Personality

Select a personality. This menu includes your <Dominant> personality and any additional personalities you have defined for you to select for this message.

Stationery popup

Selects a stationery file for the new message.

Retrieve new mail

Transfer new mail for the personalities that have the **Check mail** option turned on in the **Personalities Options**. Or, as specified in the list on the right.

Include Headers

If this is on, the message's (or the first of multiple messages) header information is included in the saved document. If this is not checked, only the body of the message is saved.

Guess Paragraphs

If this is on, extraneous carriage returns are removed from the message(s), leaving returns only at the ends of paragraphs and converting multiple spaces into tabs.

Stationery

Save as a Stationery file.

Send Queued messages

Send all the queued messages (marked ''Q'') in your Out mailbox.

Delete messages marked for deletion

Delete the messages on the server that are marked **Delete** in Eudora. This is for messages that were left on the server with the **Leave mail on server**, **Skip messages over *?* k**, or **Fetch all message headers** option.

To mark a message **Delete**, either click on the **Trash** icon in the message toolbar, or select **Delete** from the Server Action popup of the message summary.

Retrieve messages marked for retrieval

Retrieve the messages on the server that are marked **Fetch** or **Fetch & Delete** in Eudora. This is for messages that were left on the server with the **Leave mail on server**, **Skip messages over *x* k**, or **Fetch all message headers** option.

To mark a message **Fetch** or **Fetch & Delete**, either click on the icons in the message toolbar, or select an option from the Server Action popup of the message summary.

Delete all messages that have been retrieved

Delete all the messages on the server that have already been transferred to the PC you are on.

Delete all messages on server

Delete all of your messages on the server. Be **absolutely sure** this is what you want to do because there is no way to undo it.

Fetch all message headers to In mailbox

Retrieve the header and the first few lines of every new message. If you select this option, the messages are filtered but Copy and Transfer actions are not done (the message won't leave the In mailbox). Set the Server Action in the message summaries to specify what you want to do with the messages the next time you check mail.

Important: If you delete the message header, and you have the **Delete from server when emptied from Trash** option on in the Checking Mail Options, the message is gone completely from Eudora and the server.

Apply Options to Personalities

Specify the personalities that you want to use with this mail transfer (hold down the Shift key to select multiple personalities in sequence, or the Ctrl key to select them out of sequence).

Find dialog

Use this dialog to find a character string within one message, multiple message, or even multiple mailboxes.

Find

Initiates a new search in a current message.

Next

Continues a search until the character string is found in either the same message or one of the other messages in the current mailbox.

Next Message

Begins a search at the next message following the current message.

Eudora continues the search even if it has to open more than one message or a new mailbox.

Next Mailbox

Begins the search at the next mailbox following the current mailbox.

Eudora continues the search among all messages in that mailbox and any subsequent mailboxes, including the In, Out, and Trash mailboxes.

Character String Field

Specifies the character string to be found.

You can type the string into this field or highlight the character string you want (somewhere in Eudora), then select **Enter Selection** from the Find submenu. This automatically inserts the highlighted string into this field.

Match Case

When this is checked, Eudora searches for exact matches of the character string, including any capitalization.

Summaries Only

When this is checked, Eudora searches only the Sender and Subject fields of message summaries as they appear in mailbox windows. (This is much faster than a full search).

Checking Spelling dialog

Use this dialog to check for misspellings in the body of current message composition windows, text files, and signature files. It includes a built-in dictionary and also allows for the creation of a custom user dictionary.

You can set the spell checker to ignore capitalized words, words with numbers, and mixed case words, to report mixed case and doubled (repeated) words, and to suggest alternative spellings.

Unknown

The unknown word is one that is not found in Eudora's dictionary or your own custom dictionary. You can act on an unknown word using the buttons in this dialog.

Change To

Gives a suggestion for the correction, and lets you enter your own text if the suggestion does not work. You can also click on a suggestion in the **Suggestions** field and it will be entered in the **Change To** field.

To change the unknown word to the text in the **Change To** field, click on the **Change** or **Change all** button.

Suggestions

Lists suggestions for the correct spelling of the unknown word.

If the **Always Suggest** option is turned on (click on **Options** to see what options are on), all suggestions are listed here by default. If the option is turned off, click the **Suggest** button to display the suggestions.

Ignore

Leaves this occurrence of the unknown word as it is and continues the spelling check.

Ignore all

Leaves all occurrences of the unknown word as they are and   continues the spelling check.

Change

Changes the unknown word to the text in the **Change To** field.

Change all

Changes every occurrence of the unknown word to the text in the **Change To** field.

Suggest

Displays in the **Suggestions** field all the suggestions for the correct spelling of the unknown word. If there are no suggestions in the dictionary, then none are listed.

If you want the suggestions displayed automatically, click on the **Options** button and turn on the **Always Suggest** option.

Add

Adds the unknown word to your custom dictionary.

Edit Dictionary

Displays the User Dictionary dialog so that you can add or delete words or clear your dictionary.

Edit Dictionary dialog

Use the User Dictionary dialog to add words to or delete words from your dictionary, or to clear the entire dictionary.

Word

Specifies what word is to be added or deleted from your dictionary.

You can type this into the field, or select a word from the dictionary.

Dictionary

Lists the words in your dictionary.

Add

Adds the word in the Word: field to your dictionary.

Delete

Deletes the word in the Word: field from your dictionary.

Clear

Clears the dictionary so that it is left empty.

Options

Displays the spell checking Preferences dialog so that you can set your spell checking options.

Check Spelling Preferences

Lists the six spell checking options. A check mark in the box next to the option name indicates that it is turned on.

Ignore capitalized words

If this is checked, words that start with capital letters are ignored.

Ignore words with numbers

If this is checked, words that contain numbers are ignored.

Ignore words with mixed case

If this is checked, words that contain both upper and lower case characters are ignored.

Report words with mixed case

If this is checked, words that contain both upper and lower case characters are reported and identified as Mixed case.

Report doubled words

If this is checked, words that appear twice in sequence in text are reported and identified as Doubled words.

Always suggest

If this is checked, Eudora's suggestions for the correct spelling of an unknown word are displayed   in the Suggestions field by default.

New Mailbox dialog

Use this dialog to create a new mailbox.

Name the new mailbox

Enter the name of the new mailbox.

Make it a folder

If this is checked, the new mailbox is created as a folder.

The New Mailbox dialog is displayed again so that you can create a mailbox that goes into the folder.

Don't Transfer

If this is checked, the new mailbox is created but the selected messages are not transferred into it.

Change Queueing...

Use this dialog to queue the current messages, unqueue messages, or set a time for queued messages to be sent.

Send Message:

These options specify when the selected messages should be sent.

Right Now

Sets the message to send immediately when you click the OK button.

Next Time Queued Messages are Sent

Sets the message to be sent the next time queued messages are sent.

On or after

Sets a time and date for the message to be sent.

The message is saved in the Out mailbox with a **T** in the status column, just as if it were a normal queued message. However, the message is not sent until the specified time. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is opened.

Time

Specifies what time the message will be sent.

Change the default time if you want the message to be sent at a different time. The message is saved in the Out mailbox with a **T** in the status column, then sent at the specified time. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is next opened.

Date

Specifies what date the message will be sent.

Change the default date if you want the message to be sent at a different date. The message is saved in the Out mailbox with a **T** in the status column, then sent on the specified date. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is next opened.

Don't Send

Changes the message status from queued to saved.

Change Password

Change the password for the selected account (personality).

Enter Password

Enter the password for the selected account.

Filters

The Make Filter dialog lets you create quick, simple filters that perform one operation—a mail transfer based on one match condition—a piece of header information. The Filters window lets you create more complex, powerful filters that use multiple match conditions and perform multiple filter actions. (You can also use the Filters window to create simple filters such as those created by the Make Filter dialog.)

   Note: To toggle from the left and right window panes, press F6.

To create or modify a detailed filter, do the following:

1.   Click the **New** button or select an existing filter.

2.   Choose the options for how you want the filter to be used, as an automatic filter to be invoked on any **Incoming** and/or **Outgoing** mail, and as a **Manual** filter that can be invoked when you choose **Filter Messages** from the **Special** menu. Any combination of these options works.

3.   Define the criteria for the filter; use the header item pop-ups and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible.

4.   Define the action or actions to be taken on messages that fit the and save the filters.

Some filter actions have an associated icon. For these actions, Eudora places the action icon next to the filter in the filters list. Up to five icons can appear per filter.

The Actions options are as follows:

None − No action.

Make Status − Assigns the selected status to message summaries.

Make Priority − Assigns the selected priority level to messages. If you select a set level, messages are set to that priority. If you select Raise or Lower, messages are raised or lowered one priority level based on their pre-filter level.

Make Label − Assigns the selected label to messages. Label colors and names are set in the Labels options panel.

Make Personality − Assigns the selected personality to messages. For outgoing messages, the message is sent from the assigned personality. For incoming messages, all your responses to the message will be from the assigned personality until you change the personality associated with the incoming message or your response.

Make Subject − Assigns the new subject to message summaries (does not affect the subject in the message itself). If you choose this option, the entire subject of the message is replaced with the new subject. Use the "&" symbol to stand for the old subject if you want to add the new subject to the old subject. For example, entering New Subject [was &] results in New Subject [was Old Subject].

Play Sound − Plays the selected sound when messages are filtered.

Open − Opens the Mailbox and/or Message when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print – Prints one copy of each message.

Notify User – Notifies you As Normal and/or In Report when messages are received. The As Normal option notifies you based on the options you have selected in the Getting Attention options panel. The In Report option notifies you by opening the Filter Report window and displaying in that window a filter report that details what filter actions have been done.

Notify Application – Notifies the selected application when messages are received, and provides information from the message. Specify the application to use and the part of the message to be included.

Use the Browse button to select an application, or enter the command line yourself. The command line should include the path to the executable, any options, and the following substitution variables, all separated by blank spaces:

%1 Date
%2 To
%3 From
%4 Subject
%5 Cc
%6 The entire message

For example, the command line to send the subject of a message to a pager might look like this:

```
C:\apps\pager.exe -c %4
```

Forward To – Forwards messages to the e-mail address given. Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Redirect To – Redirects messages to the e-mail address given. Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply with – Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages. One typical use of this action is to reply to specific senders with stationery telling them that you're on vacation: "I'm out till the 10th. I'll reply to your message when I get back."

Server Options – Sets the message's server status to Fetch and/or Delete (incoming server only). The Fetch option specifies that the entire message be transferred from the server the next time mail is checked, and the Delete option specifies that the message be deleted from the server the next time mail is checked. If you select both, the message will be transferred and deleted.

Copy To – Copies messages to the selected mailbox.

Transfer To – Transfers messages to the selected mailbox.

Skip Rest – Stops filtering for the message (the message is not matched to the rest of the filters in the filter list).

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filter's criteria, the actions are done as specified until there are no more actions, then the message is matched against the next filter. If at any point a **Skip Rest** action is done, nothing else is done with that message, and the next message is filtered.

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the bar to the right of the list and drag the line to the left or right.

Filter List

Displays the filters you have defined.

Filters are invoked from top to bottom as shown in the list. This order may be important when overlapping matches exist.

Up

Moves the selected filter up in the filter list, changing the order it is invoked.

Down

Moves the selected filter down in the filter list, changing the order it is invoked.

New

Adds a new filter named "Untitled" to the filter list. The filter is named automatically based on the information you enter in the Header and Matching Text fields.

Remove

Removes the selected filter from the filter list. The filter is deleted when you save changes to the Filters window.

Incoming

If this is checked, the filter is invoked on all incoming messages.

Outgoing

If this is checked, the filter is invoked on all outgoing messages after they are sent.

Manual

If this is checked, the filter is invoked only when you select **Filter Messages** from the Special menu.

Header

Specifies which section of the message the filter will search. You can select an option from the popup menu or enter one yourself. This is helpful if you want to use a header item that does not appear on the menu, such as X-Persona (for an alternate personality).

The **«Any Recipient»** option searches all possible recipient items (To, Cc, Bcc), the **«Any Header»** option searches all message headers (including hidden headers that are shown with the **Blah Blah Blah** option), and the **«Body»** option searches the message body.

Match

Specifies the type of match the filter performs when comparing the character string to the specified header.

contains or **does not contain**

If the specified header item contains or does not contain the text string, filter the message.

is or **is not**

If the specified header item is or is not a complete match of the text string, filter the message.

starts with or **ends with**

If the specified header item starts with or ends with the text string, filter the message. The **starts with** item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or **does not appear**

If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain.

intersects nickname

If the text string is included in a nickname (whether it is a full address or a nickname within the nickname), filter the message.

Matching Text

Specifies the character string that the filter searches for.

Keep this as specific and brief as possible. The greater the complexity of the search string, the less the likelihood of an exact match.

Conjunction

Specifies how the second criteria is to be used.

ignore

Ignore the second term; if the message matches the first term, filter the message.

and

If the message matches both the first and second terms, filter it.

or

If the message matches either term, filter it.

unless

If the message matches both the first and second terms, do not filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

None (Filter Action) – No action.

Make Status – Assigns the selected status to messages. Select a status from the popup menu.

Make Priority – Assigns the selected priority to messages. Select a priority from the popup menu.

Make Label – Assigns the selected label to messages. Select a label from the popup menu.

Make Subject – Assigns the subject to messages. Enter a subject in the text field. The new subject is given in the message summary in the mailbox window, but the subject is not changed in the message itself. To include the text of the previous subject in your new subject, use the "&" symbol. For example, typing **test message:&** in this field results in the subject **test message:*previous subject***.

Play Sound – Plays the selected Sound when messages are received. Select a sound using the file dialog from the Sound button.

Open – Opens the Mailbox and/or Message when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print – Prints one copy of each message.

Notify User – Notifies you As normal and/or In report when messages are received. The As normal option notifies you based on the options have selected in the Getting Attention Options. The In report option notifies you by displaying a Filter Report that details what filter actions have been taken.

Notify Application – Notifies the selected application when messages are received, and provide information from the message. Specify the application to use and the part of the message to be included. Use the Browse button to select an application, or enter the command line yourself. The command line should include the path to the executable, any options, and the following substitution variables, separated by blank spaces:

%1	Date
%2	To
%3	From
%4	Subject
%5	Cc
%6	Filename (will contain the entire message)

For example, the command line to send the subject of a message to a pager might look like this:

C:\apps\pager.exe -c %4

Forward To – Forwards messages to the e-mail address. Enter an e-mail address in the text field. Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Redirect To – Redirects messages to the e-mail address. Enter an e-mail address in the text field. Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply With – Replies to messages with the selected stationery file. Select a stationery file from the popup menu. Replies are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Server Options – Assigns the selected server actions to messages (incoming server only). The Fetch option specifies that the entire message be transferred from the server the next time mail is checked, and the Delete option specifies that the message be deleted from the server the next time mail is checked. If you select both, the message will be transferred and deleted.

Copy To – Copies messages to the selected mailbox. Select a mailbox from the popup menu.

Transfer To – Transfers messages to the selected mailbox. Select a mailbox from the popup menu. If you add a new **Transfer To** action, a dialog is displayed asking if you want to add an implied **Skip rest** action. If you do not, subsequent actions in that or other filters could cause the message to be transferred out of the first mailbox you transferred it to.

Skip Rest – Stops filtering for the message (the message is not matched to the rest of the filters in the list).

Mailboxes Window

The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. Mailboxes or folders that are bolded have unread messages.

By default, the Mailboxes window is provided as the first window in a five-window tool group docked vertically to the left side of the main Eudora window.

To open a mailbox or folder within the window, double-click it, or click it once and press **Enter**. You can move among the folders and mailboxes using the up and down arrow keys, or close or open folders using the left and right arrow keys. You can also start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected).

Right-click any item in the Mailboxes window and a pop-up menu is displayed whose commands let you, depending on the item, create, remove, and rename mailboxes and folders, open existing mailboxes and folders, and empty the trash from the Trash mailbox.

The folder trees displayed in the Mailboxes window, and some of the operations available from the pop-up menu, depend on whether your incoming mail server for one or more mail accounts uses the POP or the IMAP protocol.

Mailboxes

The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. Mailboxes or folders that are bolded have unread messages.

By default, the Mailboxes window is provided as the first window in a five-window tool group docked vertically to the left side of the main Eudora window.

To open a mailbox or folder within the window, double-click it, or click it once and press Enter. You can move among the folders and mailboxes using the up and down arrow keys, or close or open folders using the left and right arrow keys. You can also start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected).

Right-click any item in the Mailboxes window and a pop-up menu is displayed whose commands let you, depending on the item, create, remove, and rename mailboxes and folders, open existing mailboxes and folders, and empty the trash from the Trash mailbox.

The folder trees displayed in the Mailboxes window, and some of the operations available from the pop-up menu, depend on whether your incoming mail server for one or more mail accounts uses the POP or the IMAP protocol.

To create a new mailbox or folder in the Mailboxes window, do the following:

1. Right-click on the folder. A pop-up menu is displayed.

2. From the pop-up menu, choose **New**. A dialog is displayed requesting the name of the new mailbox or folder.

3. Type in the new name, check the **Make it a folder** option if you want to, and click **OK**. If you chose to make it a folder, enter the name of the mailbox when the dialog appears again, and click **OK**. The new mailbox or folder is displayed in the lists, and is added to the Mailbox and Transfer menus.

To rename a mailbox or folder, do the following:

1. Click the mailbox or folder name once, pause, then click again to highlight just the name.

2. Type in the new name. Or, right-click the item and choose **Rename**, or click once on the item and press **F2**, then type in the new name.

3. Press **Enter** to accept your change, or **Esc** to cancel it.

To move a mailbox from one folder to another, in the Mailboxes window select the one you want to move and drag it to where you want it.

To remove a mailbox or folder, either right-click it and choose **Delete** from the pop-up menu, or click once on it to highlight it and then press the Delete key.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, you are prompted to confirm the deletion for each such item selected. Click **Remove it** to delete the current item for which you are being prompted, or click **Remove all** to remove all items selected for deletion—no further prompts will appear. Or click **Cancel** to cancel the deletion. If you delete a non-empty

mailbox or folder, all messages, mailboxes, and folders contained within the mailbox or folder are also deleted.

Address Book Files and Entries

Lists all your Address Book files and entries.

Files are shown as book icons and can be opened and closed by double-clicking on them.

- To select multiple files and entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

Lists all your Address Book files and entries.

- To open and close an Address Book file (shown as a book icon), double-click on it.
- To select multiple files and entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

View By

Determines how the Address Book entries are displayed in the list-by Nickname, Address, Name, Postal address, Phone, or Fax.

New (Address Book)

Creates a new entry or file.

The New Nickname dialog is displayed, prompting you to name the entry. You can also put the entry on the Quick Recipient List or Make the entry a file.

Delete (Address Book)

Removes a selected entry or file from the list.

To (Address Book)

Creates a new message addressed to the selected entry, or adds the selected entry to the active message.

To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

You can also drag selected entries to the recipient fields of open messages.

Cc (Address Book)

Creates a new message CC'd (carbon copy) to the selected entry, or adds the selected entry to the active message.

To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

You can also drag selected entries to the recipient fields of open messages.

Bcc (Address Book)

Creates a new message Bcc'd (blind carbon copy) to the selected entry, or adds the selected entry to the active message.

To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

You can also drag selected entries to the recipient fields of open messages.

Expand Nickname

If this is checked, the full address(es) are inserted into the message address fields (instead of the nickname) when you use the **To**, **Cc**, or **Bcc** buttons.

Nickname

The Nickname for the entry.

Recipient List

If this is checked, the nickname is included in the Quick Recipient List.

To put multiple entries on the Quick Recipient List, select the entries then check this option for any one of them.

Address(es)

The e-mail addresses that are included in the nickname.

You can use full addresses and nicknames in this field, just be sure any nicknames you use are defined in another entry. Separate each address or nickname with a comma or a carriage return (Enter). This is the only place you can use a carriage return to separate addresses.

If you do not have a Name defined for the entry (in the Info tab), all of the addresses in this field will be included in outgoing mail.

Notes

Your notes for the entry. This information is not included in an outgoing message.

Name

The name of the entry.

If there is more than one address for an entry, only the **Name** is given in the **To** field of outgoing messages, not the list of addresses. This is similar to Bcc, because the recipient list is hidden to each recipient.

Postal Address

The postal address the entry. This information is not included in an outgoing message.

Phone

The phone number for the entry. This information is not included in an outgoing message.

Fax

The fax number for the entry. This information is not included in an outgoing message.

New Nickname

The New Nickname dialog lets you create a new entry for your Address Book.

What do you wish to call it?
The nickname for the new entry.

File

The file that the entry should go into.

This option is not available if you select the **Make it an address book** option.

Put it on the recipient list

If this is checked, the entry is included in the recipient list.

Make it an address book

If this is checked, a file is created instead of a new entry.

Directory Services

Use Directory Services to access two different services, Ph and Finger.

Ph and Finger inquiries will only work if you have the appropriate software running on your server.

Server button

Displays a list of servers that the active server knows about. Double-click on a server in the list to add it to your Server field.

This is not always a comprehensive list of Ph servers.

Server field

Lists the server from the Server field of the Hosts Options dialog.

You can enter a different server name for this session. The next time you open the window, the server will be reset to the name in the Options dialog.

Command

Specifies the name or address being searched for, whether you will use Ph or Finger.

Response

Displays the server or host response.

Ph

Initiates a Ph query for the text in the Command field.

Finger

Initiates a Finger query for the text in the Command field.

To

Adds the selected query results to the **To** field of a new message (opens a new message if necessary).

Cc

Adds the selected query results to the **Cc** field of a new message (opens a new message if necessary).

Bcc

Adds the selected query results to the **Bcc** field of a new message (opens a new message if necessary).

Keep on top

If this is on, when you use the **To**, **Cc**, or **Bcc** buttons the Directory Services windows stays active (on top of the message window).

Signature Name

The name of the new signature you are creating.

Real Name

The real name assigned to this e-mail account: generally a first and last name. The text you enter here is included in the From field of all your outgoing messages from this account, and identifies to your recipients whom the mail is from.

Return Address

The return e-mail address used in outgoing messages and your recipients' replies for this account, if the address is different from this personality's incoming e-mail account. The address you enter is included in the From field of all your outgoing messages from this account, and when a recipient replies to a message from this personality, the reply is sent to this address. If you do not enter an address in this field, Eudora uses the personality's incoming e-mail account as the return address. Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able to reply to your mail sent from this personality.

Login Name

This is the name you use to log in to this e-mail account, if the account requires a user login. Login names generally consist of the text before the at sign (@) in your return address or incoming e-mail account. For example, in the return address beatrixp@qualcomm.com, the login name is beatrixp.

SMTP Server

This is the name of the outgoing mail server for this account. SMTP stands for Simple Mail Transfer Protocol. Outgoing messages you send are routed through this server. If the computer that this personality's incoming mail account is on also runs an SMTP server, you can leave this field blank. Otherwise, enter the full name of the computer running the SMTP server.

Default Domain

This is the domain name that Eudora automatically adds to an unqualified name addressed in messages sent from this account. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain.

Default Stationery

The default stationery to use for all outgoing messages sent from this account. Select a stationery file from the popup, or select <No Default> for no default stationery. See the User Manual for details on using stationery with alternate personalities.

Default Signature

This sets the default signature to use for all outgoing messages sent from this account, but only when you are not using stationery (that is, only when the Default Stationery popup in this dialog is set to <No Default>). If you have chosen a stationery file in the Default Stationery field, then the signature saved with that stationery will override your setting here.

Select a signature from this popup, or select <No Default> for no default signature. If you select a signature, Eudora automatically attaches that signature to the end of all outgoing messages sent from this account. You can always change the signature in a particular outgoing message using the Signature popup in the composition window. See the User Manual for more details about using signatures with alternate personalities.

Check Mail

If this option is on, then mail checking is activated for this account in the following ways:

If you have specified a number in the Check for mail every ? minutes option in the Checking Mail Options, then when automatic mail-checks are performed at these intervals, mail for this account is checked too.

Each time you do a manual check for mail, by selecting the Check Mail command from the File menu or via another method, mail is checked for this account too.

If this option is off, then mail for this personality is not checked during manual or automatic mail-checks, except that you can override the setting and still check for the personality's mail using the Mail Transfer Options dialog (POP account only) or the Check Mail command on the popup menu displayed by right-clicking in the Personalities window.

Transfer to New Mailbox

Click this button to transfer the filtered message to a new mailbox that you will specify. The text field is filled in with a suggested new-mailbox name based on your selected content match condition (From, Any Recipient, or Subject). You can change this name if you like.

Transfer to Existing Mailbox

Click this button to transfer the filtered message into one of your existing mailboxes. Select the mailbox from the button next to the field. The default mailbox is the **In** box. When you click the button, a version of the Transfer menu appears, letting you choose the mailbox from the Transfer menu.

Delete Message

Click this button to delete the message that satisfies the filter match conditions, transferring it to your Trash mailbox. This feature is useful for deleting junk e-mail, or "spam" as it is called in the Internet world.

From

If you are making a filter from an existing e-mail message, the sender of the e-mail's name and e-mail address is in this field. You can modify this field. For example, if you want all messages from this person to go to a specific mailbox, just leave this field as is.

Any Recipient

This field searches all possible recipient items. The default is your name and e-mail address. You can change the name in this field. For example, if you want mail to this recipient other than you to be placed into a specific mailbox, enter the name and e-mail address of that person in this field.

Stationery

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to with the New Message With or Reply With commands. This way you don't have to copy and paste text into a message; you can just open a pre-written message and edit it as necessary.

The Stationery window displays a single-column list of your stationery files.

   Note: You can only select one item at a time in the list; you cannot select multiple items.

If you right-click a stationery item in the list, a context menu is displayed with the following commands (the standard Eudora window-management commands appear at the bottom):

• **New** — Create a new piece of stationery (a new stationery file). An untitled stationery window opens; enter the stationery name and from the File menu, choose **Save As Stationery**.

• **Edit** — Open an editing window for the selected stationery item. Make your changes and from the File menu, choose **Save As Stationery**, or close without saving to discard your changes.

• **Delete** — Delete the selected stationery item. Eudora asks you to confirm the deletion. Use the **Del** key (**Delete**) as a shortcut for this command.

• **Rename** — Rename the selected stationery file. Use the **F2** key as a shortcut for this command, or click the stationery file's name box, then edit the name right in the box.

• **New Message With** — Create a new message with the selected stationery. As a shortcut for this command, either select the stationery item and press **Enter**, or just double-click the stationery item.

• **Reply With** — Reply with the selected stationery to the sender(s) of the received messages that are currently selected.

• **Reply to All With** — Reply with the selected stationery to the sender(s) and all recipients of the received messages that are currently selected.

You can also display the context menu and create new stationery by right-clicking anywhere in an empty Stationery window or by right-clicking anywhere *off* a stationery item in a non-empty Stationery window.

Signatures

A signature is a few lines of text that is added automatically to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You use only one signature at a time in a message, but you can create as many different signatures as you want.

> *Note: Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.*

The Signature window displays a single-column list of your signature files.

> *Note: You can only select one item at a time in the list; you cannot select multiple items.*

If you right-click a signature in the list, a context menu is displayed with the following commands (the standard Eudora window-management commands appear at the bottom):

• **New** — Create a new signature. Eudora prompts you for the name of the new signature, then opens an editing window for you to type the signature text. Save the text with the File menu Save command, or close without saving to discard.

• **Edit** — Open an editing window for the selected signature. Double-click a signature as a shortcut for this command. Save your changes with the File menu Save command, or close the window without saving to discard your changes.

• **Delete** — Delete the selected signature. Eudora asks you to confirm the deletion. Use the Del key (**Delete**) as a shortcut for this command.

• **Rename** — Rename the selected signature. Use the F2 key as a shortcut for this command, or click the signature item's name box, then edit the name right in the box.

You can also display the context menu and create a new signature by right-clicking anywhere in an empty Signature window or by right-clicking anywhere *off* a signature item in a non-empty Signature window.

Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

You can use the **View By** option to display the entries using any of the fields except the **Notes** field. For example, if you want to view the entries by nicknames, choose **View By Nickname**. If you view by a field that doesn't contain any data, the entry is displayed with <>.

You can also start typing in the list of entries, and the appropriate entry will be selected when you enter enough unique characters to identify it.

*Note: To toggle from the left and right window panes, press **F6**.*

To create a new file of Address Book entries, do the following:

1. Click **New**, or right-click anywhere in the entry list and from the pop-up menu, choose **New**. A dialog is displayed asking what you want to call it.

2. Enter a name for the file and choose **Make it an Address Book**, then click **OK** to create it. The file is displayed in the list, and you can now add entries to the file.

To create a new entry to be included in an existing file, do the following:

1. Click **New** or right-click anywhere in the entry list and from the pop-up menu, choose **New**.

2. Select an address from anywhere in Eudora and drag it to the Address Book, or drag a message summary to the Address Book. A dialog is displayed.

3. Enter a **Nickname** for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the **To**, **Cc**, and **Bcc** fields of outgoing messages. For example, "buddies" may be a nickname that stands for a list of five complicated e-mail messages for five friends of yours. You'll be sending mail addressed to "buddies" rather than having to enter those five complicated e-mail addresses in the recipient fields.

4. Specify which file this entry belongs in (if you have multiple files).

5. If you want the nickname on your recipient list, select the **Put it on the recipient list** option. You cannot create a file within a file, so do not use the **Make it an Address Book** option.

6. To create the entry, click **OK**. Then you can enter the information for that entry.

7. In the **Address(es)** tab, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.

9.   In the **Name** field (in the Info tab), enter the real name of the person or group. If there is just one address for the entry, the real name and the address are included in the **To** field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the **To** field for your recipients—they do not see the whole list of recipients. If there is nothing in the Name field, the recipients do see the whole list.

In the other fields provided in the Info (**Postal Address, Phone**, and **Fax**) and **Notes** tabs, you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

We recommend that you have at most 2,500 entries per file. If you have a large number of entries, you may want to consider using a **Ph** server (for information, see the "Sources" section of the Eudora Reference Manual).

10.   To save your changes to the Address Book, from the File menu, choose **Save**.

To include a nickname in the **Quick Recipient List**, do the following:

1.   Right-click the appropriate Address Book entry in the list and from the pop-up menu, choose **Add to Recipient List**. The nickname for the selected entry is included on the Quick Recipient List, and the entry is bolded in the Address Book list.

To remove a nickname from the Quick Recipient List, do the following:

1.   Right-click the item in the Address Book list and from the pop-up menu, choose **Remove From Recipient**. The nickname for the selected entry is removed from the Quick Recipient List, and the entry is unbolded in the Address Book list.

If you change a nickname, the Quick Recipient List is updated as appropriate.

   Note: You can add or remove multiple nicknames to or from the Quick Recipient List by selecting multiple entries before right-clicking. Hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections.

Directory Services

Eudora lets you look individuals up on the Internet, within your company, and in your Eudora Address Book (if you have one set up) using four directory service protocols: Ph, Finger, LDAP (Lightweight Directory Access Protocol), and Eudora Address Book.

The directory service protocols available to you for your search are listed in the Protocols section of the window. The Protocols section of the Directory Services window lists the directory service protocols available to you that you can use when creating and modifying databases for looking up individuals via these services.

>   Note: The Eudora Address Book protocol does not appear in the list until you have created an Address
>   Book in Eudora.

To sort the protocols alphabetically, click the column heading (Registered Drivers). Shift-click the column heading to sort in reverse order.

You can resize the column by dragging the divider line to the right of the column heading to the left or right.

The databases you can use to look up your target individual are listed in the Databases list. The Databases section of the Directory Services window lists the databases that are available to you for searching for individuals over the Internet, within your company, or in your Address Book (if one is set up).

Eudora comes with these servers already configured by default:

• ldap.bigfoot.com

• ldap.switchboard.com

• ldap.whowhere.com

• ldap.infospace.com

• ldapbiz.infospace.com

• ldap.four11.com

• Eudora Nicknames [or the name of your nicknames file; this last item appears only if you have a Eudora
  Address Book set up]

You can modify or delete these databases, and you can also create new databases and modify and delete them.

You use the databases in this list to perform your lookup queries. To perform a query, you must first select one or more databases in the list. To select a database, click the checkbox to the left of the database name, until a checkmark appears in the box. If no databases are selected, you cannot perform a query.

You can select multiple databases to perform a query, and you can mix protocols.

Click a column heading to sort this list by that column, alphabetically. Shift-click the column heading to sort in reverse order.

To look someone up on the Internet, within your company, or in your Eudora Address Book, do the following:

1. In the Databases list, select the database(s) you want to search in your query.

2. To select a database, click the checkbox to the left of the database until a checkmark appears in the box. You

can select multiple databases, and you can use multiple protocols. You must select at least one database in the list in order for Eudora to perform the query.

Note: Eudora remembers which databases you've selected when you quit and restart the

program.

4. In the Query field, type a text string you want to search against.

    If one or more of your selected databases use a protocol other than Ph, your entry in this field will always be interpreted as a name. If you only have Ph servers selected as your databases, you can enter any commands that Ph will interpret.

5. After you've typed the text, start the query by pressing Enter or clicking the Start button.

    The query begins, and the Start button changes to Stop.

6. To stop the query before it is completed, click the Stop button.

    When the query is completed, or if you click Stop to cancel the query, the Stop button changes back to Start.

    To resize columns, position the mouse pointer over the divider line to the right of the desired column, and drag the line to the left or right.

Filter Report

If the Generate Filter Report option is turned on in Getting Attention options panel found in Options under the Tools menu. So when filters are used, Eudora generates a filter report. This report can be viewed in the Filter Report window found under the Tools menu.

If filter report generation is enabled via the option mentioned above, then each time a filter operation is performed, Eudora adds the entry or entries to the Filter Report window and activates the window.

The Filter Report window displays three columns of data:

• **Mailbox** — Lists the names of the mailboxes into which messages have been filtered during the current Eudora session. Each listing represents one filter operation for that mailbox.

• **Messages** — For each mailbox listed in the Mailbox column, lists the number of messages filtered into that mailbox during the filter operation.

• **Time** — For each mailbox listed in the Mailbox column, lists the time that the messages were filtered into that mailbox during the filter operation.

By default, the entries in the window are sorted by time. However, you can click the column headings and sort the display by mailbox names (Mailbox) or by the number of messages filtered (Messages).

> Note: Whenever new entries are added to the list, Eudora always appends them to the bottom of the list in order of arrival, ignoring the current sort order. Simply click a column heading to re-sort.

Select one or more entries in the list and double-click the selection, or press Enter, and Eudora opens the mailbox windows associated with those selections.

The Filter Report listing is a cumulative log of the filter actions for the *current Eudora session*. Eudora automatically clears the log when you quit the program.

Closing the Filter Report window *does not* erase the contents of the filter report, as it did in previous versions of Eudora. Only quitting Eudora erases this information.

File Browser

Use this window to browse the Windows desktop. You can use this window to find files to attach to new outgoing messages, for example.

The File Browser window performs some, but not all, of the functions of the standard Windows 95 and Windows NT 4.0 Explorer programs.

The File Browser window contains three controls:

• **Drive Selector** (top box) — A pop-up menu in this field contains a fixed set of high-level folders on your system, just like the corresponding control in Windows Explorer. The Drive Selector field determines what gets displayed in the Folder Browser (middle section). When you first launch Eudora, the Drive Selector automatically sets itself to the drive containing your Windows folder. Note that the first entry in the pop-up menu is a shortcut called "My Attachments" that points to your Eudora attachments folder.

• **Folder Browser** (middle section) — This is a tree control that displays the folder hierarchy whose root is the selection entered in the Drive Selector field. For example, if in the Drive Selector box you choose the C: drive, then the Folder Browser displays the folder tree-hierarchy branching down from the C: drive folder. Right-click a folder item in the Folder Browser to display the standard Windows context menu for that folder.

• **File List** (bottom section) — This is a list control that displays the files contained in the folder selected in the Folder Browser. You can select one or more file items in the list, then right-click the selection to display the standard Windows context menu for those files. (Note: Eudora does not fill in the Send To submenu on the context menu.) When selecting multiple items, use the Shift key to select a range of items, and use the Ctrl key for disjoint selections.

The File List control shows these four columns:

• **Name** — Displays the name of the file and the icon associated with the file.

• **Type** — Based on the file name extension, displays the file type as set in the Options dialog of Windows Explorer.

• **Size** — Displays the size of the file in kilobytes (K), where 1K = 1,024 bytes.

• **Modified** — Displays the date and time that the file was last modified.

As in Windows Explorer, you can click any of the four column headings to sort the listing by the data in that column.

You can also resize the widths of the columns by dragging the separator line between the column heading labels. Position the pointer over the separator until you see a splitter cursor, then drag the line to left or right.

In the File List control, double-click an item in the Name column, or select one or more items in the column and press Enter, to open the selected items. For program files, this action launches the program. For document files, this action generally launches the registered viewing or editing application for that document. Eudora displays an error dialog if it is unable to open a file in this way.

To adjust the relative heights of the Folder Browser and File List controls, position the pointer over the separator bar between the Folder Browser and File List controls until the splitter cursor appears, then click and drag the separator up or down. Note that the File Browser window maintains a minimum height for the Folder Browser

and File List controls, so you cannot close them all the way.

To manually refresh the File Browser window display, right-click anywhere in the File Browser window but *not* on a Folder Browser item or File List item, then choose Refresh from the context menu. (Tip: A good place to right-click is in the Drive Selector box.) Alternately, press the F5 key while keyboard focus is in the File Browser window.

You can select one or more files in the File List control and drag them to a message composition window to attach those files to that outgoing message. This is especially handy if you keep the File Browser window docked and open. (For multiple file selections, use the Shift key to select a range, and use the Ctrl key to make disjoint selections.)

You can also select one or more items in the File List control and drag them to another application that can receive such files.

In general, the File Browser window lets you drag items out of the window (copying them rather than moving them), but the window is not a proper drop target; you cannot drop items into the window that you've dragged from elsewhere on your desktop. In particular, you cannot move files by dragging them to a target folder in the Folder Browser control. You also cannot drag and drop items within the File Browser window (from one control to another, for example). You can, however, manage the files and folders in the window using the commands on the window's context menu, such as Cut, Copy, Paste, and Delete.

Personalities

Use this window to manage, access, and apply your e-mail accounts — "multiple personalities" — when you use more than one account.

The Personalities window displays two columns of data:

• **Persona** — The identifying name assigned to the personality. <Dominant> indicates your principal e-mail account, which is the account Eudora uses whenever you don't specify otherwise, and is the account associated with all mail stored before you began using alternate personalities.

• **Account** — The incoming mail account assigned to the personality. This is generally in the form *loginname@incomingmailserver*.

To resize the column widths, position the pointer over the divider line between the column headings, until a splitter cursor appears. Then just drag the divider to left or right. Note that it is possible to completely collapse the Persona column.

> *Note:* *You cannot manually sort the information in the Personalities window. Clicking on a column heading does not do a sort*

> *Note:* *You can select multiple items in the Persona column to perform some of the operations listed below. Use the Shift key to select a range of items, and use the **Ctrl** key to make disjoint selections.*

If you select one or more personalities in the Persona column and right-click the selection, a context menu is displayed with the following commands (the standard Eudora window-management commands appear at the bottom):

• **Check Mail** — Check mail now for all selected personalities.

• **Send Queued Messages** — Send messages queued by all selected personalities now.

• **Message** — This submenu lets you perform message-creation functions using only *one* selected personality. The submenu is unavailable if multiple personalities are selected in the Persona column.

  - **New Message As** — Create a new message as the selected personality. As a shortcut for this command, double-click a personality in the Persona column, or select the personality and press Enter.

  - **Reply As** — Reply as the selected personality to the sender(s) of the one or more received messages that are currently selected.

  - **Reply to All As** — Reply as the selected personality to the sender(s) and all recipients of the one or more received messages that are currently selected.

  - **Forward As** — Forward as the selected personality the one or more received messages that are currently selected.

  - **Redirect As** — Redirect as the selected personality the one or more received messages that are currently selected.

  - **Send Again As** — Resend as the selected personality the one or more received or composition messages that are currently selected.

• **New** — Create a new personality. When you select this command, Eudora walks you through the New Account Wizard. Enter a Personality Name (e.g., My Laptop Account) and click Next. You then have the choice to create a new e-mail account or import the settings from an existing e-mail account — that is,

"clone" an existing personality. If you choose a new e-mail account, Eudora prompts you for your name, your return e-mail address, your login name, and your incoming e-mail server (POP or IMAP). Fill in each item as instructed. If you choose to import the settings from an existing e-mail account (clone a personality), Eudora asks you to choose the account to clone, then asks you to confirm the settings and optionally change them. If you leave them unchanged, the cloned account is created when you click Finish. If you choose to change them, Eudora walks you through the settings as above: name, return address, login name, and incoming e-mail server. Change these settings as desired, and when you are complete, the new account is created.

• **Modify** — Modify the selected personality. You can only modify one personality at a time. When you select this command, the Account Settings dialog displays, with its fields filled in with the information associated with that personality. See the description of this dialog below.

• **Delete** — Delete all selected personalities. Note, however, that you *cannot* delete the <Dominant> personality. You are prompted to confirm the deletion for each personality you have selected to delete. Note that these deletions are *permanent* and *cannot* be undone! When you delete a personality, any messages associated with that personality are reassigned to your Dominant personality. You can use the Del key (Delete) as a shortcut for this command (you will still get the confirmation requests).

You can also display the context menu and create a new personality by right-clicking in a blank area of the Personalities window, *off* all personality items, when none of the items are selected. When creating a new personality this way, you are walked through the New Account Wizard as in the description of the New command above.

If you drag one or more received messages to a personality item in the Personalities window, Eudora will Reply As that personality to the messages (hold down the Ctrl key to Reply to All As).

