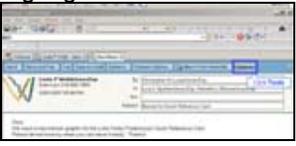
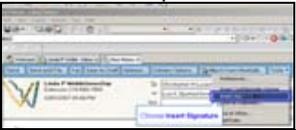
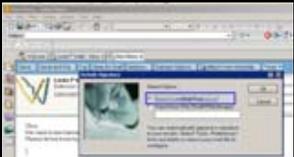
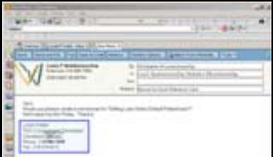


**Sample design template: Adding a Signature on Select Messages [Lotus Notes Preferences] for use in Adobe Captivate modules**  
**Linda Webb, M.Ed.**  
**Project completed for a global law firm**

#	A. Presenting Screen	C. Steps	B. Script: Audio the Learner Hears	D. Instructions the Learner Sees	E. Tasks the Learner Does
1	Adding a Signature on Select Messages 	n/a	Adding a Signature on Select Messages	[None]	Observe [Slide auto-advances]
2	Newly created mail message, unsent 	n/a	If you have chosen not to automatically append a signature to all email messages, you can to add your signature only to selected messages.	[None]	Listen Observe
3	Newly created mail message, unsent 	1. Open the message to which to add a signature 2. Position the cursor in the location where you want to add a signature	To do this, you will first create the new message and position the cursor where you want to add the signature. We'll do this for you now.	[None]	Listen Observe
4	Newly created mail message, unsent, Tools highlighted 	3. Click the Tools button and select Insert Signature.	Then, click the <b>Tools</b> button.	Click <b>Tools</b> .	Listen Invoke click box
5	Tools menu options 	3. Click the Tools button and select Insert Signature.	And select <b>Insert Signature</b> .	Select <b>Insert Signature</b> .	Listen Invoke click box
6	Include Signature dialog 	4. Click the Select from Mail Preference radio button.	Make sure that the Select from Mail Preference radio button is checked.	Highlight box around <b>Select from Mail</b>	Listen Observe highlight box Invoke click box

				<b>Preference.</b>	
7	Include Signature dialog 	7. Click OK. Your selected signature is added to the message.	Click <b>OK</b> .	Click <b>OK</b> .	Listen Invoke click box Observe demo
8	Newly created email message with signature added 	n/a	Notice that your signature has been added to the new email message.	[None]	Listen Invoke click box Observe
9	Include Signature dialog with 	4. If desired, to use text from a file, click Import from File and specify the file. 5. Navigate to the location of the file to import. 6. Click the <b>Open</b> button. 7. Click <b>OK</b> . Your selected signature is added to the message.	If you prefer, you can use text from an existing signature file by clicking the Import from File radio button, and then specifying the file to use. After you select the file, click OK and your saved signature will be added to this message.	[None]	Listen Observe Invoke click box
10	Conclusion 	n/a	You have completed the tutorial called "Saving Copies of Sent Messages"	[None]	Listen