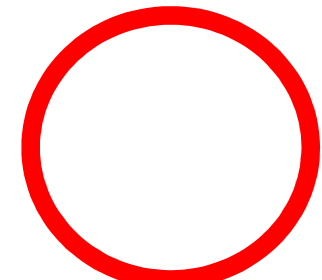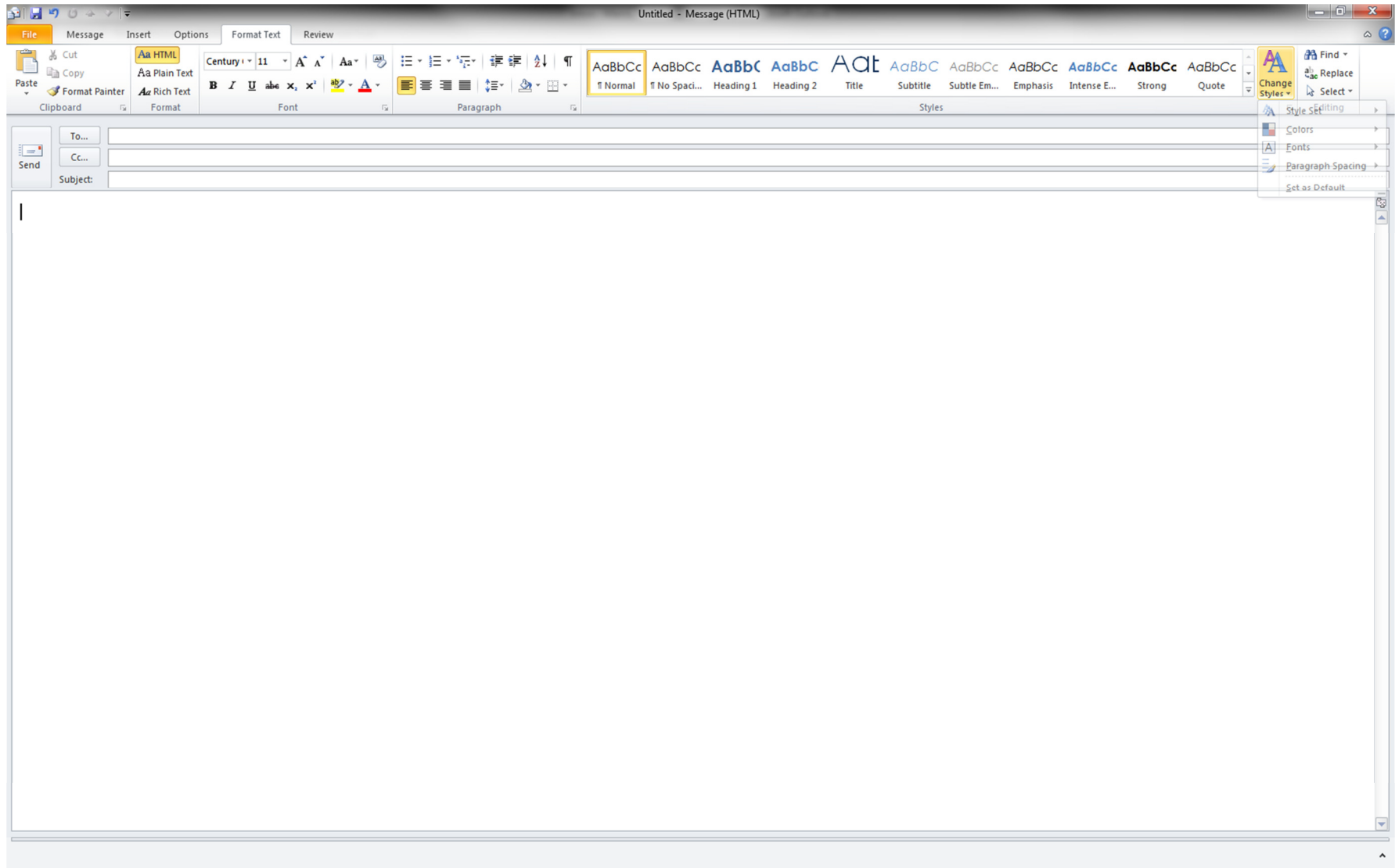# Western Cape Government