Query

Enter the name of the person you are searching for.

If one or more of your selected databases use a protocol other than Ph, your entry in this field will always be interpreted as a name. If you only have Ph servers selected as your databases, you can enter any commands that Ph will interpret.

Start

After you've typed the text, start the query by pressing Enter or clicking the Start button. The query begins, and the Start button changes to Stop. To stop the query before it is completed, click the Stop button.

When the query is completed, or if you click Stop to cancel the query, the Stop button changes back to Start.

Status

This field displays the status of your query (such as **Ready**, **Connecting**, **Getting Data**, etc.) and the number of items found as shown in your summary list. This number is updated dynamically until the query is complete or you stop it.

To

Click the **To** button to create a new message with the To header field appropriately addressed with the selected query results.

Cc

Click the **Cc** button to create a new message with the Cc header field appropriately addressed with the selected query results.

Bcc

Click the **Bcc** button to create a new message with the Bcc header field appropriately addressed with the selected query results.

Keep on top

When the Directory Services window is in the normal state (either alone or as part of a tabbed window group), check the **Keep on top** button to keep the Directory Services window on top of the other opened windows.

Results List

Your query results are listed in the left half of the Directory Services window, in the *results list* (top view) and the *details pane* (bottom view). You can resize the two views relative to each other using the separator between them; drag the separator up or down.

The results list consists of one-line summaries of the successful targets of your query. These are listed by four columns: **Name**, **Email**, **Phone**, and **Database**. Name indicates the username (or other name) of the target. Email is the e-mail address of the target. Phone is the target's telephone number. Database tells you in which of your selected databases the target was found.

Details List

Your query results are listed in the left half of the Directory Services window, in the *results list* (top view) and the *details pane* (bottom view). You can resize the two views relative to each other using the separator between them; drag the separator up or down.

To view the details of a result in the details pane, select the result in the results list by clicking once on it. The full data appears in the details pane. If nothing is selected in the results list, the details pane is blank. If multiple summaries are selected in the results list, the details pane lists the details for each item, with each item separated by a divider line.

Protocols

The **Protocols** section of the Directory Services window lists the directory service protocols available to you that you can use when creating and modifying databases for looking up individuals via these services.

Eudora comes with four protocols installed by default:
Ph, **Finger**, **LDAP** (Lightweight Directory Access Protocol), and **Eudora Address Book**.

> *Note: The Eudora Address Book protocol does not appear in the list until you have created an Address Book in Eudora.*

To sort the protocols alphabetically, click the column heading (**Registered Drivers**). Shift-click the column heading to sort in reverse order.

Databases

The **Databases** section of the Directory Services window lists the databases that are available to you for searching for individuals over the Internet, within your company, or in your Address Book (if one is set up).

Eudora comes with these servers already configured by default:

• ldap.bigfoot.com

• ldap.switchboard.com

• ldap.whowhere.com

• ldap.infospace.com

• ldapbiz.infospace.com

• ldap.four11.com

• Eudora Nicknames [or the name of your nicknames file; this last item appears only if you have a Eudora Address Book set up]

You can modify or delete these databases, and you can also create new databases and modify and delete them.

You use the databases in this list to perform your lookup queries. To perform a query, you must first select one or more databases in the list. To select a database, click the checkbox to the left of the database name, until a checkmark appears in the box. If no databases are selected, you cannot perform a query.

You can select multiple databases to perform a query, and you can mix protocols.

Click a column heading to sort this list by that column, alphabetically. Shift-click the column heading to sort in reverse order.

TOC/Preview Pane

The top half of this window is the **TOC** (Table of Contents), and the bottom half is the **Preview Pane**. When you check for mail, messages are delivered to your mailboxes with the In mailbox opened in the TOC (If you have no filters set up, all new messages are delivered to your In mailbox).The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet in the Status column of the message summary.

Double-click anywhere on a message summary to open the message. You can also view messages using the message preview pane (see below for details) at the bottom of the mailbox window while the message summary is highlighted.

Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

Also, you can select a message in the TOC and transfer it to another mailbox or to the Trash.

Once you select another mailbox, its messages and summaries are displayed in the TOC.

The **Preview Pane** shows you the full or partial content of a message without opening the message. It is located to the bottom of the list of messages in a mailbox. You can adjust the size of the preview window by placing the cursor on the window frame. Once the cursor changes to a double arrow, you can resize the preview window.

To activate the preview pane, do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll and select Viewing Mail . The Viewing Mail options window is displayed.

3. Click the **Show message preview pane** box.

4. Click OK.

The preview pane shows the key headers and the message body of the currently selected message in the message summary list. If the full message body is not visible in the preview window, scroll bars are displayed, allowing you to view the rest of the message. Only one message can be previewed at a time.

Press **Tab** or **F6** to move the keyboard focus from the message summary list to the preview window (and back again). Or simply click in the preview window to put the focus there.

Once keyboard focus is in the preview window, you can do any of the following, as you can in an open incoming message window:

• Press **Space** to page down through the message.

• Use the arrow keys, as set in the Miscellaneous options window (unmodified or with Ctrl or Alt), to switch to the next or previous message in the mailbox.

• Use standard keyboard shortcuts such as Ctrl+R for Reply, Ctrl+D for Delete, etc.

• Right-click anywhere in the preview window to display a pop-up menu with commands appropriate for the previewed message.

• Click an attachment icon or name to open the attachment.

• Click a URL (hot link) to launch the application for that URL.

If the **Show message preview pane** option is turned on in the Viewing Mail options window , you can press **F7** to show and hide the preview window within the current mailbox only (this does not control the visibility of the preview window in other mailboxes).

If the **Show message preview pane** option is off in the Viewing Mail options window , only the message summaries are shown in any mailbox window.

If the preview window option is on and the **Mark previewed messages as read after ? second(s)** option is turned on in the Viewing Mail options window, then the currently previewed message is marked as read (blank in the Status column) after the specified number of seconds. You can always change the message's status back to Unread (•) by pressing **Shift+Space** while the message is selected or open (press again to change back to Read). If the **Mark previewed** option is off, previewed messages are never automatically marked as read.

Note: Eudora only performs the auto-marking behavior when you manually switch messages, not when it performs actions such as automatic mail checks or filtering.

Technical Support

Displays technical support information for this version of Eudora.

Tip of the Day

Displays the Tip of the Day. The Tip of the Day displays information about Eudora's functionality.

Configuring Eudora

To configure Eudora, do the following:

1. Install Eudora and restart your computer.

2. Double-click the Eudora icon to open it. If you are installing Eudora for the first time, the **New Account Wizard** opens, showing the welcome screen.

3. Click **Next** to begin setting up your new e-mail account.

4. Select an appropriate method of setting up your account:

    a. Import settings from an existing e-mail account (go to step 5) or

    b. Instruct Eudora to get your settings from an [ACAP server](#) (go to step 6) (To get your settings from an ACAP server, make sure you are connected to the Internet.) or

    c. Create a brand new e-mail account (go to step 7).

5. If you choose to import settings from an existing e-mail account, and you select the account and click **Next**, Eudora asks you to confirm the settings and optionally change them. If you choose **No** and click **Next**, your account is set up when you click **Finish** in the final window. If you choose **Yes** and click **Next**, the wizard walks you through the fields to be changed, as described further below. When you click **Finish** in the final window, your new account is set up.

6. If you choose the ACAP option and click **Next**, the Auto Configure window is displayed. Click **Next** again to instruct Eudora to try to get your account settings from the ACAP server. If the attempt fails, click **Back** and try one of the other options.

7. If in the Account Setup window you choose to create a brand new e-mail account and click **Next**, the New Account Wizard begins guiding you through the fields for which you need to enter setup information.

8. In the windows of the New Account Wizard, enter the following field information (click **Next** after filling out each window):

    *   **Your Name** — Enter your name as you would like it to appear in the **From** field of all of your outgoing messages from this e-mail account, indicating to your recipients whom the mail is from.

    *   **Return Address** — Enter the e-mail address that has been assigned to you by your Internet Service Provider or your organization's e-mail administrator. This is the address that other people will use to send you e-mail. Return addresses are generally of the form *loginname@domainname*, and **beatrixp@qualcomm.com** is an example.

    *   **Login Name** — Enter the name that you will use to log in to this e-mail account, if the account requires a user login. This name is provided by your Internet Service Provider or your organization's e-mail administrator, and it usually consists of the text that appears before the at sign (@) in your return e-mail address. In the example **beatrixp@qualcomm.com**, the login name is **beatrixp**.

    *   **Incoming E-mail Server** — All of your incoming e-mail messages are delivered to your incoming e-mail account, which resides on a computer that runs your incoming e-mail server. Once your messages arrive at your mail account, Eudora picks them up and transfers them to your PC. Your incoming e-mail

server must use one of the two Internet-mail communications protocols **POP** (Post Office Protocol) or **IMAP** (Internet Message Access Protocol). If you are not sure which protocol it uses, select POP; you can always change this later. In the edit box, type the full name of the computer that runs your incoming e-mail server; **bunnies.qualcomm.com** is an example.

- If you chose **IMAP** in the previous setup window, an **IMAP Mailbox Location Prefix** may be required to indicate the location of your personal mailboxes on the IMAP server. If so, enter the name of that location prefix as given to you by your Internet Service Provider (ISP) or e-mail administrator. If the information is not required, leave the field blank. Click **Next**, then in the last window, click **Finish**. Your new IMAP e-mail account is set up.

  If you chose **POP** in the previous setup window, click **Finish** in the final window and your new POP e-mail account is set up.

Once you have completed setting up your account via the New Account Wizard, you are now ready to receive messages. However, you may need to take an additional step in order to *send* messages.

To send messages in Eudora, you must have access to a computer running an **SMTP** (Simple Mail Transfer Protocol) server. Your outgoing messages are sent to the SMTP server, which delivers them to your recipients.

If the computer that runs your POP or IMAP server (incoming e-mail account) also runs an SMTP server, then no additional setup action is required. You are now ready to send and receive messages in Eudora.

If, however, your SMTP server runs on a *different* computer from the one running your POP or IMAP server, then take the following final setup action (you may want to consult your Internet Service Provider or e-mail administrator to help you set up the SMTP server).

To set up your SMTP server, do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll through the Category icons, and choose **Sending Mail**.

3. In the **SMTP server** field, enter the full name of the computer that runs your SMTP (outgoing) server (example: mysmtp.qualcomm.com).

4. To save your setting and close the Options dialog , click OK. You are now ready to send and receive mail in Eudora.

If you ever wish to change the settings of your e-mail account, you can do so from the Options dialog. See the section "The Options Dialog" in the Eudora Reference Manual.

You can also change these settings in the Account Settings dialog, which is accessed from the Personalities window. This window also lets you create alternate e-mail accounts and edit the settings in those accounts. For more details, see the sections Using an Alternate E-mail Account , Personalities Window , and Account Settings Dialog .

Registering Your Copy of Eudora

Depending on the type of software license you have for Eudora, you may be eligible for technical support directly from the Eudora Technical Support group. To receive technical support, you must register your copy of Eudora Pro in accordance with the terms defined in your license Agreement. If you have a previous version of Eudora Pro, you need to register this new version.

> *Note: If you are part of a site license, you do not need to register. Contact your organization's e-mail administrator for support.*

If you are eligible for technical support, you are prompted to register after you send the first message with your new version of Eudora Pro. Complete the registration form and click **Register**. The registration is placed in your Out mailbox and is sent the next time you send queued messages.

If you don't want to register at that particular time, you can choose **Not Now**, but you will be prompted again 7 days later. Or you can choose **Never Register** to never be prompted again. At any time, you can choose **Register Eudora** from the Help menu to display the registration form.

Tip of the Day

Each time you open Eudora (including the first time after install), the Eudora **Tip of the Day** dialog is displayed showing you the Tip of the Day. You can display next and previous tips by clicking the **Next Tip** and **Previous Tip** buttons. To prevent the Tip of the Day dialog from being displayed on startup, uncheck the checkbox. You can always display the Tip of the Day from the **Help** menu.

Click the **Close** button to close the Tip of the Day dialog.

Online Help

There are several ways to get online Help with Eudora:

• To find out what something in the user interface does, open the **Help** menu or click the   **Help** button on the main toolbar (question-mark-and-arrow icon), and then click the item you want to know about. A brief description of the item is displayed. Click anywhere to close the description window.

• The **F1** key also displays context-sensitive Help. Select the item you want to know about, or use the Tab and arrow keys to move keyboard focus to that item, then press **F1**. (Keyboard focus is indicated by a dashed highlight box, a highlighted entry or item, or a flashing insertion cursor.)

• For instructions on how to do certain tasks, select from the **Help** menu. The Help Contents are displayed, and you either browse the contents or use the Find and Index options.

• The Eudora **Tip of the Day** provides snapshot information about an assortment of Eudora features. The Tip of the Day dialog is displayed each time you start up Eudora, and can also be displayed from the **Help** menu. See Tip of the Day .

Technical Support

If, after reviewing all of the available Help materials, you are still in need of assistance, contact your e-mail administrator (your Internet Service Provider or your company's Eudora support coordinator) or the Eudora Technical Support group. If you are eligible for technical support, choose **Technical Support** from the **Help** menu, or check the inside cover of the manual for contact information.

You must register your copy of Eudora Pro to receive technical support. See Registering Your Copy of Eudora for details.

Quitting Eudora

To quit Eudora, do the following:

1. From the **File** menu , choose **Exit**, or press **Ctrl+Q**.

If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them.

The Trash mailbox is emptied if the **Empty Trash when exiting** option is on in the Miscellaneous options. The Miscellaneous options are found under the Tools menu, then Options.

Uninstalling Eudora

You can uninstall Eudora by using the tools provided with your Windows 95 or Windows NT 4.0 (or later) operating system. To uninstall Eudora, do the following:

1. From the Start menu, choose Settings, then Control Panel. Open the Control Panel, double-click **Add/Remove Programs**, select Eudora Pro, and click **Remove**. Eudora will uninstall.

Create an Outgoing Message

An outgoing message is a message you send to someone else. The simplest way to create an outgoing message to do the following:

1. From the **Message** menu, choose **New Message**. A new message window is displayed, called the *composition window*.

Use the Composition Window

The composition window consists of the title bar, the Toolbar, the message header, and the message body.

Title Bar

The title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

Toolbar

The toolbar consists of a series of buttons and pop-ups that are displayed just under the title bar. It allows you to control the priority of your message, override some of your default options for the current message, send or queue the message, and apply text styles. Each button can be turned on or off for the current message by clicking on it (a button is on when it is depressed, and off when it is raised). You can set some of the defaults for the toolbar in the Sending Mail Options Window.

The pop-up menus and buttons on the top row are described below.

Priority Popup – This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see Setting the Message Priority .

Signature Popup – This lets you automatically append one of your signatures to the end of a message. For details, see Using a Signature .

Attachment Type Popup – This lets you select the encoding format for attachments. For details, see Attaching a File to a Message .

Quoted-Printable Encoding – If this is on, quoted-printable encoding is used when sending messages that contain special characters or long lines of text. It is used for all plain-text attachments. We recommend that you always keep this on.

Text As Attachment – If this is on, plain text files are attached to messages, not incorporated into the message as part of the message body.

Word Wrap – If this is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically "wrapped," meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

Tabs in Body – If this button is on, pressing the Tab key within the message body inserts a tab. If this button is off, pressing the Tab key within the message body returns the cursor to the **To** field of the message header.

Keep Copy – If this is on, a copy of each sent message is kept in the Out mailbox. These messages are saved there until they are deleted or transferred.

Return Receipt – If this is on, the message to your recipients includes a **Notify Sender** button that when clicked creates a message notifying you that the original message was viewed. This function does not work in all cases. For details, see Requesting a Return Receipt .

Send or Queue – These let you send a message immediately or put it in the queue to send later. If the Immediate Send option in the Sending Mail Options Window is on, the button is labeled Send. If the option is off, the button is labeled Queue. For details, see Sending a Message Immediately or Queueing a Message to Send Later .

Following are descriptions of the pop-up menus and buttons on the bottom row. Note that this bottom row of the toolbar, which controls text styles and other attributes, also appears in text file windows and signature windows.

Font Popup – Make the selected text the selected font (typeface).

Size – Make the selected text the selected size.

Bold – Make the selected text bold.

Italics – Make the selected text italic.

Underline – Make the selected text underlined.

Color – Make the selected text the selected color.

Typewriter – Make the selected text the fixed-width width (typewriter-style) message font set in the Fonts options window .

Align Left – Make the selected paragraph aligned to the left of the indent.

Align Center – Make the selected paragraph aligned to the center of the indent.

Align Right – Make the selected paragraph aligned to the right of the indent.

Indent In – Make the selected paragraph indented once to the left.

Indent Out – Remove one left indent for the selected paragraph.

Bulleted List – Make the selected text a bulleted list.

Make Hyperlink – Make the selected text or graphic a clickable hyperlink to a URL, so that when the recipient clicks the item, he or she is immediately taken to the URL.

Clear Formatting – Removes all the formatting from the selected text or paragraph.

Insert Object – Insert a specified picture (JPEG graphic file) or a horizontal line at the current cursor position in body text. For details, see Inserting Objects in Message Text .

For more information on text styles, see Formatting Text .

Message Header

Outgoing mail headers consist of six fields: **To**, **From**, **Subject**, **Cc**, **Bcc**, and **Attached**. Each field is described below. The **To**, **Subject**, **Cc**, and **Bcc** fields can be directly edited. To move the cursor from field to field, press the Tab key or click in the desired field with the mouse.

To resize the Header region of the outgoing message window, drag the separator up or down. This applies to the current message only.

To: The intended recipients' e-mail addresses, or nicknames you have defined (see Using the Address Book and Using the Quick Recipient List). Multiple addresses and nicknames must be separated by commas.

From: The sender's e-mail address. This is usually your incoming e-mail account plus your real name. You can use a return address other than your incoming mail account by entering the address in the **Return address** field of the Getting Started Options Window.

The From field also reflects changes made with the **Change Personality** menu under the Message menu, if

you have alternate personalities set up. See [Using an Alternate E-mail Account](#) .

Subject: Some brief text indicating the contents of the message. This field can be left blank, although it is considered a point of e-mail etiquette to include a Subject with each message.

Cc: The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses must be separated by commas. This field can be left blank. Cc stands for "carbon copy."

Bcc: The e-mail addresses or nicknames of people to whom a blind copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the **To** or **Cc** fields will not know that a copy went to these addresses. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses must be separated by commas. This field can be left blank. Bcc stands for "blind carbon copy."

This field can also be used to put a copy of the message in one or more of your mailboxes. To do this, right-click in the body of the message and select the mailbox from the **Fcc** menu (equivalent to the Transfer menu). The name of the mailbox is inserted into the **Bcc** field preceded by the expression "I\." Repeat the procedure to Fcc to multiple mailboxes; Eudora automatically separates the entries with commas. When the message is sent, a copy is put in each specified mailbox. Fcc stands for "folder carbon copy."

Attached: A list of documents being attached to and sent along with the message. See [Attaching a File to a Message](#) for instructions on how to add attachments. To delete an attachment from an outgoing message, select it and press the backspace or delete key. This field can be left blank.

Message Body

After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see [Formatting Text](#).

You can insert pictures (JPEG graphic files) and horizontal lines into message text. For details, see [Inserting Objects in Message Text](#) .

Use an Alternate E-Mail Account

You can set up "multiple personalities" in Eudora for each e-mail account you have. For example, if you have Work, Home, and School e-mail accounts, you can set up Eudora to send and receive e-mail from each of these accounts, all without having to quit and restart Eudora. That is, you can check mail for all your accounts at once, or for selected accounts at once, and you can do the same for sending mail.

In earlier versions of Eudora, you specified the setup information for these different e-mail accounts, or "personalities," in the Personalities options window. In Eudora 4.0, you use the Personalities window and the Account Settings dialog. Your "dominant" personality, or principal e-mail account, is set up via the New Account Wizard when you install Eudora and can also be modified via the Account Settings dialog.

For detailed information on the Personalities window, its columns, the commands on its context menu, and the options in the Account Settings dialog, see Personalities Window. Below is the basic procedure for setting up alternate accounts, followed by additional information on using personalities to send and receive mail.

To create a new personality, or alternate e-mail account, perform the following procedure:

1. From the **Tools** menu, choose **Personalities.** The Personalities window opens.

    Or click the Personalities window's tab if it is the inactive window in a tabbed group.

2. Right-click anywhere inside the Personalities window and choose **New** from the context menu. The first window of the New Account Wizard displays.

3. Follow the setup instructions in each window of the New Account Wizard to create the new personality. See Personalities Window for more information.

4. When you have completed the new account setup, click Finish and the new personality is created.

During new account setup you specify the personality name and the following items associated with the account: the real name, the return e-mail address, the login name, and the incoming e-mail server (POP or IMAP).

To modify an existing personality, do the following:

1. Open the Personalities window.

2. Right-click the desired personality to display the context menu.

3. Choose **Modify** and then make your changes in the Account Settings dialog. For more information, see Account Settings Dialog .

All options other than those specified in the New Account Wizard or the Account Settings dialog cannot be changed for alternate personalities; they are effective for all. If you want to change other options for an alternate personality or use a separate set of mailboxes for an account, see the section "Putting Multiple Users on One PC" in the Eudora Reference Manual for additional information.

To create an outgoing message from an alternate account, that is, as an alternate personality, do the following:

1. Open the Personalities window.

2. Right-click the desired personality to display the context menu.

3. From the **Message** submenu, choose **New Message As**.

    Or, select the desired personality and press **Enter**.

    Or, simply double-click the desired personality. A new message opens from that personality.

A fourth way to create an outgoing message as an alternate personality is this: Hold down the shift key and select one of the message creation commands from the **Message** menu (New Message, New Message To, etc.). The **Message Options** dialog is displayed.

> *Note: The **New Message With** and **Reply With** commands will not display the **Message Options** dialog. If you want to open a stationery message with an alternate personality, use one of the other message creation commands to display the **Message Options** dialog.*

Select the personality you want to use (and stationery if you want to), then click **OK**. A composition window is displayed, with the alternate personality as the sender (and any stationery text if applicable).

When the composition window opens in response to any of the four message-creation methods above, the default signature for the selected personality is used. But if a stationery file was selected or a default stationery file specified in the account's options, then the signature stored with the stationery file is used. However, you can always change the signature pop-up in the composition window (for details, see Using a Signature).

Once you open a new composition message from a particular personality, you can also change the message's personality, that is, the sender,   by selecting the new personality from the **Change Personality** submenu under the Message menu. The **From** field of the message header changes to the information associated with the new personality.

When you respond to a message, Eudora assigns your response the same personality under which it received the message. For example, if you receive a message sent to your Home account, your replies to that message are sent from your Home account.

There are two ways to change the personality of a response:

1. The first is to initiate the response and *then* change the personality, using the Message menu Change Personality submenu.

2. The second way is to change the personality associated with the *original message* to which you are responding. Open that message and change its personality using the Change Personality submenu. From then on, *all of your replies* to that message will be sent from the newly assigned personality.

> *Note: You can also set up a filter to automatically assign a desired personality to incoming or outgoing messages that satisfy the filter criteria. See the **Make Personality** action in Filter Actions .*

Use Stationery

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to with the **New Message With** or **Reply With** commands. This way you don't have to copy and paste text into a message; you can just open a pre-written message and edit it as necessary.

Stationery files are created and managed from the Stationery window. For more information, see Stationery Window . You can also open a new stationery message from the Stationery window.

For more information, see Creating a Stationery File and Sending a Stationery Message .

Create a Stationery File

To create a new stationery file, do the following:

1. From the **Tools** menu, choose **Stationery**. The Stationery window is displayed.

   Or click the Stationery window's tab if it is the inactive window in a tabbed group.

2. Right-click anywhere inside the Stationery window and choose **New** from the context menu. Eudora opens a composition window to be used for stationery. The Send/Queue button is inactive in the window; thus the message cannot be sent or queued.

3. Enter the text you want to see into the message body, fill in the headers as appropriate (subject, copies, etc.), and set the Toolbar.

4. Choose **Save As Stationery** from the **File** menu to display the **Save as Stationery** dialog.

5. Enter a file name and click **Save** to save the stationery file. The file is saved to your Stationery folder.

6. Close the stationery message.

Change a Stationery File

To change a stationery file, do the following:

1. In the Stationery window , right-click the stationery item you want to change.

2. Choose **Edit** from the context menu, then make your changes and save them with the **Save As Stationery** command from the File menu.

Delete a Stationery File

To delete a stationery file, do the following:

1. Select the desired item in the Stationery window and press the delete key; or right-click the stationery item and choose **Delete** from the context menu. In either case you are prompted to confirm the delete.

Send a Stationery Message

To send a stationery message,   do the following:

1. From the **Message** menu ,select a stationery file from the **New Message With** or **Reply With** submenus. A composition window is displayed containing the header and body from the stationery file. If you are replying to a message, the stationery information is added to the reply. You can edit and send this new message just as you would any other message.

2. Or you can send a new stationery message by double-clicking on a stationery item in the Stationery window, or by selecting the stationery item and pressing **Enter**. In either case, a new composition window opens containing the selected stationery.

To use a particular stationery file for *all* of your outgoing messages, do the following:

1. Open the **Tools** menu, choose **Options**, scroll and choose **Sending Mail**.

2. From the Stationery pop-up in the Sending Mail Options Window (for your dominant account only), select a stationery, or in the Account Settings dialog (for any of your personalities). Most new messages use this file, unless you create the message using the **Redirect, Send Again, New Message With,** or **Reply With** command.

You can also set up a filter to reply with a stationery message. See Filtering Messages for more information.

Create a Message with Stationery

To send a stationery message, do the following:

1. From the **Message** menu, select the stationery you want from the **New Message With** or **Reply With** submenus. A Composition Window is displayed containing the toolbar, header, and body from the stationery file.

   If you are replying to a message, the stationery is incorporated into the reply. You can edit and send this new message just as you would any other message.

The stationery message toolbar overrides any of the Sending Mail or Personality options, such as the default signature, but you can change them once you open the message. Filter Actions .

Use a Stationery File for all Outgoing Messages

To use a particular stationery file for *all* of your outgoing messages, do the following:

1. Open the **Tools** menu, choose **Options**, scroll and choose **Sending Mail**.

2. From the Stationery pop-up in the <u>Sending Mail Options Window</u> (for your dominant account only), select a stationery, or in the Account Settings dialog (for any of your personalities). Most new messages use this file, unless you create the message using the **Redirect, Send Again, New Message With,** or **Reply With** command.

You can also set up a filter to reply with a stationery message. See <u>Filtering Messages</u> for more information.

Use a Signature

A signature is a few lines of text that is added automatically to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You use only one signature at a time in a message, but you can create as many different signatures as you want.

> *Note:* *Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.*

For more information, see <u>Creating a Signature</u> and <u>Including a Signature in Messages</u> .

Create a Signature

Eudora comes with a default signature called **Standard**. This is an empty signature file that you fill with signature text. Instructions for editing signature files appear after the procedure below.

To create a new signature, do the following:

1. From the **Tools** menu, choose **Signatures.** The Signature window is displayed.

    Or click the Signature window's tab if it is the inactive window in a tabbed group.

2. Right-click anywhere inside the Signature window and choose **New** from the context menu. Eudora displays the Create New Signature dialog, asking you for a name.

3. In the dialog, enter a signature name and click **OK**. A signature window is displayed.

4. Enter your signature text in the signature window. You can format the text with styles: see [Formatting Text](#) .

5. Save the signature file using the File menu **Save** command.

6. Close the signature window.

Change a Signature

To change a signature file, do the following:

1. In the Signature window, right-click the signature and choose **Edit** from the context menu. The signature window is displayed for that signature.

2. Make any changes you want, save the file with the File menu **Save** command, and close the window.

Delete a Signature

To delete a signature file, do the following:

1. In the Signature window, select the desired signature and press the delete key.

   Or right-click the signature item and choose **Delete** from the context menu. In either case you are prompted to confirm the delete.

Include a Signature in Messages

To include a particular signature in an outgoing message, select the signature you want from the Signature pop-up on the message toolbar.

To include a particular signature in *all* of your outgoing messages—unless you are using stationery—select a signature from the Signature pop-up in the [Sending Mail Options Window](#) (for your dominant account only), or in the Account Settings dialog (for any of your personalities). You can change this for a particular message by selecting a different signature or **None** from the Signature pop-up on the message toolbar.

Note that if you open a new composition message with stationery, or if you have default stationery set for all new messages, then the signature stored with that stationery file is the one used with the new message, overriding any default signature. However, you can always make the final decision about what signature to send with a new message by choosing it from the Signature pop-up on the message toolbar.

Set the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients—it does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest, 5 being the lowest. Each is represented by a small symbol in the Toolbar of a message window and the Priority column of a message summary. Priority 3 (**Normal**) is used for messages that have no assigned priorities, and it is not displayed. The **Highest** priority symbol, a double-caret, is red; the **Lowest** priority symbol, an inverted double-caret, is blue.

New messages are created with a Normal priority. To change the priority of the current message, use the Priority pop-up.

> Note: To set up Eudora to always use the sender's priority on your replies, turn on the **Copy original's priority to reply** option in the *Replying Options Window*. You can always change the priority in the message window.

Request a Return Receipt

You can request that your recipients notify you when they have seen your message. To do this, click the **Return Receipt** button (**RR**) in the message toolbar.

When your recipients open the message and then close it, a dialog is displayed asking them to create a notification message now, later, or never (if you sent yourself a copy of the message, you will see the notification request). If a recipient chooses to create a notification message, it is sent to you and tells you when the recipient displayed your message.

If you receive a request for notification, click **Now** to queue the notification message in your Out mailbox: it will be sent the next time queued messages are sent. Click **Later** to close the message without sending a notification; however, each time you open the message and then close it (or if you try to delete it), the notification request will appear until you click either **Now** or **Never**. Click **Never** to cancel the notification request without ever sending a notification message. Click **Cancel** to dismiss the notification request from the screen while the return receipt message is open; however, if you close the message, the notification dialog is displayed again.

The Return Receipt options may or may not work as described, depending on your recipients' e-mail software.

Format Text

You can use standard text-editing options to format the text of your outgoing messages, your text files, and your signatures. The formatting is delivered to your recipients using text-editing standards in common use today, which means that the formatting your recipient sees depends on how well their e-mail package supports these standards.

It's important to remember that you cannot completely control what happens on your recipient's computer. Depending on the type of computer they are using, their installed fonts, their options or preferences, etc., they could end up viewing something different from what you had intended. Also, the formatting changes you make are sent to your recipient, but your default text settings are not. Any text that you did not make changes to is displayed using your recipient's default text, which may be different from yours.

Two Eudora options let you specify how you want to send and receive styled text. If the **Discard style information with mail** option is on in the Styled Text Options Window , you will not be able to format your text at all (this option is off by default). You can find the Styled Text options dialog by opening   the Tools menu, and choose Options. Scroll through the icons until you find Styled Text.

If you want to send styled text, then turn off the **Discard style information with mail** option, and if you also want to be alerted before sending the message, then turn on the **But warn me first** option in the Styled Text Options Window .

Text in outgoing messages, text files, and signature files can be formatted using the commands on the Edit menu **Text** submenu and using the formatting toolbar.

- To format text, use the text styles buttons on the message window's Icon bar or from the **Text** submenu from the **Edit** menu. You can change the font, size, style, color, and the margins.

Text Editing Menu Commands

To format text, do the following:

1. Highlight the text you want to format.

2. From the **Edit** menu, choose **Text**. The Text submenu is displayed.

3. Select the desired text format you wish to apply to the highlighted text. If no text is selected but the cursor is in the message body, then the font-related commands apply the formatting to the next text you type, and the margin-related commands apply the formatting to the current paragraph—the paragraph containing the cursor.

The formatting options are as follows:

Plain, Bold, Italic, Underline − **Make the text plain (the default),** bold**, *italic,* or underlined.**

Typewriter − Set the text to the fixed-width (typewriter-style) message font selected in the <u>Fonts options window</u> .

Size −   Make the text the selected size: Very Small, Small (the default), Medium, Large, Larger, Very Large, and Humongous. The increase or decrease is based on the next or previous standard point size.
Remember that you are viewing the text based on your default settings in the <u>Fonts options window</u>, but your recipient's settings and fonts will be different. For example, if your recipient's default font size is larger than yours and you send a message with text set to "Humongous," your recipient will see text even more humongous than yours.

Color −   Make the text black (the default) or the selected color.

Font − Make the text a certain font by choosing from the fonts available on your system. Remember that your recipient may not have the same fonts.

Margins—**Normal** − Make the selected or current paragraph's left margin normal—i.e., flush left (the default).

Margins—**Indent In, Indent Out** − Indent the selected or current paragraph's left margin in one level, or "outdent" the left margin: remove one level of indent.

Left, Right, Center − Align the selected or current paragraph to the left, the right, or the center of the current indent.

Bulleted List − Convert the selected text to a bulleted list, or begin a bulleted list at the insertion point.

Make Hyperlink − Convert the selected piece of text, or the selected graphic, to a clickable, underlined hyperlink to a URL you specify: when your recipient clicks the hyperlink, he or she is immediately taken to the URL.

Clear Formatting − Clear all formatting and go back to the default settings.

Word Wrap

If you turn on the **Word Wrap** button in the message toolbar, when a message is sent, carriage returns are automatically inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on your recipient's computer.

It is a good idea *not* to include your own carriage returns within paragraphs if you have the Word Wrap option turned on. Only use carriage returns to create new paragraphs in the message.

To manually wrap text, do the following:

1. Select the desired text.

2. From the **Edit** menu, choose **Wrap Selection**.

To unwrap text, do the following:

1. Select the desired text.

2. Hold down the Shift key and from the **Edit** menu, choose **Wrap Selection**.

To copy wrapped text without taking the carriage returns (i.e., to copy and unwrap), do the following:

1. Select the desired text.

2. Hold down the Shift key and from the **Edit** menu , choose **Copy**.

Inserting Objects in Message Text

Use the **Insert** submenu under the **Edit** menu to insert pictures (JPEG graphic files) and horizontal lines into the body of a message. You can also do this using the **Insert Object** button on the message toolbar.

You can insert an object in the middle of a line of text or between lines of text in the message body.

To insert a picture in message text, do the following:

1.   Move the cursor to where you want the picture

2.   From the Edit menu, choose **Insert Picture**.

3.   In the dialog that displays, select an image file and click **Open**. (The selected file must be a JPEG file.)

The picture is inserted into the message body at the cursor position. You can continue typing text. Once the picture is inserted in your message, you can drag it to where you want it in the message. When your recipient opens your message, he or she will see the picture right in the message body. Note, however, that what your recipient sees may depend on whether or not the receiving computer and e-mail package supports the display of inline images embedded in message text.

To insert a horizontal line in message text, put the cursor in the message body, then choose **Insert Horizontal Line** from the Edit menu. A horizontal rule is inserted immediately above the line on which the cursor resides.

Attaching a File to a Message

Any file can be attached to and sent with a Eudora message. Most of the time, an attached document functions like a "rider" to the e-mail message, and does not appear within the message text. Instead, the name of the document is displayed automatically in the **Attached** field of the message header.

To attach a file to an outgoing message, do the following:

1.   From the **Message** menu, choose **Attach File [to New Message]**. The Attach File dialog is displayed.

2.   Locate the file you want, select it, and click the **Open** button to attach the document to the current message, or to open a new message with the file attached. You can add as many attachments as you want to a message.

You can also drag one or more files from either the Desktop or the File Browser window onto the message window to attach them. (See File Browser Window .)

To detach an attached document before the message is sent, do the following:

1.   Select the document in the **Attached** field.

2.   Press either the **Backspace** key or the **Delete** key.

When the message is sent, if the chosen document is not a plain text (ASCII) file, it is encoded in the selected attachment type. This allows you to send any kind of document through the mail, even applications. Encoding options for attachments are MIME , BinHex and Uuencode .

If the document is an ASCII file, you can put it in the body of the message by turning off the **Text as Attachment** button in the message toolbar, or by turning on the **Put text attachments in body of message** option in the Attachments options window. The toolbar button applies to the current outgoing message; the Attachments option applies to all outgoing messages.

MIME

This is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using. For more information on MIME, see the section "MIME and Mapping" in the Eudora Reference Manual.

BinHex

This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.

Uuencode

This is best for recipients using PC or UNIX systems that are not MIME-compliant.

Manually Decoding Attachments

If you send an attachment and your recipient's e-mail program does not automatically decode it, it will probably be included in the body of the message in the chosen attachment format (MIME, BinHex, or Uuencode).

If you receive a large message consisting largely of indecipherable text, it is probably an attachment that was not automatically decoded. Usually this is because the attachment headers are formatted incorrectly.

To decode an attachment that was not automatically decoded, do the following:

1. Open the message.

2. From the **File** menu, choose **Save As** to save the message as a text file.

3. Run the decoding utility appropriate for the encoding method that the sender used. Decoding utilities can be found at various shareware sites on the Internet.

Including a URL in a Message

To include a *hot link* in a message—also known as a URL, for Uniform Resource Locator—enclose it with *less than* and *greater than* signs (angle brackets) to ensure that your recipient's e-mail application can identify it as a URL. For example, **<http://www.eudora.com>**.

Creating a Hyperlink in a Message

Eudora lets you create a *hyperlink* in an outgoing message; that is, convert a piece of text or a graphic into a link to a URL, so when your recipients click the text or graphic, their browser opens and takes them to that URL.

To create a hyperlink, do the following:

1. Type the text you want to link in your outgoing message.

2. Select the text to highlight it. Or, insert a JPEG graphic file using the **Insert Picture** command under the Edit menu, and select the inserted graphic.

3. From the **Text** submenu under the **Edit** menu, choose **Make Hyperlink**, or click the **Make Hyperlink** button on the message toolbar.

4. In the **URL** field of the Hyperlink dialog, enter the full address of the URL, for example, http://www.eudora.com

5. Click **OK**.

The text or graphic is now linked and is highlighted and underlined in the message. When your recipient receives the message, opens it, and clicks on the hyperlink, their browser or other application will open and go directly to the URL you specified.

Checking Your Spelling

Eudora includes a built-in spelling checker. It can be used to check for misspellings in the body of current message composition windows, text files, and signature files. It includes a built-in dictionary and also allows for the creation of a custom user dictionary. Additionally, it can be configured to ignore capitalized words, words with all capitals, words with numbers, and mixed-case words; to report doubled (repeated) words; and to suggest alternative spellings.

> *Note:* *Changes to the spelling options can be made in the* <u>*Spell Checking Options Window*</u> *found in Options under the Tools Menu or by selecting* **Options** *from the* **Check Spelling** *dialog.*

See the "Sources" section of the Eudora Reference Manual for information on how to get dictionaries for languages other than U.S. English.

To automatically check spelling when you send or queue a message, turn on the **Check when message queued/sent** option in the <u>Spell Checking options window</u> . If this is on, then when you send or queue a message, the message is checked for spelling errors. If you complete the spell-checking process, the message is automatically sent or queued. If you instead click **Cancel**, or leave spelling errors in the message, a dialog is displayed asking you if you still want to send or queue the message. If you don't want that dialog to be displayed, turn on the **Don't warn me anymore** option (this can also be set in the <u>Spell Checking options window</u>).

> *Note:* *For an alternate way to check your spelling using the* **Shift+Check Spelling** *option, which lets you see all misspelled words at once and change only those you want to, see* <u>*Inline Spell Checking*</u> *.*

To check the spelling of a current composition window, text file, or signature file, click the **Check Spelling** button in the main window toolbar or choose **Check Spelling** from the **Edit** menu (**Ctrl+6**). If there are no misspellings, the "No misspellings found" alert is displayed.

> *Note:* *If text is selected, Eudora checks the spelling only of the selected text. Otherwise, it starts the spelling check from the beginning of the message body or text file, and checks the entire text.*

If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the Unknown field.

To correct the misspelled word, either (1) type the correct spelling of the word in the Change To field (if it is not already there) and click the **Change** button, (2) select the correct word from the Suggestions list and click the **Change** button, or (3) double-click the correct word in the Suggestions list. The spelling checker then proceeds with the check.

Inline Spell Checking

Inline spell checking is an alternate way to check your spelling: it lets you see all the misspelled words in your message at once and then change only those you want to.

To perform inline spell checking on the current composition window, text file, or signature file, do the following:

1. Hold down the Shift key and either click the **Check Spelling** button in the main window toolbar or from the **Edit** menu , choose **Check Spelling**. Or, press **Shift+Ctrl+6**. Eudora scans your entire message or the selected text and highlights all the misspelled words with a red double-underline.

2. Right-click a highlighted word and a pop-up menu displays, letting you choose from Eudora's suggestions for the correct spelling of the word. Or, choose **Ignore All** to ignore the current and all subsequent occurrences of the word. Or, choose **Add** to add the word to Eudora's dictionary.

If Eudora has no suggestions in its dictionary for the correct spelling of the misspelled word, suggestions are not listed in the pop-up menu.

Go through the message or selection and correct each highlighted word, as desired, until you are finished the spelling check.

The red double-underline is not a style: it is a visual cue for you only, and is not sent as a style when Eudora sends the message.

Check Spelling Dialog

The Check Spelling dialog allows you to ignore an unknown word, change it, suggest the correct spelling, add the word to your user dictionary, edit your dictionary, or change the spelling options via the Options button. Each of the fields and buttons is described below.

Unknown Field – An unknown word is one that is not found in Eudora's built-in dictionary or your own custom dictionary. You can act on an unknown word using the Ignore, Ignore all, Change, Change all, or Add buttons, as described below.

Change To Field – This field works in conjunction with the Change and Change all buttons. It allows you to modify the unknown word by typing its correct spelling in this field, or selecting a suggested alternative spelling from the Suggestions field, and then clicking the Change or Change all buttons, as described below.

