

Lancaster Senior Citizen Center

Computer Tip No. 16

Forwarding E-Mail

Do you receive e-mail with tons of headers, massive footers, and multiple characters like >>>?

Worse than that are you the one who sends this kind of cluttered mail to your friends?

Lets say you get e-mail from John, sent to him by Mary, and sent to her by Carol etc. On some ISPs, the e-mail addresses in the headers are shown. Many do not want their addresses known for security purposes, so removing the header solves this problem.

Let's become good e-mail senders and clean up are act. Here's how

To start, place your cursor over the beginning of the text that you want to send, then drag it to the end of the text you want, which will highlight it. Now go to the Edit menu and select Copy (or CTR+C). This will send it to the clipboard. Now start your forwarding e-mail (or straight mail), go to the Edit menu and select Paste (or CTR+V). Nothing but the message you want is shown. The strange characters may be there and can be eliminated one by one.

What I like to do is copy the wanted text, paste it into a word processor, remove the characters by Find and Replace, and make any other changes I want. Then copy it and paste it into my e-mail. It's so easy. Try it, you'll like it.

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