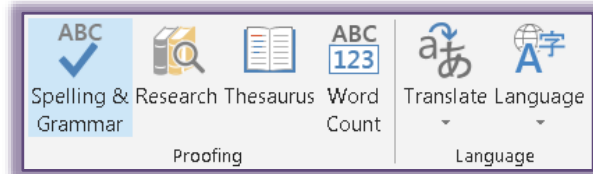


Add Contact Ribbon-Review Tab

This ribbon is used to perform different tasks when creating a new Contact in Outlook. 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.
Research	This option is used to open the Research Task Pane. This Task Pane is used to search through reference materials such as online dictionaries and encyclopedias.
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.
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.