Form Window Menu Commands

- File Menu
- Edit Menu
- View Menu
- Insert Menu
- Format Menu
- Tools Menu
- Compose Menu
- Help Menu

📖 **File Menu**
📄   Send or Post
📄   Save
🔶   Save as Text
🔶   Delete
🔶   Print Setup
🔶   Page Setup
🔶   Print
🔶   Close
🔶 **Edit Menu**
🔶 **View Menu**
🔶 **Insert Menu**
🔶 **Format Menu**
🔶 **Tools Menu**
🔶 **Compose Menu**
🔶 **Help Menu**

- **File Menu**
- **Edit Menu**
- Undo
- Cut
- Copy
- Paste
- Select All
- **View Menu**
- **Insert Menu**
- **Format Menu**
- **Tools Menu**
- **Compose Menu**
- **Help Menu**

File Menu
 Edit Menu
 View Menu
 Insert Menu
 Format Menu
  Tools Menu
   Address Book
   Check Names
   Read Receipt
   Delivery Receipt
   Importance: High
   Importance: Low
 Compose Menu
 Help Menu

🔖 **File Menu**
🔖 **Edit Menu**
🔖 **View Menu**
🔖 **Insert Menu**
🔖 **Format Menu**
🔖 **Tools Menu**
🔖 **Compose Menu**
🔖 New Message
🔖 New Form
🔖 New Post in This Folder
🔖 Reply to Sender
🔖 Reply to All
🔖 Post Reply to Folder
🔖 Forward
🔖 **Help Menu**

File Menu

Contains commands for managing forms. For more details, click a command name in this list.

Send or Post

Save

Save as Text

Delete

Print Setup

Page Setup

Print

Close

Send or Post (File Menu)

Send

Sends the current form to the recipients whose names appear in the form's address fields.

You can also send a form by clicking **Send**.

 Send Button

Post

Posts the current form to the selected folder, making it available to users with read access privileges to the folder.

You can also post a form by clicking **Post**.

 Post Button

Note   The **Save** command is not available for Post forms. To save a folder form, you can post it to a folder. If you do not want others to access it yet, post it to a personal folder rather than a public folder.

Save (File Menu)

Saves the current Send form in your Microsoft Exchange <u>Inbox.</u> Because the form is unsubmitted--that is, not sent--once you save it, you can open it, complete it, and then send it later.

You can also save a Send form by clicking **Save** on the toolbar.

 Save Button

■   To find the form again in the <u>Microsoft Exchange Viewer,</u> select your Inbox from the left pane and locate the form's subject.

■   To save the contents of a form in a different location using a text file format, use **Save As** on the **File** menu.

Note   **Save** is not available for Post forms. To save a folder form, you can post it to a folder. If you do not want others to access it yet, post it to a personal folder rather than a public folder.

Save as Text (File Menu)

Saves a form as a text file, removing the form's formatting and Microsoft Exchange-related information. You can save the form and attachments with the name and in the location that you specify.

By default, contents of a form are saved as a text file with a .TXT extension. The default file name is the first eight letters of the form's Subject. If you want, you can rename the text file in the **Save As** dialog box.

For details about **Save As** options, choose **Help** in the dialog box.

Delete (File Menu)

Deletes the current form. You will be prompted to confirm the **Delete** command.

You can delete the current form by clicking **Delete** on the toolbar.

 Delete Button

Tip   You can delete selected text by pressing DELETE.

Print Setup (File Menu)

Lists printers connected directly or connected through the network. You can select the printer that you want.

For details about **Print Setup** options, choose **Help** in the dialog box.

Page Setup (File Menu)

Sets up a footer that you can add to the text area when you print the form message.

Page Setup Dialog Box Options

Footer
Choose the information you want to appear below the form message text.

None
No additional information appears when you print the message text.

Page Number
Prints the page number.

Page Number of Total Pages
Prints the page number together with the total number of pages in the message.

Page Number and Date and Time Printed
Prints the page number and the date and time you print the message.

Tip   You can review an example of the option you choose in the space below **Footer**.

Print (File Menu)

Prints a copy of the form on the selected printer according to print settings that you specify in the **Print Setup** dialog box.

You can print one copy of a form with the current print settings by clicking **Print** on the toolbar.

 Print Button

Tip   You can set the appropriate setup options and select a printer by choosing the **Print Setup** command. For details about an option, choose **Help** in the dialog box.

Close (File Menu)

Closes the form. You will be prompted to save your changes before closing.

■ You can also close the form by choosing **Close** in the window **Control** menu.

■ When you close the form, you leave other messaging applications running.

■ To close all messaging applications, choose **Exit and Log Off** from the Microsoft Exchange Client **File** menu.

Edit Menu

Contains commands for editing text. For more details, click a command name in this list.

    Undo

    Cut

    Copy

    Paste

    Select All

Undo (Edit Menu)

Restores the form to its condition before the last action was taken, if this action can be undone.

The **Undo** command can only undo the last action.

Cut (Edit Menu)

Removes selected text and places it on the Windows Clipboard. Text that you cut to the Clipboard replaces the previous Clipboard contents.

