

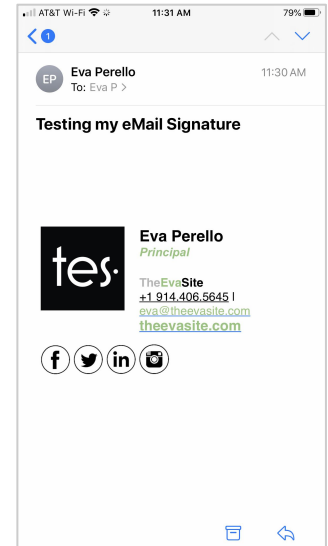
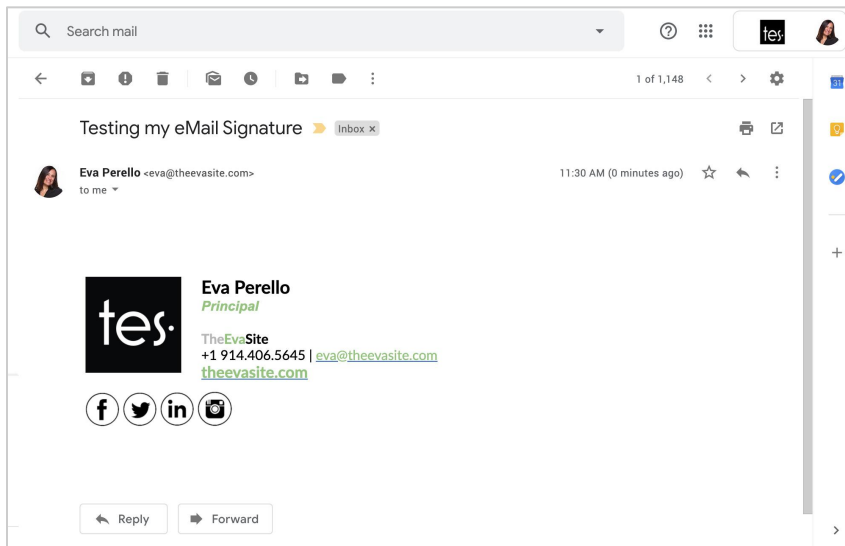


Introduction - What Is This For?

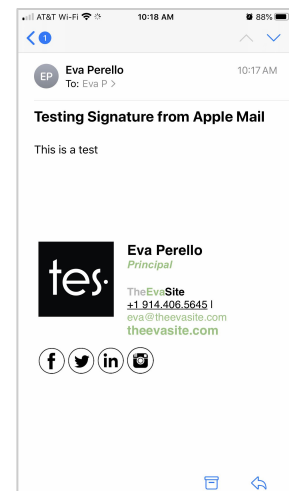
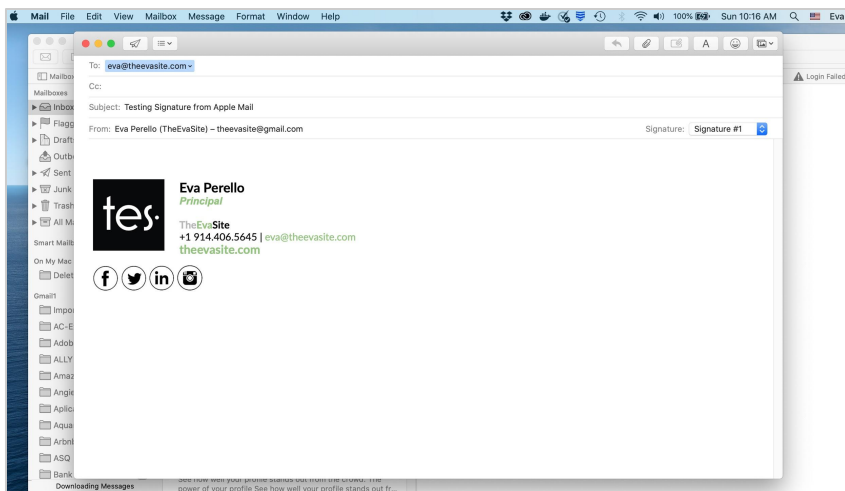
The purpose of this short tutorial is to show you how to add an email signature with images that can be displayed across devices and browsers.

The sample on this document is based on my own email signature as below.

