

Making Digital Stamp and signature

Instead of printing and signing the documents, why not look into a way to get the NAATI stamp & signature on the certified translation digitally? Creating a scanned digital NAATI stamp and signature for certifying your translation is now easier than ever. It is a fairly simple process. You will need a piece of paper, your favourite pen and a scanner.

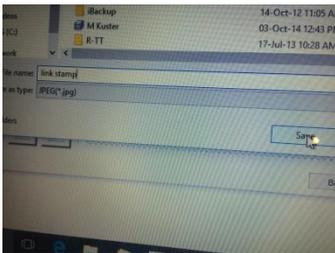
1. The first thing to do is to simply stamp and sign your NAATI credentials on a piece of paper.



2. Scan it with your scanner.



3. Save the resulting image as one of the more commonly used graphic file formats, like GIF, PNG or JPG. We recommend PNG as PNG file formats will have transparent background rather than white background. Make sure you set the resolution to at least 600 dpi for best quality



You can now use this digital stamp & signature and place it into any document. If the client just needs softcopy of the translation like us, you can save time, money and environment by certifying documents digitally.

It's a lot easier than printing the contract out, signing it, scanning the contract, and then sending it.

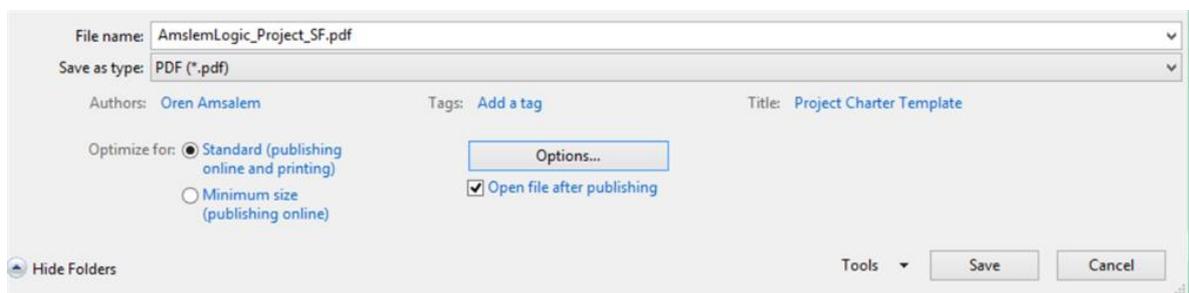
Make sure to change your default setting to preserve the image quality of letterhead and stamp by doing the following.

- Take a look in File tab > Options command > Advanced option > Image Size and Quality section.
- Look at the options to "Do Not Compress images in file" and "Set default target output to: "

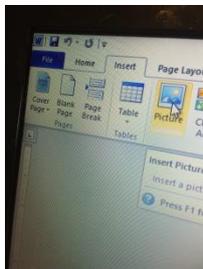
<https://support.office.com/en-us/article/Turn-off-picture-compression-81a6b603-0266-4451-b08e-fc1bf58da658>

In newer versions of ms word, its simpler

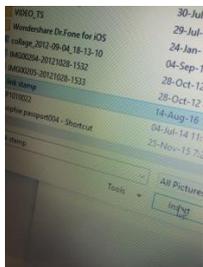
Go to save as, and choose PDF under "Save as type" and make sure you click "Standard" for Optimized for option as image below



In MS Word, all you have to do is click on the "Insert" tab and then "Picture."



Now browse your computer to find where you have saved your scanned signature, select the image, and then click insert. Or simply drag and drop the image and resize them.

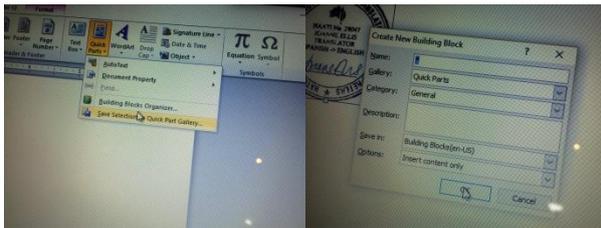


It's that simple. You can take your scanned digital signature, resize it and place it exactly where you need it to be on the document. Once you're satisfied, save the document as PDF file and send it to clients via email.

You can also save your scanned digital signature in “Quick Parts” which you find by clicking the “Insert” tab



Then save your digital signature to Quick Part Gallery



Then when you want to insert your digital signature into a document, click on Quick Parts and select your digital signature to insert it into the document.



You can then resize it if necessary by clicking on it and adjusting the size. If you have trouble inserting the digital signature where you want it, draw a Text Box and insert the digital signature inside the text box.

*if you are having trouble, please let us know. We are more than happy to create a high resolution digital stamp for you