

### **Directions for email editing:**

Copy your typed piece.

Open an email message to your editor.

Paste your piece into the message window of the email document.

Type a "subject" into the subject line & press "SEND".

### **To edit:**

Press "reply" to the message you received. SAVE OFTEN AS YOU EDIT!

Press the CAPS LOCK key

Make all of your changes IN CAPS LOCK: write out everything, even "COMMA HERE" and "PERIOD HERE" >>> use [square brackets] to indicate where something needs to be taken out [ ]

MAKE ANY COMMENTS AT THE TOP >>> GENERAL INSTRUCTIONS; WHAT YOU LIKED; WHAT THE AUTHOR NEEDS TO THINK MORE ABOUT, ETC.

*Be Nice >>> no one likes to be yelled at/criticized all the time; there must be good things you can say about every piece. Be kind and constructive. Share ideas, so the author has a clue how to change his piece. BE SPECIFIC.*

Type "EDITED: subject" into the subject line & press "SEND"

**Send a copy to Marie for editing credit!**