This example was sent from my Gmail - the images are displayed well on iPhone and Samsung



This example was sent from my Apple Mail - the images are displayed well on iPhone and Samsung



PART 1 - Prepare the Images

1.1. Prepare the LOGO, Icons and other images you want to display into the signature. As a reference, these are the assets for my design and their specifications.



LOGO

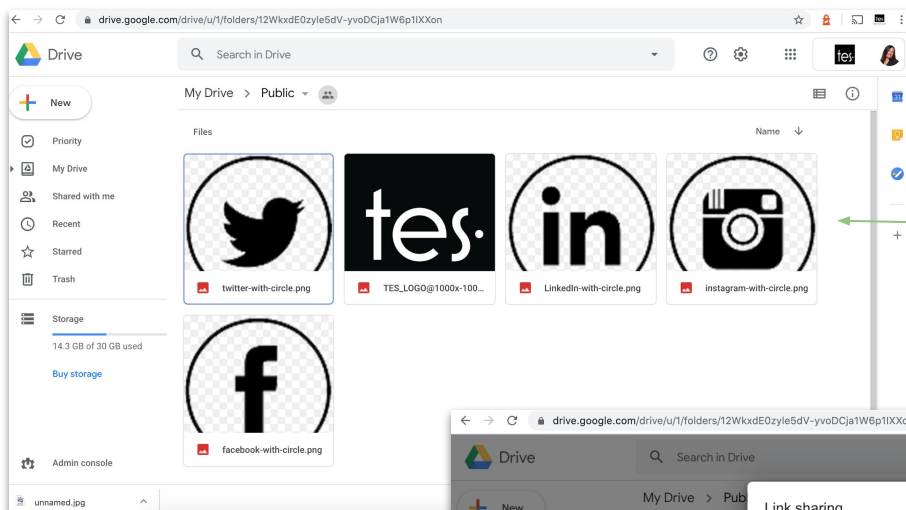
JPG | 600 x 600 px | 72ppi



ICONS

JPG | 150 x 150 px | 72ppi

1.2. Upload to your Google Drive the images you want to include into the signature. In order to make them displayable across platforms and devices, make the Folder and Images 'PUBLIC'

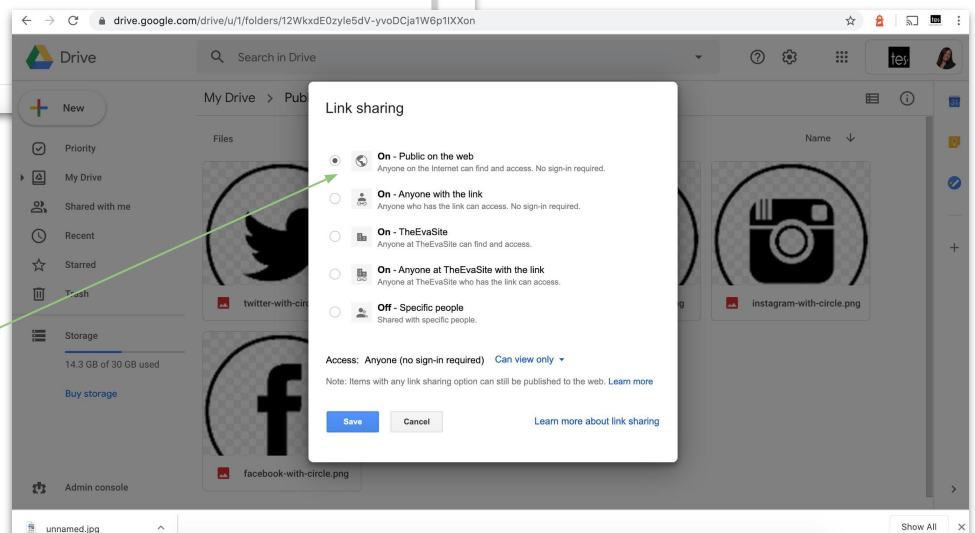


Upload the images into a Google Drive folder

IMPORTANT!!!

