



D&B D-U-N-S Registered Profile Anywhere Installation Guide

Need more help? Please contact DRS Support at: otssupport@dnb.com

Table of Contents

1.	GENERAL	1
2.	GENERATE THE PROFILE ANYWHERE SEAL IN OTMS	1
3.	SPECIAL HANDLING	3
4.	MICROSOFT: WORD, EXCEL, POWERPOINT	4
5.	PDF DOCUMENTS	4
6.	OTHER ELECTRONIC DOCUMENTS	4
7.	EMAIL PROGRAMS	4
	7.1 OFFICE 365	4
	7.2 OUTLOOK 2013	8
	7.3 Outlook 2010	11
	7.4 Оитьоок.сом	14
	7.5 MAC OS	17
	7.6 GMAIL	23
	7.7 Үаноо!	26

1. General

- The following document provides step-by-step instructions for installing Profile Anywhere (also known as a 'Floating Seal').
- The document will guide you through to a successful Installation of Profile Anywhere in a select email and webmail clients and other electronic documents.
- The Profile Anywhere platform supports all known browsers such as: Google Chrome, Internet Explorer, Firefox, Opera, Chrome and others.

2. Generate the Profile Anywhere Seal in OTMS

Step1: Generating the Seal and preparing the signature files

▼ Profile Anywhere	
Profile Anywhere Area: Mail Seal Type: Seal in English	0
A Dun & Bradstreet D-U-N-S® Registered [™] Business Click here to confirm the online <u>D-U-N-S® Registered[™] Profile</u> for Actherm Inc.	





Right Click the Image and select "Save Picture as".
 Change the file location to "c:\signatures" (Create the directory or select your own directory).
 Change the file name to: "signature.jpg" and click Save.

Save Picture			×
	▼ 47	Search signatures	٩
Organize 👻 New folder			0
 ★ Favorites ■ Desktop ↓ Downloads ■ Recent Places 	No items match your search.		
 □ Libraries □ Documents □ Music □ Pictures □ RDP □ Videos 			
r¶ Computer ٰ Local Disk (C:) ←			
File <u>n</u> ame: signature.jpg Save as <u>t</u> ype: JPEG (*,jpg)			•
Hide Folders		Save	I

- In the same directory ("c:\signatures") create an empty text file by Right Click and choose New
 → Text Document.
- Change the file name and Extension to: "signature.htm".
- Open the file using Right Click selecting "Open With \rightarrow Notepad".

	Open with		2007 Microsoft Office component
	Add to archive	3	Firefox
۱	Add to "signature.rar"	0	Google Chrome
	Compress and email	Ø	Internet Explorer
	Compress to "signature.rar" and email	W	Microsoft Office Word
	Restore previous versions	1	Microsoft Visual Studio 2008
	Send to		Notepad
	Cut		Choose default program

 Add the following text into the file and Save it:







- Replace the text "ENTER YOUR PROFILE ANYWHERE HERE" with the customer Profile Anywhere URL (from the OTMS Profile Anywhere TAB).
- Each company has a unique URL.

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Click here to confirm the online <u>D-U-N-S® Registered™ Profile</u> for Auto Long Electric Industries Co., Ltd. This is the line of code to use:

https://dunsregistered.dnb.com/DunsRegisteredProfileAnywhere.aspx?Key1=3078228&PaArea=System

Step 2: use the file in Lotus Notes.

- Open your Lotus Notes mail file, and choose Tools Preferences. Switch to the Mail Signature tab, and click on "HTML or Image File". Click the Browse button, and select the file you saved earlier.
- In order to find the file, you may have to change the file type box from text to HTML, and click OK.
- Compose a new message. You should see your new signature file at the bottom.

3. Special Handling

 Profile Anywhere's built in security mechanism prevents use of the Profile Anywhere hyperlink in a website. If the hyperlink is used in a website, the profile window will display an error message indicating that Profile Anywhere seals are not for use in websites. This advanced security mechanism allows for exceptions in the case of Webmail applications such as Gmail. If an error message is displayed, the URL can be added to the exception list (Use the OTS Support Ticketing System to communicate your request).





