

## FORMAT MESSAGES

There are several different types of formatting that may be applied to individual email messages, such as themes, changing the background color, or applying styles. Themes are a predefined set of design elements that can be applied to a message. Styles are predefined elements that can be applied to fonts in a message. For information on formatting messages globally, see the **Stationery and Fonts** link in the **Outlook** page on the **Training Web Site**.

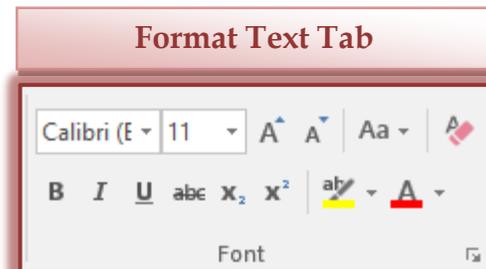
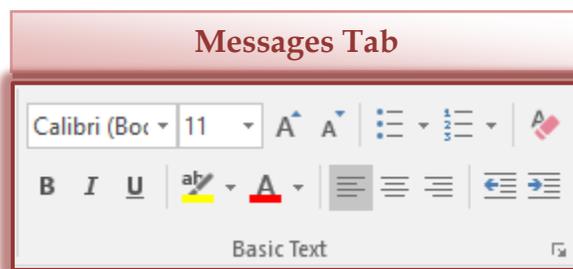
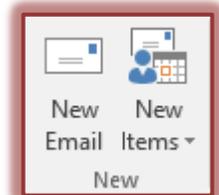
Messages are sent in one of three formats: HTML, Plain Text, or Outlook Rich Text (RTF) format. The table below provides a description of each of these types of message formats.

Format	Description
<b>HTML</b>	The default format that Outlook uses is this one. It supports text formatting, numbering, bullets, pictures, and backgrounds in the body of the message. Styles and stationery are also supported. Most of the popular email packages use this format.
<b>Plain Text</b>	This format is supported by all e-mail programs. Messages created using Plain Text do not contain any formatting.
<b>Rich Text Format (RTF)</b>	This format supports formatting options such as text formatting, bullets, numbering, background colors, borders, and shading.

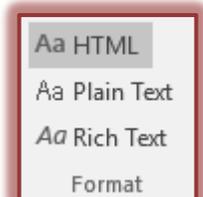
When messages are sent in HTML format, it is possible to enhance the appearance of the message by applying stationery and themes to the message background. When stationery is used, it is possible to specify the background, fonts, bullets, images, and other elements that can be used in outgoing email messages.

### FORMAT THE FONT

- ✦ Click the **Inbox** link on the **Folder Pane**, if necessary.
- ✦ Click the **New Email** button on the **Inbox** toolbar.
- ✦ The **Untitled Message** dialog box will appear.
- ✦ In the body of the message, input the text that is to be changed.
- ✦ Select the word or words that are to be formatted.
- ✦ Click the **Messages Tab** or the **Format Text Tab**.

