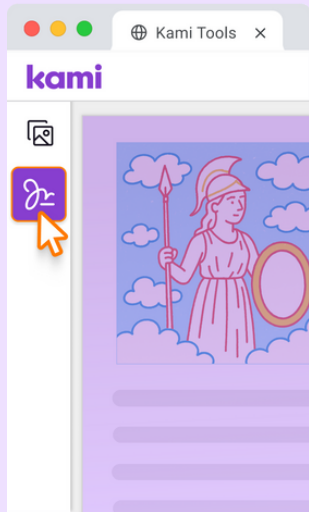# The Signature Tool

Where to find it:

Watch the video:

Video

The Signature Tool

Tip: Use any of the Comment tools to answer this reflection question in the yellow block:
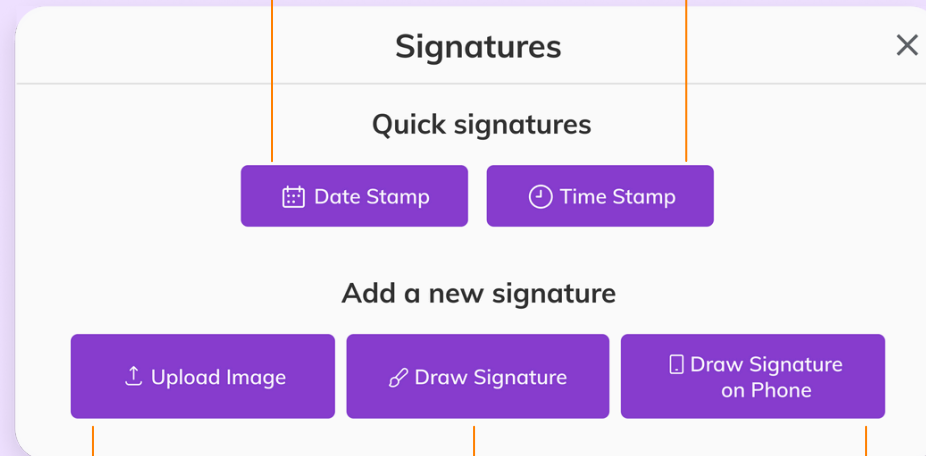
Why is it helpful to know how to sign and date a document digitally?

Step 1 · Click the ✍ **Signature Tool** icon in your toolbar

Step 2 · Once you click the **Signature tool,** you'll be presented with more options:

Date Stamp: Add today's date to your document

Time Stamp: Add the current time to your document

Signatures ✕

Quick signatures

📅 Date Stamp   🕐 Time Stamp

Add a new signature

⬆ Upload Image   🖉 Draw Signature   📱 Draw Signature on Phone
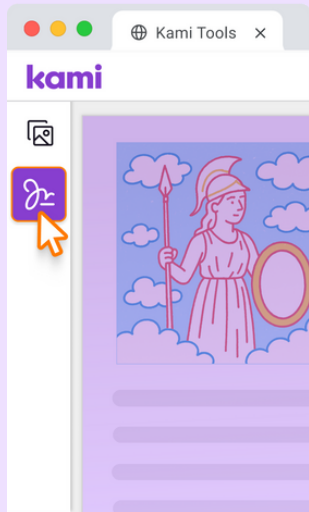
Upload Image: Upload a picture of your signature

Draw Signature: Draw your signature using your mouse or trackpad

Draw Signature on Phone: Use your phone to draw and send your signature directly

The Signature Tool

Where to find it:

Watch the video:

Tip: Use any of the Comment tools to answer this reflection question in the yellow block:

What did you notice about how the Signature Tool helps verify your work?

Challenge:

Use the Signature tool to practice adding personal verification elements to a document

Task 1: Adding Your Signature
Use the Signature tool to create and insert your signature in the space provided:

Task 2: Add Today's Date
Insert a second signature entry and replace the text with today's date:

Task 3: Add a Timestamp
Insert one more signature entry and write the current time as your timestamp: