

The logo for UNI WÜ, featuring the letters 'UNI' stacked above 'WÜ' in a bold, blue, sans-serif font. The text is contained within a white square that is part of a larger blue L-shaped graphic element.

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# Cut out signature

**How do you get a professional signature on digital documents?**



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## Preparation

- Write several signatures on a white sheet of paper
- Different pens, different colours (blue, black)
- Scan in

Unterschrift

Unterschrift

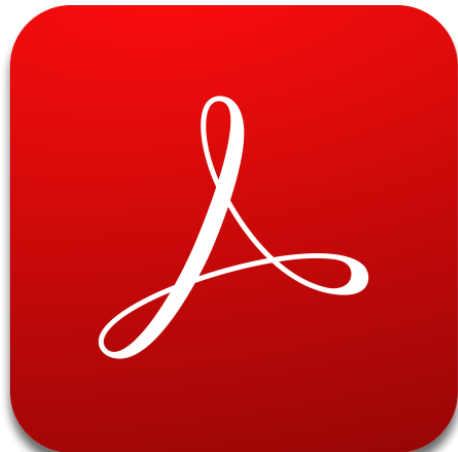
Unterschrift

Unterschrift

Unterschrift

# Possibilities of cropping

- Via Adobe Acrobat (available via StudiSoft)
- Via Photoshop
- Via Microsoft Word



[Bildquelle](#)



[Bildquelle](#)

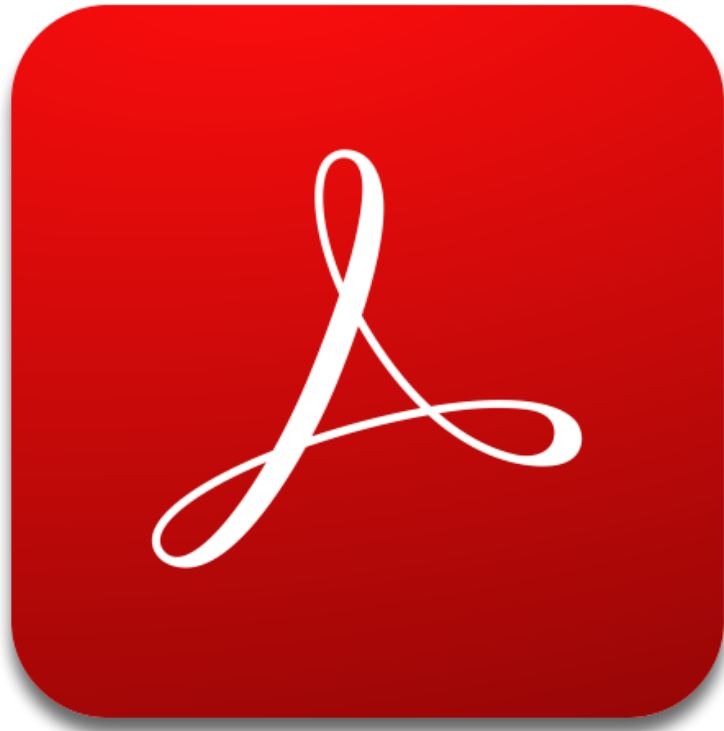


[Bildquelle](#)

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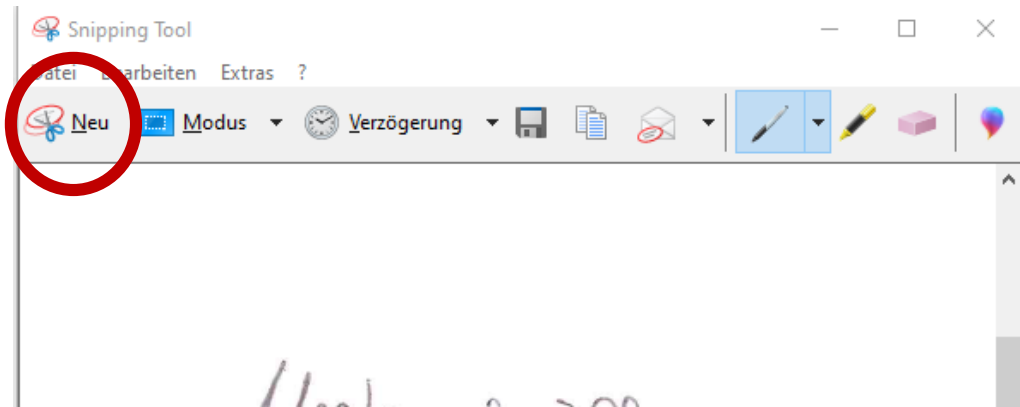
**Cut out signature with the help  
of Adobe Acrobat**

# Via Adobe Acrobat

## 1. Preparation:

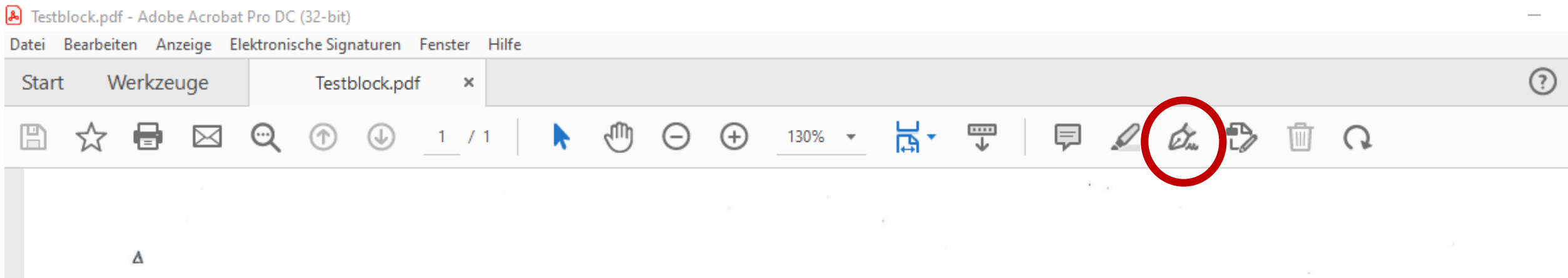
Separate the scanned signatures. To do this, open the JPEG or PDF and save them individually using the snipping tool

