



Outlook: Two Quick Tips

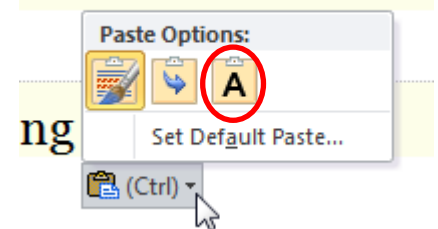
TIP #1: REMOVE TEXT FORMATTING

Ok – you've typed out an email. Now you decide you want to copy something (text) from another source into your email. The problem is that when you issue the PASTE command...it LOOKS like it came from another source...weird formatting etc.

What to do? Two choices:

CHOICE #1:

1. Click the PASTE OPTIONS ICON (shown here) that appears whenever you paste.
2. Click the KEEP TEXT ONLY icon (circled here in red). The text will appear with the same font and attributes as the text surrounding it.



CHOICE #2:

1. Select the text that you just pasted into your document (that doesn't look like it matches very well).
2. Press [CTRL][SPACE] – all text formatting disappears. (By the way...selecting text (no matter how much) and pressing [CTRL][SPACE] in Word removes all the formatting too!).

TIP #2: ADDING A READING PANE TO THE CALENDAR

You probably have a READING PANE turned on for previewing email in your inbox. Is yours set to the default RIGHT? Mine is.

But what most people don't realize is that you can also have a Reading Pane in your CALENDAR.

I use Outlook Calendar to keep track of the 1-day courses that we run. Each course is an all-day event. I use the details sections (shown here) – to also keep track as who has signed up for those courses.

By having a Preview Pane turned on for my Calendar – I just have to click on a course...and voila...the reading pane shows me a list of the people who have signed up for that day/course.

How do you turn it on?

While you're in the Calendar view – simply click the VIEW tab – and, in the LAYOUT section – click the READING PANE drop-down and choose either RIGHT or BOTTOM. (Just like you do in the Email portion of Outlook).

I don't know about you...but I find this *really* useful.

Start time:	Thu 8/8/2013
End time:	Thu 8/8/2013

1. Jesse Ward
2. Gideon Cross
3. Gabriel Emers
4. Ethan Blackst
5. Christian Grey
6. James Cavenc
7. Bennett Ryan
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