• Generally when copying the seal from the "Profile Anywhere" Accordion in OTMS, the hyperlink to the profile is copied automatically with the image. In case the hyperlink is not copied, you can manually copy it from the OTMS "Profile Anywhere" Accordion:

Company Name Native Company Name	Websites Profiles Listing
English V Search	Global Directory Profile Anywhere
Contact Corporate Information	Profile Anywhere Area: System Seal Type: Seal in English
Line of Business	A Dun & Bradstreet D-U-N-S® Registered [™] Business Click here to confirm the online <u>D-U-N-S® Registered™ Profile</u> for Auto Long Electric Industries Co., Ltd.
Quality Finance	This is the line of code to use:
Products Contracts	https://dunsregistered.dnb.com/DunsRegisteredProfileAnywhere.aspx?Key1=3078228&PaArea=System
Languages	Profile Types: Selected Profiles: BASIC PROFILE TW ENG BASIC PROFILE TW CHINESE
Administration D&B Data	
	Add >>>
	<<< Remove

4. Microsoft: Word, Excel, PowerPoint

- In OTMS: Copy the Profile Anywhere image with the link (Right click → Copy) and paste it into the office document.
- To ensure that the link was copied, right click the Profile Anywhere Seal and select "Edit Hyperlink". In case and the "Edit Hyperlink" button doesn't appear, right click the Profile Anywhere Seal and select "Hyperlink", then type in the hyperlink in the "Address" text box. The company hyperlink can be found in the "Profile Anywhere" accordion in OTMS.

5. PDF Documents

PDF can contain hyperlinks; therefore PDF documents can contain the Profile Anywhere (Floating Seal) image and hyperlink.

6. Other Electronic Documents

The Profile Anywhere seal can be placed in any electronic document that accepts images and hyperlinks. The Profile Anywhere seal with hyperlink needs just to be copied into the document.

7. Email Programs

7.1 Office 365

To make a signature with Profile Anywhere, follow the steps below:

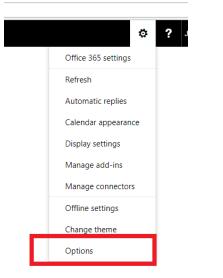




- Save the Profile Anywhere seal image to your computer.
- Sign in to Office 365
- Click the gear icon 🍄 in the upper right hand side.



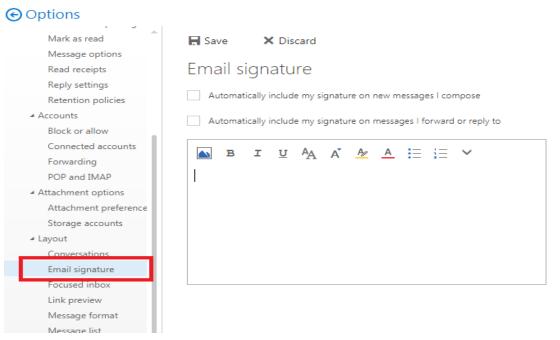
• Select options from the menu that will have appeared



• Click "Email Signature" in the left side menu.





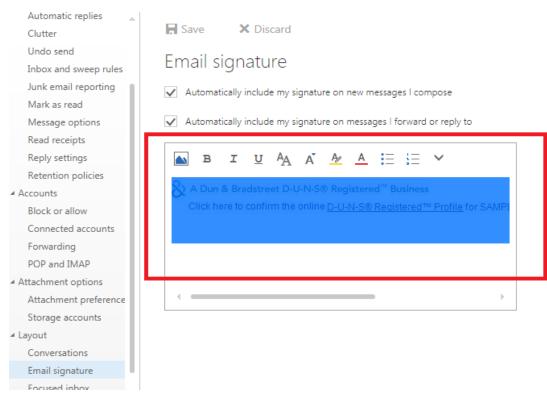


• Select both option "New Messages" and "forward/reply".

R Save X Discard	
Email signature	
Automatically include my signature on new messages I compose	
Automatically include my signature on messages I forward or reply to	
ы в и ча а́ <u>а</u> і і і і	

• Paste the image (the profile anywhere image) under the Email signature text area and select the profile anywhere image.





