

Digital Seals

The use of your seal must be done in compliance with **Policy 6 – 200 Registrant Professional Seal Issue and Use**, the **Signing and Sealing Standard**, and the **College Bylaws Part 6 – 2: Professional Seal and Signature**.

Inserting your digital seal into a Word file

1. Click on Insert
2. Choose Object and click on the down arrow
3. Choose Text from File
4. Choose your seal file – this step will ask if you want to convert from a pdf to an editable Word document. Click Okay.
5. Insert your seal over your signature
 - a. Insert your digital signature
 - b. Click on your seal
 - c. Right-click and choose Wrap Text - In front of text. Drag the seal over your signature.

Inserting your digital seal into an Adobe PRO file

First, create a stamp in Adobe (see more [detailed instructions](#))

1. Go to All Tools
2. Choose Add a Stamp
3. Click Custom Stamps
4. Click on Create
5. Browse for your seal file
6. Select Open
7. Give your seal/Stamp a Category (e.g., My Stamps) and Name and click Okay

To insert your stamp into an Adobe file (see more [detailed instructions](#))

1. Go to Tools, View More
2. Choose Add a Stamp
3. Click on Stamps, choose the Category you named your stamp
4. Choose your stamp
5. Click anywhere on the document to place the stamp
6. To move/modify the stamp, confirm the Select tool is selected in order to move, resize, rotate, delete, change opacity, to change colour