

SHARING A LINK IN EMAIL

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Click on any blue, underlined text to go to its linked reference.



Sometimes, you'll read a post that you want to share with someone else by email. That way, they can go directly to that post.

Here's how to do that.

1. Left-click on the post's number (Figure 1).



Figure 1

2. Copy the link (Figure 2):

- ① Left-click on the website address.
- ② Left-click on 'Copy' in the menu.

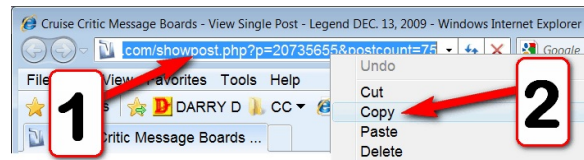


Figure 2

3. Exit the 'link page' so that you return to your previous position in the thread (Figure 3).



Figure 3

4. Paste the link into your email (Figure 4):

- ① RIGHT-click where you want the link to appear.
- ② Left-click on 'Paste' in the popup menu.

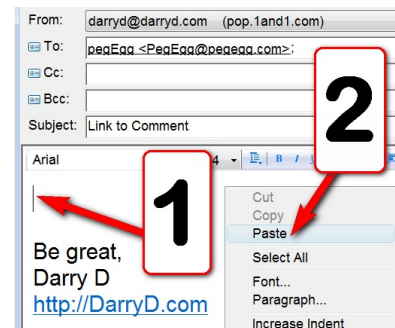


Figure 4

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5. The link appears in the email (**Figure 5**).

If you leave it like this, most email programs will keep it as a viable link. However, some programs will split it, thereby making it useless unless the recipient copies and pastes it into Windows Explorer.

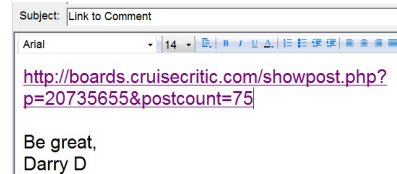


Figure 5

6. An alternative — which takes but a moment — is to change the font size of the link.

You do this by left-click, hold, and dragging over the link (**Figure 6**).

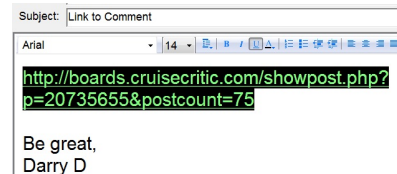


Figure 6

7. Change the font size (**Figure 7**):

① Left-click on the down arrowhead (▼) to the right of the current font size.

② Left-click on the font you want. Normally, that will be '10'.

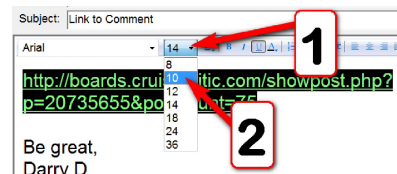


Figure 7

8. The result is that the link is now a single, complete line (**Figure 8**).

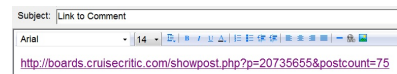


Figure 8

9. When the email is received, the link is a single, blue, underlined link (**Figure 9**):

Subject: Link to Comment

<http://boards.cruise critic.com/showpost.php?p=20735655&postcount=75>

Figure 9