- Start Snippingtool - click on "New" - the entire screen is highlighted in colour - select the file area
- Snippingtool copies the graphic, then click on File - Save as
- Name the signature e.g. Signature1, as JPEG or PNG

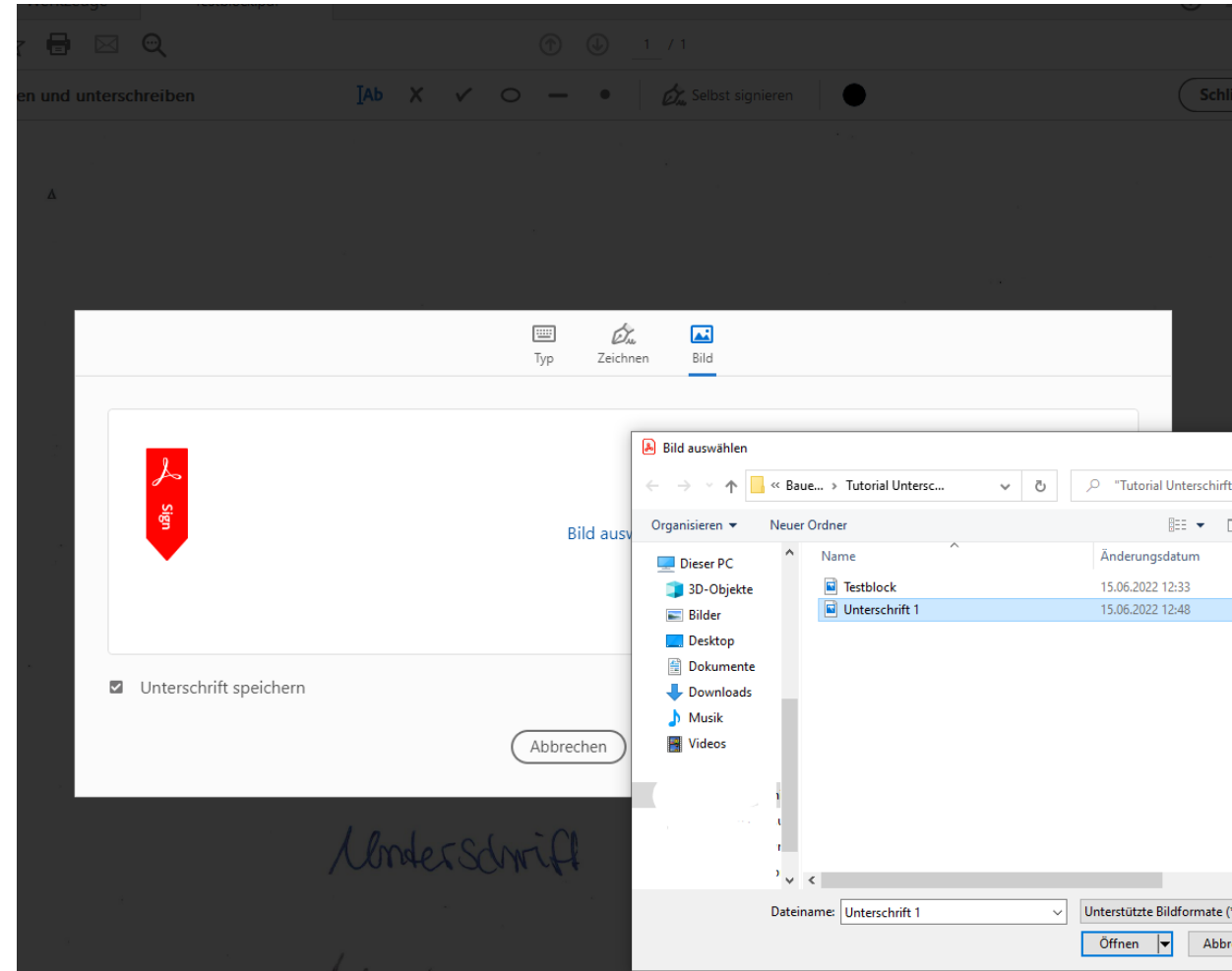


Shortcut: Windows-Logo-Taste + UMSCHALT + S

2. Open the document on which the signature is to be placed as a PDF with Adobe Acrobat Pro
3. Click on the pen holder



3. Click on "Sign yourself"
4. Select type "Image", click on "Select image"
5. Click on one of the separated signature images



6. Adobe Acrobat automatically releases the lettering, click "Apply"
7. The signature can now be applied to the document like a stamp

**Tipp:** Adobe Acrobat can save 2 signatures in the programme so that you will be even faster the next time and have the choice. Simply repeat the process with another signature.



