

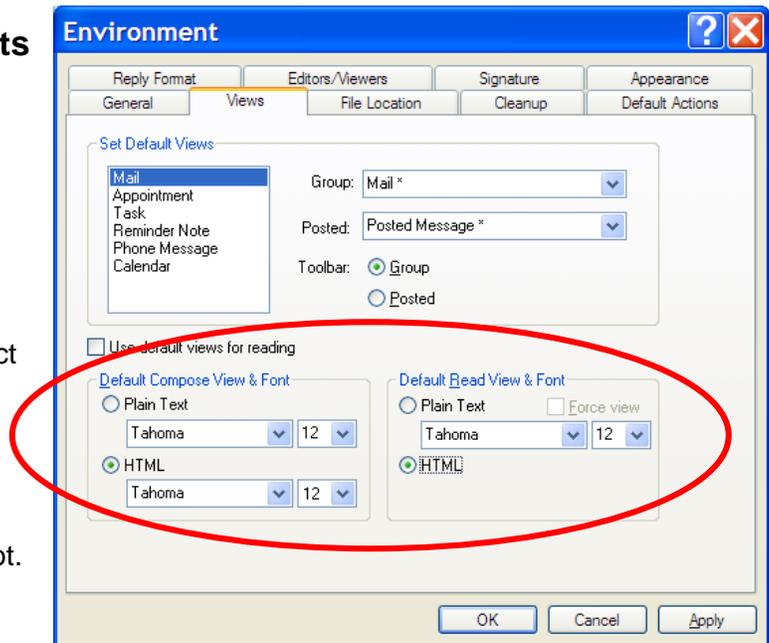
GROUPWISE 8 - CHANGE FONTS

Default read and compose fonts in GroupWise can be changed to suit your preference. For example, a different typeface or color can be selected. Note, however, that messages created by others and opened in HTML view retain their original formatting.

Change the default GroupWise fonts in Windows:

1. In GroupWise, go to Tools > Options > double-click the Environment icon
2. Click the Views tab
3. Under 'Default Compose View' select Plain Text or HTML, then select your default typeface and font size
4. Under 'Default Read View' you can select Plain Text and set the font desired, or HTML which does not allow you to change the font size

Note: HTML view allows you to see images and graphics in an email; Plain Text does not.



Change the font of an individual message you are sending:

1. Open a new mail window in HTML View (go to View > click HTML to open the HTML toolbar)
2. Select the font style, size, color, etc. desired from the formatting toolbar below the Subject line
3. Compose and send your message

Note: These changes do not affect your GW email signature.

Change the font size of an individual message you are reading:

1. Right-click inside the message body
2. Click Zoom In – this will enlarge the entire body of the message.

Change the font of the folder list and email list in the GroupWise main window:

1. Right-click the desktop > click Properties
2. Click the Appearance tab
3. Click the Advanced button
4. Click the drop-down arrow under Item and select "Message Box"
5. Select the typeface and/or size
6. Click Apply and OK to close.