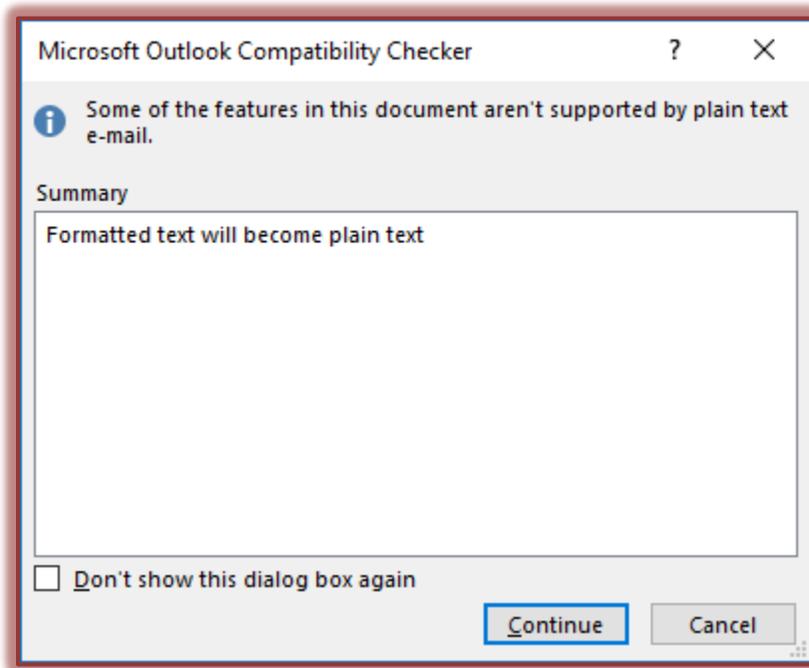


- ✦ Click the down arrow to the right of the **Font Size** box, and then click the size for the font.
- ✦ Click the down arrow to the right of the **Font Color** box and pick a color for the font.
- ✦ Click the **Format Text Tab**.
- ✦ In the **Format Group**, click the format for the text in the message.

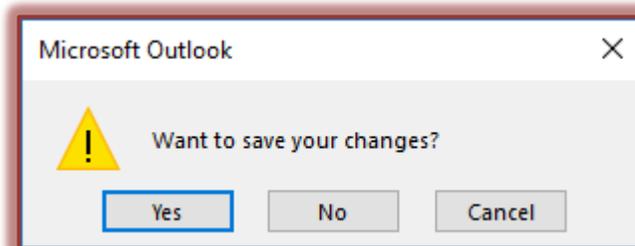


Format	Description
<b>HTML</b>	This is the default format that Outlook uses. It supports text formatting, numbering, bullets, pictures, and backgrounds in the body of the message. Styles and stationery are also supported. Most of the popular email packages use this format.
<b>Plain Text</b>	This format is supported by all e-mail programs. Messages created using Plain Text do not contain any formatting.
<b>Rich Text (RTF)</b>	This format supports formatting options such as text formatting, bullets, numbering, background colors, borders, and shading.

- ✦ If Plain Text is chosen, a message box will appear saying that Plain Text does not support some of the formatting in the message.



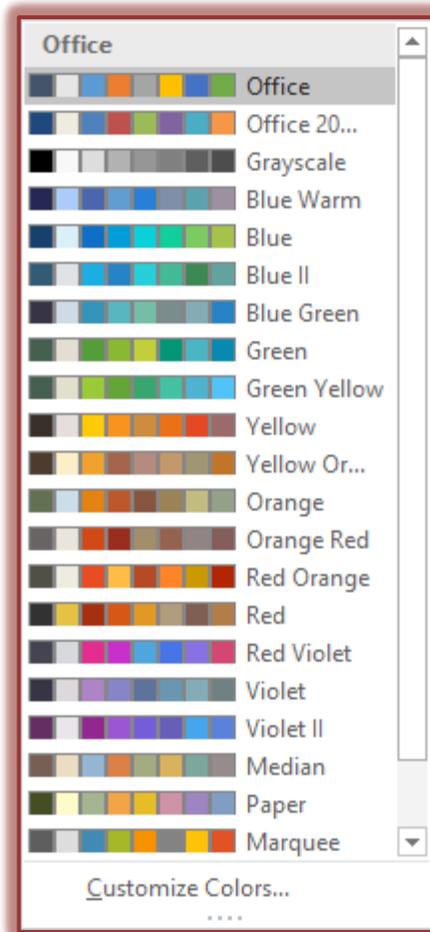
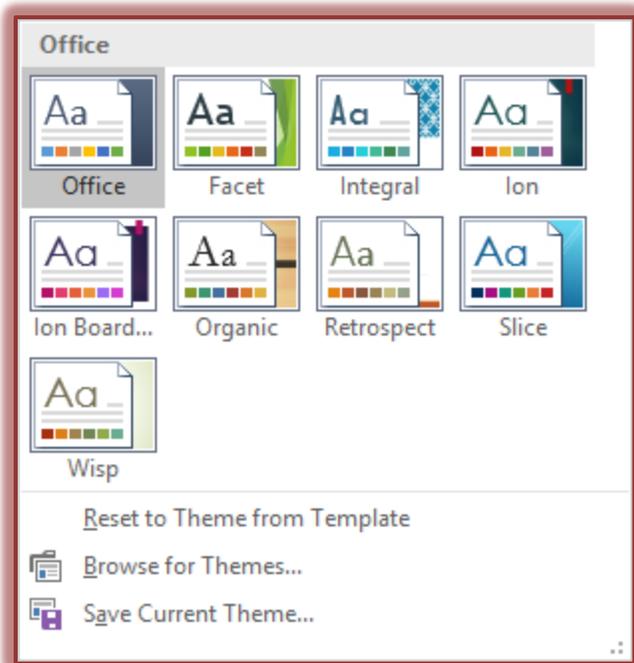
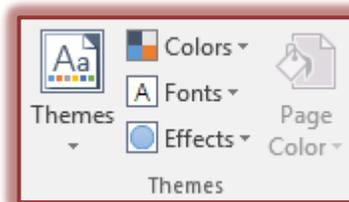
- ✦ To bypass this warning in the future, click the **Don't show this dialog box again** check box before you click the **Continue** box.
- ✦ Click the **Continue** button.
- ✦ The text will lose the formatting that was applied and display the message in the default format.
- ✦ The **Formatting Options** will no longer be available.
- ✦ Click the **Send** button to send the message to the recipient.
- ✦ Click the **Close** button to exit the **Untitled Message** window without sending the message.
- ✦ If the **Close** button is selected, the message in the illustration below will appear.



