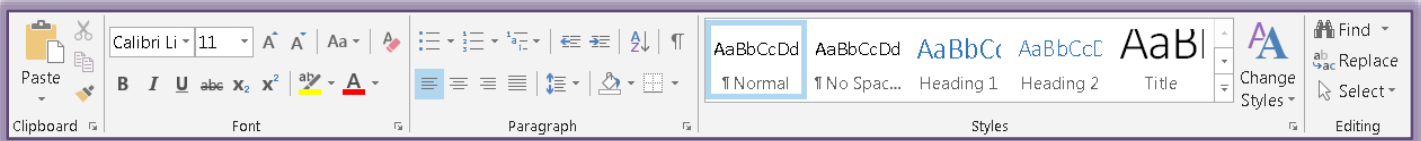


Add Contact Ribbon-Format Text Tab

This ribbon is used to perform different tasks when creating a new Contact in Outlook. Tasks such as formatting message text, attaching items to the Notes area in a Contact, and specifying the importance of a Contact 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 Contact, click this button.
Cut	To remove a portion of an entry in the notes area of the Contact, click this button. The information will be placed on the clipboard. It can then be inserted into another Contact or in another place in the Notes area of the Contact.
Copy	Use this button to copy text from the notes area of the Contact 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.
Font Group	
Font Type	Click the list arrow for this button to select another font type for the selected text. A gallery of different font types will display.
Font Size	To change the font size for selected text within the text area, click the list arrow for this button. A list of different font sizes will display.
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. The font size will decrease one or two font sizes each time the button is clicked.
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 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. Click the button a second time to remove the Bold formatting.
Italic	To <i>italicize</i> selected text, click this button. Click the button a second time to remove the italics.
Underline	Use this button to <u>underline</u> selected text. Click the button a second time to remove the underline.
Strikethrough	This button is used to draw a line through the middle of selected text. Click the button a second time to remove the strikethrough.

Group/Button	Description
Subscript	Click this button to draw small characters 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. Click the button a second time to remove the highlighting.
Font Color	This button is used to change the font color of selected text. When the button is selected, a gallery of different font colors will appear. Click the More Colors button to select from additional colors.
Paragraph Group	
Bullets	To format a list with bullets, click this button. When the button is selected, the bullet will appear in the Notes box. To select from other bullet styles, click the list arrow.
Numbering	Click this button to apply number formatting to a list. When the button is selected, the number will appear in the Notes box. To select from other number styles, click the list arrow.
Multilevel List	This button is used to create an outline or a multilevel list. To select different outline styles, click the list arrow.
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, 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 change the spacing between lines of text or a paragraph, click this button. A gallery of several spacing options is displayed when the arrow is clicked.
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.

Group/Button	Description
Change Styles	To make changes to the set of styles, colors, fonts and paragraph spacing used in this document, click this button.
Editing Group	
Find	To locate text or other objects, click this button. The Find and Replace dialog box will display with the Find tab selected.
Replace	Click this button to locate text and then replace it with other text. The Find and Replace dialog box will display with the Replace tab selected.
Select	Use this button to select text or objects in the Notes area.