# Removing Unwanted Email Characters Using a word processor:

1. Select **only** the desired text from the e-mail (excluding junk, forwards, extra names, etc. People **hate** to get that. Or delete it before sending the forward.)
2. Copy it (CTRL-C, or Edit/Copy).
3. Open the word processor (Word, Works, WordPad, Word Perfect), and then Paste (CTRL-V, or Edit/Paste) into the document.
4. Next go to Edit menu and choose "Replace" (the **menu** location in most word processors), but Word 2007 and later, find the Replace tool on the far right of the Home ribbon. A Find and Replace windows opens.
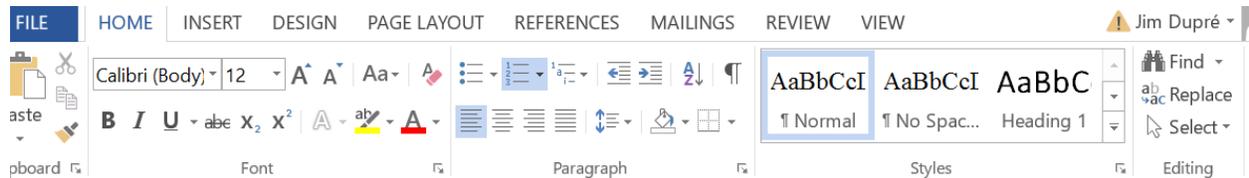
5. In the "Find What" or "Replace With" line, type ">" (or the character you wish to remove). Do not type the quotation marks. The > is on the key which also has the period (".").
6. In the "Replace with" line, do not type anything. Just click on "Replace All". The program will tell you when it has found all the >>>. Then simply close or cancel that Find and Replace window.
7. To remove unwanted lines, or broken sentences, you must do that manually. Start at the END of the entire text, and using the BACKSPACE key, and UP ARROW key, straighten it out.
8. Remove any junk lines, or addresses, names, etc. that may have been included with the original Copy & Paste, by highlighting each or all, then hitting the DELETE key.

If your text also has a lot of extra spaces, you can remove those by following the same steps above, but instead of hitting the > key in the Replace with line, hit the Space bar twice. Why hit is twice? Because if you only have it look for single spaces, it will remove the customary spaces between each word. By having it look ONLY for locations which has two consecutive spaces (or three), it does not ruin the normal spacing of text.

Also, understand when using the Replace function the difference between **Replace**, **Replace All**, and **Find Next**.
The **Replace** button allows you to choose whether to replace the item found (the character(s) entered into the Find box) with the character(s) entered into the Replace With box. By using the **Find Next** button, the word processor looks for the next instance of the item listed in the Find box, allowing you again to choose to replace it, or just click next to skip replacing that instance.

The **Replace All** button automatically finds every instance of the character or characters listed in the Find box and replaces them with the character(s) or nothing entered into the Replace With box.