E-mail signature guidelines

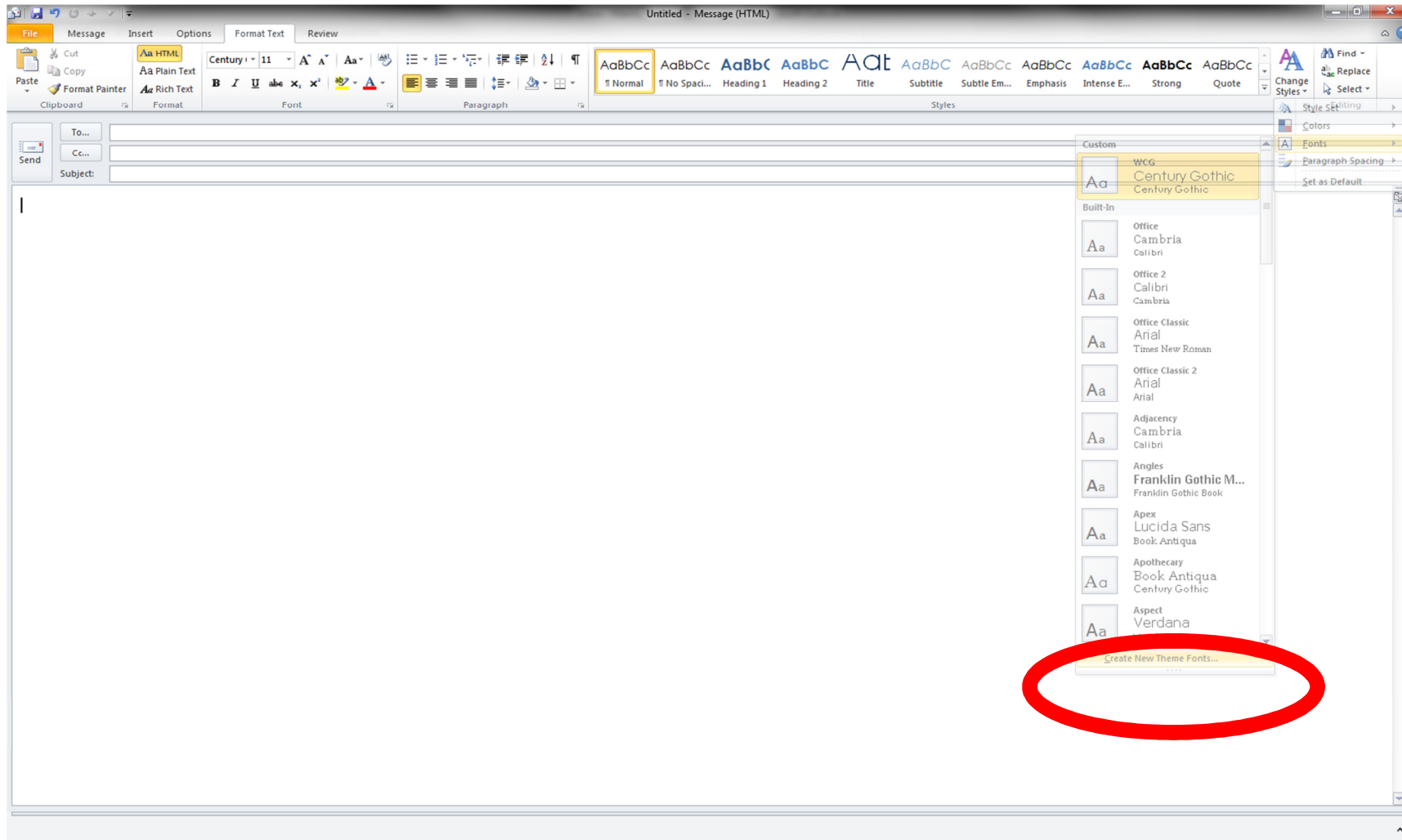**How to change your e-mail default text to the font Century Gothic**
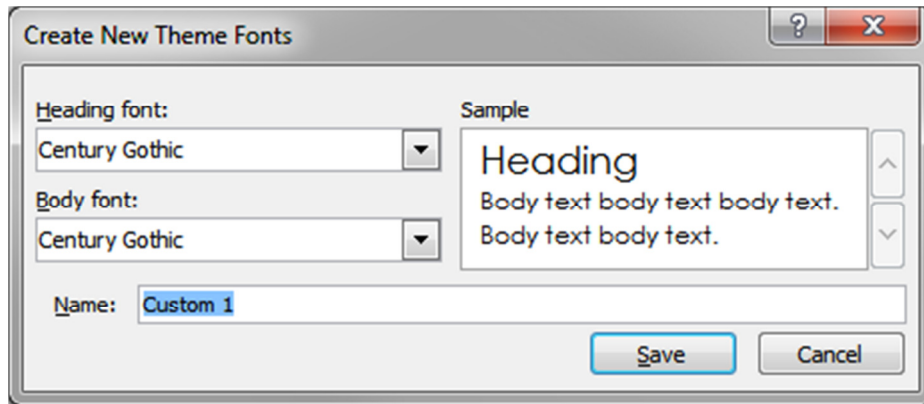
1. Click 'New e-mail'.
2. Click in the message/text area.
3. Click the 'Format Text' tab.
4. Click 'Change Styles' as in the figure below.
5. Click 'Fonts' as in the figure below.

6. Scroll down to the bottom and click on "Create new theme fonts" as in the figure below.

7. Select Century Gothic for both
8. Change the name (for example: WCG)
9. Click Save

Create New Theme Fonts

Heading font:
Century Gothic

Body font:
Century Gothic

Sample

Heading
Body text body text body text.
Body text body text.