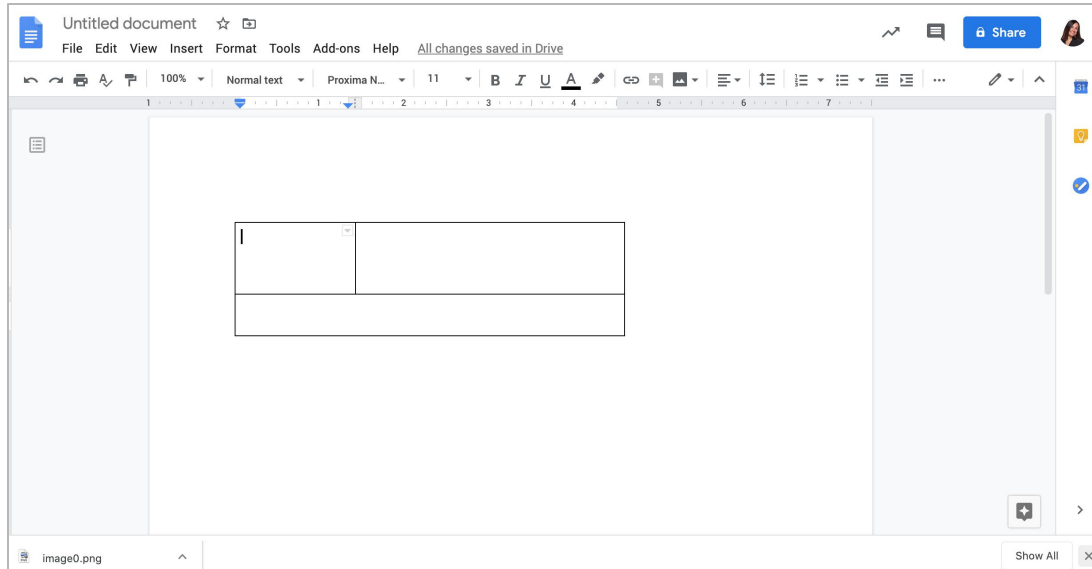
Make the folder '**PUBLIC**'
Go to the sharing options
and select:

*Public on the web -
Anyone on the Internet
can find and view*

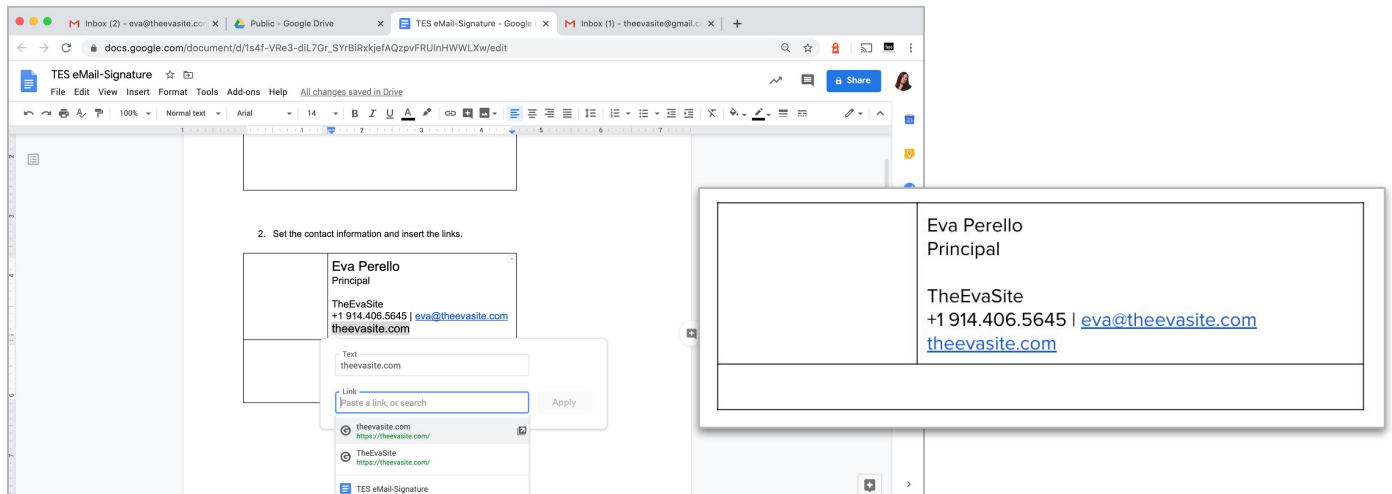


PART 2 - Prepare the Signature - The TEXT

2.1A. Open a Google Doc and insert a table with Files & Columns you may need for your design.



2.1B. Set the contact information (text) and insert the links.