You can also cut selected text by clicking **Cut** on the toolbar.

 Cut Button

Note   This command is not available for selections that cannot be cut, such as those in a read-only field.

Copy (Edit Menu)

Copies selected text to the Windows Clipboard. Text that you copy to the Clipboard replaces the previous Clipboard contents.

You can also copy selected text by clicking **Copy** on the toolbar.

 Copy Button

Tip   You can copy information from a read-only field.

Paste (Edit Menu)

Inserts a copy of the Windows Clipboard contents at the insertion point.

Paste replaces any selected text with the contents of the Clipboard.

You can also paste text by clicking **Paste** on the toolbar.

Paste Button

Note **Paste** is available when you click an insertion point in a field where Clipboard contents can be pasted.

Select All (Edit Menu)

Selects all text in the field when an insertion point is clicked anywhere in a field where text can be selected.

View Menu

Contains commands for displaying toolbars and adjacent messages. For more details, click a command name in this list.

[Toolbar](#)

[Formatting Toolbar](#)

[Status Bar](#)

[Previous](#)

[Next](#)

Toolbar (View Menu)

Displays or hides the Form window standard toolbar.

Note Some buttons are only available when you are working with a Send form. Others are only available when working with a Post form.

Formatting Toolbar (View Menu)

Displays or hides the Form window formatting toolbar.

The formatting toolbar contains formatting buttons, including **Move Indent Left**, and **Move Indent Right**, for which there are no menu commands.

Note   If the field in which you are working has been defined so you can format text, buttons on this toolbar are available; otherwise, they are not available.

Status Bar (View Menu)

Displays or hides the status bar at the bottom of the Form window.

📕   The status bar displays short Help tips when you choose menu commands, toolbar buttons, or click an insertion point in a field.

📕   When no status bar Help is available for the field or command you've selected, the status bar is blank.

Previous (View Menu)

Displays the item above the current item in the folder, if one exists.

You can also view the item above the current item by clicking **Previous** on the toolbar.

  Previous Button

      If you have unsaved work in this form, you will be prompted to save your work before the item above the current item displays.

Next (View Menu)

Displays the item below the current item in the folder, if one exists.

You can also view the item below the current item by clicking **Next** on the toolbar.

⬇️ Next Button

🔷   If you have unsaved work in this form, you will be prompted to save your work before the item below the current item displays.

Insert Menu

Contains a command so you can attach files to your form. For more details, click <u>File</u> to jump to the command.

File (Insert Menu)

Inserts a file as an attachment in a form field, and displays it in the field as an icon and filename.

You can insert any file to which you have access. The file can reside on your computer's hard disk, on a floppy disk, or on a network.

You can also insert a file by clicking **Insert File** on the toolbar.

Insert File Button

For details about an option, choose **Help** in the dialog box.

Tip   To insert multiple files, display the **Insert File** dialog box for each file you want to insert.

Note   This command is available only if the insertion point is clicked in a field that supports attachments.

Format Menu

Contains commands for formatting text. For more details, click a command name in this list.

Font

Paragraph

Font (Format Menu)

Changes the font, style, font size, kind of underline, and color for selected text. If no text is selected, sets the format for text to be typed.

Tip   For details about an option, choose **Help** in the dialog box.

Note   This command is available only if the field allows formatting.

Paragraph (Format Menu)

Aligns selected text or other contents of a paragraph to the left and right margins of a field, and inserts bullets in the left margin at the beginning of paragraphs.

If no text is selected, the contents of the paragraph are aligned to the current location of the insertion point.

Tip   For details about an option, choose **Help** in the dialog box.

Note   This command is only available if the field allows formatting.

Tools Menu

Contains tools you can use to address, confirm delivery, and mark importance for a form. For more details, click a command name in this list.

Address Book

Check Names

Read Receipt

Delivery Receipt

Importance: High

Importance: Low

Address Book (Tools Menu)

Opens the <u>Address Book</u> if the contents of at least one of the To, Cc, or Bcc fields can be changed, so you can choose names and addresses for recipients.

You can also open the Address Book by clicking **Address Book** on the toolbar.

 Address Book Button

Note This command is only available with forms that use To, Cc, or Bcc fields.

Address Book

The Address Book contains lists of users, distribution lists, and public folder names to which you can address messages.

For more information about the Address Book, see the Address Book topic in the Microsoft Exchange Client online Help.

Check Names (Tools Menu)

Checks the names listed in the message heading at the top of the form using the <u>Address Book</u> that you choose. This command is available when the contents of at least one of the To, Cc, or Bcc fields can be changed.

You can also check names using the Address Book by clicking **Check Names** on the toolbar.

 Check Names Button

Read Receipt (Tools Menu)

Returns a Read Receipt message to your <u>Inbox</u> when the recipients listed in the To, Cc, or Bcc fields open the form stamped with Read Receipt.

You can also stamp a message with Read Receipt by clicking **Read Receipt** on the toolbar.

Read Receipt Button

Note   In the Microsoft Exchange Client, you can identify a message stamped with Read Receipt by selecting a message and reviewing its properties.

