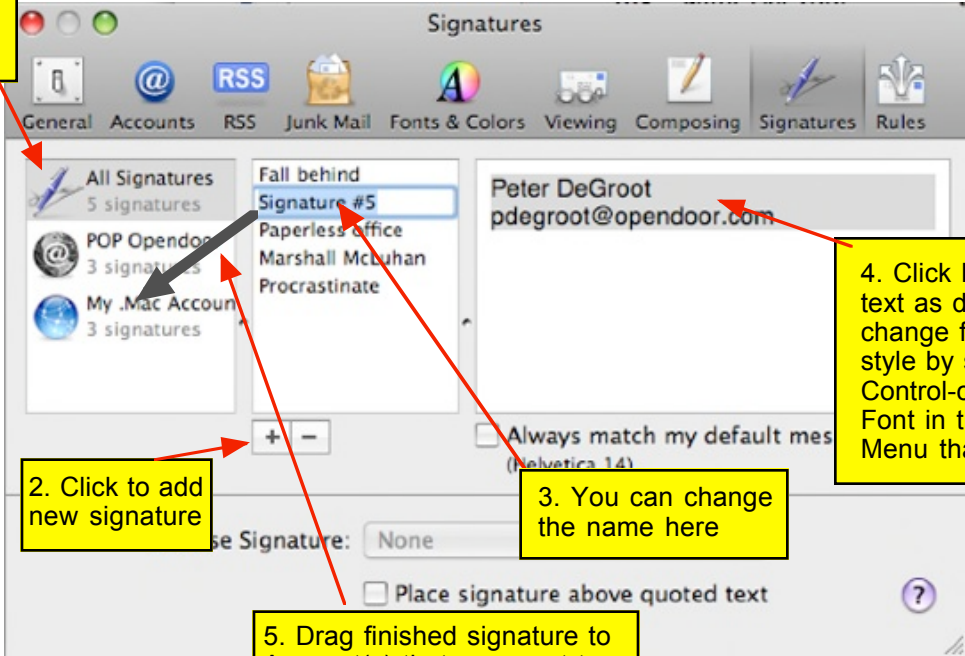


# Making Signatures

## Basic Process:

Go to Mail/Preferences/Signatures, then -



1. Click All Signatures

2. Click to add new signature

3. You can change the name here

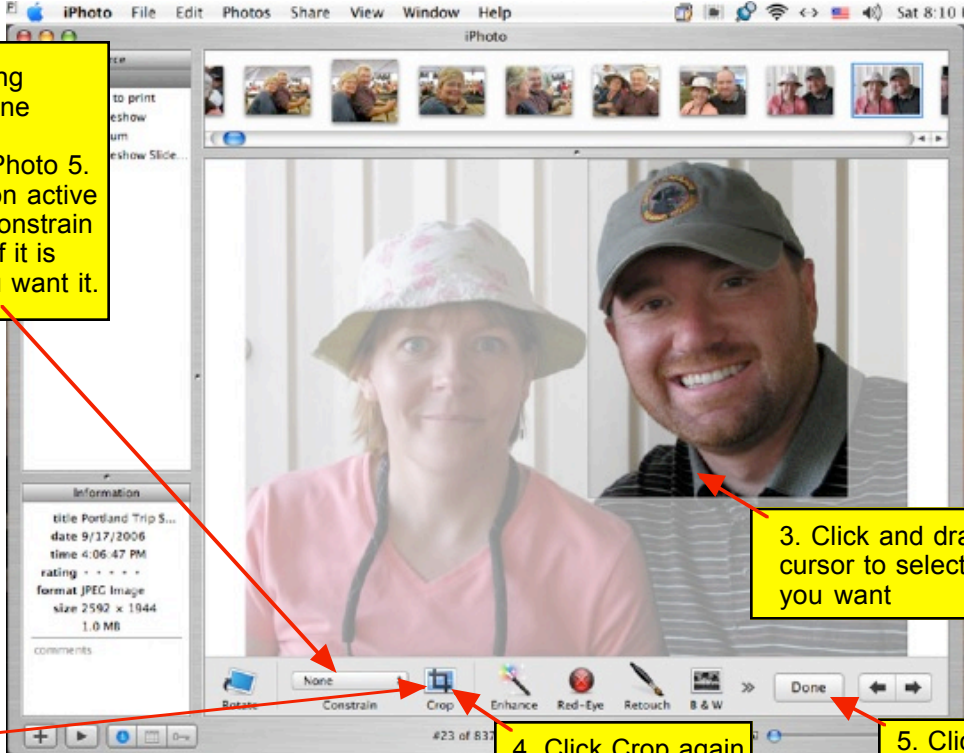
4. Click here and change the text as desired. You can change fonts, size, color and style by selecting some text, Control-clicking and clicking Font in the the contextual Menu that pops up.

