



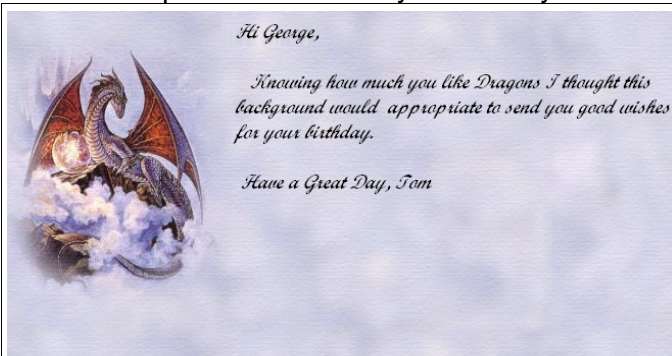
# Coffee Break

Question on Software or Operating system.

## Adding Stationery to your Email.

Adding stationery to your emails is placing a visual background to your email.

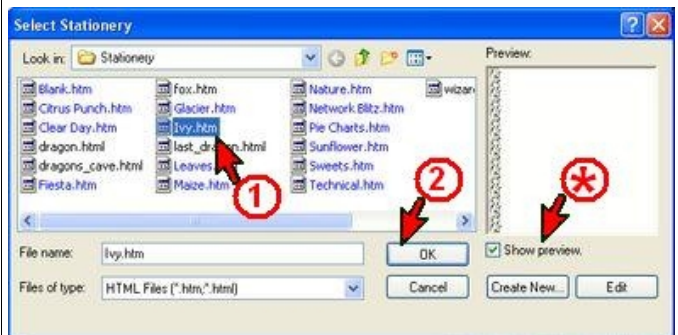
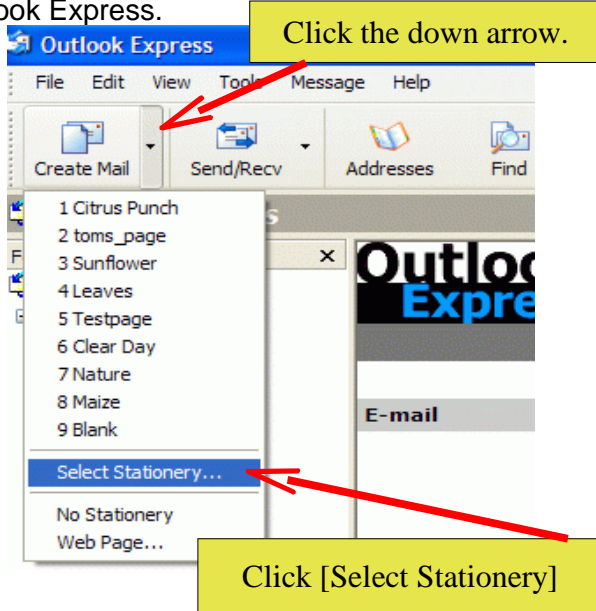
This adds a personal touch to your mail by customising, Backgrounds and different text styles.



Left is a sample of what a stationery background would look like.

Note: You can add special text styles.

To achieve this email customising, first open Outlook Express.



With the [More Stationery] option you have a list to choose from.

Selecting a file, shows a Preview of the background. (Arrow marked with an \*).

Click [OK] when you have the stationery background.



Add the Email address.

1. Choose font style and size. Type you letter the same as normal.
2. Finally click **[Send]**.

When your friend recieves the Email it will have a special background and text.

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If the stationery provied with XP doesn't meet your needs, there are plenty of web sites where you can download free stationery backgrounds.

The one listed here has a great selection. All files are built in to exe. (executable) files that when run places the background in the Stationery folder. Much easier than cut & paste.

<http://www.yvonesrealm.com/index.html>