

Re: formatting

Source:

<http://www.tech-archive.net/Archive/Mac/microsoft.public.mac.office.entourage/2006-09/msg00067.html>

- *From:* Diane Ross <dross@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Sat, 02 Sep 2006 16:07:44 -0700
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On 9/2/06 3:39 PM, in article
1157236740.059846.276440@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, "eric"
<gardner.rust@xxxxxxxxxx> wrote:

Why are such formatting options as bold, underline, etc, available when replying to an email, but not when writing a new message? I have IMac G5.

Setting for compose and reply preferences determine formatting options. If you receive an HTML message and your preference is set to "Reply to messages in the format in which they were sent", you have the options like bold etc. Your Compose preferences are probably set to plain text. If you check "Show HTML Formatting toolbar in the Message Composition window", you can click on the HTML icon just to the left of the Font popup box to switch from plain text to HTML.

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Diane Ross, Microsoft Mac MVP
Entourage Help Page
<<http://www.entourage.mvps.org/>>
The Entourage Blog lists the EHP as one of the top five Microsoft Entourage resources.
<<http://blogs.msdn.com/entourage/>>