from the Webmaster

How many of you get emails from family and friends, making you scroll way down past all the other address' due to several "Forwards", before finding the real content? We're going to talk about Email Etiquette.

Emailing and texting has become the main source of communications. It's time to improve those skills.

Subject Lines – Have a good and clear Subject Line. If you want your message read, don't try to be clever.

Keep Emails Short - Do not intimidate recipients with too much text.

Clean up emails before you forward them – Make sure you're not sharing the email address' with it. Remove all those "Forwards", and any personal comments pertaining to the content at the bottom. You might consider removing 'FW:' from the Subject Line.

Retain Content when Replying – Doing this will allow you and the requester to keep track of your conversation. This will allow you to remove past emails pertaining to this subject.

Don't Forward Hoaxes – are you sure they're legitimate? Are you really sure?
This is why you should
- not forward such a story unless you have investigated it yourself.

You will
- irritate those that do not spot the hoax and
- they will probably pass it on, causing more irritation.

Those that identify the hoax will likely send you a message notifying you that you passed on an urban legend.
If you know a message is a hoax but have a specific reason to forward it nevertheless, you might want to include your reason with the message.

To help verify email hoax's, visit Legends & Folklore at http://urbanlegends.about.com/
or, Snopes at http://www.snopes.com/

There are hundreds of tips on this subject. These are some of the most common ones. I hope this helps for now. Perhaps we will visit this subject again.

Type unto others as you would have them type unto you!

You can find this article linked on my web page where you'll see references to all kinds of other cool stuff.
http://www.gwta.org/webmaster/index.htm

Thanx for coming.

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"Off the wall"

How many of you have boxes of trophies, plaques, and awards? No trophy case or wall to display them? A lot, I bet. Your chapter meets in a restaurant or someone's house, right? Wouldn't it be great to display your accomplishments? Well, you can. Do it virtually. Create a web page and call it something like "Trophy Wall" or "Chapter Pride", just for starters. Take photos of the chapters awards and post them to your page with a brief description, or go as far as a full description and other photos. What ever made that moment special.