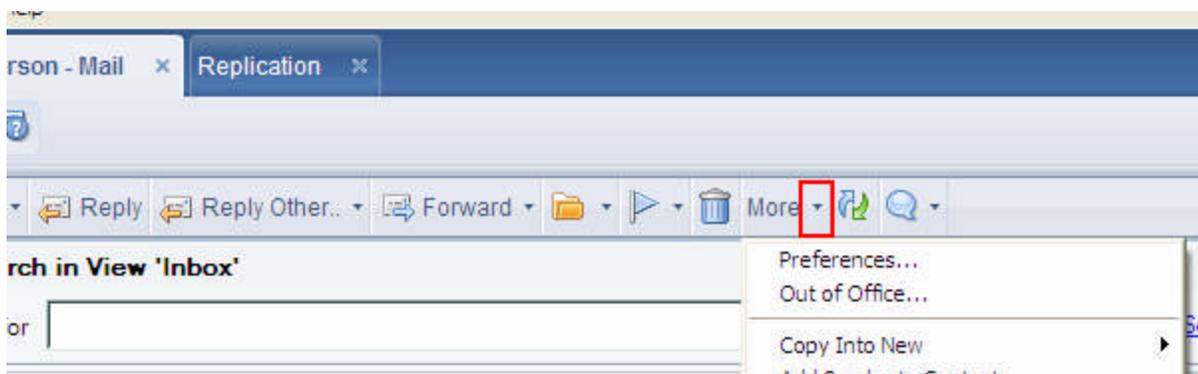
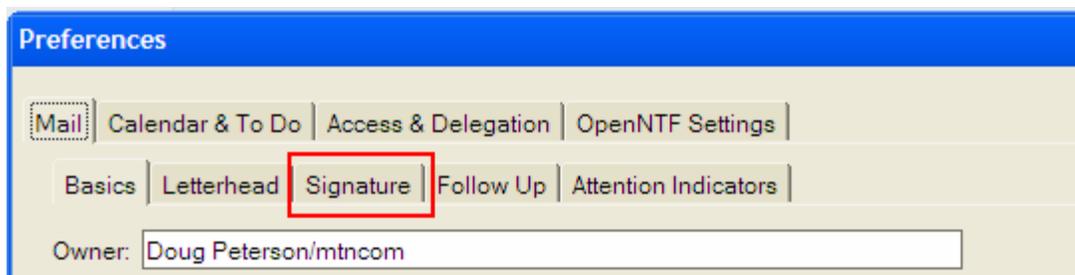


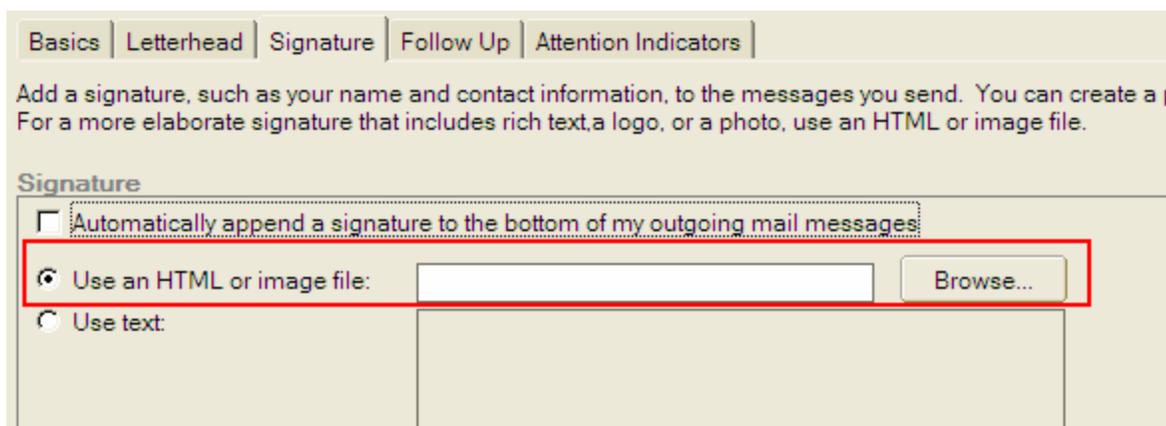
This tutorial will walk you through the basics in how to add a signature with an image file. It is not intended to include steps specific to Microsoft Office, or whatever programs you use to create your signature. No one in the IT department will provide support of any kind related to signatures. We cannot take time to help create a custom signature for every employee. If you need help, consult other employees that have experience doing this. Steps may also vary slightly for users of Windows 2000 that are forced to use the “light” version of Lotus Notes. It is up to you to learn the differences.