Name: Custom 1

Save   Cancel

10. Click "Change Styles" as in the figure below.
11. Click "Set as default" as in the figure below.
12. Century Gothic is now your default e-mail text. The recommended font size is 11.
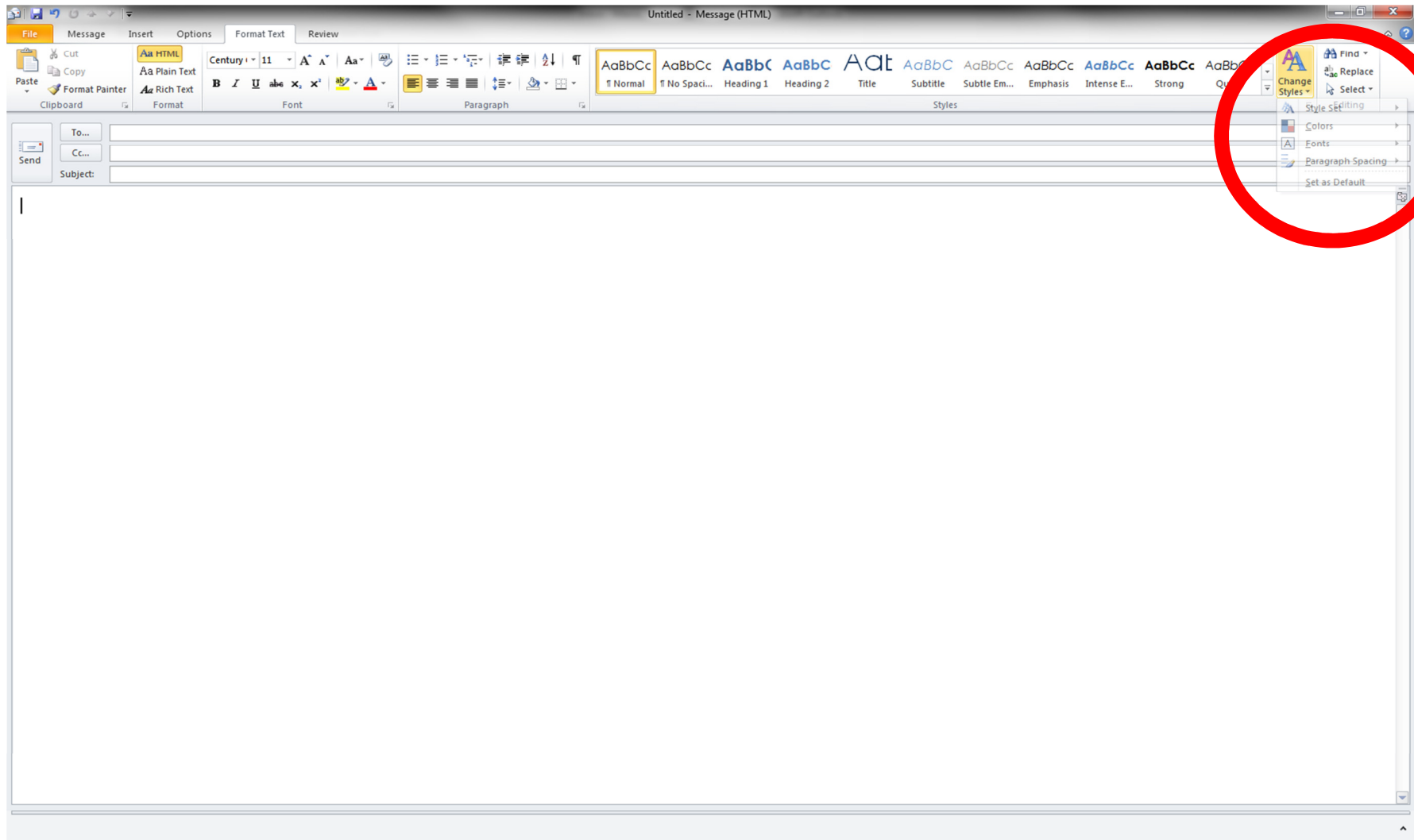
Below are the details which need to be included in your signature:

Name
Directorate / Unit
Department
Western Cape Government

Address: eg. 1st Floor, 4 Dorp Street, Cape Town.

Tel: xxx xxx xxxx
Fax: xxx xxx xxxx
E-mail: xxxxxx
Website: www.westerncape.gov.za

Be 110% Green. Read from the screen.

Please do not add any other information.

Example:

Doris Burner
Strategy
Department of Health
Western Cape Government

1st Floor, 4 Dorp, Street, Cape Town

Tel: 021 483 1111
Fax: 021 483 1111
E-mail: Doris.Burner@westerncape.gov.za
Website: www.westerncape.gov.za

Western Cape Government

BETTER TOGETHER.

Be 110% Green. Read from the screen.

Make sure you change the colour of the signature to blue and your e-mail address and website to grey.

Blue RGB

Red: 0   Green: 21   Blue: 153

Grey RGB
Red: 153   Green: 143   Blue: 134

Green RGB
Red: 92   Green: 135   Blue: 39

To add the image, click on the image icon (the one with the sunset landscape to the right of 'business card' in the formatting section above the text box) >

Browse to the image > select the image > click insert.

Save the signature to profile.