‘Proud to be IEng’ Email Signature

1. In whichever email programme you use you can modify your signature so that it automatically includes the ‘Proud to be IEng’ logo each time you send an email. The logo is supplied in both .jpeg and .png format.

2. Save the ‘Proud to be IEng’ logo on your computer in your preferred format (choose from the .jpeg or .png files supplied). Access your email signature and place the cursor where you would like to place the logo – see point 3 below for recommended positioning. In the menu, select ‘insert picture’ or the ‘insert picture icon’ (mountains with the sun over them) and browse your computer and find the ‘Proud to be IEng’ logo. Click on ‘insert’ and then click on ‘Ok’. Your email signature will now include the ‘Proud to be IEng logo.

3. Insert the logo, at the size supplied, underneath your name and job title as shown in the example below: (NB The logo can be inserted at another place within your email signature should you prefer it)

   Erica Robertson IEng MIEE MIIE
   Senior Electrical Engineer

   ![IEnginer](image)

4. Leave a line space between your email signature and any text that might follow it;

   Erica Robertson IEng MIEE MIIE
   Senior Electrical Engineer

   ![IEnginer](image)

   Tel: +44 (0)1234 567890
   Fax: +44 (0)1234 567891
   Email: [Erica.robertson@erengineers.co.uk](mailto:Erica.robertson@erengineers.co.uk)
   Web: [www.erengineers.co.uk](http://www.erengineers.co.uk)

   Building Name | 25 Any Street | Anytown | AB1 2CD

5. The logo has been produced at optimum size and doesn’t need to be modified in any way. Please don’t:

   Alter its size

   ![IEnginer](image)

   Change the proportions

   ![IEnginer](image)

   Add to or alter the logo in any way