Creating a Signature in Thunderbird

Software: Thunderbird **Platform:** Mac/Win

Overview

Your signature (short for “Signature Block”) in e-mail is a block of text that is inserted at the bottom of the e-mail. Your signature is a way to “sign off” a message and allows you to include consistent information about yourself, such as alternative contact information.

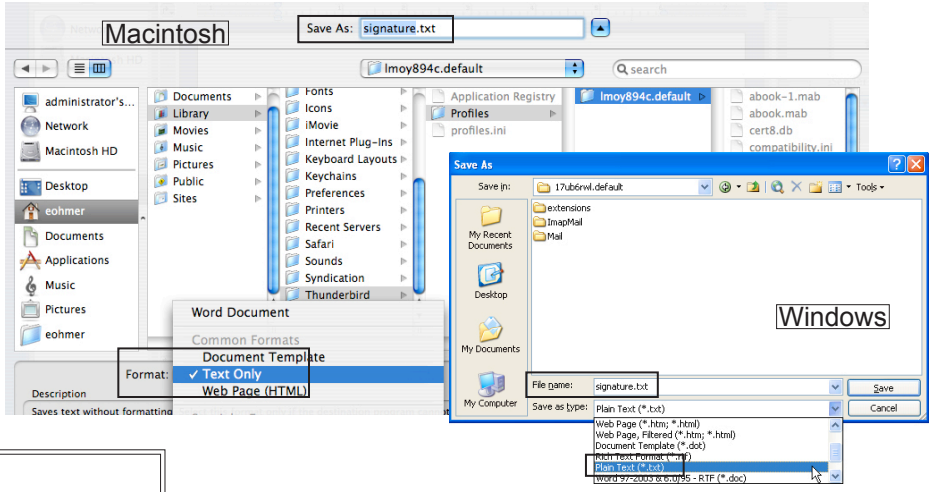
Thunderbird has a built-in signature option and, included in the LC Install, an optional extension called *Signature*. If you have only 1 signature block that you want to appear in every e-mail you send use the built-in option. The *Signature* extension allows you to create multiple signature blocks then decide which, if any, you want in each e-mail.

Thunderbird’s built-in Signature Feature

Before you can use Thunderbird’s built-in Signature feature you must create a signature file in a text editing program. You can use Microsoft Word or any other program that allows you to save a plain text (.txt) file (TextEdit, WordPad, Notepad, etc.). Then you will use the Account Settings in Thunderbird to select the file you created.

Create your Signature File:

1. Open Microsoft Word.
2. Type the text you would like to appear as your signature.
3. Select **File > Save As...**
4. Find your Profile Folder (see box).
5. Select the **Plain Text** (.txt) option from the Format menu.
6. Type a name for the file (such as *signature*) and click **Save**.
7. If you get a warning about losing formatting when saving as plain text, click **Yes** or **OK**.



Locating your Profile Folder

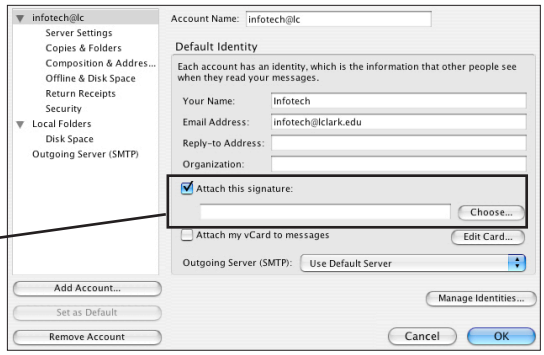
On Windows, the path is C:\Documents and Settings*your login*\Application Data\Thunderbird\Profiles*xxxxxxxx*.default.

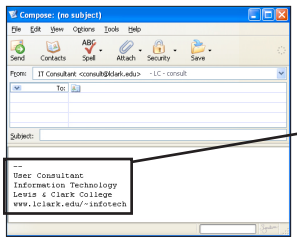
On Macintosh, the path is *user*/Library/Thunderbird/Profiles/*xxxxxxxx*.default/ (*user* may be your login or the word user)

xxxxxxxx will be randomly generated characters & numbers

Configuring Thunderbird

1. Select **Tools > Account Settings**.
2. Click to check the box next to **Attach this signature**.
3. Click the **Choose** button.
4. Navigate to your signature file (*signature.txt*) and click **Open**.
5. Click **OK** in the Account Settings Window.





Using your Signature

When you compose a new message (via the Write button, one of the Reply options or Forward) your signature will be automatically inserted in the message with a separator line of 2 dashes (--).

Updating your Signature

To update your signature file open the signature.txt file in Word, make your changes and Save. You do not need to update Thunderbird since only a link to the external file is stored.

The Signature Extension

Extensions are mini-programs you can add on to Thunderbird to provide a specific feature. If you used the LC customized installer you already have Signature (by miek).
Before this extension is useful you need to set up at least one signature file. This extension can be used in conjunction with the built-in signature (to occasionally replace your standard signature, for example).

Setting up Your Signatures

1. Select **Tools > Extensions** to open the Extensions window.
2. Double-click the Signature extension to open Signature Options.
3. Select an existing signature to edit. (Start with the one called *default* - this will allow you to take advantage of a keyboard shortcut to quickly insert your default signature.)
4. Click the **Edit** button to open the Modify Signature window.
5. Type your signature text in the **Value** box.
6. Click the **OK** button at the bottom of Signature - Options to save all of your changes then close the Extensions window.

Inserting a Signature into an e-mail message

When your cursor is in the Body area of a Compose window you can either use a keyboard shortcut to insert your default signature (ctrl/command + shift + d) or use the Signaure button in the lower right corner of the window to insert any signature.

Your signature will be inserted wherever your cursor is located.

Further Information

See Getting Started with Thunderbird available from http://www.lclark.edu/~infotech/HELP/hsindex.html.
The Signature extension is available from https://addons.mozilla.org/thunderbird. Type Signature in the search box. This extension is called, simply, Signature and was written by miek.