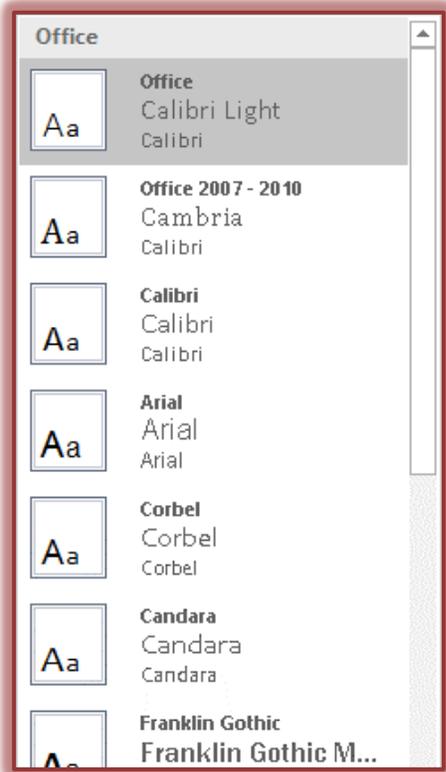
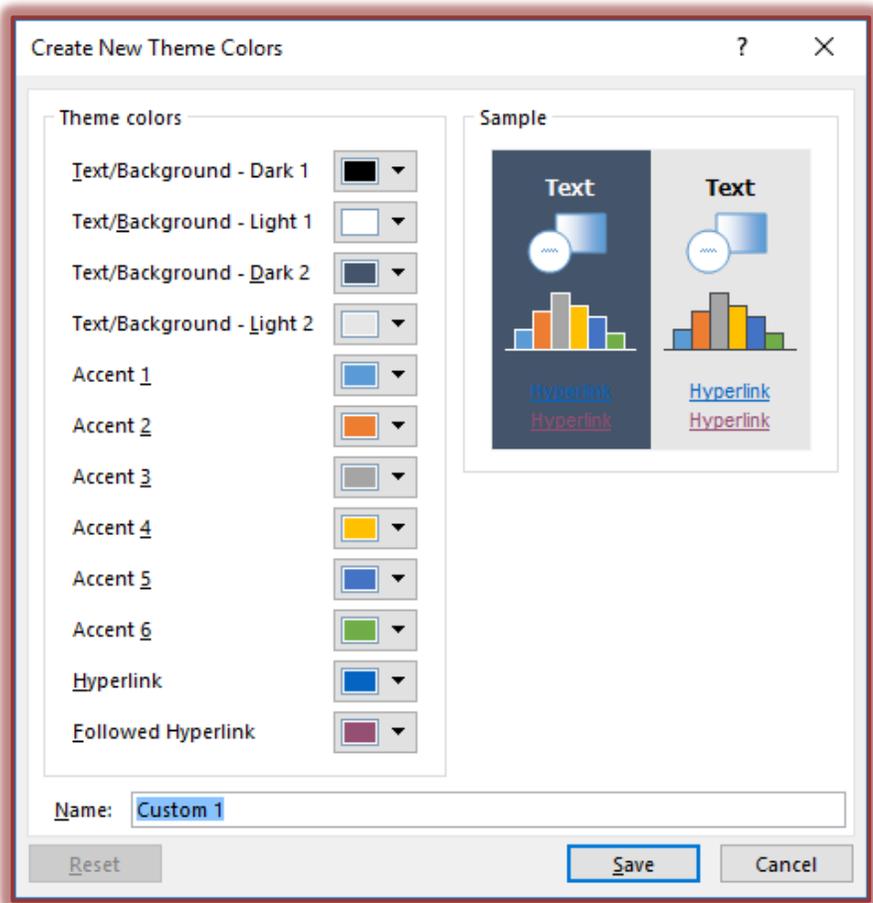
- ✦ Click **Yes** to keep the message in the **Draft** folder. When a message is stored in the **Draft** folder, it can be retrieved and sent at a later date.
- ✦ Click **No** to close the message without saving it.
- ✦ Click **Cancel** to return to the **Untitled-Message** window.

