



Create and Install a Signature File

by
Ron Brubaker & Mary O'Neill

I was asked how to create and install a Signature file. As I began to answer the query I decided it would make a good How To article. I needed to make a new signature file for my position as Editor of the club's newsletter. Here is the signature file I created for the e-mail I write as editor of the newsletter. It was created and installed in Thunderbird, a popular e-mail client.

--
Ron Brubaker
CCHSV Newsletter Editor

All outgoing e-mail messages have been scanned using AVG 8.0.

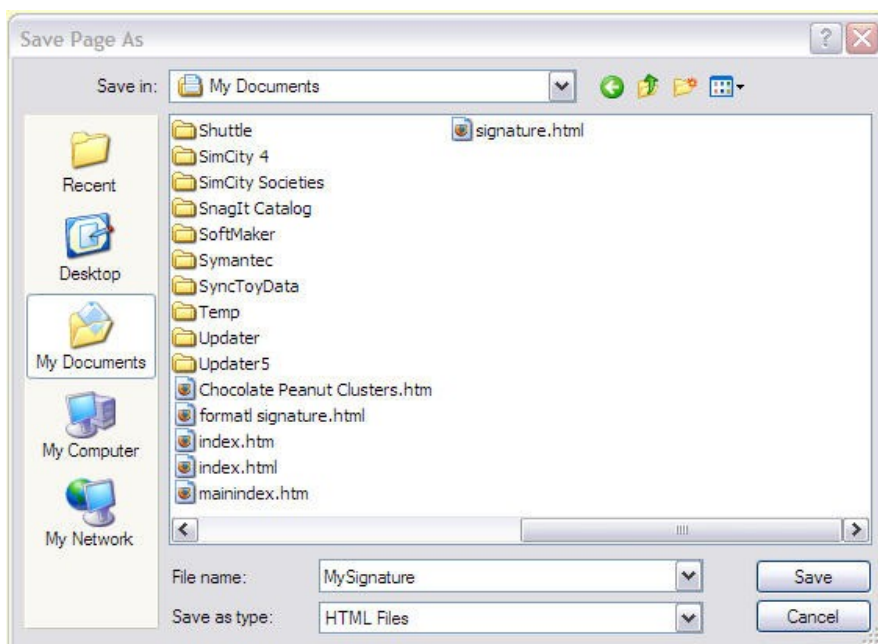
I asked Mary O'Neill who is more familiar with Outlook Express for some assistance and she responded with the following from Outlook Express.

--
Mary O'Neill
Webmaster
Computer Club of Hot Springs Village

All outgoing e-mails are scanned by Norton Internet Security

CREATION

Start as if you are writing an e-mail note and create the signature as you want it to appear. You do not need to put in the line with the dashes, this is done by the program. The background color and the text colors reflect my preferences for e-mail settings.



Once you have the signature the way you wish it to appear use File|Save As|File.. to save it. I wrote mine to the My Documents directory, a place I seldom use because most of my files are in subdirectories off of this directory.

In any case be sure to set and make note of the location shown under "Save in:" near the top of this dialog. You will need to know this later.

You might also note that I have several variants of my signature that I use with different e-mail accounts.

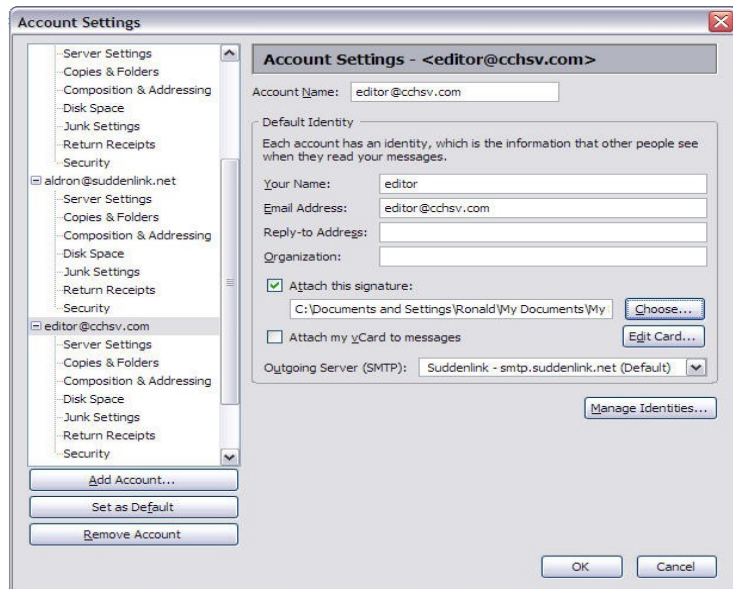
The file name you wish to use should go in the appropriately labeled input box.

The "Save as type:" box should already show HTML Files which is the correct choice.

When everything is correct press the Save button.

INSTALLATION - Thunderbird

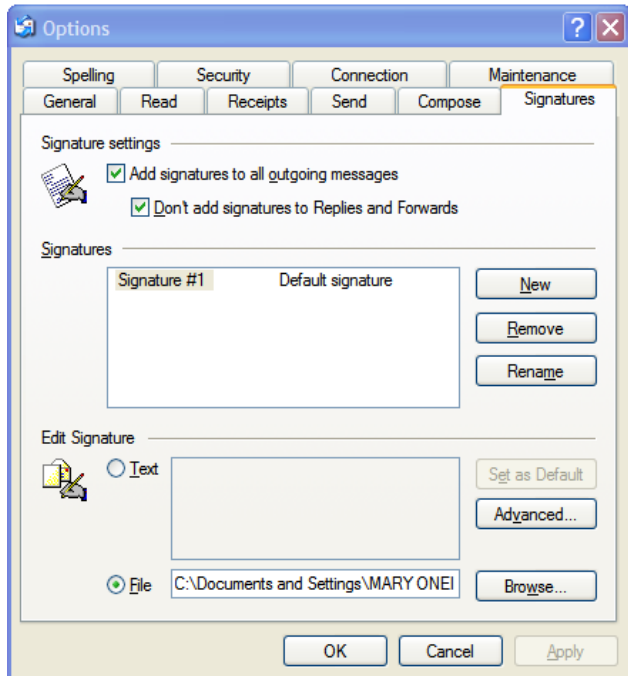
If you are using Thunderbird as your e-mail client the following will show you how to install your signature file. Start by opening the "Tools"|"Account Settings" dialog.



The left panel of the dialog box (below) lists each of your e-mail accounts and presents a menu of the options for each. I was creating a signature for editor@cchsv.com so I selected that name.

About half-way down the right hand panel you will find "Attach this signature." If you haven't been using a signature file the check box will be blank. In order to use a signature you need to check this box. Then click on the "Choose" button at the end of the next line and navigate to the directory where you saved the signature file. Once you have the correct file selected, click on the "OK" button at the bottom right of the dialog. That's it, you are done.

INSTALLATION - Outlook Express



If you are using Outlook Express use Tools|Options|Signatures. At the bottom of the Options screen select the "File" radio button and then click on Browse to navigate to the file that contains your signature.

Mary told me that you can see the saved signature by changing "Files of type" to HTML. Then click on open. When you have the correct file click on Apply and then OK.

TESTING

To test, simply start out as if you are going to write a new e-mail. As soon as the document comes up you will see that your signature has already been attached and all you have to do is write the e-mail.

If necessary edit your signature file and resave it. It will not be necessary to reinstall it unless you move the location where the file is stored.

When you finish yours send me a note with your comments and/suggestions for the newsletter and the How To series. Sent it to me at editor@cchsv.com.