

## Funduc Software - Purchasing & Ordering Delivery Agent

The base price of Delivery Agent is \$25/single user, plus \$5 to \$8 S&H if you want a diskette sent by US or International mail. Email delivery is free. Quantity discounts are listed in the [fax/mail order form](#) and on our web site, [www.funduc.com](http://www.funduc.com).

**Important Note:** Delivery Agent \*must not\* be used to send unsolicited "spam" mail. Please see our [Licensing Agreement](#) and [Disclaimer](#) for further information.

As part of the registration, you will receive free updates and customer support (by Email) for one year. Updates are sent to registered customers as they become available. They incorporate your suggestions, so please send them! If you have problems receiving the program or need customer support, contact us directly by Email at [support@funduc.com](mailto:support@funduc.com).

**Credit Card Registration:** Several routes are available...

- **Secure Internet Transaction:** If you have a secure Web browser such as Netscape or Internet Explorer, you may register by credit card via a secure Web transaction from our web site at: <http://www.funduc.com>.
- **Fax Registration:** To register using a credit card via fax, open and print the [fax/mail order form](#). You may also edit and print the file, 'Order.txt', in the program subdirectory. Please write clearly or type when you complete the form. Please check our web site - [www.funduc.com/contact.htm](http://www.funduc.com/contact.htm) - for the fax number to use. Fax orders are processed within a few hours during the USA business day. Allow 7-10 days for postal deliveries. Write [support@funduc.com](mailto:support@funduc.com) if you have a question about your order.
- **Phone Registration:** Call the number indicated on the page at [www.funduc.com/contact.htm](http://www.funduc.com/contact.htm) to order using a credit card. Please remember to specify which program you are ordering. Phone orders with email delivery are typically processed within one business day. Allow 7-10 days for postal deliveries. Write [support@funduc.com](mailto:support@funduc.com) if you have a question about your order.

**Ordering by check:** To register by check, open and print the fax/mail order [fax/mail order form](#). You may also edit and print the file, 'Order.txt', in the program subdirectory. Please write clearly or type when you complete the form. Mail the form and a check to the address indicated on the form. Please allow 7-10 days for check order processing and then contact [support@funduc.com](mailto:support@funduc.com) if you did not receive the program. Payments must be in US dollars drawn on a US bank or international postal money order in US dollars. If you send a postal money order, do so only by some form of registered mail that can be traced.

**Delivery Agent Fax/Mail Order Form**

**Funduc Software, Inc. - Fax and Mail Order Form  
Delivery Agent**

**Funduc Part Number: 398-DA-2520**

Fax Orders: Fax to the number indicated on the page at [www.funduc.com/contact.htm](http://www.funduc.com/contact.htm)

Check Orders: Funduc Software, Inc.  
P.O. Box 530904  
Livonia, MI 48153-0904  
USA

----- PRINT NEATLY OR TYPE! -----

<u>Price Schedule</u>	<u>Price (\$US) Per User</u>	<u>Number of Users</u>	<u>Price</u>
Single user	\$ 25.00	_____	\$ _____
2 to 9 users	\$ 23.00	_____	\$ _____
10 to 24 users	\$ 21.00	_____	\$ _____
25 to 49 users	\$ 18.00	_____	\$ _____
50+ users	\$ 15.00	_____	\$ _____
Residents of Michigan, United States - add 6% sales tax			\$ _____
<b>Preferred Shipping Method</b>	Mail 3.5 disk (US) \$5 S&H		\$ _____
	Mail 3.5 disk (overseas) \$8 S&H		\$ _____
	Email (Free)		\$ ___ 0 ___
	<b>TOTAL PAYMENT</b>		\$ _____

**Credit Card Information**

Card Type (Check One):                      Visa[  ]    American Express[  ]    MasterCard[  ]    Discover[  ]

Name as it appears on card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Country: \_\_\_\_\_

**Your Information** (Write 'Same' if not different from above)

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Alt Phone Number: \_\_\_\_\_

\* EMail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Include E-Mail address if you want email delivery.