• Go to more tools and then enter the profile anywhere 'one line of code' using hyperlink option and click Ok.

tions

Automatic replies Clutter Undo send Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies counts Block or allow Connected accounts Forwarding POP and IMAP tachment options Attachment preference Storage accounts vout

- Save × Discard Email signature ✓ Automatically include my signature on new messages I compose Automatically include my signature on messages I forward or reply to U AA A A в I \checkmark =C →= \equiv ତ 2 x² х, abe P _¶∢ Э





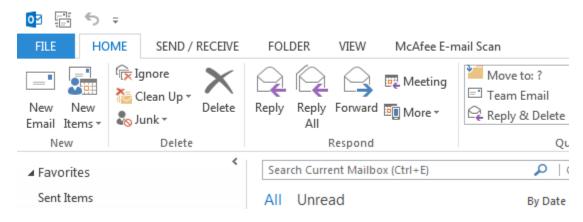
🔊 BIU 🗛 A 🚣 A	Insert link
A Dun & Bradstreet D-U-N-S® Registere Click here to confirm the online <u>D-U-N-S®</u>	URL: 2m/DunsRegisteredProfileAnywhere.aspx?Key1=3056
	OK Cancel

• Return to home page, Click new compose mail and now you will able to see the signature.

Cc			
cc			
Add a subje	ect		

7.2 Outlook 2013

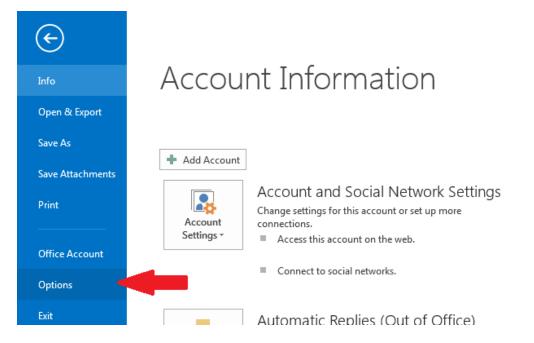
• First Click Outlook2013 and select File menu in the top corner.







• Now Click **Options** menu and the Outlook Options dialogue box will be displayed.



• Now click the Mail option located in the left side menu, and locate the 'create or modify signatures for messages' option in the right side main window.

Outlook Options		8	×
General Mail	Change the settings for messages you create and receive.		•
Calendar	Compose messages		
People Tasks	Change the editing settings for messages. <u>C</u> ompose messages in this format: HTML	Editor Options	ш
Search Language Advanced	ABC Always check spelling before sending Ignore original message text in reply or forward	Spelling and Autocorrect	
Customize Ribbon Quick Access Toolbar	Create or modify signatures for messages.	Sig <u>n</u> atures	
Add-Ins Trust Center	Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and <u>Fonts</u>	

 Now click the Signatures button located in beside of the 'create or modify signatures for messages' option.





Outlook Options		? 🔀
General	Change the settings for messages you create and receive.	*
Mail		
Calendar	Compose messages	
People	Change the editing settings for messages.	ptions
Tasks	<u>C</u> ompose messages in this format: HTML •	
Search		
Language	✓ Always check spelling before sending ≥pelling and Autoc	orrect
Advanced	Ignore original message text in reply or forward	
Customize Ribbon	Create or modify signatures for messages.	atures
Quick Access Toolbar		
Add-Ins	Use stationery to change default fonts and styles, colors, and backgrounds.	Fonts
Trust Center		
	Outlook panes	

• The Signatures and Stationary dialogue box will be displayed, now in order to add new signatures, click the New button.

gnatures and Stati	onery				?
<u>E</u> -mail Signature	Personal Stationery				
Sele <u>c</u> t signature to	edit		Choose default sign	ature	
		*	E-mail <u>a</u> ccount:		•
			New messages:	(none)	•
		-	Replies/ <u>f</u> orwards:	(none)	•
Delete	New Save	Rename			
di <u>t</u> signature					
Calibri (Body)	▼ 11 ▼ B I <u>U</u>	Automatic	- = = =	🔠 Business Card 🛛 🔂 🛞	
					^
					-
				ОК	Cancel

• Paste the image (the Profile Anywhere image) under the Edit signature text area and click on the icon which is marked in "red" below. Then enter the profile anywhere 'one line of code' and click the [OK] button.