### APPLY A THEME

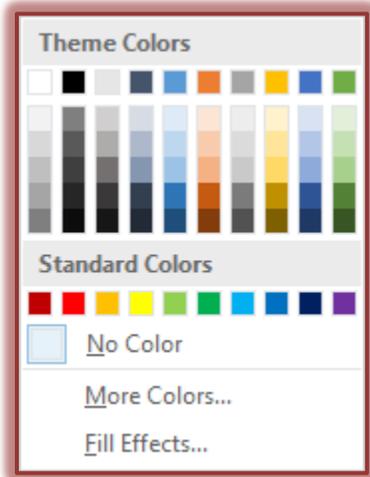
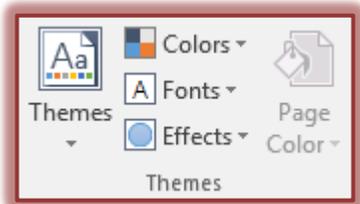
- ✦ Click the body of the message area.
- ✦ Click the **Options Tab**.
- ✦ In the **Themes Group**, click the **Themes** button.
- ✦ A gallery of themes will appear.
- ✦ Move the mouse pointer over each of the themes to see a **Live Preview** of the theme.
- ✦ Click the **Theme** to apply it to the message text.



- ✦ To change the colors for the **Theme**:
  - ✦ Click the **Color** button in the **Themes Group**.
  - ✦ A gallery of **Theme Colors** will appear.
  - ✦ Move the mouse pointer over the **Theme Colors** to see a **Live Preview** of the color.
  - ✦ Click on the **Theme Color** to accept it.
  - ✦ To create new Theme colors, click the **Customize Colors** button.
  - ✦ The **Create New Theme Colors** dialog box will appear.



- ✦ To apply a different font for the theme, click the **Fonts** button.
  - ✦ A gallery of different font groups will display.
  - ✦ Click one of the options to change the Font for the Theme.
- ✦ To select a different page color for the message:
  - ✦ Click the **Page Color** button in the **Themes Group**.
  - ✦ A **Color Gallery** will appear.



- ✦ Click the desired color to apply it to the page.
- ✦ To see a gallery of additional colors, click the **More Colors** link.

- ✦ To apply **Fill Effects** to the page, click the **Fill Effects** link.
  - **Gradient** – This option can be used to choose different color patterns for the background of the message. You can choose from Preset, One Color, or Two Colors.
  - **Texture** – To apply a textured background to the message, click this option.
  - **Patterns** – With this option, it is possible to choose a background pattern, plus a different color for the background of the message.
  - **Picture** – To add a picture from a file as the background for the message, click this option.

### STYLES AND FORMATTING

Styles are predefined formats for text in an e-mail message. Styles can be applied to individual paragraphs and characters. Microsoft Office provides several different styles that may be used in the message. It is also possible to modify the style to reflect individual tastes or to create a new style.

#### **Apply a Style**

- ✦ Select the paragraph that the style is to be applied to.
- ✦ Click the **Format Text Tab**.
- ✦ In the **Styles Group**, click one of the style formats.
- ✦ Click the **More** button to see a gallery of additional styles.
- ✦ Click the **Change Styles** arrow to select from additional style formats.
- ✦ Once the style has been selected, it will be applied to the selected paragraph.

