

KB CommEntary

KB COMM • SCIENTIFIC AND TECHNICAL COMMUNICATION

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Greetings!

Fall Colors

Welcome to the November 2009 issue of *KB CommEntary*, the KB COMM e-newsletter. At KB COMM, we provide mission-critical communication and learning services to clients in a variety of industries.

The colorful fall foliage inspired us to include some easy-to-do tips for using color coding to organize information in Microsoft Outlook.

What's Up at KB COMM?

Thanks to our established and new clients for keeping us fully engaged. Recent and ongoing projects include:

- Developing a series of technical training courses in e-learning format for a biopharmaceutical manufacturer
- Developing and delivering personalized training in using Microsoft Office applications for a client in the real estate industry
- Editing promotional material for an industry conference sponsored by a medical device manufacturing company
- Writing a funding renewal proposal for a research organization
- Writing and editing sales brochure, product portfolio, and internal newsletter copy for a healthcare diagnostics manufacturer
- Writing and formatting chemical residue studies intended for regulatory submission on behalf of a federally funded, cooperative research organization
- Writing supplements and formatting modules of electronic submissions to FDA for a pharmaceutical manufacturing company

KB Comm is a certified Women's Business Enterprise. We are officially qualified to participate in corporations' woman- and minority-owned vendor programs.

Please keep us in mind for your communication or training projects.

Tips and Tales

Using Color to Organize Your Outlook

For many of us, the e-mails and calendars managed by Microsoft Outlook substantially define both our working and off-duty lives. But we seldom take advantage of any but the most basic, default capabilities of Outlook to organize this critical information in a way that can make our days go a bit smoother. Outlook 2007 contains a plethora of easy-to-use tools and features that can help you get organized. One of the most useful is color coding.

Two important notes before we continue:

We would be remiss if we did not acknowledge that some of our subscribers might suffer from one or more forms of color-blindness. If you are so afflicted, our colorific tips might not be especially helpful, and we apologize. Please stay tuned for the next issue of *KB CommEntary*, in which we will discuss organizing Outlook information by view.

These tips are for Outlook 2007, but most of them can also be implemented in earlier versions of Outlook.

And now, on with the show...

Outlook allows you to assign colors to e-mail notifications and calendar appointments based on categories or criteria meaningful to you.

Color coding permits you to quickly scan your e-mail lists and calendar and locate particular categories or types of messages, appointments, and events based on the colors you have assigned them.

Did you know you can color code your e-mails so that every time you receive one from that oh-so-special person, it appears in your Inbox sporting its own unmistakable color? We recently stumbled across this spiffy feature and now have a virtual rainbow lighting up our Inbox. It's easy! While viewing your Inbox, select Tools > Organize from the menu. The Ways to Organize Inbox pane appears at the top of the window. Click Using Colors. Then click an e-mail from the lucky sender, select a color from the dropdown list, and click Apply Color. Now you can quickly scan your e-mail lists and pick out messages from that sender by color.

The Outlook calendar provides even more opportunities and options for using color as an organizer. Perhaps you've already learned how to change the calendar background color. That's fun in a virtual-decorating kind of way.

But did you know you can color code appointments and events? Let's say you have a breakfast meeting every Monday at 8:00. Right-click an instance of that appointment and select Categorize > All Categories. You'll notice that some predefined categories and associated colors already appear. You can select and apply one of them or create a new one especially for your breakfast meeting by clicking New, giving the meeting a category name, selecting a color, and clicking OK. Every scheduled instance of your breakfast meeting now appears on your calendar in the selected color, regardless of which calendar view you choose.

You can apply a category/color when you create a new appointment as well. Select Categorize from the Appointment tab on the Ribbon and choose the appropriate category/color, or add a new one if necessary.

You can even color code your appointments based on words or phrases that appear in their titles. For example, if you put your hair appointments on your calendar, you can create an automatic formatting rule so that all appointments whose titles contain the word "hair" will appear in a particular color. Go to Edit > Automatic Formatting. Click Add, enter a name for the formatting rule (e.g., hair), and select a color. Next, click Condition and enter in the Search for the Word(s) dropdown box the word or phrase you want Outlook to search for in the appointment title (e.g., hair). Then click OK.

Similarly, you can color code holidays, special events such as birthdays and anniversaries, and mandatory vs. optional meetings, just to name a few.

Now that your calendar looks like a peacock, wouldn't it be handy to view it from different angles? We'll discuss ways to do that in the next edition of *KB CommEntary*.

Ideas?

To help us make *KB CommEntary* more useful to you, feel free to suggest topics you would like to see addressed. Send your idea to kathy@kbcommllc.com and we will consider featuring it in an upcoming edition of the newsletter.

And please remember, *when it has to be right, KB COMM is here to help.*

Sincerely,

Kathy

Kathy Breuninger

KB COMM

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