

## How to create a signature file:

On Windows computers –

- 1.) Click the icon or Start in the bottom left of your screen.
- 2.) Click “All Programs”
- 3.) Click a yellow folder called “Accessories”
- 4.) Click on “Notepad” (it should have a little picture of a notepad next to it)
- 5.) Notepad will open up as a window on your screen.
- 6.) Click on “File” in the upper left corner of the window
- 7.) Click on “Open”
- 8.) A window will pop up to help you find the file. Find the “Sample Signature” file you downloaded. Once you find it click on it and then click on “Open”.
- 9.) What will open will look funny because it has instructions between brackets like this < >  
These are instructions for other peoples e-mail programs to make your signature look right when they get an e-mail from you
- 10.) If you look carefully, you will see places to put in your name and information. Find “Your Name”, erase those words and type in your name. Be careful not to erase any of the brackets or other words.
- 11.) Do the same for “Your Job Title”, “Your Organization” and the “Contact” lines. If you don’t need all those lines you can erase them. Make sure to erase the whole line including the <br/>.
- 12.) Once you have entered in all your information, click “File” again and then click “Save As”.
- 13.) A box will pop up for you to save the file. Find the folder you want to save it in.
- 14.) The box under the “File name” is called “Save as type:”. Click the arrow next to the box and select “All Files”
- 15.) Then type in a name in the “File name” box and follow it with “.html”.  
For instance – signature.html  
You can name it anything you want as long as you put “.html” after it.
- 16.) Now you can close Notepad – You have made your signature file.

## How to attach the signature file to your e-mail account:

- 1.) Open your e-mail program and look for the place to change your account settings. In Outlook 2010, you click “file” in the upper left corner and then you will see a button for “Account Settings”. In Thunderbird you click “Tools” on the top menu and then click “Account Settings”.
- 2.) Once you find the settings for your e-mail account, look for a place to edit the signature. There are 2 types of signatures, one where you type in what you want to appear, the other gives you the option to link to a file. You want to link to the file you just created. There should be a button to browse and choose the file. Find the file you just made and link to it.
- 3.) Save the changes you made.
- 4.) Try writing an e-mail and see if the signature shows up.
- 5.) If you have trouble with this, most programs have a help section where you can type in questions or look at a list of topics.
- 6.) Some programs, (Yahoo is one) may not give you the option to link to a signature file or even include an image. In that case, you can include a link to the License plate page of our website – [plate.artsnc.org](http://plate.artsnc.org).