

Outlook Signature Generator (OSG) Guide - How to modify the in-built Outlook Signature Template

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Introduction

Upon completion of this guide you should have a basic understanding of how to modify the in-built signature template. It will step you through making changes to the HTML, RTF and TXT format signatures to your needs. Whilst the built in signature is not meant to be modified extensively, it is possible to replace pictures and text in the signature as required. For advanced signatures (such as creating you own) please read the guide 'How to use your pre-built Outlook Signature'.

General Requirements

Assumptions

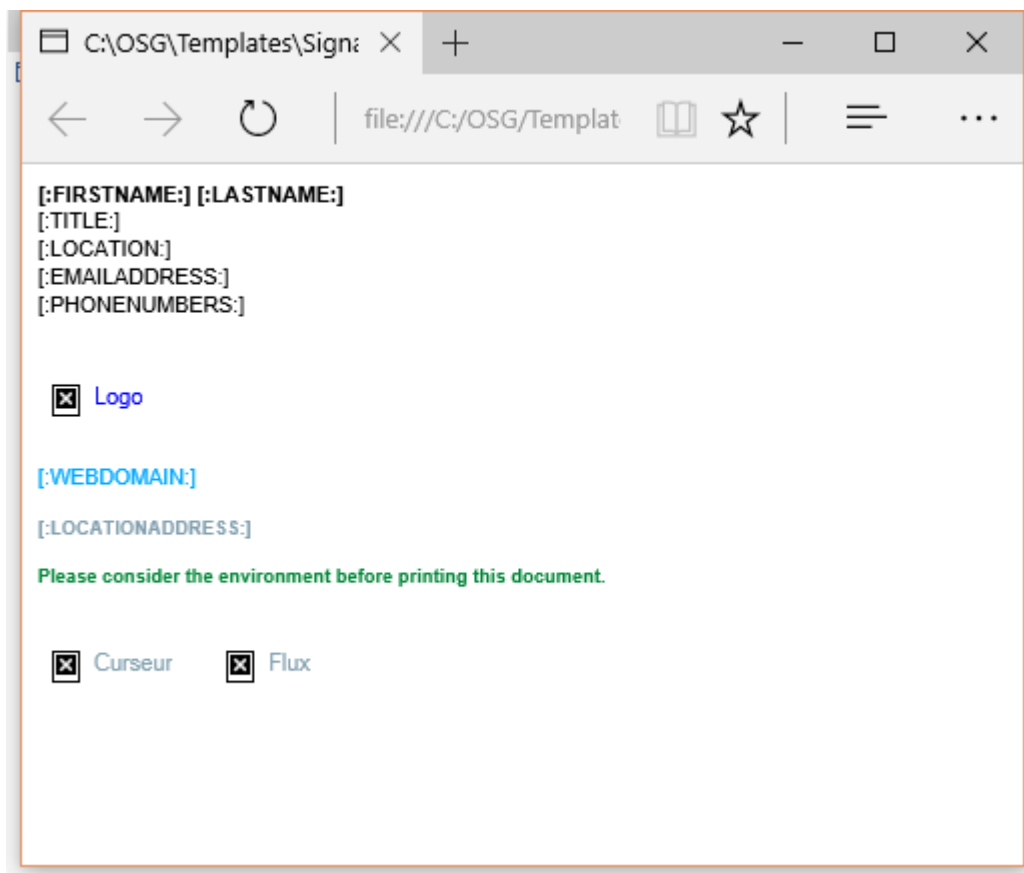
- You have already gone through and completed the guide titled 'Getting Started'. This guide is available on the DataCommand/OSG website.

-It is assumed you have a basic understanding of HTML code. This guide does not attempt to teach this.

Modifying the HTML Template.

1. Navigate to your OSG install folder (assumed to be C:\OSG\).
2. Open the folder 'Templates'.
3. Double click the file 'SignatureTemplate.htm' to open the file to view the current template. In most cases the file will open in your Default Internet Browser. It should look similar to the below screen shot.

Note: Pictures will not show in this preview window.



4. Make note of the layout of the document. Firstly, pictures will not show in this view. This is because the links to the pictures are in a special folder on your computer and only show in Outlook once a signature is applied or in the OSG preview window.

The various text fields shown are what are used in OSG to locate and place text objects. This is the same for the other template types.

5. Close the Browser window.
6. Right click the same file (Signature Template.htm) and choose 'Open With' and 'Notepad'.
7. This will allow you to see the HTML code of the file.
8. Scroll down in the file until you see the line '</head>' towards the bottom. Anything below this line can easily be modified. The template uses inline styles (such as any lines with '<SPAN style=' in them). These inline styles can be modified in font, size, color, etc as required.
9. Note that OSG looks for text in this HTML file. When it finds this text the program will automatically change it to the entry fields used in OSG.

