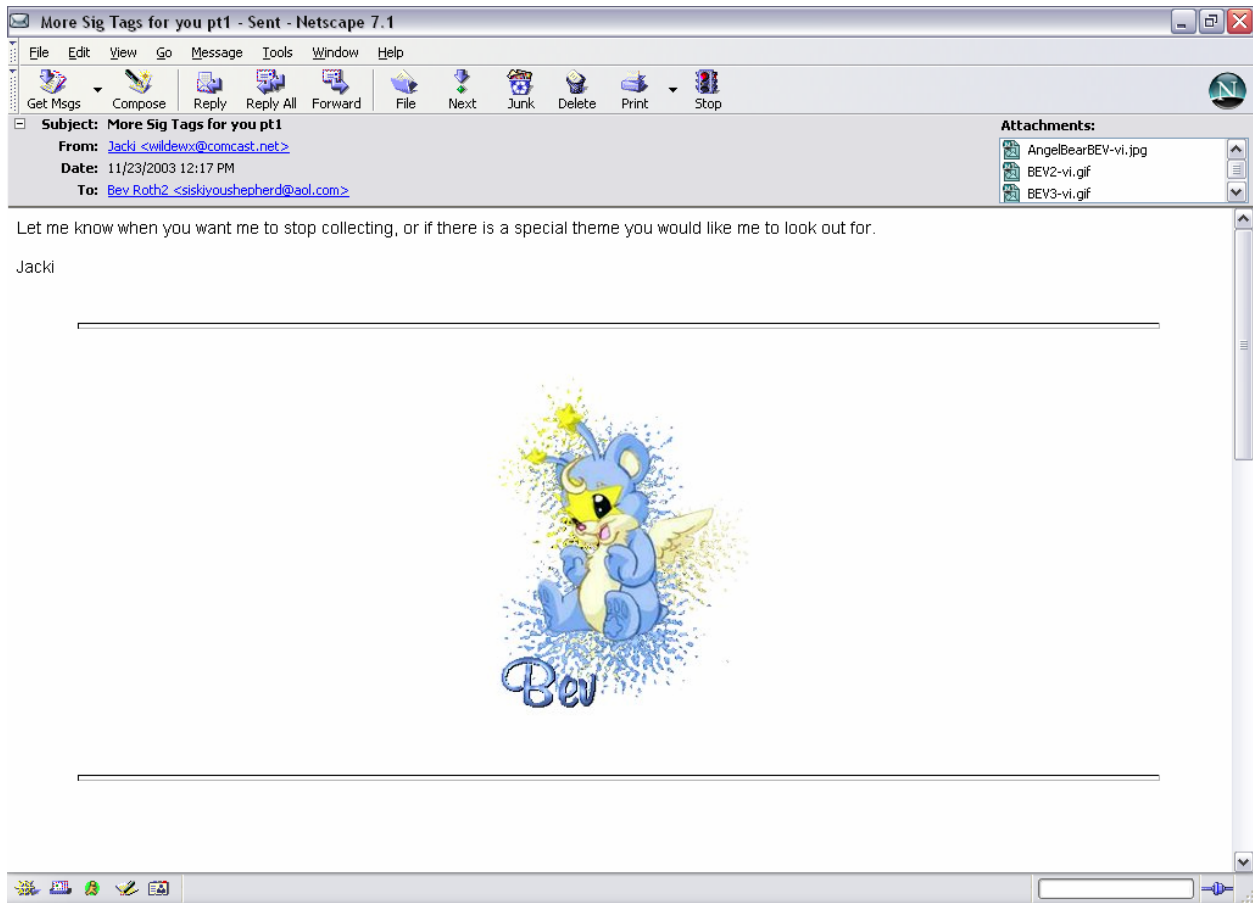