5. Drag finished signature to Account(s) that you want to be able to use it in

## Adding a Photo:

You need to have a photo that is suitably cropped, small, and in .jpg format. There are many ways to do this, but using iPhoto is one of the most straightforward.

Choose the photo and import it to iPhoto if necessary. In iPhoto select it and create a duplicate (Photos/Duplicate) to work with. Select the duplicate and click Edit at the bottom of the window -



1. Click to select cropping constraints. Set it to None

Note: This is a bug in iPhoto 5. To make the Crop button active you must click on the Constrain selection bar first even if it is already set the way you want it.

2. Click on Crop

3. Click and drag the cursor to select the area you want

4. Click Crop again

5. Click Done

# Adding a Photo, continued:

To save the photo as .jpg in a suitable size for a signature -

1. Select the cropped photo

2. Click Share/Export (File/Export in iPhoto 6 or 8)

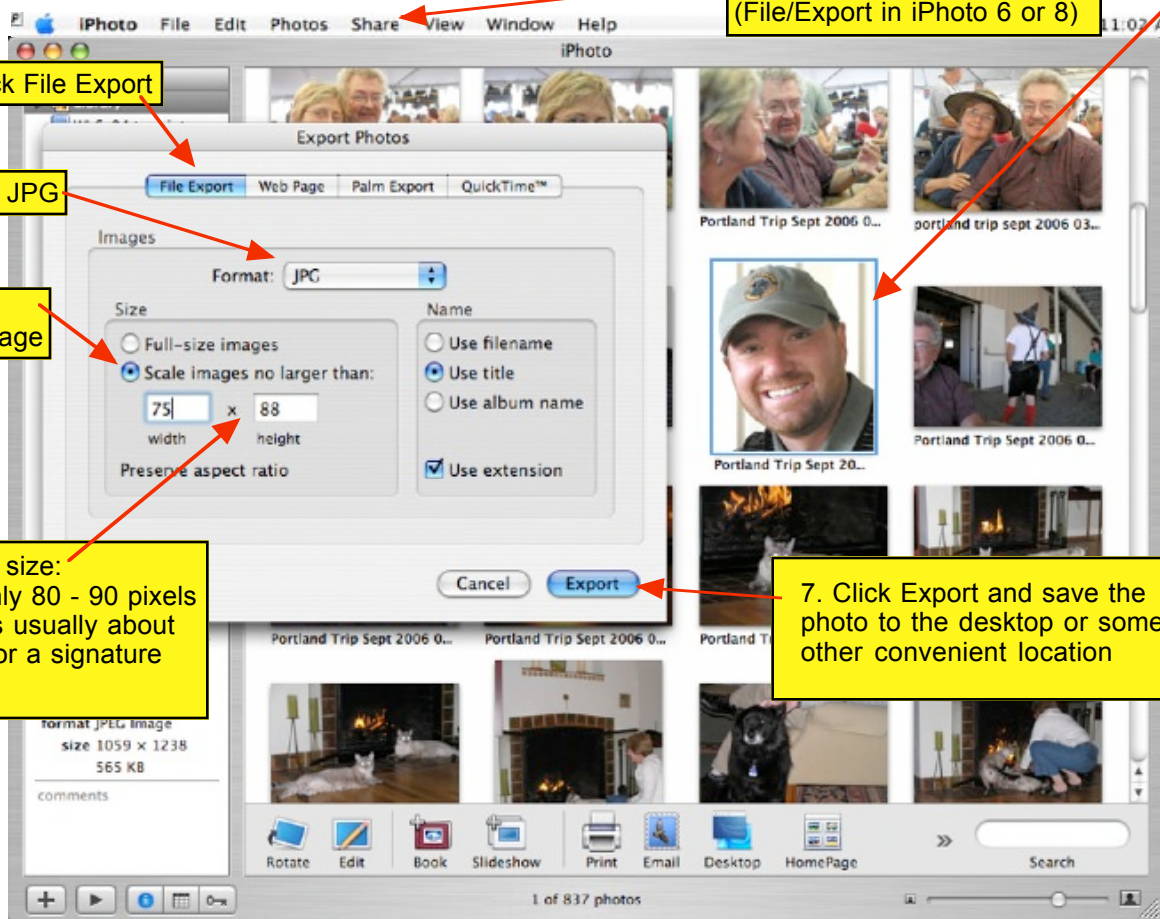
3. Click File Export

4. Select JPG

5. Click Scale image

6. Set size: Roughly 80 - 90 pixels high is usually about right for a signature photo

7. Click Export and save the photo to the desktop or some other convenient location



## To add your photo to a signature-

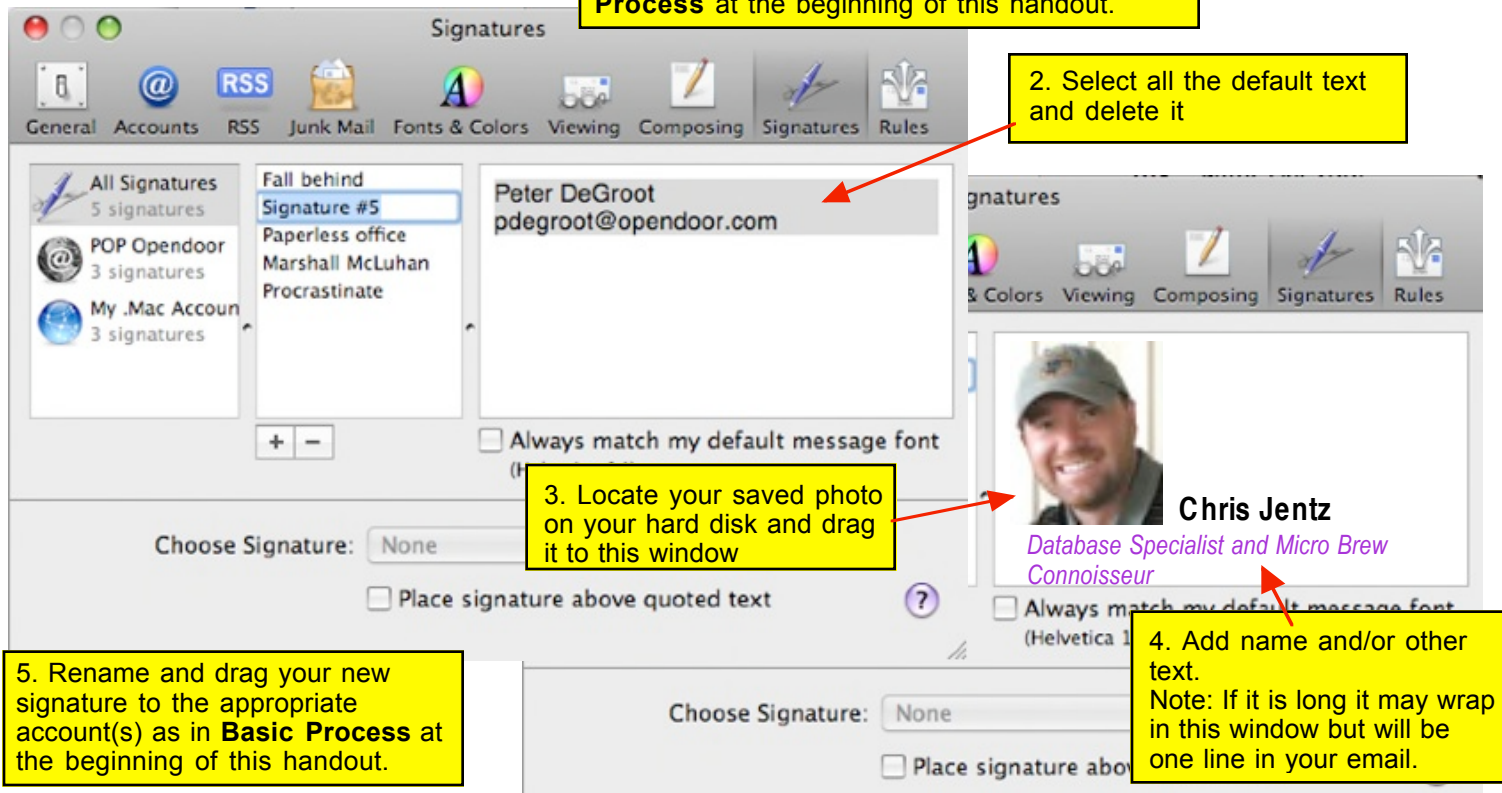
1. Go through steps 1-4 as shown under **Basic Process** at the beginning of this handout.

2. Select all the default text and delete it

3. Locate your saved photo on your hard disk and drag it to this window

4. Add name and/or other text. Note: If it is long it may wrap in this window but will be one line in your email.

5. Rename and drag your new signature to the appropriate account(s) as in **Basic Process** at the beginning of this handout.



