

CREATING SIGNATURES, FORMATING AND DEFAULT TEXT STYLES

Create signatures:

1. Open [Gmail](#).
2. Click the  gear in the top right.
3. Select **Settings**.
4. Scroll down to the “Signature” section and enter your new signature text in the box. You can format your text using the buttons directly above the text box.
5. You can also create a signature in Microsoft Word and copy and paste it into the signature box.
6. Click **Save Changes** at the bottom of the page.

Add an image:

To add an image to your signature, you’ll need an image that’s available publicly on the web or search using the Images search in Google. Once you’re ready with the URL, go back to the [Settings](#) page and

click  Insert Image above the signature text box. You can also right click on the picture and copy and paste it.

Insert signature above quoted text in replies:

1. When you reply to an email, your signature is added to the very end of the message, below the quoted text of the previous messages. However, you can change your setting so that your signature appears above the quoted text. This setting also removes the “--” above your signature.
2. To change your setting, check the box next to “Insert this signature before quoted text in replies and remove the “--” line that precedes it” under the signature text box on the [Settings](#) page.

Default Text Style:

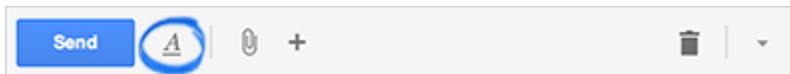
1. Open [Gmail](#).
2. Click the  gear in the top right.
3. Select **Settings**.

4. Scroll down to the “Default Text Style” section and select the font, size and color you want to use in the body of your message.
5. Click **Save Changes** at the bottom of the page.

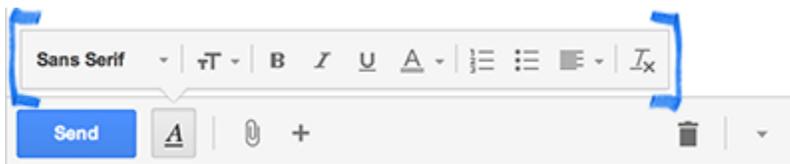
Formatting, Fonts and Colors Composing Email:

Whether you want to add color to your greetings, *emphasize key points*, make your words **bold**, or even ***all three***, the first step is to click the **Formatting options** icon  at the bottom of the compose window.

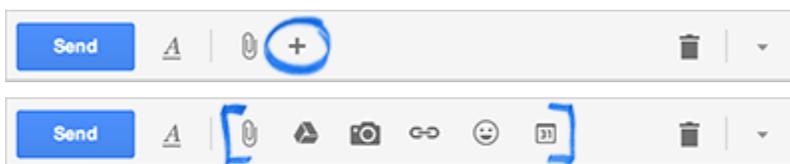
Summary



Click the A icon to bring up the formatting toolbar.



Your formatting options will stay visible while you compose your message.



Hover over the + icon to bring up options to add links, images, emoticons and more.