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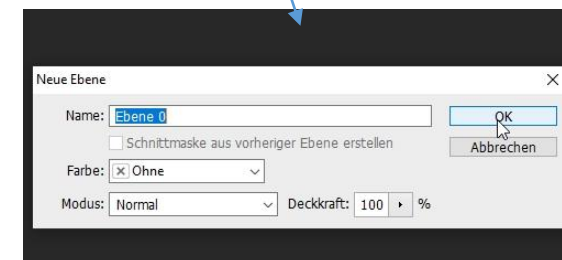
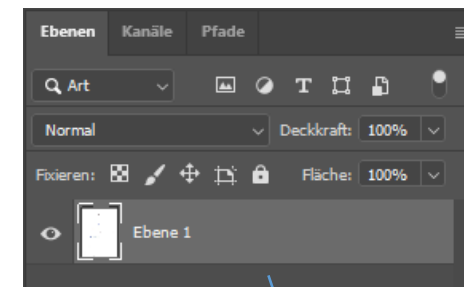
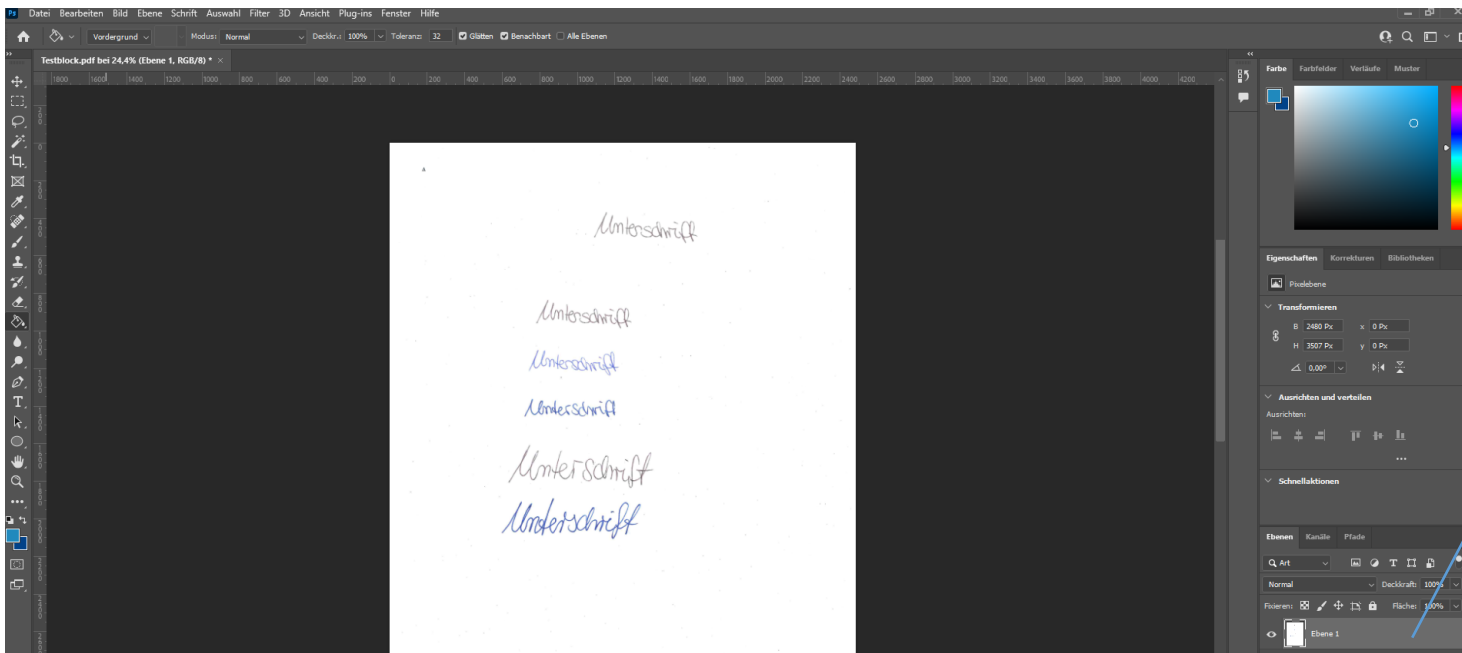
The Adobe Photoshop logo, consisting of the letters 'P' and 'S' in a light blue color, set against a dark blue rounded square background.

**PS**

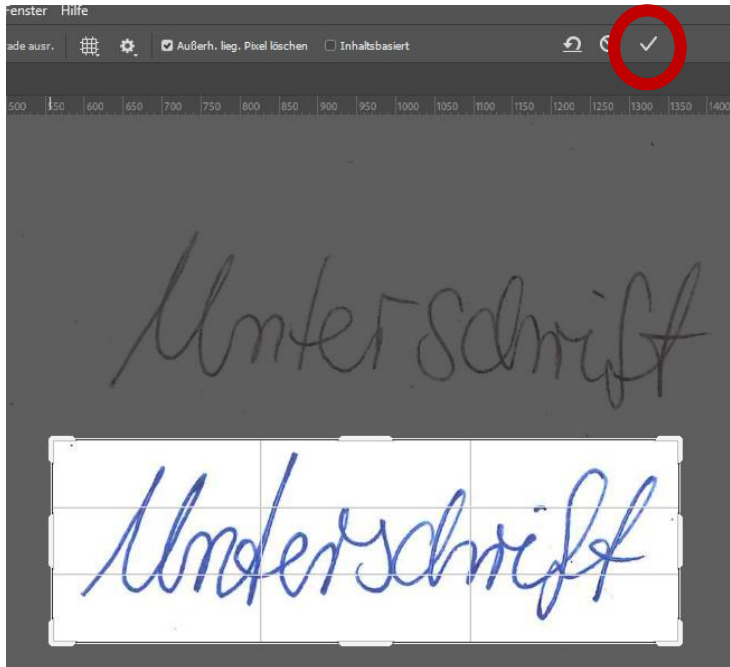
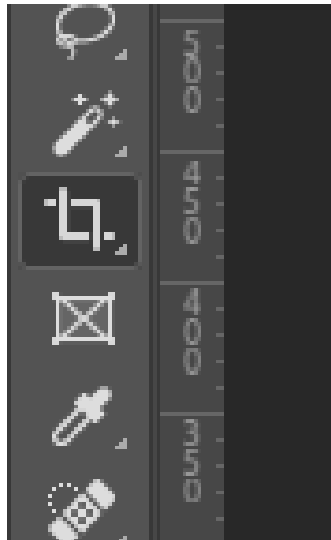
**Cut out signature with the help  
of Adobe Photoshop**

# Via Adobe Photoshop

1. Open scanned signatures with PS  
If a PDF is available: make sure that Mode is set to RGB  
There should be no lock behind "Layer 1", otherwise open the lock by double-clicking on it and confirm with OK



