

Creating and Using Signatures in Windows Live Mail 2012

Creating a simple Text Signature:

1. Open the respective mail program and go to File/Options/Mail/Signatures tab.
2. Under Signatures, click New.
3. "Signature #1 appears. Click on Rename, and give a descriptive name to the signature you are going to create.
4. Now in the Edit Signature box, type what you want the signature to be, such as John, or Stay Well, John. Just like a word processor, you can jump to a new line by using the ENTER key. So the signature can look like:

John Doe
2151 Street
Naples, FL 34109

5. Finally click "Apply. Now the signature will be available to "Insert" from the Insert ribbon. Or you can have every e-mail include that signature by going back to File/Options/Mail/Signatures tab, but this time putting a check in "Add signatures to all outgoing messages". You must also choose (if more than one) which signature to "set as default".

Remember, although "signatures" imply a sign off, a signature can actually be anything you wish it to be, such as the starting phrase to all e-mails, etc.

Creating and Using Signatures in Windows Live Mail 2012

Creating a more attractive Signature:

1. First you must create a Signature File. Open Create (or New) Mail (just as if you were going to write an e-mail, but do not bother to fill out address, or subject). Click in the text area
2. Create your signature. Type the text you want.
3. Next highlight the text. Now play with Font, bold/italics, color, and size, until you are happy with the result.
4. Go to the File menu, and choose "Save As File".
5. When the window comes up asking where to save it, if desired, create a new folder (usually within My Documents) called "Signatures". Open that folder.
6. Give the signature file a name.
7. Now click on the drop down arrow next to the bottom line "Save as type", and choose HTML (the bottom choice). Remember to click SAVE! You have now created the file you will need to use.
8. Return to File/Options/Mail/Signatures tab.
9. Click on New.
10. As with a text signature, "Signature #1 appears. Click on Rename, and give it a descriptive name for the signature you are going to establish, such as "Colorful Jim" or "Script Signature".
11. This time in the Edit Signature box, do not type anything. Instead, click on the radio button "File" (instead of the dot being in Text).
12. Click on Browse, and navigate to the folder you saved the signature in (If you followed my directions, it will be in My Documents, in a folder called Signatures). Don't panic. I know you do not see it. The folder looks empty.
13. If you look at the last line "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** get nervous. But don't panic, you probably just saved it to a different folder. Just look for it. Remember to click once on the HTML file you desire, so it is "selected" (blue).
14. Click Open. You will see the file name and path will show up in the "File" line.
15. "Apply" and the signature is complete.

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.

Creating and Using Signatures in Windows Live Mail 2012

Creating a Signature which contains a Graphic

(Remember to keep the graphic small):

- This is even more complicated to create. Using the signature is the same as described above. But again, either don't try it, or don't get frustrated. Except as I describe, it uses the same steps as creating an attractive signature as described elsewhere, but I will repeat those here for continuity.
1. First you must create a Signature File. Open New E-mail Message (just as if you were going to write an e-mail, but do not bother to fill out address, or subject). Click in the text area
 2. Create the text of your signature. Type the text you want.
 3. Highlight the text and play with Font, bold/italic/underlines, color, and size, until you are satisfied with the appearance.
 4. Next (and here is where it becomes more involved), insert your graphic as follows:
 5. Insert your graphic in the desired position as follows:
 - a. My recommendation is to first create a folder within My Documents called for example "Signatures".
 - b. Now copy the graphic you wish to use into that Signatures folder. **Although steps 5a and 5b are not entirely necessary, it keeps the files together. Otherwise, if you move the graphic of choice, the signature will no longer work. It also makes it easier to back up your self-created signatures.**
 - c. Now go to the Insert ribbon and choose "Single Photo" (not Photo Album), and browse to the graphic you wish to use. You should have already sized the graphic appropriately using another graphic program, such as Paint. Play with positioning of the graphic using the Space, alignment buttons (left, center, right) or Enter keys again until satisfied with the resulting appearance. Understand that positioning is limited.
 6. Go to File and choose "Save as file".
 7. When the window comes up asking where to save it, find the folder into which you previously saved the graphic (if as per my suggestion above it will be a folder labeled "Signatures" within My Documents. (Remember to open that folder so you are inside it).
 8. Give the signature a name.
 9. Click on the drop down arrow next to the "Save as type" box (the line below the box you gave it a name in), and choose HTML (the bottom choice). Remember to click SAVE! You have now created and saved the file you will need to use.

Now this is where it gets complicated. The graphic will not appear unless the following steps are completed correctly.

10. Next you must go to the folder you just saved the file within. Find the file (labeled "signature_name.htm" (or html) and right-click on it.
11. Select "Open with" from that right-click menu and choose Notepad.
12. When the file opens as a bunch of strange-looking text appears, look for a line (likely towards the top third or half) displaying <BODY>.

Creating and Using Signatures in Windows Live Mail 2012

Creating a Signature which contains a Graphic (cont'd)

13. Within the area between <BODY> and </BODY>. You are looking for an entry which reads similar to src=cid:4387F7DCB845628DF15462@jim.
14. Remove everything within the quotation marks, but do **not** remove the quotation marks. You must replace that contents with the specific location of your graphic AND a backward slash followed by the graphic name (\graphic_name.extension). It needs to read something like
"src="C:\Users\Username\Documents\Signatures\named_graphic.jpg" for example.
Remember to keep it surrounded by quotation marks.
15. The easiest way to get the path is to return to your Signatures folder and find the graphic you are using, and right-click on it, and choose Properties.
16. On the General tab, you will see Location and showing the entire path name.
17. Click just to the right of the location. An insertion point cursor will appear there.
18. Right-click and choose Select All. It will select the location path.
19. Now hold the CTRL key and hit "C" (CTRL-C). This copies the path to the clipboard.
20. Return to your Notepad document, click inside the quotation marks and then using CTRL-V, (or Edit menu/Paste), to complete the paste of the image's path.
21. Now add to the end of the path \graphic_name.jpg (still within the quotation marks and REMEMBER TO INCLUDE THE GRAPHIC'S EXTENSION, and .jpg is NOT the same as .JPG).
22. Save the Notepad file.
23. Now return to the main Windows Live Mail window, and click on:
File/Options/Mail/Signatures tab.
24. Click on New.
25. As with a text signature, "Signature #1 appears. Click on Rename, and give it a descriptive name for the signature you are going to establish, such as "Colorful name" or "Script Signature".
26. This time 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).
27. Click on Browse, and navigate to the folder you saved the signature in (If you followed my directions, it will be in My Documents, in a folder called Signatures). Again, don't panic. I know you do not see it. The folder may look empty. It is looking for text files.
28. If you look to the box just to the right of the "File Name" box), 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.
29. Click Open. You will see the file name and path will show up in the "File" line.
30. Click "Apply" and the signature is registered and ready to use.
31. Now you are really finished. Whew!
32. Now to use the signature, simply start a New Message. When ready to insert the signature, go to Insert ribbon | Signature and click on it.