

Digital Seals

The use of your digital/electronic seal must be done in compliance with [Policy 6 – 200 Registrant Professional Seal Issue and Use](#), the [Signing and Sealing Standard](#), approved by College Council, 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 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 yes.
5. If you wish to insert your signature, do the following steps
 - a. Make your seal transparent
 - b. Insert your digital signature
 - c. Click on your seal
 - d. Right click and choose Wrap text In front of text. This will place your signature behind your seal

Inserting your digital seal into an Adobe PRO file

First you have to create a stamp in Adobe

1. Go to Tools
2. Choose Stamps
3. Click Custom Stamps
4. Click on Create
5. Choose your seal file
6. Click OK
7. Give your seal/Stamp a Category (e.g., My Stamps) and Name and click Ok

To insert your stamp into an Adobe file

1. Go to Tools
2. Choose Stamps
3. Click on Stamps, choose the Category you named your seal
4. Choose your seal and it will insert into the document.