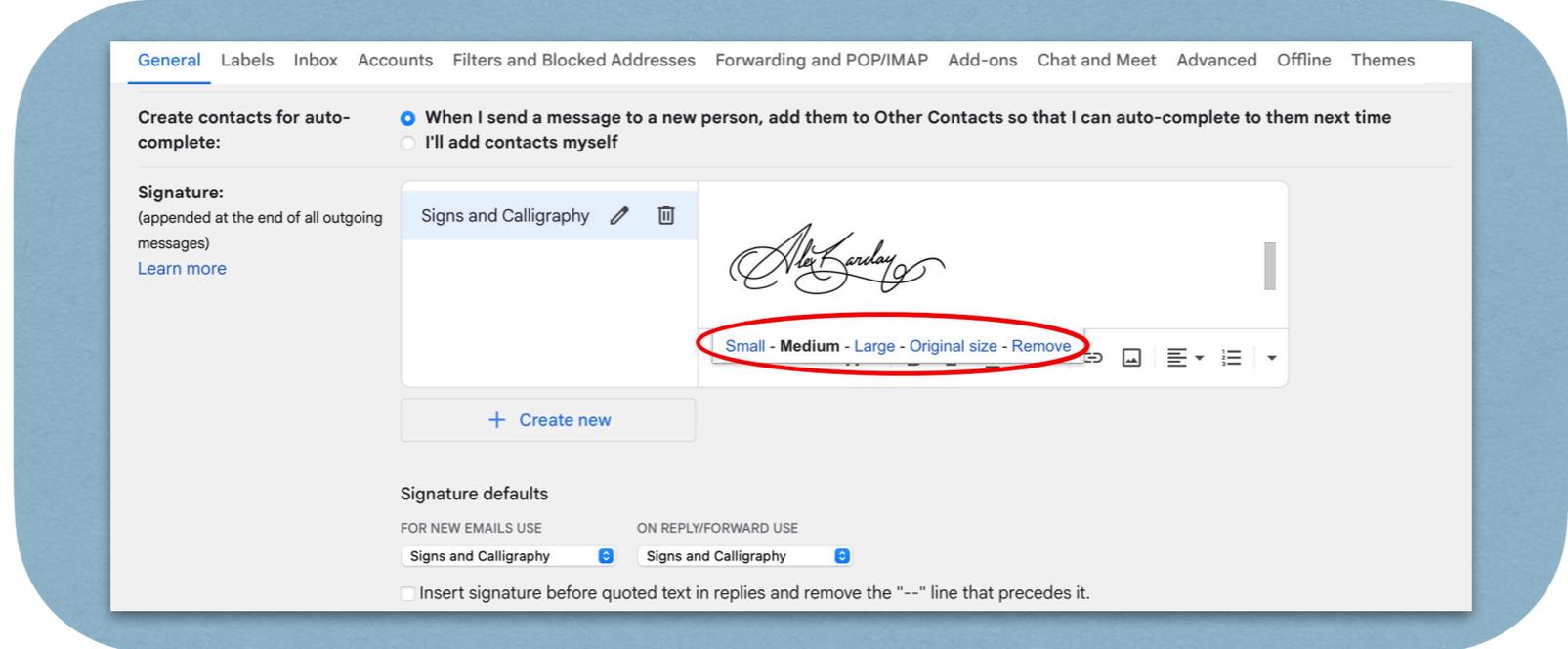

2. In the **General settings** scroll down to the **Signature** option. Click on **+ Create new** button.
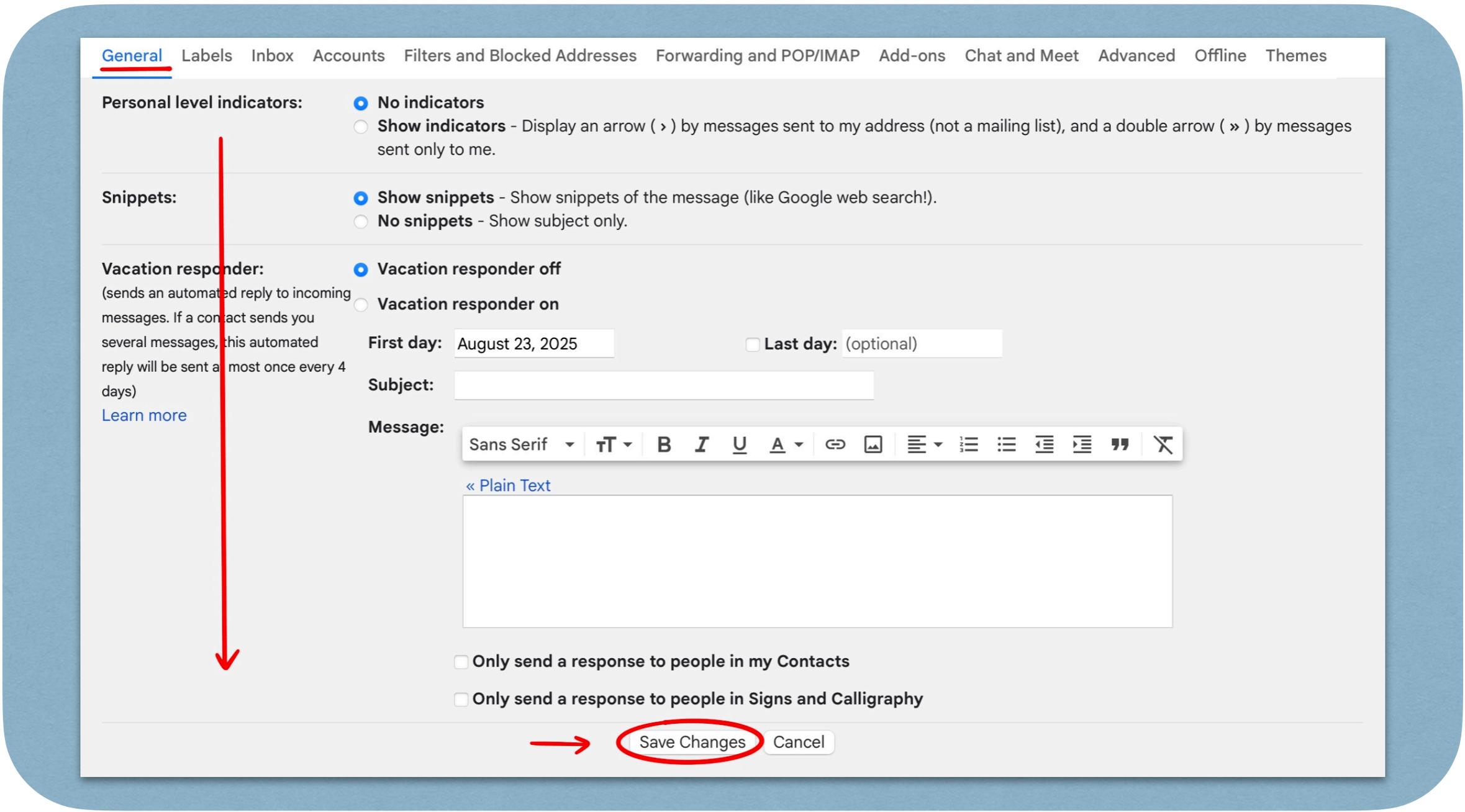
3. **Add an image** using Drive or upload from your device.

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

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

General   Labels   Inbox   Accounts   Filters and Blocked Addresses   Forwarding and POP/IMAP   Add-ons   Chat and Meet   Advanced   Offline   Themes

Personal level indicators:

● No indicators
○ **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.

Snippets:

● **Show snippets** - Show snippets of the message (like Google web search!).
○ **No snippets** - Show subject only.

Vacation responder:

(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)

Learn more

● **Vacation responder off**
○ **Vacation responder on**

First day: August 23, 2025   ☐ **Last day:** (optional)

Subject: [   ]

Message:

Sans Serif ▾   ͭT ▾   **B**   *I*   U̲   A̲ ▾   🔗   🖼   ≡ ▾   ≔   ≔   ⫤   ⫣   ❞   T̶ₓ

« Plain Text

[   ]

☐ **Only send a response to people in my Contacts**

☐ **Only send a response to people in Signs and Calligraphy**

Save Changes   Cancel