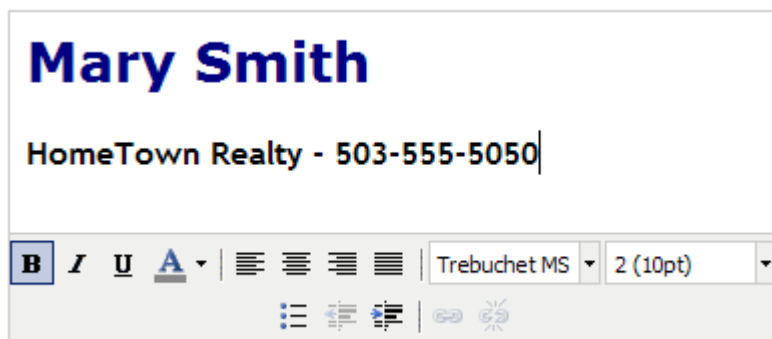


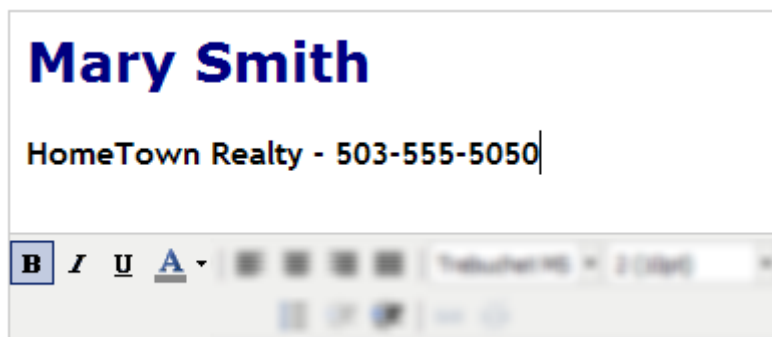
SupraWEB -Signature User Guide

SupraWEB provides a simple WYSIWYG (What You See Is What You Get) editor for creating custom signatures. This document outlines the available features and provides some tips and tricks for making a great looking signature.



The WYSIWYG Editor

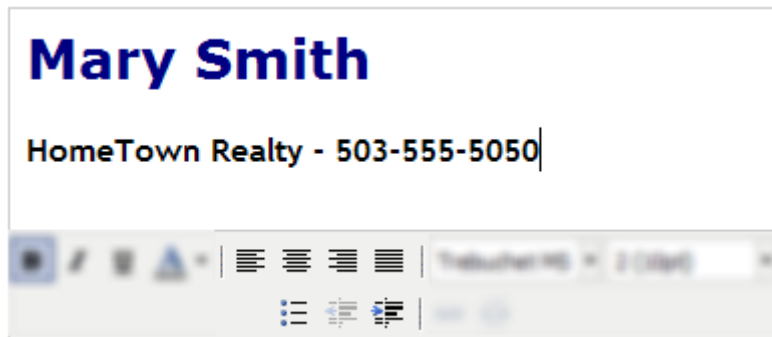
To create your signature, simple type the text you want into the edit box. Once you have typed in your information, you can use the following features to modify the look and feel.



Basic Style

In the image above, there are four features of your texts appearance that you can change. Before making any changes, select the text you want to format. Then select the feature

you want to change. When the feature is selected (in this case Bold) there will be a blue square around it. From left to right the features are BOLD, ITALICS, UNDERLINE, FONT COLOR.

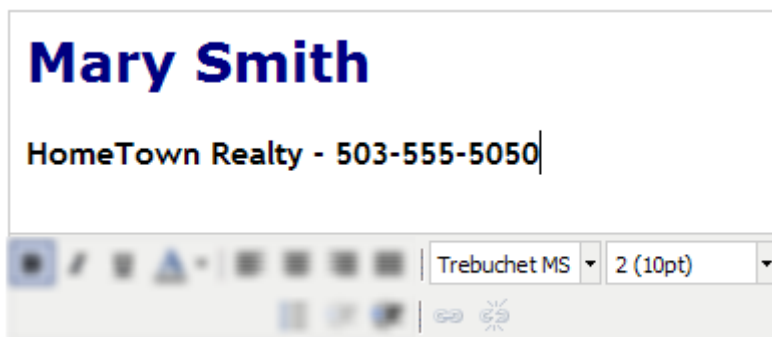


Basic/Advanced Alignment

In the image above, there are seven features of your texts appearance that you can change. Before making any changes, select the text you want to format. Then select the feature you want to change. When the feature is selected there will be a blue square around it (With the exception of the last two indent features which get disabled). From left to right the features are LEFT ALIGN, CENTER ALIGN, RIGHT ALIGN, FULL ALIGN (JUSTIFY), UNORDERED LIST, OUTDENT and INDENT.

