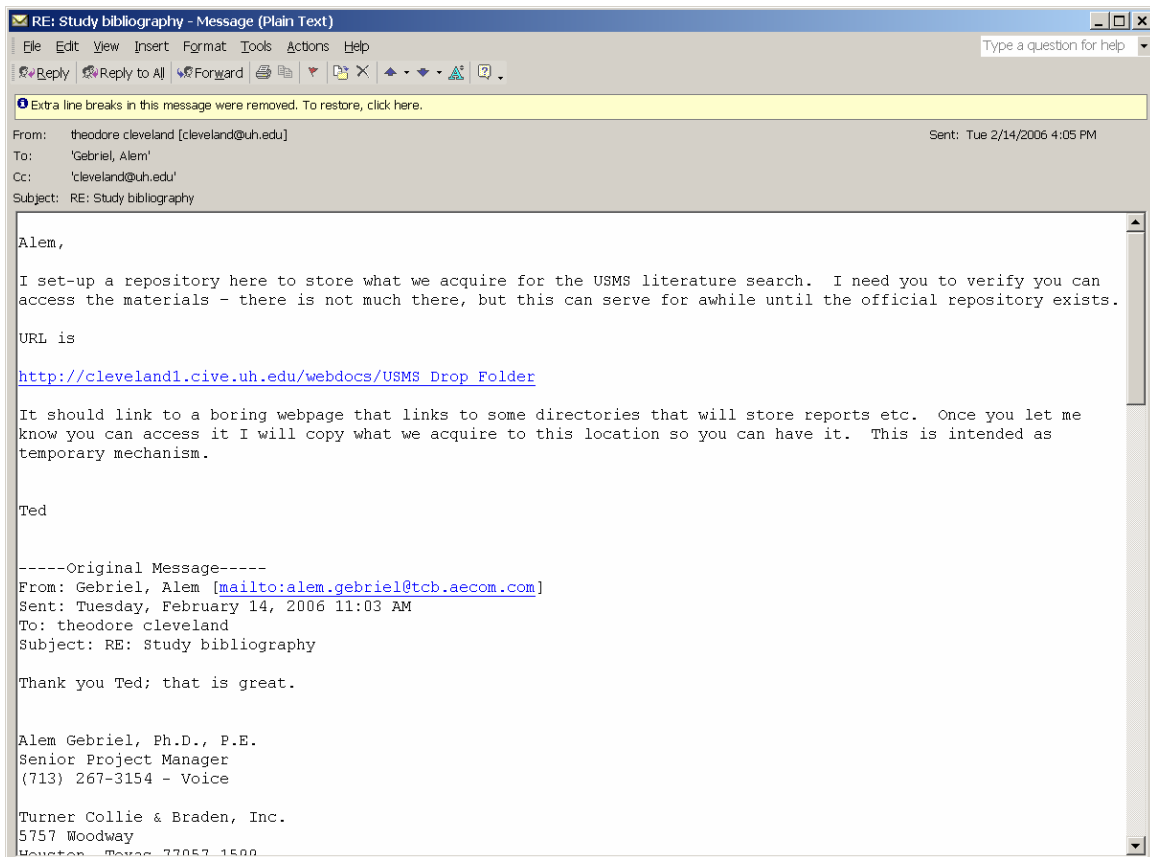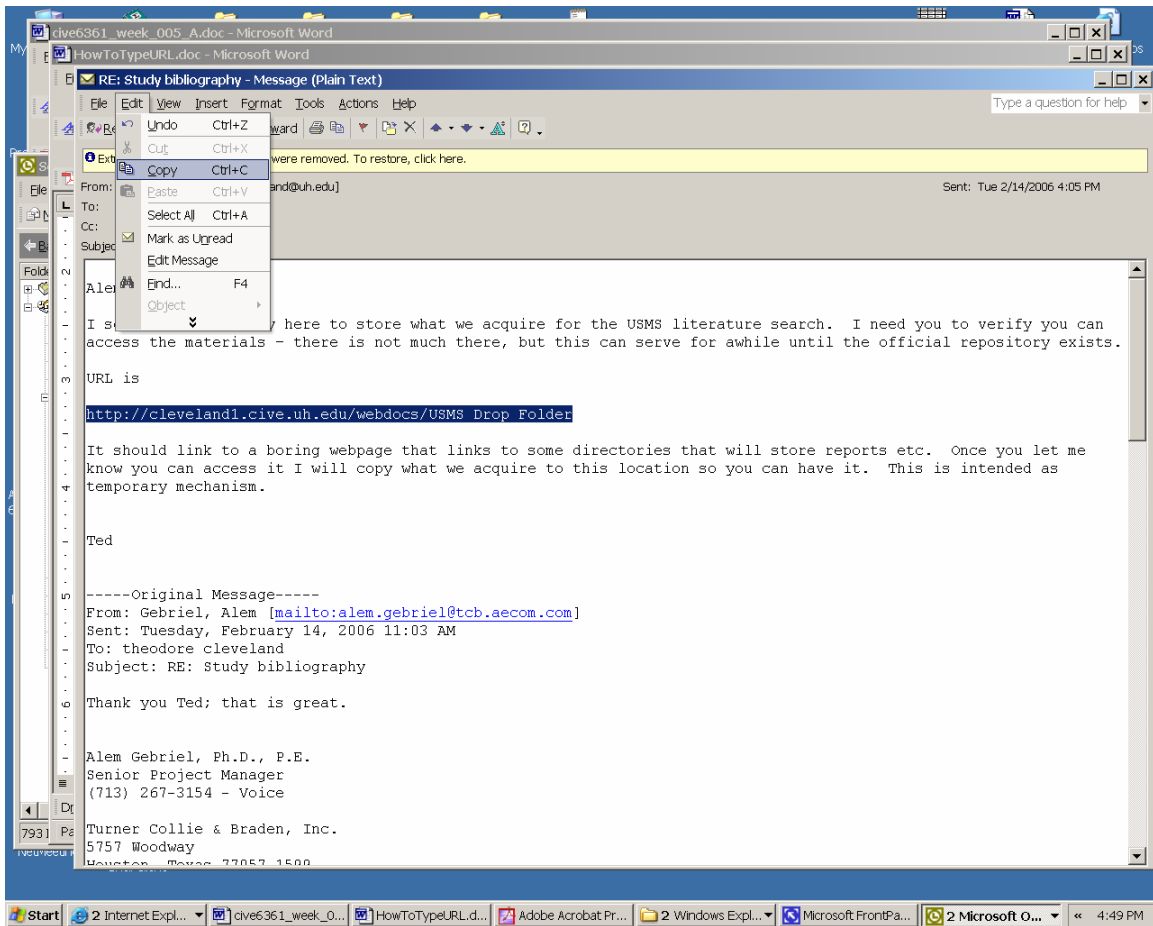This document is an instruction guide to accessing web pages when your e-mail thinks it sent a link, but just sent a URL. Microsoft