

















Formatting, fonts, and colors




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You can customize Gmail messages with rich formatting, add color to your greetings, underline key points, or make your words bold. Here's how to enhance your messages:

1. Click **Compose Mail** at the top of any Gmail page.
2. Click the icon for the formatting feature you'd like to use in the formatting toolbar above the compose window. If you don't see any icons, click **Rich formatting >>** to display all formatting options.
3. Type your message! (Please note that Gmail doesn't recognize HTML tags inserted in the body of a message.)

If you decide you'd like to write a message in plain text format, just click << **Plain text** along the top of the compose window.

Gmail's Formatting Options	
	Bold - bold all or some of your message
	Italics - italicize all or some of your message
	Underline - underline all or some of your message
	Font - select a special font
	Font Size - change the font size of all or some text
	Font Color - change the color of all or some text
	Highlight Color - highlight the text of a message
	Remove Formatting - remove formatting from selected text
	Hyperlink Text - hyperlink the selected text
	Numbered List - create a numbered list in your message
	Bulleted List - create a bulleted list in your message
	Indent Less - move text closer to the left of the page
	Indent More - indent text further to the right of the page
	Quote Text - format a block of text as a quote
	Left Align - align text along the left side of the page
	Center Align - align text in the center of the page

	Right Align - align text along the right side of the page
	Right to left* - changes the directionality of text composing
	Left to right* - changes the directionality of text composing

Rich formatting is not available in Gmail's [basic HTML view](#) or in your signature settings. At this time there is no way to save customized formatting options as a default Gmail setting.

** Directionality controls are only available in the Arabic and Hebrew interfaces.*