



Outlook Signature Generator (OSG) Guide - Getting Started

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Introduction

This guide is intended to step a user or admin through the process of installing OSG to an appropriate location (either a Network (UNC) path or Local Hard Drive) and basic setup for use. Once setup using this guide, further more advanced guides located on the OSG website can be used to customize and install pre-made templates as required.

General Requirements

Assumptions

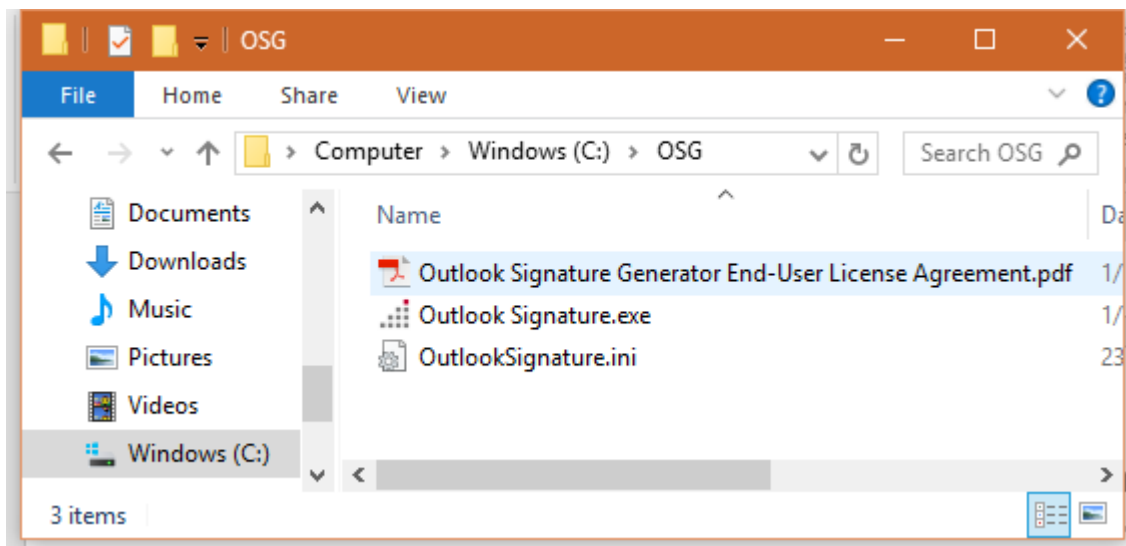
- PC being used fulfils the system requirements of the program. Specifically:
 - Microsoft Windows XP or Server 2003 or later Windows Operating System.
 - .NET Framework version 4.0 or later.
 - Microsoft Outlook 2010, 2013 or 2016.
- A license and copy of the OSG install files.

Recommendations

For this guide we have installed/extracted the OSG files to C:\OSG\ you may wish to use another folder but it is recommended for this guide to be followed completely you install to the same directory. The files can be copied to a UNC path at a later time for sharing if required and licensed.

First run of Outlook Signature Generator

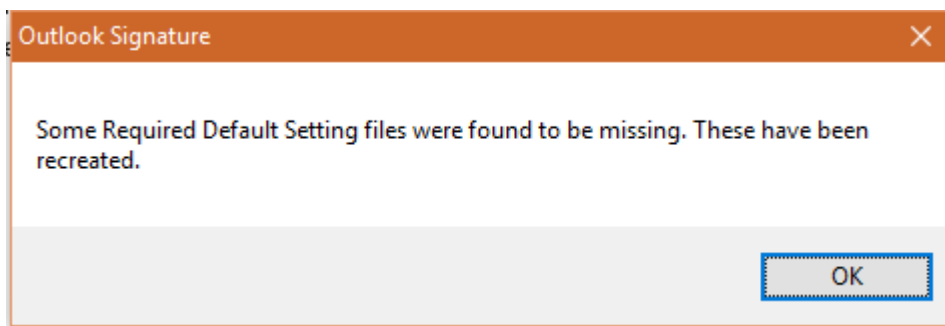
1. Locate/Download your copy of the OSG from the DataCommand website.
2. Create a new folder in your C Drive named OSG
3. Extract/Install the download to your new folder (C:\OSG)
4. Navigate using your File Explorer to C:\OSG. You should see something similar to the below screen shot. The three files shown are the End User License Agreement, The Executable 'Outlook Signature.exe' and a basic configuration 'OutlookSignature.ini' file.



5. Run 'Outlook Signature.exe' and you should be shown the below screen. Click ok. On first load OSG will generate a set of generic signature files. Once these files are generated you can create basic signatures from the default template. Alternatively you can modify the default template files to your liking.