## 2. Cut out individual signature and confirm

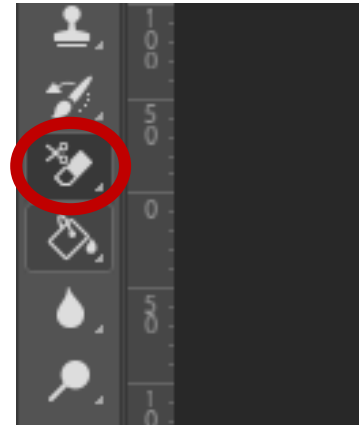


From here there are two options:

1. Eraser
2. Magic wand tool

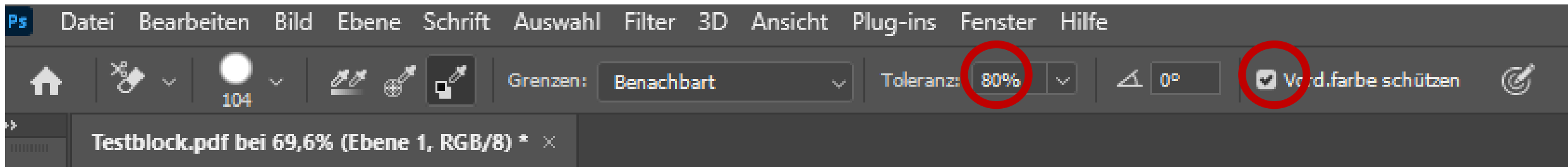
## Option 1: Eraser

3. Select background eraser: Right-click on normal eraser, then select accordingly
4. Pick up the colour of the signature by holding down the ALT key  
(The pipette appears, so the eraser knows which colour should remain)



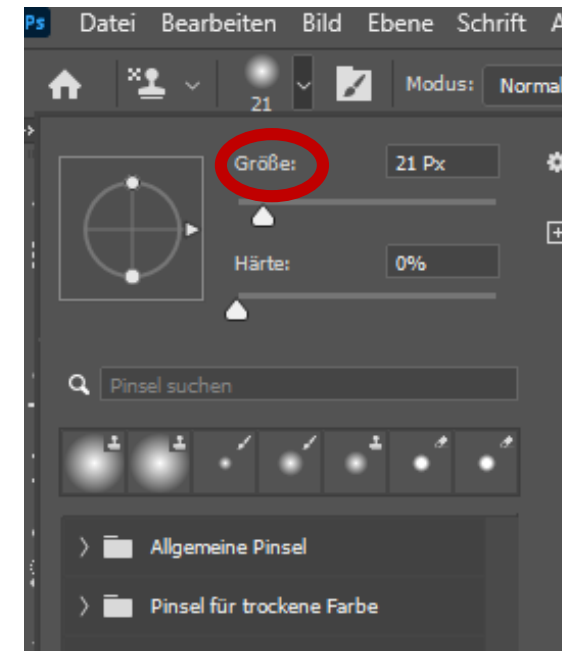
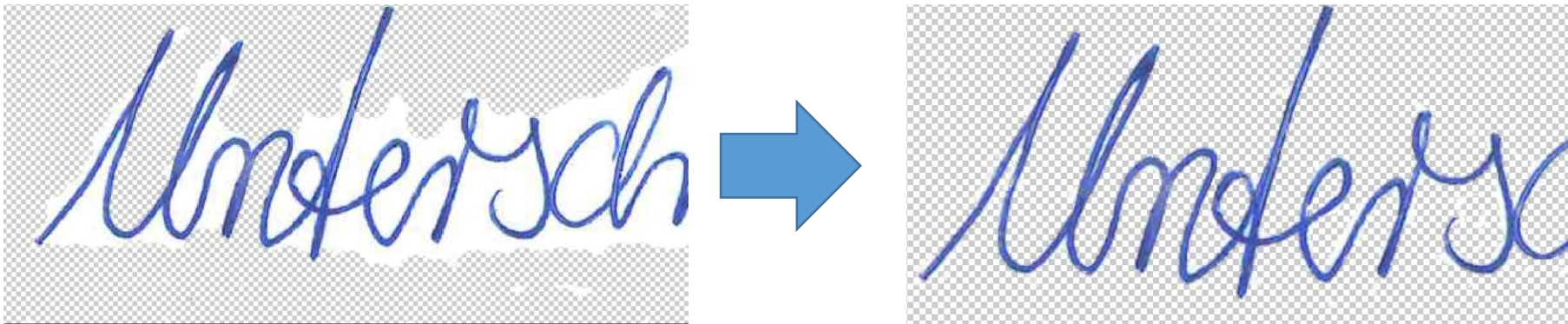
## Option 1: Eraser

### 5. Make settings for background eraser:



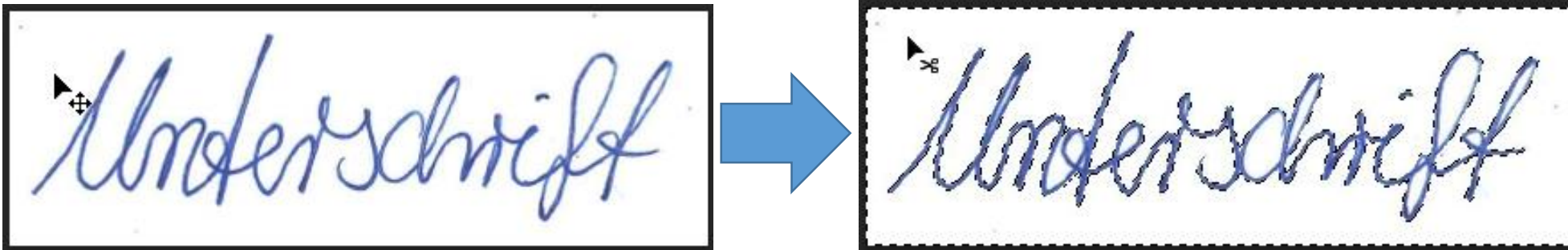
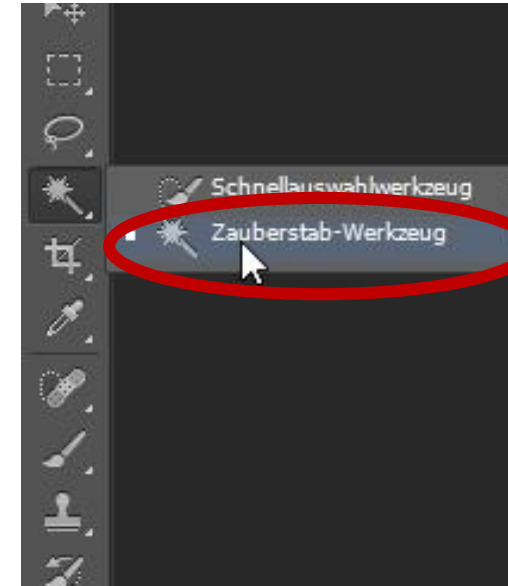
## Option 1: Eraser