E-mail Signature	Personal Static	onery				
ele <u>c</u> t signature to OTSSupport	o edit		*	Choose default sign E-mail <u>a</u> ccount:	nature jayaseelans@dnb.com	
				New <u>m</u> essages: Replies/ <u>f</u> orwards:	(none)	
Delete	New	<u>S</u> ave	• <u>R</u> ename			
Calibri (Body)	• 11 •	B I <u>U</u>	Automatic		🗄 🛛 🚨 <u>B</u> usiness Card	a
· · ·		N-S® Registere nline <u>D-U-N-S®</u>		Profile for SAMPLE	REPORT (TAIWAN) LTD.	2011 12 - 8 12 - 9

- Now your personal signature will appear at the end of every email you send.
- Click new email option on your Outlook, then your Profile Anywhere Seal will appear as signature at the bottom of the email.

⁼• Send	То	I OTSSupport;
	Cc	
	Subject	

A Dun & Bradstreet D-U-N-S® Registered [™] Business Click here to confirm the online <u>D-U-N-S® Registered[™] Profile</u> for SAMPLE REPORT (TAIWAN) LTD.	

7.3 Outlook 2010

• Click the Office button, and the go to **Outlook File > Options**. The Outlook Options dialogue box will be displayed.



ieneral	General options for working with Outlook	
fail		
alendar	User Interface options	
ontacts	Show Mini Toolbar on selection ①	
asks	I Enable Live Preview 🕓	
Charles and some	Color scheme: Default	
lotes and Journal	ScreenTip style: Show feature descriptions in ScreenTips	
earch	Personalize your copy of Microsoft Office	
lobile	resonance your copy of microsoft office	
anguage	User name: Aun	
dvanced	Initials: A	
ustomize Ribbon	Start up options	
	V Make Outlook the default program for E-mail, Contacts, and Calendar	Default Programs
uick Access Toolbar	[2] marc Series in const hog and the const, constant, and constant	Deraut Erogramste
dd-Ins		
rust Center		

• Then, click the Mail option located in the left side menu, and locate the 'create or modify signatures for messages' option in the right side main window.

Change the settings for messages you create and receive.	
Compose messages	
Change the editing settings for messages.	Editor Options
Compose messages in this format: HTML	
	Spelling and Autocorrect
Ignore original message text in reply or forward	
Treate or modify signatures for messages.	Signatures
💦 Use stationery to change default fonts and styles, colors, and backgrounds.	Stationery and Eonts
Message arrival	
When new messages arrive:	
Play a sound	
 Display a Desktop Alert for new items in the primary Inbox 	Desktop Alert Settings
	Compose messages Image: The editing settings for messages. Compose messages in this format: Image: The editing setting before sending Image: The editing message text in reply or forward Image: The edition of th





• Then, click the **Signatures** button located in beside of the 'create or modify signatures for messages' option. The **Signatures and Stationery** dialogue box will be displayed. Click the **New** button to add new a signature.

mail Signature	Personal Stationery					
le <u>c</u> t signature	to edit			Choose default signa	ature	
			*	E-mail account:	aun_bcs@hotmail.com	-
				New messages:	(none)	-
			-	Replies/forwards:	(none)	
Delete	New	Save	ename			
	1	Save [A	CHOINE			
it signature Calibri (Body)	v 11 v B	I U A	tomatic		🛛 💁 Business Card 🛛 🖓 👷	
Calori (DOUY)	▼ 11 ▼ B	I U A	tomatic		Business Card	_
						-
						-

• Paste the image (the profile anywhere image) under the Edit signature text area and click on the icon which is marked in "red" below. Then enter the profile anywhere 'one line of code' and click the ok button.

Signatures and Sta	tionery			<u></u>	8 23
E-mail Signature	Personal Stationery				
Sele <u>c</u> t signature to	o edit		Choose default sign	ature	
OTP Support			E-mail <u>a</u> ccount:	BatchaM@DNB.com	-
			New messages:	(none)	•
			Replies/ <u>f</u> orwards:	(none)	
Delete	New	Save Renam	e		
Edi <u>t</u> signature					
Calibri (Body)	▼ 11 ▼ B	I U Automa	tic 💌 🔳 🗐	📱 🛛 📓 Business Card 🛛 🛃 😣	
& A Dun &	Bradstreet D-U-N-S	® Registered™ Busin	ess		<u> </u>
Click here	to confirm the onlin	e <u>D-U-N-S® Register</u>	ed™ Profile for Auto Lor	ng Electric Industries Co., Ltd.	
					-
				ОК	Cancel

• Now your personal signature will appear at the end of every email you send.





