

Send email

Email Basics

Email: electronic mail

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This page is written with Microsoft Outlook Express [OE] 6.0 Email browser in mind. However, many of these tips and pointers will work with other Email browsers, also.

The information in this page is designed to help you become an efficient and effective user of Email by showing you some tips and pointers of mostly a cosmetic rather than a technical nature. For matters pertaining to obtaining the Email services of an Internet Service Provider [ISP] and getting connected, you need to select an ISP and get your technical information from that ISP.

By the time you read this, XP and Outlook Express will be on the trash heaps of history.

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Introduction

Email is here to stay and is a key component of the digital revolution. You can learn to use Email even though you've never touched a typewriter. And, age is not a factor. My Mother-in-law is approaching 90 years of age and had never touched a typewriter before 2001. However, she now uses Email regularly to correspond to her extended family and you can, too. She may type slowly and likes to use fonts of at least 24 points, but her messages are clearly understandable. My wife gave her parents a computer she had outgrown, thinking that her Dad would be the primary user, since he already knew how to type. However, Nancy's mother took an interest in the computer and has soaked up everything we have been able to teach her about the Internet and Email.

Being able to type is a definite plus when it comes to using Email with ease and efficiency. I have my Dad, [Rev. J. Franklin Lint](#), to thank for the degree of typing ability I may have. I can still remember him going head to head with the high school principal back in the early 50s about my taking typing. The principal thought I didn't need typing because I was in the College Prep course and not the business course. Of course, Dad said, "He of all people needs to take typing because he's going to college." Dad seldom lost an argument that involved logic and he didn't lose that one, either!

I started using Email in October, 1981. Since then, I checked my Email every working day until I retired in December, 1994. Since retirement, I have checked my Email every day, including weekends and holidays. I check my Email the first thing when my computer boots up in the morning. And, the last thing I do before putting my computer to sleep in the evening is check my Email.

When I came home from the hospital in May 1996, following quintuple heart bypass surgery, the first thing I did was read my accumulated Email, and [with my wife's help] respond as needed.

Check your Email regularly.

Have you ever heard of anyone who didn't check their USPS mail box daily? I haven't! As soon as the mail delivery person walks/drives away, we're right there, checking to see what we got. Most often, it's catalogs and bills.

We need to give our Email this same level of diligent devotion. Check your Email at least once a day. I check mine several times a day.

Activate the Spell Checker.

For some strange reason, *off* is the default setting for the spell checker instead of *on*. Therefore, you have to take the proactive step of turning the spell checker on. Never

assume you are a good enough typist or speller to ever send an Email without activating your spell checker. The OE spell checker is not as powerful as the one in your favorite word processor but it will catch all of your spelling errors if not your grammar errors.

1. Get the Inbox window on the screen.
2. Pull down the Tools menu and select Options.
3. Click the Spelling tab at the top of the screen.
4. Make sure the following options are checked:
 - Always check spelling before sending
 - Suggest replacements for misspelled words

Activate Rich Text Format [HTML]

Outlook Express gives you a choice of two typing formats: **Plain Text** and **Rich Text** with Plain Text being the default setting???

Plain Text Format: This is just plain vanilla with no chocolate and no sprinkles.

Rich text Format: This format enables you to format the text of your message with such things as bold, italics, and color. In fact, most of the text formatting features available in your word processor are available. Most important is the ability to add pictures, both in line with your text or as attachments to your message.

To activate Rich Text format:

1. Open Outlook Express [OE] and get a new message on the screen.
2. Pull down the **Format** menu and make sure a black dot is showing beside **Rich Text [html]** and that a check is showing beside **Send pictures with message**.
3. If the black dot and check are not showing, select them successively and these features will be activated until you deactivate them at some future date.

Use Your Address Book.

