SIGNATURE ON EMAIL

Would you like to add a signature and/or a note to be attached to every email you send? Maybe a quote or something that has special meaning to you. IF you're using AOL, it is very easy to do this. It is called "a signature" . OF course you could also choose to attach your real signature, or choose a script font, such as the Edwardian Script to create a signature to be attached . Most other email programs have this same feature.

Here's how:
On the AOL email form screen,
1. Click the Signature button at the bottom right corner of your AOL email form.
2. Select SET UP SIGNATURES
3. Click CREATE
4. In the top box where it says SIGNATURE NAME, give the signature file a name. (This is not what will appear on the email, this will be the title of the signature you wish to use. You can create several).
5. In the box below the Title box, type in the quote, message or select a script font and use it to sign your own name. (signet roundhand is a nice script. I use it for my signature when I want to sign my name to something). You may create more than one signature to use for different occasions.
6. Click OK
7. Now, click on the Signature button again and select which signature title there that you want to use as your default signature. That is, it will be attached to every email unless you highlight and delete it form the bottom of your email.
Note: You could even use a picture signature, just copy and paste a small pic in the box for the signature.
Isn't it neat what can be done with this keyboard and the programs in this 'puter?

Document Signatures

To add a signature in a word processor such as MSWord or MSWorks:

1. Bring up a blank document and create the signature that you want to use. It may be only the name in a SCRIPT or it may contain the name, address, phone #,etc.
2. Save this as a file to the Desktop.
3. Now create a document that you want to sign, click Insert.....File.
4. Select Desktop as location of the file and click Signature. The signature you created will appear on the document.
You may create more than one signature in this way, but each must be saved as a separate signature document. So you might use Sig 1, Sig2, Sig3 as names for your different signatures. If you're creating several, it is suggested that you create a folder on your desktop and name it Signature. In this way, when you wish to add a signature to a document, you would again click File...Desktop...Signature (to open the sig folder) and select the particular signature you wish to use for this particular document.

Revised 6/22/2009 JMM