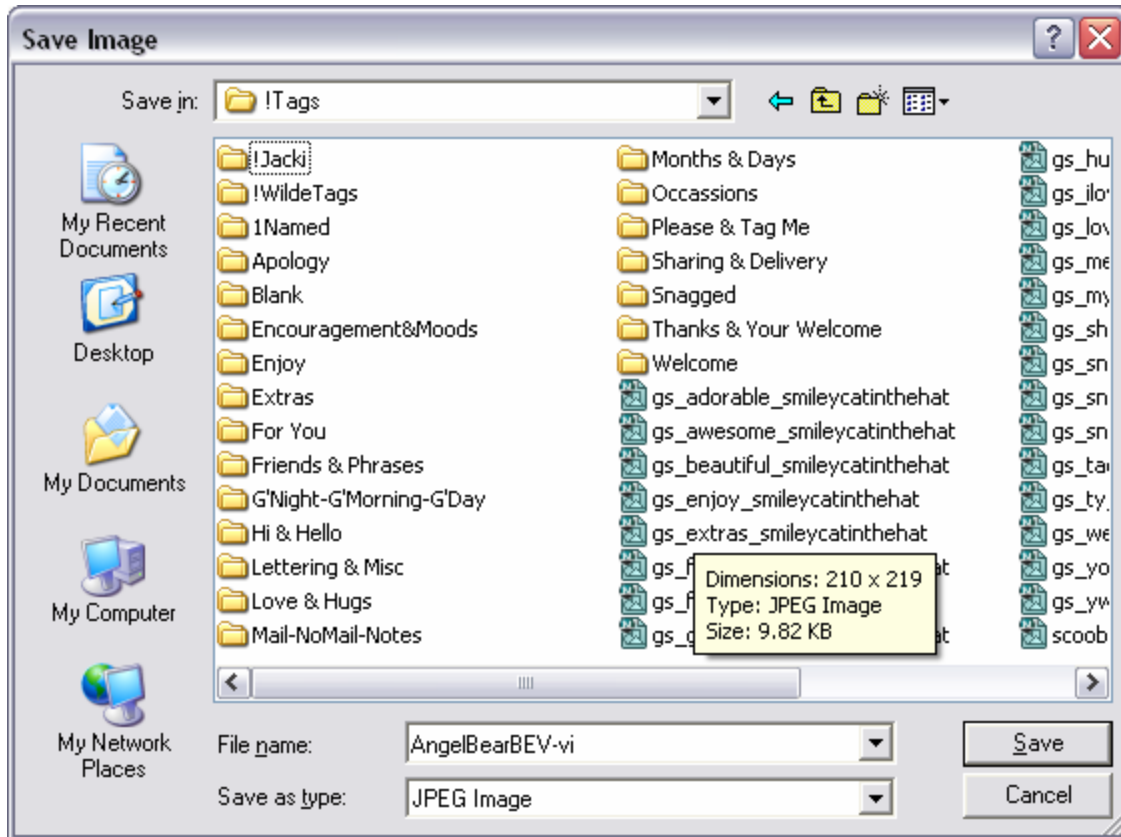


