



Instructions for adding an email signature block

2023 Victorian Protecting Children Awards

Purpose

This document contains instructions for loading the 2023 Victorian Protecting Children Awards email signature in Outlook.

Instructions

How to insert an image into your signature block

You can insert an image into the **Edit signature** area in MS Outlook by either:

- copying and pasting an image directly from another email into the signature you are editing
- inserting an image file into the **Signatures** menu

Note: you still need to add alternate text to images to ensure accessibility (see below).

To insert an image file, save the approved promotional image you want to use to your computer. Then follow the below steps:

1. in Outlook, select **File**, then **Options**, then **Mail**, then **Signatures**
2. select the signature to edit and place your cursor where you want the image
3. select the **Image** icon and find and **Insert** the image you have saved
4. you may need to reduce the size of the image. To do this, select the image you have inserted and open the context menu (right-click with a mouse or **Shift+F10** with a keyboard)
5. select **Picture** and then the **Size** tab and change the **Height (Absolute)** to 2 cm. Do not change the **Scale** (make sure you have **Lock aspect ratio** and **Relative to original picture file** checked). Select **OK**
6. follow the steps below to add alternative text (required) and links (optional) to the image

Add alternate text and links to promotional images

You need to add a description to images you have in your email. This is called alternate text (also known as alt text). Alt text lets people understand the purpose of the image if the image does not load or they are using a screen reader.

How to add alt text and links to a signature block image (required)

1. open the **Edit signature area** of the email signature block you want to edit (**File**, then **Options**, then **Mail**, then **Signatures**)
2. select the image and open the context menu (right-click with a mouse or **Shift+F10** with a keyboard)
3. select **Picture** and then the **Alt text** tab
4. add your short alt text description. The description needs to provide the same information that is on the image. If there is text in the image, include it in the alt text
5. select **OK**

How to add a link to the image (optional as required)

1. copy the full URL (web address), including http:// or https:// from the address bar of the relevant internet or intranet page – <https://www.dffh.vic.gov.au/victorian-protecting-children-awards>
6. open the **Edit signature area** of the email signature block you want to edit (select **File**, then **Options**, then **Mail**, then **Signatures**)
7. select the image and open the context menu (right-click with a mouse or **Shift+F10** with a keyboard) and select **Link**
2. select **Existing File** or **Web page**
3. paste the URL into the **Address** bar – <https://www.dffh.vic.gov.au/victorian-protecting-children-awards>
4. select **OK**