Before you can use your OE address book, you need to understand some rules about Email addresses:

An Email address is composed of two basic parts separated by the @ symbol. The @ symbol is made by holding down the shift key and typing the numeral 2. Usually all characters of an Email address are in lower case and there may be no spaces. Most people accept this rule and learn to read and write Email addresses according to it. But if you don't like to see **yourname**, you can use an underscore instead of a space: **your_name**

The information to the left of @ is how you wish to be identified [User Name] and the information to the right of @ is the Internet service that is providing you with Email. Here is my business Email address as an example: diskbooks@comcast.net

Email is absolutely unforgiving of any typos. If you make a mistake in the way you type the address, your Email most likely will go nowhere except into the ozone layer. The unforgiving nature of Email is the main reason for using your address book to both send messages and store addresses.

Adding addresses to your address book by typing.

1. Open OE without a message showing. You will see a button marked Addresses at the top of the screen. Or, when a message is showing, pull down the Tools menu and select **Address Book**
2. Click the **New** button and select **New Contact**. [OE will call the persons listed in the address book **Contacts**]
3. Fill in the name fields with how you want your mail to appear when your contact gets it. Let's say you are planning on writing to your parents. You could put Mr. and Mrs. John Doe in the name fields. Or you could make it sound more personal and put in Dad and Mother. I have chosen to put in Dad and Mother.
4. You will need to know the exact spelling of your parents' Email address. I know my parents' Email address is **johnmarydoe@ptd.net** Therefore, I carefully type this in the Email addresses field and double check it to make sure there are no typos.
5. Click **Add** and then click **OK**. You have just added Dad and Mother to your address book. When you write to them from now on, just start typing Dad and Mother in the **To:** field. If you only have one address beginning with D, all you have to type is D. But if you have several starting with D [Dave, Donna, Dean, etc] you will have to keep typing Dad and Mother until you get to the point where OE recognizes Dad and Mother. In this example, you would have to type Dad before OE would take over and complete the addressing for you.
6. Remember: when you type in the address in the **To:** field, start slowly typing their real name, not johnmarydoe@ptd.net That is their Email address but OE translates Dad and Mother into johnmarydoe@ptd.net
7. Have faith and do it this way. It really works!
8. Now you are ready to add another address to your address book.

Special Note: If you are having difficulty getting your copy of OE to work as described on this page so far, try this:

- Make sure you are at the OE Inbox page.
- Pull down **Tools** and select **Options**
- Click the **Send** tab
- Read all the options at the Send tab and make sure everything is checked the way you want it to be.

Automatic additions to your address book:

So far, you have learned how to type an address for Dad and Mother. But, today you get an unexpected Email from Aunt Elizabeth. OE will automatically add her name to your address book if you reply to a message from her. Today, you also get a message from a business associate that needs no reply. You can also add this address to your address book without typing it in:

1. Look at the message carefully. At the top of the left side of the message, you should see the word **From:** with this contact's name beside it.
2. Double click on your associate's name and OE will give the first screen of the Properties of this person's Email information.
3. Click on the **Add to Address Book** button and your business associate will be added to your book!

Creating Groups in your address book.

A **Group** in an OE address book is a list of contacts that is saved under a certain name you create. If you find yourself sending the same Email message to people with common properties or characteristics, you need to create a group. For example, here are two groups I have in my address book. **Ed Lint Family** and **Big Family**. The first is made up of my wife, my four children, and any of the spouses who may have their own Email addresses. **Big Family** is everyone on Nancy's and my sides of the family that have Email addresses. For example, if I want to write to my immediate family, I click in the **To:** field and start typing **Ed Lint Family**. At the present time, all I have to type is the E and OE finishes typing *Ed Lint Family*. I write my message and click **Send**. Bang! Everyone in our immediate family gets the message. To create a **Group**, follow these steps:

1. Open your Address Book and select **New** and **New Group**.
2. Give your new group a short name. In this example we'll call it Family
3. Click **Select Members**
4. All contacts currently in your address book will be in the left column. Everyone in the **Family** group will appear in the right column.
5. Click a name in the left column to highlight it. [Or, double-click a name in the left column.]
6. Click the Select button in the middle and it will appear in the right column as a member of your **Family** group.
7. If a contact appears in the **Family** group in error, click on it to select it and then press the **Delete** key on your keyboard.
8. When you are finished adding contacts to your **Family** group, click **OK** and you will be able to see your **Family** group in a **Properties** window. Look at it closely and make sure it's the way you want it to be.
9. If it is, click **OK** and close out of OE before you try to use your new **Group**.
10. The next time you have a message to send to your whole family, type **Family** in the **To:** field and it will go to all you have placed in this group. **Family** is used here as an

example. You can have groups called such names as Teachers, Students, Board Members, Customers, Friends, etc, etc.