Delivery Receipt (Tools Menu)

Returns a Delivery Receipt message when the recipients listed in the To, Cc, or Bcc fields open the form stamped with Delivery Receipt.

Note   In the Microsoft Exchange Client, you can identify a message stamped with Delivery Receipt by selecting a message and reviewing its properties.

Importance: High (Tools Menu)

Stamps a message with a red exclamation point. Depending on the way Microsoft Exchange is set up in your organization, messages stamped like this may be routed with a higher priority than non-stamped messages.

You can also stamp a message with a red exclamation point by clicking **Importance: High** on the toolbar.

Importance: High Button

Importance: Low (Tools Menu)

Stamps a message with a black down-pointing arrow. Depending on the way Microsoft Exchange is set up in your organization, messages stamped like this may be routed with a lower priority than non-stamped messages.

You can also stamp a message with a black down-pointing arrow by clicking **Importance: Low** on the toolbar.

Importance: Low Button

Compose Menu

Contains commands for composing a new form, message, or response. For more details, click a command name in this list.

New Message

New Form

New Post in This Folder

Reply to Sender

Reply to All

Post Reply in This Folder

Forward

New Message (Compose Menu)

Opens a blank Microsoft Exchange standard message form in which you can compose a new message.

To select recipients from the Address Book, click the To, Cc, or Bcc field.

Note   When you are working in a public folder, you may be required to use a custom form instead of the standard Post form to reply or post information. Available custom forms are listed at the bottom of the **Compose** menu.

New Form (Compose Menu)

Opens a forms library so you can choose a specific form to compose.

You can choose a form from any forms library to which you have access.

Tip   For more details about new form options, choose **Help** in the dialog box.

Note   When you are working in a public folder, you may be required to use a custom form instead of the Microsoft Exchange standard New Post form to reply or post information. Custom forms are listed at the bottom of the **Compose** menu.

New Post in This Folder (Compose Menu)

Opens a Microsoft Exchange standard Post form containing both a **Keyword** and a **Conversation** thread field. It is pre-addressed to the folder, and you can use it to post information there.

Note   When you are working in a public folder, you may be required to use a custom form instead of the standard Post form to reply or post information. Available custom forms are listed at the bottom of the **Compose** menu.

Reply to Sender (Compose Menu)

Opens either a custom form or a Microsoft Exchange standard Message form pre-addressed to the sender. You can compose a response within or above the original message text.

You can also reply to the sender by clicking **Reply to Sender** on the toolbar.

 Reply to Sender Button

Tip   A marker appears where an attached file, if one exists, appears in the original form. To include attachments, forward the form by using **Forward** on the toolbar.

Reply to All (Compose Menu)

Opens either a custom form or a Microsoft Exchange standard Send form pre-addressed to the sender and all recipients. You can compose a response within or above the original message text.

You can also reply to all by clicking **Reply to All** on the toolbar.

 Reply to All Button

Tip   A marker appears where an attachment, if one exists, appears in the original form. To include attachments, forward the form by using the **Forward** button on the toolbar.

Post Reply in This Folder (Compose Menu)

Opens either a custom form or a Microsoft Exchange standard Post form pre-addressed to the current folder. You can compose your response within or above the original message text.

Note   When you are working in a public folder, you may be required to use a custom form instead of the standard Post form to reply or post information. Available custom forms are listed at the bottom of the **Compose** menu.

Forward (Compose Menu)

Opens a custom form that you can address and forward to other users. You can type your comments in the forwarded form within or above the original message text.

You can also forward the message by clicking **Forward** on the toolbar.

 Forward Button

 Any attachments are copied into the forwarded form.

Tip   To forward multiple messages, select the messages in the Microsoft Exchange Viewer, and then choose **Forward.** Each message is included as a separate attachment in a single Microsoft Exchange standard Send form.

Help Menu

Contains commands for accessing Help topics for the form. For more details, click a command name in this list.

Current Field

Current Form Window

About <Current Form>

Current Field (Help Menu)

When available, displays Help for the selected field. You can also find field Help, by selecting the field and then reading the status bar.

Tip You can access available Help by selecting a field, a Form window, or a form, and then pressing F1.

Current Form Window (Help Menu)

When available, displays Help for the Form window.

Tip You can access available Help by selecting a field, a Form window, a form, or a menu command, and then pressing F1.

About <Current Form> (Help Menu)

When available, displays Help about the form.

Tip   You can access available Help by selecting a field, a Form window, a form, or a menu command, and then pressing `F1` .

Keyboard Shortcuts

You can use these keyboard shortcuts for menu commands on this form.

Menu Command	Press
Check Names	CTRL+K
Copy	CTRL+C
Cut	CTRL+X
Delete	CTRL+D
Forward	CTRL+F
Help	F1
New Message	CTRL+N
Paste	CTRL+V
Print	CTRL+P
Reply	CTRL+R
Save	CTRL+S
Select All	CTRL+A
Undo	CTRL+Z

Inbox

The Inbox is located in the Viewer.

Microsoft Exchange Viewer

The Microsoft Exchange Viewer is the graphic management tool for accessing information located within the Microsoft Exchange Client. The Viewer is divided into panes, with the highest level of organization to the left.