Suggestions Field – This field lists Eudora's suggestions for the correct spelling of the unknown word. If the Suggest words option is turned on, all suggestions are listed here by default. If the option is turned off, click the Suggest button to display Eudora's suggestions.

Ignore Button – This button causes the spelling checker to ignore this occurrence of the unknown word.

Ignore all Button – This button causes the spelling checker to ignore this occurrence and all subsequent occurrences of the unknown word.

Change Button – This button substitutes the contents of the Change To field for the unknown word.

Change all Button – This button substitutes the contents of the Change To field for this occurrence and all subsequent occurrences of the unknown word.

Suggest Button – This button causes the Suggestions field to display a list of Eudora's suggestions for the correct spelling of the unknown word.

> *Note: If Eudora doesn't have suggestions in its dictionary, then it doesn't list any suggestions.*

Add Button – This button adds the unknown word to your custom user dictionary.

Edit Dictionary Button – This button displays the Edit User Dictionary dialog. The Edit User Dictionary dialog lists all of the words in your user dictionary in the Dictionary field. It also allows you to add words to or delete words from your personal user dictionary, or even clear the entire dictionary.

> *Note: Words in the user dictionary are saved in all lower case.*

To add a word to the dictionary using this dialog, type the correct spelling of the word in the Word field and click the **Add** button. The word is then added to the dictionary and displayed in the Dictionary field.

> *Note: The Add button in this dialog works the same as the Add button in the Check Spelling dialog.*

To remove a word from the user dictionary, first type it in the Word field, or locate it in the Dictionary field and single-click it to display it in the Word field, then click the **Delete** button.

To delete the entire user dictionary, click the **Clear** button. You will then be prompted to confirm the deletions. If you click **Yes**, all of the words are deleted from the user dictionary.

Options Button – This button displays the Spelling Options dialog.

The Spelling options window lists the spell-checking options. A checkmark in the box next to the option name indicates that the option is turned on.

> *Note: The spelling options can also be modified in the Options dialog (Spell Checking category).*

The options are as follows:

Ignore capitalized words – The spelling checker ignores words that start with a capital letter, such as proper nouns.

Ignore words with all capitals – The spelling checker ignores words that contain all capital letters, such as acronyms.

Ignore words with numbers – The spelling checker ignores words that contain numbers.

Ignore words with mixed case – The spelling checker ignores words that contain a mixture of uppercase and lowercase characters.

Report doubled words – The spelling checker reports words that appear twice in sequence in text and identifies them as Doubled words.

Suggest words – The spelling checker displays Eudora's suggestions for the correct spelling of an unknown word. You can select any combination of the suggestion options: Phonetic words, Split words, Typographic words.

> *Note: If Eudora doesn't have suggestions in its dictionary, then it doesn't list any suggestions.*

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message, do the following:

1. From the **File** menu ,choose **Save**. Saved messages are put in the Out mailbox, and if at least one recipient is entered in either the **To:** or the **Bcc:** field, the saved message is shown with a bullet (•) in the Status column. If both the **To:** and the **Bcc:** fields are empty, the Status column is blank. The bullet indicates that the message not only has been saved, but is also ready to be sent or queued.

You can continue making changes to the message or close it. If you try to close an outgoing message window without saving that version of the message, an alert is displayed asking if the message should be saved or the changes discarded. If you select Discard and the message has never been saved, the message is deleted.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is on in the Sending Mail Options Window. The **Sending Mail** options are found on the Sending Mail window in **Options** under the **Tools** menu.

To send the current message, do the following:

1. Click the **Send** button or from the **Message** menu, choose **Send Immediately**. A progress window is displayed to show the progress of the transmission.

If you have the **Immediate send** option on, but want to put the current message in the queue, hold down the Shift key and click the **Send** button. The **Change Queueing** dialog is displayed and you can set detailed instructions. For more details, see Queueing a Message to Send at a Certain Time .

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is off in the Sending Mail Options Window. The **Sending Mail** options are found on the Sending Mail window in **Options** under the **Tools** menu.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn those options on in the Extra Warnings options. The **Extra Warnings** options are found on the Sending Mail window in **Options** under the **Tools** menu.

To put the current message in the queue, do the following:

1. Click the **Queue** button or from the **Message** menu, choose **Queue For Delivery**. The message window is closed (if it was open), the message is saved in the Out mailbox marked **Q** (meaning it's ready to be sent), and the date and time are placed in the Date column.

To send all of your queued messages, do the following:

1. From the **File** menu, choose **Send Queued Messages**. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the Shift key and click the **Queue** button. The **Change Queueing** dialog is displayed and you can choose the **Send Message Right now** option.

Queueing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, choose **Queueing** from the **Change** submenu under the **Message** menu. The **Change Queueing** dialog is displayed.

If you choose **Right now,** the message is sent immediately when you click **OK**. If you choose **Next time queued messages are sent**, the message is sent the next time queued messages are sent.

If you choose **On or after,** you can use the **Time** and **Date** fields to fill in the time and date at which the message should be sent. The message is saved in the Out mailbox with a **clock icon** in the Status column, and the specified date and time in the Date column. The message is sent when the specified time arrives.

> *Important*: *For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running, the message is sent the first time Eudora is run after the specified time has passed.*

If you choose **Don't send** for a message that has never been queued, nothing happens. The message is held in the Out mailbox until it is either deleted or re-queued and sent.

Editing a Queued Message

To edit a queued message, do the following:

1. Open the Out mailbox.

2. Select the desired message summary.

3. Make the necessary edits and save them. The message is kept in the Out mailbox. If you close the changed message without saving it, an alert is displayed asking you to verify the changes.

Taking a Message Out of the Queue

A message that is queued but is not yet sent can be unqueued using the **Change Queueing** command. To take a message out of the queue, do the following:

1. Open the Out mailbox.

2. Select the desired message summary.

3. From the **Message** menu, choose **Change Queueing** and click **Don't send.** This changes the message status from queued (Q) to sendable (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

If the **Send on check** option in the [Sending Mail Options Window](#) is on, then every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the server (POP server only), do the following:

1. Hold down the Shift key and from the **File** menu choose **Send Queued Messages**. The **Mail Transfer Options** dialog is displayed.

2. Set the options you want and click **OK**. All the actions you have requested are completed. For details, see [Managing your Mail on a POP Server.](#)

Replying to a Message

To reply to the current message, do the following:

1. From the **Message** menu, choose **Reply**.

A new message window is displayed, with the original sender's address automatically placed in the **To** field of the header. All of the sender's original text is quoted in the message body. This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

If the sender's text did not include style information, each line is prefixed by a greater-than symbol (>).

If the sender's text did include style information, for example, bold text, it is quoted with greater-than and less-than symbols above it and below it, and a left sidebar, also called an "excerpt bar."

Messages that have been replied to are identified with a **left arrow** in the Status column of their message summary.

Using the Reply Functions

There are several options that you can use when replying to messages.

To include everyone who received the original message, do the following:

1. From the Message menu, choose **Reply to All**.

To include yourself as a recipient, do the following:

1. Open the **Tools** menu and choose **Options**.

2. Scroll and select **Replying**. The Replying dialog is displayed.

3. Check the **Include yourself** box and click OK. This only works if you are using **Reply to All**.

   *Note: To determine who you are for the **Include yourself** option, Eudora uses the "me" nickname. If you do not have a "me" nickname set up in your Address Book, Eudora uses the contents of the **Mail Server (Incoming)**, **Login Name**, and **Return address** fields from the Getting Started Getting Started Options Window options window. (Incoming mail accounts are usually of the form **loginname@mailservername**.) The "me" nickname is particularly useful if you have multiple addresses and don't want replies to go to any of those addresses.*

To put the addresses of the other recipients of the original message in the **Cc** field (instead of the **To** field), do the following:

1. Open the **Tools** menu and choose **Options**.

2. Scroll and select **Replying**. The Replying dialog is displayed.

3. Check the **Put original To: recipients in Cc: field** box and click OK. Only the original sender's address is put in the **To** field. This works only if you are using **Reply to All**.

To copy the original message's priority to your replies, do the following:

1. Open the **Tools** menu and choose **Options**.

2. Scroll and select **Replying**. The Replying dialog is displayed.

3. Check the **Copy original's priority to reply** box in the Replying Options Window.

To change the keyboard shortcut **Ctrl+R** from its normal function of **Reply** to **Reply to All**, do the following:

1. Open the **Tools** menu and choose **Options**.

2. Scroll and select **Replying**. The Replying dialog is displayed.

3. Check the **Map Ctrl+R to "Reply to All"** box in the Replying dialog. The change is reflected on the Message menu.

Replying with a Stationery File

To reply to a message with a stationery file, do the following:

1. From the **Message** menu, choose **Reply With**.

2. From the **Reply With** submenu, select a stationery file. The stationery file is opened as a message and is addressed as appropriate (your Replying options are used). For information on stationery files, see Using Stationery .

Other ways to reply with stationery:

• With the desired message open or selected in a mailbox window: Open the Stationery window, right-click a stationery item, and choose **Reply With** from the pop-up menu.

• With the desired message open or selected in a mailbox window: Open the Personalities window, right-click a personality, and choose **Reply As** from the **Message** submenu of the pop-up menu. The default stationery assigned to that personality is used in the reply.

• With the Personalities window open: Drag an open message by its Tow Truck, or drag selected message summaries in a mailbox window, onto a personality in the Personalities window: a reply is initiated from that personality, and the stationery stored with that personality is used in the reply.

• Set up a filter that uses the **Reply with** filter action. See Filtering Messages and Filter Actions .

Forwarding a Message

Any message can be forwarded to someone else. To forward the current message, do the following:

1. From the **Message** menu, choose **Forward**.

A new message window is displayed with your address in the **From** field, the original subject preceded by "**Fwd:**" and a space in the **Subject** field, the original sender's text quoted in the message body, and the original attachments in the **Attached** field. For details on how text is quoted, see Replying to a Message . Make any changes you want, and enter the recipient's address in the **To** field. The message can then be sent or saved for further changes.

> *Note: If you forward an outgoing message (a message you sent), the attachments are not automatically included.*

Messages that have been forwarded are identified with a **right arrow** in the Status column of their message summary.

Other ways to forward a message:

*   With the desired message open or selected in a mailbox window: Open the Personalities window, right-click a personality, and choose **Forward As** from the **Message** submenu of the pop-up menu.

*   Set up a filter that uses the **Forward To** filter action. See Filtering Messages and Filter Actions .

Redirecting a Message

Incoming messages can be sent to a new recipient "by way of" you, maintaining the original sender's address in the **From** field. This is called redirecting.

To redirect the current message, do the following:

1. From the **Message** menu, choose **Redirect**.

A new message window is displayed with the original sender's address in the **From** field with the statement "by way of" followed by your real name and/or return address, the original sender's text in the message body, and the original attachments in the **Attached** field. Make any changes you want, and enter the recipient's address in the **To** field. The message can then be sent or saved for further changes.

> *Note: You may want to enclose any changes in brackets ([]) so that you don't confuse the recipient about who wrote what.*

Messages that have been redirected are identified with a **diagonal arrow** pointing up and right in the Status column of their message summary.

Other ways to redirect a message:

*   With the desired message open or selected in a mailbox window: Open the Personalities window, right-click a personality, and choose **Redirect As** from the **Message** submenu of the pop-up menu.

*   Set up a filter that uses the **Redirect To** filter action. See the sections Filtering Messages and Filter Actions .

Turbo Redirecting

You can redirect a message to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command. To turbo redirect a message, do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll and select the **Miscellaneous** icon. The <u>Miscellaneous options window</u> is displayed.

3. Check the **Turbo redirect by default** box and click OK.

When you select a recipient from the **Redirect To** submenu under the Message menu, a turbo redirect is automatically performed.

Redirect and Signatures

When you use **Redirect** or **Redirect To**, your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the **From** field exactly matches either your return address or one of the addresses belonging to your nickname called "me," if you have one.

Keeping Copies of Outgoing Messages

There are three ways to keep copies of your outgoing messages.

- To put a copy of every outgoing message in the Out mailbox, turn on the **Keep copies** option in the Sending Mail Options Window.

- To put a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** button in the message toolbar.

- To put a copy of the current outgoing message in a particular mailbox, right-click in the body of the message and select the mailbox from the **Fcc** menu.

In all these cases, when the messages are sent they are put in the specified mailbox with a **checkmark** in the Status column, indicating that the message has been sent.

If none of these options are used, outgoing messages are put into the Trash mailbox after they have been sent.

> *Note: You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See Filtering Messages for more information.*

Sending Rejected Messages Again

If for some reason an e-mail message can't be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient's address, although other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it.   To send a rejected message again, do the following:

1. From the **Message** menu, choose **Send Again**. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

The **Send Again** command is also useful for resending saved messages—from your Out box, for example— and messages you've copied to yourself, in order to save yourself some retyping. You can send the same message to another recipient to avoid having to retype the whole message, or you can send a different message to the same recipients to avoid having to retype their addresses in the header.

Another way to send a message again:

1. In a mailbox window, open or select the desired message.

2. From the Tools menu, choose Personalities, or select the Personalities tab. The Personalities window opens.

3. Right-click a personality, and from the **Message** submenu of the pop-up menu, choose **Send Again As**.

The message is sent again but from the selected personality (which may or may not be the same as the personality under which it was originally sent).

Checking for Incoming Mail

The incoming mail server is where your mail is received and stored until it is transferred by Eudora to your PC. You can use several different mail accounts with Eudora: Your main account, or "dominant personality," is specified in Configuring Eudora , and additional mail accounts, or "multiple personalities," are described in Personalities Window and Account Settings Dialog .

> *Note:* *To best understand the functioning of the incoming mail server with respect to Eudora, see the section "Mail Transport" in the Eudora Reference Manual.*

There are two ways to check your incoming mail server and transfer mail to your PC: automatically or manually.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see Managing your mail on a POP Server and Managing Your Mail on the IMAP Server .

Checking for Mail Automatically

To set up Eudora to automatically check your incoming mail account and transfer new mail, do the following:

1. From the Tools menu, choose Options.

2. Scroll and select Checking Mail.

3. In the **Check for mail every ? minutes** field, enter the number of minutes that you want between mail checks.

4. Open the Personalities window and for each personality that you want to be automatically checked.

5. Right-click the personality, choose **Modify** from the context menu, and when the Account Settings dialog is displayed, turn on the **Check Mail** option for that personality.

   Note: 15 minutes is a good minimum interval because checking mail more frequently puts an unnecessary load on your incoming mail server. If the field is empty, or is set to 0, mail is not automatically checked.

   If automatic checking is set, the Check Mail command under the File menu displays the next time that an automatic check is scheduled to occur.

The **Check Mail** option also specifies that an account should be checked for new mail when a manual mail check is done.

Checking for Mail Manually

You can manually check for new mail at any time by selecting **Check Mail** from the **File** menu. Any account that has the **Check Mail** option turned on (in the Account Settings dialog) is checked. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it (for each account being checked). A progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your incoming mail account is being made.

Stopping a Mail Check

If you want to stop a mail check in the middle, click the **Stop** button in the progress window.

Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter a password for each incoming mail account that you have. This password is required by the incoming mail server before it will transfer your mail, so that no one else can get your mail from the server.

> Note: This does not protect your mail once it is on your PC. Unless a message has been sent with some type of security, it is just plain text, which many applications can read. If you are interested in securing the messages on your PC, you may want to consider a disk driver that can encrypt hard disk data.

If you need to enter a password, the Eudora Password dialog is displayed. Enter your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.

> Note: Your incoming mail account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly. Be sure that Caps Lock is off.

If your password is rejected, an error message is displayed indicating that you have entered the wrong password. Choose **Check Mail** from the **File** menu to redisplay the password dialog.

As long as Eudora is running, it remembers all of your passwords. If you don't want it to remember (if, for example, you are away from your PC), choose **Forget Password(s)** from the **Special** menu. The next time you check mail for any account, you are prompted for your password again.

You can also make Eudora remember all of your passwords from one session to the next, which means you never have to enter passwords again, even if you quit and restart Eudora. You want to do this only if your PC is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on **Save password** in the Checking Mail Options Window.

Changing Your Password

To change the password for one of your personalities, choose **Change Password** from the **Special** menu, and select the personality whose password you want to change. You are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

> *Note:* *This only works if the incoming mail server is running a compatible password-change server. For information about these servers, see the "Sources" section of the Eudora Reference Manual.*

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some systems require at least one number or symbol in your password, and you may want to do that even if it is not required.

Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways:

• alert dialog

• the opening of the mailboxes to which new mail is delivered

• special "New Mail" sound.

These options are turned on or off in the Getting Attention window. To display the Getting Attention window, open the Tools menu, choose Options. Scroll through the icons and select Getting Attention.

When you receive notice that new mail has arrived, select Eudora from the Windows task bar. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, from the **Mailbox** menu, choose **In**. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet in the Status column of the message summary.

Double-click anywhere on a message summary to open the message. You can also view messages using the message preview window at the bottom of the mailbox window while the message summary is highlighted.

Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

The Incoming Message Window

To open an incoming message, double-click its message summary in a mailbox window, or, if the message summary is current (highlighted), press the Spacebar or Enter key.

> *Note:* *You can also view the message in the message preview window. See *The Message Preview Pane* for more details.*

The incoming message window consists of the title bar, the Toolbar, and the message body.

Title Bar − The title bar provides information about the message, including the name of the sender, the time and date the message was delivered, and the message subject.

Toolbar − The toolbar consists of buttons and pop-ups displayed just under the title bar.

Tow Truck − This can be used to drag any current message into a different mailbox. Just hold the mouse button down on the icon and drag it to an open mailbox or a mailbox in the Mailboxes window.

Fixed Width − Click this button to convert the message text to the fixed-width (typewriter style) message font set in your Fonts options window . This lets you view aligned text, such as columns and tables, more easily.

BLAH BLAH BLAH − If this is on, all the message headers (and any formatting codes) are displayed.

Pencil − If this is on, you can edit the message.

Delete From Server − If this is on, the message is deleted from the server the next time mail is checked.

Retrieve From Server (Fetch) − If this is on, the message is retrieved (fetched) from the server the next time mail is checked.

Priority Popup − This lets you indicate that the message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see Setting the Message Priority .

Subject − This is the subject that was assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see Editing Incoming Messages .

Message Body − The message body contains the message header and text information, as well as the name of each attachment and, if the **Show attachment icons** option is turned on in the Viewing Mail options window , each attachment's icon as well. Attachments can be opened from within the message window by clicking on the attachment icon or name.

Eudora lets you view incoming mail with advanced formatting, graphics, multimedia, and the like. Additionally, if you have the **Use Microsoft's viewer** option turned on in the Viewing Mail Options Window , and you have Microsoft Internet Explorer 3.0 or later installed and available on your system, then Eudora lets you take full advantage of the viewing capabilities of a Web browser right in the e-mail message itself, or linked to the Internet, without having to open your Web browser.

Receiving Attachments

Unless you have specified a particular directory for your incoming attachments (see Specifying an Attachment Directory), they are automatically decoded and saved in the **Attach** Directory in your Eudora Directory. If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they are received.

Attachment names are displayed at the bottom of incoming messages and the message preview window. If the **Show attachment icons** is turned on in the Viewing Mail options window , attachment icons are also displayed.

To open an attachment from the open message window or the message preview window, click the attachment name or its icon. If you have the application that the attachment was created in, that application launches and the attachment opens.

If you receive a large message consisting largely of indecipherable text, it is probably an attachment that was not automatically decoded. Usually this is because the attachment headers are formatted incorrectly. To decode an attachment that was not automatically decoded, open the message and choose **Save As** from the **File** menu to save the message as a text file. Then run the decoding utility appropriate for the encoding method that the sender used. Decoding utilities can be found at various shareware sites on the Internet. Also see Attaching a File to a Message .

Specifying an Attachment Directory

If you do not want to use the default Attach Directory to receive your attachments, do the following:

1. From the **Tools** menu, choose **Options** and scroll and select **Attachments**.

2. Beneath the **Attachment directory** prompt, click the large button. A standard file dialog is displayed.

3. Double-click the name of the directory you want to use (its name should be displayed above the list).

4. Click **Use Directory**. The dialog closes, leaving the Options dialog displayed. The name of the folder you just selected is now displayed in the **Attachment directory** button.

> *Note: If at any time Eudora cannot find your selected directory, Eudora will use the **Attach** Directory in the Eudora Directory for attachments until you designate a new directory.*

Editing Incoming Messages

You can edit the message body in an incoming message if you turn on the Pencil button in the Toolbar. You can also edit the Subject in the Toolbar (this is the subject shown in the message summary), and you do not need to turn on the Pencil button to do this.

To edit an incoming message, do the following:

1. Click the Pencil button to turn it on.

2. Edit the text in the message body. (See Formatting Text for details on how you can edit the message text.)

3. When you are done, save your changes and close the message.

To edit the subject of an incoming message, open it and edit the subject in the Toolbar (not the subject in the message body). When you are done, click somewhere else in the message, or close it. The new subject is displayed in the message summary. The contents of the **Subject** field of the message header remain unchanged.

> *Note: If you reply to the message, the original subject is used for the reply, not your changed subject.*

Using Active URLs

Any string of text that Eudora recognizes as a *hot link* or URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.) is active. Click a URL to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc. URLs are highlighted and underlined to show that they are active.

To set up Eudora to automatically open a new message when you use a mailto link within a Netscape Web browser, do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll and select **Miscellaneous**. The Miscellaneous options window is displayed.

3. Check the **Intercept Netscape mailto URLs** box and click OK.

Note: If you enter a mailto in your e-mail message, for example: mailto:sjones@eudora.com, the mailto becomes an active URL link. Your recipient can just click on the mailto URL and send an immediate message to the e-mail address contained in the mailto.

Managing your Mail on a POP Server.

During a mail check, your incoming messages are normally transferred from your account on the POP server to your PC, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more computers, and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server. Some of these options are available in the Incoming Mail Options Window, for your dominant account only, and the **Account Settings** window, for any of your personalities; some of the options are available in the **Mail Transfer** options window. Access these windows by opening the **Tools** menu and choose **Options**. Scroll to find the windows you need.

Managing your Mail on the IMAP Server

If your incoming mail server uses IMAP, then when you check mail, all incoming messages are delivered to your IMAP server and are kept there until you actively delete them.

Also during mail checks, partial messages or full messages are transferred to your PC, with or without attachments, depending on the options you specify in the Incoming Mail Options Window for your main account, or the Account Settings dialog, accessed from the Personalities window, for any of your personalities.

When a message is transferred, either in part or in full, from the IMAP server to your PC during a mail check, a copy of the message remains on the server until you actively delete it. Also, your PC remains connected to the IMAP server until you close the mailbox containing the message (assuming the mailbox opens when the message is delivered).

Downloading Minimal Headers vs. the Full Message

By default, the **Minimal Headers Only** option is turned on in the [Incoming Mail Options Window](#) for your dominant account, and in the Account Settings dialog for your alternate personalities.

As a result, when you check mail for an account and the incoming mail is delivered to your IMAP server, only a minimal amount of information about each message is transferred to your PC. This consists of the information you would see in the message summary of a mailbox window: the sender, the date and time of the message, the subject, etc. However, when you open or preview the message, the full set of message headers and the entire message body is transferred to your PC. Whether or not any attachments to the message are also transferred depends on your setting for the **Skip attachments over ? K** option which is found under the Tools menu, Options, then Incoming Mail .

If you always want the full message to be transferred to your PC during mail checks (with or without attachments, as specified separately), rather than just the minimal headers, then turn off the **Minimal Headers Only** option.

Skipping Attachments Over a Certain Size

To prevent Eudora from transferring large attachments for your main account to your PC during mail checks (IMAP), do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll and select **Incoming Mail**.

3. Check the **Skip attachments over ? K** box, and specify a size.

4. Click OK.

To prevent Eudora from transferring large attachments for your alternate accounts to your PC during mail checks (IMAP), do the following:

1. From the **Tools** menu, choose **Personalities**. The Personalities window is displayed.

2. Select the desired alternate personality, and right-click.

3. From the pop-up menu, choose **Modify**. The Account Settings dialog is displayed.

4. Click the **Incoming Mail** tab.

5. Check the **Skip attachments over ? K** box, and specify a size.

6. Click OK.

Each time mail is then checked for the account, any attachments larger than the specified size are *not* transferred to your PC with the message. However, the rest of the message is transferred, either minimal headers only or the full set of message headers and the complete message body, depending on your setting for the **Minimal Headers Only** option. Any attachments within the specified size are also transferred.

Attachments not transferred during mail checks can still be downloaded. When you open or preview the message associated with the attachment, an icon for the attachment is displayed in the incoming message window or the message preview window. (The **Show attachment icons** option must be turned on in the Viewing Mail options window in order for this icon to appear. The Viewing Mail window can be displayed by opening the Tools menu and choosing Options.) Click the icon to retrieve the attachment from the IMAP server.

If the **Skip attachments over ? K** option is turned off, then *all* attachments are transferred to your PC during mail checks, regardless of their size.

Deleting a Message from the IMAP Server

To delete a message from the IMAP server, you must take two steps:

1. Mark the message for deletion,

2. Remove all messages so marked.

To mark a message for deletion and remove it, do the following:

1. Open the IMAP mailbox or folder containing the message.

2. Select or open the message.

3. From the **Message** menu ,choose **Delete**. (To unmark a marked message so that it won't be deleted from the IMAP server, select or open the message and then choose **UnDelete** from the Message menu.)

4. From the **Message** menu, choose **Remove Deleted Messages**. The messages are completely removed both from the IMAP server and from your PC.

Once you remove marked messages using the **Remove Deleted Messages** command, these messages are completely gone and *cannot* be restored. Therefore, use this command with caution.

Resynchronizing an IMAP Mailbox or Folder

General mailbox and folder management for POP and IMAP servers is performed from the Mailboxes window. See Using the Mailboxes Window for more information. This section discusses resynchronization.

Keeping your mailboxes and folders remotely, on an IMAP server, lets you perform operations on them from different computers. For a particular IMAP mailbox, you may delete some messages from the mailbox from one PC, check mail from another PC (resulting in new messages being transferred to the mailbox), and change the status of some of the messages from a third PC.

Each PC has no idea what has been done to the mailbox from the other PC until you resynchronize the mailbox, which updates all operations performed on the mailbox from all computers that have access to the mailbox. (In some situations, other users may have access to these same mailboxes.)

To resynchronize an IMAP mailbox or folder, do the following:

1. Open the Mailboxes window, right-click the IMAP mailbox or folder.

2. From the pop-up menu, choose **Resynchronize Mailbox**. The content of the mailbox or folder is completely updated according to all operations that have been performed on the mailbox from all computers that have access to it.

Refreshing Your List of IMAP Mailboxes and Folders

General mailbox and folder management for POP and IMAP servers is performed from the Mailboxes window. See Using the Mailboxes Window for more information. This section discusses how to update the list of IMAP mailboxes and folders in the Mailboxes window.

Mailboxes and folders you keep stored remotely, on an IMAP server, may be changed by other users, or may be changed by you from other computers. The Mailboxes window does not reflect the "real-time" status of the IMAP mailbox list, and between mail checks, a disparity can grow between what appears in the list and what is actually on the IMAP server, as new mailboxes are added and existing ones are changed or removed.

To refresh your list of mailboxes and folders on the IMAP server, as it appears in the Mailboxes window, do the following:

1. Open the Mailboxes window, right-click the top folder in the IMAP tree.

2. From the pop-up menu , choose **Refresh Mailbox List**. The mailbox list is updated according to what actually appears on the IMAP server at that time. The Mailbox and Transfer menus are also updated with the current IMAP mailbox configuration.

Leaving Mail on the Server

To transfer all of your new messages from the POP server to the PC you are on, and also leave copies of those messages on the server, do the following:

1. From the Tools menu, choose Options.

2. Scroll and select Incoming Mail. The Incoming Mail options window is displayed.

3. Check the **Leave mail on server** box. You can use the **Delete from server after ? days** option to set the maximum number of days the copies should be kept.

   Note: The **Leave mail on server** option can also be set for each alternate personality you have. To do this, use the Account Settings dialog, accessed from the Personalities window (select personality, right-click, choose Modify) .

At the next mail check from that PC, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

   Note: The **Leave mail on server** option should be used with care, since it can result in a buildup of messages on the POP server.

Deleting a Message from the POP Server

To delete a message that has been left on the server (without retrieving it again), do the following:

1. Turn on the **Trash** button in the message Toolbar or set the message summary's server status to **Delete**.

2. Check mail again. Or, use the **Delete all messages that have been retrieved** option in the Mail Transfer options   (described in the section Checking for Mail with Special Server Instructions).

Skipping Messages Over a Certain Size

To stop Eudora from transferring incoming messages that are too large, do the following:

1. From the Tools menu, choose Options.

2. Scroll and select Incoming mail. The Incoming mail window is displayed.

3. Check the **Skip messages over ? K in size** box and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred.

4. Click OK.

   *Note: The **Skip messages over ? K in size** option can also be set for each alternate personality you have. To do this, use the Account Settings dialog, accessed from the Personalities window (choose the personality, right-click, choose Modify).*

If you decide you want to transfer the whole message, click the **Fetch** button in the incoming message window, or select the **Fetch** server status in the message summary, then check mail again. You can also use the **Trash** button or the **Fetch then Delete** server status so that the message is deleted from the server after it is transferred.

If you decide you don't want the message and want to delete it from the server, click the **Trash** button in the incoming message window, or select the **Delete** server status in the message summary, then check mail again.

Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the POP server, do the following:

1. Hold down the Shift key and from the **File** menu, choose **Check Mail**. The **Mail Transfer Options** dialog is displayed.

2. Set the options you want and click the **OK** button to continue checking for mail.

The mail transfer options are described below.

Retrieve new mail

Transfer your new mail from the POP server to your PC.

Send queued messages

Send all the queued messages (marked "Q") in your Out mailbox.

Delete messages marked for deletion

Delete from the POP server the messages that are marked **Delete** in Eudora. This is for messages that were retrieved only in part, either with the **Leave mail on server** or **Skip messages over ? K in size** options (in the Incoming Mail Options Window for your main account or the Account Settings dialog for your alternate personalities), or with the **Fetch all message headers to In mailbox** option (in the Mail Transfer options window).

Retrieve messages marked for retrieval

Retrieve from the POP server the messages that are marked **Fetch** or **Fetch then Delete** in Eudora. This is for messages that were retrieved only in part, either with the **Leave mail on server** or **Skip messages over ? K in size** options (in the Incoming Mail options window for your main account or the Account Settings dialog for your alternate personalities), or with the **Fetch all message headers to In mailbox** option (in the Mail Transfer options window).

> *Note: To mark a message **Fetch**, **Delete**, or **Fetch then Delete**, either click the buttons in the incoming message window, or select an option from the Server Status pop-up of the message summary.*

Delete all messages that have been retrieved

Delete from the POP server all of the messages that have already been transferred to the PC you are on.

Delete all messages on server

Delete *all of your messages* from the POP server. **Note:** Be absolutely sure this is what you want to do, because there is no way to undo it!

Fetch all message headers to In mailbox

Retrieve from the POP server the header and the first few lines of every new message. If you select this option, the messages are not filtered. Set the **Server Status** in the message summaries to specify what you want to do with the messages the next time you check mail.

> *Important: If you delete the message header, and you have the **Delete from server when emptied from Trash** option on in either the Incoming Mail Options Window for your main account, or the Account Settings dialog for an alternate account, the message is gone completely from Eudora and the POP server.*

How should checking/sending be performed

If you have multiple personalities, you can check or send mail based on the options on the left of the Mail Transfer options window (turn on **Using options at left**), or as specified in the Incoming Mail options window, for your dominant account only, or in the Account Settings dialog (accessed from the Personalities window), for any of your personalities (turn on **Normally**). You can also specify the personalities that you want to check or send with this mail transfer. Hold down the Shift key to select multiple personalities in sequence, or the Ctrl key to select them out of sequence.

Note: Another way to check mail for multiple personalities, regardless of your settings elsewhere, is to open the Personalities window, select your desired personalities, right-click the selection, and choose **Check Mail** from the pop-up menu.

Opening a Mailbox

To open a mailbox, do the following:

1. Select it from the Mailbox menu, or double-click it in the Mailboxes window.

   Note: *The unread message icon is displayed in the Mailbox menu whenever a mailbox or folder contains unread messages that are less than five days old, and any mailboxes or folders in the Mailboxes window that contain unread messages are displayed as bold.*

Message Summaries in Mailboxes

Each line in the list portion of a mailbox window represents a message and is called a *message summary*. Outgoing messages that are in any mailbox other than Out are shown with *italicized* message summaries.

To select one or more message summaries, use one of the following options:

• To select one summary, click it.

• To select two summaries and all the summaries between them, select a summary, hold down the Shift key, and select another summary. Or, drag the mouse over the summaries to select them (as long as you begin on an unselected summary).

• To select all of the summaries that have the same information in a particular column, hold down the Alt key and click one column in the summary. For example, if you click the Status column for one summary, all of the summaries with that status are selected.

• To make "disjointed" selections, hold down the Ctrl key and select summaries.

Each message summary is divided into columns: Status, Priority, Attachments, Label, Sender/Recipient (Who), Date, Size (in K), Server Status, and Subject. You can show or hide these columns using the Display options window.

A message's Status, Priority, Label, and Server Status can be changed directly in the mailbox window. To do this, select the messages you want to change and click the right mouse button inside the selection. Select an option from the pop-up menu to make your change.

To turn on the display of lines in the message summaries portion of mailbox windows—horizontal lines to separate summaries, and vertical lines to separate columns—turn on the **Show Mailbox Lines** option in the Display options window .

The Status Column

This column displays the message status, which is one of the following:

•	The message has not been read (all mailboxes except Out), or is queueable or sendable but has not been queued or sent (Out mailbox only).
<blank>	The message has been read (all mailboxes except Out), or is not yet able to be queued or sent because it has no recipients in the To or Bcc fields (Out mailbox only).
left arrow	Reply has been chosen for the message.
right arrow	Forward has been chosen for the message.
diagonal arrow	Redirect has been chosen for the message.
checkmark	The message has been sent (outgoing messages only).
Q	The message is queued to be sent (outgoing messages only).
clock icon	The message is queued to be sent at a specified time (outgoing messages only).
-	The message was transferred from the Out mailbox before being sent.

You can change the status of one or more selected messages, or an open message, from Read (blank) to Unread (•) or from Unread to Read by pressing **Shift+Space** (all mailboxes except Out).

The Priority Column

This column displays the message priority. You can use the pop-up to set a particular priority.

The Attachments Column

This column displays the attachment icon (a paper clip) if a message has attached documents.

> *Note: This attachment icon is not affected by the **Show attachment icons** option in the Viewing Mail options window . This attachment icon appears whether **Show attachment icons** is turned on or off. The **Show attachment icons** option refers to attachment icons in the open incoming message and the message preview window.*

The Label Column

This column displays the message label. Labels are assigned to incoming messages by the recipient, either manually or automatically using filters (see Filtering Messages). When a message summary is assigned a label, the entire summary changes color to match the label color.

> *Note: Label colors and titles are assigned using the Labels options window.*

The Sender/Recipient Column (Who)

This column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

> *Note: Bugs in some POP servers/mail transport systems cause Eudora to display the sender of incoming messages as ???@???. This is because the required From: header is missing.*

The Date Column

This column displays the date and time the message was composed, or, for timed messages, the date and time the message is scheduled to be sent. Date formats, including age-sensitive indications such as the day of the week or "Today," are set in the Date Display options window .

The Size Column (K)

This column displays the size of the message in kilobytes, K (1 K = 1,024 bytes).

The Server Status Column (V)

This column displays the action that is done to the corresponding incoming message on the POP server (these actions do not apply on an IMAP server). The next time you check mail, the server status you requested is automatically completed.

> *Note: To control the mail transfer, you can also use the **Mail Transfer options window**. For details, see Checking for Mail with Special Server Instructions .*

The Subject Column

This column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it (see Editing Incoming Messages).

Displaying and Resizing Columns

To specify which columns you want to be displayed in your mailboxes, do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll and select **Display**. The Display options window is displayed.

3. Check the boxes of the columns you want to see are on in the Show Mailbox Columns block.

4. Click OK.

To resize a column in a mailbox window, move the mouse pointer until it is over the column heading divider to the right of the column you want to resize, then drag the divider to the position you want. The column divider moves to the new location, and the mailbox is redrawn.

You can only shrink a column as far as its left divider. If you do that, a double divider line is displayed in place of the column, and its contents are hidden. To redisplay the column, drag the right divider line to the right.

Using the Mailbox Size Display

In the lower left corner of the message summary part of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; the third is the amount of disk space that is wasted with the mailbox.

Wasted space is created when messages are deleted from a mailbox. This wasted space is automatically removed when the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5% of the free space on the disk drive that contains it.

To manually clean up the wasted space in a mailbox, click the mailbox's size display. Or, to clean up all your mailboxes, choose **Compact Mailboxes** from the **Special** menu.

Preview Pane

The Preview Pane shows you the full or partial content of a message without opening the message. It is located to the bottom of the list of messages in a mailbox. You can adjust the size of the preview window by placing the cursor on the window frame. Once the cursor changes to a double arrow, you can resize the preview window.

To activate the preview pane, do the following:

1. From the **Tools** menu, choose **Options**.

2. Scroll and select Viewing Mail . The Viewing Mail options window is displayed.

3. Click the **Show message preview pane** box.

4. Click OK.

The preview pane shows the key headers and the message body of the currently selected message in the message summary list. If the full message body is not visible in the preview window, scroll bars are displayed, allowing you to view the rest of the message. Only one message can be previewed at a time.

Press **Tab** or **F6** to move the keyboard focus from the message summary list to the preview window (and back again). Or simply click in the preview window to put the focus there.

Once keyboard focus is in the preview window, you can do any of the following, as you can in an open incoming message window:

•   Press **Space** to page down through the message.

•   Use the arrow keys, as set in the Miscellaneous options window (unmodified or with Ctrl or Alt), to switch to the next or previous message in the mailbox.

•   Use standard keyboard shortcuts such as Ctrl+R for Reply, Ctrl+D for Delete, etc.

•   Right-click anywhere in the preview window to display a pop-up menu with commands appropriate for the previewed message.

•   Click an attachment icon or name to open the attachment.

•   Click a URL (hot link) to launch the application for that URL.

If the **Show message preview pane** option is turned on in the Viewing Mail options window , you can press **F7** to show and hide the preview window within the current mailbox only (this does not control the visibility of the preview window in other mailboxes).

If the **Show message preview pane** option is off in the Viewing Mail options window , only the message summaries are shown in any mailbox window.

If the preview window option is on and the **Mark previewed messages as read after ? second(s)** option is turned on in the Viewing Mail options window, then the currently previewed message is marked as read (blank in the Status column) after the specified number of seconds. You can always change the message's status back to Unread (•) by pressing **Shift+Space** while the message is selected or open (press again to change back to Read). If the **Mark previewed** option is off, previewed messages are never automatically marked as read.

Note: *Eudora only performs the auto-marking behavior when you manually switch messages, not when it performs actions such as automatic mail checks or filtering.*

Creating Mailboxes and Folders

Eudora lets you create mailboxes to put messages in, and folders to put mailboxes (or more folders) in.

There are three ways to create mailboxes and folders:

•   Using the **New** command from the **Mailbox** menu and folder submenus.

•   Using the **New** command from the pop-up menu in the **Mailboxes** window (see Using the Mailboxes Window).

•   Using the **New** command from the **Transfer** menu (see Creating a Mailbox or Folder During Transfer).

Note that depending on whether your incoming mail server uses the POP or IMAP protocol, there are some differences in the way mailboxes and mail folders are created, stored, and managed. For more information, see Mailbox and Folder Management: POP vs. IMAP Server .

Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder, do the following:

1. From the **Mailbox** menu , choose **New**, or from a mail folder submenu (to put the mailbox in that folder). The New Mailbox dialog is displayed.

2. To create a mailbox, type in the new mailbox name and click OK. The mailbox is created and added to the Mailbox and Transfer menus and to the Mailboxes window.

3. To create a mail folder, type the name of the new mail folder and check the **Make it a folder** option. Click OK to create the folder. The New Mailbox dialog is displayed again. Type the name of a mailbox to create within the new folder, then click OK. The new folder and its mailbox are displayed in the Mailbox and Transfer menus and in the Mailboxes window.

Using the Mailboxes Window

The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. Mailboxes or folders that are bolded have unread messages.

By default, the Mailboxes window is provided as the first window in a five-window tool group docked vertically to the left side of the main Eudora window.

To open the Mailboxes window, choose **Mailboxes** from the **Tools** menu, or click the Mailboxes window's tab if it is part of a visible tabbed window group. For more information on how to manipulate the Mailboxes window alone and as part of a tabbed window group, see [Window States and Tabbed Windows](#) .

To open a mailbox or folder within the window, double-click it, or click it once and press **Enter**. You can move among the folders and mailboxes using the up and down arrow keys, or close or open folders using the left and right arrow keys. You can also start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected).

Right-click any item in the Mailboxes window and a pop-up menu is displayed whose commands let you, depending on the item, create, remove, and rename mailboxes and folders, open existing mailboxes and folders, and empty the trash from the Trash mailbox.

The folder trees displayed in the Mailboxes window, and some of the operations available from the pop-up menu, depend on whether your incoming mail server for one or more mail accounts uses the POP or the IMAP protocol. For more information on these differences, see [Mailbox and Folder Management: POP vs. IMAP Server](#) .

