QuickStudy

EDITING BUSINESS CARDS

Opening an individual contact record in a view other than People view displays an personalized configured business card that includes the image associated with the contact record. You can:

- Modify the content, layout, colors, fonts, and labels of the business card associated with any contact record.
- Send electronic business cards as email messages attachments or display them in your email signature.

Edit a business card:

- From a view of the People module other than People view, open the contact record for editing.
- Go to the Options group on the Contact tab.
- Click **Business Card**.

- Go to the Card Design area on the Format tab, then:
  - **To control the location of the contact image on the business card:** Click **Image: Left**, **Image: Right**, **Image: Top**, or **Image: Bottom**.
  - **To hide the image:** Click **Don't Show**.
- Click **Background Color**, then click the card background color you want.
- **To replace the background color with an image:**
  - On the Format tab, click **Background Image**.
  - In the Image Alignment, specify the percentage of the card the image should cover.
  - In the Image Size tab, adjust the position of the image on the business card.
  - Click Options, then click Fit to Fold to fit the image on the card.
- In the Fields area, use the buttons below the pane to add, remove, and reorder fields, ending with the fields you want to display on the business card in the order you want to display them.
- In the Edit area box, change the font, label, or formatting associated with the field.
- When the business card looks the way you want, click **OK**.

EMPTYING THE TRASH

- Messages, calendar items, contact records, tasks, and notes that you delete from the Outlook modules are sent to the Deleted Items folder of the account you delete them from.
  - **Benefit:** You can retrieve information if you accidentally delete it.
  - **Drawback:** Deleted items count against your data storage limits.
- To keep your Outlook environment tidy, have Outlook empty the Deleted Items folders each time you exit.

TIP: If you need to retrieve an item that you deleted from a Microsoft Exchange account after emptying the Deleted Items folder, your Exchange administrator might be able to recover it during the extended retention period.

Empty an individual Deleted Items folder:

- Right-click the folder.
- Click **Empty Folder**.

Automatically empty all deleted items:

- Display the Advanced page of the Outlook Options dialog box.
- Go to the Outlook start and exit section of the page.
- Check the box by Empty Deleted Items folders when exiting Outlook.

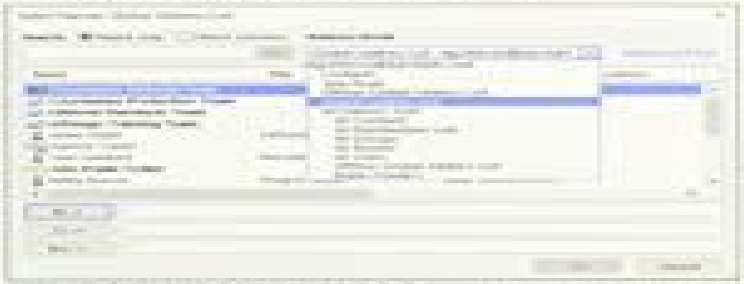
ACCESSING ORGANIZATIONAL CONTACT INFORMATION

For each Microsoft Exchange account that you set up in Outlook, you have access not only to your Contacts address book and any non-default address books that you create, but also to a **Global Address List (GAL)** that contains the contact information for members of your organization.

Note: You can't display the contents of the GAL in the People module as you can in a regular address book.

Access contact information from the GAL:

- Display any module of the account that the GAL is connected to.
- Go to the Find group on the Home tab.
- Click the **Address Book** button.
- In the Address Book dialog box, doubt display your organization's Global Address List, choose **Global Address List** on the Address Book list.



- **To scroll the GAL to the first instance of a name:** Enter all or part of the first or last name in the Search box.
- **To filter the GAL to display only records containing the search string:**
  - Select **More columns**.
  - Enter any part of the name, title, phone number, location, department, or email address of the contact record you want to locate in the Search box.
  - Click **Go**.

GETTING HELP

Find additional information about Outlook features, get help locating a command, and discover answers to your technical problems:

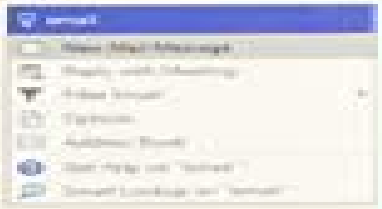
- Click the Search in the Help keypad to the right of the Ribbon tabs.
- Enter a topic in the text field or display a list of related commands.
- Run any command directly from the search results.

OR

- Click **Get Help on "topic."** below the search results to open the online Help file on the topic.

OR

- Click **Smart Lookup on "topic."** below the search results to open the Smart Lookup pane.
- Smart Lookup offers two views: Explore and Define:
  - **Explore view:** Displays search results from Wikipedia, Bing, and other websites.
  - **Define view:** Displays the definition of the topic if it has an exact match in the online dictionary.



Results are made according to the correct grammatical use of the search term, if one is available.

Only display results from one source in Explore view:

- Open the Smart Lookup pane, then click the **Explore** heading.
- Click **More** below the top search results in the category you want to view.

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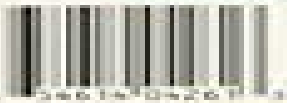

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Reliable Software Technologies - Ada-Europe '98 Lars Asplund,1998-05-20 This book presents the refereed proceedings of the 1998 Ada Europe International Conference on Reliable Software Technologies Ada Europe 98 held in Uppsala Sweden in June 1998 The 23 revised full papers presented together with two invited contributions were carefully selected by the program committee The papers address all current aspects of the Ada programming language they are organized in sections on Ada 95 and Java Ada 95 language and tools distributed systems real time systems case studies and experiments software quality software development software architectures and high integrity systems Database Design for Smarties Robert J. Muller,1999-03-08 Craft the Right Design Using UML Whether building a relational object relational or object oriented database database developers are increasingly relying on an object oriented design approach as the best way to meet user needs and performance criteria This book teaches you how to use the Unified Modeling Language the official standard of the Object Management Group to develop and implement the best possible design for your database Inside the author leads you step by step through the design process from requirements analysis to schema generation You ll learn to express stakeholder needs in UML use cases and actor diagrams to translate UML entities into database components and to transform the resulting design into relational object relational and object oriented schemas for all major DBMS products Features Teaches you everything you need to know to design build and test databases using an OO model Shows you how to use UML the accepted standard for database design according to OO principles Explains how to transform your design into a conceptual schema for relational object relational and object oriented DBMSs Offers practical examples of design for Oracle SQL Server Sybase Informix Object Design POET and other database management systems Focuses heavily on re using design patterns for maximum productivity and teaches you how to certify completed designs for re use Internet Commerce and Software Agents Syed Mahbubur Rahman,Robert J. Bignall,2001-01-01 The Internet is revolutionizing retail merchandising and shopping Software agents are capable of automating the more routine tedious and time consuming tasks involved in the trading process Internet Commerce and Software Agents Cases Technologies and Opportunities addresses some major Internet commerce issues and the challenges to be met in achieving automated and secure Internet trading **American Book Publishing Record Cumulative 1998** R R Bowker Publishing,1999-03 **Innovations Through Information**

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