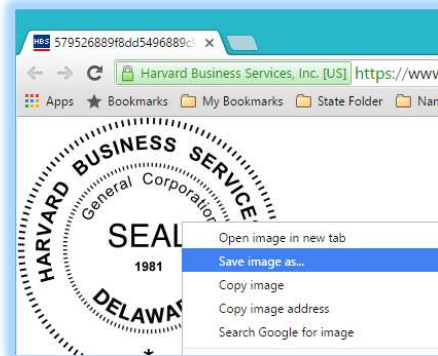# Using Your Digital Seal in Microsoft Word

1. Click on the "Download Digital Seal" link in your Digital Seal email to open your seal in your web browser.
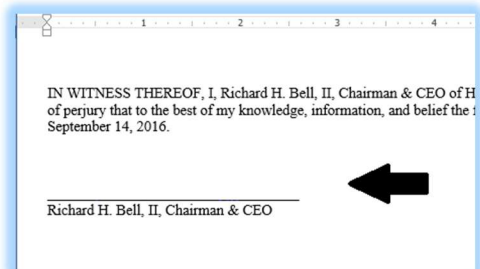
2. Place your cursor on the image of the Seal and right click, select "Save image as" or "Save picture as", rename and save the image to the desired location on your PC (i.e. Desktop, Pictures, etc.).
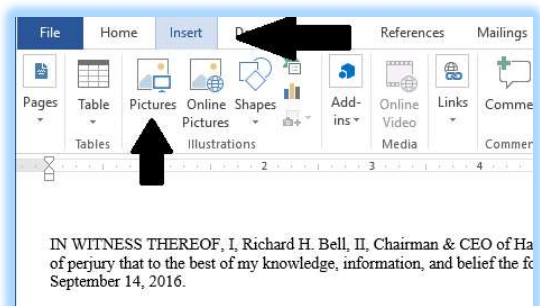
3. Now, open a document in Microsoft Word where you want to insert the seal.

4. Place the cursor in the exact location where you want the seal to appear.

5. From the tabs in the top ribbon, select "Insert", then select "Pictures". Then, select the seal file from the location where you save the seal in step 2.

6. Resize the seal if desired, using the corner sizing tool. Once you have resized the seal, right click on the seal and select "Format AutoShape/Picture" or "Picture" to open the "Format Picture" window.
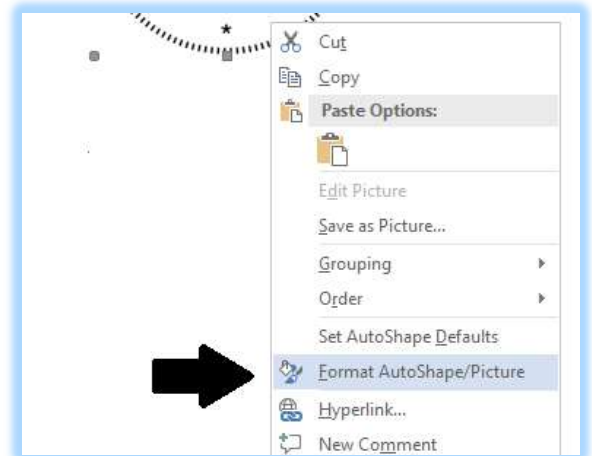
7. Select the "Layout" tab and choose "In Front of text" so that your seal can be placed anywhere in your document and overlay existing text. Click "OK".
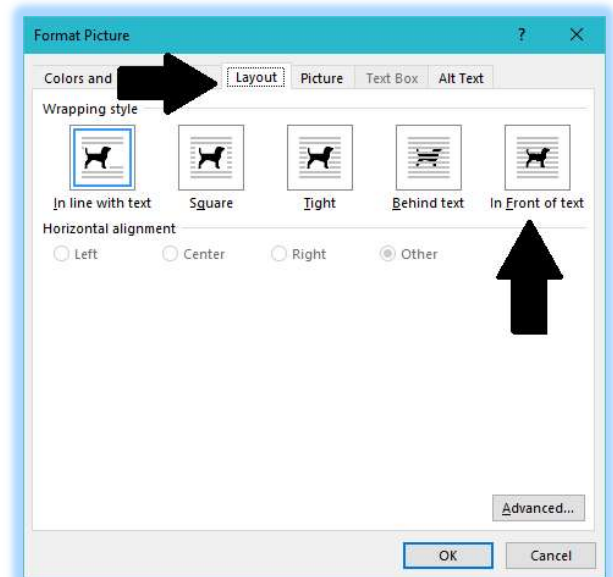
8. Save the document file and print the document. Your seal will be where you placed it!