

## Add Your Own Graphic to Your E-mail Signature

Have you ever gotten an e-mail from one of your friends and they had a little picture at the bottom of the e-mail? Would you like to have one of those? Well, first you should know how to create a text signature file at the bottom of your e-mail, so click on that link if you need a refresher.

Okay, now that you know about signature files, you're probably wondering, "How can I put a picture or a handwritten signature in"? Well, I have good news, because it can be done and it's easy!

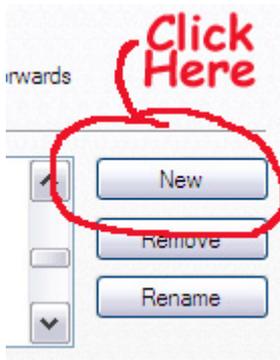
To use an image in your signature, you must use HTML for composing your e-mail. So, launch your favourite editor (Dreamweaver, Go Live or FrontPage) or even Notepad can be used. Create a new file and type in the following:

```

```

You won't actually type "C:\My Images\mypicture.gif">, but rather the location of the picture you want to use. Now save this file as "signature.htm."

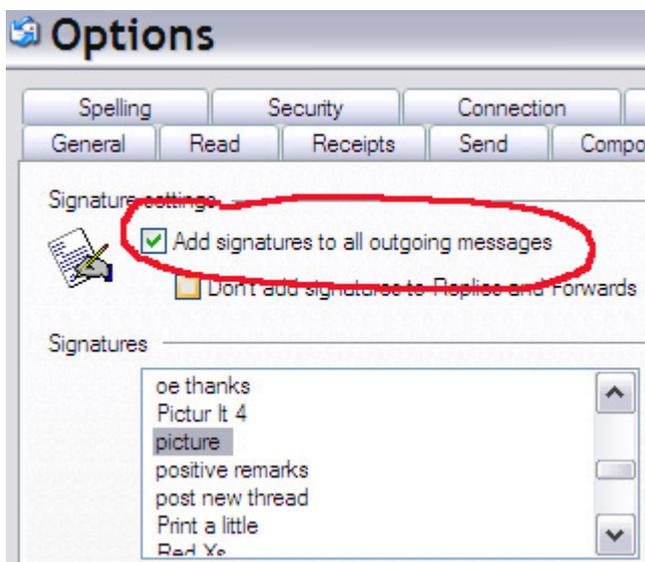
Next, we want to use this HTML file as a signature. In **Outlook Express**, go to **Tools, Options** and choose the **"Signatures"** tab. Click **"New"** and give the signature a name, such as "picture."



Now, go down to **"Edit Signature"** and select the **"File"** button. Click **"Browse"** to get the HTML signature file that you just created.



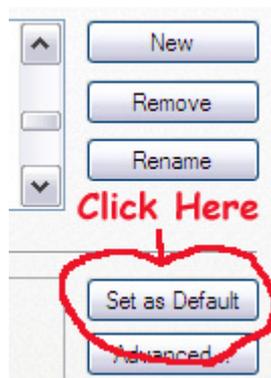
If you checked the box "Add signature to all outgoing messages," it should appear next time you compose a new message.



Printed April 2010

If you don't want it on every e-mail, do not check the little box to add it to all. When you are done creating a new message, just click in the message window and select **Insert, Signatures** and then enter your file name if you want to add the picture.

If the signature does not appear when you create a new e-mail, make sure that you set it as your default signature by clicking the "Set as default" button.



Not only can you use standard JPG and GIF files, but you could also use an animated GIF (keep in mind that not everybody will see your animation in action). Rather than a picture, you could scan your signature (although I wouldn't recommend this with identity theft going around).