6. Hold down the left mouse button and erase the white colour, until the signature finally appears without white Eraser size can be varied as desired



## Option 2: Magic wand tool

3. Select magic wand tool: Right-click on quick selection tool, then select accordingly
4. Click in the white area, signature is recognised and excluded from the marking

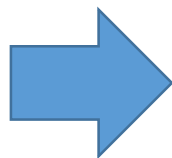


## Option 2: Magic wand tool

5. Press the 'Delete' button, white disappears but enclosed white areas are still present

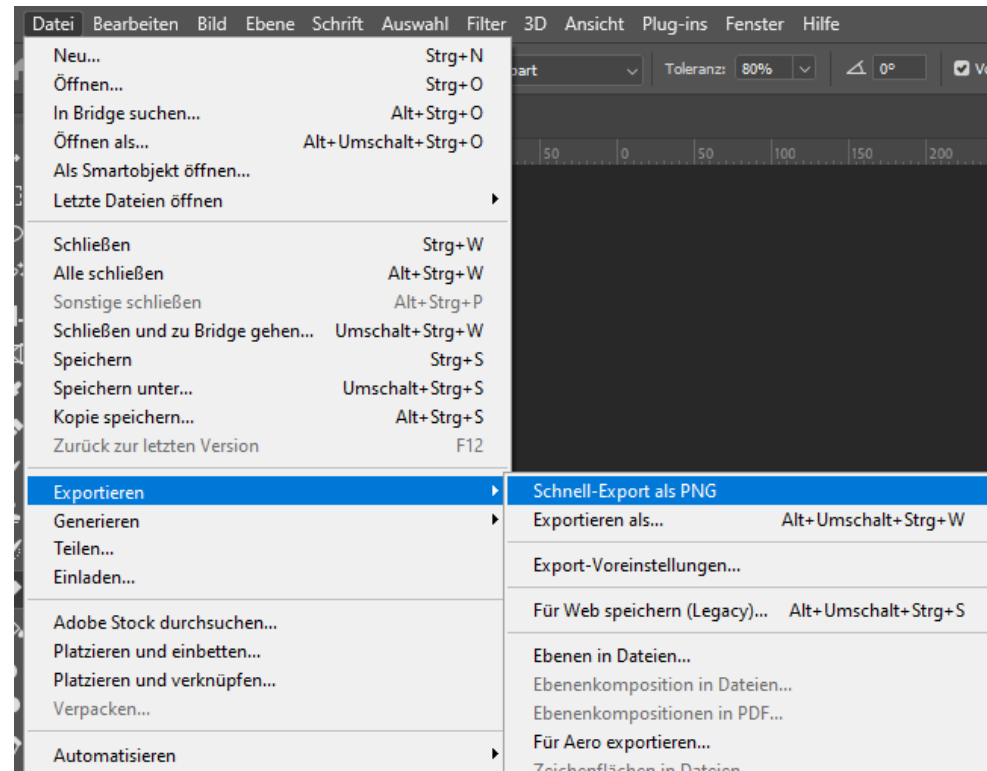


6. Click in the remaining white areas and 'delete'

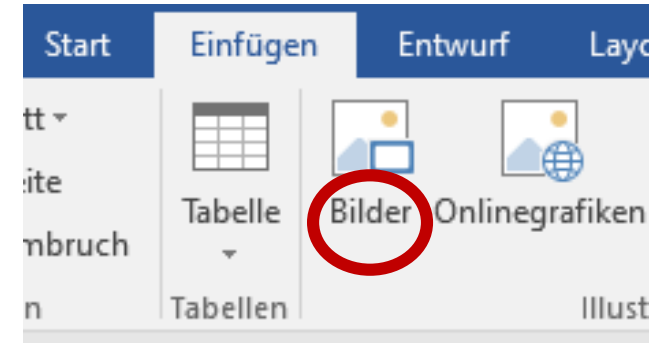




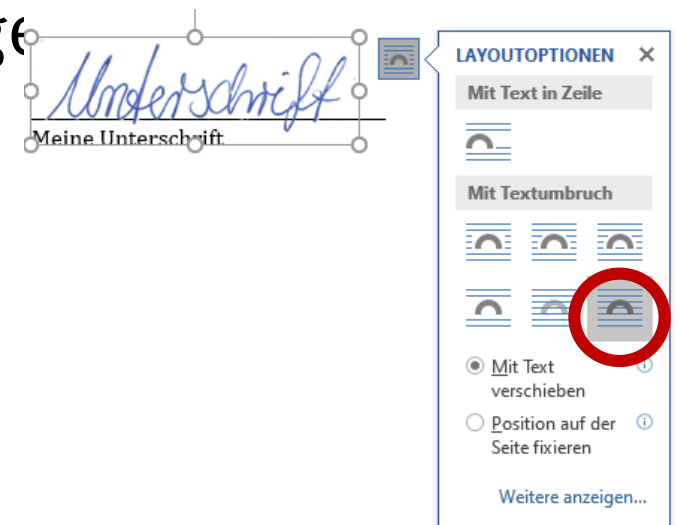
7. Click on File - Export - Quick export as PNG, save (only PNG saves transparencies)



8. Open the Word document in which the signature is to be placed



9. Insert saved signature.png as image  
Adjust position: "Before the text"



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**Cut out signature with the help  
of Microsoft Word**

The logo for UNI WÜ, featuring the letters 'UNI' stacked above 'WÜ' in a white sans-serif font, set against a dark blue square background.