Saving your Signature Tags out of an email:



Say you have received an email that shows the signature tags as an attachment. You will need to save each attachment to your hard drive in a folder in My Documents.

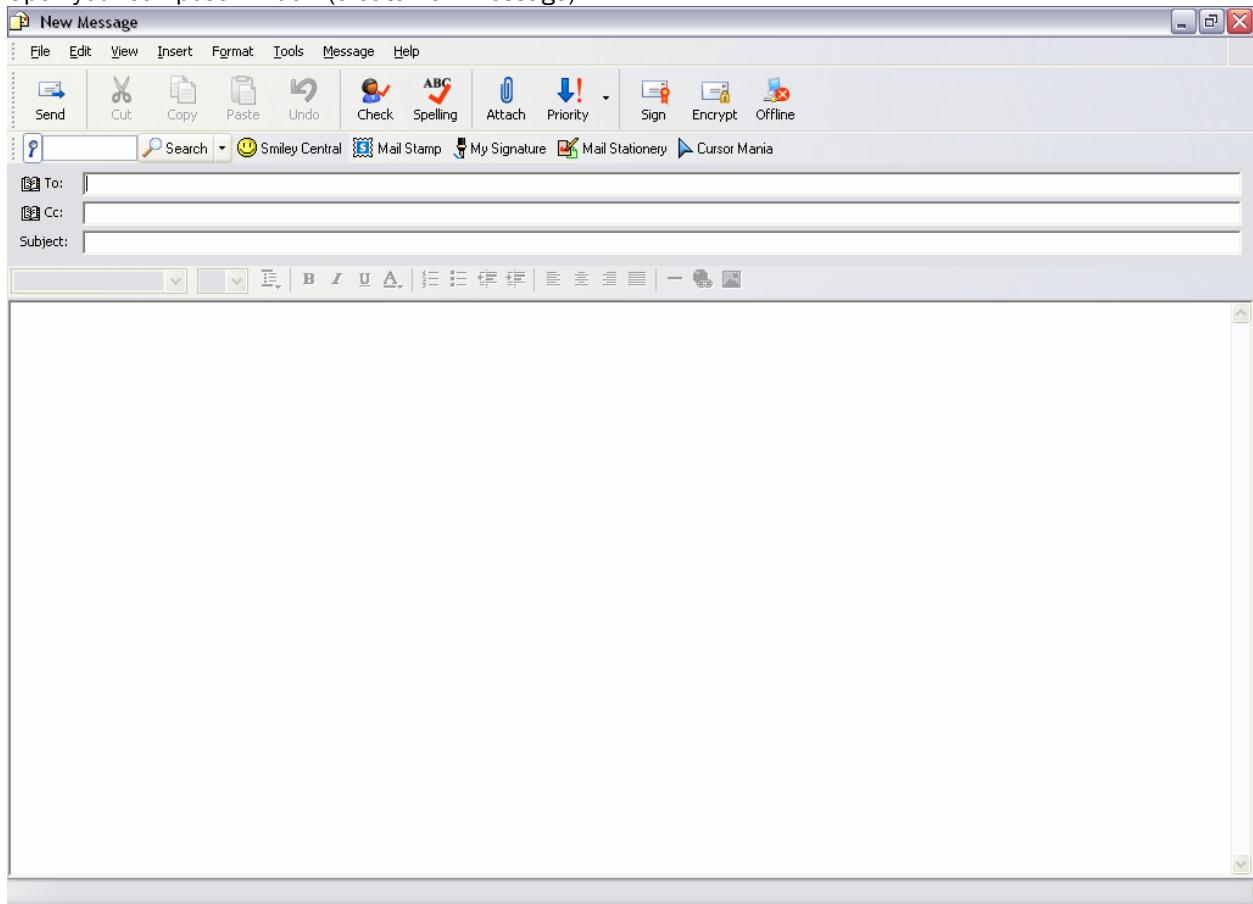
If you can see the pictures themselves this process is easier. Simply move your mouse over the picture. Right Click and select Save Image As or Save Picture As. Then simply browse to find the correct folder that you are keeping your tags in. <i.e. I keep mine a folder in My Documents called !Tags>



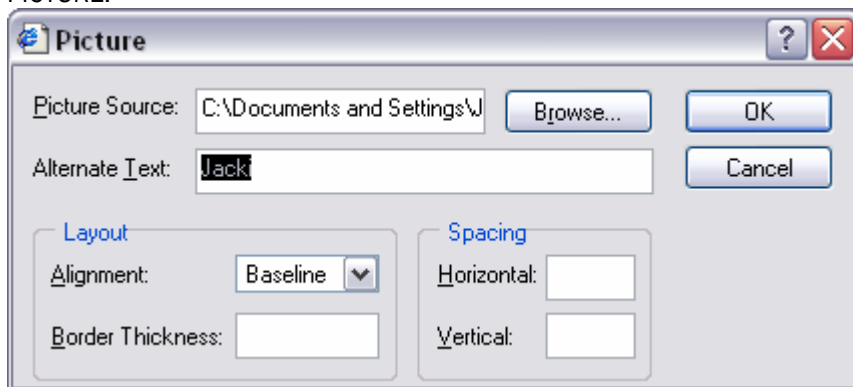
Then select SAVE. Now your tags are on your computer.

TO INSERT YOUR TAGS INTO AN EMAIL: (I'm using Outlook Express in the samples)

Open your compose window (create new message)



When you are ready to insert your signature tag, simply select INSERT from your top menu; then select PICTURE.

