NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
INSTITUTIONAL OFFICE

How to create a GroupWise Signature with the NWU logo

1 Recommendations for NWU signatures

1. Size of logo image – not larger than 6 kb.
2. The signature should be available in Afrikaans and English with exception of the Mafikeng Campus.
3. The disclaimer link must be included, e.g.: http://www.nwu.ac.za/it/gov-man/disclaimer.html
4. The signature should include the following:
   - Title, full name and surname
   - Job title
   - School / Faculty / Unit / Department / Division
   - Campus
   - Postal address
   - Physical address
   - Telephone, fax and e-mail address
   - Website address: www.nwu.ac.za
5. Use the corporate default font - Arial
6. Don't make the font too big or too small – stick to size 10
7. Double check for spelling mistakes and the correctness of information
8. Refrain from using any coloured text – stick to black
9. NO secondary logos or any other logo than the approved NWU logo is allowed

2 To add a signature to an outbound e-mail, complete the following steps:

You may use one of the following options when adding your signature:

2.1 OPTION 1: Bilingual signature

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Institusionele Kantoor, NWU
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Vrywaring:
http://www.nwu.ac.za/it/gov-man/disclaimer.html

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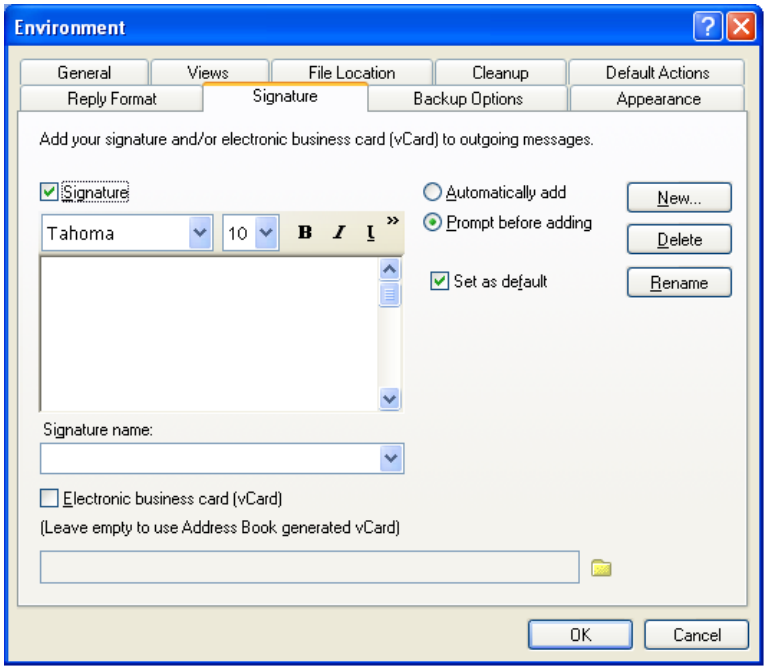
10. In the GroupWise client, select Tools | Options | Environment | Signatures.



11. Click in the “Signature field”.
12. You have to create a 3-column table. Click on ».
13. Choose Table options | Other and create a table of 1 row and 3 columns.
14. To add a logo, click in the middle column and click on ».
    1. Click Insert Picture.
    2. Browse to F:\APPS\OFFICE\template and select nwu_logo.jpg, Open.
    3. Click OK.
15. Make sure the text in left and right columns is set to Arial, size 10.
16. Add your signatures in the left and right columns according to the above example.
17. Align text in the left column to the left.
18. Align text in the right column to the right.
19. Make the table’s borders invisible by clicking on ».
20. Choose Table Options | Entire Table | Border Width | 0

21. Choose the desired option for when to add the signature
    4. Automatically add
    5. Prompt before adding
22. Click OK

2.2 OPTION 2: Single language signature

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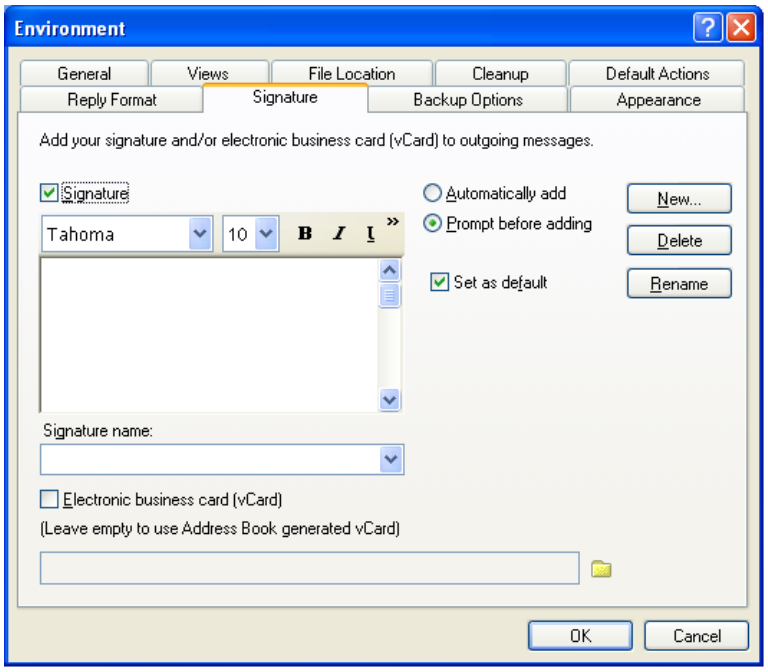
1. In the GroupWise client, select Tools | Options | Environment | Signatures.



2. Type in the desired signature message into the "Signature" field.
3. To add a logo, place your cursor below the signature and click on ».
    1. Click Insert Picture.
    2. Browse to F:\APPS\OFFICE\template and select nwu_logo.jpg, Open.
    3. Click OK.
4. Choose the desired option for when to add the signature
    1. Automatically add

2. Prompt before adding

5. Click OK

Original details: GENA.NEL@NWU.AC.ZA e:\my docs\3 webkantoor\web redevelopment vergaderings\2008_11_20\groupwise signature and nwu logo.doc
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