Creating a New Mailbox or Folder

To create a new mailbox or folder in the Mailboxes window, do the following:

1. From   the **Tools** menu, choose **Mailboxes**.

2. Right-click on the folder. A pop-up menu is displayed.

3. From the pop-up menu, choose **New**. A dialog is displayed requesting the name of the new mailbox or folder.

4. Type in the new name, check the **Make it a folder** option if you want to, and click **OK**. If you chose to make it a folder, enter the name of the mailbox when the dialog appears again, and click **OK**. The new mailbox or folder is displayed in the lists, and is added to the Mailbox and Transfer menus.

Renaming a Mailbox or Folder

To rename a mailbox or folder, do the following:

1. Click the mailbox or folder name once, pause, then click again to highlight just the name.

2. Type in the new name. Or, right-click the item and choose **Rename**, or click once on the item and press **F2**, then type in the new name.

3. Press **Enter** to accept your change, or **Esc** to cancel it.

Moving a Mailbox from One Folder to Another

To move a mailbox from one folder to another, in the Mailboxes window select the one you want to move and drag it to where you want it.

Removing a Mailbox or Folder

To remove a mailbox or folder, either right-click it and choose **Delete** from the pop-up menu, or click once on it to highlight it and then press the **Delete** key.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, you are prompted to confirm the deletion for each such item selected. Click **Remove it** to delete the current item for which you are being prompted, or click **Remove all** to remove all items selected for deletion—no further prompts will appear. Or click **Cancel** to cancel the deletion. If you delete a non-empty mailbox or folder, all messages, mailboxes, and folders contained within the mailbox or folder are also deleted.

Mailbox and Folder Management: POP vs. IMAP Server

The location of your mailboxes and mail folders depends on whether your incoming mail server for your account uses the POP or IMAP protocol.

If your incoming mail server uses POP, then all of your mailboxes and mail folders are created and stored on your PC. If your incoming mail server uses IMAP, then all of your mailboxes and mail folders are created and stored on the IMAP server.

The parallel situation holds true if you have multiple e-mail accounts: mailboxes and folders for *all* of your POP accounts are stored on your PC; mailboxes and folders for *all* of your IMAP accounts are stored on the respective IMAP servers.

You create an IMAP server account using the New Account Setup wizard for your dominant personality (see Configuring Eudora), or using the Account Settings dialog, accessed from the Personalities window, for an alternate personality (see Personalities Window and Account Settings Dialog).

The Mailboxes window is the main tool for managing your IMAP mailboxes and mail folders. In the Mailboxes window, right-click one of the folders or mailboxes in an IMAP hierarchy and select an item from the pop-up menu. See ''Using the Mailboxes Window'' for more information. (The additional commands for IMAP are **Refresh Mailbox Command** and **Resynchronize Mailbox**.)

Mail folders stored on an IMAP server can contain not only mailboxes but also messages. Mail folders stored on a POP server can only contain mailboxes, not messages.

Some mailboxes stored on your IMAP server may have been created by others and made accessible to you. For some of these mailboxes you may have both ''read and write'' permission: that is, you can not only read the messages stored in them but also change or delete the messages. Other mailboxes may give you only ''read'' permission: you can only read the messages, not change or delete them.

If you have multiple e-mail accounts and the incoming mail servers for all of them use POP, then you will have only one top-level mail folder, named **Eudora** by default. If the incoming mail server for at least one of your personalities uses IMAP, then you can have multiple top-level mail folders: one to hold mail from *all* of your POP accounts, and one top-level folder for each of your IMAP accounts. The name of a top-level IMAP folder is the personality name for that IMAP account.

For more information on managing your mail on POP and IMAP servers, see Managing your Mail on a POP Server. and Managing your Mail on the IMAP Server.

Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your PC: first you put the message in the Trash, then you empty the Trash. (If your incoming mail server uses IMAP, the procedure is slightly different, as described below.)

To put a message in the Trash, do the following:

1. Select the message

2. From the **Message** menu, choose **Delete**, or choose **Trash** from the **Transfer** menu, or press the **Delete** key, or click the Delete toolbar button. The message is transferred to the Trash mailbox.

To delete the messages in the Trash mailbox (removing them permanently from your PC), do the following:

1. From the **Special** menu, choose **Empty Trash**. Or, if the Mailboxes window is open on your desktop, right-click the Trash mailbox in the window and choose **Empty Trash** from the pop-up menu.

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings options window found in **Options** on the **Tools** menu to turn on those options.

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash when exiting** option in the Miscellaneous options window found in Options on the Tools menu is turned on.

Finally, if you want to delete just a few messages from the Trash mailbox, open the Trash mailbox, select the desired messages, then choose **Delete** from the **Message** menu, or press the **Delete** key. Deleting a message from the Trash removes it completely.

If your incoming mail server uses IMAP, the two steps required to delete a message from your PC are to first mark it for deletion, then remove marked messages.

To mark a message stored in an IMAP mailbox or folder for deletion, do the following:

1. Select the message.

2. From the Message menu, choose **Delete**. To unmark the message for deletion, select it and then choose **UnDelete** from the Message menu. To remove all messages marked for deletion, choose **Remove Deleted Messages** from the Message menu. The messages are completely removed not only from your PC but also from the IMAP server.

> Note: Once you remove marked messages using the **Remove Deleted Messages** command, these messages are gone and cannot be restored; so use this command with caution.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted by doing the following,

1. From the Tools menu, choose Options.

2. Scroll and select Attachments. The Attachments options window is displayed.

3. Check the **Delete attachments when emptying Trash** box. Be sure the attachments are still in the **Attach Directory** (or the directory you have specified for attachments). If you have this option on and want to delete a message but save its attachment, move the attachment into another directory before deleting the message.

4. Click OK.

Transferring Messages

You can transfer messages to any of your mailboxes. There are several ways to do this:

• Select the message(s) you want to transfer, then select a mailbox from the **Transfer** menu.

• Select the message(s) you want to transfer, then right-click the selection and choose a mailbox from the transfer submenu.

• Drag a message summary to an open mailbox window or to a mailbox icon in the Mailboxes window.

To put a copy of a message in another mailbox (instead of transferring the message), hold down the **Shift** key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox an alert is displayed informing you that some header information may be removed from the message during transfer. Click **Yes** to transfer the message.

*Note: You can undo mailbox transfers using the **Undo** command under the **Edit** menu.*

Using the Transfer menu

The Transfer menu is one way to transfer messages among your mailboxes. With a current message open, or message summaries selected, select a mailbox from the **Transfer** menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open message window.

- To drag a message summary to another mailbox, select the message summary (or summaries) and drag the summary into any open or minimized mailbox window, or any mailbox in the Mailboxes window. When you release the mouse button, the message is transferred.

- To drag an open message to another mailbox, hold down the mouse over the Tow Truck icon and drag the message into any open mailbox or any mailbox in the Mailboxes window. When you release the mouse button, the message is transferred.

When dragging to the Mailboxes window, pause over a closed folder and the folder temporarily opens, making its mailboxes visible so that you can complete the drop operation. The folder closes again when you complete or cancel the drop.

> *Note: You can only drag messages around if the **Allow drag and drop transfers** box is checked in the Miscellaneous options window found in Options on the Tools menu.*

Creating a Mailbox or Folder During Transfer

To create a mailbox and transfer the current message into it at the same time, choose **New** from the **Transfer** menu instead of the name of a mailbox. The New Mailbox dialog is displayed.

You can create a new mailbox or mail folder (for details, see Creating Mailboxes and Folders). When you are done, the current message is transferred into the new mailbox.

To create the new mailbox without transferring the message into it, check the **Don't transfer, just create mailbox** option.

Filtering Messages

Many of the e-mail management functions in Eudora can be done automatically using filters. For example, you can automatically reply to a request for information, transfer all the messages from your children into a Personal mailbox, and label all the messages from your customers as "Important."

A filter can be thought of as a personal "valet" or "butler" that takes your mail and does certain things to it that you specify. One kind of valet might watch for particular mail from a mailing list and move it into a mailbox, open the message, and play a sound. Another might look for other kinds of mail and give it a label color, a high priority, and a new Subject line. You can create as many of these "valets" or "butlers" as you like and give each of them from one to five instructions on what to do with your mail that fits a certain set of criteria, based on information in the header of the message and the message body.

For examples, see Quick and Simple Filters with the Make Filter Dialog and Detailed Filters with the Filters Window .

Quick and Simple Filters with the Make Filter Dialog

The simplest filters are those that transfer incoming messages to a particular mailbox based on the sender of the message or one or more of the recipients. For example, each time you check your mail, you may want to have Eudora take all of the incoming messages it receives from your friend Joe and automatically transfer them into a mailbox you've called "Mail from Joe." To get Eudora to do this, you set up a simple filter.

For new users, the Make Filter dialog provides an easy way to learn how to use filters. Once you get comfortable with the simple filters created this way, you can go on to make more complex, powerful filters using the Filters window. Experienced users will find that the Make Filter dialog provides a rapid, convenient method for making a simple transfer filter.

To open the Make Filter dialog and create a simple filter, do the following:

1. Open an incoming or outgoing message containing the information you want in your filter, or select one or more message summaries in a mailbox.

2. From the **Special** menu, choose **Make Filter**. Or, right-click in the body of the open message, or in the selection of message summaries, or in the preview window for a single-selected message, and choose **Make Filter** from the pop-up menu. The Make Filter dialog is displayed with the selected message criteria already entered.

Match Conditions

The Match Conditions area of the dialog helps you set up the criteria that will determine whether or not a particular message will get acted on by this filter. The two match conditions reflect *type* and *content*.

You can specify that the *type* of messages you are interested in should be **Incoming** and/or **Outgoing**. You can also specify that this should be a **Manual** filter (described below). You can check and uncheck any combination of the three boxes **Incoming**, **Outgoing**, and **Manual**.

> Note: If the messages you selected when you chose Make Filter were in any mailbox other than your Out mailbox, the Incoming and Manual checkboxes are checked automatically. If the messages you selected were in your Out mailbox, the Outgoing and Manual checkboxes are checked automatically.

• **Incoming** – If this box is checked, then any incoming message that satisfies the content match condition you specify will be acted on according to the action you've specified in this filter.

• **Outgoing** – If this box is checked, then any outgoing message that satisfies the content match condition you specify will be acted on according to the action you've specified in this filter.

• **Manual** – If this box is checked, then, when you select one or more message summaries in a mailbox window and choose **Filter Messages** from the **Special** menu, the incoming and/or outgoing messages selected that satisfy the content match condition you specify will be acted on according to the action you've specified in this filter. Whether the messages that are manually filtered by this filter are incoming and/or outgoing messages depends on which other box or boxes are checked: **Incoming** or **Outgoing** or both.

> Note: If **Incoming** or **Outgoing** is checked (or both), the filter is automatic; that is, Eudora performs the filter operation behind the scenes, automatically, when you send or check mail. If you now also check **Manual**, the filter becomes both *automatic* and *manual*; that is, you can now manually perform the filter operation, by selecting **Filter Messages** from the **Special** menu while message summaries are

*selected in a mailbox window—but Eudora will still automatically filter the messages during mail sends and checks. In short, checking **Manual** does not "turn off" Eudora's automatic filtering for that filter.*

Note: *Making a filter **Manual** also gives you a good way to test the filter to your needs as soon as you set it up, rather than having to wait until the next time you send or check mail. After creating a manual filter with the Make Filter dialog, check to see that it does what you want by selecting **Filter Messages** from the **Special** menu; your open message or selected message summaries are immediately filtered according to the new filter.*

You can choose one of three *content* matches: **From**, **Any Recipient**, or **Subject**.

Click the **From** radio button (turned on by default) to match the message against the From field—the sender—of the messages you selected. You can then edit the field. The From field of a target message must *contain* the information in this box but does not have to exactly equal it. Note that if you selected multiple messages and they do not have a common sender, the From field is unselectable and is left blank.

Click the **Any Recipient** radio button to match the message against any of the recipients in the messages you selected (recipients are contained in the **To** and **Cc** fields and, in an outgoing message, the **Bcc** field). Choose one recipient from the pulldown menu (accessed from the menu button next to the field), or edit the text in the field. Note that the information you enter in the field must be *contained* in any of the recipient fields of the target message but does not have to exactly equal any recipient field.

Click the **Subject** radio button to match the message against the Subject field of the messages you selected. If you have selected multiple messages and they do not have a common Subject, this field is left blank. In either case you can edit the field. The Subject line of a target message must *contain* the information in this box but does not have to exactly equal it.

Action Area

The Action Area lets you determine the one action that will be performed on messages that satisfy the Match Conditions you've specified for this filter. The three action choices are all message-transfer actions; they transfer the filtered message to a mailbox. For messages that satisfy your match conditions, your simple filter will transfer the messages to either a new mailbox, an existing mailbox, or your Trash mailbox.

Click the **Transfer to New Mailbox** button to transfer the filtered message to a new mailbox that you will specify. The text field is filled in with a suggested new-mailbox name based on your selected content match condition (From, Any Recipient, or Subject). You can change this name if you like. The **In Folder** field is a label showing you the folder in which your new mailbox will be created. By default, this is the same folder that holds the mailbox containing the messages you've selected. The new mailbox is created as soon as you create this filter.

Note: *You can set the value of the **In Folder** field to your own desired default folders based on the chosen match condition—From, Any Recipient, or Subject—using the three **Eudora.ini** file entries **FilterFromFolder**, **FilterRecipFolder**, and **FilterSubjectFolder**, respectively. Enter the path as it appears on the mailbox window. For example: **FilterFromFolder=mail-lists\entertainment**.*

Click the **Transfer to Existing Mailbox** button to transfer the filtered message into one of your existing mailboxes. Select the mailbox from the button next to the field. The default mailbox is the **In** box. When you click the button, a version of the Transfer menu appears, letting you choose the mailbox from the Transfer

menu.

Click the **Delete Message (Transfer to Trash)** button to delete the message that satisfies the filter match conditions, transferring it to your Trash mailbox. This feature is useful for deleting junk e-mail, or "spam" as it is called in the Internet world.

Buttons

- **Create Filter** – When you have set up your match conditions and filter action, click **Create Filter** to create the filter. The filter is added to the bottom of your filters list in the Filters window (discussed below). The filter is available immediately and will act on messages that satisfy the conditions at the next mail check, mail send, or selection of the **Filter Messages** command, as appropriate.

- **Add Details** – Alternately, after setting up the filter information, click **Add Details** to both create your filter and also open the Filters window so that you can add additional information to your new filter and make it more powerful or just change it. The filter is added to the bottom of your filters list and is immediately available in the form in which it was set up in the Make Filter dialog. Any changes you make in the Filters window must be saved before they become effective. See below for more information on the Filters window.

- **Cancel** – Click **Cancel** to cancel the filter if you change your mind. The filter is canceled and your changes are not saved.

Detailed Filters with the Filters Window

The Make Filter dialog, discussed in Quick and Simple Filters with the Make Filter Dialog , lets you create quick, simple filters that perform one operation—a mail transfer based on one match condition—a piece of header information. The Filters window lets you create more complex, powerful filters that use multiple match conditions and perform multiple filter actions. (You can also use the Filters window to create simple filters such as those created by the Make Filter dialog.)

To create or modify a detailed filter, do the following:

1. To open the Filters window, from the **Tools** menu, choose **Filters**, or click the Filters window's tab if it is part of a visible tabbed window group. The Filters window is displayed, and any filters you have created are listed on the left. (For more information on how to manipulate the Filters window alone and as part of a tabbed window, see Window States and Tabbed Windows .)

2. Click the **New** button or select an existing filter.

3. Choose the options for how you want the filter to be used, as an automatic filter to be invoked on any **Incoming** and/or **Outgoing** mail, and as a **Manual** filter that can be invoked when you choose **Filter Messages** from the **Special** menu. Any combination of these options works.

4. Define the criteria for the filter; use the header item pop-ups and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible. See Filter Criteria (The Match Area)

5. Define the action or actions to be taken on messages that fit the criteria (see Filter Actions) and save the filters.

    Note: Eudora places a small icon next to the filter, in the filters list on the left, for each action you have selected for that filter—up to five icons/actions per filter.

    Note: Filters are automatically named based on the criteria for the filter. You can re-order them by dragging a filter up or down in the list.

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filter's criteria, the actions are done as specified until there are no more actions, then the message is matched against the next filter. If at any point a **Skip Rest** action is done, nothing else is done with that message, and the next message is filtered.

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the bar to the right of the list and drag the line to the left or right.

For information on the match conditions and filter actions in the Make Filter dialog, see Quick and Simple Filters with the Make Filter Dialog .

Filter Criteria (The Match Area)

Each filter in the Filters window can use one or two "terms" as its criteria, connecting them as appropriate with the conjunction pop-up.

Use the **Header** field to specify which message header items you want the filter to search. You can select an option from the pop-up menu or enter one yourself (this is helpful if you want to use a header item that does not appear on the menu, such as X-Priority). The selections are as follows:

- To:
- From:
- Subject:
- Cc:
- Reply-To:
- \<Any Header>
- \<Body>
- \<Any Recipient>
- \<Personality>

The \<Any Header> option searches all message headers (including hidden headers that are shown with the **BLAH BLAH BLAH** option). The \<Body> option searches the message body. The \<Any Recipient> option searches all possible recipient items (To, Cc, Bcc). The \<Personality> option searches the name of the personality (e-mail account) associated with the message.

Use the **Match Type pop-up** to control how the header item is matched with the text string in the text field. The match options are as follows:

contains or **doesn't contain** – If the specified header item contains or does not contain the text string, filter the message.

Is or **is not** – If the specified header item is or is not an exact match of the text string, filter the message.

starts with or **ends with** –   If the specified header item starts with or ends with the text string, filter the message. The **starts with** item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or **doesn't appear** –   If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain. Example: Some messages contain a **Reply-To** header, some don't.

intersects nickname – If the text string is included in a nickname (whether it is a full address or a nickname within the nickname), filter the message.

Use the **Text** fields to specify the text strings that the filter is searching for.

> Note: It is recommended that the contents of this field be kept as specific and brief as possible. The greater the complexity, the less the likelihood of a match.

> Note: Be sure not to enter a header label in the **Text** field as part of the text string (e.g., **To:, From:, Bcc:**). For example, to filter all messages from **Justine**, do not enter **From: Justine** in the Text field. Rather,

*select **From:** in the Header field, and enter simply **Justine** in the Text field (choosing, for example,*

contains from the Match Type pop-up).

Use the **Conjunction** pop-up to link the two terms. The conjunction options are as follows:

ignore – Ignore the second term; if the message matches the first term, filter the message.

And – If the message matches *both* the first and second terms (but not just one alone), filter it.

Or – If the message matches either term (or both), filter it.

Unless – If the message matches the first term, filter it *unless* the message also matches the second term, in which case *do not* filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

For a filter you're creating or modifying in the Filters window, all messages that match the filter criteria are acted on as specified with the **Actions** pop-ups. Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message (for example, **Copy To** can be used twice, but not **Transfer To**).

Some filter actions have an associated icon. For these actions, Eudora places the action icon next to the filter in the filters list. Up to five icons can appear per filter.

The Actions options are as follows:

None – No action.

Make Status – Assigns the selected status to message summaries.

Make Priority – Assigns the selected priority level to messages. If you select a set level, messages are set to that priority. If you select **Raise** or **Lower**, messages are raised or lowered one priority level based on their pre-filter level.

Make Label – Assigns the selected label to messages. Label colors and names are set in the Labels options window.

Make Personality – Assigns the selected personality to messages. For outgoing messages, the message is sent from the assigned personality. For incoming messages, all your responses to the message will be from the assigned personality until you change the personality associated with the incoming message or your response. For more information, see Using an Alternate E-mail Account .

Make Subject – Assigns the new subject to message summaries (does not affect the subject in the message itself). If you choose this option, the entire subject of the message is replaced with the new subject. Use the "&" symbol to stand for the old subject if you want to add the new subject to the old subject. For example, entering **New Subject [was &]** results in **New Subject [was Old Subject]**.

Play Sound – Plays the selected sound when messages are filtered.

Open – Opens the **Mailbox** and/or **Message** when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print – Prints one copy of each message.

Notify User – Notifies you **As Normal** and/or **In Report** when messages are received. The **As Normal** option notifies you based on the options you have selected in the Getting Attention options window. The **In Report** option notifies you by opening the Filter Report window and displaying in that window a filter report that details what filter actions have been done. See Filter Report Window .

Notify Application – Notifies the selected application when messages are received, and provides information from the message. Specify the application to use and the part of the message to be included.
Use the Browse button to select an application, or enter the command line yourself. The command line should include the path to the executable, any options, and the following substitution variables, all separated by blank spaces:

    %1 Date
    %2 To
    %3 From
    %4 Subject
    %5 Cc
    %6 The entire message

For example, the command line to send the subject of a message to a pager might look like this:

```
C:\apps\pager.exe -c %4
```

Forward To − Forwards messages to the e-mail address given. Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Redirect To −   Redirects messages to the e-mail address given. Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply with − Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages. One typical use of this action is to reply to specific senders with stationery telling them that you're on vacation: "I'm out till the 10th. I'll reply to your message when I get back." For more details, see Using Stationery .

Server Options − Sets the message's server status to Fetch and/or Delete (POP server only: see Managing your Mail on a POP Server.). Sets the message's server status to Fetch and/or Delete (incoming server only). The Fetch option specifies that the entire message be transferred from the server the next time mail is checked, and the Delete option specifies that the message be deleted from the server the next time mail is checked. If you select both, the message will be transferred and deleted.

Copy To − Copies messages to the selected mailbox.

Transfer To − Transfers messages to the selected mailbox.

Skip Rest − Stops filtering for the message (the message is not matched to the rest of the filters in the filter list).

Sorting Messages Within Mailboxes

The message summaries in mailboxes are automatically sorted by date, in ascending order (the newest messages at the bottom of the mailbox). To change this, select the appropriate command from the **Sort** submenu under the **Edit** menu. Or, click any of the column headings to sort by that column. To sort in descending order, hold down the **Shift** key and either select a command from the **Sort** submenu or click one of the column headings.

Mailboxes are sorted based on the previous state of the mailbox. For example, if a mailbox is sorted by Date, and then you sort by Sender, the messages are grouped by sender and each group is in order by date.

> *Note: Sometimes sorting by Date can be incorrect. This usually happens if the messages have incorrectly formatted date fields, or unknown or incorrect time zones.*

See the Date Display options window for information on age-sensitive indications that might appear in the Date column, such as the day of the week or ''Today.''

Finding Text Within One Message

To search for text within a single message, do the following:

1. Open the message and make sure it is current (active).

2. From the **Edit** menu, choose **Find.**

3. From the submenu, select the **Find** command or press **Ctrl+F**. The Find dialog is displayed with the blinking insertion point located in the text field.

4. In the text field, type the text you want to find. When finished entering the desired text, click the **Find** button.

Starting at the cursor's current position in the message, Eudora searches the current message for the specified text. If no match is found, the not found alert is displayed.

If the search is successful, the message is scrolled to the first point where the match is found and the matching text is highlighted.

To continue searching in the same message for the next occurrence of the text, click the **Find** button in the Find dialog, or select the **Find Again** command from the **Find** submenu (or press **F3**). These commands are equivalent and limit the search to the same message. Repeating these commands cycles through the matches in the open message only.

Finding Text Among Multiple Messages and Mailboxes

The **Find** command starts searching at the selected message in an open mailbox window. If there is no open mailbox window, Find starts in your In box.

The **Next**, **Next Message**, and **Next Mailbox** commands are located on the Find submenu (under the Edit menu) or as buttons in the Find dialog.

Next

The **Next** button (or **Next** command, shortcut **Ctrl+;**) allows you to search for the next match of the specified text until it is found either in the same message or in one of the following messages in the current mailbox.

Next Message

The **Next message** button (or **Next Message** command) begins the search at the message after the current message. Eudora continues to search until it finds a matching character string, even if it has to open more than one message or a new mailbox.

Next Mailbox

The **Next mailbox** button (or **Next Mailbox** command) begins the search for the specified text in the mailbox following the current mailbox. The search is conducted among all messages in that mailbox and any subsequent mailboxes, including the In, Out, and Trash mailboxes.

> Note: Mailboxes are searched in the order they are listed under the Mailbox menu until the current mailbox is reached.
>
> When the character string is found in a message, the message is displayed. Ctrl+ double-click the message title bar to open the mailbox that contains the message.

Match Case

Normally, Eudora ignores capitalization when searching. If you want Eudora to consider capitalization when searching, check the **Match case** option in the Find dialog. When this option is checked, Eudora searches for exact matches of character strings, including any capitalization.

Summaries Only

If you know that the text you are searching for is included in a message summary, check the **Summaries only** option in the Find dialog. When you click the Find button, Eudora searches for the text only in the Sender and Subject fields of message summaries as they appear in mailbox windows. Eudora searches much faster when this option is checked.

Enter Selection Command

If you don't want to actually type the text in the Find dialog (for example, the text is very long or complex), highlight it in an existing message, and then either choose **Enter Selection** from the **Find** submenu, or press **Alt+F3**. This automatically inserts the selected text at the insertion point in the Find dialog. Then, click the **Find** button in the Find dialog, or select the **Find** command from the **Find** submenu, to start the search.

Stopping a Find

If you want to stop Eudora from continuing a search, click the **Stop** button in the progress window or press the **Esc** key.

Saving a Message to a File

You can save a message to a separate text file on your PC by doing the following:

1. Open or select the messages you want to save.

2. From the **File** menu, choose **Save As**. The Save As dialog is displayed.

3. Enter the name you want to give the text file, and select the appropriate options.

> *Important:* *Be sure to change the* **Save as type** *option to* **Text Files.**

Include Headers retains the first message's header information in the saved document. If this is not checked, only the body of the messages is saved.

Guess Paragraphs removes extraneous carriage returns from the message, leaving returns only at the ends of paragraphs, and converts multiple spaces into tabs.

4. Once you've made all of your choices, click the **Save** button in the dialog.

If you select multiple messages from a mailbox window and choose **Save As**, all of the messages are saved to a single file.

Window States and Tabbed Windows

There are three types of windows in Eudora: as Normal Windows , Docked Windows or Floating Windows .

A *tabbed window* is a collection of windows combined into a single window in which each window has its own tab, for activating and dragging. A tabbed window can exist in any of the three window states, normal, docked, or floating. Tabbed windows are discussed separately below.

Note that only *tool windows* — those windows accessible from the **Tools** menu (excluding the Options dialog) can exist as docked windows, floating windows, and tabbed windows. All other windows in Eudora, particularly mailbox windows and message windows, exist only in the normal state and *cannot* be combined into tabbed windows.

The tool windows that can be docked, floating, or tabbed are as follows, in order down the Tools menu:

• Filters Window

• Filter Report Window

• Mailboxes Window

• File Browser Window

• Stationery Window

• Signatures Window

• Personalities Window

• Address Book

• Directory Services Window

Note: *If you minimize and then restore the main Eudora window, then all normal, docked, and floating Eudora windows — including tabbed windows — are also minimized and restored with it.*

Note: *Unlike in previous versions of Eudora, closing a tool window does not erase its contents, unless the contents can be saved, and you choose to discard changes. When you close a tool window or a tabbed window, the content, state, and position of the window or of all windows in the tabbed window are preserved. The preservation of content is useful for "persistent data" such as filter reports and directory service queries. If you try to close or de-activate a tool or tabbed window with unsaved changes, Eudora asks you if you want to save the changes.*

Normal Windows

A window is said to be in the *normal* state if it is restricted to the window work area of the main Eudora window and cannot be dragged out of the main window.

Normal windows can be moved around within the window work area. They can also be minimized, and maximized to completely fill the visible window work area. When a normal window is maximized, its title bar partially blends with the main window title bar.

Normal windows can overlap other normal windows and are obscured by both docked and floating windows.

The title bar of a normal window contains the window-menu icon (far left) and three window buttons: minimize/restore, maximize/restore, and close.

A tool window in the normal state, whether alone or in a tabbed group, can be dragged out of the confines of the main Eudora window, but it must first be converted to a dockable or floating window. To perform this conversion, right-click the window's border or tab, uncheck (turn off) **Float In Main Window** on the context menu, then select (turn on) **Allow Docking** on the menu.

A non-tool window in the normal state, such as a mailbox window or a message window, can *never* be dragged out of the confines of the main Eudora window.

To convert a docked or floating window to a normal window, right-click the docked or floating window's border or tab, and choose **Float In Main Window** from the context menu.

Docked Windows

A window is said to be *dockable* if it is capable of being attached to one of the four edges of the main Eudora window. A window is said to be in the *docked* state if it is currently attached to one such edge.

> Note: Some application programs identify the docking feature by words such as ''gravity,'' ''snap,'' ''magnetism,'' ''glue,'' ''sticky,'' ''join,'' and the like.

Only tool windows as described in Window States and Tabbed Windows , whether alone or tabbed, are dockable. All other windows in Eudora, particularly message windows and mailbox windows, are *not* dockable.

> Note: The main toolbar, although not a window, is also dockable, to any edge of the main Eudora window or to another dockable window.

Dockable windows can be docked to any edge of the main Eudora window and to each other. You can also dock multiple windows along a single edge of the main window.

When you dock a window to the main window, the visible window work area is reduced. Docked windows cannot be obscured by normal windows, but they can be obscured by floating windows.

To make a window dockable, do the following:

1. Right-click the window's border or tab, make sure the **Float In Main Window** command is unchecked (off) on the context menu.

2. Select (check) the **Allow Docking** command on the menu.

3. To dock the window, drag the window to an edge of the main Eudora window or to another docked window, and when the ghosted docking rectangle appears, indicating that the window will be docked, release the mouse button. The window attaches to the main window edge or the other window.

Some windows are more convenient to use when docked vertically (tall-and-skinny), while others are more convenient to use when docked horizontally (short-and-wide). Examples of windows that work better as tall-and-skinny windows are the Mailboxes window and the File Browser window. Examples of windows that work better as short-and-wide windows are the Personalities window and the Filter Report window.

Following are descriptions of the controls in docked windows.

The Gripper Bar

The *gripper bar*, also called the *grab handle*, is the double line at one edge of the docked window. Drag the window by the gripper bar to undock it from the main window frame. The window now floats; you can leave it as a floating window, or you can dock it to any edge of the main window or to another docked window.

> Note: The toolbar has a gripper bar.

The Zoom Bar

When two or more windows are docked on the same edge of the main window, Eudora activates each window's *zoom button*. This button appears next to the ''x'' close button and contains a small triangle. Click the zoom button to minimize, maximize, or restore the width or height of that docked window relative to the other docked windows adjacent to it.

The Close Button

The close button contains an "x" and appears next to the zoom button. Click the close button to close the docked window.

The Resize Bar

When two windows are docked side by side along one edge of the main window, a bar appears between them, called the *resize bar*. Drag this bar up or down, or to the left or right, as appropriate, to enlarge one of the docked windows and reduce the other.

Floating Windows

A window is said to be in the *floating* state if it floats above the main Eudora window and can be placed anywhere on the desktop, including outside the main Eudora window. In this way a floating window is a standard Windows "Always on Top" window, like tool palettes in paint programs.

Only tool windows as described in [Window States and Tabbed Windows](#), whether alone or tabbed, can be made to float. All other windows in Eudora, particularly message windows and mailbox windows, *cannot* be made to float.

All windows in Eudora can be thought of as "living" in one of three layers or areas:

•   Normal windows live in the window work area, at the bottom layer

•   Docked windows live at the level of the main Eudora window's border, the middle layer

•   Floating windows live at the level above the main Eudora window, the top layer.

Therefore, a floating Eudora window floats above all other Eudora windows except other floating windows.

The title bar of a floating window contains, in addition to the title, only the close button. This distinguishes the window from a normal window when both appear to be in the window work area; a normal window's title bar contains the window-menu icon (left) and three buttons. But also note that a floating window can be dragged outside of the main Eudora window, whereas a normal window cannot.

You can diagonally resize any floating window in Eudora. Simply position the pointer over any window corner, click and drag to enlarge or reduce.

To convert a window to a floating window, either undock it from the main window, if it is docked, or do the following; right-click the window's border or tab, make sure the **Float In Main Window** command is unchecked (turned off) on the context menu, then turn off (uncheck) the **Allow Docking** command on the menu. For a docked window, you can also temporarily override the **Allow Docking** command and suspend docking by holding down the **Ctrl** key while dragging the window. The window drags as a floating window.

Tabbed Windows

A *tabbed window* is a collection of tool windows combined into one window. Each tool window in the tabbed window has its own *window tab*.

A window tab has two purposes:

- It lets you bring the window to the front of the group to display it (by clicking on the tab).

- It serves as a "drag handle" that lets you drag the tool window from one tabbed window to another, so that you can reorganize your tabbed windows and create new tabbed windows.

Only tool windows, as described above, are accessible from the **Tools** menu except the Options dialog, and are capable of being combined into a tabbed window. All other windows in Eudora,   particularly mailbox windows and message windows,   are *not* capable of being combined into a tabbed window.

A tabbed window can be in any of the three window states, normal, docked, or floating, and you can convert a tabbed window from any state to any other state.

If a tabbed window shows a title bar, the title in the bar is the name of the active window in the group.

Default Tabbed Windows

Eudora comes with two default tabbed windows, shown in the figure above, which together include all nine tool windows.

The first default is a vertically oriented tabbed window that is docked to the left side of the main window and contains the following five tool windows, with tabs in left-to-right order:

• Mailboxes Window

• File Browser Window

• Stationery Window

• Signatures Window

• Personalities Window

The second default tabbed window is a normal window that contains these four tool windows, with tabs in left-to-right order (to display this window, display one of the member windows from the Tools menu):

• Directory Services Window

• Address Book

• Filters Window

• Filter Report Window

You can reorganize these default tabbed windows any way you like. Your new organization will be preserved when you quit and restart Eudora.

> *Note: Due to EUDORA.INI file-format incompatibilities, if you upgrade from a pre-4.0 version of Eudora you will lose the previous docking state of your Mailboxes window and toolbar. Eudora will reset the toolbar and docking states to the default configuration noted above. However, customized toolbar information is preserved; only the size and location of your toolbar may change.*

Opening and Activating Tabbed Windows

To open a tabbed window that's hidden, open any of its member windows by selecting the appropriate command from the **Tools** menu. The tabbed window opens with the selected window as the active (frontmost) window.

If the tabbed window is already visible, and you wish to display one of its member windows that is currently not active, simply click the member window's tab. You can also select the appropriate item from the Tools menu. The desired window comes to the front of the tabbed group.

You can also use the tool window's keyboard shortcut, if it has one, to open or activate the tool window in its tabbed window.

Reorganizing Tabbed Windows

You are not restricted to the default tabbed window arrangements supplied with Eudora. You can mix and match tabbed windows any way you like.

At one extreme, you can have each of the nine tool windows in its own container with its own tab. At the other extreme, you can have all nine tool windows combined into one tabbed window. In between, you can have multiple tabbed windows open at once, mixed and matched to suit your purposes.

To move a window from one tabbed group to another, drag the window tab from the first group and drop it onto the second.

While the drag operation is in progress, the cursor changes and Eudora displays a small ghosted rectangle when you are over a valid drop location.

If you drop the window tab onto another tab in the second group, the new window tab is inserted at that position and the other tabs are displaced to accommodate it. If you don't drop the tab onto an existing tab, Eudora adds the new tab at the "end" of the group of existing tabs, where that end depends on the location of the tabs in the tabbed window: top, bottom (the default), left, or right. For example, with tabs along the bottom, the "end" is the far right.

Note that the relocated window takes on the window state — normal, docked, or floating — of the destination tabbed window.

To reorganize the left-to-right or top-to-bottom order of tabs within a tabbed window, just drag the tabs left and right or top and bottom. The drop scheme is the same as that described above.

Creating a New Tabbed Window

To create a new tabbed window, do the following:

1. Drag one of the tabs from an existing tabbed window.

2. Drop it onto an exposed portion of the window work area. If the window work area is completely obscured, for example,   a normal window is maximized, then drop the tab onto the status bar.

The dropped window converts into a normal tabbed window with a single tab.

To convert the window to docked or floating, do the following:

1. Right-click the tab or the window border.

2. On the context menu, uncheck **Float In Main Window**.

3. Check the **Allow Docking** command on the menu to make the window dockable.

4. While dragging the floating or docked window, hold down the **Ctrl** key to temporarily suspend docking behavior. When you release the key, docking behavior resumes.

Tab Display in Single-Tabbed Windows

If a tool window is in a tabbed window by itself, with one tab, you can hide or show the tab by doing the following:

1. Right-click on the tab or the window border to display the context menu.

2. From the **Tab Location** submenu, select   **Show Single Tab**.

   Note: You cannot hide the tabs in a tabbed window with two or more tabs.

Tab Contents, Location, Auto-Activation

- **Tab Contents** — A window tab contains both the icon and the text label associated with that window. If there is room enough in the tabbed window, both the icon and the label are displayed on each tab. If there is not enough room, only the icon is displayed for each tab. If only the icon is visible, pause the mouse pointer over the tab icon, and Eudora will display the tab text in a tool tip.

- **Tab Location** — By default, Eudora arranges window tabs along the bottom edge of a tabbed window. Sometimes it is more convenient to have the tabs displayed along a different edge. For example, in a short-and-wide tabbed window (one that is docked horizontally), you can improve the visibility of the window's contents by moving the tabs to the right edge. To change the location of the tabs in a tabbed window, right-click one of the tabs or on the window border, and select a new location from the **Tab Location** submenu of the context menu.

- **Tab Auto-Activation** — During a drag and drop operation, if you pause the mouse pointer over the tab of an inactive window in a tabbed window, that window becomes active (is brought to the front), and you can complete the drop. For example, if you drag received messages to the Mailboxes window when it is inactive in a tabbed window, pause the pointer over the Mailboxes window's tab; the window is made active and you can drop the messages in a mailbox. Note that tab auto-activation is disabled when you are dragging a tool window tab.

Closing Tabbed Windows

To close a tabbed window, click the "x" close button in the corner of the window.

Alternately, right-click any tab in the window, or on the window border, and choose **Hide** from the context menu.

Note that when you close or hide a tabbed window, the contents of all member windows, and the state and position of the tabbed window, are all preserved. When you redisplay the tabbed window, the active window shows its prior contents and the tabbed window appears in its prior state and position.

However, if you attempt to close or hide a tabbed window in which the active window contains unsaved changes, or you attempt to deactivate that active window by making another window active in the group, Eudora asks you if you want to save your changes.

The Window Context Menu

If you right-click the tab or border of a single tool window, or on any tab or the border of a tabbed window, Eudora displays a context menu containing window-management commands.

The commands on the context menu are described below.

Note that if you right-click in the interior of some tool windows, and sometimes on an item in the window itself, these window-management commands appear at the bottom of the context menu specific to that tool window.

Tab Location

This submenu is always available on the window context menu. It lets you change the location of the tabs in a tabbed window, and lets you show and hide the tab in a single-tabbed window.

By default, Eudora places window tabs at the bottom of a tabbed window. Choose **Top**, **Bottom**, **Left**, or **Right** from this submenu to move the tabs to the top of the tabbed window, the bottom, or the left or right side. Eudora places a bullet (radio button) next to the current tab location selection.

Changing tab locations can sometimes increase the visible space within a tabbed window. For example, a short-and-wide tabbed window (one docked horizontally) might show more content if you move the tabs to the right side.

Show Single Tab is available in a single-tabbed window, and lets you show or hide the tab. A checkmark next to the command indicates that the tab is shown (the default). This command is not available in a tabbed window containing two or more tabs; you cannot hide the tabs in such a window.

Allow Docking

This command controls the ability to dock of floating and docked windows. It is available only when the **Float In Main Window** command is turned off (unchecked). It is *not* available for normal windows (that is, when **Float In Main Window** is turned on).

A checkmark next to the command indicates that it is on.

When this command is on for a docked or floating window, the window can be docked to any edge of the main Eudora window.

When **Allow Docking** is turned off for a docked window, the window is converted to a floating window and cannot be re-docked. When the command is turned off for a floating window, the window cannot be docked.

Even with **Allow Docking** on, you can hold down the **Ctrl** key while dragging a docked or floating window to suspend its ability to dock until you release the key.

Hide

This command is always available on the context menu.

Choose **Hide** to hide (close) the tool window or tabbed window. **Hide** performs the same function as the **Close** command (**Ctrl+F4**) on the standard MS Windows window context menu.

Note, however, that when you hide or close a tool window, its content, state, and position are all preserved. And when you hide or close a tabbed window, the content, state, and position of all member windows are preserved. Thus, if you hide and redisplay a floating tabbed window, the window floats in its same position.

If you attempt to hide or close a tool window that contains unsaved changes, or a tabbed window in which the

active window contains unsaved changes, Eudora asks you if you want to save your changes.

To redisplay a tool window after you've hidden it, select it from the **Tools** menu. To redisplay a tabbed window after you've hidden it, select one of its member windows from the **Tools** menu. The tabbed window redisplays with the selected window active. You can use keyboard shortcuts to redisplay hidden tool or tabbed windows where appropriate.

Float In Main Window

This command is always available on the context menu.

Turning this command on (indicated by a checkmark next to the command) converts a docked or floating window to a normal window. Turning this command off converts a normal window to a docked or floating window.

Note that the availability of the **Allow Docking** command depends on the state of this command. When **Float In Main Window** is turned on (checked), **Allow Docking** is *unavailable* (the window is normal). When **Float In Main Window** is turned off, **Allow Docking** is available.

Filter Report Window

If the **Generate Filter Report** option is turned on in the [Getting Attention](#) options window found in Options under the Tools menu. So when filters are used, Eudora generates a filter report. This report can be viewed in the Filter Report window found under the Tools menu.

To open the Filter Report window, do the following:

1. From the **Tools** menu, choose **Filter Report**. Or, if the Filter Report window is in a visible tabbed window, click its tab.

