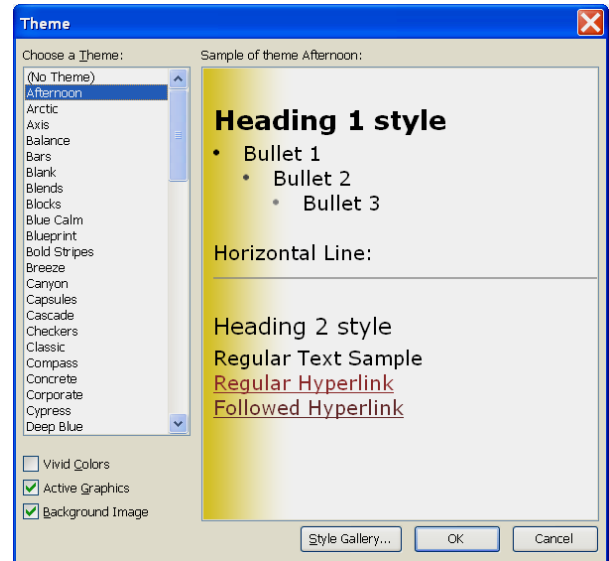


## FORMATTING INDIVIDUAL MESSAGES

There are several different types of formatting that may be applied to individual e-mail messages, such as themes, changing the background color, or making changes styles. Themes are predefined set of design elements that can be applied to a message. Styles are predefined elements that can be applied to fonts in a message.

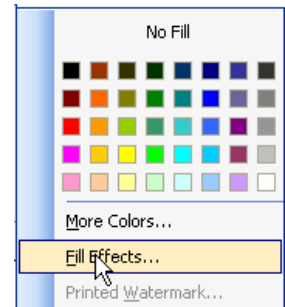
### APPLYING A THEME

- ✦ Click the **Inbox** link in the **Navigation Pane**, if necessary.
- ✦ Click the **New Mail Message** button.
- ✦ Click the body of the message area.
- ✦ Click **Format** on the **Menu Bar**.
- ✦ Click the **Theme** option from the list.
- ✦ Click on each of the themes to see a preview.
- ✦ Click the **Vivid Colors** check box to select that option.
- ✦ Choose a theme and then click **OK**.
- ✦ The theme will be applied to the message that is being sent only, not to any other messages.



### CHANGING THE BACKGROUND COLOR

- ✦ Click the **Inbox** link in the **Navigation Pane**, if necessary.
- ✦ Click the **New Mail Message** button.
- ✦ Click the body of the message area.
- ✦ Click **Format** on the **Menu Bar**.
- ✦ Click the **Background** option from the list.
- ✦ The **Background Color** palette will appear (see illustration).
- ✦ Do one of the following:
  - ✦ Pick a color from the palette.
    - ✦ Click the **More Colors** link to select from a wider range of colors.
    - ✦ Click the **Fill Effects** link to go to the **Fill Effects** dialog box. In this box, you can select from:
      - **Gradient** - This option can be used to choose different color patterns for the background of the message. You can choose from Preset, One Color, or Two Colors.
      - **Texture** - To apply a textured background to the message, click this option.
      - **Patterns** - With this option, it is possible to choose a background pattern, plus a different color for the background of the message.
      - **Picture** - To add a picture from a file as the background for the message, click this option.



## STYLES AND FORMATTING

Styles are predefined formats for text in an e-mail message. Styles can be applied to individual paragraphs and characters. Microsoft Office provides several different styles that may be used in the message. It is also possible to modify the style to reflect individual tastes or to create a new style.

### Applying a Style

- ✦ Click the **Inbox** link in the **Navigation Pane**, if necessary.
- ✦ Click the **New Mail Message** button.
- ✦ Click the body of the message area.
- ✦ Click **Format** on the **Menu Bar**.
- ✦ Click the **Styles and Formatting** option from the list.
- ✦ The **Styles and Formatting Task Pane** will appear (see illustration).
- ✦ Input some text into the **Message** area of the **Untitled Message** window.
- ✦ Click one of the heading styles listed in the Task Pane.
- ✦ The style will be applied to that paragraph.

### Modifying a Style

- ✦ Move to the paragraph where the style is applied.
- ✦ The Style name should appear in the text box under **Formatting of selected text**.
- ✦ Move the mouse pointer over the box under **Formatting of selected text**.
- ✦ A list arrow will appear to the right of the box.
- ✦ Click the list arrow and then select **Modify**.
- ✦ The **Modify Style** dialog box will appear.
- ✦ In the **Formatting** area, choose any of the options to change the name, size, style, or color of the font.
- ✦ To change other attributes of the style, click the **Format** button in the bottom left corner of the dialog box.
- ✦ These options correspond to formatting changes that can be made in Word.
- ✦ When all the changes have been made, click the **OK** button to save the changes and exit the dialog box.

