

## How to email information from Patrick's website

PATRICK, IS IT POSSIBLE TO E-MAIL A SERMON FROM YOUR WEBSITE? IF SO CAN YOU INFORM ME? THANK YOU. JOHN

Hello John,

Praised be Jesus, Mary and St. Joseph; now and forever!

Yes, you can copy most everything from my website at [www.JMJsite.com](http://www.JMJsite.com) and then email it on to others or just keep it on your computer or print it.

Start by having your word processor program running. I am now using Microsoft Word, so I will give the commands for that program. If you use Word Perfect or some other program the principle steps are the same, although some of the keystrokes might be different. However, the basic key strokes I use are usually the same in all programs. **NOTE: In my opinion, using the keyboard is usually MUCH faster than running around with the mouse. There is really not that many keystroke commands to remember. However, if you need to use the mouse, all the basic steps are the same.**

Open Windows Internet Explorer (or whatever program you use for the World Wide Web) and go to [www.JMJsite.com](http://www.JMJsite.com). For this instruction lesson, click on the LITURGY tab. Next proceed down to the 3<sup>rd</sup> Sunday after Advent and open Evening Examination of Conscience. Once you have Evening Examination of Conscience opened and showing on your monitor hold down the CTRL key and tap A. That will highlight everything on the monitor. **(If you are going to use the mouse, click on EDIT and the drop down menu falls down. Next click on Select All = Ctrl + A)** Now with the sermon highlighted hold down the CTRL key and tap C. That will copy whatever you had highlighted to the clipboard. **(If you are going to use the mouse, click on EDIT and the drop down menu falls down. Next click on Copy = Ctrl + C).**

Next switch over to Microsoft Word. The keyboard command is to hold down the Alt key and tap the Tab key. **(I think that most people who chase the mouse around go to the taskbar and click on the next program they want on the monitor screen.)** Anyway, once you are in your word

processing program open a NEW FILE unless you already have a NEW FILE opened and are ready to start typing a new letter.

The next step is to hold down the CTRL key and tap V. That will paste the last thing you copied to the clipboard. (If you are going to use the mouse, click on EDIT and the drop down menu falls down. Next click on Paste = Ctrl + V).

Now you have on your own computer the file you saw at [www.JMJsite.com](http://www.JMJsite.com). Of course, now you can SAVE it, EDIT it, RENAME it if you wish or just email it to everyone in your address book.

If you use Microsoft Word, the following explains how to email the information on to others. With the file Evening Examination of Conscience (or whatever other file you want to email to others) opened on the monitor simple hold down the Alt key and tap f d m. (If you are going to use the mouse, click on FILE (notice the F is underlined) and the drop down menu falls down. Next click on Send to (notice the d is underlined). Next click on Mail Recipient (notice the M is underlined).

All you have to do now is fill in the boxes and then hold down the Alt key and tap S. (Or click on Send a Copy) **Notice:** if you want to add music to your email just send it to yourself first. Go to OUTLOOK EXPRESS to add the music as you forward the email to wherever you want it to go. **NOTE: it is not always a good idea to send it to yourself first with the intention to forward it on to others unless you know a few more steps to do in OUTLOOK EXPRESS. Otherwise it will look like a FORWARD message with all the extra >>>>>> that show up in most messages that people FORWARD to others.** So now you probably want to know what I do in **OUTLOOK EXPRESS** to avoid the **extra >>>>>>** that shows up in FORWARDED messages. If you are the first person to FORWARD on your own email, you simply EDIT the Subject line. When I FORWARD my message the OUTLOOK EXPRESS program automatically puts Fw: at the beginning of the Subject line. Simple go to the Subject line and DELETE the Fw:

You also need to go down into the Body of the email where your message is at and delete the first part that reads:

---original message -----

**From:**

**To:**

**Sent:**

**Subject:**

If you do that simple EDIT task, the people who receive your FORWARDED message will not receive it as a FORWARDED message; but rather it will look like you sent it just to them as the FIRST direct email from your own computer.

You might take notice that you can take information from most web pages using the method just explained. However, some web pages have extra pictures and information on them you may not want. You might just want the text article. In that case use just your mouse and highlight ONLY that part of the web page you desire to extract and bring into your own computer.

I hope this helps and is clear enough directions for you to follow. If not call me and maybe it can be explained over the phone.

May the Good God grant you all the Joys, Graces and Blessings you need in this life so you will live in such a way to be with Jesus, Mary, and Saint Joseph for eternity.

In Jesus, Mary, and Saint Joseph,

Patrick Henry  
928-428-1775