**Comments:**

## Funduc Software Products

Please visit our Web site at <http://www.funduc.com> for more information, freeware, shareware, and purchases of these and other products.



### Search & Replace

**Search and Replace** is our award winning utility loved by programmers, webmasters, and novice computer users alike. If you need to find and replace text, or just find text, this utility is a must have. Search and Replace looks through multiple files for a string and can also replace it with another string. It can search subdirectories and ZIP files and do case sensitive or insensitive searches. Extensive support for regular expression (egrep) search & replacement includes operations that span more than one line, insertion of the path & filename during replacements, and incrementing number replacements. Binary search & replace mode can be combined with regular expressions. Precise control over replacements is available through multiple confirmation options and a built-in context viewer that allows you to view replacements in- context, before they are made. An HTML Mode can be used to make html special character code substitutions during search/replace. Ignore Whitespace mode makes it convenient to handle spaces & cr-lf during non-regular expression operations. A built-in script editor makes frequent &/or complex multi-step search/replace operations easy to prepare. Advanced script operations include a boolean expression evaluator that provides additional control over which files are processed by the script. Advanced scripts also allow you to specify the program options in effect, insert comments in scripts, and perform iterative script operations. Multiple file masks and file date & size filters can be used to include &/or exclude files during regular and scripted operations. The internal context viewer includes a built-in editor for editing text files. The full complement of command line switches (including script launching) is ideal for network managers & advanced users. Other functions include: "Touch" files (change time/date stamp & file attributes); Preservation of original file date during replacements; Replacements on backup path files instead of the originals; Output reports to monitor operations; Shell extensions to launch Search & Replace from Explorer and the Find Menu; and more. A detailed help file with examples are included. Several foreign language interface are available from <http://www.funduc.com>.

Search and Replace has received several awards from WUGNET® (Windows User Group Net) Windows NT Shareware Pick of the Week ([www.wugnet.com/shareware](http://www.wugnet.com/shareware)), Windows Magazine ([www.winmag.com](http://www.winmag.com)) Superior Shareware, and has been featured several times in Lockergnome's Free Windows 95/NT E-zine ([www.lockergnome.com](http://www.lockergnome.com)). It has a ZDNet Hotfiles ([www.hotfiles.com](http://www.hotfiles.com)) of 5 stars, & a TUCOWS ([www.tucows.com](http://www.tucows.com)) 5 Cow rating.



### Search and Replace Regular Expression Wizard

**Search and Replace Regular Expression Wizard** is a step-by-step wizard to help you build regular expressions for use in Search and Replace. The expressions can be constructed from a menu of operators having English language counterparts. The impact of the operators is displayed in color coded form on a sample text you provide. You can move back & forth between search operators - replace operators - final results to adjust your expressions as necessary. When finished, the final expressions are inserted into the corresponding Search and Replace fields if Search and Replace is running. The Wizard itself is freeware. Documentation requires a one time purchase.



### Directory Toolkit

**Directory Toolkit** is a multipurpose directory comparison and file manager that provides features missing from Windows. It displays single directory lists or side- by-side directory comparisons using color coding for alike, different, or missing files. Comparisons can be based on dates or a binary file analysis of file content. You can copy, move, & rename files while retaining long filenames and six built-in synchronize functions simplify updating directories. Built-in archive functions, with Explorer shell extensions, let you create & manage archives from Explorer and use Directory Toolkit as your primary archive manager for supported archives (zip, tar, gz, lz (read only), & cab). File operations and directory comparison functions work seamlessly on files in archives, e.g., no need to manually extract files first. Other features include statistics for file counts and path sizes; Ignoring filename case during comparisons; Explorer compatible OLE drag n Drop; Split/Concatenate files to/from diskettes; Encode/Decode UENCODER, Base64(Mime), BinHex(Mac), XXENCODER and yEnc formats, (Decode also includes quoted-printable, 7 bit unencoded, & plain text); An integrated comparison viewer for a color coded display of the actual differences in files; Safe physical sort of directories; Touch files (change time/date & attributes stamps); Find duplicate files on a drive; Open files and launch applications; Multiple include/exclude file masks and the ability to include/exclude files based on size and date; Command line switches & script functions to automate comparisons & synchronize operations & control program options in effect via batch files; Configurable output file and print functions to create reports of single