Creating and Using a Signature

A signature is a saved block of text that you use any time you need to paste this block. This feature is called **Signature** because it is frequently used to close an Email message. You can create and use Signature by following these steps:

1. Make sure the OE screen is showing **Create Mail** in the upper left corner of the screen.
2. Click on the **Create Mail** button to get a blank message form. Type the block of text you wish to use as your Signature in the message block of this blank form.
3. **Select** [highlight] the text in your signature and copy it to the clipboard. [Press **Control-C**]
4. Pull down the **Tools** menu and select **Options**
5. Click on the **Signatures** tab along the top of the **Options** dialog box.
6. Click the **New** button. **Signature #1** will appear in the **Signatures box**.
7. Click in the **Edit Signature** box to get an insertion point [flashing cursor.] Also, make sure the **Text** button beside this box is clicked.
8. Paste the contents of the clipboard at the insertion point. [Press **Control V**]
9. Click **Apply** and then click **OK**. Your new signature is now stored and ready for use.
10. When you want the signature to appear at the insertion point, pull down the **Insert** menu and select **Signature**.
11. A menu of the names of your stored signatures will be displayed. Click on your choice and press **Return**. Your signature will appear at the insertion point.
12. You may **rename** or **remove** a signature by returning to the Signature dialog box: **Tools>Option**.

Use the BCC [Blind Carbon Copies] Address Field to Keep Email Addresses Confidential

When you send a message to a **group** [list], all the Email addresses in the group will be published for everyone to see. In this age of mass spamming, some folks don't care to have their Email address put on public display. Here's how you can use the **BCC** field to keep the Email address of your recipients completely confidential:

1. With an Email message on the screen, pull down the **View** menu and select **All Headers**. This will cause a check mark to appear beside All Headers. And this field will be toggled on.
2. The **BCC** field will now appear between the **CC** and the **Subject** fields.
3. Type the **Group** name and any other addressing information in this new **BCC** field.
4. Leave the **To:** field blank when addressing your message.
5. When such a message is sent, **Undisclosed Recipient:** will appear in the **To:** field of everyone who gets your message.

6. The **BCC** field will not even be seen by the recipients, maintaining complete confidentiality.

Sending and Saving Attachments

Attaching a file to your Email message is a handy and powerful way of moving information via the Internet. Evil people have learned it is just as easy to cause damage and mayhem so *beware*. We are assuming that the readers of this page want to learn about attachments for good reasons: To attach file[s] to an Email message:

1. Know where on your computer this file[s] is located. If you have this file buried in a folder several levels deep in your C drive, it may be a good idea to create a folder on the desktop for holding files to be attached.
2. Attach the file[s] before you write the message in the message area. I have made the mistake of clicking Send without making the attachment.
3. With the new message on the desktop, click the **Attach** button marked with a paper clip icon.
4. OE will open a window for you to browse to the location of the attachment.
5. If you are attaching more than one file from the same folder, hold down **Control** and then click each file to be attached. [When you hold down Control, your selections do not need to be consecutive.]
6. When your selection[s] has been made, click the **Attach** button.
7. Now your attachment[s] will show in the **Attach** window below **Subject**, along with the file name and size of each.
8. Now complete the rest of your Email message: To: CC: etc.

Saving attachments: Many attachments you will just read and either file or delete. When you get attachment[s] you want to save, here's how to do it:

- **Right click** on a file icon in the attachment window
- If there is more than one attachment to this Email message, you may elect to **Save All**
- Follow the prompts very carefully. I suggest you save first to the desktop and then you can file the attachments where they belong.