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**Via Word**

**ATTENTION: Correct "cropping" does not work here.**

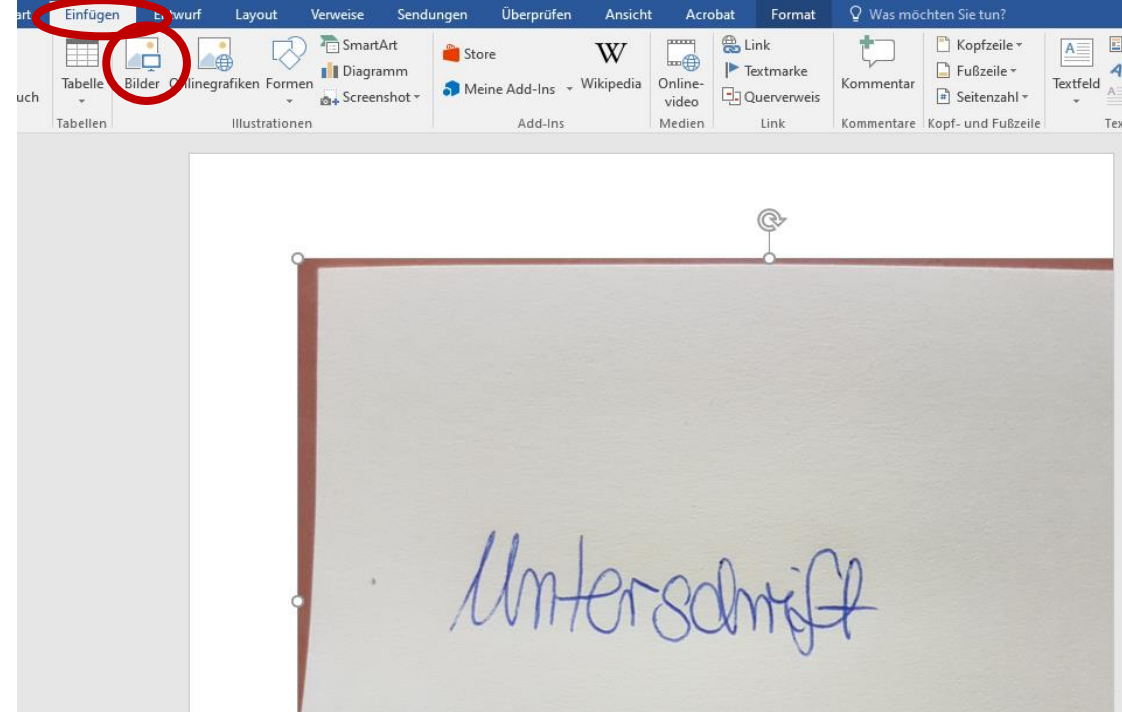
However, you can recolour the background so that it is no longer noticeable and then play with the placement.



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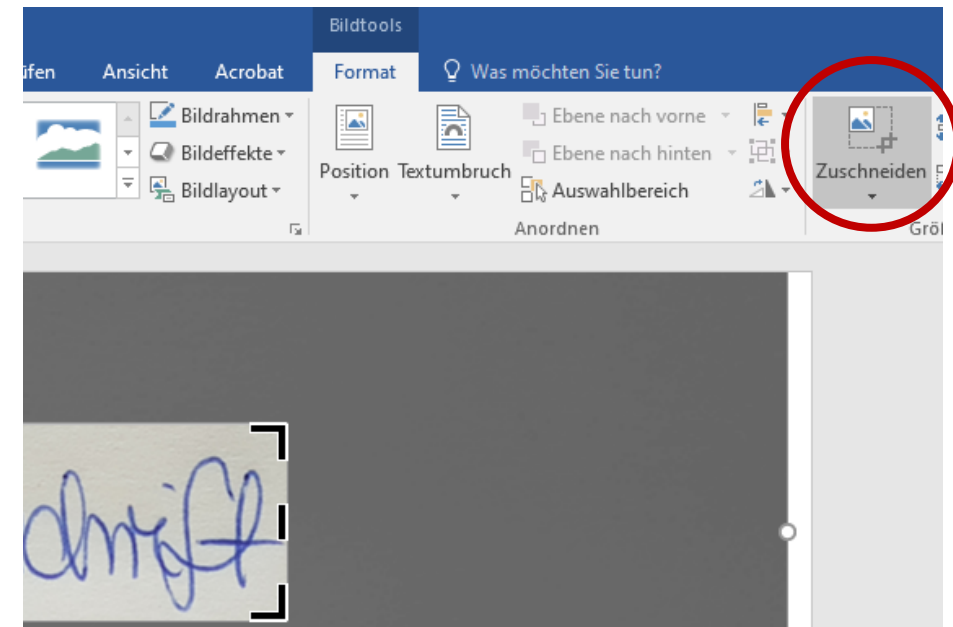
1.