and comparison directory lists; Detects & runs (optionally) setup programs in archives; Display file version information including 8.3 file name equivalents; File numbering to number files sequentially based on adjustable sort order and a user defined starting value. Help file with examples included. International versions are available from <http://www.funduc.com>.

Directory Toolkit has been a winner of the WUGNET® Windows NT Shareware Pick of the Week for ([www.wugnet.com/shareware](http://www.wugnet.com/shareware)), WUGNET® Windows95 Best Choice Shareware for the week, and featured Lockergnome's Free Windows 95/NT E-zine ([www.lockergnome.com](http://www.lockergnome.com)). It has a ZDNet Hotfiles ([www.hotfiles.com](http://www.hotfiles.com)) of 5 stars.



### Funduc Software ZIP Extractor

**Funduc Software ZIP Extractor** is ZIP "self-extractor stub" that lets you turn your ZIP files into a self-extracting executable that will automatically unZIP the archive when launched. This allows you to share your zip files with another person who might not have an unzip software on their computer &/or who might have only occasional use for an unzip tool. The self-extractor allows some or all files to be extracted and can create the paths in the zip file (default) or "flatten" the directory structure (unzip into a single path).



### Registry Toolkit

**Registry Toolkit** lets you search &/or replace and edit the Windows registry. You can specify the data types to process, start key, case sensitive, whole word. Regular expression operations using an egrep-type syntax are also available. You can create/edit keys, values, &/or data manually if you wish. A unique 'operations' function lets you move/copy/delete/export values you select. For example, you can copy/move keys from one location in the registry to another. The program now maintains multiple 'undo' files that can be used to reverse previous changes (10 is the default). An automatic 'last change' undo is available from the program GUI. Replaces can be previewed in advance, in-context. Replaces can also be previewed in the context of an overall search - a comparison dialog then lets you select/deselect specific operations to perform before making the overall replace. The program can print search & registry browse results. The .reg import function allows you to compare existing data vs. data to be imported - specific items can then be selected/deselected. The .reg export function can be used to make special .reg files that delete keys when merged via Registry Toolkit or our new Registry Toolkit Merge program (see our web site). The various program comparison dialogs are configurable and their contents can be copied to the windows clipboard. The program can read DOS environment variables and use them in a search/replace. Script file & command line functions are available for automated &/or complex operations. Registry Toolkit will operate on a remote registry (if you have permission to do so). A German interface is available.



### Registry Toolkit Merge

**Registry Toolkit Merge** is a companion program for Registry Toolkit. Registry Toolkit Merge is a command line that merges .reg files into the Windows registry. Registry Toolkit Merge is unique because it can be used to create self-contained, self-importing .exe's. When clicked on, the .reg information is imported into the registry (after confirmation). This is be useful, for example, if you need to distribute a .reg file to others but are worried that they might not know how to import a .reg file manually. Alternatively, a .reg file can be passed to the program from the command line. Like Registry Toolkit, the program can be used to apply .reg files that will delete keys from the registry or copy/move them to another location -- tasks that cannot be accomplished easily by the regedit.exe .reg merge function that comes with Windows.



### Folder Synchronize

Folder Synchronize is a command-line utility useful to network administrators and other power users. It provides a subset of the functions in our Directory Toolkit utility, namely, the comparison & synchronize functions. We created Folder Synchronize for those who needed those functions but not the GUI interface & other functions of Directory Toolkit such as archive management, file operations, etc. Folder Synchronize is a native 32-bit executable for use with all 32 bit Windows platforms.