Sending Digital Pictures [Using a digital camera]

Sending and receiving pictures via Email is a lot of fun. Of course, the digital camera has made this not only possible but relatively easy. [Picture phones are not covered on this page.] A digital camera stores a computer file of a picture on a storage device inside the camera [Examples: CompactFlash and SmartMedia.]

These picture files are then downloaded to your computer where they may be printed, sent via Email, or inserted into a web page. I use an *old-fashioned* Olympus 2.1 megapixel camera. [Many newer digital cameras have far more than 2.1 megapixels.] This meets my needs for

sharing pictures with family and friends. I have two 8 mb SmartMedia cards that will hold 16 pictures each at the highest resolution. I also have a 64 mb SmartMedia card that will hold 127 high-resolution pictures. Once the pictures have been downloaded to my computer and stored on the computer's hard drive, the camera's storage device may be erased and used over and over again. Digital cameras are hard on batteries so I always carry a spare set of batteries as well as a spare smart card in my camera case.

Tip: If you frame your pictures through the top viewfinder instead of the LCD [liquid crystal display] monitor on the back of the camera, you may find your batteries lasting longer. I find it's easier to rest the camera on your cheek and side of the nose while using the viewfinder, instead of holding the camera out in front of you and looking into the LCD monitor. [If you use the viewfinder on top of your digital camera, people may think you are still back in the dark ages of film cameras.]

Here's the process I use for sending pictures from my digital camera via Email:

1. **Download the picture files from the camera's memory to a folder on my desktop I call *pix*. Each picture file gets a default extension of **.jpg** [pronounced JAY-peg]. Your camera should have a USB cable to enable you to do the download of over 100 pictures in just seconds. I use a Belkin converter that will accept four different sizes of camera storage devices.**
2. **Use the software that came with the camera [Camedia] to **resize** each picture. At the highest resolution, the pictures come out of my camera as 1600 pixels wide. It is possible to send a picture this wide via Email but it will be so large, the recipient will have to scroll continually to see the whole thing.**
 - **When printing a digital picture on a printer, more pixels will give you a better image. However, when Emailing and uploading to a web server, a lower pixel number will not only make the picture image smaller in size, it will make the .jpg file size smaller, also.**
 - **Warning:** Resizing jpgs will remove pixels. It may be a good idea to save your new pictures just as they come out of the camera. When you resize them for email use, always work with a copy [Save as ...] of an original full-size jpg. Then you will have the full pixel file to make quality prints.
3. **When I first started sending pictures via Email, I made this mistake. My brother said he loved the pictures but there was just too much of them. That's what brothers are for.**
4. **By trial and error, I learned that 500 pixels as the greater dimension was just about right for sending my pictures via Email so that's what I always use. When I change the 1600 to 500, the other dimension changes proportionally. [My monitor's resolution is set to 800 x 600 pixels. At my age, I like to have my work large enough to see easily.] If you and all your viewers use higher monitor resolutions, you will be able to use a larger pixel size without causing constant scrolling.**
5. **You can also use the software to brighten the picture, if it is rather dark and muddy. Cropping is possible to cut away parts of the picture that do not contain valuable**

content. Do any necessary cropping before you resize down to 500 pixels for the larger dimension.

6. The last step is to rename the picture with a filename that will mean something to me. Olympus gives each picture a numeral for a name but I want file names that tell me something about the content of the picture. For example, the next big event on our family's calendar is my granddaughter's birthday. Her name is Tori. So the file names for the pictures of Tori's party will look something like this:

`toricake.jpg` [Tori's birthday cake]
`torigifts.jpg` [Tori opening her gifts]
`toricandles.jpg` [Tori blowing out her candles]
etc, etc, etc.

