



## Computer Tips from the Top of the Hill

Computer Club meets each Friday at 9:30 in rooms 1 & 2 of the clubhouse. Some of the things we do are attempt to help people with their computer problems, answer questions that newbies have, updates on the status of the wireless system, give educational instruction and in general attempt to use the KISS method (Keep It Simple Stupid).

### **My computer tip for this month is:**

*Add a Signature to Your Messages.*

SUMMARY: Automatically add text to the end of your Yahoo! Mail e-mails such as your job title, an advertisement, or an interesting quote.

Many people add signature texts to the end of their e-mails. Signatures may include:

- \* Job title and company
- \* BRIEF advertisement
- \* Humorous or inspirational quote

If you'd like to add a signature to the end of all messages sent via Yahoo! Mail, do the following:

(Note the following instructions were current as of 1/2/2006 - Yahoo! Mail's interface is subject to change.)

1. From the "Mail" tab, click "Options".
2. Underneath "Mail Options", click "Signature".

3. Enter your desired text. It's best to keep it between 1-7 lines, 3-5 preferred. Switch from the "Plain" to "Color and Graphics" editor if preferred.

4. Check "Add signature to all outgoing messages".

5. Click "Save" to store your signature.

To make sure everything looks correct, test your signature out by sending e-mail to yourself. You should see a "Use my signature" checkbox underneath your message composition window. After sending the message, when you receive the sent e-mail, it should contain your signature.

Different e-mail clients have different ways of doing this, but they all have that capability. Check at the meeting if you can't figure it out.

Windows, OS-X and Digital Camera problems or questions welcomed.

Al MacDiarmid 1666/7



## **Co-Op Movie Night**

**Check your calendar for dates & times!**

