



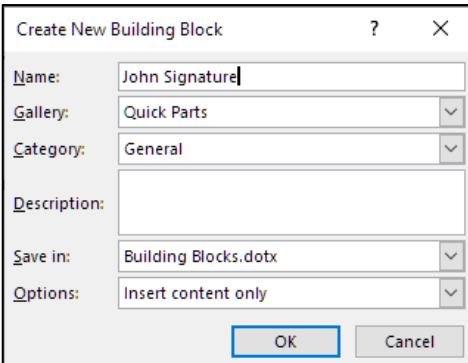
## Electronic Signature as Quick Part: For Word and Outlook

Now, more than ever, we are signing things electronically instead of with pen and paper. Most likely, you've already scanned and saved your own or others' signatures. If you find you continually need to locate these "images," how about saving them as Quick Parts?

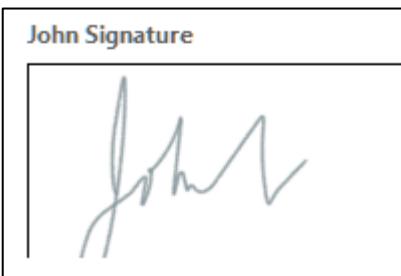
1. Click on the signature to select the image.
2. From the **Insert** tab, click on the **Quick Parts** drop-down.



3. Select **Save Selection to Quick Part Gallery**.
4. Provide a **Name** for the Quick Part and click on **OK**.



5. The signature is now accessible from the **Quick Parts** gallery.



6. In fact, if you use this feature often, we recommend placing it on your Quick Access Toolbar. (Right-click on the Quick Parts command and choose **Add to Quick Access Toolbar**).