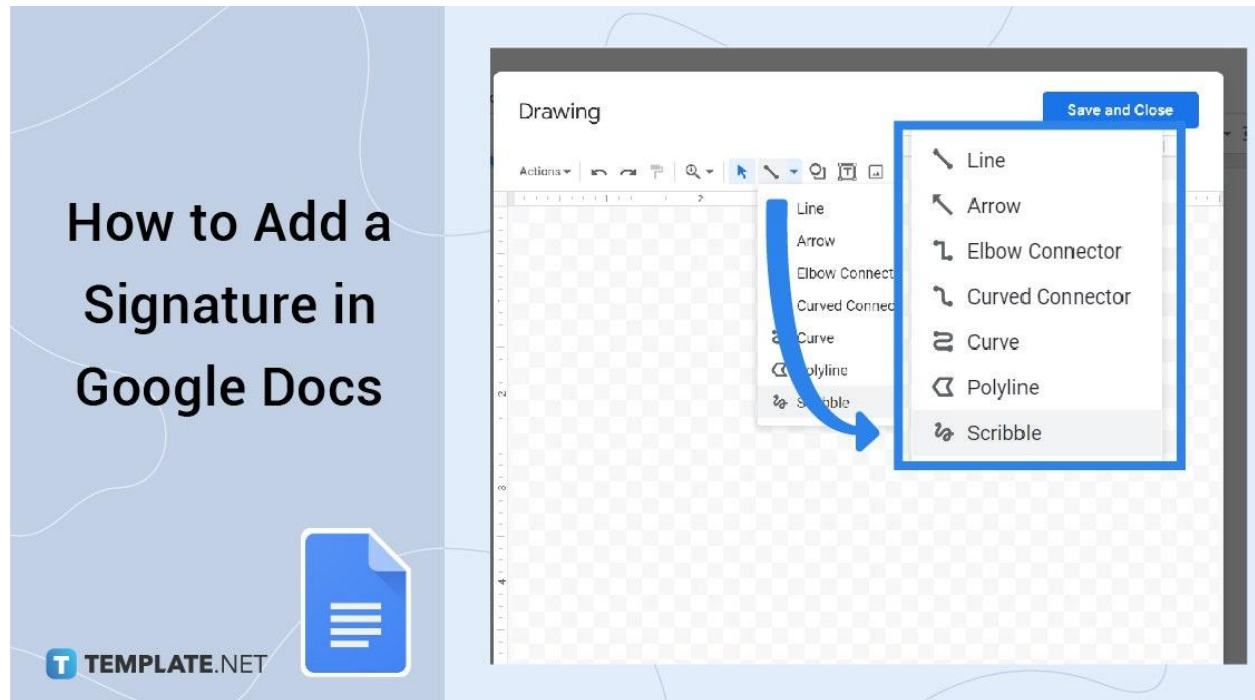


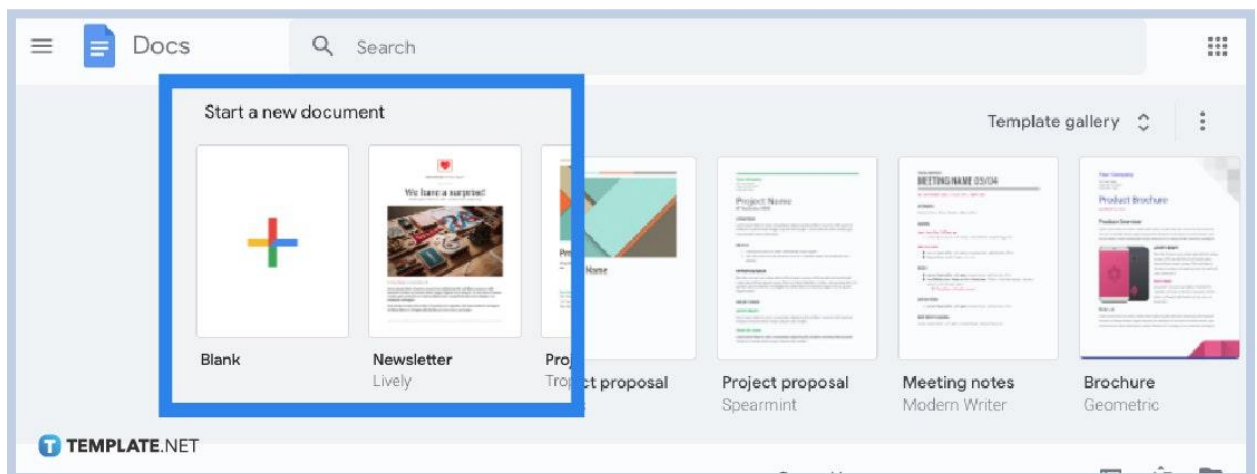
How to Add a Signature in Google Docs

Make your documents your own and learn how to add a signature in Google Docs. Display your electronic signature in no time by reading through this easily understandable tutorial.




