

## Using Signatures to Create a Message with Sound on Windows Live Mail 2011/2012

1. First you must create the Signature File with the message, picture, and sound using the template provide below (highlighted in yellow). Select and Copy this highlighted text.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<html>
<head>
<title>Multimedia E-mail</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
</head>
<body bgcolor="#000000">
<bgsound src="C:\Users\Jim\Documents\E-mail
greetings\Halloween\Crypt_Keeper_Theme.mid" loop= "1">

</body>
</html>
```

2. Next, open Notepad, a program provided by Windows, found at Start | All Programs | Accessories | Notepad.
3. Now Paste the text into the window.
1. Once pasted, replace the path in the `<bgsound src=` line (currently `C:\Users\Jim\Documents\E-mail greetings\Halloween\` ) and file name **including its extension** (currently `Crypt_Keeper_Theme.mid`) with your own sound file path and file name with extension. **Be sure to keep the quotation marks before and after the entry " " intact !** Note the backward slash `\` at the end of the path separating the path from file name.
4. Similarly, replace the path in the `<img src=` line (currently `C:\Users\Jim\Documents\E-mail greetings\Halloween\` ) and file name including its extension (currently `Halloween_Greeting.jpg`) with your own image file path and file name. **Again, be sure to keep the quotation marks before and after the entry " " intact !** Note again the backward slash `\` at the end of the path separating the path from file name.
5. Now save the document as **document\_name.html** in an appropriately named folder. It is important to finish the file name with **.html**. (dot html), removing the default extension of **.txt** appearing initially in the File name box. This is how Windows knows it is an HTML file. Remember where you saved it.
6. Return to (or open) the main Windows Live Mail 2011 window and click on the drop-down menu at the left, and choose Options, then Mail.
7. When the Options window appears, click on the Signatures tab and continue.
8. Click on the New button, to begin creating a new signature.
9. "Signature #1 appears. Click on Rename, and give it a descriptive name for the signature you are going to establish, such as "Greeting" or "Named Holiday".
10. In the Edit Signature box, do not type anything. Instead, click on the radio button "File" (the dot is now in File instead of the dot being in Text).

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11. Click on Browse, and navigate to the folder you saved the HTML file. You will not see your file. Don't panic. I know you do not see it. You soon will if you follow along.
12. If you look at the last line on the "Open" window, it reads "Files of type"; it currently says "text". Click the drop-down arrow and choose "HTML files". Now the file should appear. If it doesn't, **now** you can get nervous. But don't panic, you probably just saved it to a different folder. Just look for it.
13. Click Open. You will see the file name and path will show up in the "File" line.
14. "Apply" and the signature is registered and ready to use.
15. Click Apply and OK to leave the signature window, and OK again to leave the Options window.
16. Now to use this file, simply open a Windows Live Mail New Message window, click in the message area (if you don't click here first, Signature use is grayed out).
17. Go to the Insert ribbon and click the drop-down next to Signatures and insert the signature labeled Greetings or whatever you named it. The sound begins to play and message (included in the picture) will appear. You are set to complete the message by adding recipients and subject. Enjoy it. You have worked for it.