If filter report generation is enabled via the option mentioned above, then each time a filter operation is performed, Eudora adds the entry or entries to the Filter Report window and activates the window.

The Filter Report window displays three columns of data:

*   **Mailbox** — Lists the names of the mailboxes into which messages have been filtered during the current Eudora session. Each listing represents one filter operation for that mailbox.

*   **Messages** — For each mailbox listed in the **Mailbox** column, lists the number of messages filtered into that mailbox during the filter operation.

*   **Time** — For each mailbox listed in the **Mailbox** column, lists the time that the messages were filtered into that mailbox during the filter operation.

By default, the entries in the window are sorted by time. However, you can click the column headings and sort the display by mailbox names (**Mailbox**) or by the number of messages filtered (**Messages**).

> *Note: Whenever new entries are added to the list, Eudora always appends them to the bottom of the list in order of arrival, ignoring the current sort order. Simply click a column heading to re-sort.*

Select one or more entries in the list and double-click the selection, or press **Enter**, and Eudora opens the mailbox windows associated with those selections.

The Filter Report listing is a cumulative log of the filter actions for the *current Eudora session*. Eudora automatically clears the log when you quit the program.

Closing the Filter Report window *does not* erase the contents of the filter report, as it did in previous versions of Eudora. Only quitting Eudora erases this information.

File Browser Window

Use this window to browse the Windows desktop. You can use this window to find files to attach to new outgoing messages, for example.

To open the File Browser window, do the following:

1. From the **Tools** menu, choose **File Browser**. Or, if the File Browser window is in a visible tabbed window, click its tab.

The File Browser window performs some, but not all, of the functions of the standard Windows 95 and Windows NT 4.0 Explorer programs.

The File Browser window contains three controls:

- **Drive Selector** (top box) — A pop-up menu in this field contains a fixed set of high-level folders on your system, just like the corresponding control in Windows Explorer. The Drive Selector field determines what gets displayed in the Folder Browser (middle section). When you first launch Eudora, the Drive Selector automatically sets itself to the drive containing your Windows folder. Note that the first entry in the pop-up menu is a shortcut called ''My Attachments'' that points to your Eudora attachments folder.

- **Folder Browser** (middle section) — This is a tree control that displays the folder hierarchy whose root is the selection entered in the Drive Selector field. For example, if in the Drive Selector box you choose the C: drive, then the Folder Browser displays the folder tree-hierarchy branching down from the C: drive folder. Right-click a folder item in the Folder Browser to display the standard Windows context menu for that folder.

- **File List** (bottom section) — This is a list control that displays the files contained in the folder selected in the Folder Browser. You can select one or more file items in the list, then right-click the selection to display the standard Windows context menu for those files. (Note: Eudora does not fill in the Send To submenu on the context menu.) When selecting multiple items, use the **Shift** key to select a range of items, and use the **Ctrl** key for disjoint selections.

The File List control shows these four columns:

- **Name** — Displays the name of the file and the icon associated with the file.

- **Type** — Based on the file name extension, displays the file type as set in the Options dialog of Windows Explorer.

- **Size** — Displays the size of the file in kilobytes (K), where 1K = 1,024 bytes.

- **Modified** — Displays the date and time that the file was last modified.

As in Windows Explorer, you can click any of the four column headings to sort the listing by the data in that column.

You can also resize the widths of the columns by dragging the separator line between the column heading labels. Position the pointer over the separator until you see a splitter cursor, then drag the line to left or right.

In the File List control, double-click an item in the Name column, or select one or more items in the column and press **Enter**, to open the selected items. For program files, this action launches the program. For document files, this action generally launches the registered viewing or editing application for that document. Eudora

displays an error dialog if it is unable to open a file in this way.

To adjust the relative heights of the Folder Browser and File List controls, position the pointer over the separator bar between the Folder Browser and File List controls until the splitter cursor appears, then click and drag the separator up or down. Note that the File Browser window maintains a minimum height for the Folder Browser and File List controls, so you cannot close them all the way.

To manually refresh the File Browser window display, right-click anywhere in the File Browser window but *not* on a Folder Browser item or File List item, then choose **Refresh** from the context menu. (Tip: A good place to right-click is in the Drive Selector box.) Alternately, press the **F5** key while keyboard focus is in the File Browser window.

You can select one or more files in the File List control and drag them to a message composition window to attach those files to that outgoing message. This is especially handy if you keep the File Browser window docked and open. (For multiple file selections, use the **Shift** key to select a range, and use the **Ctrl** key to make disjoint selections.)

You can also select one or more items in the File List control and drag them to another application that can receive such files.

In general, the File Browser window lets you drag items out of the window (copying them rather than moving them), but the window is not a proper drop target; you cannot drop items into the window that you've dragged from elsewhere on your desktop. In particular, you cannot move files by dragging them to a target folder in the Folder Browser control. You also cannot drag and drop items within the File Browser window (from one control to another, for example). You can, however, manage the files and folders in the window using the commands on the window's context menu, such as Cut, Copy, Paste, and Delete.

Stationery Window

Use this window to manage and apply stationery.

To open the Stationery window, do the following:

1. From the **Tools** menu, choose **Stationery**. Or, if the Stationery window is in a visible tabbed window, click its tab.

The Stationery window displays a single-column list of your stationery files.

> *Note: You can only select one item at a time in the list; you cannot select multiple items.*

If you right-click a stationery item in the list, a context menu is displayed with the following commands (the standard Eudora window-management commands appear at the bottom):

• **New** — Create a new piece of stationery (a new stationery file). An untitled stationery window opens; enter the stationery name and from the File menu, choose **Save As Stationery**.

• **Edit** — Open an editing window for the selected stationery item. Make your changes and from the File menu, choose **Save As Stationery**, or close without saving to discard your changes.

• **Delete** — Delete the selected stationery item. Eudora asks you to confirm the deletion. Use the **Del** key (**Delete**) as a shortcut for this command.

• **Rename** — Rename the selected stationery file. Use the **F2** key as a shortcut for this command, or click the stationery file's name box, then edit the name right in the box.

• **New Message With** — Create a new message with the selected stationery. As a shortcut for this command, either select the stationery item and press **Enter**, or just double-click the stationery item.

• **Reply With** — Reply with the selected stationery to the sender(s) of the received messages that are currently selected.

• **Reply to All With** — Reply with the selected stationery to the sender(s) and all recipients of the received messages that are currently selected.

You can also display the context menu and create new stationery by right-clicking anywhere in an empty Stationery window or by right-clicking anywhere *off* a stationery item in a non-empty Stationery window.

Personalities Window

Use this window to manage, access, and apply your e-mail accounts — "multiple personalities" — when you use more than one account.

To open the Personalities window, do the following:

1. From the **Tools** menu, choose **Personalities**. Or, if the Personalities window is in a visible tabbed window, click its tab.

    Note: The Personalities window replaces the Personalities window of the Options dialog that appeared in previous versions of Eudora.

The Personalities window displays two columns of data:

•   **Persona** — The identifying name assigned to the personality. **<Dominant>** indicates your principal e-mail account, which is the account Eudora uses whenever you don't specify otherwise, and is the account associated with all mail stored before you began using alternate personalities.

•   **Account** — The incoming mail account assigned to the personality. This is generally in the form *loginname@incomingmailserver*. (See Account Settings Dialog .)

To resize the column widths, position the pointer over the divider line between the column headings, until a splitter cursor appears. Then just drag the divider to left or right. Note that it is possible to completely collapse the Persona column.

    Note: You cannot manually sort the information in the Personalities window. Clicking on a column heading does not do a sort

    *Note: You can select multiple items in the Persona column to perform some of the operations listed below. Use the **Shift** key to select a range of items, and use the **Ctrl** key to make disjoint selections.*

If you select one or more personalities in the Persona column and right-click the selection, a context menu is displayed with the following commands (the standard Eudora window-management commands appear at the bottom):

•   **Check Mail** — Check mail now for all selected personalities.

•   **Send Queued Messages** — Send messages queued by all selected personalities now.

•   **Message** — This submenu lets you perform message-creation functions using only *one* selected personality. The submenu is unavailable if multiple personalities are selected in the Persona column.

    -   **New Message As** — Create a new message as the selected personality. As a shortcut for this command, double-click a personality in the **Persona** column, or select the personality and press **Enter**.

    -   **Reply As** — Reply as the selected personality to the sender(s) of the one or more received messages that are currently selected.

    -   **Reply to All As** — Reply as the selected personality to the sender(s) and all recipients of the one or more received messages that are currently selected.

    -   **Forward As** — Forward as the selected personality the one or more received messages that are currently selected.

    -   **Redirect As** — Redirect as the selected personality the one or more received messages that are

currently selected.

- **Send Again As** — Resend as the selected personality the one or more received or composition messages that are currently selected.

- **New** — Create a new personality. When you select this command, Eudora walks you through the New Account Wizard. Enter a Personality Name (e.g., My Laptop Account) and click Next. You then have the choice to create a new e-mail account or import the settings from an existing e-mail account — that is, "clone" an existing personality. If you choose a new e-mail account, Eudora prompts you for your name, your return e-mail address, your login name, and your incoming e-mail server (POP or IMAP). Fill in each item as instructed. If you choose to import the settings from an existing e-mail account (clone a personality), Eudora asks you to choose the account to clone, then asks you to confirm the settings and optionally change them. If you leave them unchanged, the cloned account is created when you click Finish. If you choose to change them, Eudora walks you through the settings as above: name, return address, login name, and incoming e-mail server. Change these settings as desired, and when you are complete, the new account is created.

- **Modify** — Modify the selected personality. You can only modify one personality at a time. When you select this command, the Account Settings dialog displays, with its fields filled in with the information associated with that personality. See the description of this dialog below.

- **Delete** — Delete all selected personalities. Note, however, that you *cannot* delete the **<Dominant>** personality. You are prompted to confirm the deletion for each personality you have selected to delete. Note that these deletions are *permanent* and *cannot* be undone! When you delete a personality, any messages associated with that personality are reassigned to your Dominant personality. You can use the **Del** key (**Delete**) as a shortcut for this command (you will still get the confirmation requests).

You can also display the context menu and create a new personality by right-clicking in a blank area of the Personalities window, *off* all personality items, when none of the items are selected. When creating a new personality this way, you are walked through the New Account Wizard as in the description of the **New** command above.

If you drag one or more received messages to a personality item in the Personalities window, Eudora will **Reply As** that personality to the messages (hold down the **Ctrl** key to **Reply to All As**).

Account Settings Dialog

The Account Settings dialog replaces the Personalities window of the Options dialog that appeared in previous versions of Eudora.

To display the Account Settings Options dialog, do the following:

1. Select a personality for which you wish to enter account settings information.

2. Right-click on the personality. The context menu is displayed.

3. From the context menu, choose **Modify**. The Account Settings Options dialog is displayed.

This tabbed dialog appears in the Personalities window . When you display the dialog, its fields are filled in with the information associated with the personality you have selected to modify.

The fields of the Account Settings dialog are described below. Where appropriate, the default value of the setting for newly created accounts is shown in brackets after the name of the setting.

After you make your changes in the dialog, click **OK** to save them, **Cancel** to discard them, or **Help** for more help.

> *Note: Any changes you make to your Dominant personality in this dialog are also changed where they are mirrored in relevant options of the Options dialog. The same is true in reverse; changes you make in the Options dialog are carried over here, when you next open this dialog.*

Generic Properties – This window contains the general characteristics associated with this personality.

Personality Name – This is a label that shows the name assigned to the personality being modified (e.g., Beatrix at Work, or My PC Account). **<Dominant>** indicates your dominant personality.

> *Note: Your **Dominant personality** is your principal e-mail account; it's the personality Eudora uses whenever you don't specify otherwise, and it's also the personality that's associated with all mail stored before you began using alternate personalities.*

Note that the name shown here may be different from the Real Name associated with the personality (see below).

Traits:

Real Name – This is the real name assigned to this personality—generally a first and last name. The text you enter here is included in the **From** field of all your outgoing messages from this personality, and identifies to your recipients who the mail is from.

Return Address – This is the return e-mail address used in outgoing messages and recipients' replies for this personality, if this address is different from the personality's incoming mail account. The address you enter here is included in the **From** field of all your outgoing messages from this personality, and when a recipient replies to a message from this personality, the reply is sent to this address. If you do not enter an address in this field, Eudora uses the personality's incoming mail account as the return address. Incoming mail accounts are usually of the form *loginname@incomingmailserver*. For example, suppose your incoming mail account is **beatrixp@wabbits.qualcomm.com** but your return address is **beatrixp@qualcomm.com** — slightly different. You would then enter **beatrixp@qualcomm.com** in this field.

> *Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able to reply to your mail sent from this personality.*

Login Name – This is the name you use to login to this e-mail account, for accounts that require a user login.

For example, in the incoming mail account **beatrixp@wabbits.qualcomm.com**, the login name is **beatrixp**. (The part after the "@" sign is the name of the incoming mail server — see the Incoming Mail window below.)

SMTP Server − This is the name of the outgoing-mail server for this personality. SMTP stands for Simple Mail Transfer Protocol. Outgoing messages you send are routed through this server. If the computer that this personality's incoming mail account is on also runs an SMTP server, you can leave this field blank.

Default Domain − This is the domain name that Eudora automatically adds to an unqualified name addressed in messages sent from this personality. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain. Also, different personalities can be used to send messages to different domains. For example, you can use one personality to send work-related messages to the domain **qualcomm.com**, and another personality to send personal messages to the domain in your home e-mail address, or to your school account, e.g., **myschool.edu**.

Default Stationery − The default stationery to use for all outgoing messages sent from this personality. Select a stationery file from the pop-up, or select **<No Default>** for no default stationery. For more details about using stationery with alternate personalities, see Using Stationery and Stationery Window.

Default Signature − This sets the default signature to use for all outgoing messages sent from this personality, but only when you are not using stationery; that is, only when the Default Stationery pop-up (above) is set to **<No Default>**. If you have chosen a stationery file in the above pop-up, then the signature used when that stationery file was saved overrides your setting here.

Select a signature from this pop-up, or select **<No Default>** for no default signature. If you select a signature, Eudora automatically attaches that signature to the end of all outgoing messages sent from this personality. You can always change the signature in a particular outgoing message using the Signature pop-up in the composition window. For more details about using signatures with alternate personalities, see Using a Signature and Signatures Window.

Check Mail − If this is on, mail checking is activated for this personality in the following ways:

- If you have specified a number in the **Check for mail every ? minutes** option in the Checking Mail Options Window, then when automatic mail-checks are performed at these intervals, mail for this personality is checked too.

- Each time you do a manual check for mail, by selecting the Check Mail command from the File menu or via another method, mail is checked for this personality too.

If this option is off, mail for this personality is not checked during manual or automatic mail-checks, except that you can override the setting and still check for the personality's mail using the Mail Transfer options window or using the Check Mail command from the Personalities window's context menu.

Incoming Mail − This window contains settings that identify and configure the incoming mail server to be used in receiving mail for this account.

Server − This is the name of the incoming-mail server for this personality. All incoming messages to this personality are routed through this server.

Configuration − This indicates which e-mail protocol the incoming mail server uses: POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). Ask your e-mail administrator which one to use, if you are not sure.

The settings in the rest of this window depend on whether you've chosen POP or IMAP in this field. Settings for both configurations are described below.

When Configuration = POP:

Leave mail on server − If this is on, then during mail checks, incoming mail for this personality is left on the

incoming mail server and a copy is transferred to your PC. If this is off, then when mail is checked, incoming mail for this personality is deleted from the incoming mail server after it is transferred to your PC. For more details, see Managing your Mail on a POP Server.

Delete from server after ? days − This option has a check box for turning it on and off and an edit box for specifying the number of days mail that was left on the POP server should be saved before being deleted. It is a good idea not to leave copies of your messages on the POP server indefinitely, as this will create mail storage problems on the server.

Delete from server when emptied from Trash − If this is on, any messages that are deleted from your Trash mailbox are also deleted from the POP server.

Skip messages over ? K in size − If this is on, messages over the specified size are downloaded only in part. These messages include the first few lines, and a statement that says the message is not complete. This can be useful on slow connections. For details, see Managing your Mail on a POP Server

Authentication style − This specifies which POP account authentication technology to use for this personality: Passwords, Kerberos , APOP, or RPA. Ask your e-mail administrator which one to use.

When Configuration = IMAP:

IMAP Mailbox Location Prefix − This specifies the mailbox location prefix that IMAP will use when locating your mailboxes on the incoming mail server. An example prefix is /usr/mail. Ask your e-mail administrator what to enter here, if you are not sure.

For new mail, download − These two settings let you control the way incoming mail is downloaded from the IMAP server.

Minimal headers only [on] − If this setting is on, only a limited set of message headers is downloaded for each incoming message. If this setting is off, the full set of message headers is downloaded for each incoming message.

Full message except attachments over ? K [off, blank] − If this setting is on and a number is entered in the edit box, then any messages including attachments larger than the specified size will *not* be delivered. If this setting is off, *all* messages with attachments are downloaded, regardless of size.

Authentication style [Passwords] − This specifies which IMAP account authentication technology to use for this personality: Passwords or CRAM-MD5. Ask your e-mail administrator which one to use.

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

To open your Address Book, do the following:

1. From the **Tools** menu, choose **Address Book**, or press **Ctrl+L**. Or, if the Address Book is an inactive window in an open tabbed window group, click its tab. (See Window States and Tabbed Windows for more details on tabbed windows.)

All of the Address Book entries are kept in files. The example above shows files for Business, Family, and Friends (Eudora Nicknames is the default file). You can show or hide the entries in a file by double-clicking on the file. The icon shows an open or closed book, depending on whether the file is open or closed.

You can use the **View By** option to display the entries using any of the fields except the **Notes** field. For example, if you want to view the entries by nicknames, choose **View By Nickname**. If you view by a field that doesn't contain any data, the entry is displayed with <>.

*Note: Eudora remembers your selection in the **View By** field when you quit and restart the program.*

You can also start typing in the list of entries, and the appropriate entry will be selected when you enter enough unique characters to identify it.

To page up and down in the list of entries, use the arrow keys. To resize the list, drag the divider.

To close and open the right-hand side of the Address Book, use the close (<) and open (>) buttons.

To move the keyboard focus back and forth between the left and right sides of the Address Book, press the **F6** key.

To move quickly through the tabbed windows on the right side of the Address Book, use the **Ctrl+Tab**, **Ctrl+PgUp**, **Ctrl+PgDn**, **Ctrl+Home**, and **Ctrl+End** keys.

Creating New Entries

To create a new file of Address Book entries, do the following:

1. From the **Tools** menu, select **Address Book**.

2. Click **New**, or right-click anywhere in the entry list and from the pop-up menu, choose **New**. A dialog is displayed asking what you want to call it.

3. Enter a name for the file and choose **Make it an Address Book**, then click **OK** to create it. The file is displayed in the list, and you can now add entries to the file.

To create a new entry to be included in an existing file, do the following:

1. From the **Tools** menu, select **Address Book**.

2. Click **New** or right-click anywhere in the entry list and from the pop-up menu, choose **New**.

3. Select an address from anywhere in Eudora and drag it to the Address Book, or drag a message summary to the Address Book. A dialog is displayed.

4. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the **To**, **Cc**, and **Bcc** fields of outgoing messages. For example, "buddies" may be a nickname that stands for a list of five complicated e-mail messages for five friends of yours. You'll be sending mail addressed to "buddies" rather than having to enter those five complicated e-mail addresses in the recipient fields.

5. Specify which file this entry belongs in (if you have multiple files).

6. If you want the nickname on your recipient list, select the **Put it on the recipient list** option. You cannot create a file within a file, so do not use the **Make it an Address Book** option.

7. To create the entry, click **OK**. Then you can enter the information for that entry.

8. In the **Address(es)** tab, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

   Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.

9. In the **Name** field (in the Info tab), enter the real name of the person or group. If there is just one address for the entry, the real name and the address are included in the **To** field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the **To** field for your recipients—they do not see the whole list of recipients. If there is nothing in the Name field, the recipients do see the whole list.

In the other fields provided in the **Info** (**Postal Address**, **Phone**, and **Fax**) and **Notes** tabs, you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

We recommend that you have at most 2,500 entries per file. If you have a large number of entries, you may want to consider using a Ph server (for information, see the ''Sources'' section of the Eudora Reference Manual).

10.   To save your changes to the Address Book, from the **File** menu, choose **Save**.

Changing, Moving, Copying, and Deleting Entries

To change the nickname for an entry, see [Renaming a Nickname](#) .

To make other changes to an entry, that is, to change any information in the Address(es), Notes, or Info tabs, select the entry from the list and edit the fields as appropriate.

To move or copy an entry to a file, right-click it and select the **Move To** or **Copy To** command. The **Choose a Nickname File** dialog is displayed so that you can select the file you want to move or copy the entry to.

You can move an entry (or entries) to a different file by dragging it, or copy it by holding down the **Shift** or **Ctrl** key and then dragging it.

> Note: You cannot move an entry into the file it is already in, but you can **copy** an entry into its file (a ''Copy of [Entry]'' is created).

To delete an entry or an address file, select it from the list and click the **Del** button or press the **Delete** key. Or, right-click it and choose **Delete** from the pop-up menu. You cannot remove the Eudora Nicknames file.

> Note: If a nickname file is set to read-only (you do not have permission to write to it), you cannot move or copy entries into it, or delete an entry from it.

To save your changes, choose **Save** from the **File** menu. (Tip: Add a button for the File menu **Save** command to your main toolbar as a handy way to save Address Book changes.)

Renaming a Nickname

To change the nickname for an Address Book entry, do the following:

1. Make sure the **View By** field is set to **Nicknames**, and that the entry is displayed in the list.

2. Click the nickname for the entry, pause, and click it again.

3. Edit the nickname in the edit box.

Alternately, click the nickname once to highlight it, then press **F2** and edit the nickname. Or, click the nickname to highlight it, right-click the selection to display the pop-up menu, choose **Rename** from the menu and edit the nickname in the edit box.

> ***Important:*** *If you change a nickname, but sure to correct any entries that reference that nickname.*

Including Nicknames on the Quick Recipient List

To include a nickname in the Quick Recipient List, do the following:

1. Right-click the appropriate Address Book entry in the list and from the pop-up menu, choose **Add to Recipient List**. The nickname for the selected entry is included on the Quick Recipient List, and the entry is bolded in the Address Book list.

To remove a nickname from the Quick Recipient List, do the following:

1. Right-click the item in the Address Book list and **List** from the pop-up menu, choose **Remove From Recipient**. The nickname for the selected entry is removed from the Quick Recipient List, and the entry is unbolded in the Address Book list.

If you change a nickname, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see Using the Quick Recipient List .

> *Note: You can add or remove multiple nicknames to or from the Quick Recipient List by selecting multiple entries before right-clicking. Hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections.*

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons.

To create a new message from the Address Book, do the following:

1. Select the entry you want to address the mail to (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections).

2. Click **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

> *Note: You can also double-click an entry to enter that nickname in a header field. If no composition window is open, a new composition window is opened and the nickname is entered in the To field. If a composition window is open when you double-click, the nickname is entered in the header field that last had keyboard focus.*

To address the message with the completely expanded address or addresses for that entry, rather than the entry's nickname (the addresses are listed in the Address(es) field for the entry), turn on the **Expand Nickname** option.

Once the composition window is displayed, you can use the **To, Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields, subject do the following restrictions.

If the Address Book is a docked or floating window (either alone or as part of a tabbed window group), the **To**, **Cc**, and **Bcc** buttons apply to the topmost composition window, if any. If the Address Book is a normal window (either alone or as part of a tabbed window group), the **To**, **Cc**, and **Bcc** buttons apply to the composition window, if any, that is immediately under either the Address Book or the tabbed window group containing the Address Book. For more information on docked, floating, normal, and tabbed windows, see Window States and Tabbed Windows .

The "Make Address Book Entry" Command

The **Make Address Book Entry** command is used to create entries in your Address Book, and is especially helpful for making group entries.

In the Address Book, do the following:

1. Highlight several different entries (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections),

2. From the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog is displayed, prompting you for the nickname of the new entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.

   *Note: When the Address Book is docked or floating, the **Make Address Book Entry** command applies to the Address Book only if the keyboard focus is in the Address Book. When the Address Book is a normal window, this command applies to the Address Book only if it is the topmost normal window, or if the tabbed window group containing it is the topmost normal window and the Address Book is the active window in the group.*

In a mailbox, highlight the message summaries you want and from the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog is displayed, prompting you for the nickname of the new entry. Follow the instructions for creating a new entry. If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

   *Note: The Make Address Book Entry command uses the Reply Options. If the **Include yourself** option is on, your address is included in the new entry. If this option is off, your address is not included. To determine who you are for the **Include yourself** option, Eudora uses the addresses listed under your "me" nickname, if you have one set up.*

In an open message window, from the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog is displayed, prompting you for the nickname of the new entry. Follow the instructions for creating a new entry. If the open message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the open message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are open, addresses are taken only from the currently active (topmost) open message. Also see the note above about the **Include yourself** option.

In the Directory Services window, finish a query, select in the results list the target(s) you want to include in the entry, and from the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog is displayed so that you can name the nickname. The real name and e-mail address of each selected target is included in the new entry. See Making an Address Book Entry from Your Query Results for more details.

The "Finish Address Book Entry" Command

With the **Finish Address Book Entry** command, you can enter a unique portion of a nickname in the **To**, **Cc**, or **Bcc** fields of a message, then from the **Edit** menu, choose **Finish Address Book Entry**, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, joan and john, you would have to enter "joa" or "joh" for Eudora to complete them.

To insert the real addresses for the entry, instead of the nickname, hold down the **Shift** key and from the **Edit** menu, choose **Finish Address Book Entry**. To set this to happen all the time, turn on the **Automatically expand nicknames** option in the Miscellaneous options window found in Options under the Tools menu.

Using Central Address Book Files on a Server

You can set up central Address Book files on a server and configure Eudora clients so that they refer to the central files.

First, be sure the files are plain text, have a .**txt** extension, and are formatted as follows: One nickname on each line with the real addresses separated by commas, and one line for notes and info with the **Notes** text following the **Info** data. For example:

```
alias Wow joe@wow.com,lisa@wow.com,chris@wow.com
note Wow <fax: 222.2223><phone: 222.2222><address:1234 Street>
    <name:Wow Inc.>My favorite company
```

Then, for each client application, add an **ExtraNicknameDirs** entry to the [Settings] section of the **Eudora.ini** file. This entry should be followed by the list of directories that contain Address Book files, separated by semicolons (;). Any Address Book files located in those directories are added to the Address Book. Users will need to exit and re-open Eudora to see the new entries.

Using Address Book Files Not Created by Eudora

To use an Address Book file that was not created in Eudora, put the file in the Nickname directory (in your Eudora directory), and be sure the format is as shown in [Using Central Address Book Files on a Server](#) . You will need to exit and reopen Eudora to see your new entries in the Address Book.

Using the Quick Recipient List

The Quick Recipient List is your list of recipients to whom you often send mail.

To add a nickname to the Quick Recipient List, do the following:

1. From the **Tools** menu, choose **Address book**. Or, if the Address book window is an inactive window in a visible tabbed window group, click its tab.

2. Select the desired entry in the list on the left by clicking once on the item; right-click the item.

3. From the pop-up menu, choose **Add to Recipient List**. The entry's nickname is added to the Quick Recipient List, and the entry is bolded in the Address Book list.

To add an e-mail address to the Quick Recipient List, select the text that makes up the full address. Then, from the **Special** menu, choose **Add as Recipient**.

To remove an entry from the list, do the following:

1. Open the Address Book.

2. Select the desired entry in the list on the left by clicking once on the item; right-click the item

3. From the pop-up menu, choose **Remove From Recipient List**. The entry's nickname is removed from the Quick Recipient List, and the entry is unbolded in the Address Book list. Or, select the item you wish to remove from the **Remove Recipient** submenu under the **Special** menu.

To open a new message addressed to someone on your Quick Recipient List, do the following:

1. From the **Message** menu, choose **New Message To**, **Forward To**, or **Redirect To**.

2. Select the nickname from the displayed list.

To insert a recipient into a message that you have already opened, put the cursor where you want the recipient and select the recipient from the **Insert Recipient** submenu under the **Edit** menu.

To insert the real address(es), instead of a nickname, hold down the **Shift** key and select the recipient from the **Insert Recipient** submenu under the **Edit** menu. To set this to happen all the time, turn on the **Automatically expand nicknames** option in the Miscellaneous options window found in Options under the Tools menu.

More than one recipient from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the **Insert Recipient** submenu, commas are added where necessary.

Opening Directory Services

Eudora lets you look individuals up on the Internet, within your company, and in your Eudora Address Book (if you have one set up) using four directory service protocols: **Ph**, **Finger**, **LDAP** (Lightweight Directory Access Protocol), and **Eudora Address Book**.

To use directory services to look someone up, do the following:

1. From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab. (See Window States and Tabbed Windows for more information on tabbed windows.)

The directory service protocols available to you for your search are listed in the **Protocols** section of the window. See Directory Service Protocols for more information.

The databases you can use to look up your target individual are listed in the **Databases** list. For more details, see Directory Service Databases , Creating a New Database , Modifying an Existing Database , and Deleting a Database .

To resize the left and right halves of the window relative to each other, drag the vertical separator bar to the left or right.

Keeping the Directory Services Window on Top

To keep the Directory Services window on top so that you can easily continue using it, turn on the **Keep On Top** option. Eudora remembers the state of this option when you quit and restart the program.

> *Note: The behavior of this option is subject to the restrictions in* [Window State Considerations](#) .

Looking Someone Up (Making a Query)

To look someone up on the Internet, within your company, or in your Eudora Address Book, do the following:

1. From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab.

2. In the **Databases** list, select the database(s) you want to search in your query.

3. To select a database, click the checkbox to the left of the database until a checkmark appears in the box. You can select multiple databases, and you can use multiple protocols. You must select at least one database in the list in order for Eudora to perform the query.

    Note: Eudora remembers which databases you've selected when you quit and restart the program.

5. In the **Query** field, type a text string you want to search against.

    If one or more of your selected databases use a protocol other than Ph, your entry in this field will always be interpreted as a name. If you only have Ph servers selected as your databases, you can enter any commands that Ph will interpret.

6. After you've typed the text, start the query by pressing **Enter** or clicking the **Start** button.

    The query begins, and the Start button changes to **Stop**.

7. To stop the query before it is completed, click the **Stop** button.

    When the query is completed, or if you click Stop to cancel the query, the Stop button changes back to Start.

Reading Your Query Results

Your query results are listed in the left half of the Directory Services window, in the *results list* (top view) and the *details pane* (bottom view). You can resize the two views relative to each other using the separator between them; drag the separator up or down.

The results list consists of one-line summaries of the "hits" or successful targets of your query. These are listed by four columns: **Name**, **Email**, **Phone**, and **Database**. Name indicates the username (or other name) of the target. Email is the e-mail address of the target. Phone is the target's telephone number. Database tells you in which of your selected databases the target was found.

Click a column header to sort the results list alphabetically (or numerically) by that column. Shift-click to sort in reverse order.

To resize the columns, drag the divider line to the right of the desired column to the left or right. Note that the columns resize dynamically during a query, to accommodate the width of each target's data.

The **Status** field displays the status of your query (such as **Ready**, **Connecting**, **Getting Data**, etc.) and the number of items found as shown in your summary list. This number is updated dynamically until the query is complete or you stop it.

If the results list does not fit in the available viewing space, scroll bars appear to let you navigate through the remaining part of the list.

To view the details of a result in the details pane, select the result in the results list by clicking once on it. The full data appears in the details pane. If nothing is selected in the results list, the details pane is blank. If multiple summaries are selected in the results list, the details pane lists the details for each item, with each item separated by a divider line.

To select multiple items in the results list, use the **Shift** key to select a continuous range, and use the **Ctrl** key to make disjoint selections.

Scroll bars appear in the details pane if the displayed information cannot fit in the viewing space.

Addressing a Message from the Directory Services Window

You can create and address a message with the query results in the Directory Services window.

To create a new message, do the following:

1. From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab.

2. Make sure there are no outgoing messages open.

3. Perform your query.

4. Select one or more summaries in your results list.

5. Click the **To**, **Cc**, or **Bcc** button. A new message is created, and it is addressed appropriately with the selected query results.

To add an address to an existing message, make sure the message you want to address is active, open the Directory Services window, perform the query, and select one or more summaries in the results list. Now click the **To**, **Cc**, or **Bcc** button. The addresses from the selected query results are added to the appropriate field of the current message.

> *Note:* *The behavior of the To, Cc, and Bcc buttons is subject to the restrictions in* *Window State Considerations* *.*

Making an Address Book Entry from Your Query Results

You can make a nickname from your query results in the Directory Services window and add the entry to your Address Book.

To make a nickname, do the following:

1. From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab.

2. Perform a query.

3. Select one or more summaries in the results list.

4. From the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog is displayed so that you can name the nickname. The real name and e-mail address for each selected query result is included in the new entry.

   Note: The use of this command from this window is subject to the restrictions in *Window State Considerations* .

Printing Your Query Results

You can print, and preview for printing, the results of your query as shown in the details pane.

To print your query results, do the following:

1. From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab.

2. Perform your query.

3. Select one or more summaries in the results list. The details pane lists the details of each selected item, with each item's details separated by a divider line.

4. To preview your query details for printing, from the File menu, choose **Print Preview**. The Print Preview dialog is displayed, showing how the query details will look when printed.

5. To print your query details, from the File menu, choose **Print**.

   Note: *The use of this command from this window is subject to the restrictions in* *Window State Considerations* *.*

Window State Considerations

The behavior of some Eudora features internal and external to the Directory Services window depends on the state of the window. For definitions of window states, see [Window States and Tabbed Windows](#).

When the Directory Services window is in the docked or floating state (either alone or as part of a tabbed window group), the following applies:

- The **Keep on top** setting in the window is ignored.

- The **To**, **Cc**, and **Bcc** buttons in the window apply to the topmost composition window, if any.

- The Special menu **Make Address Book Entry** command, and the File menu **Print Preview** and **Print** commands, apply to the Directory Services window only if the keyboard focus is in that window.

When the Directory Services window is in the normal state (either alone or as part of a tabbed window group), the following applies:

- The **Keep on top** setting in the window is obeyed.

- The **To**, **Cc**, and **Bcc** buttons in the window apply to the composition window, if any, immediately under the Directory Services window or the tabbed window containing it.

- The Special menu **Make Address Book Entry** command, and the File menu **Print Preview** and **Print** commands, apply to the Directory Services window only if it is the topmost normal window and is active, or if the tabbed window containing it is the topmost normal window and the Directory Services tab is active.

Directory Service Protocols

The **Protocols** section of the Directory Services window lists the directory service protocols available to you that you can use when creating and modifying databases for looking up individuals via these services.

Eudora comes with four protocols installed by default: **Ph**, **Finger**, **LDAP** (Lightweight Directory Access Protocol), and **Eudora Address Book**.

> *Note: The Eudora Address Book protocol does not appear in the list until you have created an Address Book in Eudora.*

To sort the protocols alphabetically, click the column heading (**Registered Drivers**). Shift-click the column heading to sort in reverse order.

You can resize the column by dragging the divider line to the right of the column heading to the left or right.

The use of the **New Database** button, shown in this section of the window, is described in Creating a New Database .

Directory Service Databases

The **Databases** section of the Directory Services window lists the databases that are available to you for searching for individuals over the Internet, within your company, or in your Address Book (if one is set up).

Eudora comes with these servers already configured by default:

• ldap.bigfoot.com

• ldap.switchboard.com

• ldap.whowhere.com

• ldap.infospace.com

• ldapbiz.infospace.com

• ldap.four11.com

• Eudora Nicknames [or the name of your nicknames file; this last item appears only if you have a Eudora Address Book set up]

You can modify or delete these databases, and you can also create new databases and modify and delete them.

You use the databases in this list to perform your lookup queries. To perform a query, you must first select one or more databases in the list. To select a database, click the checkbox to the left of the database name, until a checkmark appears in the box. If no databases are selected, you cannot perform a query.

You can select multiple databases to perform a query, and you can mix protocols.

Click a column heading to sort this list by that column, alphabetically. Shift-click the column heading to sort in reverse order.

To resize columns, position the mouse pointer over the divider line to the right of the desired column, and drag the line to the left or right.

The use of the **Modify** button in this section of the window is described in <u>Modifying an Existing Database</u> . The use of the **Delete** button is described in <u>Deleting a Database</u> .

Creating a New Database

In addition to the default directory service databases that already come configured with Eudora, you can create new **Ph**, **Finger**, and **LDAP** databases for your Directory Services queries. Databases are created from the Protocols section of the window, and they must be created using one of these three listed protocols.

> Note: You cannot create a new database using the **Eudora Address Book** protocol in the list. Nickname files must be created from the Address Book window. See _Using the Address Book_ for more details.

To create a new database in Directory Services, do the following:

1. From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab.

2. In the Protocols list, click the desired protocol to select it.

3. Click **New Database**. Or, just double-click the protocol in the Protocols list. The New Database dialog is displayed. This dialog will differ depending on the protocol you've selected.

4. Fill out the fields of the dialog and

5. Click OK to save your entries and close the dialog, or click **Apply** to save your entries without closing the dialog. The new database is added to the Databases list and is given a checkbox so that you can select the database for a query. If you chose to **Apply**, the dialog remains open and you can make additional changes.

To create a **Ph** database, do the following:

1. In the General window, enter the **Server name**, the **Host name**, and the **Port**.

2. In the Attributes window, click **Add** to add an attribute to the attributes list. Attributes determine what is listed in the columns of the results list and must be tied to a valid attribute name, corresponding to one of the column headings in the results list. To edit an attribute, click the attribute in the list and click the **Edit** button, then edit the attribute name. To remove an attribute, click it to select it and then click the **Remove** button.

3. When you are finished making entries to the New Database dialog, click OK to create your new Ph database. The database is added to the Databases list with its checkbox.

To create a **Finger** database, do the following:

1. In the General window, enter the **Server name**, the **Host name**, and the **Port.**

2. Click **OK** to create the new Finger database.

To create an **LDAP** database, do the following:

1. In the Network window, enter the **Server name**, the **Host Name**, and the **Port**.

2. If you turn on the **This server requires me to log on** option, then enter an **Account name** and a **Password**.

3. In the Attributes window, add, edit, or remove attributes using the buttons. Attributes determine how your query results are listed in the results list. Key the attributes to the column heading names in the results list.

4. In the Search Options window, specify the **Search timeout**, the **Maximum number of matches to return** (or turn on the **No Limit** option to specify unlimited matches), and the **Search Base**.

5. In the Log window, specify whether you want to generate log files and if so, how to store them; specify whether you want to enable logs for **Protocol interactions** and/or a **Configuration data load/store**; enter a **Log file name** or select one using the **Browse** button and turn on the **Overwrite existing log file** option if you want new logs to replace the old ones.

6. When all your information is entered in the New Database dialog, click OK and your new LDAP database is created with its checkbox.

Modifying an Existing Database

You can modify any Ph, Finger, or LDAP database in your Databases list.

> *Note: You cannot modify a Eudora Address Book database from the Directory Services window, but you can view the path where the file is stored. Nickname files must be modified from the Address Book. See* Using the Address Book *for more details.*

To modify an existing database, do the following:

1.   Open the **Directory Services** window.

2.   Click the database name or icon in the Databases list to select it.

3.   Click **Modify**. Or, just double-click the database in the list. The Modify Database dialog is displayed with its fields pre-filled in with the information from the selected database.

> *Note: You can only modify one database at a time. Multiple selections disable the modify feature.*

3.   Make your changes in the Modify Database dialog and click OK to save the changes and close the dialog, or click **Apply** to save the changes and leave the dialog open. You can then make additional changes and save or discard them.

The Modify Database dialog will differ depending on the protocol you've selected. For details on the fields of the different dialogs, see Creating a New Database .

> *Note: If you attempt to modify a Eudora Address Book database, the Modify Database dialog merely displays the path where the address book file is stored.*

Deleting a Database

To delete a database, do the following:

1. Open the **Directory Services** window.

2. Click the database name or icon in the **Databases** list to highlight the item.

3. click the **Delete** button. You are prompted to confirm the delete. Click **Yes** and the database is removed from the list. Click **No** and the deletion is canceled, and the database remains.

You can delete multiple databases at once; use the Shift key to select a range in the list, and use the Ctrl key to select items disjointly.

Printing

You can print the current message or messages, a plain text window, selected text within a message or text window, the contents of the Directory Services window, and your filters. Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

To print the current message or item, choose **Print** from the **File** menu.

Plugins (Extended Messaging Services)

Plug-ins are special add-ons that can be installed to add features to Eudora. For example, you could use a language conversion plug-in to translate a message to another language, a security plug-in to automatically secure a message, or a text manipulation plugin to change lowercase to uppercase. Plug-ins interface to Eudora using the Extended Messaging Services Application Programming Interface (EMSAPI).

• To make plug-ins available to Eudora, put them in the **Plugins** directory in your Eudora Pro directory, then restart Eudora. Depending on the plug-in type, it will be available in Eudora through the following methods:

- The **Message Plugins** submenu (in the **Edit** menu) typically includes plug-ins that are used to modify the text of a message. These are referred to as on-request plug-ins. Some samples of these types of plug-ins are available with Eudora: Sort, UpperLower, and Unwrap.

- Icons in the message window are typically for plug-ins that are used to manipulate messages as they are sent or when they are received. These are referred to as on-transmission and on-display plug-ins.

- The **Tools** menu typically includes plug-ins that are used to do tasks that are not directly related to Eudora functions. These are referred to as tools plug-ins.