# More Advanced Signatures:

If you want to create a more complex signature which combines images, graphic objects and text positioned anywhere (or even wrapped around images), you will need an application capable of putting all these items together. Appleworks, Pages, Word and others can do this. In the end, you are also going to have to save the whole creation as a single .jpg image.

I like to use AppleWorks Drawing because it can save what you create directly to a .jpg image. However, AppleWorks has been discontinued by Apple, and not everyone still has it. So I'm going to use Pages, which can't save to a .jpg image, but there is an easy way around this problem.

I'm going to use the picture which I have already cropped, sized and saved above, and drag it onto a blank Pages page.

Note: You will have to do steps 4 and 5 if you started with a blank Word Processing Page, as in this example. If you start with a blank Page Layout page (recommended), objects will automatically be floating and non wrap causing.

1. If the little square "handles" aren't showing, click on the image to select it.

2. Click Inspector

3. Click the Wrap Inspector

4. Clicking Floating so you can move the image anywhere.

5. Uncheck Object causes wrap (in this case we don't want to wrap text around the picture).

6. Click on objects, then on Text Box

7. Set Text Box to Floating, uncheck Object causes wrap

8. Type text into Text Box then select it and click Fonts button to select text font, size, etc.

Leave the Inspector window open

Inspector (Word Processing)

Wrap

Object Placement

Inline (moves with text)

Floating (doesn't move with text)

Object causes wrap

Text Fit

Extra Space Alpha

Text Box

Shapes

Table

Chart

Inspector

Media

Colors

Fonts

Brush Script MT

Italic

24

Chris Jentz

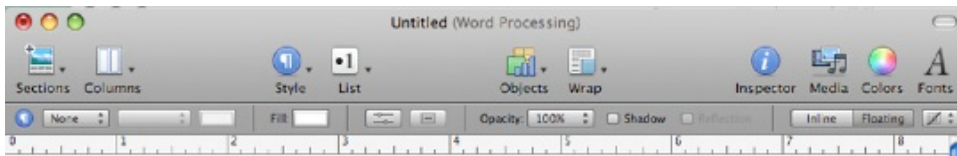
Fonts

Brush Script MT

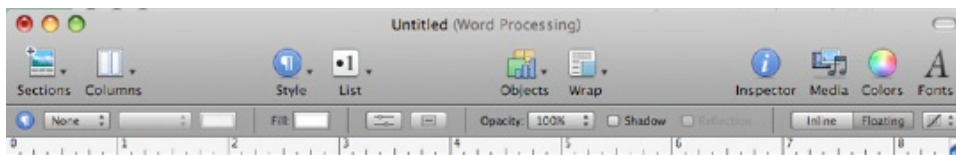
Brush Script MT Italic 24.0 pt.

315°

Collections	Family	Typeface	Size
All Fonts	Bodoni SvyTwo OS TTC TT		
English	Bodoni SvyTwo SC ITC TT		
Favorites	Bordeaux Roman Bold LET		
Recently Used	Bradley Hand ITC TT		
Classic	Brush Script MT	Italic	24
Fixed Width	Capitals		



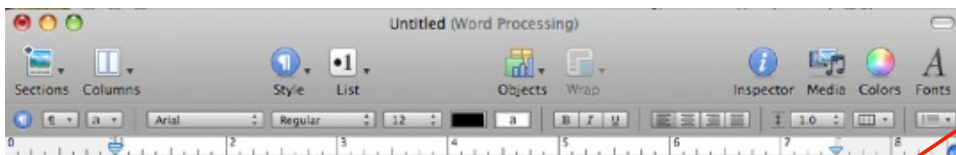
9. Resize the box by dragging the little square handles. Drag the box to the position where you want it relative to the picture.



10. Repeat steps 6 - 9 to create and position additional text and/or graphic objects. The orange box was made by selecting a Shape from the Object menu in step 6. Then a new Text Box was created and superimposed on it.



And finally, to save the finished product as a single .jpg image:



11. Press Command-Shift-4 together. The cursor will change to a +. Position it at one corner of the image on the Pages page and drag to select the whole image. When you release the mouse button, The selected area will be saved to your desktop as Picture 1.



12. Picture 1 will probably be in .png format (the Mac default), not in .jpg. You can check with Get Info, Command-I. If it is not in .jpg format, double click to open it in Preview. In Preview, go to File/Save As and select the jpeg format. Save it. You now have a .jpg image that you can drag into a new signature as per steps 2 and 3 under Adding your photo to a signature.