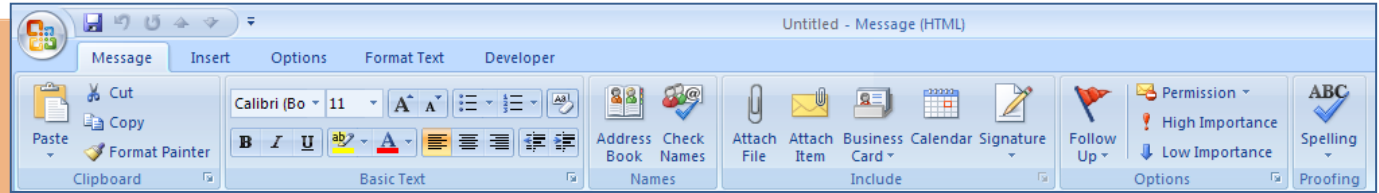


## Untitled – Message Ribbon

This ribbon is used to perform different tasks when creating a new message 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. The table below provides a listing of the groups and buttons on this ribbon. A description of each button is also provided.



Group/Button	Description
<b>Clipboard Group</b>	
<b>Paste</b>	When items have been added to the clipboard, this button is used to insert the items into the message text area. The clipboard is a storage device for items that have been either copied or cut from document text.
<b>Cut</b>	To remove an item from a message or other document and add it to the clipboard, click this button.
<b>Copy</b>	Use this button to make a copy of text, a picture, or other item and store it on the clipboard. The item can then be pasted back into the same message or into another message.
<b>Format Painter</b>	This button is used to copy formatting of selected text to another text area in a message.
<b>Basic Text Group</b>	
<b>Font Type</b>	Click the list arrow for this option to change the font type for selected text in a message.
<b>Font Size</b>	To change the size of selected text in a message, click this button.
<b>Grow Font</b>	This button is used to increase the size of the font by one or two point increments. Click the button until the desired size is reached.
<b>Shrink Font</b>	Use this button to decrease the size of the font by one or two point increments. Each time the button is clicked, the font will decrease in size.
<b>Bullets</b>	To insert a list of unordered items into a message, click this button. This is a toggle button that when clicked inserts bullets or removes bullets from selected text.
<b>Numbering</b>	This button should be used when an ordered list of information is being added to the message. This is another toggle button that when clicked switches between creating a numbered list and removing the numbers from the list.
<b>Clear Formatting</b>	Click this button to remove formatting from selected text in a message.
<b>Bold</b>	Use this button to apply bold formatting to selected text.
<b>Italics</b>	To change the font style to italics, click this button
<b>Underline</b>	This button is used to underline selected text in a message.

<b>Group/Button</b>	<b>Description</b>
<b>Text Highlight Color</b>	Click the list arrow at the end of this button to display a gallery of different colors that can be used to highlight selected text in a message.
<b>Font Color</b>	This button is used to change the font color for selected text in a message.
<b>Align Left</b>	Use this button to align a paragraph of text in a message at the left margin.
<b>Center</b>	To center a paragraph of text in a message, click this button.
<b>Align Right</b>	Click this button to align a paragraph of text in a message at the right margin.
<b>Decrease Indent</b>	Indents are used to set up temporary left margins for a paragraph of text. When the button is clicked, the margin will decrease by 0.5-inch increments.
<b>Increase Indent</b>	This indent is used to increase the temporary left margin by 0.5-inch increments.
<b>Names Group</b>	
<b>Address Book</b>	Use this button to display the Address Book. Once in the Address Book, it is possible to search for an email address by inputting the person's name into the Search box.
<b>Check Names</b>	When a name has been input into the To box in the Message Window, this button is used to check to make sure the name is in the Global Address or Contacts list.
<b>Include Group</b>	
<b>Attach File</b>	Click this button to attach a file such as a Word document to a message.
<b>Attach Item</b>	This button is used to attach a contact record, another email message, or a task to an email message.
<b>Business Card</b>	Use this button to attach a business card from a Contact record to a message.
<b>Calendar</b>	To insert a Calendar into a message, click this button.
<b>Signature</b>	When a signature that has been created is not inserted into the message, click this button to insert the signature. If more than one signature has been created, a list of signatures will appear.
<b>Options Group</b>	
<b>Follow-Up</b>	To flag a message for later follow-up, click this button.
<b>Permission</b>	This button is used to restrict permission to this message.
<b>High Importance</b>	Use this button to mark this message as being highly important.
<b>Low Importance</b>	Click this button to flag a message as being of low importance.
<b>Proofing Group</b>	
<b>Spelling</b>	To check the spelling for the Message, click this button.

Group/Button	Description
<b>Research</b>	If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button. It is used to open the Research Task Pane. This Task Pane is used to search through reference materials such as online dictionaries and encyclopedias.
<b>Thesaurus</b>	To search for antonyms and synonyms for a selected word, choose this option. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
<b>Translate</b>	This option is used to translate text in the Message text area to a different language. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
<b>Translation Screen Tip</b>	Use this option to select from four different languages or to turn off the Translation Screen Tip. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
<b>Set Language</b>	Use this button to set the language for selected text within a Message. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
<b>Word Count</b>	This button is used to determine how many words are in the text area of a Message. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.