• Click new email option on your Outlook, then your Profile Anywhere Seal will appear as signature at the bottom of the email.

Facta S	n z	 □. · · A' A' 三 · □ · 売 □. · · · · □ 三 三 三 □ 沢 保 fasicTest 	Address Check Book Risnes Names	Attach File Attach Tele Attach Iten * Signature * Include	 Follow Up - High Importance Low Importance Tags = 	Q 2000 2000
Send	To	ors Succord				
0	A Dun &	Bradstreet D-U-N-S® Regis			for Actherm In	1

7.4 Outlook.com

To make a signature with Profile Anywhere, follow the steps below:

• Generate the Profile Anywhere in the OTMS, and save it to a location on the web. Copy the image from the web location.

✓ Profile Anywhere	
Profile Anywhere Area: Mail Seal Type: Seal in English	0
A Dun & Bradstreet D-U-N-S® Registered [™] Business Click here to confirm the online <u>D-U-N-S® Registered[™] Profile</u> for Actherm Inc.	

- Open Windows Live outlook.
- Find the "Options" link in the upper right corner of your Inbox, and click it. The "Reading pane settings" menu will appear

	Q	۵
Reading pane		
●Off		
●Right		
●Bottom		

• Click the "More mail settings" menu link. You will now be taken to the "Outlook Options" page.





a 🕁
Reading pane •Off •Right
•Bottom More mail settings
 Help Feedback

• In the "Outlook Options" page, find the "Writing email" sub heading located halfway down the page. Click the "Message font and signature" link. And then click the "Personal email signature link" directly below this sub-heading.

Writing email
Message font and signature
Reply-to address
Saving sent messages
Attachments

• You will now be taken to the "Personal email signature" page. Here, you will find a simple Microsoft Word-like editor for adding, formatting, and linking text to use for your default e-mail signature.





Pers	Personal signature																
f you'd like to have a signature added to the bottom of each message you send, enter it below.																	
В	1	<u>U</u>	Aa	A‡	<u>A</u>	<u>/</u>		≣	Ę+	۶Ē	≡	Ξ	≣	ප	Rich text	٠	

- The image must be on a web server, i.e. its address must start with "http://". You cannot use an image that resides only on your hard disk.
- If you use an image uploaded to a free image hosting service: Click on the image Link the image to the image's page address at the free image hosting service
- Return to the tab or window with your Outlook "Personal email signature" editor page. In the signature editor menu bar, click the arrow next to the words "Rich text" and select "Edit in HTML" from the drop down menu. The text editor box will change to an HTML editor box.



- Copy the HTML Code link to your image. Your one line of code should now look something like this.
-
- Click the Save button
- Return to your inbox, and send an e-mail to yourself.



<mark>0</mark> ⊉ Outlook	Send Save draft	Spell check	Options 💙	Cancel
sample sample@outlook.com		Add a	subject	
To	Cc & Bcc	Attach fi Type your o X A Dun & B	les message here iradstreet D-U-	∠ I = I + + F = = = ⊕ ② N-S® Registered [™] Business online D-U-N-S® Registered [™] Profile for Actherm Inc.

7.5 Mac OS

Hide Mail

Show All

Quit Mail

Hide Others

To make a signature with Profile Anywhere, follow the steps below:

• Generate the Profile Anywhere in the OTMS, and save it to a location on the web. Copy the image from the web location.

▼ Profile Anywhere	
Profile Anywhere Area: Mail Seal Type: Seal in English	
& A Dun & Bradstreet D-U-N-S® Registered™ Business	
Click here to confirm the online <u>D-U-N-S® Registered™ Profile</u> for Actherm Inc.	
Open mail app and Click Mail Preferences Option	
Mail) File Edit View Mai	
About Mail	
Preferences ૠ, Provide Mail Feedback	
Services	

• In the Mail Preferences window, click the Signatures icon.

