


Brigshaw Signature Generator

The Signature Generator can be used to create custom, professional signatures. We recommend you follow this guide on a desktop or laptop running Google Chrome, rather than mobile.

Creating your Signature

1. Navigate to signatures.brigshaw.co.uk.
2. Fill out the form on the left, starting with your personal details. Optional fields may be ignored if you wish, though we do recommend filling them out. Brigshaw's main phone number and the school rules are filled in by default. Adjust these if required.
 - a. The preview will refresh automatically, but if this is blocked by your browser or otherwise doesn't function, please press the "Refresh Preview" button at the bottom.

Personal Details

First Name	
Last Name	
Job Title (Optional)	
Department (Optional)	
0113 287 8900	Ext. (Optional)
Email Address	

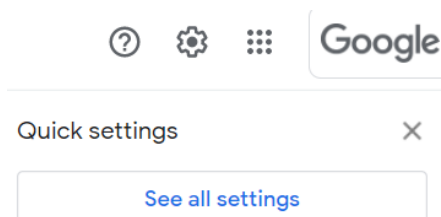
3. The logo in the top right of the signature is decided by the "Organisation" box.
4. Choose a colour scheme of your choice.
5. When you're finished, please press "Copy to Clipboard". This method will work for the majority of online mail clients, including Gmail. The form and buttons will inform you if you haven't filled the form out correctly.
 - a. Alternatively, if you use a method that requires an .HTML file, you can press "Create" instead, then save the web page.

Help Document	Copy to Clipboard	Create
Refresh Preview		

Using your Signature in Gmail

This part of the guide will cover setting up and using a signature in Gmail. This method will work for other web clients and email systems that allow HTML signatures, though please be aware that the method of getting to the signature edit box will differ system by system.

1. In another tab, open gmail. Press on the settings cog in the top right, then "See all settings".



2. Scroll down until you find the "Signature" portion of the settings. Press "Create New". This area will look different if you already have a signature. Delete any you don't want anymore.

Signature:

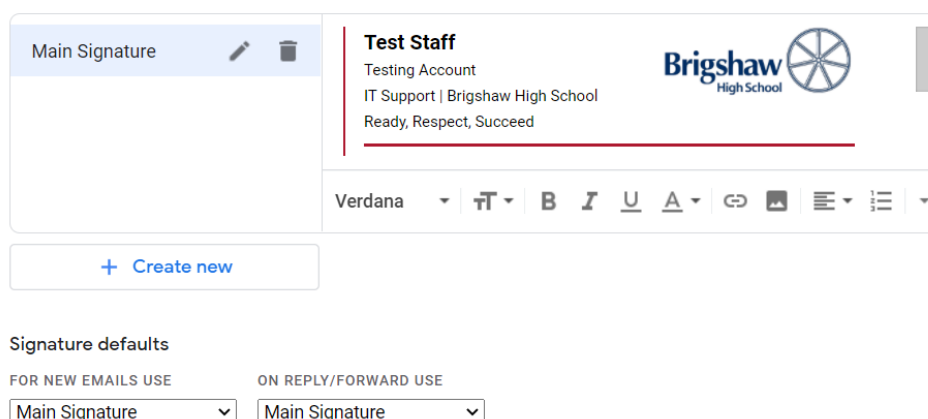
(appended at the end of all outgoing messages)

[Learn more](#)

No signatures

[+ Create new](#)

3. Give the signature a name. It can be something simple as "Main Signature" if you don't plan on having a few different ones.
4. Making sure the correct signature is selected (it will be highlighted in blue), paste the signature from the Signature Generator into the box on the right. Do this by using either right click → paste or CTRL-V.



5. Select the signature you want as your default in the dropdowns.
6. Scroll down to the bottom of the page and press "Save Changes"
7. Your signature is ready for use. You may find that the red lines extend too far when formulating new emails. Don't worry about this, as the signature is reactive to the viewer's display and will adjust accordingly for their view.