# How to Obtain Email addresses
## from our
## YellowPagesforKids.com website

I suggest that you print this file, skim through it, and then watch the video, pausing and rewinding as necessary.

Follow along with this printed step by step process. As you watch and read this, you might find that I made some variations during the process.

**Steps**

Open a blank ascii text notepad file

save file, name it YP.email.adrs.txt

Open a blank Microsoft Word file

save file, name it YP.email.adrs.docx

With your browser, go to YP for Kids, select your state.

Scroll down to first service provider entry. Click there, then scroll to last entry on that page and press your shift key. That area will be highlighted.

You now have several hundred service providers.

Copy and paste the selected text into your notepad file and save it.

**Your goal is to farm out just the email addresses**.

With your text file, dependent upon Windows or MacBook, using Control A or Command A, or Edit, Select All, select all, then using Control C or Command C, or Edit, Copy, copy all into your computer's memory.

Then with your Word file, paste it all into that file, using Control V or Command V, or Edit, Paste, and you have the contents now as a Word file.

When you have successfully copied and pasted the YP text file into the new MS Word file, save and close your text file.

By copying the webpage, an html file, into an ascii notepad text file, many hidden webpage commands and characters are automatically deleted. This reduces problems which will occur if you attempt to copy the webpage, an html file, directly into an MS Word file.

Once the data is copied, save, but do not close, the Word file.

Turn on the feature that allows you to see spaces and carrier returns. (Sometimes called **"Show Formatting Marks."**)

**Now we are going to "Find and Replace" (F+R) various portions of this Word file**. The procedures for doing so vary with different versions of MS Word.

For my version, the advanced shortcut commands to open F+R are **Command Shift H**. For my earlier MacBook and Word versions, the command was Command F.

Be sure that your cursor is at the very top of your MS Word file.

You want to use the "Advanced" version of F+R, so that you can replace the words and also change the font.

**You will ask the Find dialogue box to find**

      **email:**

and replace it with that same word, **but with carrier returns and a large bold font.**

To do that, be sure you have opened the "advanced" feature of find and replace, then open the font and, for the replacement, make its **size 28 or larger points and the use bold setting** and, in front of the word, email:, insert ^p^p^p (the **^ symbol** is above the 6 key and represents a **carrier return.**)

These are three carrier returns, so you now have in your replace dialogue box the following:

      **^p^p^p^pemail:**

**add three spaces after the colon.**

Then click on the Replace All box and compare the number replaced with the number of entries you have for that word email.

Most email addresses will end with .com, .net, .us, .org, .edu, or .mil

So we will now do a F+R for each one, such as:

      **.com    replaced with    .com^p^p^p**
      and
      same for .net and .org and the other domain name endings.

Some new email domain names are occurring such as dot live and dot us so you will need to change them, if found. Once done, close the F+R dialogue box.

      **Now make your Word screen very very small.**

Change the print, page setup from Portrait/Vertical to Horizontal/Landscape. Usually using File, Page Setup.

We are only interested in the email addresses, so we are going to strip all of the rest of the words in the entire document.

Have your file set up as View, Print Layout.

At the top of the page, begin to delete whole portions of text, except for the email line. Do not worry about too many or too few carrier returns at this point.

Finally, when completed, scroll through entire document, checking for any additional information that needs to be deleted, including extra spaces after a carrier return.

Then delete the extra carrier returns, leaving one between each line. Do this using F+R with ^p^p being replaced by ^p. Do it several times.

Now scroll through the complete document again to check for any errors.

Once completed, replace all of the word

**email: space space space with ^p, a carrier return.**

When done, the first part of the line should be the beginning of the email address. If it has a space, then search for ^p space, a carrier return followed by a space.

**and replace with ^p, thus deleting the space.**

Then search for

**| at |**

and include the space before and after **the | symbol**. Replace all of it with the @ sign.

There is a space before and after the vertical line |. Be sure to replace the space.

Scroll through the complete document checking for any errors or stray characters or obviously incorrect email addresses. Delete or correct them.

Now scroll through complete list of email addresses, checking to make sure that there are no extra spaces, extra carrier returns, or other letters, characters, periods, missing @ signs, etc.

Now we are going to replace each carrier return with a comma and a space.

**^p  with**

**comma space**

Now you have one continuous list of email addresses, each one separated by a comma and a space.

Now, select all and turn bold on, then off, then change font size for all to 12 points.

**Save the file.**

Now break the list down into blocks of between 25 to 50 email addresses. If you send out a mass email with more than 50 recipients, you are at risk for the email being trashed by the outgoing or incoming server and your sending email address being marked as a spammer.

Create the content of your email. Edit it carefully. When done, copy and paste it into as many blocks of email addresses you have created.

**Have yourself as the sender and also as the recipient.** For each email, copy a block of the email addresses into the **"Blind Carbon Copy" Bcc:** portion, so that the recipients will not see the complete list.

Include my petewright@harborhouselaw.com in the bcc field.

Once done, SEND and good luck!

Pete Wright  //  www.wrightslaw.com


**\*\*\*\*\*\*\*\*\*\*\*\*\*  EXAMPLE  \*\*\*\*\*\*\*\*\*\***

Recipient list suppressed.

This email is being sent to you because you are listed as a resource on Pete and Pam Wright's Yellow Pages for Kids Website for YOURSTATENAME located at:

>     https://www.yellowpagesforkids.com/help/xx.htm   (**xx** represents the two letter state code)

This is a heads up that Pete Wright is doing a six hour program in xxx city, state on weekday and date.

The URL for more information is at:

>     http://www.wrightslaw.com/speak/ xxx

(It has been listed on the Wrightslaw website for several months and online registration is available at that link.)

In his training, Pete will discuss the U. S. Supreme Court's Fry and Endrew cases and their effect on all disabilities, including dyslexia and autism.

xxx feel free to add more marketing info here. You want the recipient to feel that they must attend or else they will lose out xxx

This Wrightslaw program is sponsored by the xxx your sponsor info here.

>     xxx URL here

We will be most appreciative if you will forward this information on to anyone that you believe may be interested in the program.

Registration is $xxx and includes a copy of three of Wrightslaw books. Light breakfast and lunch are provided.

We expect that this program may be sold out in a few days.

Many thanks.

**END**