Customize the text and links (fonts type, sizes and colors)



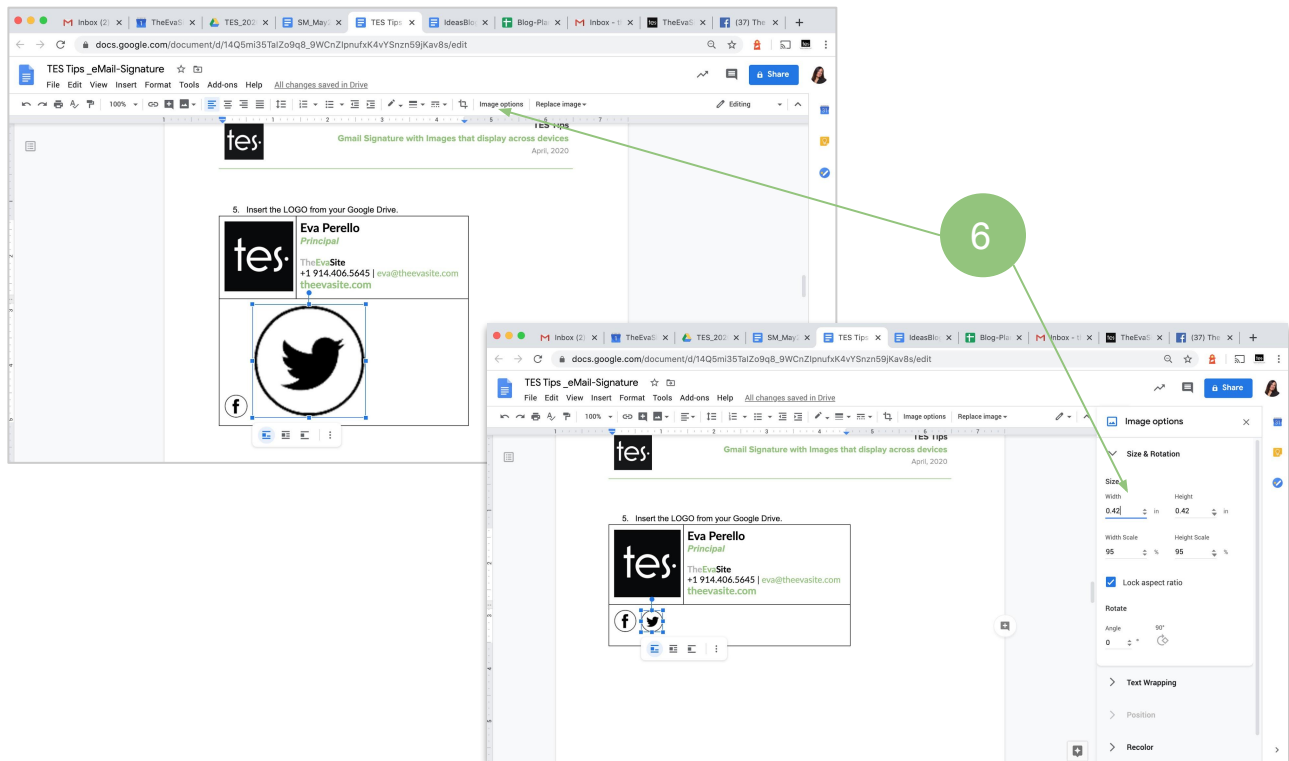
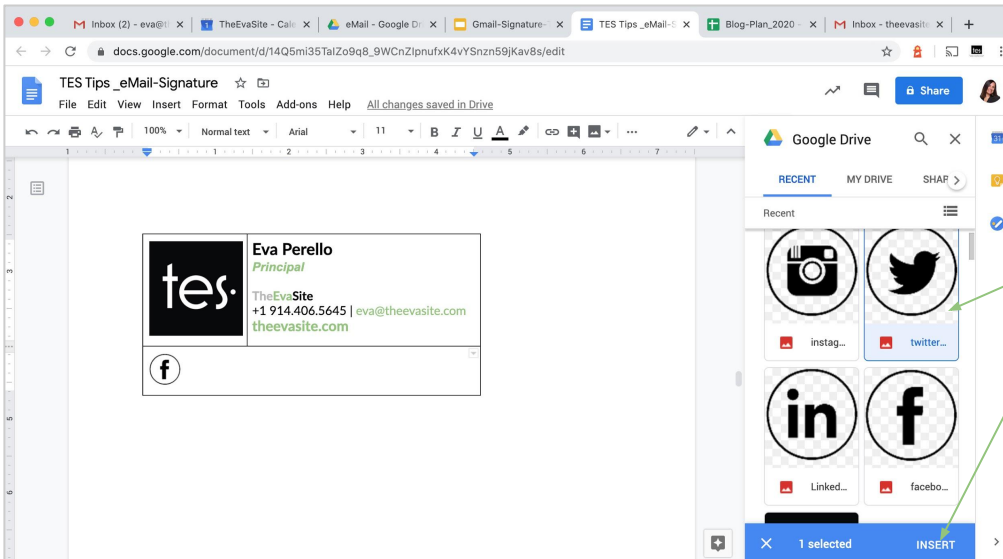
PART 2 - Prepare the Signature - The LOGO