- The **Attach [to New]** submenu (in the **Message** menu) typically includes plug-ins that are used to create and attach particular files to a message. These are referred to as attachment plug-ins.

- Plug-ins that are automatically used when a message is received are not available through the user interface.

• To see all of your currently installed plug-ins, choose **Message Plugins Settings** from the Special menu. If a plug-in has any settings options, you can use the **Settings** button to change them.

For information about available plug-ins, send e-mail to <eudora-rep@eudora.com> or visit the World Wide Web site <http://www.eudora.com/>.

Messaging Application Program Interface (MAPI)

MAPI is an interface that lets you send e-mail messages from any MAPI-compatible application, such as your word processor, spreadsheet, graphics application, etc.

MAPI-compatible applications have a **Send** or **Send Mail** option in the **File** menu. When you select the option, the Eudora MAPI server displays a new outgoing message with your current document attached. All you need to do is address the message, type any details you want to include in the body of the message, and click **Send** or **Queue**.

- To run the Eudora MAPI server, use the MAPI options window. To display the MAPI options window , choose **Options** from the **Tools** menu and click the MAPI icon.

You have several options in the MAPI options window for loading the Eudora MAPI server. You can set it to always run or to run only when Eudora is running, or you can specify that it never run. These three options open or exit the server as soon as you select them.

> *Note:* *When you are running the Eudora MAPI server, Microsoft Exchange will not work. If you need to use Exchange, turn off the Eudora server.*
>
> *See the Eudora Reference Manual for technical details on the Eudora MAPI server.*

Also, you have several options for saving or deleting MAPI attachments. When you use MAPI to attach a file and send a message, that file is immediately copied into the Attach directory (or a directory you have specified). You can use the MAPI options to save those copies, delete them after sending their corresponding messages, or delete them after their messages are emptied from the trash.

Modifiers

Many operations in Eudora can be implemented by holding down one or more **modifier** keys. Eudora uses the **Shift**, **Ctrl**, and **Alt** keys as modifiers.

Shift + Check Mail or Send Queued Messages

Display the Mail Transfer options window to define the interaction with your POP account.

Shift + Queue/Send   Open the Change Queuing dialog.

Shift + New message command

Display the Message Options dialog to select a personality and stationery for the new message.

Shift + Open an incoming message

Opens the message with all headers displayed.

Shift + Insert Recipient   Insert the address(es) instead of the nickname.

Shift + Ctrl + , or **Shift + Finish Address Book Entry**

Finish the Address Book entry with the address(es) instead of the nickname.

Shift + Sort command   Sort in ascending order.

Shift + Transfer   Put a copy of the current message in the selected mailbox and leave the original where it is.

Shift + Copy   Copies the selected text without the carriage returns (copy unwrapped).

Shift + Paste or **Shift + Paste as quotation**

Paste the selection as plain text (do not paste the style information).

Shift + Wrap Selection   Removes the carriage returns from the selected text (unwraps).

Shift + Exit   Sets all open windows to open again when Eudora is next started.

Shift + Save   Saves changes to all open windows.

Shift + Close   Closes all open windows.

Alt + k   Turn on **Keep on top** in the Directory Services window.

Shortcuts

The keyboard shortcuts for Eudora functions are as follows:

Ctrl + 0	Open Out mailbox
Ctrl + 1	Open In mailbox
Ctrl + 6	Check Spelling
Ctrl + '	Paste as quotation
Ctrl + ,	Finish nickname
Ctrl + A	Select all
Ctrl + B	Make the selected text bold
Ctrl + C	Copy
Ctrl + D	Delete
Ctrl + E	Send or Queue
Ctrl + F	Find dialog
Ctrl + H	Attach document
Ctrl + I	Make the selected text italic
Ctrl + J	Filter messages
Ctrl + K	Make nickname
Ctrl + L	Address Book
Ctrl + M	Check mail
Ctrl + N	New message
Ctrl + O	Open file
Ctrl + P	Print
Ctrl + Q	Exit Eudora
Ctrl + R	Reply
Ctrl + S	Save
Ctrl + T	Send queued messages
Ctrl + U	Make the selected text underlined
Ctrl + V	Paste
Ctrl + W	Close message
Ctrl + X	Cut
Ctrl + Y	Directory Services
Ctrl + Z	Undo

arrows	Move from one message to another in a mailbox (depends on your Miscellaneous Options).
enter	Select the outlined button in any dialog, alert, or window, or open the selected messages or URL.
esc	Stop any operation currently in progress.
F1	Display Help.
page up, page down	Scroll up or down through the window.
F6	Toggles the cursor position between the left and right window panes in the Filters dialog and the Address Book.

Using the Eudora Taskbar

The *Eudora taskbar* appears along the bottom edge of the window work area in the main Eudora window, and normally shows the QUALCOMM logo at the right.

The Eudora taskbar displays a button for each normal Eudora window that is open or minimized. The taskbar provides a convenient way to switch between normal windows by clicking buttons, without having to display the different windows from the Window menu.

The Eudora taskbar is modeled after the Windows 95 and Windows NT 4.0 system taskbars, which usually appear at the bottom of the screen, but there are important differences, noted below.

To show or hide the Eudora taskbar, do the following:

1. From the **Tools** menu, choose **Options** to open the Options dialog.

2. Scroll and select **Display**. The Display options window is displayed.

3. Check or uncheck the **Show MDI task bar** box to turn the option on or off.

Any *normal* Eudora window that is open or minimized is represented by a button on the taskbar. This includes composition messages, received messages, mailbox windows, and any tool windows or tabbed windows that are in the normal state. Any open tool or tabbed windows that are in the docked or floating state are *not* represented as buttons on the taskbar.

If a tabbed window is represented by a button on the taskbar, the button shows the name and icon associated with the active tool window in that tabbed window.

Click a taskbar button to make that normal window active. The window comes to the front of the stack of all normal Eudora windows.

If you right-click a taskbar button, the standard Windows context menu displays, letting you Restore, Minimize, Maximize, or Close that normal window.

If you right-click an exposed area of the taskbar (not on a button), the standard Eudora context menu displays.

If you drag an object over a taskbar button and pause for several seconds, Eudora activates the normal window associated with that button. For a tabbed window, Eudora activates the tabbed window with the indicated window active. You can then complete the drag and drop operation into the normal window. For a tabbed window, you can further pause the pointer over one of the inactive window tabs, and that window becomes active and you can complete the drop.

Each taskbar button displays both the window icon and the window title of the normal window. If there is not enough room to display the entire title, Eudora truncates the title and places an ellipsis (...) to indicate the truncation. If you pause the mouse pointer over such a button, Eudora displays the entire window title in a tooltip.

If you have many normal windows open or minimized, the taskbar buttons shrink so that all buttons are visible. When the bar gets sufficiently crowded, the QUALCOMM logo is hidden to make room.

Note that, unlike with the Windows 95 and Windows NT 4.0 taskbars, you cannot move the Eudora taskbar to another edge of the main Eudora window; it always stays at the bottom of the window work area. You also

cannot resize the taskbar as a separate item. It resizes automatically, however, when you resize the main Eudora window.

Reporting Bugs

If you experience something you think might be a bug in Eudora, please report it by sending a message to <win-eudora-bugs@qualcomm.com>. Describe what you did, what happened, what version of Eudora you have, any error messages Eudora gave (the numbers in ()'s are especially important), what kind of computer you have, which operating system you're using, and anything else you think might be relevant.

You will receive an automated response indicating that your bug report has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

Suggestions

From time to time, everyone comes up with an idea for something they'd like their software to do differently. This is true of all applications, no less Eudora. If you come across an idea that you think might make a nice enhancement to Eudora, your input is always welcome. Please send any suggestions or requests for new features to <eudora-suggest@qualcomm.com>.

You will receive an automated response indicating that your suggestion has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

EUDORA.INI Settings File

The EUDORA.INI file is where Eudora keeps most of the settings. It is a standard Windows INI file, and may be edited with any text editor.

> *Note: Since Windows caches information from INI files in memory while the program is running, you should never change the EUDORA.INI file while Eudora is in use. If you need to make a change, first quit Eudora, then edit the file, and then restart Eudora.*

The EUDORA.INI file is divided into a number of sections, the following of which appears by default:

- [Settings]
- [Mappings]
- [Window Position]
- [Tool Bar]
- [DirectoryServices]
- [Debug]

Optional Sections

The following sections will appear in the INI file only when the appropriate conditions are met or the appropriate items created:

- [Personalities] − The [Personalities] section appears only when you have created alternate e-mail accounts (personalities).

- [Stationery] − The [Stationery] section appears only when you have created stationery files.

- [Open Windows] − The [Open Windows] section appears only when there are windows currently open in Eudora.

- [WazooBars] − The [WazooBars] section appears only when normal Eudora windows are currently open or minimized on the desktop (and thus buttons appear on the Eudora taskbar, which is what this section controls).

- [Recent File List] − The [Recent File List] section appears only when files have been opened since the most recent Eudora startup.

> *NOTE: We strongly urge that you do not change the values in these optional sections of the INI file, and rather make any changes from the interface. For example, personalities can be created and edited from the Personalities window, and stationery can be created and edited from the Stationery window. Both windows are available from the Tools menu.*

 The values of the settings in each of these optional sections reflect the current values of   the objects or conditions; there are no "default" values per se.

Name and Location of the INI File

The default name is EUDORA.INI and the default location is in the mail directory.   But the name and location

can be changed.

To specify a different INI file from the EUDORA.INI that is not in the mail directory, add a second parameter to the command line in the Program Item for Eudora, e.g.

      Command Line: c:\apps\eudora.exe c:\mymail c:\inis\myeudora.ini

To use a different INI file that is in the mail directory:

      Command Line: c:\apps\eudora.exe c:\mymail myeudora.ini
      Command Line: c:\apps\eudora.exe c:\mymail\myeudora.ini

This is a way to have multiple settings for one set of mailboxes, nicknames, etc.   For example, you may have multiple e-mail accounts in which you receive mail, but want to collect mail from all of the accounts in one place. You could set up separate Program Items for each account (each having a different INI file on the command line), and switching between accounts would be as simple as double-clicking on a Program Item.

And for an even more tricky specification, if the first parameter is an INI filename without a path, then the mail directory is searched through the normal process of checking the EUDORA environment variable and then using the executable directory.

Examples:

      SET EUDORA=c:\mymail
      Command Line: c:\apps\eudora.exe myeudora.ini

will use c:\mymail as the mail directory and c:\mymail\myeudora.ini as the INI file.

      SET EUDORA=myeudora.ini
      Command Line: c:\apps\eudora.exe

will use c:\apps as the mail directory and c:\apps\myeudora.ini as the INI file.

Default INI file

When an entry in the EUDORA.INI file is not found, Eudora will look in the DEUDORA.INI file located in the same directory as the EUDORA.EXE file. The [Mappings] section of the DEUDORA.INI file acts as though it was appended to the end of the [Mappings] section of the EUDORA.INI file.

Examples:

      SET EUDORA=c:\mymail

      Command Line: c:\apps\eudora.exe myeudora.ini

      will use c:\mymail as the mail directory and c:\mymail\myeudora.ini as the INI file.

      SET EUDORA=myeudora.ini

      Command Line: c:\apps\eudora.exe

      will use c:\apps as the mail directory and c:\apps\myeudora.ini as the INI file.

[SETTINGS]

Entry	Default Value	Description
AllowDefPlugins	1	Controls whether or not EMSAPI plug-ins can be automatically added to the toolbar.
AltClickMoveSummary	1	When you hold down the <Alt> key while clicking on an item in a mailbox, all messages in that mailbox with the same item are selected (e.g. <Alt> clicking on a subject will select all messages in that mailbox with the same subject). If this switch is on, then the selected messages will be grouped together as well. You can temporarily turn this off by holding down the <Shift> key while doing the <Alt> click.
BadPasswordString		When the POP server returns an error on sending the PASS command, the password will only be erased when the error response includes this text.
BlackTocLines	0	If on, and displaying lines is mailboxes, draw lines as black instead of gray.
CenterUnreadStatus	1	When on (1), centers the bitmap in Mailbox menu items that indicate that the mailbox has unread messages. If the display of this bitmap is not correct, turn this switch off (0).
CheckOwnerFreq	0	How often (in seconds) Eudora should check the OWNER.LOK file to see if another instance of Eudora has been started on the same set of mailboxes.
CompactDisk%	5	What the amount of "wasted space" taken up by deleted messages in a mailbox as a percentage of total free disk space must be before the mailbox automatically gets compacted when closed.
CompactMailbox%	50	What the percentage of "wasted space" taken up by deleted messages in a mailbox must be before the mailbox automatically gets compacted when closed.
CompSummaryItalic	1	In mailboxes other than the **Out** mailbox, display the summaries of outgoing messages in italics.
Craig	0	Whether or not by default Eudora should do the red-wavy-line type of spell checking as opposed to normal spell checking. If this setting is off (set to 0), then you can get the red-wavy-line type of spell checking by holding down the Shift key while initiating a spell check. Way to go Mr. Lauer!
EnrichedSoftLine	72	Number of characters sent on a line before adding a soft newline when sending styled text.
EudoraPassPort	106	Default port number for the Eudora password-changing service (epass).
ExcerptBars	2	HTML style sheet parameter for excerpt bars. Can use this to change the width, color, and style of excerpt bars. (Only works when using the Microsoft viewer).
ExtraHeaders		Extra headers that are sent with each outgoing message.

		If multiple headers are to be sent, separate each with "\r\n". For example, "ExtraHeaders=X-Header1: foo\r\nX-Header2: bar".
ExtraNicknameDirs		List of directories to search for additional nickname files. Multiple directories can be entered, separated by semicolons (;).
FilterFromFolder		When doing a Make Filter, the name of the mailbox folder to place the default named mailbox that is created when filtering based on whom the message is from.
FilterRecipFolder		When doing a Make Filter, the name of the mailbox folder to place the default named mailbox that is created when filtering based on whom the message is to.
FilterSubjectFolder		When doing a Make Filter, the name of the mailbox folder to place the default named mailbox that is created when filtering based on the subject of the message.
FindMatchCase	0	"Match Case" checkbox in the Find dialog.
FindSummariesOnly	0	"Summaries Only" checkbox in the Find dialog.
FirstUnreadNormal	1	When checking mail on a POP server, download any mail that hasn't been retrieved at this machine.
FirstUnreadStatus	0	When checking mail on a POP server, download only messages that haven't been read on any machine.
FixCurlyQuotes	1	If on, then if a message contains 7-bit characters except for directional quotes, then those directional quotes are turned in to regular non-directional quotes so that the message may be sent out as 7-bit (no quoted-printable encoding needed).
GuessParagraphs	0	"Guess Paragraphs" checkbox in the Save As... dialog.
IdleTime	60	The number of seconds that Eudora has to be idle before it will consider performing an automatic mail check.
IMAPPreviewPane	1	Controls whether or not IMAP mailboxes have a preview pane. On slower networks, it may be desirable to turn off the preview pane for IMAP mailboxes, but still have the preview pane for local mailboxes. You can do that by keeping the normal Preview Pane option turned on, but turning this setting off (setting to 0).
IncludeHeaders	0	"Include Headers" checkbox in the Save As... dialog.
KerberosSetUserName	0	Uses KClient SetUserName() function to set user name in Kerberos system. Turning this switch on may cause Kerberos tickets to be invalidated.
LastSettingsCategory	0	Last category that was displayed in the Options dialog.
LexPath		Directory in which the dictionary files for spell checking reside.

MainLexFiles		Main dictionary files. British dictionaries can be used by changing this to sscebrc.tlx, sscebrm.clx, ssceamc.tlx, ssceamm.clx
MainWindowState	1	The state of the Main Window (normal = 1, minimized = 2, or maximized = 3). The state is set when Eudora closes, and the Main Window is set to this state the next time Eudora starts up.
NetworkOpenTimeout	60	The number of seconds Eudora will wait for a response to opening a connection before it gives up.
NoAutoSendPrecedence	list,bulk	When filtering incoming messages with precedence headers of **list** or **bulk**, do not automatically create new outgoing messages.
NoSplashScreen	0	If on, the opening splash screen will not be displayed.
OwnerLok	1	If this is non-zero, an OWNER.LOK file will be created on startup which helps to prevent possible corruption if multiple instances of Eudora are used on the same set of mailboxes.
PhReturn		A string that is appended to every Ph command before sending to the Ph server. For example, "PhReturn=return all" would return all fields of the records returned by the query, and "PhReturn=type=person" would return all matches to the query with the additional filter that the record is a person.
POPPort	110	Default port number for the POP service (pop3).
PreviewHeaders	To:,Subject:,Cc:	A comma-separated list of headers that should be shown in the preview pane. The matching is done on a prefix basis, so any header that begins with one of these values will be shown.
PreviewSplitterPos	0	If non-zero, then if a mailbox hasn's already specified a position for the splitter between the message list and the preview pane, then the splitter will be positioned this many pixels from the top of the mailbox window.
PreviewTableEnd	</table>\r\n	HTML markup for the end of the table that's used to display the headers in a preview pane.
PreviewTableRowEnd	</td></tr>\r\n	HTML markup for the end of the table row that's used to display the headers in a preview pane. Each header is displayed in a separate row of the table.
PreviewTableRowStart	<tr bgcolor= %s text= %s><td>\r\n	HTML markup for the start of the table row that's used to display the headers in a preview pane. Each header is displayed in a separate row of the table.
PreviewTableStart	<table cellspacing= 0 cellpadding=0 width=100%% bgcolor=%s	HTML markup for the beginning of the table that's used to display the headers in a preview pane.

	text=%s>\r\n	
PrintHeaders	1	When on (1), printed messages get headers and footers.
QuoteEnd		The string that gets inserted after the original text of a forwarded message. A newline is added before the string.
QuotePrefix	>	The string that precedes all lines of the original message in a forwarded message
QuoteStart		The string that gets inserted before the original text of a forwarded message. A newline is added after the string.
ReadMessageStyleSheet	<STYLE TYPE=""text/css"">\r\n{font-family = ""%s""}\r\nTT {font-family = ""%s""}\r\nBLOCKQUOTE.CITE {border-left = solid %s}\r\nBLOCKQUOTE.CITE {padding-left = 0.5em}\r\nBLOCKQUOTE.CITE {margin-left = 0}\r\nBLOCKQUOTE.CITE {margin-top = 0.5em}\r\n	HTML style sheet used for displaying received messages.
ReadRecieptAsk	1	Ask user for read receipts.
ReadRecieptNo	0	Always deny read receipts without prompting.
ReadRecieptYes	0	Always return read receipts without prompting.
ReplyAllAttribution	At %1, %2 you wrote:	Attribution line when a Reply to All is done.
ReplyAttribution	At %1, you wrote:	Attribution line when a Reply is done.
ReplyEnd		The string that gets inserted after the original text of a replied message. A newline is added before the string.

ReplyPrefix	>	The string that precedes all lines of the original message in a replied message
ReplyStart		The string that gets inserted before the original text of a replied message. A newline is added after the string.
ReturnAddressFormat	%1 < %2>	Format of the From: field in outgoing messages. %1 is the Real name, and %2 is the Return address.
SaveDialupPasswordText		Where your dialup password is saved (in an encrypted format) if you have the Save Password switch turned on.
SavePasswordText		Where your POP password is saved (in an encrypted format) if you have the Save Password switch turned on.
SendXAttachHeader	0	Do not send the full path to attachments in the X-Attachments header.
ShowAttachmentIcons	1	Show attachments as icons in messages.
ShowProgress	1	Show/hide the Progress window.
ShowProgressInactive	0	If Eudora is not the foreground application, this controls whether the Progress window should be shown or not.
SMTPPort	25	Default port number for the SMTP service (smtp).
SMTPRecipientWrap	72	Column at which recipient headers (To: and Cc:) are wrapped when sending a message.
StationerySignatureRules	1	Signature precedence is as follows: User's selection; Stationery's signature; Personality's signature. Set this to **0** to put Personality's signature before Stationery's.
SwitchPreviewWithTab	1	When on, pressing the <Tab> key in a mailbox will switch focus between the message list and the previewed message.
TabooHeaders	X-UID,Received, Status,X-UIDL,Message, In-Reply,X-Priority,Mime-Version,Content-,X-	A comma-separated list of headers (without colons) that should not be shown when the "Show all headers" switch (the "Blah Blah Blah" icon) is off for a message. The matching is done on a prefix basis, so any header that begins with one of these values will not be shown.

	Persona,Resent-Message,Referen es,Return,X40 0,X-400,Mail-System,Errors-To,X-List,Delivery,D isposi tion,X-Juno,Preceden ce, X-Attachments,X-MSMail,X-MimeOLE	
TabSpaces	0	If on, then when the Tab key is pressed while the cursor is in the body of the message, spaces are inserted instead of a tab character.
TabStop	8	How many spaces to insert for a <Tab> in the body of a composition message.
TocDateLeeway	2	Number of seconds that the date on a mailbox .TOC file can be behind the .MBX file that Eudora will not flag as being out of date. Helpful for network file systems, especially Windows NT Server which seems to have problems correctly time/date stamping files.
UnreadExpires	5	The number of days after which a message is no longer used to determine if a mailbox has unread messages in it.
URLHelper		The full path of the application used to launch URLs.
URLHighlight	1	Display URLs in blue underline style.
UsePOPSend	0	If UsePOPSend is on, Eudora will send mail using the POP3 extended command XTND XMIT. Since this is an optional command for POP3, many POP3 servers do not support this command (Berkeley's popper, however, does). There are pros and cons to using POP3 to send your mail. It provides a level of security since it requires a username/password pair to send mail messages, unlike SMTP. It is faster than SMTP, especially when checking for new mail at the same time. It doesn't check for valid recipients until the entire message is sent, and some implementations (Berkeley's popper, for example) won't tell you which recipients are invalid and will send the message to the valid recipients anyway.
UserChangeLex	uchange.tlx	Filename of user-defined list of words to change when spell checking.

UserIgnoreLex	uignore.tlx	Filename of user-defined list of words to ignore when spell checking.
UserSuggestLex	usuggest.tlx	Filename of user-defined list of words to suggest when spell checking.
WordWrapColumn	76	When the "Word wrap" switch is on, this is the column in which lines in outgoing messages are wrapped.
WordWrapMax	80	When the "Word wrap" switch is on, this is the length at which a line in an outgoing message is considered too long and must be wrapped.
WordWrapOnScreen	0	If this is on (set to non-zero), then the composition window will automatically wrap text on the screen at the number of characters specified in WordWrapColumn, regardless of the width of the window.

[Mappings]

This is a sample [Mappings] section. It is *not* a default for Eudora if you have a missing or empty [Mappings] section. The [Mappings] section contains information for mapping between PC file extensions, Macintosh creator and type, and MIME type and subtype for attachment files (in that order). Entries marked "in" work on only incoming messages, and entries marked "out" work on only outgoing messages. Entries marked "both" work on both incoming and outgoing messages.

For a more detailed explanation, see the "MIME and Mappings" section of the *Eudora Reference Manual*.

out=txt,ttxt,TEXT,text,plain
both=doc,MSWD,,application,msword
in=xls,XCEL,,,
out=xls,XCEL,XLS4,,
both=xlc,XCEL,XLC3,,
both=xlm,XCEL,XLM3,,
both=ppt,PPT3,SLD3,,
both=wp,WPC2,.WP5,application,wordperfect5.1
both=zip,,,application,zip
both=rtf,,,application,rtf
both=ps,,,application,postcript
in=eps,,EPSF,,
out=eps,dPro,EPSF,application,postscript
both=mpg,,,video,mpeg
both=jpg,,,image,jpeg
both=gif,,,image,gif
both=tif,,,image,tiff
both=pct,,PICT,,
both=mac,MPNT,PNTG,,

[Window Position]

The [Window Position] section saves the positions of the standard windows (not your mailbox windows and message windows).

Entry	Default Value
CheckSpellingWindowPosition	0,0,0,0
FindWindowPosition	60,345,580,480
MainWindowPosition	0,0,640,480
ProgressWindowPosition	0,0,0,0
SignatureWindowPosition	10,60,630,240
TextFileWindowPosition	0,0,600,460

[Tool Bar]

This section reflects the current settings of the main Eudora toolbar. If you create additional Eudora toolbars, then additional [Tool Bar] sections will appear in the INI file.

> *Note: We strongly recommend that you do not change any of the settings in the [Tool Bar] section(s) of the INI file, and that you instead make any changes to any Eudora toolbar from the toolbar customization dialog (Customize dialog). This dialog is accessed by right-clicking anywhere on the toolbar and selecting* **Customize...** *from the popup menu. For more information, see "Customizing the Main Toolbar" in the Eudora Reference Manual.*

[DirectoryServices]

The [DirectoryServices] section controls the use of the Directory Services window (accessed from Eudora's Tools menu) and its associated databases. For more information on Directory Services, see its dedicated section in the Eudora User Manual.

> *Note: Of the entries listed below, only those marked with an asterisk (*) are user-settable.*

Entry	Defaul	Description

	t v a l u e
OldKeepOnTopConverted	What in pre-4.0 versions of Eudora used to be [Settings] AddressKeepForeground is now KeepOnTop in this section. KeepOnTop saves the check state of the "Keep On Top" check button in the Directory Services window. Eudora uses this entry (OldKeepOnTopConverted) to determine if the AddressKeepForeground entry from a pre-4.0 version of Eudora has been mapped to the current version. When Eudora 4.x is run for the first time, it sets the KeepOnTop entry (described below) equal to the value of AddressKeepForeground. In addition, it also sets this entry equal to 1 so that the next time Eudora is run, it reads the check state from KeepOnTop rather than from AddressKeepForeground.
PanesY*	This entry reflects the height of the Directory Services window when Eudora was last shut down.
LeftPaneX*	This entry reflects the width of the left pane of the Directory Services window when Eudora was last shut down.
RightPaneX*	This entry reflects the width of the right pane of the Directory Services window when Eudora was last shut down.
KeepOnTop*	This entry reflects the check state of the "Keep On Top" check button in the Directory Services window when Eudora was last shut down.
LDAP:ldap.bigfoot.com*	This entry reflects the check state of the LDAP database "ldap.bigfoot.com" when Eudora was last shut down. The check state of other LDAP databases is reflected in similar entries.

Ph:ph.bigfoot.com*	This entry reflects the check state of the Ph database "ph.bigfoot.com" when Eudora was last shut down. The check state of other Ph databases is reflected in similar entries.
Eudora Address Book:Eudora Nicknames*	This entry reflects the check state of the Eudora Address Book database "Eudora Nicknames" when Eudora was last shut down. The check state of other Eudora Address Book databases is reflected in similar entries.
Finger:hostname.domain. com*	This entry reflects the check state of the Finger database "hostname.domain.com" when Eudora was last shut down. The check state of other Finger databases (or daemons) is reflected in similar entries.
DIRSERV-Major	This entry reflects the major version of DirServ.dll that was last registered. Combined with the minor version of this DLL (see the next entry below), Eudora at run time determines whether the DLL is a newer version than the one last registered so that it can register the new COM objects, if any, in the newer DLL.
DIRSERV-Minor	This entry reflects the minor version of DirServ.dll that was last registered. See the description above for DIRSERV-Major.
ISOCK-Major	This entry reflects the major version of ISock.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
ISOCK-Minor	This entry reflects the minor version of ISock.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
EUDORABK-Major	This entry reflects the major version of EudoraBk.dll that was last registered. A similar

		description as the one in DIRSERV-Major above applies.
EUDORABK-Minor		This entry reflects the minor version of EudoraBk.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
LDAP-Major		This entry reflects the major version of Ldap.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
LDAP-Minor		This entry reflects the minor version of Ldap.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
PH-Major		This entry reflects the major version of Ph.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
PH-Minor		This entry reflects the minor version of Ph.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.

[Debug]

The [Debug] section controls aspects of the Eudora log file. The Eudora log file is a handy tool for debugging network connections, especially when using the dialup connection method.

Entry	Default Value	Description
LogFileName	EUDORA.LOG	The name of the log file.
LogFileSize	100	The size (in KB) of the log file that, when reached, will cause the log file to be copied to the file EUDORLOG.OLD and a new log file to be started.
LogLevel	11 (which is bits 1, 2, and 4)	A bit-mapped value telling what type of information to log: Bit 1 (1): Sending of a message Bit 2 (2): Receipt of a message

Bit 3 (4): Dialup script navigation commands
Bit 4 (8): Alert messages
Bit 5 (16): Progress messages
Bit 6 (32): All bytes sent
Bit 7 (64): All bytes received
Bit 8 (128): Corrupt mailbox TOC file messages
Bit 9 (256): Basic EMSAPI translator messages
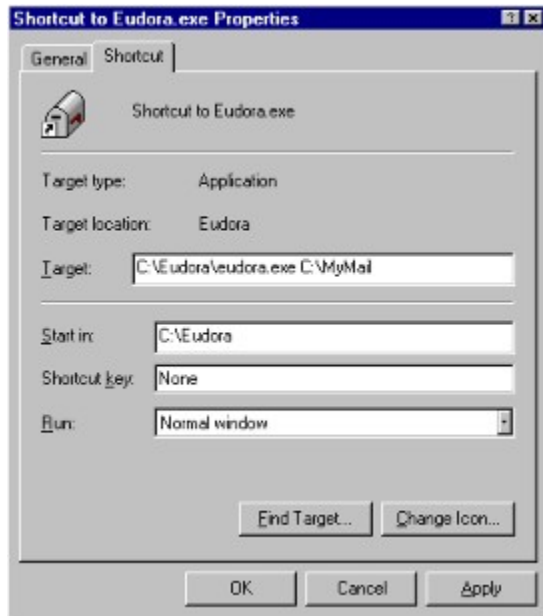Bit 10 (512): Advanced EMSAPI translator messages

To get the latest EUDORA.INI file settings, go to the following Web site:

http://eudora.qualcomm.com/techsupport/ini.html

The EUDORA.INI settings are continuously being updated.

Putting Multiple Users on One PC

To have multiple users on one PC, make a separate mail directory and create shortcuts to the Eudora executable for each user. The mail directories can be named whatever you like, and put anywhere you like, including on floppies or network drives. To tell Eudora which directory to use, specify that directory in the Target field of your shortcut.

Specifying a mail directory

Customizing the Toolbar

The Toolbar is a group of buttons that gives you easy access to your frequently used Eudora commands. You can create buttons for most Eudora commands.

- To position the toolbar on the monitor, hold down the left mouse button on the bar itself (not on a button) and drag it around until you find a place you like. You can dock it to the top or bottom of the Eudora window or put it anywhere on your desktop.

- To add buttons to the toolbar, click the right mouse button somewhere on the toolbar, and choose **Customize**. The **Customize Toolbar** dialog is displayed. Select a Eudora menu from the list on the left, then drag buttons from the list on the right down to the toolbar.

- To change the placement of a button on the toolbar, hold down the Alt key and drag the button to where you want it.

- To remove a button from the toolbar, drag the button off of the toolbar.

Toolbar Categories

Toolbar button categories (These are the same as the Eudora menu commands).

Toolbar Buttons

The toolbar buttons available in the selected category. These are generally the commands that are available from that menu item.

Description

A description of the last-selected toolbar button.

Fonts and Color

Displays the Font dialog so that you can change the font, size, style, and color.

Checking Mail Options Window

The Checking Mail Options determine how Eudora checks for and receives incoming mail messages sent to your principal e-mail account, or dominant personality.

To display the Checking Mail options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Click the **Checking Mail** icon. The Checking Mail options window is displayed.

Listed below are field descriptions for Checking Mail:

Mail Server − This is the name of your incoming-mail server as entered in the Mail Server (Incoming) field of the Getting Started options. See the Getting Started Options Window for more details.

Login Name − This is the login name you entered in the Login Name field of the Getting Started options. See the Getting Started Options Window section for more details.

Check for mail every ? minute(s) − If you enter a number greater than zero in this field, then at regular intervals, Eudora automatically checks your incoming mail server for new mail and transfers to your PC any mail addressed to your primary account. The number you enter here specifies the number of minutes between automatic mail-checks. It's a good idea to set this at no less than 15 minutes. Checking mail more frequently puts an unnecessary drain on your incoming mail server. This option only works when Eudora is running. Entering 0 in this field turns off automatic mail-checking.

Don't check when using battery − If this is on and your PC is running on battery power, mail is not automatically checked even if automatic mail-checking is on (that is, the Check for mail every ? minute(s) field has a number greater than zero in it).

Send on check − If this is on, any messages that are queued in the Out mailbox are sent when a mail-check is performed, whether the mail-check is automatic or manual. If this is off, messages queued in the Out box are not sent during a mail check.

Save password − If this is on, your password is remembered even if you quit and restart Eudora, so you'll never be prompted to enter it. If this is off, you must enter your password each time you quit and restart Eudora. Only turn this option on if your PC is in a secure place.

Getting Started Options Window

On the Getting Started options window, you can determine the minimum information necessary to send and receive mail. The information here is for your "dominant" personality, which is your principal e-mail account.

 For your convenience, some fields appear in more than one category. For example, your return address appears in both the Getting Started options window and the Incoming Mail options window. Changing an option in one category changes the option in all categories in which it appears.

To display the Getting Started options window, do the following:

1.   From the **Tools** menu, select **Options**.

2.   Click the **Getting Started** icon. The Getting Started options window is displayed.

Listed below are field descriptions for Getting Started:

Real name—This is the real name assigned to your principal account generally your first and last name. The text you enter here is included in the From field of all your outgoing messages from this account, and identifies to your recipients who the mail is from.

Return address—This is the return e-mail address used in outgoing messages and recipients' replies, if this address is different from your incoming mail account. The address you enter here is included in the From field of all your outgoing messages from this account, and when a recipient replies to a message from this account, the reply is sent to this address. If you do not enter an address in this field, Eudora uses your incoming mail account as the return address. Incoming mail accounts are usually of the form **loginname@incomingmailserver**. For example, suppose your incoming mail account is **beatrixp@wabbits.qualcomm.com** but your return address is **beatrixp@qualcomm.com** slightly different. You would then enter **beatrixp@qualcomm.com** in this field.
If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able to reply to your mail.

Mail Server (Incoming)—This is the name of the incoming-mail server for your principal e-mail account. All incoming messages to your primary account are routed through this server. Use the Incoming Mail options window to specify whether this server uses POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). A sample server name might be **popserver.qualcomm.com**.

Login Name—This is the name you use to log in to your primary e-mail account, for accounts that require a user login. For example, in the incoming mail account **beatrixp@wabbits.qualcomm.com**, the login name is **beatrixp**.

Incoming Mail Options Window

The Incoming Mail options determine how Eudora receives incoming messages addressed to your primary e-mail account. The options configure the incoming mail server, whose name is entered in the Mail Server (Incoming) field in the Getting Started Options Window.

To display the Incoming Mail options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Click the **Incoming Mail** icon. The Incoming Mail options window is displayed.

Listed below are field descriptions for Incoming Mail:

Server configuration − Specify which e-mail protocol the incoming mail server uses: POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). Ask your e-mail administrator which one to use, if you are not sure.

The options in the rest of this window depend on whether you've chosen POP or IMAP in this field. Options for both configurations are described below:

When Server configuration = POP:

Leave mail on server − If this is on, Eudora copies incoming messages to your PC and leaves the message on the POP server. If this is off, Eudora transfers incoming messages to your PC and deletes the message from the POP server. For details, see Managing your Mail on a POP Server

Delete from server after ? day(s) − This option has a check box for turning it on and off and an edit box for specifying the number of days mail that was left on the POP server should be saved before being deleted. It is a good idea not to leave copies of your messages on the POP server indefinitely, as this will create mail storage problems on the server.

Delete from server when emptied from Trash − If this is on, any messages that are deleted from your Trash mailbox are also deleted from the POP server. For details, see Managing your Mail on a POP Server

Skip messages over ? K in size − If this is on, messages over the specified size are downloaded only in part. These messages include the first few lines, and a statement that says the message is not complete. This can be useful on slow connections.

Offline − If this is on, Eudora won't attempt to make any connections. This is good to have on if you're using Eudora on a laptop computer that is not continuously connected.

Authentication style − This specifies which POP account authentication technology to use for this account: Passwords, Kerberos, APOP, or RPA. Ask your e-mail administrator which one to use, if you are not sure. Use RPA for CompuServe.

When Server configuration = IMAP:

IMAP Mailbox Location Prefix − This specifies the mailbox location prefix that IMAP will use when locating your mailboxes on the incoming mail server. An example prefix is /usr/mail. Ask your e-mail administrator what to enter here, if you are not sure.

For new mail, download − These options (you must choose one) let you control the way incoming mail is downloaded from the IMAP server.

Minimal headers only − If this option is on, only a limited set of message headers, and nothing else, is

downloaded for each incoming message. (That means the remaining message headers, the message body, and any attachments are not downloaded for the message.)

Full message except attachments over ? K − If this option is on, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are downloaded for each incoming message. Also, any attachments larger than the specified size are not downloaded with the message. To download all of your IMAP attachments, enter a large number in this field.

Authentication style − This specifies which IMAP account authentication technology to use for this account: Passwords or CRAM-MD5. Ask your e-mail administrator which one to use, if you are not sure.

Sending Mail Options Window

The Sending Mail options determine how Eudora sends your outgoing messages from your primary e-mail account (dominant personality).

To display the Sending Mail options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Click the **Sending Mail** icon. The Sending Mail options window is displayed.

Listed below are field descriptions for Sending Mail:

Return address − This is your return e-mail address, if different from your incoming mail account. See Getting Started Options Window for more details.

Domain to add to unqualified addresses − This is the domain name that Eudora automatically adds to an unqualified address in messages sent from your primary account. An unqualified address is an address that doesn't have an "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain.

SMTP server − This is the name of the outgoing mail server for your principal e-mail account. All outgoing messages sent from your primary account are routed through this server. If the computer that your primary incoming mail account is on also runs an SMTP server, you can leave this field blank. SMTP stands for Simple Mail Transfer Protocol.

Immediate send − If this is on, the rightmost button in the Toolbar of the message composition window is labeled Send. Clicking on this button immediately sends the message to the SMTP server. If this option is off, the button is labeled Queue and clicking on it places the message in the Out mailbox marked ready for delivery (Q).

Send on check − If this is on, any messages from your primary account that are queued in the Out mailbox are sent when mail is checked for this account, whether the mail-check is automatic or manual.

Select a default Stationery for new messages − This is the default stationery to be used in all outgoing messages from your dominant account. Select a stationery file from the pop-up, or select <No Default> for no default stationery. If a stationery file is selected, that file is used when you open new messages from this account (except with the Redirect or Send Again commands). The message toolbar in the composition window is set according to how the stationery message was saved, regardless of how the options below are set. But, you can always change them after you open the message. For more on stationery, see Using Stationery   and Stationery Window .

Select defaults when not using Stationery − The values you choose for the following options apply only when you are not using a default stationery file, that is, when the Select a default Stationery for new messages option, above, is set to <No Default>.

Otherwise, if you have selected a default stationery file in that pop-up, then the values below are ignored. Instead, Eudora uses their corresponding values that were set when the stationery file was saved. So, for example, if you choose default stationery that uses a custom signature and you set the Default signature pop-up below to your Standard signature, your Standard signature will be ignored and the custom signature will be used.

Default signature − This sets the default signature to be used in all outgoing messages sent from your dominant account. Select a signature from the pop-up, or select <No Default> for no default signature. If a signature is selected, that signature is used on the toolbar of new messages from your primary account. You can always change the signature in a particular outgoing message from the toolbar Signature pop-up. For more on signatures, see the Using a Signature and Signatures Window. Default stationery overrides this option (see above).

Word wrap − If this is on, Eudora automatically inserts carriage returns in long lines when a message is sent, creating roughly 76 characters per line. This makes the message legible on the recipient's computer. It is a good idea not to include your own carriage returns within paragraphs if you have this option on—only use carriage returns to create new paragraphs. We strongly recommend that you leave this option on. Default stationery overrides this option (see above).

Keep copies − If this is on, a copy of each message you send is kept in the Out mailbox. If this option is off, outgoing messages are put in the Trash mailbox after they are sent. Default stationery overrides this option (see above).

May use quoted-printable − If this is on, Eudora uses quoted-printable encoding when necessary, such as when sending messages that contain special characters or long lines of text. If this option is off, quoted-printable encoding is never used. We recommend that you leave this option on. Default stationery overrides this option (see above).

Tabs in body of message − If this is on, pressing the Tab key within the message body inserts a tab. If it is off, pressing the Tab key within the message body moves the cursor to the To field. Default stationery overrides this option (see above).

Replying Options Window

The Replying options determine how replies are created.

To display the Replying options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Replying** icon. The Replying options window is displayed.

Listed below are field descriptions for Replying:

Map Ctrl+R to "Reply to All" – If this is on, then when you hold down the Ctrl key and press R, a new message is created addressed to all of the recipients of the original message as well as the sender.

Copy original's priority to reply – If this is on, your replies use the same priority as the original message.

Automatically Fcc to original mailbox – If this is on, replies are automatically copied to the same mailbox that contains the original message with the exception of the In box, whose replies are copied to the Out box.

When replying to all – This specifies how to address a reply. If Include yourself is on, when you Reply to all (as described above) your address is left in the address list of the new message and you receive a copy of your own reply. If this option is off (the default), your address is removed from the reply message and you do not receive a copy of the reply. If Put original To: recipients in Cc: field is on (the default is off), the addresses of the original message recipients are moved from the To field to the Cc field of the reply-to-all message. Only the address of the original sender is placed in the To field.

Attachments Options Window

The Attachments options determine how Eudora sends and receives file attachments.

To display the Attachments options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Attachments** icon. The Attachments options window is displayed.

Listed below are field descriptions for Attachments:

Encoding method − This specifies what encoding method to use for attached documents: MIME, BinHex, or Uuencode. To change the method for just the current message, use the Attachment Type popup in the outgoing message window. For details, see the section "Attaching a File to a Message."

