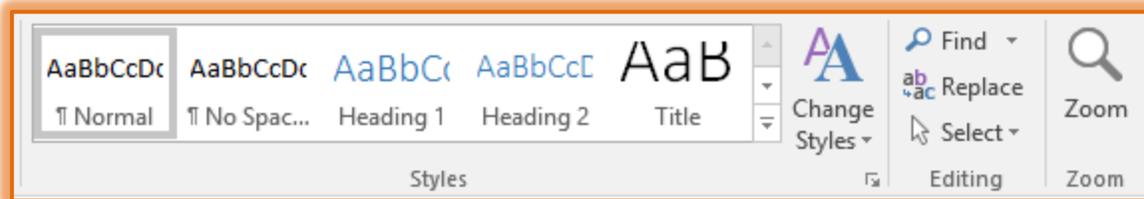
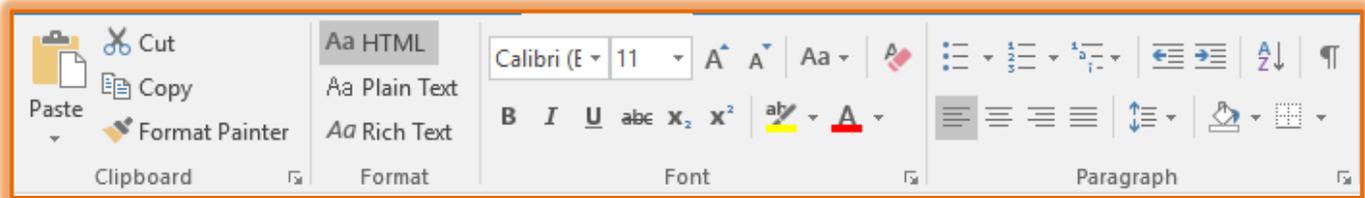


Untitled - Message Ribbon-Format Text Tab

This ribbon is used to perform different tasks when creating a new message in Outlook. Tasks such as formatting message text, attaching items to a message, and specifying the importance of a message can be performed using this ribbon. The table below provides a listing of the groups and buttons on the Format Text tab of this ribbon. A description of each button is also provided.



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 message, click this button.
Cut	To remove a portion of an entry in the text area of the message, click this button. The information will be placed on the clipboard. It can then be inserted into another area of the message text.
Copy	Use this button to copy text from an area of the message 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.
Format Group	
HTML	To format text in a message in HTML format, click this button. Messages formatted in HTML format can contain formatting and are compatible with most email readers.
Plain Text	This button can be used to format text in a message in plain text format. Plain text messages can be read by almost everyone but contain no formatting.
Rich Text	Use this button to format text in a message in rich text format. These messages can contain formatting but are only readable by Microsoft Outlook and Microsoft Exchange.
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.
Decrease Font Size	This button is used to decrease the size of the font for selected text.

Group/Button	Description
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 <i>italicize</i> selected text, click this button.
Underline	Use this button to <u>underline</u> 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. A gallery of different colors will display.
Font Color	This button is used to change the font color of selected text. A gallery of different colors will display. Select a color from the list or click the More button to display more colors.
Paragraph Group	
Bullets	To format a list with bullets, click this button. When the button is clicked a gallery of different bullets will display.
Numbering	Click this button to apply number formatting to a list. When the button is clicked a gallery of different number options will appear.
Multilevel List	This button is used to create an outline or a multilevel list. Click the button to display a gallery of different outline styles.
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, table, 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 display within the text. This makes it easier to edit the text.
Align Left	To align a paragraph on the left side, 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.

Group/Button	Description
Line and Paragraph Spacing	To change the spacing between lines or paragraphs, click this button. The options are: Single Spacing , 1.5 Spacing , Double Spacing , Paragraph , Add Space Before Paragraph , and Add Space After Paragraph . Click the Line Spacing Options link to open the Paragraph dialog box to make additional changes.
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.
Border	Click this button to apply a border to selected text. 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, click this button.
Editing Group	
Find	To locate text or other objects, click this button. The Find dialog box will display.
Replace	Click this button to locate text and then replace it with other text.
Select	Use this button to select all the text or portions of the text.
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.