

## Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor  
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

### Are you using Apple's Mail app?

If so, did you know you can create prepared text, called a "**Signature**", to add to messages before you send them? This prepared text could include your name, phone number, a favorite phrase, a photo, graphic or custom made image.

Below you can see sample *Signatures*. A couple created for my use and also a few suggestions for producing something for yourself. You can create multiple signatures for each Mail account. After typing your email message, you could then select an appropriate *Signature* to finish it, and then **Send** it on its way.

Two steps needed to create & use *Signatures*.

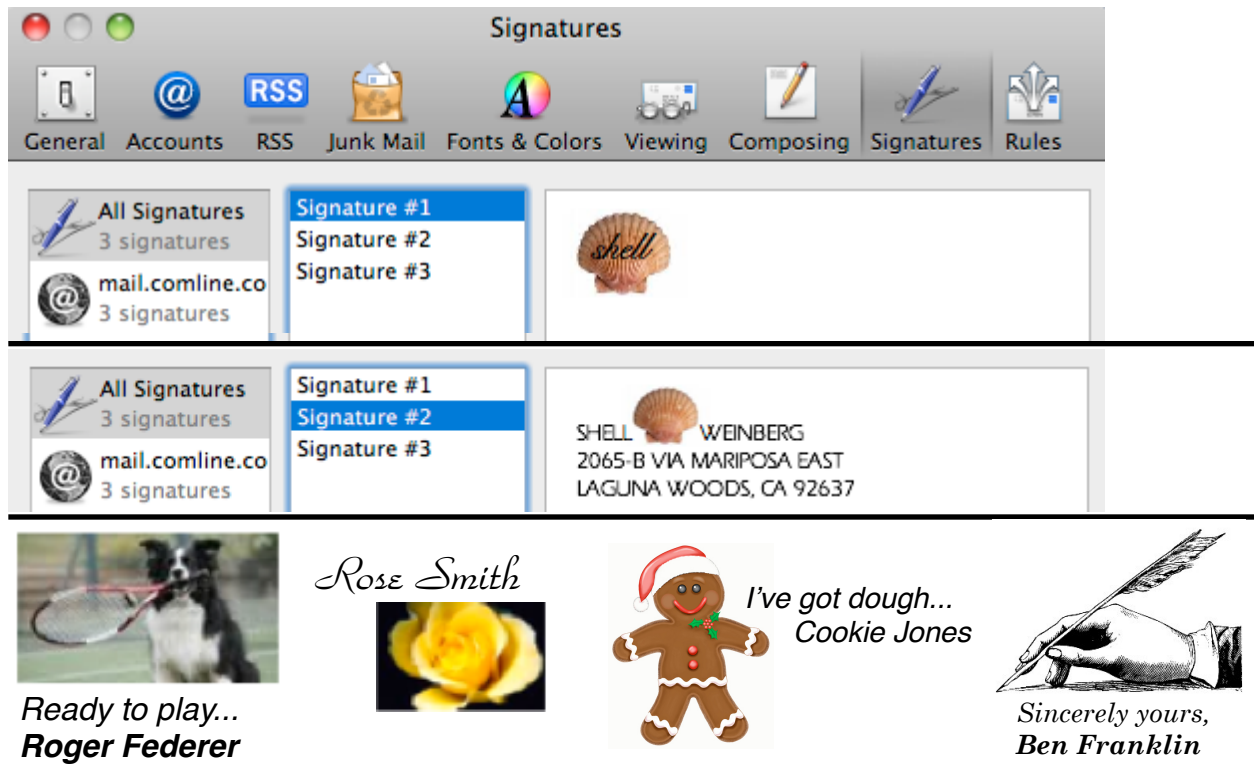
**First step...** (using *Pages*, *Word*, or *TextEdit*) create your *Signature*. You can use type only, or a combination of type and a graphic. Here is how to create when using *Pages*... launch *Pages*, select **Page Layout, Blank**, this opens window. Click on **Text Box**, now set the type for your *Signature*.

To include a graphic... open **google**, click on **Images** tab, type in your image choice, **Search**. Drag the image you want onto your open *Pages* window. Drag one of the **handles** to change size. Move your images to create your design. Then **copy** the complete image... it goes to **Clipboard**.

**Second step...** (click on **Mail** icon to open) click on **Mail** menu, click on **Preferences**, dialog appears, at top click on the **Signatures** tab, dialog appears, **left** column, click on **All Signatures**, **center** column, near bottom, click on **plus** button, **Signature #1** should appear (or other # if you have more than one), click on it to select it. **right** column may have something in it... if so, highlight that image, press keyboard **delete** key. Item will be removed and a **flashing insertion point** remains. Now, go to **Edit** menu, click on **Paste**. The task is done.

When you produce your next **New Message** you will have the opportunity to end your message using your new **Signature #1**.

If you have questions about *Signature*, or need help using it, please stop by the Learning Center on a Wednesday afternoon when I am Supervisor.



The screenshot shows the 'Signatures' window in Mac Mail. The top toolbar includes icons for General, Accounts, RSS, Junk Mail, Fonts & Colors, Viewing, Composing, Signatures, and Rules. Below the toolbar, there are two rows of signature options. Each row has a left column with 'All Signatures' and 'mail.comline.co' (3 signatures each), a middle column with 'Signature #1', 'Signature #2', and 'Signature #3', and a right column with a preview of the signature. The first row shows a signature with a seashell image and the word 'shell'. The second row shows a signature with the text 'SHELL WEINBERG 2065-B VIA MARIPOSA EAST LAGUNA WOODS, CA 92637'. Below the screenshot, there are four examples of signatures: 1. A photo of a dog with a tennis racket, followed by 'Rose Smith' and a yellow rose image. 2. A gingerbread man image followed by 'I've got dough...' and 'Cookie Jones'. 3. A hand holding a quill pen, followed by 'Sincerely yours,' and 'Ben Franklin'.

Ready to play...  
**Roger Federer**

Sincerely yours,  
**Ben Franklin**