always thinks http://any_character_stream is a link, even when it is not. WinXP thinks the URL is pointing to //chaos, when in fact the URL is actually 129.7.204.231. This is why you should type the URL exactly as written. In fact whenever links fail, you should type the URL before you assume it is a bad link.
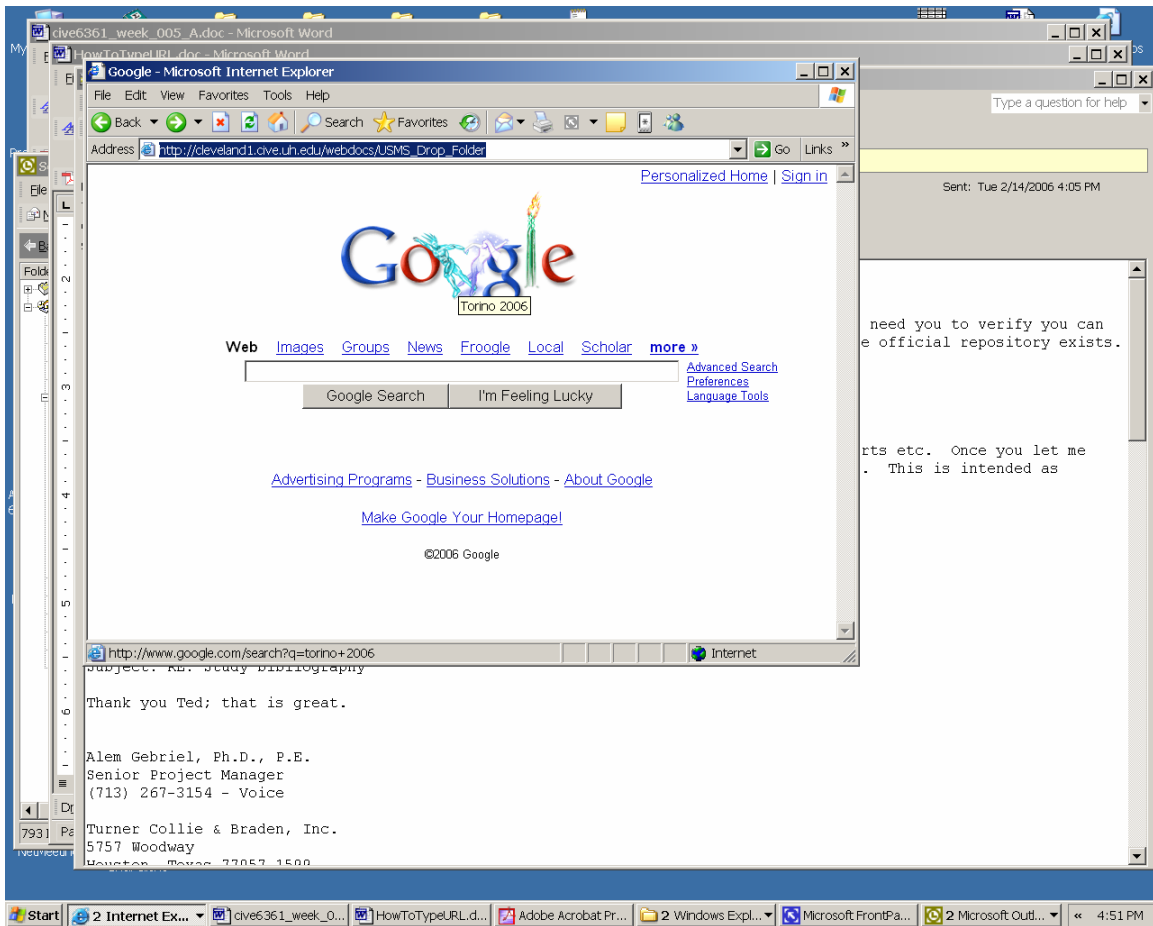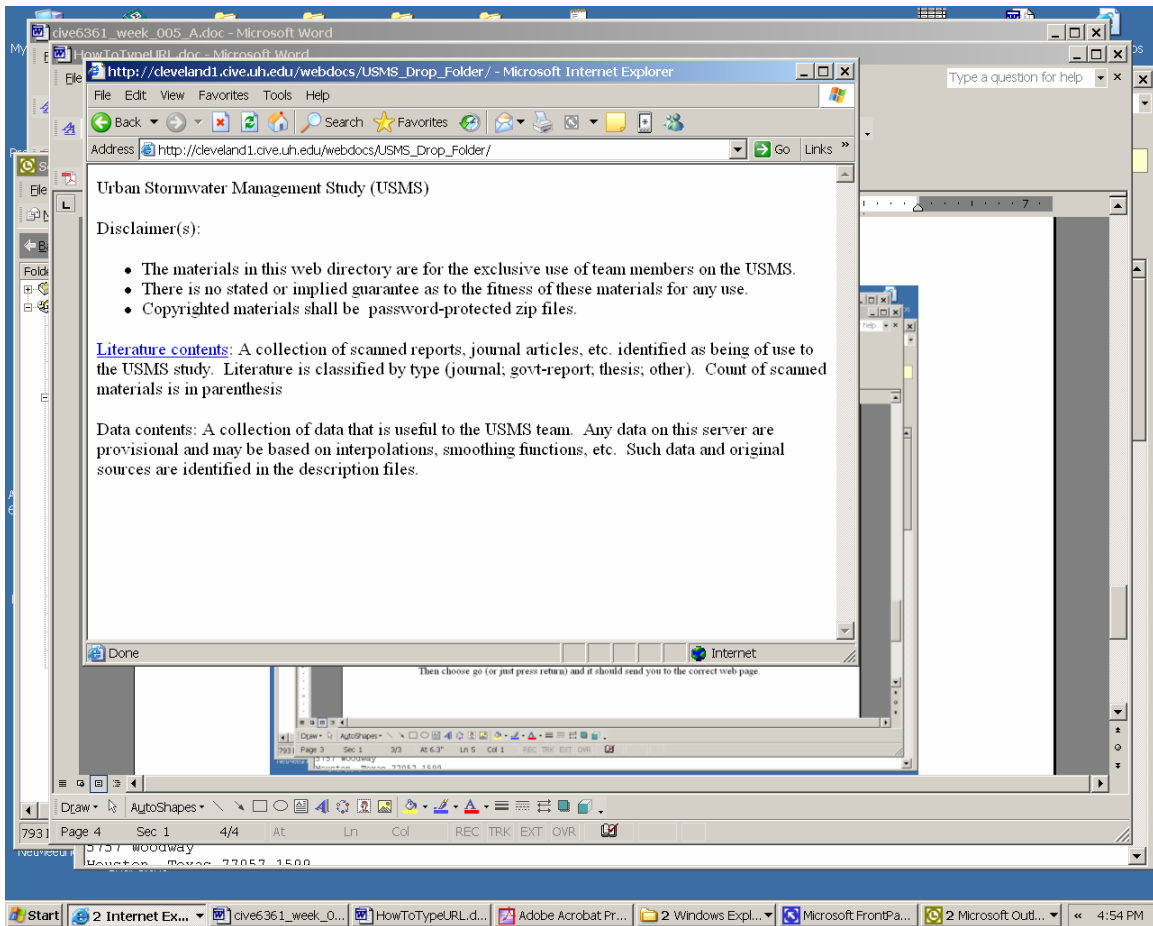
Suppose you received this e-mail:

Do not "click" on the URL, but instead select it and "copy" the text to the clipboard, as below:

cive6361_week_005_A.doc - Microsoft Word

HowToTypeURL.doc - Microsoft Word

RE: Study bibliography - Message (Plain Text)

File   Edit   View   Insert   Format   Tools   Actions   Help

Type a question for help

Undo   Ctrl+Z
Cut   Ctrl+X
Copy   Ctrl+C
Paste   Ctrl+V
Select All   Ctrl+A
Mark as Unread
Edit Message
Find...   F4
Object

were removed. To restore, click here.

From: and@uh.edu]   Sent: Tue 2/14/2006 4:05 PM
To:
Cc:
Subject

Alem

I s...   y here to store what we acquire for the USMS literature search. I need you to verify you can
access the materials – there is not much there, but this can serve for awhile until the official repository exists.

URL is

http://cleveland1.cive.uh.edu/webdocs/USMS Drop Folder

It should link to a boring webpage that links to some directories that will store reports etc. Once you let me
know you can access it I will copy what we acquire to this location so you can have it. This is intended as
temporary mechanism.

Ted

-----Original Message-----
From: Gebriel, Alem [mailto:alem.gebriel@tcb.aecom.com]
Sent: Tuesday, February 14, 2006 11:03 AM
To: theodore cleveland
Subject: RE: Study bibliography

Thank you Ted; that is great.

Alem Gebriel, Ph.D., P.E.
Senior Project Manager
(713) 267-3154 - Voice

Turner Collie & Braden, Inc.
5757 Woodway
Houston, Texas 77057-1500

Start   2 Internet Expl...   cive6361_week_0...   HowToTypeURL.d...   Adobe Acrobat Pr...   2 Windows Expl...   Microsoft FrontPa...   2 Microsoft O...   4:49 PM

Next, open your web browser and "paste" the URL into the address line.

Then choose go (or just press return) and it should send you to the correct web page.

Notice the browser window has the URL as

http://cleveland1.cive.uh.edu/webdocs/USMS_Drop_Folder