Put text attachments in body of message − If this is on, Eudora puts any plain-text attachment you send directly in the message body, as if it were typed in manually.

Attachment directory − This specifies what directory to put incoming attachments into. To specify a folder, single-click on the folder name button. A dialog is displayed prompting you to select a folder.

Delete attachments when emptying Trash − If this is on, Eudora automatically deletes an attachment received with a message when that message is deleted from your system, i.e., when the message is emptied from the Trash. The attachment must still be in the folder defined as the Attachments Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn this option off.

Delete automatic attachments − This specifies how to handle attachments to automatically generated messages, such as is created with the Insert System Configuration command.

Never − If this is on, automatic attachments are never deleted from the attachment directory.

After sending message − If this is on, automatic attachments are deleted from the attachment directory when their corresponding messages are sent.

When message emptied from Trash − If this is on, automatic attachments are deleted from the attachment directory when their corresponding messages are emptied from the trash.

Fonts Options Window

The Fonts options determine how Eudora displays and prints text. Note that the choices available for each option, and the default, may depend on the fonts installed in your system.

To display the Fonts options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Fonts** icon. The Fonts options window is displayed.

Listed below are field descriptions for Fonts:

Message − These fields list the proportional and fixed-width fonts to be used for displaying the text in your received and composition messages and in the message preview pane in mailbox windows. Also included are the size of each font and the use of proportional or fixed-width font by default.

> **Proportional** − Specify the proportional font to use in message windows and the preview pane.

> **Fixed-width** − Specify the fixed-width font to use in message windows and the preview pane.

> **Use proportional font by default** − If this option is on, message windows and the preview pane use your specified proportional font by default. If this option is off, message windows and the preview pane use your specified fixed-width font by default.

> **Size** − Specify the size of the font to be used for text in message windows and the preview pane.

Printer − These fields list the font and size to be used when printing any text from Eudora using the Print... command—messages, text files, signature files, etc.

> **Font** − Specify the font to use when printing text from Eudora.

> **Size** − Specify the font size to use when printing text from Eudora.

Screen − These fields list the font and size to be used when displaying any Eudora screen text other than that displayed in received and composition messages and the message preview pane. This includes text files, signature files, and message summaries in mailbox windows.

> **Font** − Specify the font to use when displaying all other screen text in Eudora.

> **Size** − Specify the font size to use when displaying all other screen text in Eudora.

Display Options Window

The Display options determine how Eudora displays various objects in the main Eudora window and the category icons in the Options list.

To display the Display options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Display** icon. The Display options window is displayed.

Listed below are field descriptions for Display:

Show toolbar − If this option is on, the main window toolbar is displayed (see the section "[Customizing the Toolbar](#)").

Show toolbar tips − If this option is on, holding the mouse pointer over a button in the main window toolbar displays a very brief description of that button's function.

Show cool bars − If this option is on, the main window toolbar buttons have a flat look and only become raised when you position the mouse pointer over the button. If this option is off, the main window toolbar buttons always have a raised look.

Show status bar − If this option is on, Eudora displays a status bar at the bottom of the main window. The status bar provides a brief description of menu items and toolbar buttons.

Show category icons − This option allows you to turn the Category icons in the Options dialog on and off.

Show MDI task bar − If this option is on, Eudora displays the Eudora taskbar at the bottom of the window work area. This taskbar contains buttons for all open and minimized normal Eudora windows. See [Using the Eudora Taskbar](#).

Signatures Window

Use this window to manage and apply signatures.

To open the Signature window, do the following:

1. From the **Tools** menu, choose **Signatures**. Or, if the Signature window is in a visible tabbed window, click its tab.

The Signature window displays a single-column list of your signature files.

   Note: You can only select one item at a time in the list; you cannot select multiple items.

If you right-click a signature in the list, a context menu is displayed with the following commands (the standard Eudora window-management commands appear at the bottom):

• **New** — Create a new signature. Eudora prompts you for the name of the new signature, then opens an editing window for you to type the signature text. Save the text with the File menu **Save** command, or close without saving to discard.

• **Edit** — Open an editing window for the selected signature. Double-click a signature as a shortcut for this command. Save your changes with the File menu **Save** command, or close the window without saving to discard your changes.

• **Delete** — Delete the selected signature. Eudora asks you to confirm the deletion. Use the **Del** key (**Delete**) as a shortcut for this command.

• **Rename** — Rename the selected signature. Use the **F2** key as a shortcut for this command, or click the signature item's name box, then edit the name right in the box.

You can also display the context menu and create a new signature by right-clicking anywhere in an empty Signature window or by right-clicking anywhere *off* a signature item in a non-empty Signature window.

Viewing Mail Options Window

The Viewing Mail options determine how Eudora displays incoming and outgoing message windows and the message preview pane in mailbox windows.

To display the Viewing Mail options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Viewing Mail** icon. The Viewing Mail options window is displayed.

Listed below are field descriptions for Viewing Mail:

Message Window − These options determine how Eudora displays received and composition messages.

Use Microsoft's viewer − If this is off, Eudora displays advanced formatting, graphics, and multimedia in incoming and outgoing messages, using its own built-in viewer. If this is on, Eudora takes full advantage of the Web browser capabilities of Microsoft's Internet Explorer 3.0 or later by showing Web content right in incoming and outgoing messages or linking to the Internet, without your having to open the Web browser. This option is only available if you have Microsoft's Internet Explorer version 3.0 or higher installed and available on your system.

Message window width − This specifies the width of new and received message windows (in characters). This option has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.

> *Note: If you use a proportional font, Eudora sets the window width based on the average width of the characters in the font.*

Message window height − This specifies the height of new and received message windows (in lines).

> *Note: If the Zoom windows when opening option is turned on, received message window heights are automatically adjusted to the height of the message text.*

Preview Pane − These options determine the visibility and behavior of the message preview pane that appears at the bottom of mailbox windows. For more information, see the Message Preview Pane.

Show message preview pane − If this option is on, Eudora displays the message preview pane in mailbox windows. The preview pane previews a single selected message. A splitter between the preview pane and the message summary list lets you resize the preview pane relative to the list.

Mark previewed messages as read after ? second(s) − If this option is on and the Show message preview pane option is turned on, the message currently selected in the mailbox window and previewed in the preview pane is automatically marked as read (blank in the Status column) after the specified number of seconds. If this option is off, a previewed message will not automatically be marked as read. Note: You can use the Shift+Space shortcut to convert a message back and forth between the Unread (•) and Read status.

Automatically open next message − If this is on, deleting or transferring the current message opens the next message in the mailbox, but only if that message is unread.

Zoom windows when opening − If this option is on, new message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For message windows, zoomed size is just long enough to display all of the message (but no longer than the main window), and as wide as the Message window width setting. Composition windows zoom to the height specified by the Message window height setting.

Show attachment icons − If this is on, the icon for an attachment is displayed, along with the attachment name, in the body of incoming message windows and the message preview pane in mailbox windows. If this is off, only the attachment's name is displayed in incoming messages and the preview pane.

Styled Text Options Window

The Styled Text options determine when to use style information in outgoing and incoming messages.

To display the Styled Text options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Styled Text** icon. The Styled Text options window is displayed.

Listed below are field descriptions for Styled Text:

Show formatting toolbar − If this is on, the formatting toolbar displays by default in new message windows. If this is off, the formatting toolbar is hidden by default in new message windows. This toolbar lets you easily format text styles in new messages.

When sending mail with styled text (HTML) − This specifies what to do with HTML text styles when you send mail. The styles are delivered to your recipients using the HyperText Marking Language (HTML) format. However, the styles your recipient sees depends on how well their e-mail software supports this standard.

HTML is the text formatting standard used in the World Wide Web by Web browsers and newer e-mail applications. HTML allows you use enriched text, which includes different fonts, color, sizes, bold, etc. Also, HTML lets you embed pictures and create bullet lists in the e-mails you send.

Send plain and styled version in message − If this is on, all text including plain and HTML text styles are sent with your messages.

Send styled text only − If this is on, only HTML text styles are sent with your messages.

Send plain text only − If this is on, the HTML text styles are not sent with your messages, only plain text.

Ask me each time − If this is on, you are warned when you try to send or queue a message with text styles.

Spell Checking Options Window

These options control the behavior of Eudora's built-in spelling checker when it performs a spelling check on the body of a message composition window, a text file, or a signature file. You can also change these options from the Spelling Options dialog, accessed by clicking the Options button in the Check Spelling dialog. For more information, see Checking Your Spelling.

To display the Spell Checking options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Spell Checking** icon. The Spell Checking options window is displayed.

Listed below are field descriptions for Spell Checking:

Ignore capitalized words − The spelling checker ignores words that begin with a capital letter, such as proper nouns.

Ignore words with all capitals − The spelling checker ignores words that contain all capital letters, such as acronyms.

Ignore words with numbers − The spelling checker ignores words that contain numbers.

Ignore words with mixed case − The spelling checker ignores words that contain a mixture of uppercase and lowercase characters.

Report doubled words − The spelling checker reports words that appear twice in sequence in text and identifies them as Doubled words.

Suggest words − If this is on, then when the spelling checker encounters an unknown word, it displays Eudora's suggestions for the correct spelling of the word in the Suggestions field of the Check Spelling dialog (see Checking Your Spelling). You can also select any combination of the suggestion options: Phonetic words (off by default), Split words (on by default), Typographic words (on by default).

   Note: If in its dictionary Eudora has no suggestions for the word, then no suggestions are listed.

Outgoing messages:
Ignore original text − The spelling checker ignores any text that is preceded by a quote mark, which is a right angle-bracket (>) for unstyled text, and an excerpt bar (|) for styled text. Eudora assumes that this text was originally from another message, and therefore does not need to be spell-checked.

Check when message queued/sent −The spelling checker checks the spelling of outgoing messages when you use the Queue or Send commands.

Warn me when I queue/send a message: Without completing the spell check − If this option is on and the Check when message queued/sent option is on, Eudora displays a warning if you attempt to queue or send a message without completing the spell check.

Date Display Options Window

The Date Display Options determine how message dates are displayed in the Date column of mailbox window message summaries.

To display the Date Display options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Date Display** icon. The Date Display options window is displayed.

Listed below are field descriptions for Date Display:

Display dates using − This specifies what time zone to use to display dates.

Sender's timezone − If on, messages are displayed with the sender's time and date, as determined by the sender's time zone.

Local timezone − If on, messages are displayed with your time and date, based on your local time zone.

Date formats [default: Fixed] − These options and fields specify how to display message dates whether with a fixed or an age-sensitive format and the specific formatting for the selected option. A fixed format means that all dates are displayed under the same formatting rule. An age-sensitive format means that message dates are displayed differently depending on how old the messages are. Formatting is entered in the text fields using the format key at the bottom of the Date Display Options window (discussed further below).

Fixed [defaults: %1 %2 %4] − If this is on, all message dates are displayed using the formatting entered in the edit field, based on the formatting key (see below). The default format (%1%2%4) specifies that all message dates will be in this format: message time followed by message date followed by message time zone (but only if the message did not originate from your local time zone). Example: 02:56PM11/21/97-0800.

Age-sensitive − If this is on, message dates are displayed differently based on the age of the messages. The three age categories are RECENT, OLD, and ANCIENT. The age of a message is measured from the date and time at which the message was composed or sent, based on the sender's e-mail package, and this depends on your setting for the Display dates using option. RECENT messages are all those that are "younger" than the hours you specify in the Hours to be OLD field. ANCIENT messages are all those that are older than the "expiration time" entered in the Hours to be ANCIENT field. OLD messages are all those whose age falls between that of RECENT and ANCIENT messages: they are older than the number of hours specified in the Hours to be OLD field, but younger than the number of hours specified in the Hours to be ANCIENT field. The date display format for all messages falling in the RECENT, OLD, and ANCIENT categories is determined by your entry in the RECENT format, OLD format, and ANCIENT format fields, respectively.

RECENT format [default: %1] − Your entry in this field determines the format in which the dates of RECENT messages are displayed. RECENT messages are all those younger than the number in the Hours to be OLD field. The default RECENT format of %1 and the default Hours to be OLD of 24 means that all messages from the past 24 hours are displayed with the time.

Hours to be OLD [default: 24] − Your entry in this field determines the point at which RECENT messages become OLD messages. The default entry of 24 hours means that messages become OLD after one day.

OLD format [default: %3] − Your entry in this field determines the format in which the dates of OLD messages are displayed. OLD messages are those that are older than the Hours to be OLD but younger than the Hours to be ANCIENT. The default OLD format of %3, the default Hours to be OLD of 24, and the default Hours to be ANCIENT of 168 means that all messages older than one day and younger than one week are displayed with the day of the week.

Hours to be ANCIENT [default: 168] − Your entry in this field determines the point at which OLD messages become ANCIENT messages. The default entry of 168 hours means that messages become ANCIENT after a

week.

ANCIENT format [default: %2] – Your entry in this field determines the format in which the dates of ANCIENT messages are displayed. ANCIENT messages are all those older than the number in the Hours to be ANCIENT field. The default entry of %2 and the default Hours to be ANCIENT of 168 means that all those messages older than a week are displayed with the date.

Format Key – Use the format key to determine how to program entries in the Fixed field and the format fields (RECENT, OLD, and ANCIENT) of this Options window. In each field, enter %1 to stand for the Time, enter %2 to stand for the Date, enter %3 to stand for the Day of the week, and enter %4 to stand for the Time zone, but only if the message did not originate from the local time zone. Separate each entry with a space to improve readability of the display output: for example, %1%2%4.

Labels Options Window

The Labels options determine the title and color of the seven labels that can be used to categorize messages.

To display the Labels options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Labels** icon. The Labels options window is displayed.

To change a label title, type the new title in the field to the right of the label number. To change a label color, single-click on the label number to display the Color dialog.

The Color dialog

You can select from one of the pre-defined Basic colors or create your own Custom colors. To assign a basic color to a label, select the color and click OK. To create a custom color, click the Define Custom Colors button to display the custom colors palette.

The custom colors palette

To define a custom color, do the following:

1. Select one of the 16 custom color boxes.

2. Using the mouse pointer, click anywhere on the color palette to select the color Hue and Saturation. Use the color control bar to the right of the color palette to adjust the color.

3. When you are satisfied with the color, click Add to Custom Colors.

4. Once you have completed creating the custom colors, select the desired label color and click OK.

Getting Attention Options Window

The Getting Attention options determine what Eudora does when it is running in the background and wants your attention, or when new mail arrives.

To display the Getting Attention options window, do the following:

1.   From the **Tools** menu, select **Options**.

2.   Scroll and click the **Getting Attention** icon. The Getting Attention options window is displayed

Listed below are field descriptions for Getting Attention:

Use an alert dialog box − If this is on, an alert dialog notifies you when new mail is received.

Open mailbox − If this is on, mailboxes are automatically opened when new mail arrives in them, and the first unread message of the last unread batch of messages is selected.

Play a sound − If this is on, a sound is played when Eudora needs attention. To select a sound (.wav) file, click on the button below the Play a sound option (the button is empty by default). The Select sound file dialog is then displayed, allowing you to select a sound.

Generate filter report − If this is on, a filter report is generated when filters are used. Filter reports are displayed in the Filter Report window, accessed from the Tools menu. Note that this option must be on in order for such reports to be displayed in that window. For more details, see Filter Report Window .

Extra Warnings Options Window

The Extra Warnings options determine whether you are warned before making a possible mistake. Most of the warnings are displayed with an option to stop that warning from being displayed again. You can toggle warnings to be either on or off.

To display the Extra Warnings options window, do the following:

1.   From the **Tools** menu, select **Options**.

2.   Scroll and click the **Extra Warnings** icon. The Extra Warnings options window is displayed.

Listed below are field descriptions for Extra Warnings:

Delete unread mail − If this is on, you are warned if you try to delete mail that is marked unread.

Delete queued mail − If this is on, you are warned if you try to delete mail that is queued to be sent (marked "Q," or "T" for timed-queue) in the Out mailbox.

Delete unsent mail − If this is on, you are warned if you try to delete messages that are marked sendable (with a bullet in the Out mailbox) but not yet sent.

Queue a message with no subject − If this is on, you are warned if you try to queue a message that contains no text in the Subject line. It is considered a point of e-mail etiquette to give each message a subject.

Queue a message bigger than ? K [default: 500] − If this is on, you are warned if you try to queue or send a message that is greater in size than the specified number. This number must be between 0 and 1000000 (one million, no commas).

Quit with messages queued to be sent − If this is on, you are warned if you try to quit Eudora while there are still queued messages in your Out mailbox.

Empty the Trash mailbox − If this is on, you are warned if you try to empty the Trash mailbox (one way is with the Special menu Empty Trash command). Once messages are deleted from the Trash, they are completely gone from your system.

Start Eudora and it's not the default mailer − If this is on, you are warned if you try to start Eudora when it's not the default mailer. When Eudora is the default mailer, "mailto:" commands open a Eudora message, regardless of what application the command is in.

Switch views for Find − If this is on, you are warned if you try to perform a Find operation (using the Edit menu Find submenu) while viewing an incoming message using the Microsoft Internet Explorer version 3.0 viewer. The warning indicates that Eudora will switch to a different viewer to complete the Find operation. Eudora uses Internet Explorer (IE) 3.0 as the default viewer if IE 3.0 is installed on your system and the Use Microsoft's viewer option is turned on in the Viewing Mail Options.

Advanced Network Options Window

These options control some of Eudora's advanced network functions.

Note: Consult your e-mail administrator before modifying any of these options.

To display the Advanced Network options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Advanced Network** icon. The Advanced Network options window is displayed.

Listed below are field descriptions for Advanced Network:

Use asynchronous Winsock calls for − This option lets you select asynchronous calls for Database functions (default on) and/or All others (default on) when using the Winsock connection method. There are two methods of making Winsock calls using TCP/IP stacks: blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method. However, some TCP/IP stacks do not handle asynchronous calls correctly, so if you are experiencing trouble with your Winsock connection, make sure both of these asynchronous options are off.

Network open timeout ? seconds [default: 60] − This option lets you set the number of seconds before an attempt to make a network connection will time out. For some servers (especially those with heavy loads), the attempt to establish the network connection can take longer than it takes to send data back and forth once the connection has been made. A familiar example: When you are browsing the World Wide Web, you may find that it takes a while to connect to a server, but then, once you have connected to the server, the Web page can seem to download very quickly. This option therefore gives you the ability to set a different (and usually longer) timeout for establishing the network connection than the timeout after the connection has been made (the latter timeout is set via the Network timeout after ? seconds option, below).

Network timeout after ? seconds [default: 60] − This option lets you set the number of seconds before an established network connection will time out. See the discussion above for the Network open timeout ? seconds option.

Network buffer size of ? bytes [default: 4096] − This option lets you set the size, in bytes, of the buffer that Eudora uses to transfer information to and from the server.

Note: If you are having trouble transferring large messages, the size of this buffer may be decreased.

Cache network info − This option causes Eudora to remember the results of previous database functions when using the Winsock connection method. This speeds up database functions within a single Eudora session.

Unload Winsock DLL after closing socket − This option causes Eudora to unload the Winsock DLL after closing the socket. This is useful if you don't want Eudora to keep your Winsock DLL open continuously.

Automatically dial & hangup this connection − If this is checked, the specified dialup connection (referred to in Windows NT 4.0 as a "phonebook entry") is used when Eudora does any network operation. This option is only available if you have installed the dial-up networking services with Windows 95 or Windows NT 4.0.

Entry − Use the pop-up menu to select a dial-up connection in this field.

Username − This specifies the username for the auto connection.

Save password − If this is on, the auto connection password is saved in Eudora so that you do not have to re-enter it after you exit and restart Eudora. If you select Forget Password(s) from the Special menu, you will need to re-enter the password the next time you check mail.

MAPI Options Window

The MAPI Options control the Eudora MAPI Server. Eudora's MAPI support allows you to quickly attach documents to e-mail messages directly from the application that created the document. Without MAPI, users must first save the document, remember what folder the document is in, switch to Eudora, and then remember to manually attach the document to the outgoing message.

MAPI streamlines this process dramatically. To e-mail the current, open document from your word processor, select the Send command from your word processor's File menu. This automatically activates Eudora and attaches a snapshot of the open document to a new composition message.

The MAPI system standardizes how messages are handled by client applications so that each client application does not have to have custom code for each target messaging application. MAPI accomplishes this by providing a standard application program interface used by all MAPI-enabled client applications.

An additional MAPI feature supported by Microsoft Office applications is the ability to add a "routing slip" to a Word, Excel, or PowerPoint document. This routing slip contains a list of e-mail recipients obtained from the MAPI subsystem. Once a document has an embedded routing slip, then it can be semi-automatically routed as an attachment via e-mail to all recipients listed in the routing slip. Once the routing is complete, the annotated document is returned back to the original sender.

For more information, see the Messaging Application Program Interface (MAPI) .

To display the MAPI options window, do the following:

1.   From the **Tools** menu, select **Options**.

2.   Scroll and click the **MAPI** icon. The MAPI options window is displayed.

Listed below are field descriptions for MAPI:

Use Eudora MAPI server − If **Never** is selected, the Eudora MAPI server is off and is never automatically loaded. If **When Eudora is running** is selected, the Eudora MAPI server is on when Eudora is running. If **Always** is selected, the Eudora MAPI server is on and is always loaded on startup.

Delete MAPI attachments − If **Never** is selected, MAPI attachments are never deleted from the attachment directory. If **After sending message** is selected, MAPI attachments are deleted from the attachment directory when their corresponding messages are sent. If **When message emptied from Trash** is selected, MAPI attachments are deleted from the attachment directory when their corresponding messages are emptied from the Trash.

Send single MAPI file attachment as inline attachment (TXT and HTML files only) − Turn this on when you need to have the MAPI client send a single TXT or HTML file as an attachment with no body text. Eudora turns off the Text As Attachment button in the outgoing message toolbar (if it is on), so that the document is sent to the recipient as inline text in the message body. This allows MAPI clients, such as Internet Explorer, to pass Web pages and other HTML and TXT documents right into the body of the Eudora message. (The Text As Attachment button, if turned on in the outgoing message toolbar, instructs Eudora to attach text files, such as TXT and HTML, to the message rather than incorporating the text into the message as part of the message body. The default state of this button is controlled by the Put text attachments in body of message option in the Attachments options . See the section Using the Composition Window .

Automation Options Window

The Automation options let you control and exchange information with Eudora from other programs that support the Windows Automation Interface, such as Microsoft Visual Basic.

Automation gives you external access to Eudora mail folders, mailboxes, and messages, and to the Eudora application itself. With automation enabled, you can create, delete, and move Eudora mail folders, mailboxes, and messages, as well as get notification of these three operations when they are performed manually. You can also get lists of the subfolders under folders and of the messages within mailboxes.

For more information on the automation feature, visit the Web site www.eudora.com, where you can find up-to-date automation SDKs (Software Developer's Kits) and documentation.

To display the Automation options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Automation** icon. The Automation options window is displayed.

Listed below is the field description for Automation:

Automation enabled from this machine – If this option is on, you can perform the automation operations described above from the computer on which Eudora is installed.

Auto Configure Options Window

Eudora needs just a few pieces of information in order for you to send and receive mail. Normally you enter this information in the first few windows of the Options windows, but if you like, you can use the Auto Configure options to retrieve these basic settings from an ACAP server. Your e-mail administrator can let you know if such a server is available to you. ACAP, which stands for "Application Configuration Access Protocol," is a communications protocol that lets e-mail and other applications store setup data on and retrieve it from a central server.

To display the Auto Configure options window, do the following:

1.   From the **Tools** menu, select **Options**.

2.   Scroll and click the **Auto Configure** icon. The Auto Configure options window is displayed.

Listed below is the field description for Auto Configure:

Server Name − In this field, enter the name of the ACAP server you wish to connect to in order to retrieve the Eudora settings. If you are not sure what to enter here, see your e-mail administrator.

User Name − Enter your user name required for connection to the ACAP server. Your e-mail administrator can provide you this name if you do not know it.

Password − Enter your password required for connection to the ACAP server. See your e-mail administrator for your ACAP password.

Retrieve Settings Now − After you have entered the Server Name for the ACAP server, your User Name, and your Password (see above), click this button to retrieve your Eudora settings from the ACAP server. The retrieved settings replace your current Eudora settings.

Kerberos Options Window

These options control the Kerberos authentication system. If your network uses Kerberos for authentication, the appropriate options are provided by your e-mail administrator.

To display the Kerberos options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Kerberos** icon. The Kerberos options window is displayed.

Listed below is the field description for Kerberos:

Kerberos POP3 port − This is the port that the Kerberos POP server is listening on.

Realm − This is the network realm that the Kerberos server resides in.

Service name [default: rcmd] − This is the type of service that you're requesting.

Service format [default: %1.%4@%3] − This is the name of the ticket that Eudora requests from the Kerberos server. The formatting key below this field indicates what to enter. Enter %1 to stand for the service name entered in the Service name field; enter %2 to stand for the full domain name of the POP host; enter %3 to stand for the realm entered in the Realm field; enter %4 to stand for the name of the POP host.

Miscellaneous Options Window

The Miscellaneous options determine additional Eudora capabilities that are not categorized with other functions.

To display the Miscellaneous options window, do the following:

1. From the **Tools** menu, select **Options**.

2. Scroll and click the **Miscellaneous** icon. The Miscellaneous options window is displayed.

Listed below are the field descriptions for Miscellaneous:

Switch messages with:

Unmodified arrow keys − If this is on and there is an incoming message window open on the screen, the up or left arrow key closes the current message and opens the previous message in the mailbox, and the down or right arrow key closes the current message and opens the next message in the mailbox. If this is on and the Show message preview pane option is on in the Viewing Mail options , and keyboard focus is currently in the preview pane of an open mailbox window, then pressing the unmodified arrow keys changes the view in the preview pane going up or down the message summary list, as appropriate. If the Unmodified arrow keys option is turned off, the arrow keys can be used to move the cursor (insertion point) in messages and the preview pane.

> Note: Even if Unmodified arrow keys is on, the arrow keys do not switch messages if there is an outgoing message topmost on the screen.

Ctrl+arrow keys − If this is on, you can switch messages by holding down the Ctrl key and pressing the arrow keys. The switching behavior is as described above under the Unmodified arrow keys option. The Ctrl+arrow keystrokes do not work when composition windows are open on the screen.

Alt+arrow keys − If this is on, you can switch messages by holding down the Alt key and pressing the arrow keys. The switching behavior is as described above under the Unmodified arrow keys option. The Alt+arrow keystrokes do work when composition windows are open on the screen.

Empty Trash when exiting − If this is on, the Trash mailbox is emptied when you exit Eudora. If this is off, the Trash is only emptied when you select Empty Trash from the Special menu.

Say OK to alerts after ? second(s) [default: 120] − If this is on, any alerts that announce a problem with the network communication automatically go away after the specified number of seconds. Many network problems are temporary, so this allows Eudora to try the communication again. This is most useful if you have automatic mail-checking enabled for any of your accounts.

Turbo redirect by default − If this is on and you select Redirect To, a redirected message is created with the specified recipient, the message is queued, and the original message is deleted.

Intercept Netscape mailto URLs − If this is on, then when you execute a Netscape "mailto:" command, by clicking on an active e-mail address in a Web page, a new Eudora message opens.

Include outdated 'Return-Receipt-To' − If this is off, Eudora uses the "Disposition-Notification-To:" header in return receipt requests to request that you be sent a notification when your message is displayed by the recipient. If this is on, Eudora also sends the "Return-Receipt-To:" header in return receipt requests. This header is understood by some older mail delivery systems, and may return you a receipt when your message is delivered to your recipient's mailbox. The "Return-Receipt-To:" header cannot give you any information about whether or not your recipient displayed your mail, and is not supported by many newer mail delivery systems.

Automatically expand nicknames − If this is on, nicknames in message headers are replaced with the real addresses when you switch fields.

Mailboxes Options Window

The Mailboxes options determine how Eudora displays various objects in mailbox window columns. It also allows you to configure Eudora to select and drag message(s) for mailbox transfers.

To display the Mailboxes options window, do the following:

1.   From the **Tools** menu, select **Options**.

2.   Scroll and click the **Mailboxes** icon. The Mailboxes options window is displayed.

Listed below are field descriptions for Mailboxes:

Show Mailbox Columns − These options determine which columns are displayed in mailbox windows. Turn on an option to display that column in all mailbox windows. The options are Status, Priority, Attachment, Label, Sender, Date, Size, Server status, and Subject.

Show mailbox lines − If this option is on, lines are displayed in the message summaries portion of mailbox windows, horizontal lines to separate message summaries, and vertical lines to separate columns.

Close messages with mailbox − If this is on, all opened messages in a mailbox will close automatically when you close the mailbox .

Select newly inserted messages (FUMLUB) − If this is on, the first message of the most current block of unread messages is highlighted in the Table of Contents window. FUMLUB means First Unread Message of the Last Unread Block.   For example, you may have a series of unread messages in a mailbox scattered throughout your Table of Contents. The first message of the last block of unread messages listed in your Table of Contents is selected.

When dragging in a mailbox:

Allow drag and drop transfers − If this is on, you can transfer a message to another mailbox using drag and drop: select one or more messages in a mailbox, drag them to another mailbox and drop them in the target mailbox.

Allow drag select of messages − If this is on, you can click and drag on adjacent messages to select them as a group in the Table of Contents window. This allows you to transfer a group of messages to a mailbox or to delete them if the "Allow drag and drop transfers" is turned on. The drag select works only if the drag starts on an unselected (not highlighted) message.

Priority popup

Specifies the priority of the message as it is displayed in the mailbox window.

BLAH ,BLAH, BLAH Icon

If this is on, all message headers (and any formatting codes) are displayed.

Font Size Button

Click this button and choose a size from the popup menu to change the selected or current text to that size. Choices are **Very Small**, **Small**, **Medium**, **Large**, **Larger**, **Very Large**, and **Humongous**.

Typewriter Button

Click this button to change the selected or current text to the fixed-width (typewriter-style) font set in the **Fixed-width** field of the **Message** portion of the Fonts Options (Tools:Options:Fonts). Fixed-width fonts are useful for composing and reading aligned text, such as in columns and tables.

Fixed Width Button (FW)

Click this button to convert the entire message text to a fixed-width (typewriter-style) font. Fixed-width fonts are useful for viewing aligned text, such as columns and tables. Note that this option does not edit the message but only changes the view mode while the message is open. Eudora turns the **FW** button off when you close the message.

Pencil Button

Click this button to edit the message text. When you are finished editing, select **Save** from the **File** menu, or press **Ctrl+S**, to save your changes. If you close the message without saving changes, Eudora prompts you to save or discard your changes. You cannot edit the message headers: only the message body text. Once you save your changes, you cannot undo the editing, so edit messages with care.

Insert Object Button

Click this button and select **Picture...** or **Horizontal Line** from the popup menu to insert a picture (JPEG graphic file) or horizontal rule at the current cursor position in the message body. Pictures, once inserted, can be dragged around within the message. A horizontal line is inserted on a line by itself. Note that whether or not your recipient can see the inserted object depends on the viewing capabilities of his or her e-mail package and computer.

Word Wrap Icon

If this is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically "wrapped," meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

Trash Icon

If this is on, the next time Eudora checks the server for mail it also deletes this message from the server.

Fetch Icon

If this is on, the next time Eudora checks the server for mail it also downloads this entire message.
You can also turn on the Trash icon so that the message is downloaded then deleted.

Subject Field

Use this field to change the subject of the message as it is displayed in the mailbox window. To change the subject, type the new subject in this field and press [Enter].

Signature popup

The Signature popup menu lets you automatically attach a signature file to the end of the message.

If you have a default signature set, it is displayed in the Signature popup menu, but you can change it at any time before you send the message.

Attachment Type popup

The Attachment Type popup menu lets you select what format documents that you attach to outgoing messages are encoded in: Multipurpose Internet Mail Extensions (**MIME**), **BinHex**, or **Uuencode**.

MIME is best for recipients with MIME.
BinHex is most compatible with old Macintosh mailers and previous versions of Eudora.
Uuencode is best for communicating with older PC or UNIX systems.

Quoted-Printable Encoding

If this is on, quoted-printable (QP) encoding may be used when sending messages that contain long lines of text or special characters. When on, it is used for all attachments. It is recommended that this button always be on.

Text as Attachment

If this is on, plain text files (ASCII) are attached as normal. If it is off, plain text files are included in the body of the message.

Word Wrap

If this is on, carriage returns are inserted automatically when the message is sent, at roughly 76 characters per line.

It is a good idea **not** to include your own carriage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.

Tabs in Body

If this is on, when you press the **tab** key within the message body, a tab is inserted. If it is not on, when you press the **tab** key within the message body the cursor moves to the **To** field.

Keep Copy

If this is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an **S** in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.

Return Receipt

If this is on, your recipients receive a request to notify you that they received the message.

This function does not work in all cases, depending on the e-mail application your recipients are using.

Open Next Message

Opens the next message in the mailbox.

Open Previous Message

Opens the previous message in the mailbox.

New File

Opens a text window so you can create a text file from within Eudora.

Open File

Displays the standard File dialog so you can find and open a file.

Open Attachment

Opens an attachment in a composition window or a received message, as long as the attachment is highlighted (in a composition window) or the cursor is on the same line as the attachment (in a received message).

Close

Closes the current message or window.

Hold down the Shift key to close all open windows.

Save

Saves changes to the topmost window. This applies to message composition windows, signature windows, the Nicknames window, and the Filters window.

Hold down the Shift key to save the changes to all open windows.

Save As

Displays the standard Save As dialog so that you can save the current message to a plain text file.

If you select several messages they are all saved as one file.

Save As Stationery

Saves the current message to a stationery file.

Send Queued Messages

Sends all queued messages to the mail server.

Hold down the Shift key to display the Mail Transfer Options dialog.

Queued messages are listed in the Out mailbox with a "Q" in the status column.

Check Mail

Checks your POP server for new messages and transfers them to your PC.

Hold down the Shift key to display the Mail Transfer Options dialog.

If a time appears in parentheses next to this command, it is the next time an automatic mail check will occur.

Print

Prints messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

Print Preview

Displays the Print Preview window for messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

Print Setup

Displays the standard Windows Print Setup dialog.

Exit

Exits Eudora. If edited messages or windows are still open, you will be asked to save or discard your changes.

Hold down the Shift key to instruct Eudora that all currently open windows are to automatically reopen at the next startup.

Undo

Reverses the last editing action done on a piece of text (multiple levels).

Redo

Re-performs the last undone action (multiple levels).

Cut

Deletes the selected text and copies it to the clipboard.

Copy

Copies the selected text to the clipboard.

Hold down the Shift key to remove the carriage returns from "wrapped" text prior to copying it to the clipboard.

Paste

Pastes the contents of the clipboard at the insertion point in a message or message header.

Paste As Quotation

Pastes the contents of the clipboard at the insertion point with quote characters at the beginning of each line to denote quoted text.

Clear

Deletes selected text without copying it to the clipboard.

Plain

Makes the selected text plain.

Bold

Makes the selected text bold.

Italic

Makes the selected text italic.

Underline

Makes the selected text underlined.

Select All

Selects the entire contents of a message or mailbox.

Normal

Converts the selected or current paragraph to normal margin (no indentation).

Indent In

Indents the selected or current paragraph in one level.

Indent Out

Removes one level of indent from the selected or current paragraph.

Left

Makes the selected paragraph aligned to the left.

Right

Makes the selected paragraph aligned to the right.

Center

Makes the selected paragraph aligned to the center.

Bulleted List

Converts the selected or current text to a bulleted list.

Make Hyperlink

Lets you convert any piece of selected text or graphic which hyperlinks to a URL you specify. When your recipient clicks on the text string or picture, he or she is immediately taken to that URL.

Clear Formatting

Clears all formatting from the message: removes all styles. Styled text is sent as plain text.

Clear all the formatting from the selected text or paragraph.

Picture

Inserts a graphic (JPEG file only) at the current cursor position in the message. Once the picture is inserted, you can drag it to where you want it in the message. Your recipient will see the picture right in the message.

Horizontal Line

Inserts a horizontal rule at the current line level and the drops the text line containing the cursor to the next line down.

Wrap Selection

Inserts carriage returns at the end of each line of the current selection, in the same way Eudora does when it sends mail.

Hold down the Shift key to unwrap the current selection (removes the carriage returns).

Finish Address Book Entry

Completes the partial text of a nickname in a message header field.

Hold down the Shift key to insert the full nickname expansion in the message header field.

Insert Recipient

Inserts the chosen recipient at the insertion point.

Find

Displays the Find dialog so that you can find a character string within one message, multiple messages, or even multiple mailboxes.

Find Again

Finds the next occurrence of the specified text string, beginning with the current message and searching through subsequent messages and mailboxes.

Enter Selection

Enters your selected text in the text field of the Find dialog. Use this to avoid having to type in complicated or lengthy search strings.

Sort by Status

Sorts the message summaries within a mailbox by status.

To sort in descending order, hold down the Shift key and use a **Sort command**.

Sort by Priority

Sorts the message summaries within a mailbox by priority.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Attachment

Sorts the message summaries within a mailbox by attachment.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Label

Sorts the message summaries within a mailbox by label.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Sender

Sorts the message summaries within a mailbox by sender.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Date

Sorts the message summaries within a mailbox by date.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Size

Sorts the message summaries within a mailbox by size.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Server Status

Sorts the message summaries within a mailbox by server status.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Subject

Sorts the message summaries within a mailbox by subject.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Check Spelling

Checks current message composition windows, text files, and signature files for spelling errors. If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the **Unknown** field.

Message Plugins

Applies the selected plug-in to the selected message or text.

In

Opens the In mailbox.

All incoming messages are stored in this mailbox until they are filtered, transferred, or deleted.

Note: Try not to keep too many messages in your In box because it can slow down your system's performance. However, you can transfer messages from your In box to other mailboxes.

Out

Opens the Out mailbox.

All messages you compose, save, and queue are stored in this mailbox until they are sent. Also, if the **Keep copies** option in the Sending Mail Options is on, a copy of each outgoing message is   saved in this mailbox.

  Note: Try not to keep too many messages in your Out box because it can slow down your system's performance. However, you can transfer messages from your Out box to other mailboxes.

Trash

Opens the Trash mailbox.

All deleted messages are stored in this mailbox until you select **Empty Trash** from the **Special** menu. If the **Empty Trash when exiting** option in the Miscellaneous Options is on, the Trash is automatically emptied when you exit Eudora. Deleting a message from this mailbox permanently deletes the message.

Your Mailbox

Opens a mailbox you have created.

New...

Displays the New Mailbox dialog so that you can create a new mailbox or mailbox folder.

New Message

Opens a new message composition window.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality to make the message from. You can also select a stationery file to use.

Reply

Generates a reply message to a current incoming message.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality to make the message from. You can also select a stationery file to use.

Reply to All

Generates a reply message addressed to all of the recipients of the selected message.

Forward

Generates a forward message from a current incoming message.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality to make the message from. You can also select a stationery file to use.

Redirect

Generates a redirect message from a current incoming message.

The address in the From: field of the message header is that of the original sender "by way of" your address.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality to make the message from. You can also select a stationery file to use.

Send Again

Reformats a message that was returned to you by the mail server so that you can send it again without including all of the return information. A message is typically rejected because of an error in the recipient's address, although there are many other possible reasons.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality to make the message from. You can also select a stationery file to use.

New Message To

Opens a new message to the selected recipient.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality for which you can make a new message. You can also select a stationery file to use.

Forward To

Opens a forwarded message to the selected recipient.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality for which you can make a new message. You can also select a stationery file to use.

Redirect To

Opens a redirected message to the selected recipient.

To use a different personality, hold down the Shift key while selecting the command. The Message Options dialog is displayed so that you can select the personality for which you can make a new message. You can also select a stationery file to use.

New Message With

Opens a new message with the selected stationery file.

Reply With

Opens a reply message with the selected stationery file.

Attach File

Displays a standard File dialog so that you can attach a file to a new or current message. Any file can be attached to and sent with a Eudora message.

Send Immediately

Sends the current message to the SMTP server.

You can change this command to "Queue For Delivery" so that your outgoing messages are put in a queue until you send them all at the same time. To do this, turn off **Immediate send** in the Sending Mail Options.

Queue For Delivery

Saves the current message in the Out mailbox and marks it as **Q** (queued for delivery). Send your Queued messages by selecting **Send Queued Messages** from the File menu.

You can change this command to **Send Immediately** so that your outgoing messages are sent out immediately. To do this, turn on **Immediate send** in the Sending Mail Options

Change... Queueing

Displays the Change Queuing dialog so that you can modify the queueing status of an outgoing message.

Use this dialog to queue the current messages, unqueue messages, or set a time for queued messages to be sent.

Change... Status... Unread

Changes the status of the current messages to unread.

Change... Status... Read

Changes the status of the current messages to read.

Change... Status... Replied

Changes the status of the current messages to replied.

Change... Status... Forwarded

Changes the status of the current messages to forwarded.

Change... Status... Redirected

Changes the status of the current messages to redirected.

Change... Status... Unsendable

Changes the status of the current messages to unsendable.

Change... Status... Sendable

Changes the status of the current messages to sendable.

Change... Status... Queued

Changes the status of the current messages to queued.

Change... Status... Time Queued

Changes the status of the current messages to time queued.

Change... Status... Sent

Changes the status of the current messages to sent.

Change... Status... Unsent

Changes the status of the current messages to unsent.

Change... Priority... Highest

Changes the priority of the current messages to highest.

Change... Priority... High

Changes the priority of the current messages to high.

Change... Priority... Normal

Changes the priority of the current messages to normal.