How to Add a Signature in Google Docs

- **Step 1: Create or Open a Document in Google Docs**



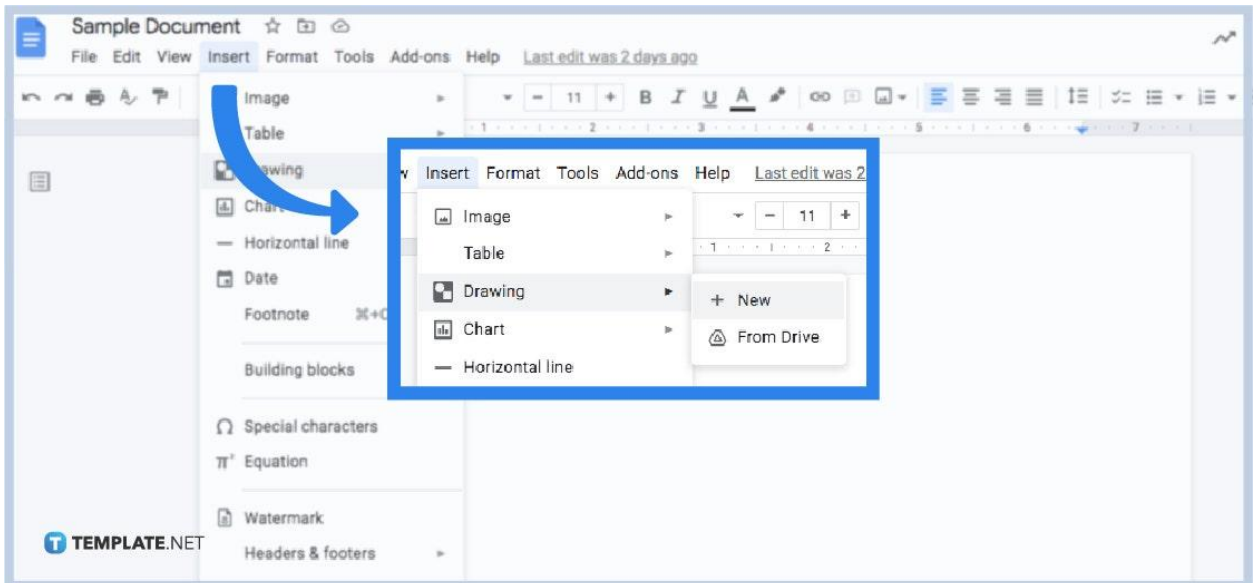
Sign in to Google by heading to docs.google.com on your computer or opening the Google Docs app on your mobile device. Create a new document or open an existing one to which you want to add your electronic signature to. If you're new to Google Docs, we also have instructions on [how to create a Google Docs file](#).



No Google account yet?
Simply sign up and it won't take long for you to have a Google account.

