Parents: Adding Text and Signatures to Documents

## How to add a signature or text to an electronic document

P

Written by Procare Training
Updated over a week ago

If you receive an electronic document request from your child's school, you may need to add text or your signature.
There are built-in editing features located on the document toolbar. As a parent, there are only a few options you should need, which will be discussed in this article.
See Editing Tools Within eDocuments for a full list of tools

.
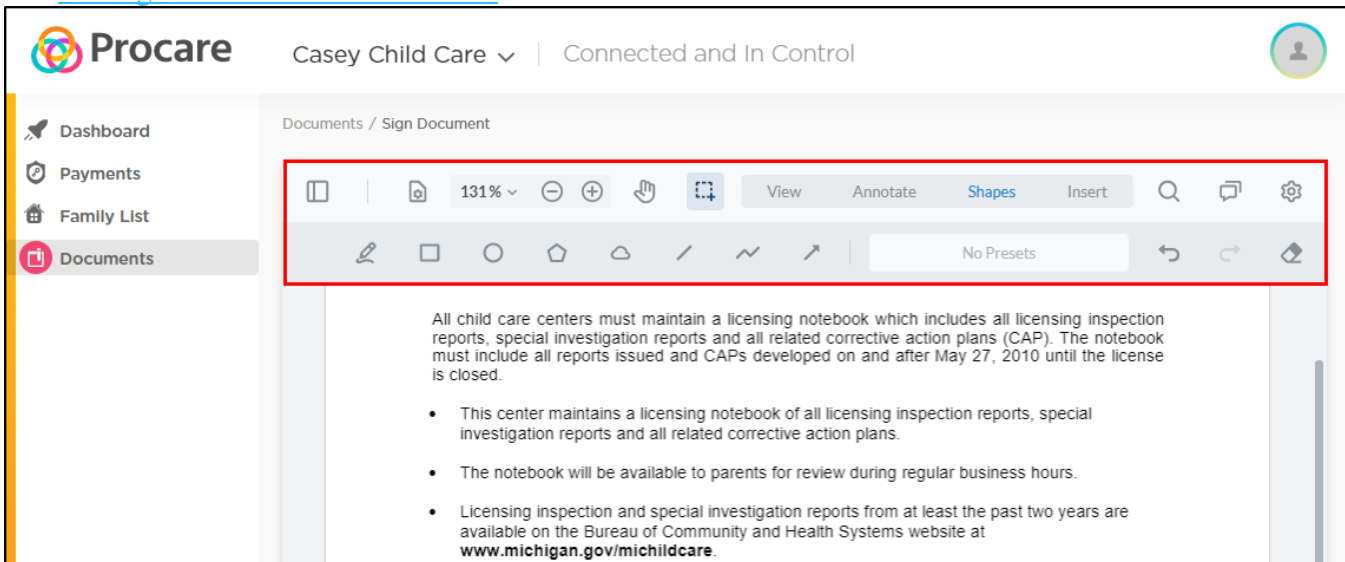
View Options

The following options will always display on the toolbar.

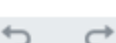|	
▢	Use this option to open a panel on the left to display all pages within the selected document
▣	Additional page options: Continue Page, Page by Page, Rotate Page, Page Layout
🖐	Pan – use this option to drag the document up and down
⬚₊	Select an area within the document
🔍	Search keyword within the document
💬	Search/view comments. Comments are made in the Annotate menu > comment icon
⚙	Additional settings: Full screen, print, dark mode
↶ ↷	Undo and redo edits made to the document
◇	Erase an edit made to the document

Adding Text to a Document

Use the Text Box option to answer questions or fill in fields within the document.

1. Select the Text icon, then choose your color and font size.
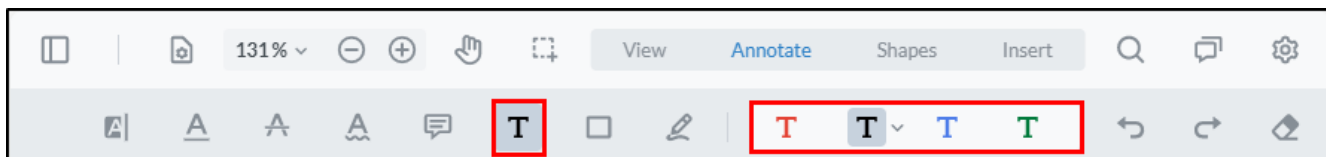
2. Click within your document to insert the text box.