Folder Synchronize can synchronize two paths using one of 6 synch methods. The program can also do a comparison-only. This is useful with the output report function. When the output report is enabled it will contain a summary of the path comparison &/or a summary of the file operations carried out by the synchronize. Other features include: Switchable display (or not) of a progress meter; A custom bitmap & message of your choice can be displayed on the screen while an operation progresses; A 'No Cancel' switch can be used to make it less easy for a procedure to be interrupted; Require (or not) confirmation of file operations; Complex include/exclude file masks that let you include/exclude some file or subdirectories while including others; Multiple operations can be

submitted to the program via multiple 'configuration files'.



### Folder Synchronize Script Editor

The 'Script Editor' is used to generate (or edit) script files that can then be used with Folder Synchronize or our Directory Toolkit utility. The script switches are presented in an organized arrangement. The display of related switches can be collapsed/expanded for readability.



### Application Mover

**Application Mover** is a tool that relocates installed programs from one path to another on your hard disk. Application Mover takes files found one path and moves them to another that you specify. Application Mover scans the windows registry for references to old file location and adjust the registry to the new location. Application Mover also scans all windows shortcuts in the Start Menu and adjusts those as well. \*.ini and \*.log files present in the program's path are updated to reflect the new location of your program.



### Application Inventory

**Application Inventory** is a utility that scans your system for program .exe files and generates a configurable report about the files that were located. Optional follow-up scans are then initiated to cross-reference the initial scan results with windows .lnk shortcuts and/or references in the windows registry. Further details on files are available from Properties and References dialogs. Include and exclude filters are available to define the initial search by path &/or string(s) found in file version information. The fields included in the initial file scan are configurable. Results be sorted, copied to the clipboard, printed, or saved in a delimited file you specify. Application Inventory can also launch windows explorer on the path containing a file in the results list. Although Application Inventory is intended as a reporting tool, various windows properties sheets can be launched that allow you to make edits to file or shortcut properties. The program defaults to scanning for .exe files but a special switch is available to scan for another file type that you specify.



### Duplicate File Finder

**Duplicate File Finder** is utility for 32 bit windows that locates duplicate files on in one or more paths. Unlike other utilities that only check file names, Duplicate File Finder performs a binary comparison of file contents and can locate files that are alike regardless of names. The path(s) to scan is configurable by file path and file mask(s) and filter settings can be used to include/exclude files by date, size, attribute. Results can be saved to a tab delimited file. Supplementary functions include launching files, deleting files to the recycle bin, opening Explorer on a path, and examining file properties.



### File Merge Express

**File Merge Express** is a file comparison and merge utility for 32 bit Windows. The program displays a contents comparison of two files and can (optionally) create a third file, 'Merge File' that consists of the merge of the two files being compared. The Merge File can (optionally) be opened in the built-in text (or binary) editor. The program has options for file naming of the Merge File, including automatic naming when the two source files for the comparison have the same name. The Compare Files dialog is also used to establish parameters such line prefixes, colors, orientation of the preview, etc. Command line parameters are available to specify files to compare or a script file to use. The program can also be launched from the Windows Explorer right click menu. File Merge Express will also supplement our Directory Toolkit utility. If both programs are installed, Directory Toolkit's file contents comparison will automatically employ File Merge Express, which has more features than Directory Toolkit's internal routine.