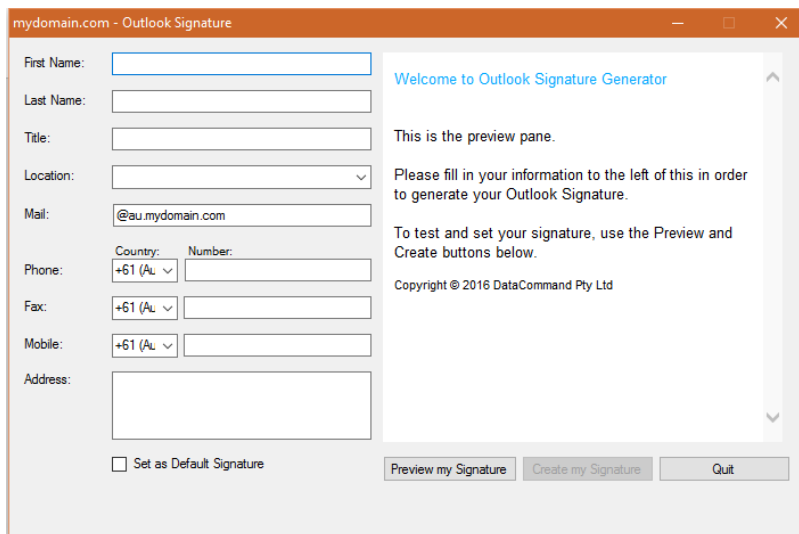
Note: The files are checked each time 'Outlook Signature.exe' is run. If the files don't exist any missing files are again regenerated to defaults. This means you can modify and replace files and OSG won't touch them unless a file is missing.

Note: OSG only requires 'Outlook Signature.exe' to run. If the 'OutlookSignature.ini' file is also missing or deleted it is also recreated but to basic settings. The copy provided with the OSG download has dummy data in it for testing.

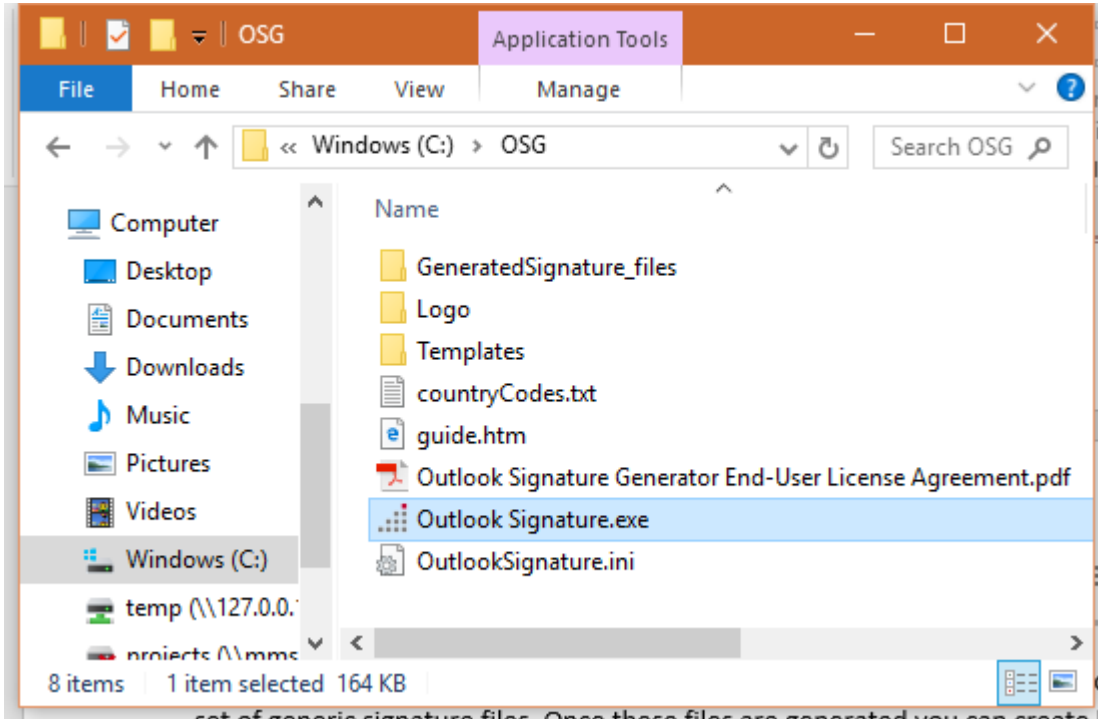


6. Once OSG has loaded you can test and generate a sample signature. Once you have had a play, close the program.

Default Screen:



7. If you now navigate back to C:\OSG using your File Explorer. You should see something similar to the below screen shot. Notice that the three original files exist in the folder but also some new folders and files have been created. These are the Signature template files.



Specifically, these files are:

Outlook Signature.exe	Main Program Executable
OutlookSignature.ini	Used to prefill field data such as Domain, Email Domain, Multiple Locations and Addresses.
guide.htm	This is the welcome screen text that is shown in the preview pane. It can be modified to suit in HTML format.
countryCodes.txt	A list of country codes for the world. This is up to date as of 01/04/2016 but can be modified if required.
GeneratedSignature_files	This folder contains any XML formatting files required by the HTML format template.
Logo	This folder contains any logos or pictures used in the HTML format template.
Templates	This folder contains the template files themselves in TXT, RTF and HTML format.

End of Guide