

Creating and Using Signatures on AOL

1. Here AOL makes it simple.
2. Click on Write mail.
3. On AOL 9.x a button labeled "Signatures" is at the bottom
4. When the drop-down menu appears, choose "Set up Signatures".
5. A new window appears. Click the Create button.
6. In the upper box, give the signature a descriptive name.
7. Click in the lower box, and type the text desired for the signature.
8. Highlight the text, and use the bold, italics, font, font size, and color options to create the desired signature appearance.
9. Later versions allow you to insert graphics as well, but for that you will just have to see if it is an option in your version.
10. Once satisfied, click OK. You're done.
11. Now that you have created a signature, merely by clicking on the Signatures button inserts the signature at the point of your cursor. If you create more than one (such as for different purposes, or to insert a standard text), by clicking the same drop down arrow, displays all the available signatures (you have created), and allows you to choose which to insert.

Remember, the Font you chose will only appear if the other person's computer also has that chosen font. So to copy a phrase from Indiana Jones, "**choose wisely**". The most common reported fonts on the Windows platform are the heavy sans serif Arial Black at 93% frequency, the cursive Comic Sans MS and display style Impact at 92% each. The same three fonts with MAC.

Also remember, although "signatures" imply a sign off, a signature can actually be anything you wish to be able to insert, such as the starting phrase of all e-mails, etc.