Field Names and usage:

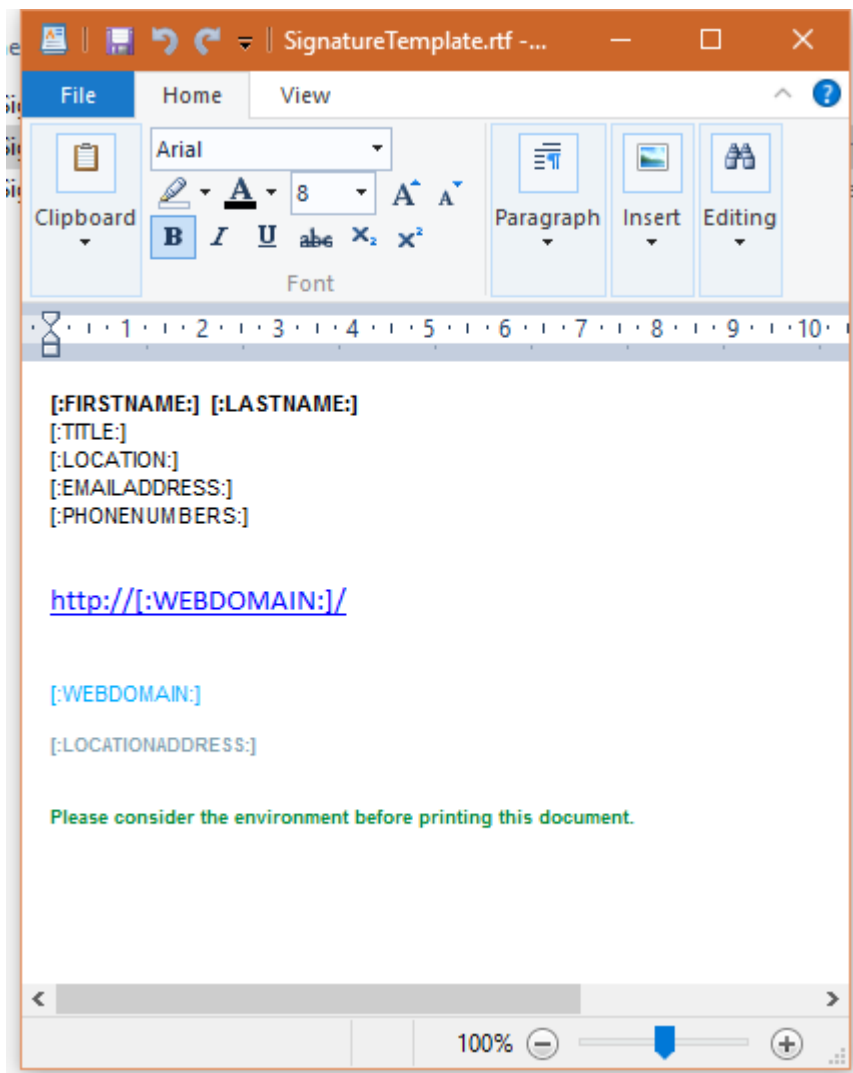
[:FIRSTNAME:]	First name of email user.
[:LASTNAME:]	Last name of email user.
[:TITLE:]	Title of the email user.
[:LOCATION:]	Location Name. This can be either a name (such as head office) or business name.
[:EMAILADDRESS:]	The email address of the email user.
[:PHONENUMBERS:]	The primary phone number of the email user.
[:WEBDOMAIN:]	The company/individuals Website URL.
[:APPPATH:]	The path to the OSB Application. This field is required for any images placed in the LOGO directory. It has 2 functions. Locating the OSG and the final signature directory.
[:LOCATIONADDRESS:]	The postal address of the email user.

10. If you know HTML code well enough you can also change or add pictures.

Modifying the RTF Template.

1. Navigate to your OSG install folder (assumed to be C:\OSG\).
2. Open the folder 'Templates'.
3. Double click the file 'SignatureTemplate.rtf' to open the file to view the current template. In most cases the file will open in your Default Word Document Viewer (such as wordpad or Microsoft Word). It should look similar to the below screen shot.

Note: Pictures will not show in this preview window.



4. Make note of the layout of the document. Firstly, pictures will not show in this view. This is because the links to the pictures are in a special folder on your computer and only show in Outlook once a signature is applied or in the OSG preview window.

The various text fields shown are what are used in OSG to locate and place text objects. This is the same for the other template types.