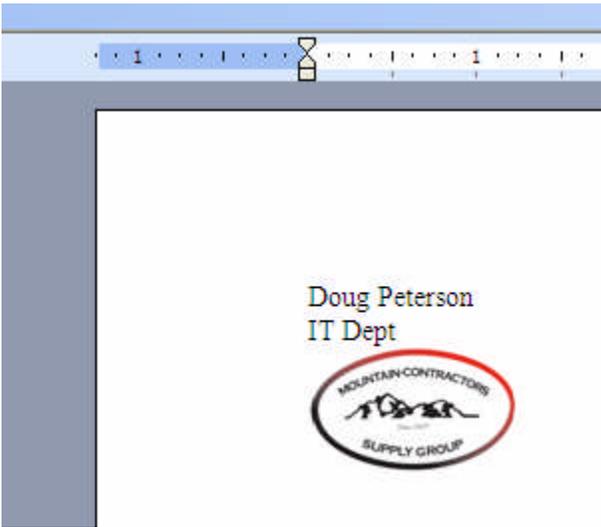
To begin, load up Lotus Notes just as you would any other time. Click on your mail button (where you would go to check for messages). There should be a button that says “More” on it, and a little down arrow to the right of it. Click on that down arrow (not the “More” button). It should list several options. Click on the very top one that says “Preferences”.



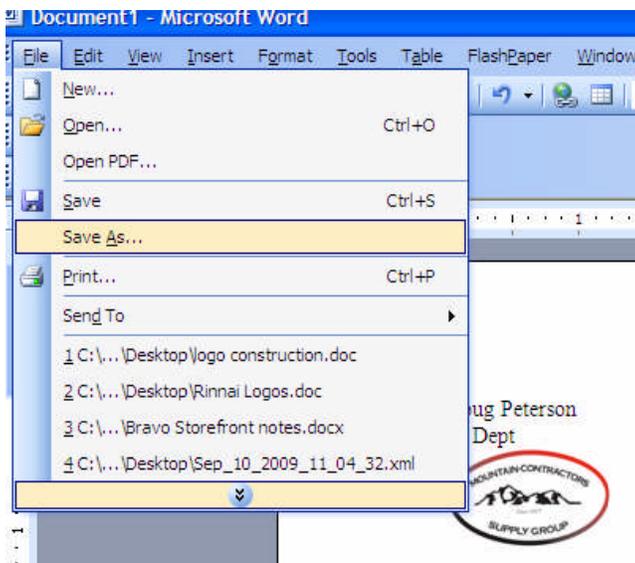
This will bring up a “Preferences” window, with several tabs. Click on the one that says “Signature”.