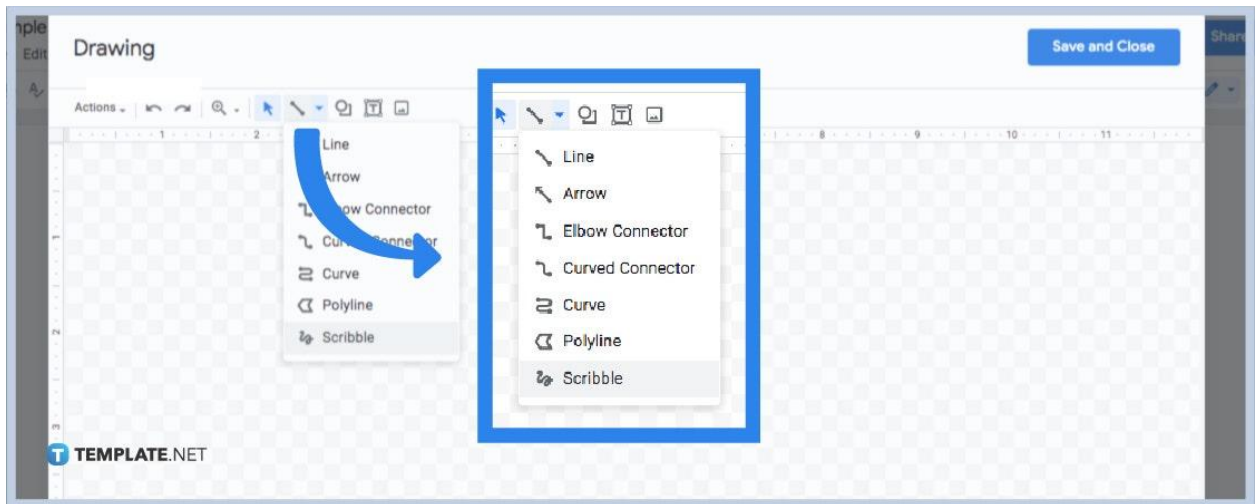
TEMPLATE.NET

- **Step 2: Insert a Drawing to Create a Signature**



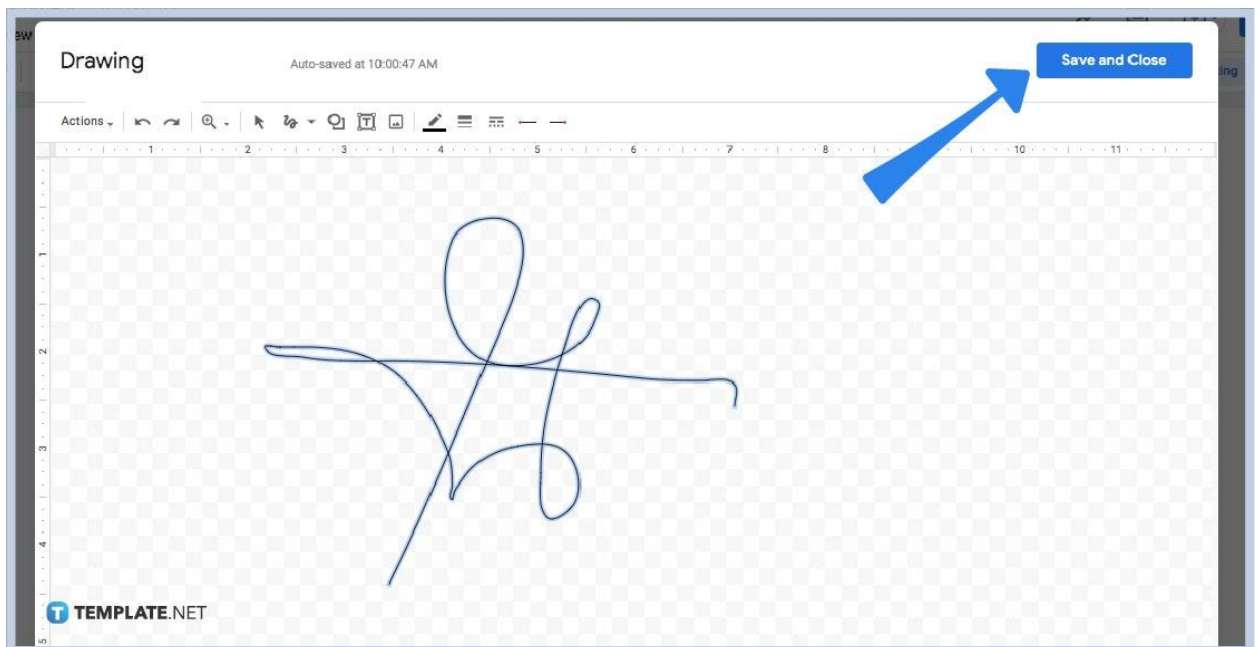
After creating or opening a [Google Docs](#) file, move your cursor to the area you want the signature to be inserted. On the top menu bar of your screen, click "Insert." Then, tap "Drawing" followed by "New." You will be directed to a pop-up window that will ask you to draw your signature.