5. Close the Browser window.
6. Right click the same file (Signature Template.rtf) and choose 'Open With' and 'Notepad'.
7. This will allow you to see the RTF code of the file.
8. You may find the RTF code hard to view. The best way to modify this file is to do so in WORDPAD or WORD and keep the tags intact (such as listed in step 9 of this guide). You can however change links to pictures by searching for "INCLUDEPICTURE" in the file. Note that the file path to any pictures is normally "[[:APPATH:]]\\\\\\\\Logo\\\\\\\\logo.jpg" or something similar.

Note: if you modify the RTF file in WORDPAD or WORD, pictures can be saved within the RTF file and it will still work. By default Outlook does not do this, and this is why the built in signatures are this way.

9. Note that OSG looks for text in this RTF file. When it finds this text the program will automatically change it to the entry fields used in OSG.

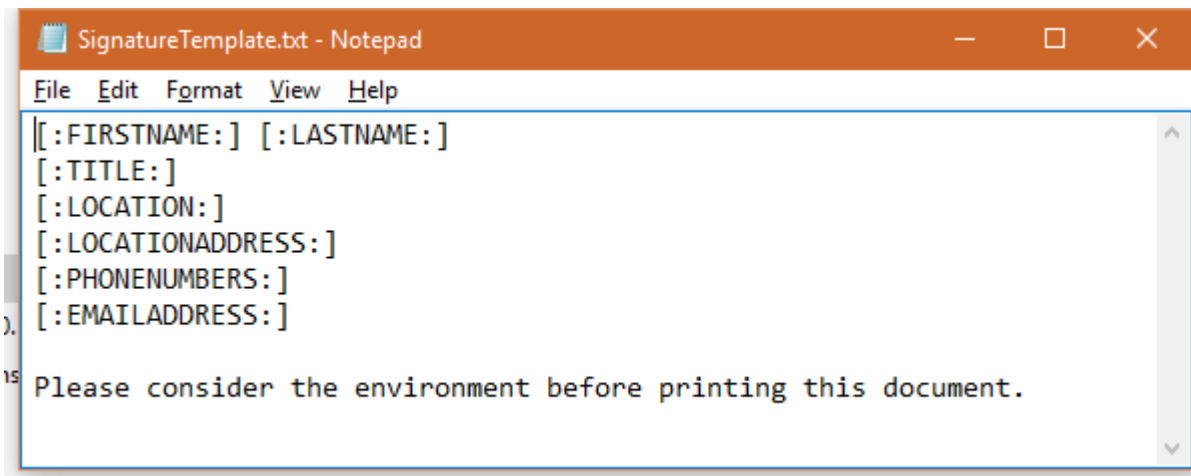
Field Names and usage:

[FIRSTNAME:]	First name of email user.
[LASTNAME:]	Last name of email user.
[TITLE:]	Title of the email user.
[LOCATION:]	Location Name. This can be either a name (such as head office) or business name.
[EMAILADDRESS:]	The email address of the email user.
[PHONENUMBERS:]	The primary phone number of the email user.
[WEBDOMAIN:]	The company/individuals Website URL.
[APPPATH:]	The path to the OSB Application. This field is required for any images placed in the LOGO directory. It has 2 functions. Locating the OSG and the final signature directory.
[LOCATIONADDRESS:]	The postal address of the email user.

Modifying the TXT Template.

1. Navigate to your OSG install folder (assumed to be C:\OSG\).
2. Open the folder 'Templates'.
3. Double click the file 'SignatureTemplate.txt' to open the file to view the current template. In most cases the file will open in your Default TXT document Viewer (such as Notepad). It should look similar to the below screen shot.

Note: Pictures cannot be included in TXT signatures.



Note that OSG looks for text in this TXT file. When it finds this text the program will automatically change it to the entry fields used in OSG.

Field Names and usage:

- [:FIRSTNAME:]** First name of email user.
- [:LASTNAME:]** Last name of email user.
- [:TITLE:]** Title of the email user.
- [:LOCATION:]** Location Name. This can be either a name (such as head office) or business name.
- [:EMAILADDRESS:]** The email address of the email user.
- [:PHONENUMBERS:]** The primary phone number of the email user.
- [:WEBDOMAIN:]** The company/individuals Website URL.
- [:APPPATH:]** The path to the OSB Application. This field is required for any images placed in the LOGO directory. It has 2 functions. Locating the OSG and the final signature directory.
- [:LOCATIONADDRESS:]** The postal address of the email user.

Changing the Pictures in a template

Changing the Pictures and Logos in the default is quite simple. Please follow the below steps:

1. Navigate to your OSG install folder (assumed to be C:\OSG\).
2. Open the folder 'Logo'.
3. Replace or modify the three files as required. Once changed they will take affect in OSG.
4. To add pictures, follow the other sections of this document or better yet follow the guide "How to use your pre-built Outlook Signature".

End of Guide