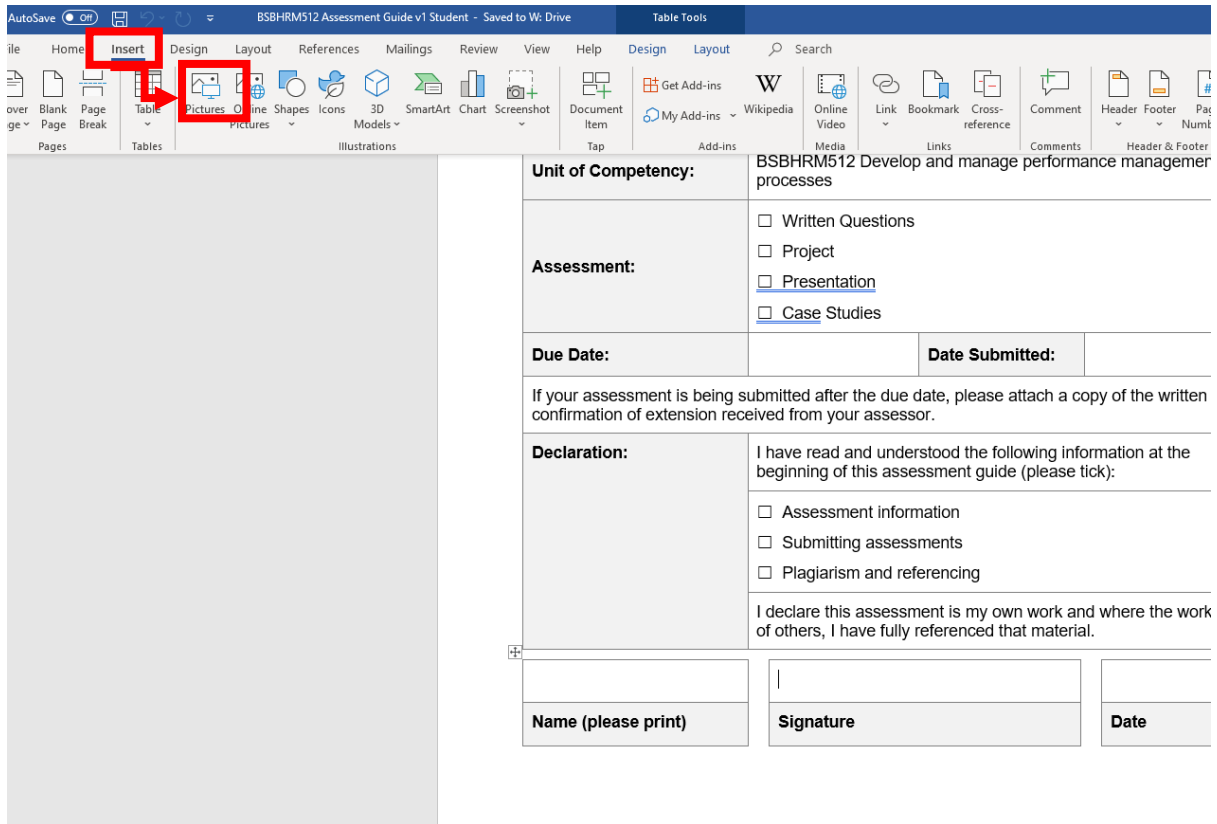
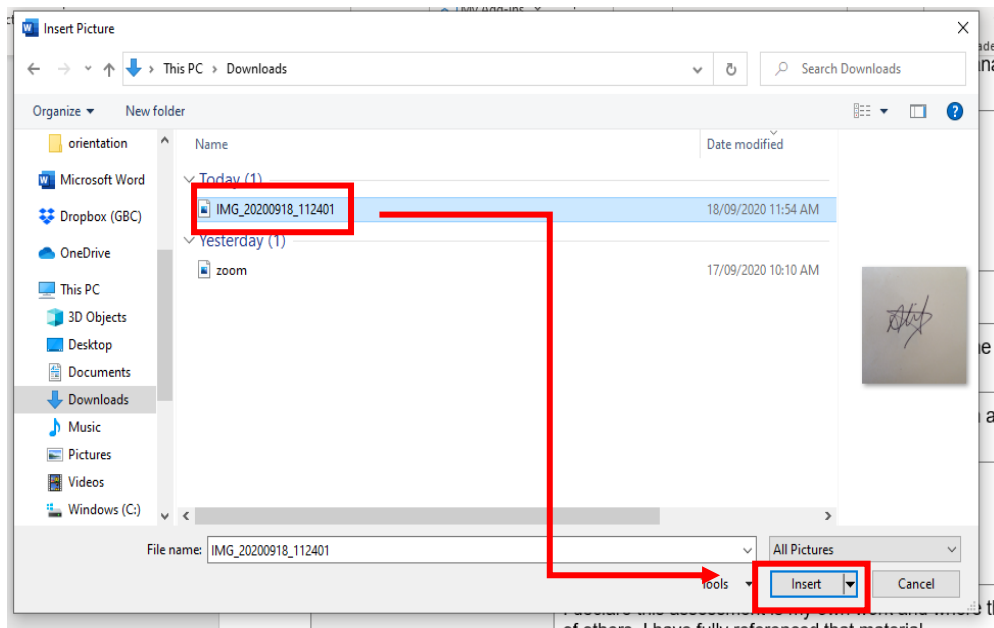


## How to apply electronic signature to assessment coversheet/marketing guide

1. Click on insert from the tools tab then select pictures



2. Select the electronic signature from your file then click insert.



3. Adjust the signature to fit the Signature box, you can select the position “in front of text” for easier adjustment. Then please ensure you fill in your full name and date as well.

The screenshot shows a student assessment form with several sections. At the top, there are three unchecked checkboxes: "Assessment information", "Submitting assessments", and "Plagiarism and referencing". Below these is a text box containing the declaration: "I declare this assessment is my own work and where the work is of others, I have fully referenced that material." To the left of this declaration is a red-bordered box with the text "Adjust the electronic signature to fit the signature box" and a red arrow pointing to the signature box. The signature box is labeled "Signature" and contains a handwritten signature. Below the signature box is a text box labeled "Name (please print)". To the right of the signature box is a "Layout Options" menu. The menu has a close button (X) and two main sections: "In Line with Text" and "With Text Wrapping". The "With Text Wrapping" section has three sub-sections, each with three icons. The first sub-section has three icons, the second has three icons, and the third has three icons. The "Move with text" option is selected, and a red-bordered box with the text "In front of text" and a red arrow points to this option. At the bottom left of the page is the text "Student Assessment Guide v 1 August 2019" and at the bottom right is "Page 6 of 37".

Adjust the electronic signature to fit the signature box

Assessment information  
Submitting assessments  
Plagiarism and referencing

I declare this assessment is my own work and where the work is of others, I have fully referenced that material.

Name (please print)

Signature

Layout Options

In Line with Text

With Text Wrapping

Move with text  
Fix position on page

In front of text

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