2.2. Insert the LOGO from your Google Drive. Resize and add links as appropriate.

The screenshots illustrate the process of inserting a logo into a Gmail signature using Google Docs. The first screenshot shows the signature template with a green circle '1' indicating the area for the logo. The second screenshot shows the 'Insert' > 'Image' > 'From Drive' menu path, with a green circle '2' highlighting the 'From Drive' option. The third screenshot shows the Google Drive 'Recent' list with the 'tes.' logo selected, indicated by a green circle '3'. The fourth screenshot shows the signature editor with the 'tes.' logo inserted and a green circle '4' pointing to the 'Link' field, which contains the text 'Paste a link, or search'.

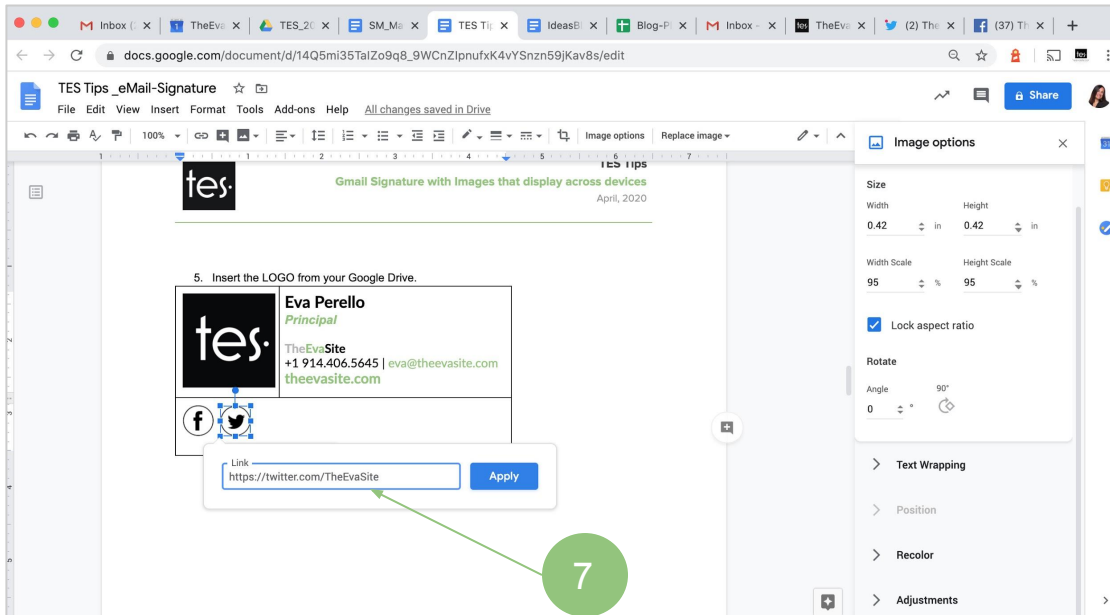
PART 2 - Prepare the Signature - ICONS

2.3A. Insert the ICONS from your Google Drive. You may resize then by using the 'Images Options' panel that will open to the right of your screen. Finally, add the links as appropriate.