ЖQ

ЖΗ

∵жн





000	Signatures
General Accounts RSS Junk Ma	il Fonts & Colors Viewing Composing Signatures Rules
All Signatures	
Dnb 0 signatures	
e	*
+ -	 Always match my default message font (Helvetica 12)
Choose Signature:	None +
	Place signature above quoted text

- If you have more than one email account, select the account for which you want to create a signature.
- Click the plus (+) icon near the bottom of the Signatures window





000	Signatures
General Accounts RSS	Junk Mail Fonts & Colors Viewing Composing Signatures Rules
All Signatures 1 signature Dnb 0 signatures	My Signature Thanks & regards, DNB User
	+ - Always match my default message font (Helvetica 12)
Choose Sig	gnature: None ‡ Place signature above quoted text ?

• Open a Finder window. In the menu bar on the very top of your screen, click "Go". With the "Go" menu displayed, click and hold the "option" key on your keyboard to toggle the visibility of "Library" in the menu. Go ahead and select the "Library" option which will open a new window.

🛒 F	inder	File	Edit	View	Go	Window	Help		and the second second
						ck rward closing Fo	lder]# [≝ ↑ # ℃	•
						All My File	s	<mark>ፚ</mark> ፝፞፝೫F	
1. 1. 18 10					3	Document	ts	企業O	
						Desktop		企業D	the state of the s
100					O	Download	s	₹#L	
					☆	Home		☆ ₩H	
					Û	Library			
- 19 E.						Computer	-1 -	ዕ <mark></mark> ଞ	1. S. 18 18 -
					P	AirDrop		ፚ ቘR	
				18	0	Network		ôжК	

• Drill down to "Library > Mail > V2 > MailData > Signatures". You should see a file with the extension .webarchive in here. Which we will soon replace with our fancy HTML version.





Note: Make note of the signature file name (copy the file name) this will be used in the upcoming steps.

000			Signatures			
< ▶	? ः ≡ □ □ ≉	· • · · · · · · · · · · · · · · · · · ·			Q	
Back		ion Arrange				Search
AVORITES	Google iMovie Input Methods	▶ 🛄 V2 ▶	EWS-10960hnology.com ▷ EWS-Selvaraver.dnb.com ▷ EWS-selvaraail.dnb.com ▷	 Accounts.plist AvailableFeeds AvailableFeeds-shm 	AE6A64ED3.webarchive	The second se
Applications	Internet Plug-Ins	14 14	Mailboxes	AvailableFeeds-wal BackupTOC.plist		
🔜 Desktop 🖺 Documents	Keyboard Layouts Keychains LaunchAgents	4 4	RSS Þ	DefaultCounts Envelope Index Envelope Index-shm		
O Downloads	Logs Mail	P		Envelope Index-wal FlagMailboxes.plist		
Movies 🎜 Music	Mail Downloads	4		LSMMap2 MessageRules.plist		WEB
i Pictures 👔 vijay	PreferencePanes Preferences	4 14		OpenedAttachments.plist		
Library	Printers PubSub	4		SmartMailboxes.plist		Name AE6A64ED-69B6-4664 2FB-7BFA9CAF7A33.we rchive
HARED	Safari Saved Application State	4		VersionedSailboxes.plist		Kind Web archive Size 953 bytes
dnblap019	Screen Savers	4				Created Today 4:41 PM Modified Today 4:41 PM Last opened Today 4:41 PM
dnblap020	Spelling SyncedPreferences	4				Last opened Today 4.41 PM

- The image must be on a web server, i.e. its address must start with "http://". You cannot use an image that resides only on your hard disk.
- If you use an image uploaded to a free image hosting service: Click on the image Link the image to the image's page address at the free image hosting service
- Copy the HTML Code link to your image. Your one line of code should now look something like this.
- <img

src="http://imageshack.us/a/img5/3797/dranywhere1221020121331.jpg"/>

• Create your signature in your HTML editor of choice.





000	🐑 untitled text 4	12
• 🥖	(New Document)	
	◄ ► ● untitled text 4 ↓	
1		T
2	<div></div>	
3	Thanks,	
5	<pre></pre>	
6		
7		
8		

- Once you have your email signature designed and laid out just as you like, save the file to your Documents and call it "mail_signature.html"
- Open Safari, drag your newly created "mail_signature.html" file into the Safari window. You should now see your signature in Safari.

