

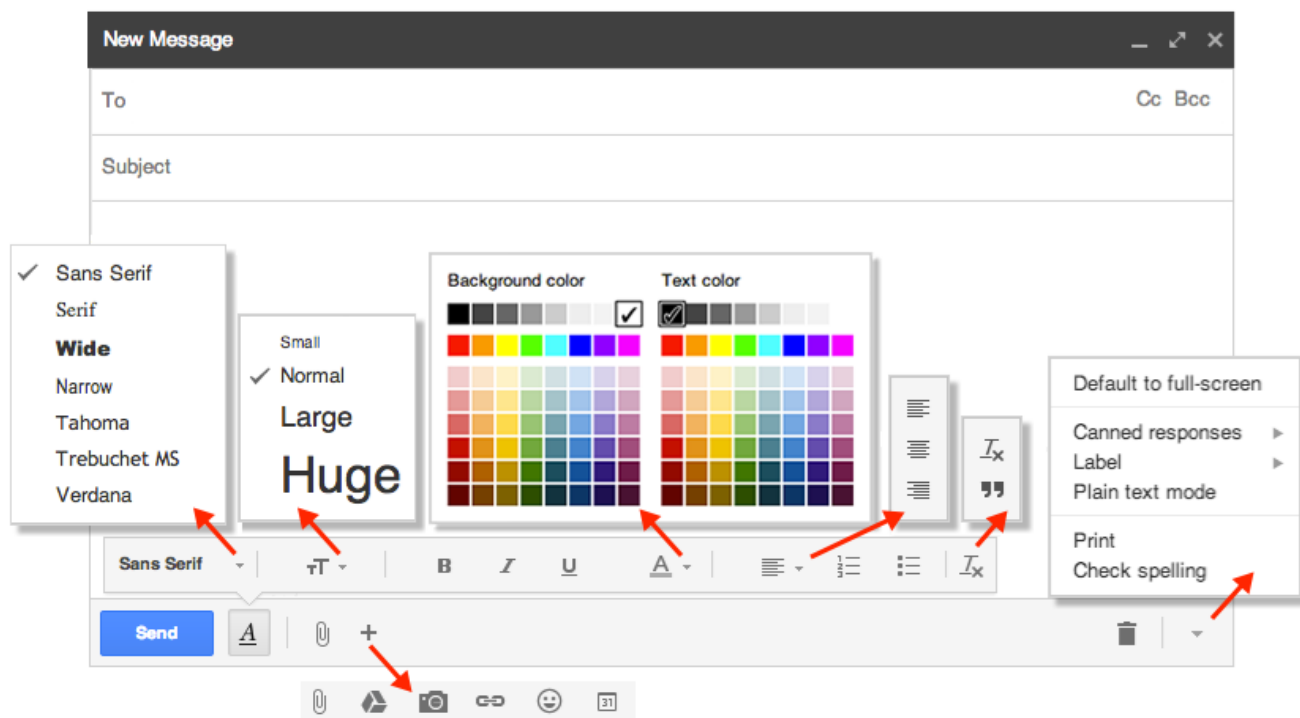


# Gmail: Compose at a glance

Google Apps for Work

Gmail's Compose is where your thoughts turn into words and your words turn into emails. To keep your mind uncluttered as you compose a new message or reply to a conversation, we've hidden the formatting and attachment options away until you need them.

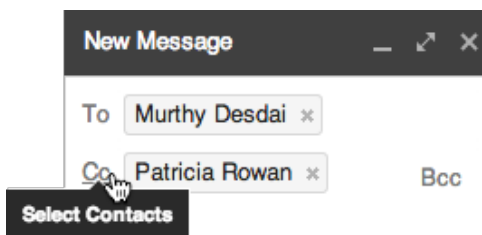
A look at the menus...



Some tips and tricks ...

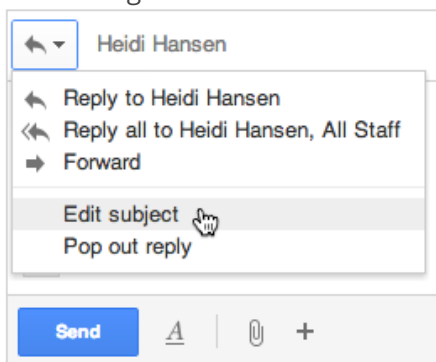
## Entering contacts

Click in the **To** field to add or edit the email addresses in your message. Click **To**, **Cc**, or **Bcc** to open a menu for selecting contacts.



## Reply options menu

If you're replying to a conversation, click the drop menu on the left side of the **To** field to change your reply options, pop out the message into its own window, or edit the subject of your message.



## Keyboard shortcuts

- Ctrl + b** = Bold
- Ctrl + i** = Italics
- Ctrl + u** = Underline
- Ctrl + k** = Insert link
- Ctrl + [** = Indent less
- Ctrl + ]** = Indent more
- Ctrl + Shift + 7** = Numbered list
- Ctrl + Shift + 8** = Bulleted list
- Ctrl + Shift + 9** = Insert quoted text
- Ctrl + Shift + l** = Align left
- Ctrl + Shift + e** = Align center
- Ctrl + Shift + r** = Align right
- Ctrl + Shift + c** = Add cc recipient
- Ctrl + Shift + b** = Add cc recipient
- Ctrl + Shift + f** = Access custom from