Insert the signature

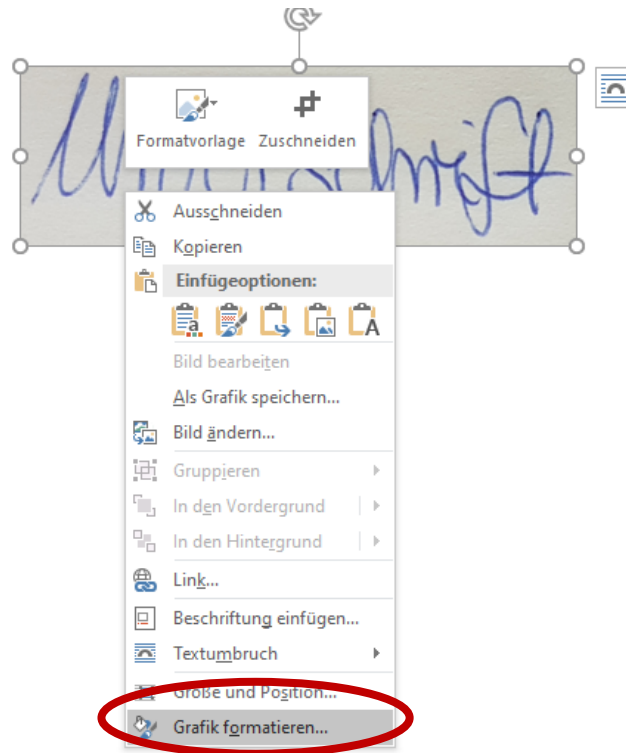


2.

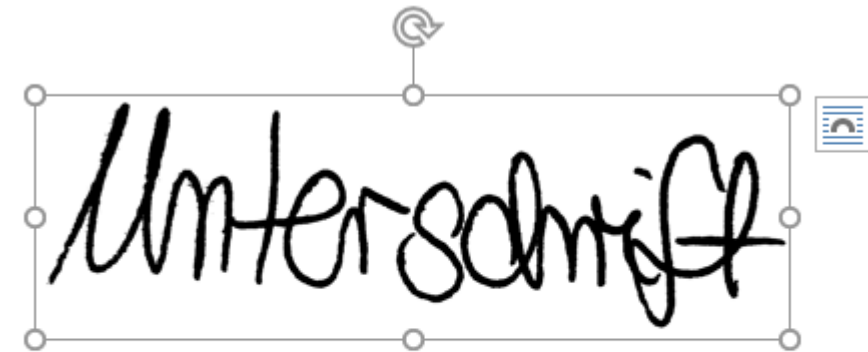
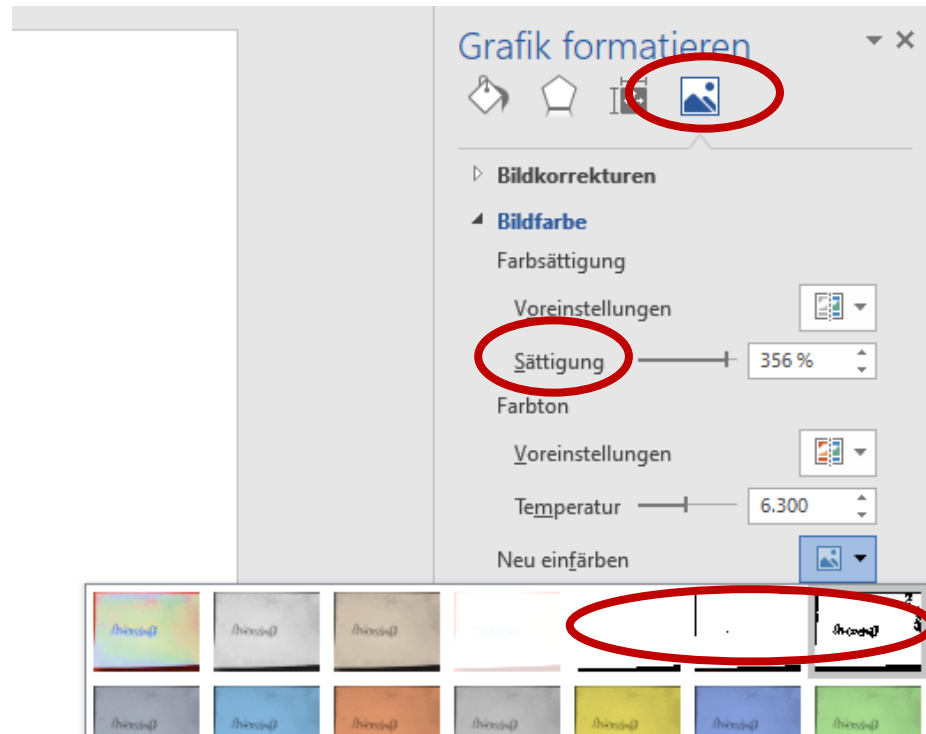
Trimming



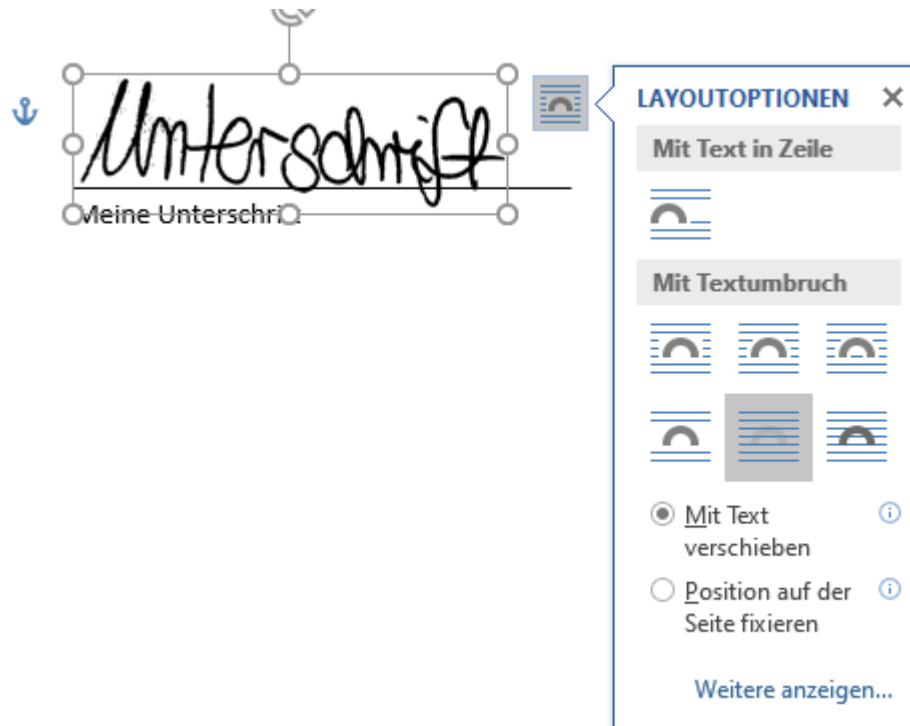
### 3. Right mouse button on image - then "Format graphic"