000			mail_	signature.h	tml				27
< > + (3 🤻 🙆	file:///Use	rs/DNB/D	ocuments/n	nail_signa	ture.html		Ċ	Reader
60 00 III A	pple iCloud	Facebook	Twitter	Wikipedia	Yahoo!	News *	Popular *		+
Thanks, A Dun & Bra Click here to	adstreet D-U					for Acthe	rm Inc.		

 With Safari open and your signature visible, click on File in the top menu, and select "Save as..." Make sure that the "Web Archive" is selected in the format menu and save your signature as a .webarchive (Paste the file name which you have copied earlier in step) to your "Library > Mail > V2 > MailData > Signatures".





	le:///Users/DNB/Docume acebook Twitter Wiki	mail_signature.html ents/mail_signature.html pedia Yahoo! News ▼ Popular ▼	teader €
Image: Second state sta	7A33 want A file o the fol	A64ED-69B6-4664-82FB-7BFA9CAF webarchive" already exists. Do you to replace it? or folder with the same name already exists in der Signatures. Replacing it will overwrite its t contents. Cancel Replace Envelope Index-wal FlagMallboxes.plist LSMMap2 MessageRules.plist OpenedAttachments.plist Signatures SmartMailboxes.plist SmartMailboxes.plist SmartMailboxes.plist	AE6A64ED3.webarchive SignaturesByAccount.plist
Hide extension New	Forn Saves text Folder	nat: Web Archive \$	Cancel Save

• Restart the Mail.app and go into the preferences Mail > Preferences > Signatures. You should see something very similar to this screenshot.

Signatures
Junk Mail Fonts & Colors Viewing Composing Signatures Rules
My Signature Thanks,
+ - Always match my default message font (Helvetica 12)
gnature: None ‡ ✓ Place signature above quoted text (?)

• Click on Red Marked button.





000	Inbox — Dnb (65 messages)	
	(600 New Message	
THide tribus * Save		
MAILBOXES	(Nelvestica) (12 1) ((((((((((((((((((
Dibtechnology	To:	
	Ce	
r ∰ Sent	Subject	
Construction of Debug	(= + From: DNBTest < DNBTest)dnb.com> + Signature: My Signature +	
* Trach Trach Trach Dobtechnology Dob R55 Apple Hot DNITTECHNOLOGY DNIT	Marka. & A Dun & Bradstreet D-U-N-S® Registered [™] Business Click here to confirm the online <u>D-U-N-S® Registered[™] Profile</u> for Actherm Inc.	

7.6 Gmail

This installation can be done using Firefox or Opera browsers (Do not use Internet Explorer). To make an email signature with a Profile Anywhere seal follow the steps below:

- Save the Profile Anywhere seal image to your computer.
- Logon to Gmail
- Click the gear icon 🍄 in the upper right hand corner.
- Select Settings from the menu that will have appeared

	<	>	\$ *
Display density: Comfortable Cozy (on lar ✔ Compact	(on la	·	 ys)
Settings Themes Help			

- Navigate to "Labs"
- On the Google Labs page, find "Inserting Images" and "Canned Responses" and enable them both.





General Labels Inbox A Themes	Accounts and Import Filters Forwarding and POP/	IMAP Chat Web Clips Labs Offline
Enabled Labs		
Choose canned response RTFM Status report template	Canned Responses by Chad P Email for the truly lazy. Save and then send your	 Enable Disable
Godwin troll	common messages using a button next to the compose form. Also automatically send emails using filters.	Send feedback
- Tag Tag 😥 🔯 🔜 🚉 🕴	Inserting images by Kent T	 Enable Disable
chart: Helo	Allows you to insert images into a message body. You can upload and insert image files in your computer, or insert images by URLs. This lab will not work if you have offline enabled.	Send feedback

• Navigate to the end of the page and save the changes.

Save Changes	Cancel

• Go to "Compose Mail" and make sure you have no signature. Then click enter a number of time (e.g. 15 times.), to allow some empty lines.