### Delivery Agent

**Delivery Agent** is a send-only e-mail program, with mail merge functions, for use by web site managers, network administrators, customer relations and support personnel, etc. The program is used to deliver frequently used, customer-requested e-mail messages (& MIME attachments) such as newsletters, product delivery & announcements, support notes, etc. Messages can be sent to one or more users by selecting a message from a list and entering the users' address. The program can read a text file containing a list of addresses for bulk delivery. Recipients of bulk deliveries are shielded from seeing the other recipients in the list. The program checks a POP e-mail account prior to sending message via SMTP - useful for servers that 'validate' the users current IP address prior to mail relays. Version 3.0 adds MAPI support. When activated, the program will route outgoing messages to your

primary MAPI-aware e-mail program. Mail merge field name definitions, variable names, and data are stored in a single file containing the data and e-mail addresses. Variable names can be anything you like (except for the name of the e-mail address field). Mail Merge 'Constants' can also be defined. The program has a customizable header function that can be used to send web mail' or 'HTML mail'. The "To: " field can also be customized for bulk, non-mail merge deliveries. Port settings to use and maximum number of recipients per block can be configured manually. Settings and messages can be created via the program GUI or, once you are familiar with the program, via an external text editor. A full complement of command line switches allows the program to be incorporated into your .bat routines. A log file of deliveries can be enabled (or not).



### Shortcut Doctor

**Shortcut Doctor** allows you to check your Windows links/shortcuts and see which contain targets which can no longer be found. The program can then delete the shortcuts, resolve them, or carry out search/replace operations to modify shortcut fields with or without validation of new paths. Network Drive mappings can be inserted in the Replace dialog automatically. Individual shortcuts can be edited and all shortcuts on a drive can be displayed, regardless of whether they are valid or not. Explorer Internet URLs can also be checked for problems. CD-ROM drives, network drives, and specific paths can be ignored during processing. Includes an Empty Recent Documents button. Script files, run from the command line, allow you to do multiple operations, control program options, and easily specify complex paths. A German interface is available.



### Funduc Explorer Extensions

**Explorer Extensions** is a collection of enhancements for the Windows Explorer right-click context menu: a) Encode and Decode Email attachments - support for UUENCODE, Base64(Mime), BinHex(Mac), XXENCODE, quoted-printable, 7 bit unencoded, & plain text, b) Split and Concatenate large files into smaller ones for storage on floppies & visa versa. Split can be based on file size or a string found in a file, c) Touch files - change the time, date, & attributes of files. Touch can add (or subtract) a user specified time value from the current file time. d) File Operations - copy/move/rename/delete files using complex file masks. The program can also change the case of file names & number files. A German version is available.



### Drive Bar

**Drive Bar** allows you to conveniently open views of your drives in the Windows Explorer. Drive Bar's Auto Hide function allows it to disappear from view when not in use so that it does not take up screen space. Drive Bar is resizable and can be set to remain visible at all times. It can also be set to launch alternative file manager programs in lieu of Windows Explorer, launch views as "Tiled" or not, ignore specified drives in the list of drive icons, and run automatically at Windows startup.



### Update Toolkit

**Update Toolkit** is a multi-purpose application intended for administrators network managers. This program was created for those who need some or all of the separate functions of our Folder Synchronize, Shortcut Doctor, Registry Toolkit, and Search and Replace utilities under one command line application. Operations are controlled by scripts and are highly configurable. While Update Toolkit can be used on individual machines, it is oriented toward 'logon-script' operations for workstations. The program has no user interface and therefore is well suited for automated operations.



### Count Characters (freeware)

**Count Characters** copies most Windows controls' data to the clipboard! That's just one of the features of this freeware program from Funduc Software. The program can report the type and content of some of the windows currently displayed on your desktop and for the most popular types of controls (including lists and trees) it can copy their contents to the clipboard. You can also copy the contents of password fields and regular text boxes. Cost: Free.



### Decode Shell Extension (freeware)

**Decode Shell Extension** is very popular freeware app is an extension for the Windows Explorer. The program allows you to decode Internet email attachments by right-clicking on a saved message file from Explorer and selecting

Decode from the menu. The program supports multiple attachments, multi-part files (already concatenated), UUENCODED, Base64(MIME), BinHex (Mac format), quoted-printable, XXENCODED, plain text files, and User (table) encoded files. If the attachment contains only one file, