

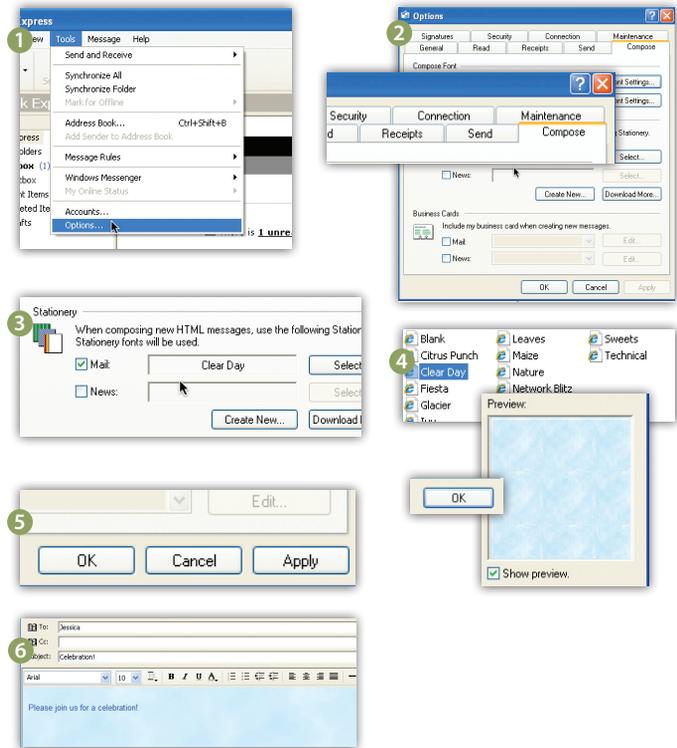
TUTORIAL

Customize Your E-mails With Stationery Backgrounds Using ...

E-mail Program: Outlook Express

Operating System: Windows XP

1. With Outlook Express open, click your cursor arrow on "Tools" from the menu bar and select "Options..." from the resulting drop-down menu.
2. When the Options window opens, click on the "Compose" tab.
3. Under the section titled "Stationery," click on the box next to "Mail:" and then click on the "Select..." button.
4. The Select Stationery window will open showing a list of preloaded background styles. The "Preview:" pane to the right of the list allows you to view each background before making a selection. Once you have made a background selection, click on "OK" to close the Select Stationery window.
5. The Options window will reappear. Click on the "Apply" and then the "OK" buttons to save your selection.
6. Each new e-mail that you create will now contain your selected background.



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Customize Your E-mails With Stationery Backgrounds Using ...

E-mail Program: Mail 3.1

Operating System: Macintosh OS X 10.5 Leopard

1. In the New Message window, click on "Show Stationery."
2. To view the template choices, click on a category such as "Announcements."
3. To apply a template to your message, click on its thumbnail. You can change the template by clicking on a new thumbnail.
4. When you decide on a template, you can click on "Hide Stationery" to see more of your message.
5. To add images, drag a picture from your desktop or the Finder over a placeholder photo. If you have images on your computer from using Aperture, iPhoto, or Photo Booth, click "Photo Browser" to view and select those images. You can drag any folder of images onto the Photo Browser so the images are easily accessible.
6. If you use a template often, you can add it to the Favorites category. Drag the thumbnail over the category list. To remove a favorite, select it and click "Remove."



TUTORIAL

Customize Your E-mails With Stationery Backgrounds Using ...

E-mail Program: Windows Mail

Operating System: Windows Vista

1. With Windows Mail open, click your cursor arrow on "Tools" from the menu bar and select "Options..." from the resulting drop-down menu.
2. When the Options window opens, click on the "Compose" tab.
3. Under the section titled "Stationery," click on the box next to "Mail:" and then click on the "Select..." button.
4. The Select Stationery window will open showing a list of preloaded background styles. The "Preview:" pane to the right of the list allows you to view each background before making a selection. Once you have made a background selection, click on "OK" to close the Select Stationery window.
5. The Options window will reappear. Click on the "Apply" and then the "OK" buttons to save your selection.
6. Each new e-mail that you create will now contain your selected background.