I have read the above statement issued by   Insert text here
                                             Name of Child Care Center
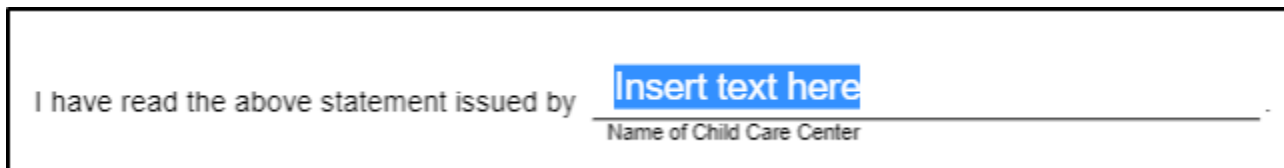
3. Once your text box has been inserted, begin typing or double click within the box to add your text.

I have read the above statement issued by Casey Child Care
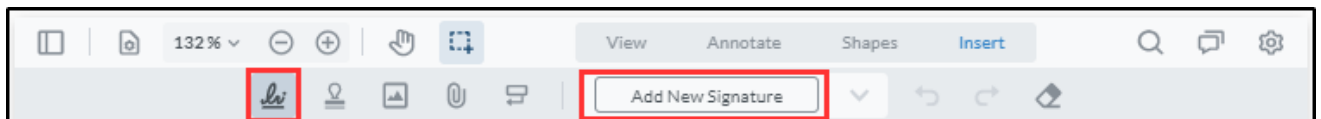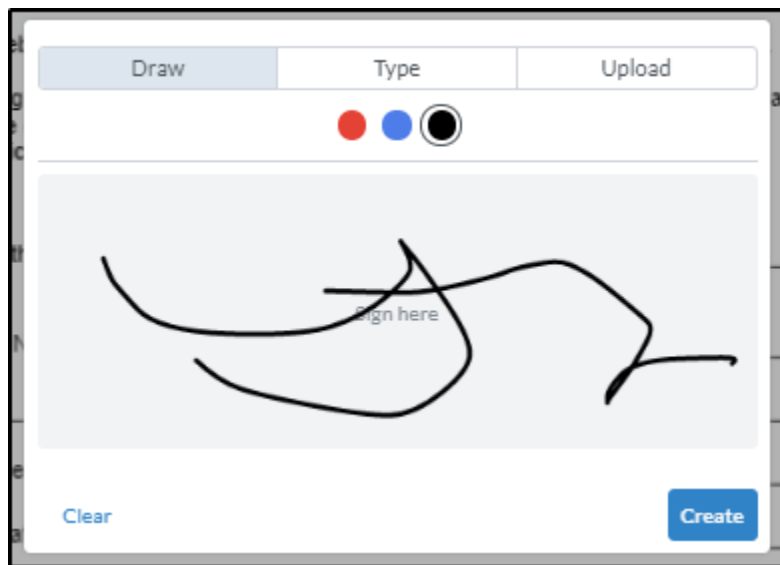   Name of Child Care Center

