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Sound is naturally an analog signal. An analog signal is continuous, meaning that there are no breaks or interruptions. One moment flows into the next. If you were to hum a descending note, people hearing you would be able to detect the change in pitch, but not point to specific moments when the pitch jumped from one note to the next. Digital signals are not continuous. They use specific values to represent information. In the case of sound, that means representing a sound wave as a series of values that represent pitch and volume over the length of the recording. In a primitive digital recording of that descending note you hummed, you'd hear a single long sound as a collection of shorter sounds. Some audiophiles argue that because analog recording methods are continuous, they are better at capturing a true representation of sound. Digital recordings can miss subtle nuances. But as digital recording processes improve, digital devices can use higher sampling rates with greater precision. Although the signal still isn't continuous, the high sampling rate can create a sound similar to the original source. Before the 1970s, musicians recorded their performances on analog recording equipment. Microphones recording the sound generated an analog wave that other devices would then transfer directly to the proper media (usually magnetic tape). Assuming the recording artist used reliable equipment, the sound recorded was an accurate representation of the original sound. With digital recording, audio engineers convert analog waves into digital signals. There are many different kinds of equipment that can convert analog to digital. Some audio studios record a performance on an analog master tape first, then transfer the sound to a digital format. Others will use special equipment to record directly to digital. Early digital recordings sacrificed fidelity, or sound quality, in favor of reliability. One of the drawbacks of an analog format is that analog media tends to wear down. Vinyl albums can warp or get scratched, which can dramatically impact sound quality. Magnetic tape eventually wears out and is vulnerable to magnets, which can erase or destroy information stored on the tape. Digital media like compact discs can reproduce sound indefinitely. Another advantage digital media has over analog is that you can make as many copies of the original sound file as you like without hurting it. Eventually, even an analog master recording isn't going to sound as good as the original performance. As long as nothing corrupts a digital file, it will stay the same no matter how much time has passed or how many copies engineers make. Today, technology in the audio recording industry is so advanced that many audio engineers will tell you there's no detectable difference between analog and digital recordings. Even if you were to use the best stereo equipment, you shouldn't be able to identify one medium versus the other just by listening to the sound. Many audiophiles disagree and claim that the analog format is still supreme. So what are the arguments that audiophiles use to support their love of the analog format? Find out in the next section. In analog technology, a wave is recorded or used in its original form. So, for example, in an analog tape recorder, a signal is taken straight from the microphone and laid onto tape. The wave from the microphone is an analog wave, and therefore the wave on the tape is analog as well. That wave on the tape can be read, amplified and sent to a speaker to produce the sound. In digital technology, the analog wave is sampled at some interval, and then turned into numbers that are stored in the digital device. On a CD, the sampling rate is 44,000 samples per second. So on a CD, there are 44,000 numbers stored per second of music. To hear the music, the numbers are turned into a voltage wave that approximates the original wave. The two big advantages of digital technology are: The recording does not degrade over time. As long as the numbers can be read, you will always get exactly the same wave. Groups of numbers can often be compressed by finding patterns in them. It is also easy to use special computers called digital signal processors (DSPs) to process and modify streams of numbers (see How CDs Work for a more detailed explanation). Opinions expressed by Entrepreneur contributors are their own. You're reading Entrepreneur India, an international franchise of Entrepreneur Media. The world has woken up to the importance of electronic signatures and digital signatures. It has also led to a proliferation of e-signature tools. Worthy of mentioning are the new wave CocoSign, the giant Adobe Sign and the trusted work app Microsoft Word. In this guide we give step-by-step instructions on how you can use them to create e-signatures and digital signatures with zero stress. Handout Let's first start with defining what these two types of signatures are, because, you might be surprised, there's a nuance between them. Digital Signatures VS Electronic Signatures Electronic signatures and digital signatures are not interchangeable. Electronic signatures also named as online signatures are a broader concept than digital signatures. Put simply, eSignatures use digital symbols to give legal authorization or approval for online transactions and agreements, which are the virtual alternatives to ink-on-paper signatures. Digital signatures are a kind of electronic signatures but harder to obtain. They follow a specific protocol, called Public Key Infrastructure (PKI) and require a certificate issued by Certificate Authority (CA) that can prove the identities of signers and validate the signatures. As a result, digital signatures hold higher levels of trustworthiness and authenticity than eSignatures. So they are often used for more significant transactions. A multitude of eSignature laws like E-SIGN Act and UETA have signified that a signature does not need to be an exclusively physical thing. Both electronic signatures and digital signatures are as legally sound as wet signatures. How to Create a Digital Signature with CocoSign? CocoSign is an all-in-one e-signature solution that embraces ultimate simplicity. With it, creating a digital signature can be done in seconds by typing, drawing, or uploading. Designed with care, it's simple interface and easy drag & drop functionality make CocoSign intuitive for all skill levels, and its customization options like font styles give additional flexibility - no wonder tens of thousands of SMBs and professionals use CocoSign every day. Step 1: Create a CocoSign Account Go to the CocoSign Sign-up page. Type your name, email, and password in the required fields. Step 2: