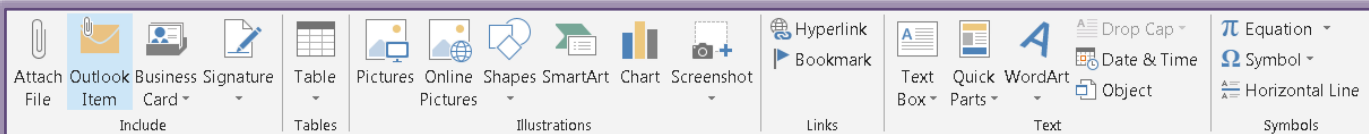


Add Contacts Ribbon-Insert Tab

This ribbon is used to perform different tasks when adding a note to a Contact record 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. Most of the items on this ribbon are only available when information is being added to the Notes message of the Contact Record. The table below provides a listing of the groups and buttons on the Insert Tab of this ribbon. A description of each button is also provided.



Group/Button	Description
Include Group	
Attach File	This button is used to attach a file to a Contact. When the button is clicked, the Insert File window will display.
Outlook Item	Use this button to attach another Outlook item, such as a Task, to a Contact.
Business Card	Click this button to attach an item from other Contact records to the Notes area of the Contact.
Signature	To insert your signature into the Notes area of the Contact, click this button.
Tables Group	
Table	This button is used to insert a table in the text area of the message. A grid will appear when the button is clicked. Select the number of columns and rows or click Insert Table to specify the formatting for the table.
Illustrations Group	
Picture	Click this button to insert a picture from a file into the notes area of the Contact. The Insert Picture window will display when the button is clicked.
Online Pictures	To insert a image from the Web into the notes area of the Contact, click this button. The Insert Picture window will display. In this window, it is possible to search for a specific category of images.
Shapes	This button is used to insert shapes, such as rectangles and circles, into the notes area of the Contact. When the button is clicked, a gallery of different shapes will display. Once the shape has been selected, click in the text area and then draw the shape.
SmartArt	Smart Art is used to insert diagrams and other objects used to show a process into the notes area of the Contact. When this button is selected, a gallery of different SmartArt shapes will appear.
Chart	To insert an Excel chart into the notes area of the Contact, click this button. A gallery of different types of charts will display when the button is clicked.

Group/Button	Description
Screenshot	Use this button to insert a picture of any program that is not minimized to the Task Bar. Click Screen Clipping to insert a picture of any part of the screen.
Links Group	
Hyperlink	This button is used to insert a link to a Web page or a document into the notes area of the Contact.
Bookmark	Bookmarks are used to move to a specific point within a document. Once a bookmark is created, a link can be created to that area.
Text Group	
Text Box	Click this button to insert a text box into the notes area of the Contact. A textbox can be used to highlight something within the area.
Quick Parts	The only option available in this area is the AutoText feature. This means that pre-saved text can be inserted into the notes area of the Contact.
WordArt	Use this button to insert a WordArt image into the notes area of the Contact. Word Art is used to add special formatting to text. When the button is clicked, a gallery of different WordArt styles will display.
Drop Cap	To feature is used to add emphasis to the first letter in a paragraph, click this button. This option is not available in the Contacts area.
Date & Time	Click this button to insert a date within the notes area of the Contact. A gallery of different date and time formats will appear.
Object	This button is used to insert an object, such as an Excel chart or Word table, into the notes area of the Contact.
Symbols Group	
Equation	To insert an equation within the notes area of the Contact, click this button. The Equation Tools Design Contextual Tab will display. This tab is used to insert and format equations.
Symbol	Click this button to insert a symbol into the notes area of the Contact. A gallery of symbols will display when the button is clicked.
Horizontal Line	Use this button to insert a Horizontal Line into the notes area of the Contact. Double-click the line to change the color or height of the line.