---

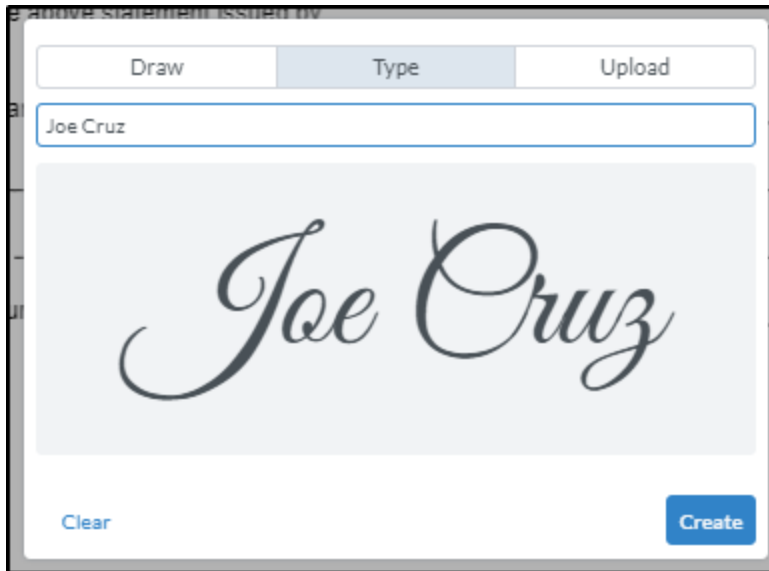## Inserting Your Signature

1. Click the Signature icon, then click Add New Signature

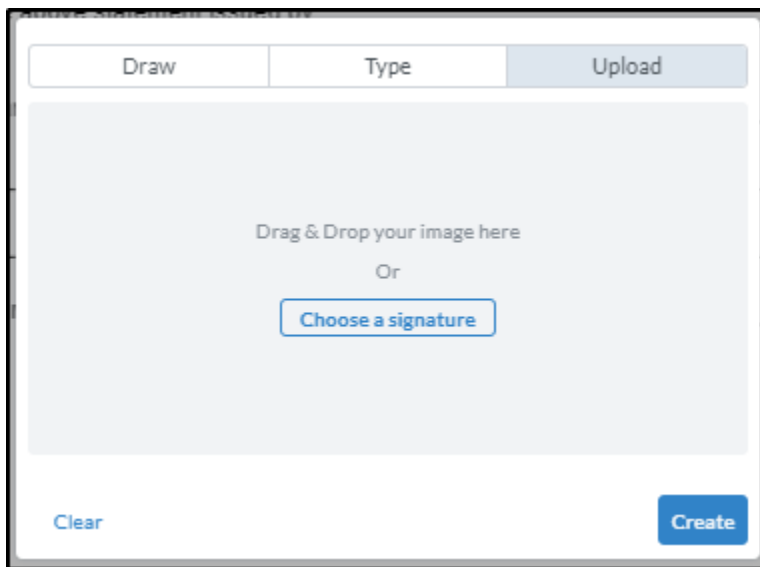2. Choose the type of signature you wish to add.
   1. **Draw** allows you to use your mouse to draw your signature and choose between red, blue or black ink.

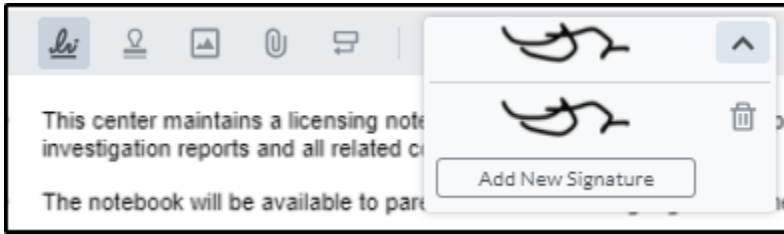   2. **Type** will insert your name with a cursive font.

3. **Upload** allows you to upload your signature file.

3. Click Create. Then click where you want to place your signature. You can resize using the corner dots, change the font or delete.

4. Once a signature been created, it's easy to use multiple times by clicking the drop-down and selecting.
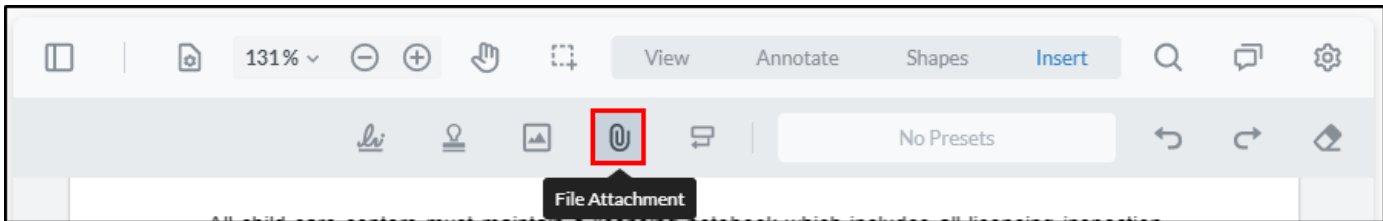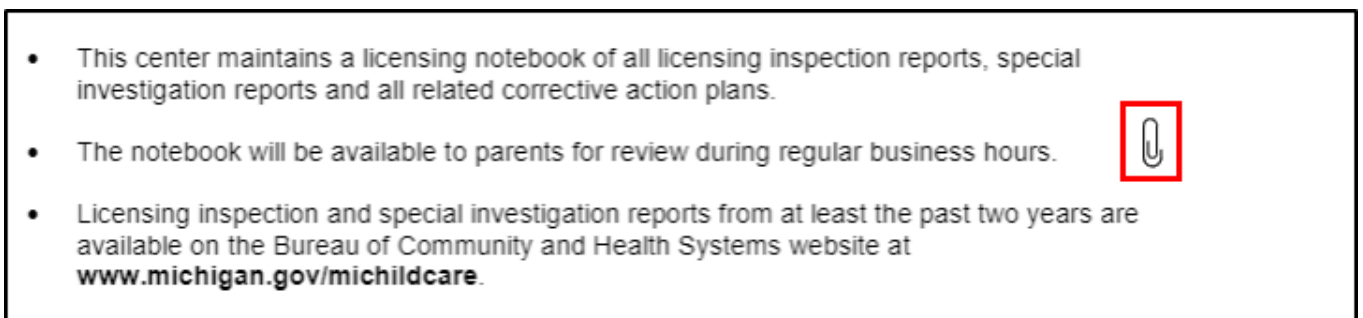

Add an Attachment

The Attachment icon allows you to upload an attachment within the document.
1. Click the File Attachment icon on the toolbar.

2. Click within the document to insert the attachment, then select the document you wish to insert.
3. Once the document is selected, a paperclip icon will display within the document.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at **www.michigan.gov/michildcare**.

4. Click the paperclip icon for additional options, such as add a comment with the icon, change the color of the icon, delete the document, add a URL, or download the attached file.