4. Recolour the graphic (try out the saturation and mode so that you see as few traces of the paper as possible)



5. Insert signature line and name, select image and position  
"Behind text"





## 6. Mark signature and line as a block, then: Insert - Quick blocks - Save selection in quick block catalogue

The screenshot shows the Microsoft Word ribbon with the 'Einfügen' (Insert) tab selected. The ribbon includes groups for 'Tabellen', 'Illustrationen', 'Add-Ins', 'Medien', 'Link', 'Kommentare', and 'Kopf- und Fußzeile'. The 'Einfügen' tab is circled in red. The 'Quick Blocks' icon (a document with a plus sign) is also circled in red. The 'Quick Blocks' menu is open, showing options like 'Auto Text', 'Dokumenteigenschaft', 'Feld...', 'Organizer für Bausteine...', and 'Auswahl im Schnellbaustein-Katalog speichern...'. The 'Auswahl im Schnellbaustein-Katalog speichern...' option is circled in red. Below the ribbon, a signature 'Unterschrift' is shown in a grey box, with the text 'Meine Unterschrift' below it.

7. Enter name and enter "AutoText" for catalogue + press OK

Neuen Baustein erstellen

Name: Unterschrift 1

Katalog: AutoText

Kategorie: Allgemein

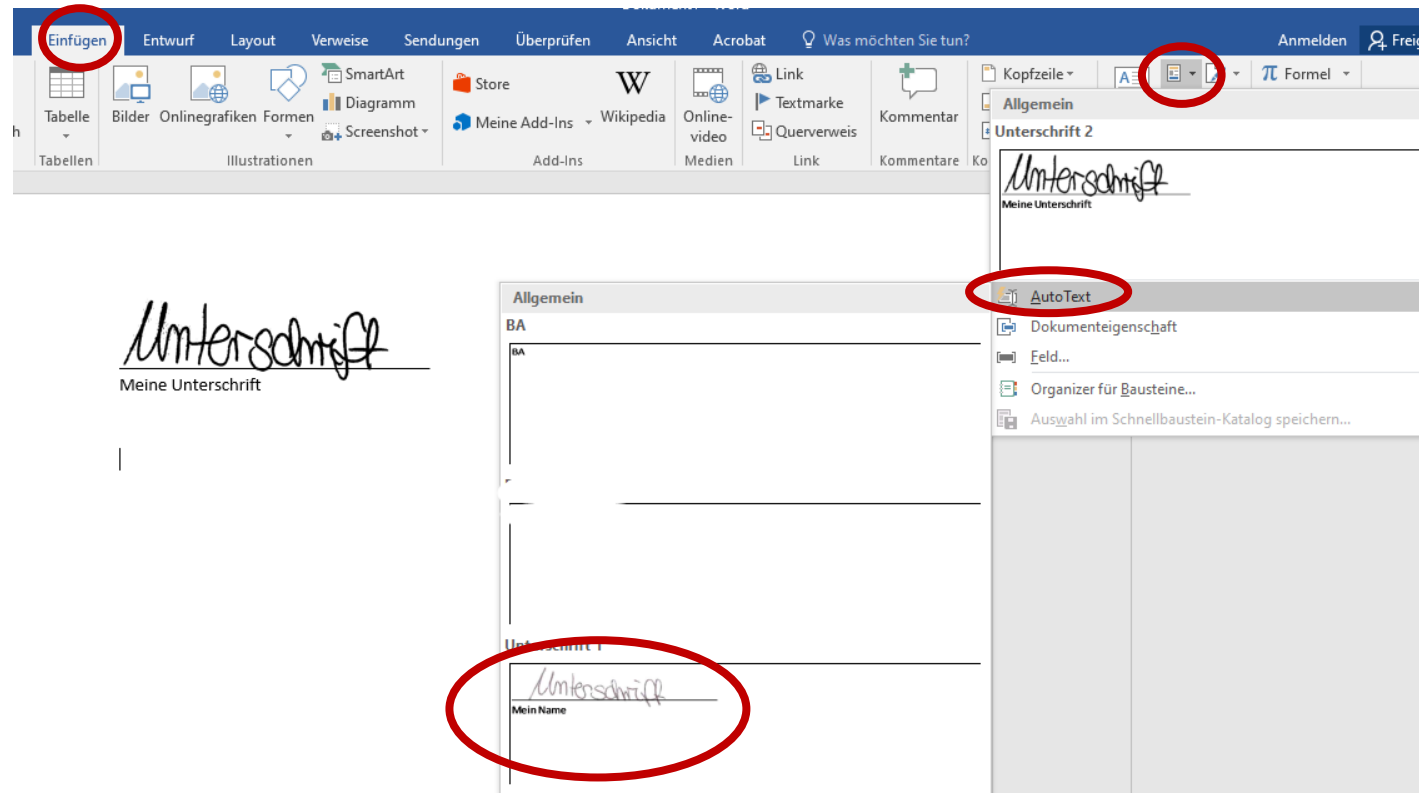
Beschreibung:

Speichern in: Normal

Optionen: Nur Inhalt einfügen

OK Abbrechen

8. Signature is now saved in Word and can be easily and quickly inserted into any Word document



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