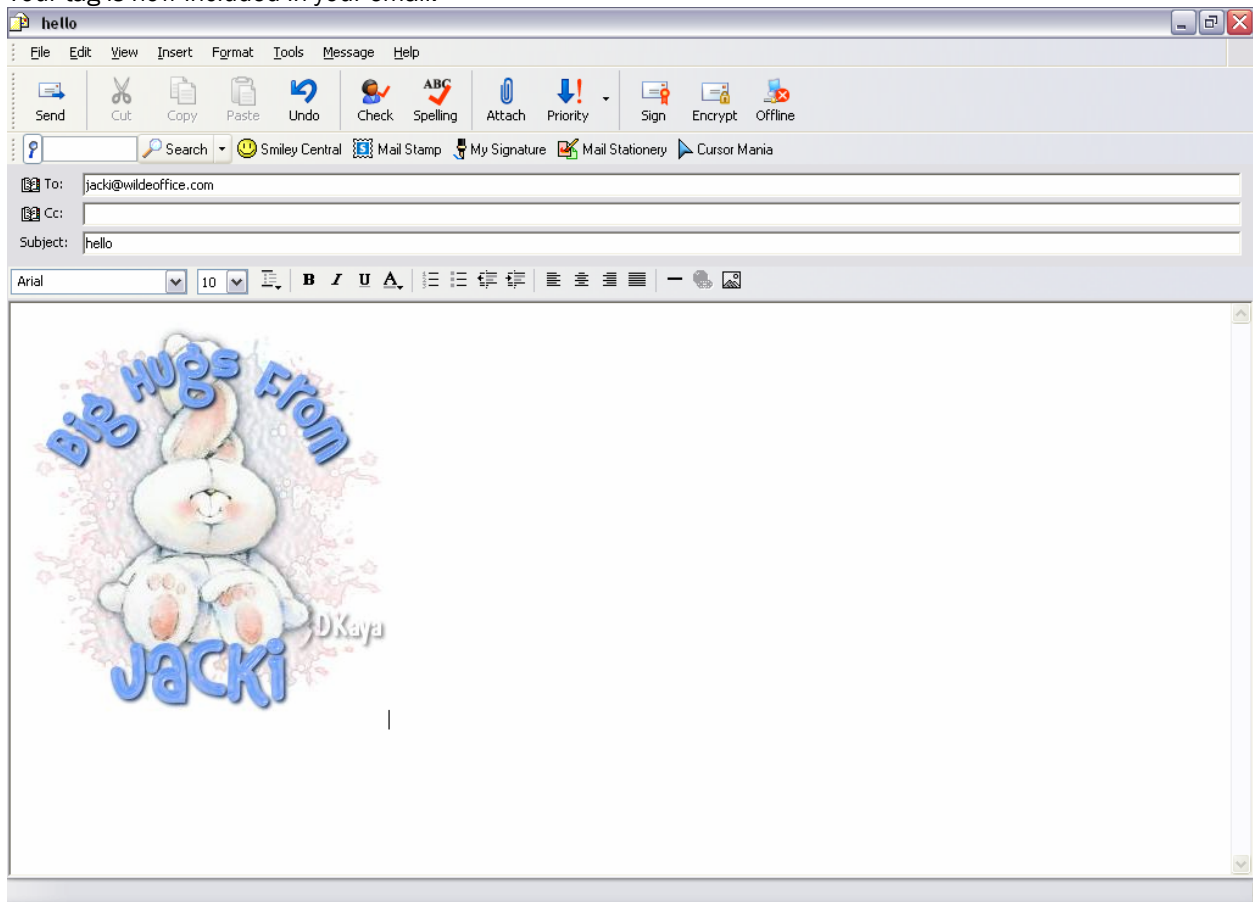


Browse to your picture (tag) location and select the tag you want (XP will let you change your setting in this screen to view thumbnails (on the very top row, it is the last icon button)).

I always type my name as an Alternate Text in case the person getting the email can't view the picture as part of the email.

Select OK

Your tag is now included in your email.



Hit send and your email is on it's way.