Including pictures with an Email message

Here's an example of how I send .jpg picture files with my Email messages:

1. Compose an Email message for **Big Family** that tells about Tori's party and includes some pictures.
2. Make sure the **insertion point** is where I want a picture to appear. [Click in the text field to get an insertion point.]
3. Pull down the **Insert** menu and select **Picture**.
4. OE will give me a window where I can navigate to the folder that holds the pictures of Tori's party.
5. I'll select the picture I want, based on the descriptive file names I see, and bang!
6. The picture will appear in the message, right at the insertion point.
7. This process of inserting pictures in the text of your message is called the **Inline** method. You may also send pictures by using the **Attach** command. Your pictures will not appear in the text with the *Attach* method, but they will be displayed below the text.

There are a few warnings you need to heed when sending pictures in your Email message:

- Your ISP or the ISP of your recipients may have limits on the number of pictures you can send in a single message.
- People who use freebee Email [service that is free] may be able get fewer pictures per message, or none at all.
- People who have a dial-up connection to the Internet may need to take a walk around the block while your pictures download to their screen. If your recipients have a broadband connection to the Internet [Cable or DSL], the pictures will appear much more quickly.

Saving pictures: Many pictures you will just look at and either file or delete. When you get picture[s] you want to save, here's how to do it:

- Right click on the picture you want to save.
- Select **Save picture as**
- OE will give you a Save window with the file name highlighted. While this file name is still selected, rename it with a name you will recognize in the future.
- Make sure you see where OE will be saving the picture; browse to a new location if you want another one.

Forward with care

Forwarding what you think are valuable messages is easy with Email. Just click the **Forward** button and address your message as you would normally do. There is even a space for typing in any comments you may want to use as an introduction.

However, when you forward the easy way, OE puts a hash mark [**>**] at the beginning of every line. If a message has been forwarded to you and you forward it to a bunch of new people, the hash marks are multiplied. The text becomes increasingly difficult to read until it's easier to click **Delete** then try to read a forwarded message.

Not so long ago, I received a forwarded message that had over 100 hash marks on it. You need to be able to [use your computer's clipboard](#) to forward properly.

Here's the right way to forward a message that will be as clean as when you first looked at it:

1. Click in the text box of the message you like.
2. Pull down **Edit** and choose **Select All**. [Or press **Control-A**]
3. This action will select [highlight] everything in the message box.
4. Pull down **Edit** and **Select Copy**. [Or press **Control-C**]
5. This action will copy the entire message that you like onto [your computer's clipboard](#). You always have to select something before you can copy it.]
6. Create a new message, add the recipient[s] and subject.
7. Click in the text box and make sure you see the cursor flashing there.
8. Pull down **Edit** and select **Paste**. [or press **Control-V**]
9. This action will paste the entire message that you like from your clipboard into your new message. [**>>>No hash marks will be included!>>>**]
10. Now, use your address book to send this new, pristine message far and wide. There won't be a single hash mark in the whole carload!

11. If you want to keep the addresses of your recipients confidential be sure to use the BCC field for all addresses and leave the To: field blank

Using Your Clipboard to Create a Hyperlink in an Email Message

[Outlook Express is used in this example. If you are using another Email browser, the routines may be similar.]

A hyperlink [clickable] URL usually will have a line under it. When your mouse pointer passes over such a link, it becomes a pointing finger. For this reason, you should never underline text for emphasis. Readers may naturally assume that underlined text means it is a hyperlink [clickable] link. [Use, bold, *italics*, or **color** for emphasis.]

The Internet is very unforgiving when it comes to typographical errors so it is absolutely essential that you use [your clipboard](#) when copying and pasting a URL. I am either a good or an accurate typist, but never both at the same time.