- **Step 3: Draw Your Legal Signature**



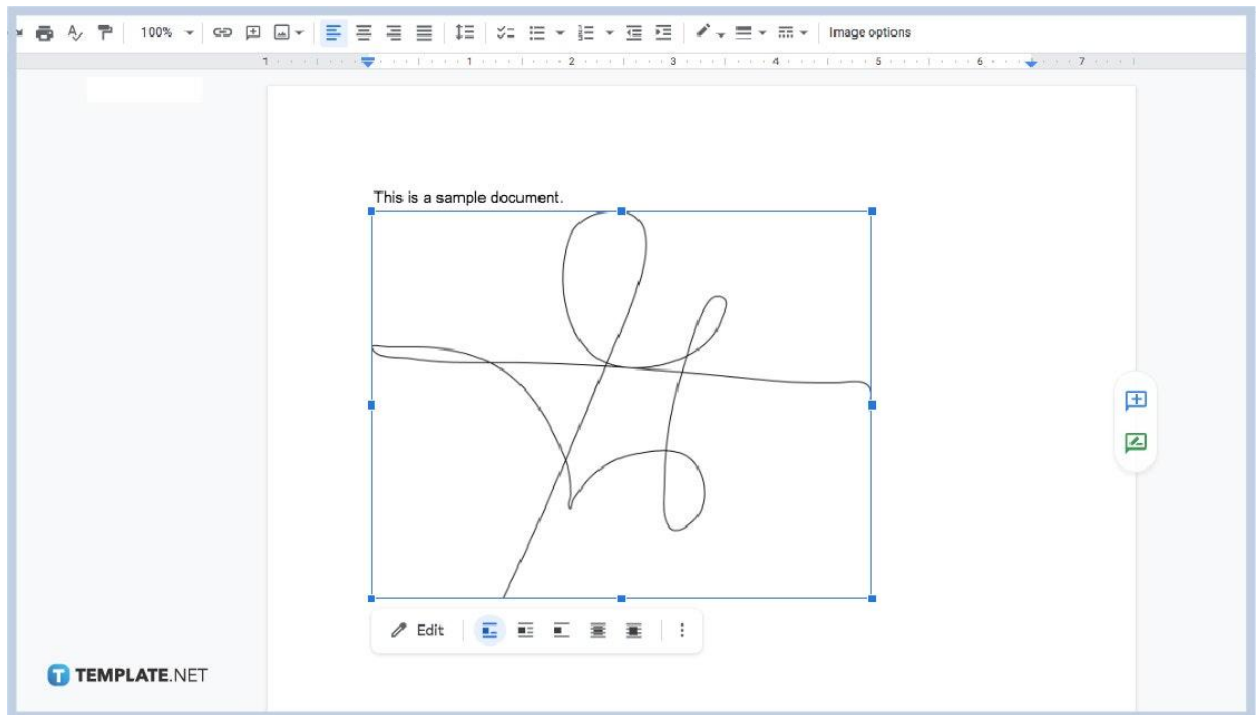
To create your signature, click on the line tool which is represented by an arrow icon. In the drop-down menu, select “Scribble” and then start drawing your signature using a mouse. If you have a drawing tablet and stylus, use this instead as it is easier and it feels just like signing with a pen and paper.

- **Step 4: Edit Your Signature**



If necessary, adjust the size of your signature. It is smart to take your time in perfecting your signature, especially when you will be using it for your future [documents](#). After perfecting and finalizing your digital signature, click “Save and Close.”

- **Step 5: Check if the Signature Is Inserted Exactly as Planned**



If your signature is right where you want it to be, then good. However, if it is not, then click on the signature and an editing tool will appear. This will allow you to modify the size by dragging the corners of your signature. Also, you can drag and drop your signature depending on where you want to place it.

What are the advanced editing options in adding a signature on Google Docs?

You can access the advanced editing options while adding a signature on Google Docs by clicking the inserted signature itself and hitting the three vertical dots from the editing menu. The options you can access are size and rotation, text wrapping, and position.

What is another way to add a signature on Google Docs?

Instead of having to create a signature from scratch, another approach is to upload a picture of a signature you already have. Make sure the photo of your signature is written in black text and on a white or transparent background so it will look seamless when added to a

document. To add your signature's image, just click "Insert", tap "Image", then click "Upload from computer." Select the image of your signature to add it to your document.

How to Add a Signature in Google Docs FAQ

Can I use a third-party add-on to add a signature on Google Docs?

Yes, you are allowed to use third-party extensions and add-ons such as the Google Workplace Marketplace and DocuSign to create or add electronic signatures.

Who is the inventor of Google Docs?

Sam Schillace was named the official inventor of Google Docs after working as a senior engineering director for Google from 2006 to 2010.

Where can I get free Gmail email signature templates?

You can access free, editable, and downloadable Gmail signature templates on Template.net.