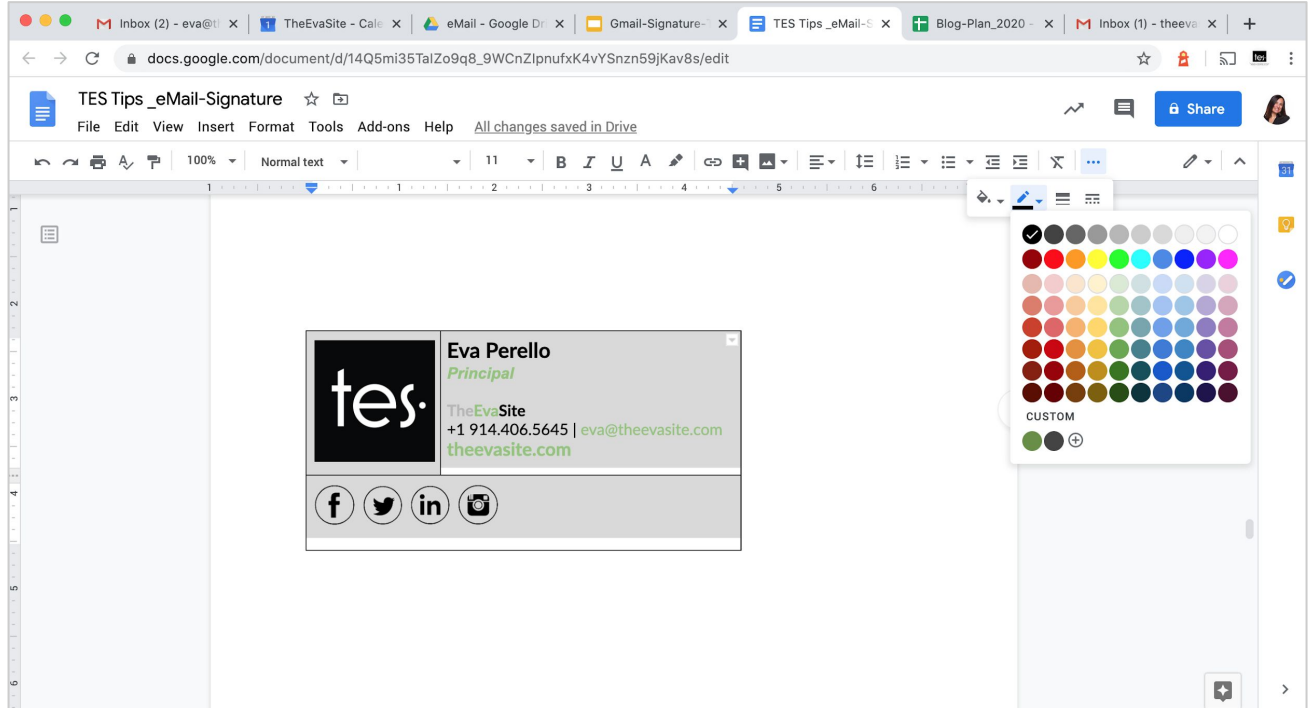
PART 2 - Prepare the Signature - ICONS

2.3B. Add the links as appropriate.

