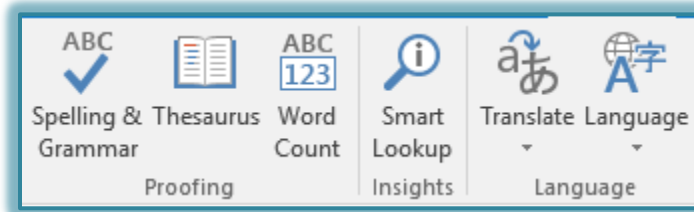


## Add Tasks Ribbon-Review Tab

Tasks such as checking the spelling in the Task, changing the language for the Task, or translating the message from a different language 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   |
|-------------------------------|---|
| <b>Proofing Group</b>         |   |
| <b>Spelling &amp; Grammar</b> | To check the spelling and grammar in the Notes area of a Task, click this button.   |
| <b>Thesaurus</b>              | To search for antonyms and synonyms for a selected word, choose this option. The Thesaurus Task Pane will display when the button is clicked.   |
| <b>Word Count</b>             | This button is used to determine how many words are in the text area of a Task. When the button is clicked, the Word Count window will open. This window displays how many pages, words, paragraphs, lines, and characters there are in the Notes area. |
| <b>Smart Lookup Group</b>     |   |
| <b>Smart Lookup</b>           | 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 texts.  |
| <b>Language Group</b>         |   |
| <b>Translate</b>              | This option is used to translate text in the Task Notes area to a different language. The whole area can be translated or just selected text.   |
| <b>Language</b>               | Use this button to set the language for selected text within a Task. A list of different languages will display. Click one of the options to select it.   |