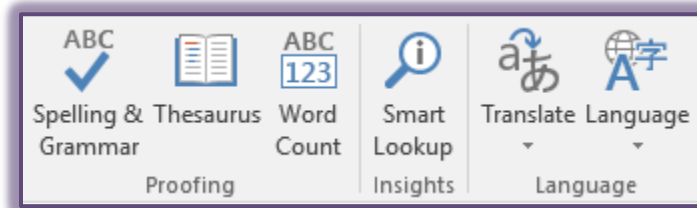


Add Contact Ribbon-Review Tab

Tasks such as checking spelling and grammar, viewing the word count, translating the text into a different language, and using the thesaurus can be performed using this ribbon. The table below provides a listing of the groups and buttons on the Review Tab on this ribbon. A description of each button is also provided.



| Group/Button | Description |
|-------------------------------|---|
| Proofing Group | |
| Spelling & Grammar | To check the spelling and grammar in the Notes area of a Contact, click this button. |
| Thesaurus | To search for antonyms and synonyms for a selected word, choose this option. The Thesaurus Task Pane will display. Input a word into the Search box to display a list of antonyms and synonyms. |
| Word Count | This button is used to determine how many words are in the text area of a Message. A dialog box with the number of words, sentences, and characters will display. |
| Insights Group | |
| Smart Lookup | This option is used to open the Insights Task Pane. This feature provides information such as definitions, images, and other results from various online sources for selected text. |
| Language Group | |
| Translate | This option is used to translate text in the Notes area of a Contact to a different language. |
| Language | Use this button to set the language for selected text within the Notes area of a Contact. |