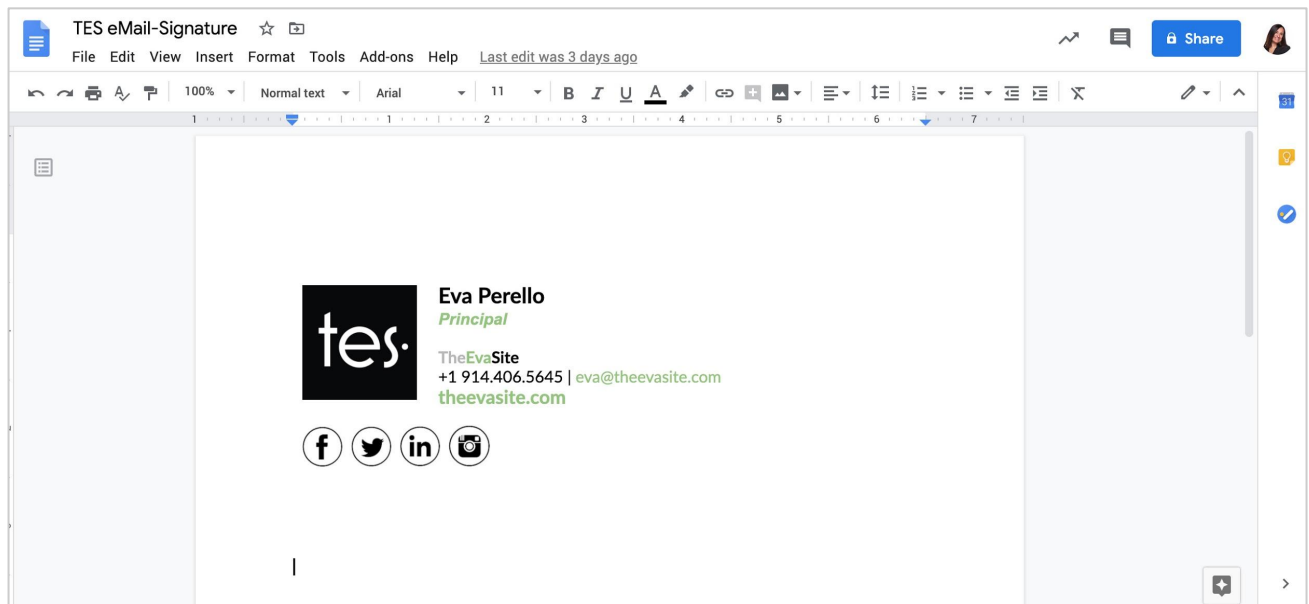


PART 2 - Prepare the Signature - Table

2.4. You may hide the table borders by change the color to white.

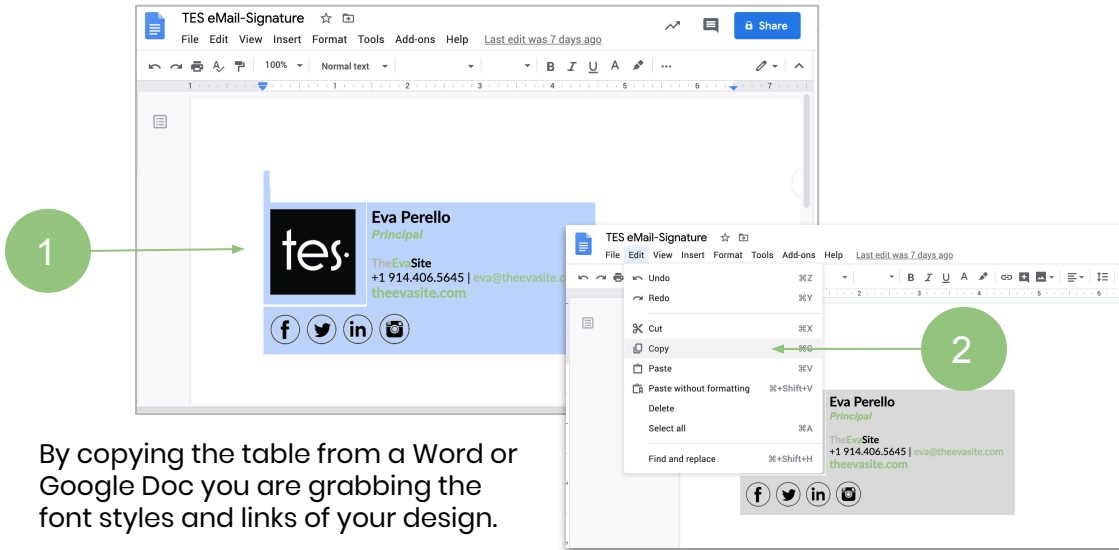


This is my final email signature design, ready to be shown it to the world!!!



PART 3 - Set the Signature in Gmail, Mail and iPhone

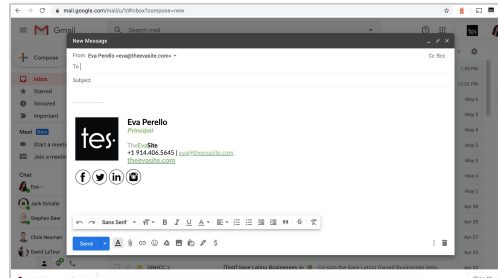
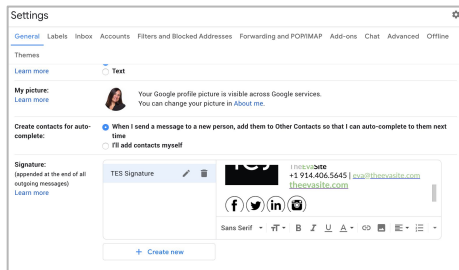
The following examples were applied on my Gmail, Mail and iPhone. It should work on any other platform and or device. Share your experience at info@theevasite.com