Change... Priority... Low

Changes the priority of the current messages to low.

Change... Priority... Lowest

Changes the priority of the current messages to lowest.

None

Do not put a label on the current message (take off any existing label).

Change Label

Changes the label of the current messages to the selected label that you have created.

Change... Server Status... Leave

Changes the server status to **Leave**. The message will stay on the server.

Change... Server Status... Fetch

Changes the server status to **Fetch**. The message will be transferred from your POP account the next time you check or send mail.

Change... Server Status... Delete

Changes the server status to **Delete**. The message will be deleted from the server the next time you check or send mail.

Change... Server Status... Fetch then Delete

Changes the server status to **Fetch then Delete**. The message will be transferred from your POP account, then deleted from the server the next time you check or send mail.

Delete

Transfers the current message to the Trash mailbox, or if your incoming mail server uses IMAP,   marks the current message for deletion from your system and the IMAP server.

UnDelete

Unmarks for deletion a message that has been marked for deletion using the Delete command. If your incoming mail server uses IMAP, then use Delete to mark your messages for deletion. Use UnDelete to unmark them (they will not be deleted), and use Remove Deleted Messages to remove the marked messages from your system and the IMAP server.

Remove Deleted Messages

Removes from your system and from the IMAP server all messages that have been marked for deletion using the Delete command.

In

Transfers the current message(s) to the In mailbox.

Out

Transfers the current message(s) to the Out mailbox.

Trash

Transfers the current message(s) to the Trash mailbox.

Your Mailbox

Transfers the current message(s) to the mailbox you have created.

New...

Displays the New Mailbox dialog so that you can create a new mailbox and transfer the current message(s) into it.

Filter Messages

Runs all manual filters on the current messages.

This is the only way that filters designated as **Manual** in the Filters window can be used.

Filter Report

Opens the Filter Report window, which displays a report of all filtering activity since the last Eudora startup. The Generate filter report option must be turned on in the Getting Attention Options for these reports to be created.

File Browser

Opens the File Browser window, which operates similar (but not identical) to Windows Explorer. It lets you drag files to open composition messages to add them as attachments.

Stationery

Opens the Stationery window, which lets you create, edit, rename, delete, and otherwise manage your stationery files.

Signatures

Opens the Signature window, which lets you create, edit, rename, delete, and otherwise manage your signature files.

Personalities

Opens the Personalities window, which lets you create, edit, delete, and otherwise manage your personalities (e-mail accounts).

Make Address Book Entry...

Creates a single Address Book entry from selected messages or Address Book entries.

If you make an Address Book entry from incoming messages, the addresses in the **From** fields are used. If you make an Address Book entry from outgoing message, the addresses in the **To** and **Cc** fields are used.

Add as Recipient

Adds the highlighted e-mail address(es) to the Quick Recipient list.

To do this, highlight one or more addresses in a message window, then select Add as Recipient.

Remove Recipient

Removes the selected recipient from the Quick Recipient list.

Empty Trash

Permanently deletes messages from the Trash mailbox.

If the **Empty Trash when exiting** option in the Miscellaneous Options is on, the trash is emptied automatically when you exit Eudora.

Compact Mailboxes

Recovers the unused ("wasted") space from all of your mailboxes.

This wasted space was created when messages were deleted or transferred from the mailboxes.

Forget Password(s)

Makes Eudora forget that you have already entered your password(s) for this session.

You will be prompted to re-enter password(s) at the next mail check.

Change Password...

Displays the Password change dialog so that you can change the selected password.

This will only work if you have the necessary software on your server.

Message Plug-ins Settings...

Displays the Message Plug-ins Settings dialog so that you can setup your Message Plug-ins.

Filters

Displays the Filters dialog so that you can create filters that automatically sort your incoming and outgoing mail.

Mailboxes

Displays the Mailboxes window so that you can create, rename, and remove mailboxes and folders.

Address Book

Displays the Address Book so that you can create, edit, or remove entries and their nicknames.

Entries can consist of multiple addresses so that you can create mailing lists.

Directory Services

Displays the Directory Services windows so that you can access Ph and finger directory services.

New Signature

Displays the New Signature window so that you can add a signature.

Delete Signature

Displays the Delete Signature window so that you can delete a signature.

Standard

Displays the Standard Signature window so that you can create a standard signature to be included at the end of your outgoing messages.

Signature

Displays the selected Signature window so that you can create a signature to include at the end of your outgoing messages.

Options...
Displays the Options dialog so that you can set Eudora options.

Cascade

Arranges all open windows in a cascade.

Tile Horizontal

Arranges all open windows as horizontal tiles.

Tile Vertical

Arranges all open windows as vertical tiles.

Arrange Icons

Arranges iconified windows along the bottom of the Eudora window.

Send To Back

Sends the active window to the back.

Topics

Displays the online Help contents.

Context Sensitive Help

Displays compact, pop-up help for an item you select or an object at which you point and click.

Register Eudora…

Opens the registration window allowing you to electronically register your copy of Eudora.

Insert System Configuration

Inserts detailed information about your system into a composition message. Use this when reporting Eudora bugs.

About Eudora…

Opens a window giving detailed information about this version of Eudora and its credits.

Make Filter

Opens the Make Filter window allowing   you to create a simple filter. A message in one of your mailboxes must be selected before you can use this command.

Mail Server (Incoming POP/IMAP)

Specifies the name of your account on your incoming server (POP or IMAP) that delivers your e-mail.

For example, if your assigned login name is "justine," and the name of the computer where you receive e-mail is "incoming.qualcomm.com" type "justine@incoming.qualcomm.com" in this field. (When you enter your account name here, it is made available in the incoming Mail Server field of other Options categories.)

A POP account is an account on a computer that runs a Post Office Protocol version 3 (POP3 or POP) server. An IMAP account is an account on a computer that runs an Internet Message Access Protocol server. This is the account to which your e-mail messages are delivered so that Eudora can find them and transfer them to your PC. You must have a POP or IMAP account to be able to receive mail with Eudora.

Real name

Specifies your real name.

Enter your name as you want it to appear in the **From** field of your outgoing mail messages. Your return address is also given in that field.

Mail Server (Incoming)

Enter the full name of the computer that receives your incoming mail.

For example, if your assigned login name is "justine," and the name of the computer where you receive e-mail is "incoming.qualcomm.com" type "justine@incoming.qualcomm.com" in this field. (When you enter your account name here, it is made available in the incoming Mail Server field of other Options categories.)

Your incoming server is either a POP or IMAP server. A POP account is an account on a computer that runs a Post Office Protocol version 3 (POP3 or POP) server. An IMAP account is an account on a computer that runs an Internet Message Access Protocol server. This is the account to which your e-mail messages are delivered so that Eudora can find them and transfer them to your PC. You must have a POP or IMAP account to be able to receive mail with Eudora.

Most likely, you receive your mail from a POP server; however, if you are using Eudora in an organization, please check with you system administrator to see what kind of server you are using for your incoming mail.

Login Name

Enter the name you use to log in to your primary e-mail account. This is often the text that appears before the at sign (@) in your e-mail address.

Example: For the account beatrixp@qualcomm.com, the login name is beatrixp.

Return address

Specifies a return address if it is different than your incoming account.

If you enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.

SMTP server (Outgoing)

This is the name of the server where you send your messages to. The name of this server is SMTP (Simple Mail Transfer Protocol).

Enter the name of your SMTP server if it is different from the computer that is running your incoming server. You do not need a login name on this server, but you must have access to it through your network.

Check for mail every ? minutes

Specifies how often Eudora checks the incoming server(s) for new mail. It's a good idea to set this to at least 15 minutes. Checking mail more frequently puts an unnecessary drain on your incoming server.

Don't check when using battery

If this option is on and your PC is running on battery power, mail is not automatically checked even if automatic mail-checking is on (i.e., even if the **Check for mail every ? minutes** field has a number other than 0 in it).

Send on check

If this is checked, any messages that are queued (Q) in the Out mailbox are sent when Eudora checks the incoming server for new mail.

Save password

If this is checked, your password is stored in Eudora and you never have to enter it again, even if you exit Eudora and restart. Only use this option if your PC is in a secure place.

Leave mail on server

If this is checked, incoming messages are transferred to your PC and also left on the server. (Normally your mail is transferred, then deleted from the incoming server.)

Delete from server after ? days

This option has a checkbox for turning it on and off and an edit box for specifying the number of days mail that was left on the incoming server should be saved before being deleted. It's a good idea not to leave copies of your messages on the incoming server indefinitely, as this will create mail storage problems on the server.

POP

Select POP if the incoming mail server for this account uses the POP Internet-mail protocol (Post Office Protocol).

IMAP

Select IMAP if the incoming mail server for this account uses the IMAP Internet-mail protocol (Internet Message Access Protocol).

Download Options (IMAP)

Listed are options you can choose when downloading e-mail.

Minimal Headers Only (IMAP)

If this setting is on, only a limited set of message headers is downloaded from the IMAP server for each incoming message. If this setting is off, the full set of message headers is downloaded for each incoming message.

Skip Attachments over ? K

If this setting is on and a number is entered in the edit box, then any attachment larger than the specified size will not be downloaded with the message. If this setting is off, all attachments are downloaded regardless of size.

Skip messages over ? K in size/Full message except attachments over ? in size

If this setting is on and a number is entered in the edit box, then any message larger than the specified size will not be downloaded. If this setting is off, all messages are downloaded regardless of size.

IMAP Mailbox Location Prefix

This specifies the mailbox location prefix that IMAP will use when locating your personal mailboxes on the incoming mail server. An example prefix is /usr/mail. Ask your e-mail administrator what to enter here, if you are not sure.

Delete from server when emptied from Trash

If this is checked, all messages that you have deleted from your trash mailbox are also deleted from the server.

This only applies to messages that were transferred to your PC under the **Leave mail on server** option. Normally Eudora deletes a message from the server immediately after the message is transferred.

Authentication Style

Specifies the authentication style. Ask your e-mail administrator which one is being used at your site. To get mail from a CompuServe incoming server, choose RPA as the authentication style.

For POP, you can use Passwords, Kerberos, APOP, or RPA.

For IMAP, you can use Passwords or CRAM-MD5.

Domain to add to unqualified names

Specifies a domain to be added to unqualified names.

An unqualified name is one that doesn't have an "@" sign followed by a domain name. If you address a message to someone without including their domain name, Eudora automatically adds this domain to that address. This setting can be used as a time-saving device when addressing large numbers of messages to users who reside in the same domain.

Immediate send

If this is checked, all send options are set to **Send Immediately**.

If this is not checked, messages are saved in the Out mailbox and marked "Q" (queued for delivery).

Send options include the rightmost button in the icon bar of the message composition window and the Send Immediately option in the Message menu.

Select a default stationery

Select a stationery file to use as the default for all your outgoing messages from your main account, or choose <No Default> for no default stationery.

Once you select a stationery, new messages are created with that stationery and will include the toolbar settings for the stationery.

If there is no stationery selected, new messages are created with toolbar settings based on the options selected below the stationery pop-up.

Default signature

Select a signature file to use as the default for all your outgoing messages from your main account (when you are not using stationery), or choose <No Default> for no default signature. You can always change the signature for a particular message by selecting a signature from the Signature pop-up menu on the message toolbar. Your signature is automatically attached to the end of outgoing messages.

Word wrap

If this is checked, carriage returns are inserted automatically when the message is sent, at roughly 76 characters per line.

It is a good idea **not** to include your own carriage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.

May use Quoted-Printable

If this is checked, Eudora uses quoted-printable encoding when necessary, such as when messages that contain long lines of text or special characters are sent.

If this is not checked, quoted-printable encoding is never used.

Keep copies

If this is checked, a copy of each message you send is saved in the Out mailbox and marked √.

If this is not checked, Eudora moves outgoing messages to the Trash mailbox after they are sent.

Tabs in body of message

If this is checked, when you press the **tab** key within the message body, a tab is inserted.

If this is not checked, when you press the **tab** key within the message body the cursor moves to the **To** field.

Encoding Method

These options specify what encoding method should be used with attached files.

MIME

If this is checked, documents attached to outgoing messages are encoded in MIME.

MIME is best for recipients with MIME.

BinHex

If this is checked, documents attached to outgoing messages are encoded in BinHex.

BinHex is best for recipients with old Macintosh mailers and previous versions of Eudora.

Uuencode

If this is checked, documents attached to outgoing messages are encoded in Uuencode Data Fork.

Uuencode is best for communicating with older PC or UNIX systems.

Put text attachments in body of message

If this is checked, Eudora puts any plain-text attachment you send directly in the message body as if it were typed in manually. If this is unchecked, the plain-text attachment is sent as an attachment file.

Attachment Directory

Specifies what directory your incoming attachments will be put in.

To change the directory, single-click on the directory name button (the default is blank). A dialog is displayed allowing you to select the attachment destination directory.

If you do not select an attachment directory, attachments are placed in your Eudora directory.

Delete attachments when emptying Trash

If this is checked, attachments are deleted when their corresponding messages are deleted from the Trash (or the Trash is emptied).

The attachment must be in the directory defined as the Attachments Directory.

If you want to save an attachment but delete the message, move the attachment to another directory or leave this option off.

Delete automatic attachments: Never

If this is checked, automatic attachments are never deleted automatically.

Automatic attachments are attachments to automatically generated messages, such as with the **Insert System Configuration** command.

Delete automatic attachments: After sending message

If this is checked, automatic attachments are deleted automatically after the corresponding message is sent.

Automatic attachments are attachments to automatically generated messages, such as with the **Insert System Configuration** command.

Delete automatic attachments: When message emptied from Trash

If this is checked, automatic attachments are deleted when their corresponding messages are deleted from the Trash (or the Trash is emptied).

Automatic attachments are attachments to automatically generated messages, such as with the **Insert System Configuration** command.

Screen Font

Specifies the font and point size to be used for displaying the text of your Eudora messages and mailbox windows.

To change the selection, click on this button. The Font dialog is displayed so that you can select a new font and size.

Printer Font

Specifies the font and point size to be used when printing messages using the Print command.

To change the selection, click on this button. The Font dialog is displayed so that you can select a new font and size.

Proportional

Specifies the proportional font to use in message windows and in the message preview pane in mailbox windows.

Fixed-width

Specifies the fixed-width font to use in message windows and in the message preview pane in mailbox windows.

Use proportional font by default

If this is checked, your specified proportional font is used to display text in message windows and the message preview pane. If this is unchecked, your specified fixed-width font is used to display this text.

Size

Specifies the size of the font to be used for text in message windows and the message preview pane.

Size (printer)

Specifies the size of the font to use when printing text from Eudora.

Font (screen)

Specifies the font to use when displaying all Eudora screen text other than that in message windows and the message preview pane.

Size (screen)

Specifies the size of the font to use when displaying all Eudora screen text other than that in message windows and the message preview pane

Show cool bars

If this is checked, the main window toolbar buttons have a flat look and only become raised when you position the mouse pointer over the button. If this is unchecked, the main window toolbar buttons always appear raised.

Show toolbar

If this is checked, the main window toolbar is displayed.

Show MDI task bar

If this is checked, Eudora displays the Eudora taskbar at the bottom of the window work area. This taskbar contains buttons for all open and minimized normal Eudora windows. Click the buttons on the taskbar to activate the indicated window. The Eudora taskbar functions similarly to the Microsoft Windows 95 and NT taskbars, but the Eudora taskbar cannot be moved and cannot be separately resized.

Use Microsoft viewer

If this is unchecked, Eudora displays advanced formatting, graphics, and multimedia in incoming and outgoing messages using its own built-in viewer. If this is checked, Eudora takes full advantage of the Web browser capabilities of Microsoft's Internet Explorer 3.0 or 4.0 by showing Web content right in incoming and outgoing messages or linking to the Internet, without your having to open the Web browser. This option is only available if you have Microsoft's Internet Explorer version 3.0 or higher installed and available on your system.

Show message preview pane

If this is checked, Eudora displays the message preview pane in mailbox windows. The preview pane previews a single selected message. A splitter between the preview pane and the message summary list lets you resize the preview pane relative to the list.

Mark previewed messages as read after ? second(s)

If this is checked and the Show message preview pane option is checked, the message currently selected in the mailbox window and previewed in the preview pane is automatically marked as read (blank in the Status column) after the specified number of seconds. If this is unchecked, a previewed message will not be automatically marked as read. To return a message to the Unread status (bullet in the Status column) after it has been marked as read, press Ctrl+Space. Press again to return to read status.

Zoom windows when opening

If this option is on, new message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For message windows, zoomed size is just long enough to display all of the message (but no longer than the main window), and as wide as the **Message window width** setting. Composition windows zoom to the height specified by the **Message window height** setting.

Show toolbar tips

If this is checked, holding the mouse pointer over a button in the main window toolbar displays a very brief description of that button's function.

Show status bar

If this is checked, a status bar is displayed at the bottom of the main window. The status bar provides a brief description of menu items and toolbar buttons.

Show category icons

If this is checked, the Options categories are presented with icons and the name.

If this is not checked, the categories are presented with just the name.

Show attachment icons

If this is checked, the icon for an attachment is displayed, along with the attachment name, in the body of incoming message windows and the message preview pane in mailbox windows. If this is unchecked, only the attachment's name is displayed in incoming messages and the preview pane.

Labels

The Labels options define the title and color of the seven labels that can be used to categorize messages. To change a label title, type the new title in the field to the right of the label number. To change a label color, single-click on the label number to display the Color dialog.

In the Color Dialog, you can select from one of the pre-defined Basic Colors or create your own Custom Colors. To assign a basic color to a label, select the color and click OK. To create a custom color, click the Define Custom Colors button to display the custom colors palette.

To define a custom color, select one of the 16 custom color boxes. Using the mouse pointer, click anywhere on the color palette to select the color Hue and Saturation. Use the color control bar to the right of the color palette to adjust the color. When you are satisfied with the color, click the Add to Custom Colors button. Once you have completed creating the custom colors, select the desired label color and click OK.

Use an alert dialog box

If this is checked, an alert dialog notifies you when you have new mail.

Open mailbox

If this is checked, mailboxes are opened when new mail is received, and the first unread message is highlighted.

Play a sound

If this is checked, Eudora plays the sound when new mail arrives.

To select a sound (.wav) file, click on the **Play a sound** button. The Select Sound File dialog is displayed so that you can select a sound.

Select Sound File

Specifies the sound file to be played when new mail arrives.

To select a sound (.wav) file, click on this button. The Select Sound File dialog is displayed so that you can select a sound.

Generate Filter Report

If this is checked, a Filter Report is generated with information about filtered messages.

Delete unread mail

If this is checked, a warning dialog is displayed when you try to delete unread mail.

Delete queued mail

If this is checked, a warning dialog is displayed when you try to delete queued mail.

Delete unsent mail

If this is checked, a warning dialog is displayed when you try to delete unsent mail.

Queue a message with no subject

If this is checked, a warning dialog is displayed when you try to queue a message with no subject.

Ask me each time

If this is checked, a warning dialog is displayed when you try to queue a message with styled text.

Quit with messages queued to be sent

If this is checked, a warning dialog is displayed when you try to quit with messages queued to be sent.

Queue a message bigger than ? K

If this is checked, a warning dialog is displayed when you try to queue a message bigger than the specified size.

Empty the Trash mailbox

If this is checked, a warning dialog is displayed when you try to empty the Trash mailbox.

Start Eudora and it's not the default mailer

If this is checked, a warning dialog is displayed when you try to start Eudora and it's not the default e-mail application.

Switch views for Find

If this is checked, you are warned if you try to perform a Find operation (using the Edit menu Find submenu) while viewing an incoming message using Microsoft's Internet Explorer version 3.0 viewer. The warning indicates that Eudora will switch to a different viewer to complete the Find operation. Eudora uses Internet Explorer (IE) 3.0 as the default viewer if IE 3.0 is installed and available on your system and the Use Microsoft's viewer option is checked in the Viewing Mail Options.

Map Ctrl+R to "Reply to All"

If this is checked, when you type Ctrl-r a reply message is created addressed to all the recipients of the selected message The change is reflected on the Message menu.

Copy original's priority to reply

If this is checked, when you do a **Reply** the reply has the same priority as the original message.

Automatically FCC to original mailbox

If this is checked, replies are automatically copied to the mailbox the original message is in.

When Replying to all

These options specify how a reply message will be generated.

Include yourself

If this (and Reply to all) is checked, when you do a **Reply** the reply includes your address so that you receive a copy of your own reply.

If this is not checked, the reply does not include your address and you do not receive a copy. (Unless you have checked **Keep copies of outgoing** mail in the Sending Mail category.)

Put original To: recipients in Cc: field

If this (and Reply to all) is checked, when you do a **Reply** the reply includes the addresses of the original message recipients in the Cc: field. The To: field contains only the address of the original sender.

Show Mailbox Columns: Status

If this is checked, the **Status** column is displayed in Mailbox windows.

Show Mailbox Columns: Priority

If this is checked, the **Priority** column is displayed in Mailbox windows.

Show Mailbox Columns: Attachment

If this is checked, the **Attachment** column is displayed in Mailbox windows.

Show Mailbox Columns: Label

If this is checked, the **Label** column is displayed in Mailbox windows.

Show Mailbox Columns: Sender

If this is checked, the **Sender** column is displayed in Mailbox windows.

Show Mailbox Columns: Date

If this is checked, the **Date** column is displayed in Mailbox windows.

Show Mailbox Columns: Size

If this is checked, the **Size** column is displayed in Mailbox windows.

Show Mailbox Columns: Server status

If this is checked, the **Server status** column is displayed in Mailbox windows.

Show Mailbox Columns: Subject

If this is checked, the **Subject** column is displayed in Mailbox windows.

Ignore capitalized words

If this is checked, words that start with capital letters, such as proper nouns, are ignored.

Ignore words with numbers

If this is checked, words that contain numbers are ignored.

Ignore words with mixed case

If this is checked, words that contain both upper and lower case characters are ignored.

Report doubled words

If this is checked, words that appear twice in sequence in text are reported and identified as doubled words.

Ignore words with all capitals

If this is checked, the spelling checker ignores words that contain all capital letters, such as acronyms.

Suggest Words

If this is checked, then when the spelling checker encounters an unknown word, it displays Eudora's suggestions for the correct spelling of the word in the Suggestions field of the Check Spelling dialog. You can also select any combination of the suggestion options: Phonetic words, Split words, Typographic words. Note that if Eudora has no suggestions in its dictionary for the word, then no suggestions are listed.

Ignore Original Text

If this is checked, quoted text (preceded by "**>**" or "**|**") is ignored. Eudora assumes that this text was originally from another message, and therefore does not need to be checked.

Check when message queue/send selected

If this is checked, the spelling in a message is checked when you queue or send the message.

Warn me when I queue/send a message without completing the spell check

If this is checked, a warning dialog is displayed when a message is queued or sent without a complete spell check.

Display dates using Sender's timezone

If this is checked, messages are displayed with the sender's time and date, as determined by the sender's time zone.

Display dates using Local timezone

If this is checked, messages are displayed with your time and date based on your time zone.

Date formats: Fixed

If this is checked, all messages are displayed with the time and date as specified by the formatting you enter in this field. See the formatting key in the Options panel.

Date formats: Age-sensitive

If this is checked, all messages are displayed with times and dates as specified by your entries in the fields related to RECENT, OLD, and ANCIENT times. The hours determining these times are specified in the **Hours to be OLD** and **Hours to be Ancient** fields. See the formatting key in the Options panel.

RECENT format

Enter the formatting you with to use to display dates and times of the most recent messages. See the formatting key in the Options panel.

Hours to be OLD

Enter the number of hours at which messages are to be considered old. The number of hours is measured from the current system time. This number is the cutoff point between RECENT and OLD messages.

Hours to be ANCIENT

Enter the number of hours at which messages are to be considered ancient. The number of hours is measured from the current system time. This number is the cutoff point between OLD and ANCIENT messages.

OLD format

Enter the formatting you with to use to display dates and times of messages considered OLD. OLD messages are determined by the number in the **Hours to be OLD** field. See the formatting key in the Options panel.

ANCIENT format

Enter the formatting you with to use to display dates and times of messages considered ANCIENT. ANCIENT messages are determined by the number in the **Hours to be ANCIENT** field. See the formatting key in the Options panel.

Switch messages with

These options specify what keys can be used to quickly open and close message windows.

Unmodified arrow keys

If this is checked, the keyboard arrow keys can be used to close the current message and open the next or previous message in the mailbox.

The up or left arrow key opens the previous message; the down or right arrow key opens the next message. If this option is off, the arrow keys can be used to move the caret in messages.

Even if Unmodified arrow keys is on, the arrow keys do not switch messages if there is a message composition window topmost on the screen.

Ctrl+arrow keys

If this is checked, you can switch between open messages by holding down the [Ctrl] key and then pressing the arrow keys.

Alt+arrow keys

If this is checked, you can switch between open messages by holding down the [Alt] key and then pressing the arrow keys.

Close messages with mailbox

If this is checked, all open messages are closed when you close the mailbox they are in.

Empty Trash when exiting

If this is checked, the Trash mailbox is emptied every time you exit Eudora.

If this is not checked, the Trash is only emptied when you select Empty Trash from the Special menu.

If you want to remove some messages from the Trash mailbox but don't want to empty it entirely, highlight the summaries you want to delete and select Delete from the Message menu. The selected messages are deleted.

Say OK to alerts after ? seconds

If this is checked and a number of seconds is specified, any notices of network problems are dismissed after the specified number of seconds.

If this is not checked, notices are left in place and Eudora cannot try the communication again until you dismiss the alert.

Turbo redirect by default

If this is checked, a **Redirect to Recipient** command does the following:

Opens a redirected message to the selected recipient

Queues the new message

Deletes the original message

To turn this option on or off (regardless of this setting), hold down the [Shift] key while selecting a redirect recipient.

Allow Drag and Drop Transfers

If this is checked, you are able to ''drag and drop'' messages among mailboxes.

Intercept Netscape mailto URLs

If this is checked, when you click on a **mailto** URL in Netscape (a e-mail address link) a new Eudora message is opened for that address.

Include outdated 'Return-Receipt-To'

If this is checked, the old-style **Return-Receipt-To** header is included with the new **Disposition-Notification-To** header.

Automatically expand nicknames

If this is checked, when you enter nicknames into message address fields the entire address(es) of the nickname is entered into the field, not just the nickname.

Server Name (ACAP)

This is the ACAP server name to which you wish to connect to retrieve the pre-configured Eudora settings. If the ACAP server name is not displayed in this field, contact your administrator or postmaster.

User Name (ACAP)

Enter your user name. With your user name and password, you can access the ACAP server to retrieve your preconfigured Eudora settings. Your system administrator or postmaster will provide this user name to you if your settings are available on an ACAP server.

Password (ACAP)

Enter your password. With your user name and password, you can access the ACAP server to retrieve your preconfigured Eudora settings. Your system administrator or postmaster will provide this password to you if your settings are available on an ACAP server.

Retrieve Settings Now

Click this button to retrieve you preconfigured settings. The preconfigured settings will replace the settings you now have on Eudora.

Use asynchronous Winsock calls for

These options specify how Winsock calls are made using a TCP/IP stack. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

All non-database functions

Specifies asynchronous Winsock calls for all non-database functions.

There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora. However, some TCP/IP stacks do not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

Database functions

Specifies asynchronous Winsock calls for database functions.

There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora. However, some TCP/IP stacks do not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

Network open timeout ? seconds

Specifies the number of seconds before a network connection will time out.

Network timeout after ? seconds

Specifies the number of seconds before a network connection will time out.

Network buffer size of ? bytes

Specifies the size of the buffer that Eudora uses to transfer information to and from the server.

If you are having trouble transferring large messages, the size of this buffer may be decreased.

Cache network info

If this is checked, Eudora remembers the results of previous database functions when using the Winsock connection method. This speeds up database functions within a single Eudora session.

Unload Winsock DLL after closing socket

If this is checked, the Winsock DLL is unloaded after the socket is closed.

This is useful if you don't want Eudora to keep your Winsock DLL open continuously.

Automatically dial & hangup this connection

If this is checked, the specified dialup connection (referred to in Windows NT 4.0 as a "phonebook entry") is used when Eudora does any network operation. Use the popup menu of connections to be sure the Entry is correct.

This option is only available if you have installed the dialup networking services with Windows 95 or Windows NT 4.0.

Username

This specifies the username to be used with the auto connection.

Save password

If this is on, the password for the auto connection is saved in Eudora so that you do not have to re-enter it after exiting Eudora.

If you select Forget Password(s) from the Special menu, you will be prompted for the password the first time you try to check mail.

Use Eudora MAPI server

These options specify when the Eudora MAPI server should run.

Use Eudora MAPI Server: Never

If this is checked, the Eudora MAPI server is off and is never automatically opened.

Use Eudora MAPI Server: Always

If this is checked, the Eudora MAPI server is on and is always opened on startup.

Use Eudora MAPI Server: When Eudora is running

If this is checked, the Eudora MAPI server is on when Eudora is running.

Delete MAPI attachments

These options specify when MAPI attachments should be deleted.

Delete MAPI attachments: Never

If this is checked, MAPI attachments are never deleted.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you want to save them, use this option.

Delete MAPI attachments: After sending message

If this is checked, MAPI attachments are deleted after their corresponding messages are sent.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you do not want to save them, use this option.

Delete MAPI attachments: When message is emptied from trash

If this is checked, MAPI attachments are deleted after their corresponding messages are emptied from the trash.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you do not want to save them after their corresponding messages have been deleted, use this option.

Kerberos POP3 port

Specifies the port that the Kerberos POP server is listening on.

Realm

Specifies the network realm that the Kerberos server resides in.

Service name
Specifies the type of service that you're requesting.

Service format

Specifies the name of the ticket that Eudora requests from the Kerberos server.

Discard style information

If this is checked, no text style information will be sent with messages.

Add Details

After setting up your filter information, click this button to both create your filter and also open the Filters window so that you can add additional information to your new filter and make it more powerful or just change it. The filter is added to the bottom of your filters list and is immediately available in the form in which it was set up in the Make Filter dialog. Any changes you make in the Filters window must be saved before they become effective.

Offline

Turn this on if you don't want Eudora to make any connections. This is good to have on if you're using Eudora on a laptop computer that is not continuously connected.

Message window height

This specifies the height of new and received message windows (in lines).

> *Note:* If the Zoom windows when opening option is turned on, received message window heights are automatically adjusted to the height of the message text.

Automatically open next message

If this is on, deleting or transferring the current message opens the next message in the mailbox, but only if that message is unread.

Message window width

This specifies the width of new and received message windows (in characters). This option has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.

Note: *If you use a proportional font, Eudora sets the window width based on the average width of the characters in the font.*

Show mailbox lines

If this option is on, lines are displayed in the message summaries portion of mailbox windows, horizontal lines to separate message summaries, and vertical lines to separate columns.

Select newly inserted messages (FUMLUB)

Turn this on if you want the first message of the most current block of unread messages highlighted in the Table of Contents window. FUMLUB means First Unread Message of the Last Unread Block.   For example, you may have a series of unread messages in a mailbox scattered throughout your Table of Contents. The first message of the last block of unread messages listed in your Table of Contents is selected.

Allow drag select messages

Turn this on to click and drag adjacent messages in the Table of Contents window. This allows you to transfer a group of messages to a mailbox or to delete them if the "Allow drag and drop transfers" is turned on. The drag select works only if the drag starts on an unselected (not highlighted) message.

Show formatting toolbar

Turn this on to display the formatting toolbar by default in new message windows. If this is off, the formatting toolbar is hidden by default in new message windows. This toolbar lets you easily format text styles in new messages.

When sending mail with styled text (HTML)

This specifies what to do with HTML text styles when you send mail. The styles are delivered to your recipients using the HyperText Marking Language (HTML) format. However, the styles your recipient sees depends on how well their e-mail software supports this standard.

HTML is the text formatting standard used in the World Wide Web by Web browsers and newer e-mail applications. HTML allows you use enriched text, which includes different fonts, color, sizes, bold, etc. Also, HTML lets you embed pictures and create bullet lists in the e-mails you send.

Send plain and styled version in message − Turn this on to send all text including plain and HTML text styles with your messages.

Send styled text only − Turn this on to send only HTML text styles with your messages.

Send plain text only − Turn this on to send only plain text, not HTML text styles with your messages.

Send single MAPI file attachment as inline attachment (TXT and HTML files only)

Turn this on when you need to have the MAPI client send a single TXT or HTML file as an attachment with no message body text. Eudora turns off the Text As Attachment button in the outgoing message toolbar (if it is on), so that the document is sent to the recipient as inline text in the message body. This allows MAPI clients, such as Internet Explorer, to pass Web pages and other HTML and TXT documents right into the body of the Eudora message. (The Text As Attachment button, if turned on in the outgoing message toolbar, instructs Eudora to attach text files, such as TXT and HTML, to the message rather than incorporating the text into the message as part of the message body. The default state of this button is controlled by the Put text attachments in body of message option in the Attachments options.

Automation enabled from this machine

Turn this on to perform the automation operations from the computer on which Eudora is installed.

The Automation options let you control and exchange information with Eudora from other programs that support the Windows Automation Interface, such as Microsoft Visual Basic.

Automation gives you external access to Eudora mail folders, mailboxes, and messages, and to the Eudora application itself. With automation enabled, you can create, delete, and move Eudora mail folders, mailboxes, and messages, as well as get notification of these three operations when they are performed manually. You can also get lists of the subfolders under folders and of the messages within mailboxes.

Getting More Help

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

Ask your E-mail administrator.

Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

Go the Eudora Technical Support Web Pages at <http://www.eudora.com/techsupport/>.

For additional support, refer to your Eudora site license contract for the telephone number or email address provided.

Additional Software Technical Support

Eudora Pro includes a number of additional "bundled" software licenses that are supported by their publishers. To obtain technical support for these licenses, use the contact information provided below.

Note: The software products listed below are limited to those not supported by the Eudora technical support staff.

McAfee VirusScan
For the latest technical support information, link to <http://www.mcafee.com>. Otherwise, McAfee also offers you:

Automated Voice and Fax Response System: (408) 988-3034
Internet email: support@mcafee.com
McAfee BBS: (408) 988-4004
1200 bps to 28,800 bps, 8 bits, no parity, 1 stop bit, 24 hours, 365 days a year

If the automated services did not solve your problem, you may contact McAfee Monday through Friday, between 6:00 A.M. and 6:00 P.M. Pacific time, at (408) 988-3832, or fax your problem to (408) 970-9727.

Aladdin StuffIt Expander
To obtain support for Aladdin StuffIt Expander, send e-mail to support@aladdinsys.com; fax (408) 761-6206; or phone (408) 761-6200. For additional product information, link to <http://www.aladdinsys.com>.

Verity KeyView
For additional product information, link to <http://www.keyview.com>.

In addition to the above licenses, your copy of Eudora may also include one or more of the following licenses:

JFAX
Contact technical support at (310) 966-1818, or send e-mail to: help@jfax.com.

ichat and Eudora Internet Pager by ichat
iChat offers you web-based technical support at <http://www.ichat.com>.

Getting More Help

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

Ask your E-mail administrator.

Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

Go the Eudora Technical Support Web Pages at <http://www.eudora.com/techsupport/>.

Send mail to eudora-support@qualcomm.com. Please include your registration number.

Users eligible for telephone support can call 1-619-658-1292. Purchasers of Eudora are eligible for a limited period of support. Please have your registration number ready.

Additional Software Technical Support

Eudora Pro includes a number of additional "bundled" software licenses that are supported by their publishers. To obtain technical support for these licenses, use the contact information provided below.

Note: The software products listed below are limited to those not supported by the Eudora technical support staff.

McAfee VirusScan
For the latest technical support information, link to <http://www.mcafee.com>. Otherwise, McAfee also offers you:

Automated Voice and Fax Response System: (408) 988-3034
Internet email: support@mcafee.com
McAfee BBS: (408) 988-4004
1200 bps to 28,800 bps, 8 bits, no parity, 1 stop bit, 24 hours, 365 days a year

If the automated services did not solve your problem, you may contact McAfee Monday through Friday, between 6:00 A.M. and 6:00 P.M. Pacific time, at (408) 988-3832, or fax your problem to (408) 970-9727.

Aladdin StuffIt Expander
To obtain support for Aladdin StuffIt Expander, send e-mail to support@aladdinsys.com; fax (408) 761-6206; or phone (408) 761-6200. For additional product information, link to <http://www.aladdinsys.com>.

Verity KeyView
For additional product information, link to <http://www.keyview.com>.

In addition to the above licenses, your copy of Eudora may also include one or more of the following licenses:

JFAX
Contact technical support at (310) 966-1818, or send e-mail to: help@jfax.com.

ichat and Eudora Internet Pager by ichat
iChat offers you web-based technical support at <http://www.ichat.com>.

Getting More Help

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

Ask your E-mail administrator.

Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

Go the Eudora Technical Support Web Pages at <http://www.eudora.com/techsupport/>.

Additional Software Technical Support

Eudora Pro includes a number of additional "bundled" software licenses that are supported by their publishers. To obtain technical support for these licenses, use the contact information provided below.

Note: The software products listed below are limited to those not supported by the Eudora technical support staff.

McAfee VirusScan
For the latest technical support information, link to <http://www.mcafee.com>. Otherwise, McAfee also offers you:

Automated Voice and Fax Response System: (408) 988-3034
Internet email: support@mcafee.com
McAfee BBS: (408) 988-4004
1200 bps to 28,800 bps, 8 bits, no parity, 1 stop bit, 24 hours, 365 days a year

If the automated services did not solve your problem, you may contact McAfee Monday through Friday, between 6:00 A.M. and 6:00 P.M. Pacific time, at (408) 988-3832, or fax your problem to (408) 970-9727.

Aladdin StuffIt Expander
To obtain support for Aladdin StuffIt Expander, send e-mail to support@aladdinsys.com; fax (408) 761-6206; or phone (408) 761-6200. For additional product information, link to <http://www.aladdinsys.com>.

Verity KeyView
For additional product information, link to <http://www.keyview.com>.

In addition to the above licenses, your copy of Eudora may also include one or more of the following licenses:

JFAX
Contact technical support at (310) 966-1818, or send e-mail to: help@jfax.com.

ichat and Eudora Internet Pager by ichat
iChat offers you web-based technical support at <http://www.ichat.com>.

Getting More Help

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

   Ask your E-mail administrator.

   Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

   Go the Eudora Technical Support Web Pages at <http://www.eudora.com/techsupport/>.

   Send mail to eudora-support-bus@qualcomm.com. Please include your registration number.

   Users eligible for telephone support can call 1-619-658-1938. Designated technical contacts are eligible for a limited period of support. Please have your registration number ready.

Additional Software Technical Support

Eudora Pro includes a number of additional "bundled" software licenses that are supported by their publishers. To obtain technical support for these licenses, use the contact information provided below.

Note: The software products listed below are limited to those not supported by the Eudora technical support staff.

McAfee VirusScan
For the latest technical support information, link to <http://www.mcafee.com>. Otherwise, McAfee also offers you:

Automated Voice and Fax Response System: (408) 988-3034
Internet email: support@mcafee.com
McAfee BBS: (408) 988-4004
1200 bps to 28,800 bps, 8 bits, no parity, 1 stop bit, 24 hours, 365 days a year

If the automated services did not solve your problem, you may contact McAfee Monday through Friday, between 6:00 A.M. and 6:00 P.M. Pacific time, at (408) 988-3832, or fax your problem to (408) 970-9727.

Aladdin StuffIt Expander
To obtain support for Aladdin StuffIt Expander, send e-mail to support@aladdinsys.com; fax (408) 761-6206; or phone (408) 761-6200. For additional product information, link to <http://www.aladdinsys.com>.

Verity KeyView
For additional product information, link to <http://www.keyview.com>.

In addition to the above licenses, your copy of Eudora may also include one or more of the following licenses:

JFAX
Contact technical support at (310) 966-1818, or send e-mail to: help@jfax.com.

ichat and Eudora Internet Pager by ichat
iChat offers you web-based technical support at <http://www.ichat.com>.

Getting More Help

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

Ask your E-mail administrator.

Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

Go the Eudora Technical Support Web Pages at <http://www.eudora.com/techsupport/>.

Send mail to eudora-eval@qualcomm.com. Please include your registration number.

Users eligible for telephone support can call 1-619-658-1939. Purchasers of Eudora are eligible for a limited period of support. Please have your registration number ready.

Additional Software Technical Support

Eudora Pro includes a number of additional "bundled" software licenses that are supported by their publishers. To obtain technical support for these licenses, use the contact information provided below.

Note: The software products listed below are limited to those not supported by the Eudora technical support staff.

McAfee VirusScan
For the latest technical support information, link to <http://www.mcafee.com>. Otherwise, McAfee also offers you:

Automated Voice and Fax Response System: (408) 988-3034
Internet email: support@mcafee.com
McAfee BBS: (408) 988-4004
1200 bps to 28,800 bps, 8 bits, no parity, 1 stop bit, 24 hours, 365 days a year

If the automated services did not solve your problem, you may contact McAfee Monday through Friday, between 6:00 A.M. and 6:00 P.M. Pacific time, at (408) 988-3832, or fax your problem to (408) 970-9727.

Aladdin StuffIt Expander
To obtain support for Aladdin StuffIt Expander, send e-mail to support@aladdinsys.com; fax (408) 761-6206; or phone (408) 761-6200. For additional product information, link to <http://www.aladdinsys.com>.

Verity KeyView
For additional product information, link to <http://www.keyview.com>.

In addition to the above licenses, your copy of Eudora may also include one or more of the following licenses:

JFAX
Contact technical support at (310) 966-1818, or send e-mail to: help@jfax.com.

ichat and Eudora Internet Pager by ichat
iChat offers you web-based technical support at <http://www.ichat.com>.