Follow these steps when creating a hyperlink in the body of an Email message:

1. Make sure you have activated Rich Text Format [HTML] in your copy of Outlook Express. If you're not sure how to do this, check the tutorial on page 6 above.
2. Get the target page [where you want your readers to go when they click the link] on the screen.
3. **Select** the target URL by clicking in the **Address Window** until the URL is highlighted.
4. **Copy** the URL to the clipboard.
5. Click in the message window at the point you want the new link to appear. Make sure you see a flashing cursor: this will be the insertion point for the Paste you are about to do in the next step.
6. **Paste** the URL from the clipboard into the message window at the insertion point.
7. Press space bar one time. Your URL will appear with a line under it and it will be a hyperlink. However, this hyperlink will not become active until your message has been sent. [See note about sending a test message in Step 13.]
8. Or-- you can imbed a URL into the Message Window by following steps 9, 10, and 11 below:
9. **Select the text** you want a reader to use as a hyperlink.
10. Click on the **Create a Hyperlink** icon at the far right of the task bar. [This icon consists of a globe of the world and a link in a chain.]
11. Outlook Express will give you a window into which you may **paste** your target URL. **Warning:** Make sure you have erased the fragment of a URL OE thinks you need to

help you get started. When you first open this window, any helper text will be selected. Just paste your new URL on top of the selected text and your text will replace the helper text.

- 12. The text selected in step 9 will now be underlined and will be a hyperlink . [Although it will be underlined, it will not act like a hyperlink until you take the following step.]**
- 13. Send a test message to yourself so you can click on your new link and make sure it takes a reader where you intended.**
- 14. The hyperlinks in an Email message are not activated until a message has been sent.**

Glossary

@: This symbol is part of every Email address and divides the sender's user name from the domain or ISP that is initiating the mail action. Here is an example:
diskbooks@comcast.net

Activate: The process of making a software feature functional, often by placing a checkmark in a box.

Address book: The place in an Email browser where Email addresses are stored for quick use.

Attachments: Files or pictures that travel along with an Email message and may be viewed and saved by the recipient.

BCC: Blind carbon copies; when Email addresses are added in this field, the recipient will not be able to see where copies are being sent; when a group is placed in this field and no names are in the To: field, recipients will not be able to tell who else got a copy of the message.

Browse: Navigating through the folders and disks on your own computer to find a specific file[s].

Browser, Email: A software program designed to send and read Email messages.

CC: Carbon copies; addresses placed in this field will get copies of this message; recipients will be able to see the Email addresses placed in this field.

Clipboard: A storage segment in the memory of your computer for temporary storage of data during the processes of copy, cut, and paste.

Compose: The act of writing an Email message with a browser.

Contact: OE calls the names in your address book Contacts.

Default: The settings of software as the user first sees it before making any changes.

Delete: The act of erasing Email; when the delete key on the keyboard is pressed while data or objects are selected, they will disappear.

Dial-up connection: Access to the Internet via a phone line and a modem.

Digital pictures: Pictures taken by a digital camera and stored as computer files inside the memory of the camera; such pictures are usually downloaded to a computer where they can be used in a variety of way, including inserting in Email messages.

Email: Electronic mail that travels over the Internet and may be read and sent via an Email browser.

Forward: Sending an Email message to one or more other Email addresses.

Group: A list of Email addresses that share a common interest, such as: family, coworkers, customers, etc.

Hash mark: The mark [<] the Email browser puts in the left margin of a message when it is forwarded. Messages that are forwarded repeatedly will become unsightly with accumulated hash marks.

Hyperlink: Text with an embedded URL that will move you to another location in the current document or another document. While connected to the Internet, clicking on a hyperlink may send you to the other side of the world. It's wise to bookmark your current location before using a hyperlink.

Inbox: The location in an Email browser where incoming Email is first seen.

ISP: Internet Service Provider. Comcast and America on Line [AOL] are ISPs.

Jpg: [JAY-peg] The extension that must be at the end of a Windows jpeg photo filename. Example: picture.jpg

Megapixel: A measurement to show the resolution capability of a digital camera, as in: 2.1 Megapixels.

Members: The addresses in a specific group in your address book.

Message window: The large text block where you type an Email message.

Name fields: The place in your address book where you type the first, middle, and last names of your contacts.

Options: This is a selection of the Tools menu that lets you choose the various features available for Outlook Express.

Outlook Express: [OE] is the Email browser discussed in this page.