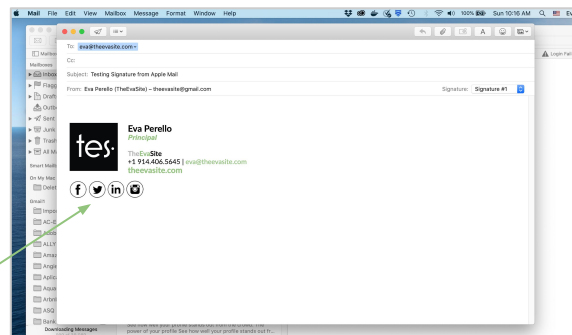
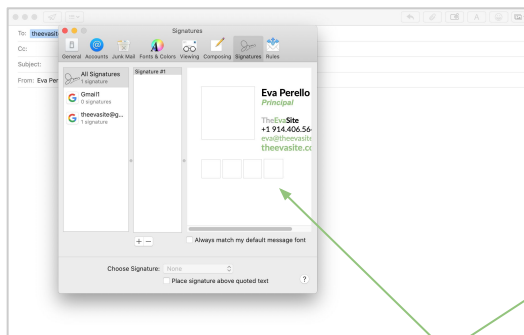
By copying the table from a Word or Google Doc you are grabbing the font styles and links of your design.

3 'PASTE' it to the Signature Settings as below:

Gmail



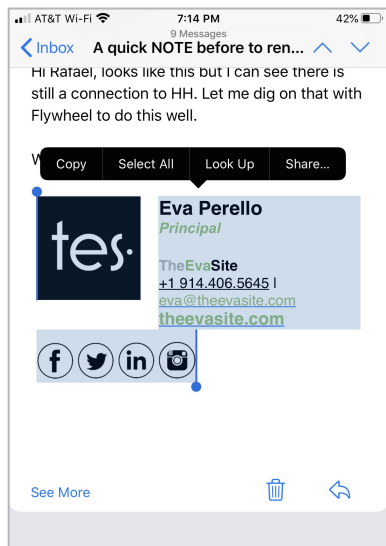
Mail



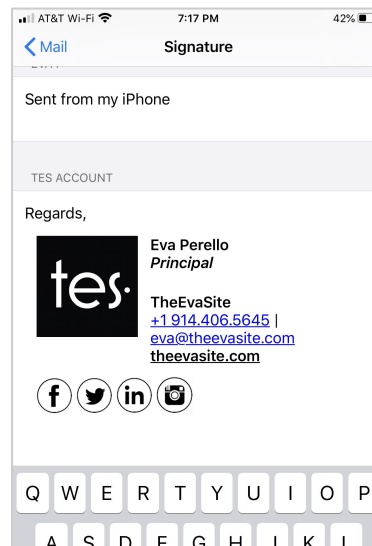
NOTE: The images might not be displayed on the settings but they will at the email.

PART 3 - Set the Signature in Gmail, Mail and iPhone

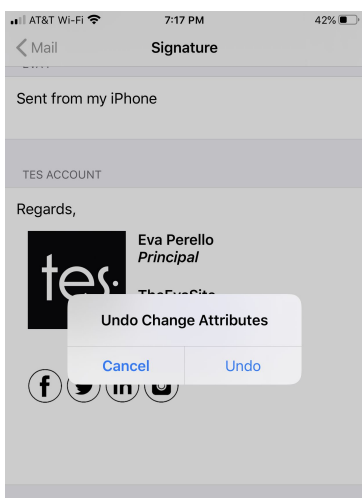
iPhone



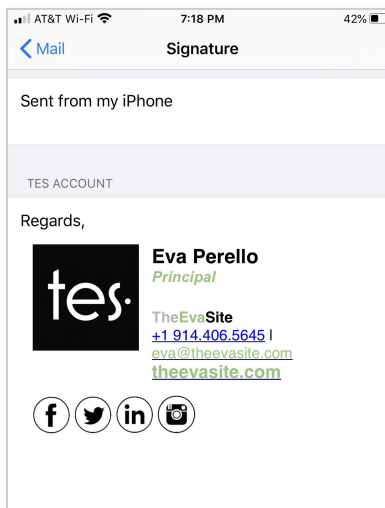
1. **COPY** the signature from one of your emails. You will also grab the font styles and links of your design.



2. Go to Settings > scroll down to Mail > scroll down to Signature > **PASTE** the signature.



3. NOTICE that the TEXT is not stylized. The trick is 'Shake' the iPhone ... **This is not a joke ... YES! 'Shake it'** until the message above is displayed. Then click on **'Undo'**



4. **'Voila'**... except the phone, your beautiful signature looks stylized as you designed. The phone is automatically turns a link (in **blue**) so users can click and call. Unfortunately haven't been able to set this on the Google Doc yet.