To create a list, either highlight carriage returned text and hit the appropriate list button, or hit the appropriate list button and use carriage returns to create another item. To stop creating lists, turn off the current list button by re-clicking it. Note that it will apply to the current line the cursor is on.

The indent options are fairly straight forward as well. To indent text, simply highlight the text and click the appropriate alignment button.



Advanced Style

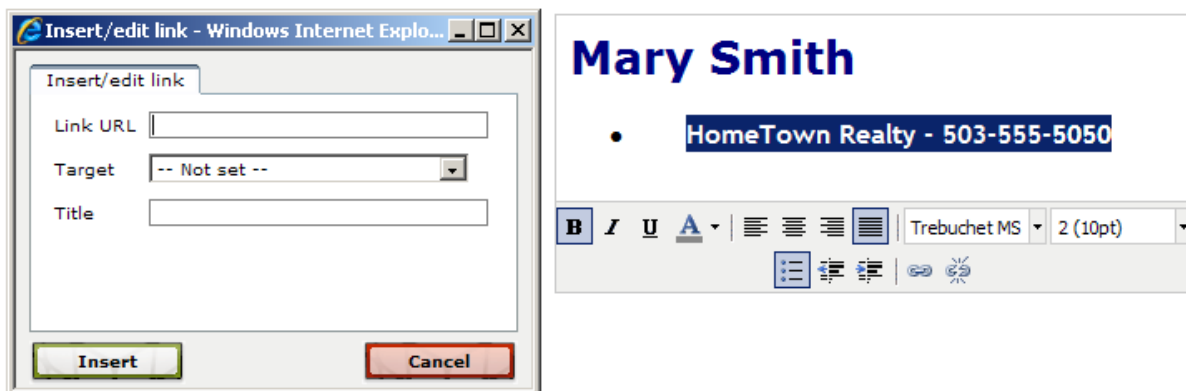
In the image above, there are four features of your texts appearance that you can change. Before making any changes, select the text you want to format. Then select the feature you want to change.

The Font pulldown is the Font family pulldown. This pulldown consists of a variety of common fonts found on all systems.

Next to the Font family pulldown is the Font size pulldown. The font sizes used are in points for design use. The default font size is 10pt. If you would like to convert **pt** to **px** use the following formulas:

Formula
$px = pt / 0.75$
$pt = px * 0.75$

Links are used to create hyperlink that take the user to a web page or email. Links are created by highlighting text or an object and clicking the Link button. This brings up a useful editor with various options.



Adding a Hyperlink

Enter the web site URL in "Link URL" and then select the Target (in most cases you want this link to open a new window). The title will be the text that is displayed to the user. Use the Break Link feature to remove a link.

When creating an email link, use **mailto:youraddress@domain.com** in the "Link URL" field.

Tips and Tricks

- By default, new lines of text are double spaced. Holding down “Shift” and then “Enter” will create a new single spaced line.
- With no Personal Signature Text created, by default justifies left in the WYSIWYG editor. However, when a report is generated the text in the header defaults to center justification. Make sure you experiment with the layout both in the WYSIWYG editor and reports to ensure you are getting the desired results.
- When inputting an email address or web link, the pop up window for editing the link sometimes has incorrect fields and no options in the dropdowns. Often this happens when the link button is selected with the text cursor near or on an existing link. Make sure you have the correct text selected before clicking on the Link feature.
- When adding an email address as a Link, the pop up contains a Target field that is a drop down. For email links, the Target field is ignored and therefore does not need to be set.
- When adding a web site link, make sure that the URL is well formed. They should always have the following format: <http://www.mysite.com>