~~

- Click the small picture button.
- Upload the Profile Anywhere seal image that you saved earlier.

Add an Image		×
My Computer O Web address (URL)	Upload an image	[Browse_]
		OK Cancel

• After the seal image appears, select the image, click on the "Link" button, and paste the Profile Anywhere link.





- Click "Canned Responses". A drop-down menu will open.
- Click "New Canned Response..." and save your Profile Anywhere signature with a descriptive name such as "Profile Anywhere".

	The page	at https://mail.google.com says:
<u>20</u>	?	Please enter a new canned response name:
Canned responses v		Profile Anywhere
Save		OK Cancel
New canned response		

• Once you have saved your signature, make sure it is saved by clicking "Canned Responses" again and checking that the name you saved appears. After this you may discard the mail.

Canned responses ▼
Insert
Profile Anywhere
Save
Profile Anywhere
New canned response
Delete
Profile Anywhere

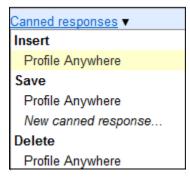
- Once the installation is done your Profile Anywhere signature will be available in all browsers.
- To use your Profile Anywhere signature, select "Compose Mail".
- Click "Canned Responses" and select your saved Profile Anywhere signature.

<u>Step 1</u>



Compose Mail	Send Save Nov Discard	e
Inbox (392) Buzz S Starred 😭	To: Add Cc Add Bcc	
Sent Mail Drafts (9) Personal	Subject: # Attach a file Canned responses •	
<u>Travel</u> <u>6 more</u> ▼	B / U fr ff Tg 🕠 🕫 📾 🥯 扫 扫 迂 匠 匠 ᡝ 🇮 喜 喜 🎵 🕅 👀 «Plain Text	Check Spelling v
<u>Contacts</u> <u>Tasks</u>	1	
- Send SMS		







Compose Mail	Send Save Now Discard Draft autosaved at 11:31 AM (0 minutes ago)	
Inbox (397) Buzz 🗭	<u>To:</u>	
Starred 12 Sect. Mail Drafts (10)	Add Co I Add Boo	
Personal	Attach a file Carned responses •	
5 more *	B / U J- ft Tg Tg 😵 😹 👷 🗄 🖽 TE TE TE 🖬 🚝 🇮 🖉 T 🕫 sPlain.Text	
Contacta Taska	& A Dun & Bradstreet D-U-N-S® Registered [™] Business	
Send SMS	Click here to confirm the online D-U-N-S® Registered [™] Profile for Actherm Inc.	

7.7 Yahoo!

To make a signature with Profile Anywhere, follow the steps below:

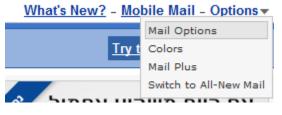
• Generate the Profile Anywhere in the OTMS¹ and save it to a location on the web. Copy the image from the web location.

 $^{^{1}}$ The image must be on a web server, i.e. its address must start with "http://". You cannot use an image that resides only on your hard disk.

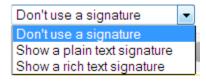




- Open Yahoo! Mail.
- Select Options | Mail Options from the top right navigation area.



- Go to the Signature category.
- Select "Show a rich text signature".



- Follow the Rich Text link, if available.
- Position the cursor where you want to insert your image.
- Click on "paste".



• After the image appears, hover your mouse over your Profile Anywhere and click on the

"Hyperlink" button.

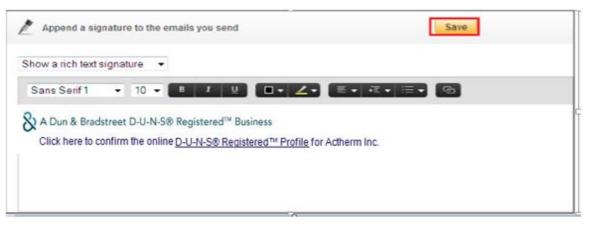




• Enter your profile link URL.



• Click 'Save' button.



- Compose new mail
- Check that your Profile Anywhere attach to your mail automatically.

CC:		+ Add BCC
		• 100 000
SUBJECT:		
Ø Atlachm	ents © Emoticons & Format	

---- END ----