

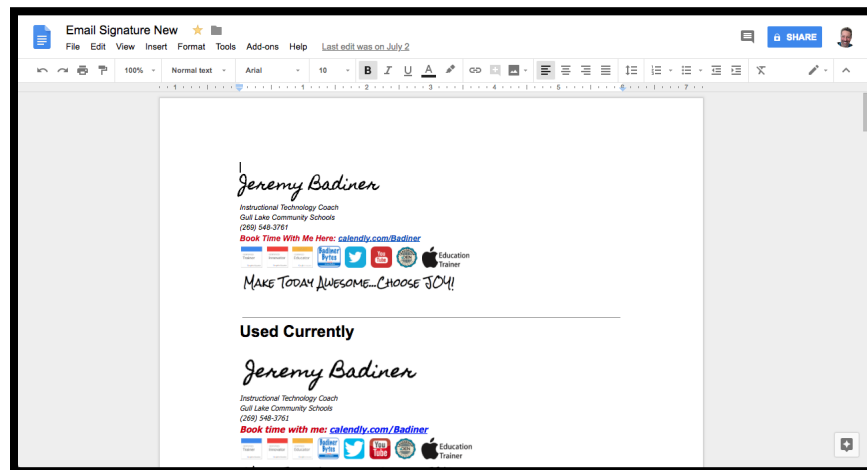
Creative Gmail Signature

Your signature can say a lot about you. It can give important contact information, share certifications, and even show your personality. It can also be a hot mess! Choosing the correct signature is important. Take a minute and make your Gmail Signature reflect you without bombarding others with too much.

Set Creative Gmail Signature:

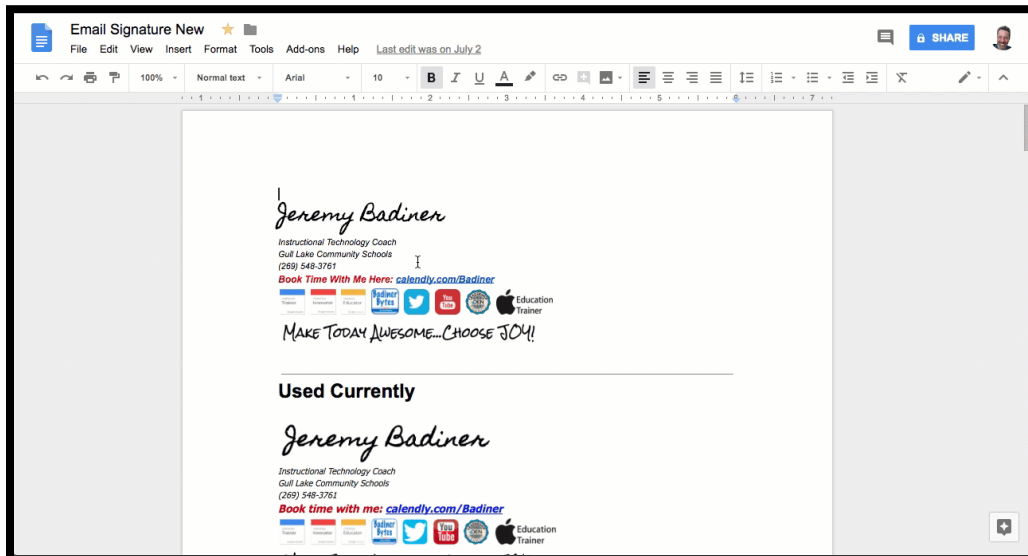
1. Create a new Google Document.
2. Create your signature.
 - Use images, icons, and logos that are important to your profession.
 - Put a couple of spaces between each image so they are not touching.
 - Don't have too many that will distract from the actual email.

Example:

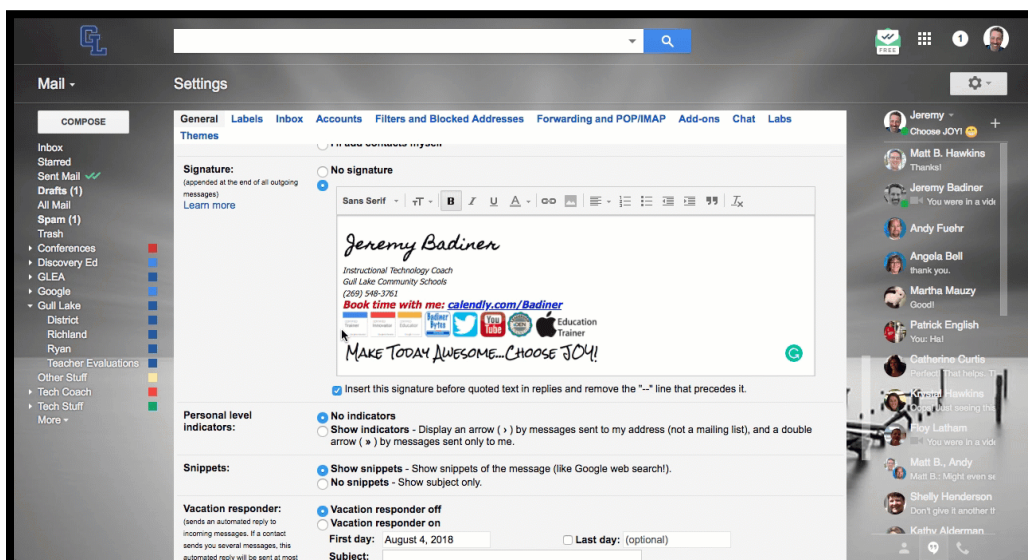


3. Edit the images to be sized small enough that they do not take over the page, but large enough to be seen.
4. If you want more font choices for text (there are only a few offered in Gmail for your signature) also make a png image of your text:
 - Type text in a Doc, change the font to what you like, do a screenshot of the text (Mac: Command+4/PC use Snipping Tool), then paste text image into the signature.
5. Copy all the text and images (control/command+C).
6. Open Gmail.
7. Click the gear in the top right.
8. Click **"See all settings"**.
9. Scroll down to signature and paste (control/command+V) in the box.





10. Highlight each image individually and click the “**Link**” icon. Paste in the web address for the icon.



11. Click the button under “**No Signature**” to include a signature. I also check the “**Insert this signature before quoted text in replies and remove the “--” line that precedes it.**”
12. Scroll to the bottom and click “**Save**”.
13. Send yourself a test email to see how it looks. If you need to edit the size of the images, edit their size in the Google Document, and copy/paste back into Gmail.
14. I always send an email to myself to make sure the signature looks like I want it to before I call it all done.

Head over to Google Drive and Gmail and make your email signature say something about you!

