



July 28, 2020 Brown Bag Presentation

Electronic Signatures 101

Presented by Sarah Curtiss

Working remotely creates challenges for sending signed documents. The person creating the document is not always in the same location as the person whose signature is required at the bottom. Printing a document, signing it, then scanning it back in again is inefficient, especially when using a home printer/scanner. The automation of inserting scanned signatures into Word and pdf documents is a big timesaver. In this Brown Bag, Sarah Curtiss will teach the techniques and tricks to quickly attach and format e-signatures to Word and pdf files, and make them look perfect!

Tuesday, July 28, 2020 from 12:30 to 1:30 pm
Live Webinar

RSVP (state which date) to: Francie Skaggs – francieskaggs@gmail.com by 10:00 a.m. day of the webinar. **A link to access this virtual meeting will be sent the morning of the webinar.**

This event is open to anyone in the legal industry. Feel free to share with your colleagues and friends. Attendees are encouraged to bring your lunch and enjoy the presentation.



Sarah Curtiss
Trainer, Support Specialist
and Database Consultant

About the Speaker:

Sarah is a Trainer, Support Specialist and MSAccess Database Consultant at GraceTrainingGroup.com with over 30 years' experience in 1) training in application software for large and small organizations; 2) creating training and reference materials; 3) automating document production; 4) facilitating office conversions to new operating systems, document management systems, and software programs; and 5) first and second tier user support..

Sarah has been a Technical Consultant to many Bay Area law firms, including training and support for rollouts of new software and has presented custom workshops in MS Office, Acrobat, NetDocuments, FileSite and DM5.

In addition to her technical work, Sarah Curtiss is also a San Francisco based artist and creates books, shopping bags, pillows, leggings, scarves, dresses, shirts, shower curtains, plates and many other items available on FlatFanny.com.