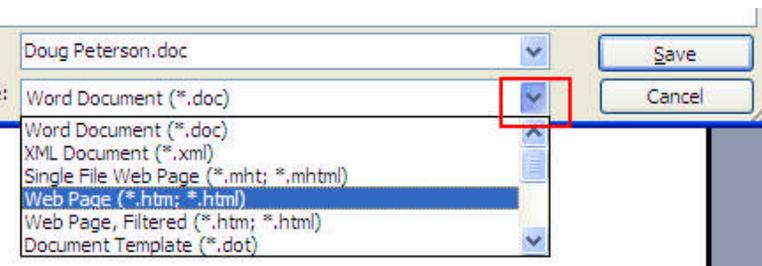
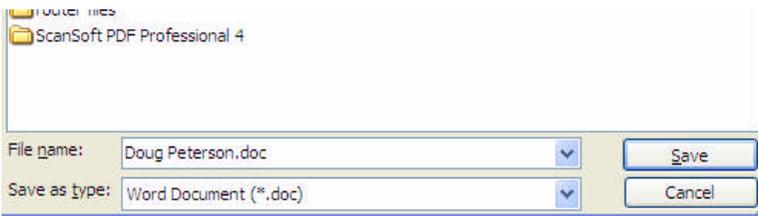
Once you click on the “Signature” tab, you will see various options for signatures. If you just wish to have text for your signature, click on “Use Text”, and just type in your information. If you wish to have it automatically add the signature anytime you create a new email, make sure “Automatically append a signature to the bottom of my outgoing mail message” is checked. For those that want any kind of graphic in their signature along with text, you MUST create an HTML page. If this is the route you want to go, make sure “Use an HTML or image file” is selected. Most of you likely do not code in HTML on a regular basis, so the easiest option is to create one using a program such as Microsoft Word. I will briefly cover how to do that, but I will cover nothing more than how to save an html document using Microsoft Word 2003. Anything outside that will require a bit of figuring out on your own.



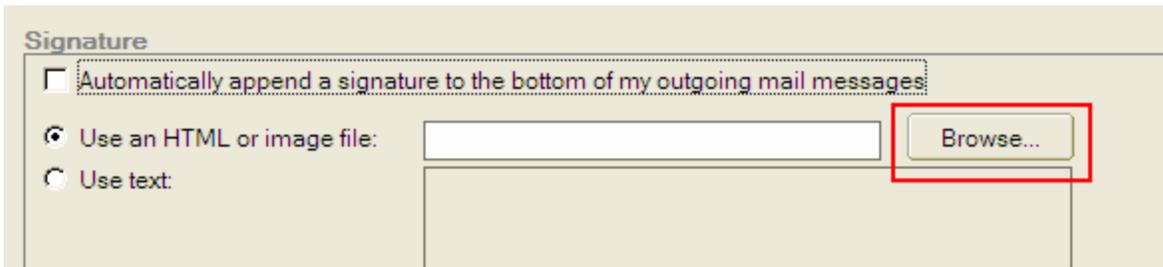
This is a simple example of a possible signature from within Word. Simply create it as you would any word processing document. Word isn't always very flexible with positioning, so you may need to tinker a bit. Once you have gotten it the way you want it to look, we are ready to save our document as a web page.



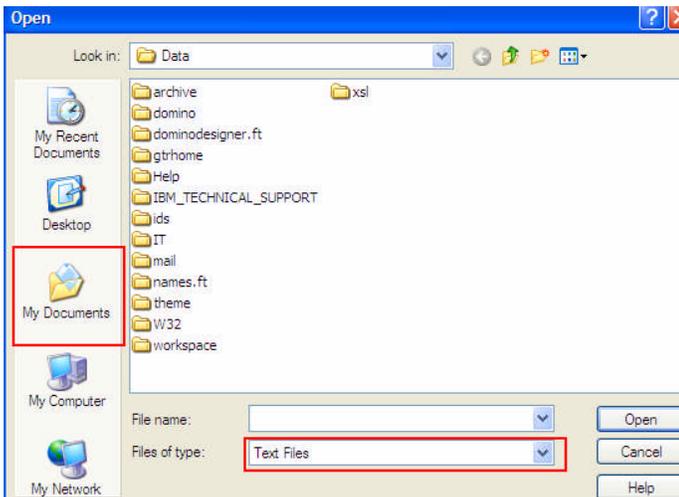
To save the document, click on "File" at the top of the screen. From there, there is a "Save As" option. Click on this one, not "Save". We need to change the file type we will be saving our file as.



