

Word Pad to E-mail, Forward, Reply, Clean up and E-mail etiquette

E-mail is: easy to use, fast and no stamps, but often misunderstood and no privacy, E-mail the curse and the bonanza of the technology age.

E-mail Addresses

It is advisable not to use your name... by using your own name you are providing gender information... possibly providing enough information that further information can be gathered.

Messages

To: the address to one or more receivers

Cc: address(es) to additional receivers(cc: carbon copy)

Bcc: address to additional receiver: however, the other addressees are not aware that this person is also receiving a copy (blind carbon copy)

Subject: please fill this box with a short synopsis of the reason for writing, some people will not open e-mail that has an empty subject box

Message: this is the area where you create the message. Notice that this area also has formatting choices. Many of the things you did in Word Pad you can do in the message box. For example: bold, italics, underline, font style and font size, etc.... Remember e-mail is essentially Word Processing.

Tricks: For those of you who like to take your time to construct an e-mail try one of the following: write the message section in Word Pad which is a word processor, then select, cut and paste into the e-mail message box OR type your message in the message box in e-mail and save it as a draft copy, you can reopen it and add verbiage... send it when you are finished.

Reply

You receive an e-mail you want to reply...click reply...notice the message moves down the screen and an open space is created near the top... this space is created for you to write your reply... you may also scroll down and insert your comments after the individual paragraphs... if you insert after the paragraphs, I suggest you use a larger or different color font so it is easier to see.

In your reply you may clean up any unnecessary e-mail addresses or dates... you do this by SELECTING the information and using the DELETE key to erase the SELECTED material. You must be in either REPLY or FORWARD for this to work.

Notice in REPLY that the "To:" box is filled in with the address.

Reply All

Reply All is similar to Reply; however, your reply is sent to everyone whose address is listed in "To", "Cc" and "Bcc". You may be replying to someone you would rather not receiver your reply.

Forward

When you Forward a message you are sending it to an entirely new address; therefore, you must fill in the address box, the "to"

Fw: Fw: Fw: We have all received e-mail that has Fw: sometimes written many times in the subject box... this tells you the enclosed information has been forwarded many times... this is especially true of jokes, stories and many, many social comments.

How to Clean up the E-mail that you Forward

First, click on the “Forward” command, usually at the top of the page...remembering that this is basically Word Processing...SELECT the Forward section with the addresses, date and other information....after you have SELECT it (highlight), press the delete key and the selected material will be deleted....if there are many forwards listed delete all of them, select and delete it.... This is important to do because if you leave all that information you will essentially be passing on many, many E-mail addresses, including your own, which will be past on to strangers when you forward the information ... many people won't bother to read a forwarded E-mail because of all the unnecessary clutter.

General E-mail Netiquette Rules

DO NOT TYPE IN ALL CAPITAL LETTERS. This is considered very rude. It is the Internet equivalent of shouting. It's OK to type a few words in capitals for emphasis, but not your whole message.


1. Stay on topic if you join a discussion group or subscribe to an email list.
2. When forwarding or replying to a previous letter, include a small portion of the initial message, not the whole message.
3. When forwarding email, remove the addresses of the previous sender.
4. Remember email is NOT private, do not say in e-mail anything that you would not post on a bulletin board.
5. Although not required, it is considered good manners to give an email message a “subject” when sending.
6. On line communication can be tricky, it is difficult to detect the writer's mood or emotions. What you may feel is very clear may be easily misinterpreted.

Internet Abbreviations

Following are some common abbreviations used online to avoid typing a whole phrase. These are often used in chat rooms and in email. There are many more. Type “internet abbreviations” in the search box of any search engine to find more.

AFAIK – As Far As I Know
ASAP – As Soon As Possible
BBL – Be back Later
<BEG> - Big Evil Grin
BRB – Be Right Back
BTW – By The Way
FWIW – For What It's Worth
<G> - Grin, Giggle

IMHO – In My Humble Opinion
KIT – Keep In Touch
LOL – Laughing Out Loud
ROFL – Rolling On the Floor Laughing
TIA – Thanks In Advance
TTFN – Ta Ta For Now
TTYL – Talk To You Later
WB – Welcome Back

 (To SELECT place your cursor in front of the word(s) you want to highlight, hold the shift key down and using the directional arrow key(s) and highlight each letter....remove your finger from the shift key when finished.)