Pixel: A pixel (short for "picture element") is one of thousands of tiny spots in a grid on a display screen or printed sheet. These spots, or blocks, are individually colored in order to show images on computer screens, and represent the smallest elements that may be manipulated to create graphics. © Microsoft Corporation. All Rights Reserved. "Pixel," Microsoft® Encarta® Encyclopedia 2000. © 1993-1999 Microsoft Corporation. All rights reserved.

Properties: The characteristics of a contact in your address book.

Rename: Changing the file name of a picture from a series of numerals to a meaningful word.

Resolution: The degree to which a digital picture looks crisp and sharp.

Resize: Removing some pixels from a full-size jpg file so it can travel with Email. 500 pixels along the greater dimension is a good size to start with. Resizing makes the size of the image smaller while reducing the size of the computer file that carries the pixels. When you make one dimension 500, the other will change proportionally.

Rich Text Format [HTML]: In OE, this is the ability to format text in much the way you would do with a word processor. The opposite of Plain Text.

Scrolling: When an image is too large for the screen, scroll bars appear at the edges of the screen that let you move the image so you can see all of it.

Select: Highlighting text or an object so the computer can work with this selection in some way.

Send: The button on your Email browser that lets you send an Email message on it's way.

Signature: This is a saved block of text that you use any time you need to paste this block. This feature is called Signature because it is frequently used to close an Email message. You create a new Signature by accessing the Tools>Options menu. You can access your stored Signatures by pulling down the Insert menu.

Smart card: A memory device inside a digital camera that stores the jpg files that make up pictures. An 8 mb card will hold about 16 pictures at high resolution.

Subject: The field where you give a short description of the contents of your Email message. It's considered poor form to leave it blank or always use *Hi* as your subject.

Tab: The selections across the top of a screen where there are several submenus to choose from. In OE, the Options screen has numerous tabs such as: Spelling, Read, Send, Signatures, etc.

To: The field where you type the Email address of the recipients of your message; multiple addresses may be placed in this field, separated by a semicolon; OE will complete an Email address as soon as you type enough characters to make it unique for all the contacts in your address book.

Tools: One of the menus at the top of the Inbox screen of OE.

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He has a broad knowledge base and extensive training, and experience. His formal education includes Bachelor of Science in Bible and Bachelor of Theology degrees from the Allentown, Pennsylvania campus of [Houghton College](#); Master of Arts in educational supervision and administration from [Rowan University](#) in Glassboro, New Jersey.



He has 36 years of professional education experience with state certification as elementary teacher, elementary supervisor, supervisor of curriculum and instruction, elementary principal, special education teacher, and supervisor of special education.

His professional experience includes 2 Years as elementary teacher at Cedarville, NJ, 8 years as teacher, supervisor of special education, and director of education at the Vineland [NJ] State School, 10 years as Assistant superintendent for Rehabilitation Services, and unit manager at the Laurelton [PA] State School, and 15 years as Special Education Adviser for the Pennsylvania Department of Education in Harrisburg.

Throughout his secular career, he has remained active in Christian service in a variety of capacities: Sunday school teacher, Sunday school superintendent, teacher trainer, director of Christian education; choir member, choir director, orchestra member (playing trumpet and tuba), member and manager of a regional Gospel singing group, owner of a Gospel music store; representative for the Pennsylvania Council on Alcohol Problems, interim and supply pastor.

For over 37 years he has worked as a part -time Gospel DJ. In 1971, he earned an FCC Third Class License with Broadcast Endorsement by passing the written examination. During 1973-1997 he produced and hosted a Gospel music radio program: *Gospel Caravan*. His program was on Internet radio via streaming audio 2000 through 2009.

Ed Lint claims that his most important credential is "a personal relationship with Jesus Christ. I have accepted Jesus Christ as my sin sacrifice. He is my Lamb of God. The Holy Spirit fills me. He gives me power to live a successful Christian life and protects me from Satan and his demons."

He retired in 1994 and has been an educational consultant and primary author of [DiskBooks Electronic Publishing](#).