SIGNATURES

When you send a fax of a letter you may want to include your signature so that the fax looks like a real letter. This is easily done once you have everything set up.

Creating a Signature Box

Here are the steps in creating a signature box (most of them are very short or obvious - this is much easier than the long list makes it seem):

1.   Write your signature in black ink on a sheet of white paper. The easiest way to get the correct size signature is to put the paper over an existing letter to see through it and see how much room you have.
2.   Take the paper to someone and have them scan the signature into a .PCX graphics file. They will probably give you a diskette with the file.
3.   Copy the file SIG-XXX.SAV from the FREE macro library (where you found this file) to your private macro area. This is the same directory where you have your personal copy of the LTRSETUP macro to customize your letters. Its location is available on page two of the Notice macro [Ctrl Z].
4.   Edit your new copy of the file SIG-XXX.SAV
5.   Turn on Reveal Codes with [F10] and highlight the User Box.
6.   Press [Ctrl E] to edit the User Box
7.   Press F to bring in a file
8.   Name or point to your signature file (on the floppy disk) and retrieve it.
9.   Press [F7] to exit editing.
10.   Press [Ctrl E] to edit the comment.
11.   Replace XXX with the initials of the signer and/or the signature type and press [F7] to exit the comment.
12.   Press [Ctrl F5]PA and add a password.
13.   Save the file then rename it changing only the XXX to what ever you want (probably initials).

Next test it by retrieving a letter, changing your printer to the fax printer and using [Alt P] to go from draft to letterhead. If you have a file called SIG-*.SAV (where * stands for up to four characters) you will be asked if you want to add the signature. Answer Yes and your signature comment will appear. You can view the signature or change printers to a real printer and print it out. The view is not perfect since the box may wipe out part of the Sincerely yours line, but it will print correctly.

Most of the time, no changes or editing of the signature box is needed. However, you can edit the signature in the box by using the arrow keys to move the signature around in the box. Try the left and right arrows to better center the signature and up and down arrows to "write through" the Sincerely yours or the name line to make it look more "real". If the signature is too big for the box, you can scale it down with the {Page Down} key or change the size of the box.

You can have more than one signature box, either for formal and informal signatures or for different authors you work with. The [Alt P] macro will show you the different files and let you pick the one you want. They must be named SIG-*.SAV, however, to be recognized.

You can also access the signature macro directly. Point to where you want the signature and run the macro SIGNATURE. However, if you get a message that the macro can not be found, you will have to use the full mane of the macro, including its disk and directory. The directory is the location of the FREE macro library, where you found this file. Be careful, on a 600 dpi printer, the signature can look very real.

SECURITY

Keeping your signature on a network is like keeping a signature stamp around - you want to keep it locked up. That is why the signature files are kept in your private macro location (where you have primary access to them) and passworded.

All that does no good, however, if you save *any* letter with the signature still in it to its directory on a network where anyone can copy it and abstract the signature. Always convert the letter back to draft (which removes the signature box) before saving it.