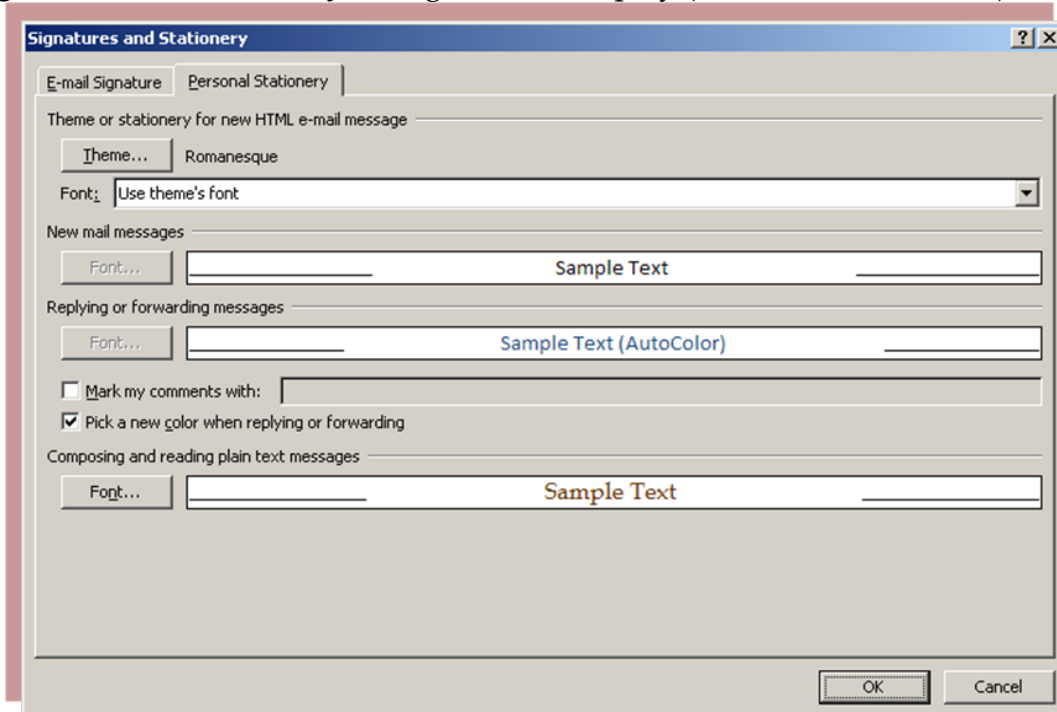
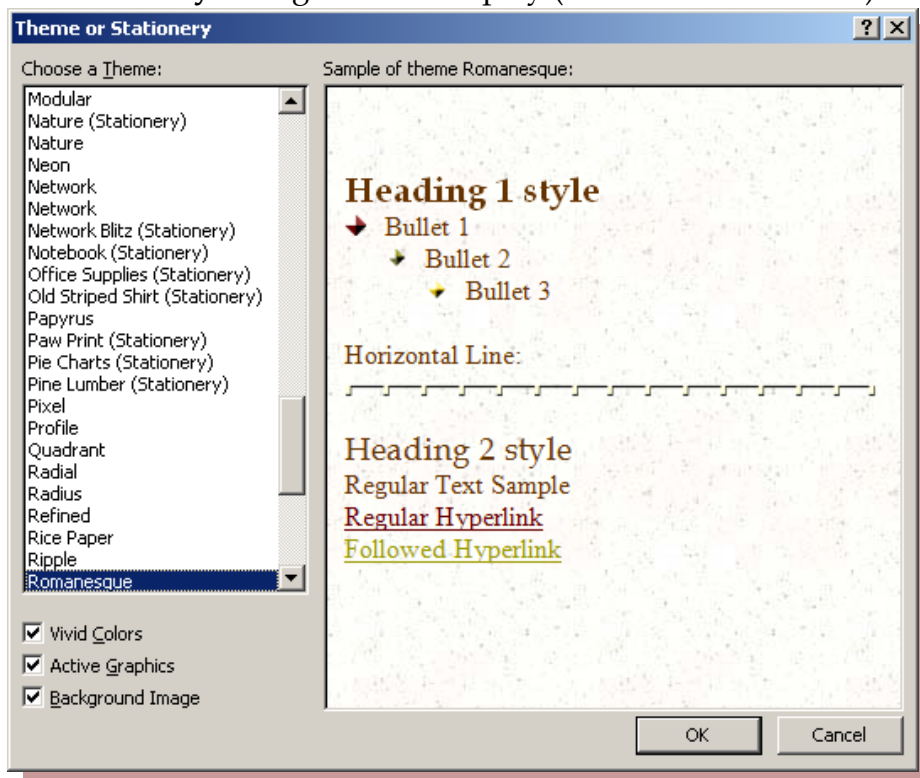


Stationery and Fonts

- ✦ Click the **Stationery and Fonts** button in the **Options** dialog box.
- ✦ The **Signatures and Stationery** dialog box will display (see illustration below).



- ✦ The **Personal Stationery** tab should be selected.
- ✦ To select a theme for the stationery, click the **Theme** button.
- ✦ The **Themes or Stationery** dialog box will display (see illustration below).



- ✦ Click on each of the themes to display a view of the theme.
- ✦ Click the desired theme in the list.

- ✦ Click the **OK** button to apply the theme.
- ✦ Click the **Font** arrow to choose from one of the three options. These are:
 - ✦ Use theme's fonts (This is the default option.)
 - ✦ Use my font when replying and forwarding messages.
 - ✦ Always use my fonts.
- ✦ Depending on the option chosen above, change the fonts for the messages.
- ✦ If the font option is not pertinent to the theme chosen, it will not be available for changes.
- ✦ When all the changes have been made, click the **OK** button to return to the **Options** dialog box.