Upload the File You Need to Sign Upload one or more files from your e-device or cloud storage services. You can also use the drag and drop option. CocoSign supports various file formats, PDF, PNG, JPG, DOC, and XLS. Step 3: Create a Digital Signature Drag and drop the Signature field to your file and a pop-up window will appear for you to choose your favorite method to create a digital signature either by typing, drawing, or uploading. Typing: type your signature, and customize its font, color, slant, and slope to your liking. Drawing: use your finger, stylus, or mouse to draw your signature and change its color and width. Uploading: choose an image of your signature from your e-device. Step 4: Complete Your Document After appending your digital signature, click Complete to save the changes. You can have a copy of your signed document by clicking Download, or share it with others via Email. Also Read: How to Create a Digital Signature How to Create an Electronic Signature with Adobe Sign? Adobe Sign is one of the most sought-after electronic signature software in the market. With it, document workflows and approval processes are easily automated. If you have been using the other services of Adobe family, then it is more suitable for you to create your e-signature with Adobe Sign. Step 1: Sign in to Your Adobe Account Log into your Adobe account. Navigate to Sign, and choose Add Signature. Step 2: Create an Electronic Signature Click Select a file to upload your PDF file. 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How to Make an Electronic Signature in Word? You might not know it, but Microsoft Word can be used to create an e-signature, which will work for you perfectly because most of your documents are created in this same program. The simplest method is to insert your handwritten signature into the file and crop, resize it as needed. But it's laborious to repeat this step each time you sign a file, and usually, it messes up your text. Worse, your image can get copied and forged by unintended parties. Fret not, there is another solution, i.e., a reusable signature line. Once created, the signature line is saved as a signature template. It can be embedded into your file anytime with a click. Here is how it works: Step 1: Add a Signature Line In the Word document, click where you want the signature line to be displayed. Navigate to Insert > Text > Signature Line > Microsoft Office Signature Line. Step 2: Specify the Information In the Signature Setup window, type the signer's name, title into the corresponding fields. Click OK and the signature line will be displayed in the document. Step 3: Sign the Signature Line Right-click the signature line and choose Sign from the menu. Type your signature or insert an image of your signature. Verify your digital certificate. And it's done. Yes, the signature line can be used as many times as you need. But it has its limitation: you're not allowed to sign the lines unless you have a digital ID from Microsoft Partner Services. This drives lots of potential users away. Related: What Is a Digital Signature and How It Works Is it Safe to Sign Documents Online? Yes, it certainly is. People often claim that eSignatures aren't secure, but for years now electronic signatures have proved how safe they actually can be, thanks to their security measures. E-signatures make signing actions traceable. E-signature software alerts you of the updates timely whenever each signer signs or rejects to sign. An audit trail records all the signing activities, including who viewed, signed, or rejected the file, signer's IP address and email, and a timestamp. E-signatures promise platform security. Authentication measures. For example, 2-Factor authentication that adds an extra layer of security for users' accounts. Cutting-edge encryption technologies, let's say AES 128-bit or AES 256-bit encryption, HTTPS, and TLS connections. E-signatures comply with applicable regulations. Many e-signature tools strictly adhere to specialized industry standards, such as HIPAA, PHIPA, and 21 CFR Part 11. Who May Need to Use Electronic Signatures? E-signatures are emerging as a promising solution for all walks of life. Below are some cases where you may want to rely on an electronic signature: Freelancers Freelancers need to deal with paperwork remotely and respond to it outside business hours, which includes independent contractor agreements, copyright license agreements and more. Signing these documents online without needing to go to the office brings them unrivaled convenience. Businesses Large enterprises, SMEs and start-ups used to spend lots of time checking the availability of clients and planning meetings to gather them for wet-signatures. So long as they move towards e-signatures, they can sign, track, manage their documents electronically, boosting efficiency and chopping down turnaround time significantly. Also, e-signatures give a welcoming fillip to the brand-building of their services. What Are the Advantages of Signing PDF Online? It's a sheer blessing to be able to sign a PDF online, which has started to gain currency in recent decades. How come? Let me break it down for you. Enhance Mobility E-signatures are done on a variety of devices such as a computer, smartphone or tablet. For those who are constantly on the go, this is a huge perk. Boost Efficiency Electronically signing a file liberates you from strenuous and repetitive physical paperwork. You can email your signing requests in bulk online. No longer need to send the documents via courier or by hand separately. Cut Overheads Signing documents electronically reduces the cost of physical materials and infrastructure, like paper, toners, inks, folders, and paper shredders. Improve Data Security Electronic signatures nip fraud and theft in the bud with cutting-edge encryption techniques. It also eliminates any hassle or worry about losing or misplacing physical signatures. Increase Brand Awareness E-signatures help businesses and professionals develop a reputation of quickness, immediacy, and flexibility, establishing a sense of reliability among clients. Final Words The growing popularity of eSignatures and digital signatures need no further elaboration. Businesses are finding them to be a cost-effective way to replace traditional paper-based variants. In this article we've introduced in detail how to create digital signatures with CocoSign, and e-signatures with Adobe Sign, and Microsoft Word. CocoSign goes the extra mile to provide customization and flexibility, which also gives it a slight edge over the others. No more waiting, it's time to take advantage of your preferred solution to refresh your signature workflow.

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