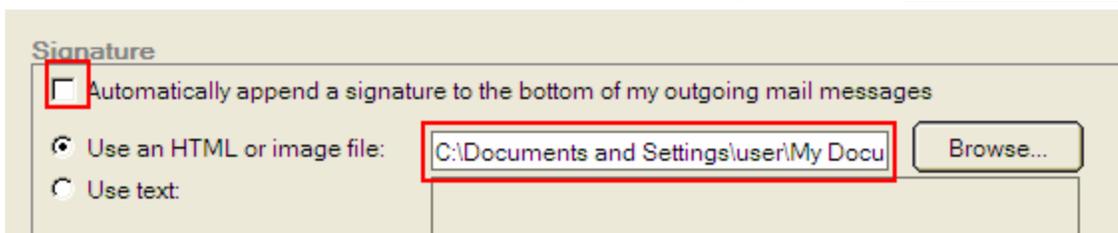
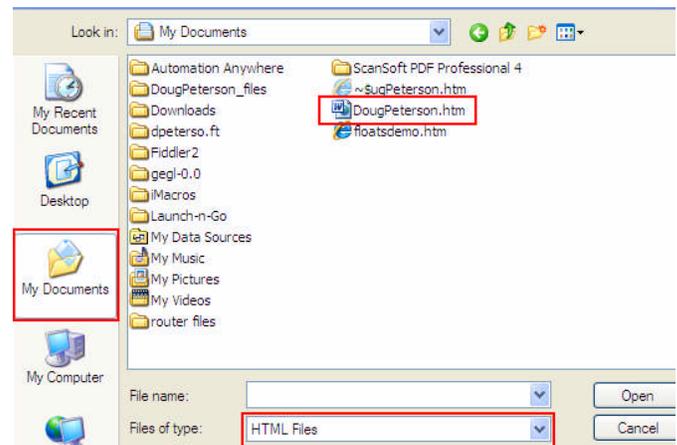
By default, it will likely pull up "Word Document (*.doc)" as the file type. Do not save it as this, or it will not work. Instead, click on the down arrow to the right (as shown below). This will list several other file types you can save your document. You MUST select "Web Page (*.htm; *.html)". There is a "Single File Web Page" and "Web Page, Filtered". Do NOT save it as these. Make sure you select the correct one. Another thing to note is Word often defaults to file names such as "Doug Peterson.doc". In order for the signature to display images, you CANNOT use spaces. Best name to use is something simple, using ONLY letters and numbers. Before you click on "Save", pay special attention to where you are saving this document. It usually defaults to "My Documents", and is probably the best place to put it. Saving it on the desktop often results in accidentally being deleted, which will result in your signature no longer working. You will need to point to this "HTML" file within Notes.



Back in Notes, you can now click on “Browse” to point Notes to your newly created HTML file.



When you click on “Browse”, you will get a box where you can search your computer for your file. If you saved it in “My Documents”, simply click on “My Documents” on the left. By default, Notes has “Text files” selected. To change that, click on the down arrow and select “HTML Files”. There should now be a file called whatever you called your file in Microsoft Word, with the extension “.htm”, as in the screenshot below. Simply click on that file, and click on “Open”. That will fill in the field for you.



If you have not done so, and wish to, remember to click on “Automatically append a signature to the bottom of my outgoing mail messages. Simply click on “OK”, and you are all done. Go ahead and create a new message to test it out.

If there is no signature at the end of the message, start at the beginning of this tutorial, and review that you have done all of the steps. If there is a signature with text, but the image does not show up, make sure there are no spaces in the name you chose. You must open it back up in Word and resave it without any special characters. Simply renaming the files will not work! If there is extra spacing between lines of text, there is something you can do, but it requires you to edit your HTML file with a text editor (such as WordPad). If you do this and screw it up, we will not fix it. **MAKE A BACKUP BEFORE DOING IT.** If you are feeling brave, you can open the .htm file in WordPad (right click on the file, select “Open With” and select “WordPad”). Search for the section that contains your text (Doug Peterson and IT Department, for example). Those lines of text will likely be surrounded by something that says ‘<p class=“MsoNormal”>.....’</p>’. For example, mine had one that said “<p class=MsoNormal>Doug Peterson</p>”. Replace it with “<div>Doug Peterson</div>” (no quotes, and substitute your own information). Once you have done that for each line of text, simply “File > Save” your file.