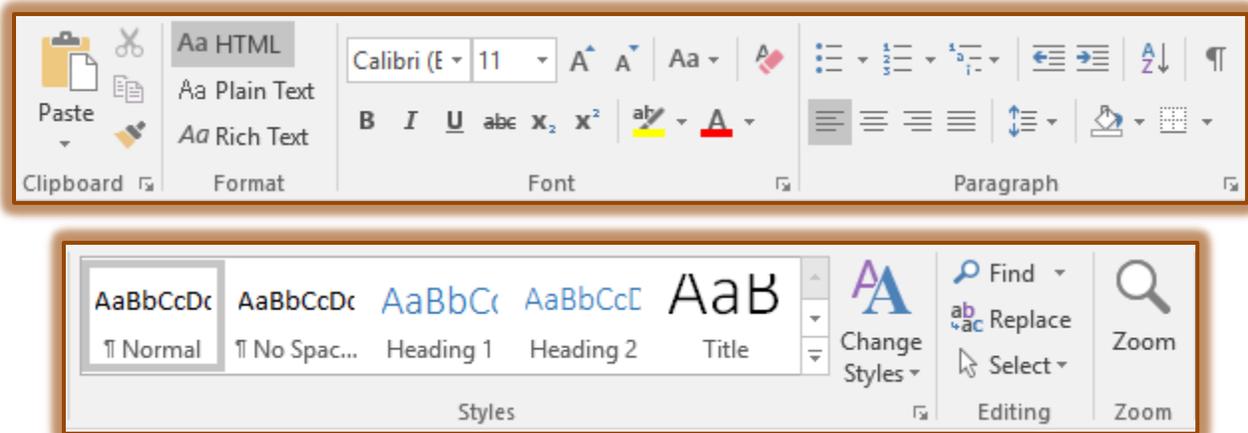# APPOINTMENT RIBBON – FORMAT TEXT TAB

The ribbons on the appointment or meeting window are used to perform different tasks such as inserting tables, pictures, hyperlinks, files, and so forth. The Format Text Tab is used to apply formatting to selected text within the appointment or meeting.

Group/Button	Description
Clipboard Group	
Paste	To insert text from the clipboard that has been copied from another document or another place in the current appointment or meeting, click this button.
Cut	To remove a portion of an entry in the text area of the appointment or meeting, click this button. The information will be placed on the clipboard. It can then be inserted into another area of the appointment or meeting text.
Copy	Use this button to copy text from an area of the appointment or meeting and place it on the clipboard.
Format Painter	This button can be used to copy text formatting from one part of the text area to another location within the text area.
Format Group	
As HTML	This format used for web pages. Formatting features can be applied to this format. It is also possible to create hyperlinks using this format.
As Plain Text	This universal format can be read by all types of computers such as Windows or Apple systems. Hyperlinks and other formatting cannot be applied to this type of message.
As Rich Text	Another format that can be read by other computer systems. Hyperlinks and other formatting features can be applied to this format.
Font Group	
Font Type	Click the list arrow for this button to select another font type for the selected text.
Font Size	To change the font size for selected text within the text area, click the list arrow for this button.
Increase Font Size	Use this button to increase the size of the font for selected text.

Group/Button	Description
Decrease Font Size	This button is used to decrease the size of the font for selected text.
Change Case	To change the case for selected text, click this button. The options are: **Sentence case**, **UPPER CASE**, **lower case**, **Capitalize Each Word**, or **tOGGLE cASE**.
Clear All Formatting	To clear all the formatting from selected text, click this button. This will restore the formatting to the default format.
Bold	Click this button to apply **Bold** formatting to selected text.
Italic	To *italicize* selected text, click this button.
Underline	Use this button to underline selected text.
Strikethrough	This button is used to draw a line through the middle of selected text.
Subscript	Click this button to draw small letters below the baseline of selected text.
Superscript	Use this button to draw small letters above the baseline of selected text.
Text Highlight Color	Click this button to apply highlighting to selected text.
Font Color	This button is used to change the font color of selected text.
Paragraph Group	
Bullets	To format a list with bullets, click this button. Click the list arrow to display additional bullets. Click the Change List Level or Define New Bullet to make additional selections.
Numbering	Click this button to apply number formatting to a list. Click the list arrow to display additional number formats. Click one of the other options to specify additional changes.
Multilevel List	This button is used to create an outline or a multilevel list. Click the list arrow to display additional multilevel formats. Click one of the other options to specify additional changes.
Decrease Indent	Use this button to decrease a temporary left margin in 0.5-inch increments. A temporary left margin is set when the Increase Indent button is clicked.
Increase Indent	Click this button to set a temporary left margin. Each time the button is clicked, the margin will increase 0.5-inches.
Sort	This button is used to sort a list or paragraph of text. The text has to be selected before it can be sorted.
Show/Hide	Click this button so that paragraph marks, tabs, and word spacing will appear within the text.
Align Left	To align a paragraph on the left side of the window, click this button.
Center	This button is used to center a paragraph of text.
Align Right	Use this button to align a paragraph of text to the right.
Justify	Click this button to align the left and right margins of a paragraph evenly.
Line and Paragraph Spacing	To specify how much spacing appears between lines of text or between paragraphs of text, select this option.

Group/Button	Description
Shading	Use this button to apply shading to selected text. A gallery of shades will appear when the arrow on the right side of the button is clicked.
Borders	Click this button to apply a border to selected text or to a paragraph. When the arrow on the right side of the button is clicked, a list of different border options will appear.
Styles Group	
Styles Gallery	This feature is used to apply different formatting to a paragraph of text. Click the **More** button to display a gallery of different styles. This button is located in the lower-right corner of the gallery.
Change Styles	To make changes to a selected style such as color, fonts, or paragraph spacing, click this button.
Editing Group	
Find	To locate text or other objects, click this button. The Find and Replace dialog box will display where the text or phrase can be specified.
Replace	Click this button to locate text and then replace it with other text. The Find and Replace dialog box will display where the text or phrase can be specified.
Select	Use this button to select all the text or objects within an appointment message. The three options are **Select All**, **Select Objects**, or **Select All Text with Similar Formatting**.
Zoom Group	
Zoom	When this button is clicked, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a document.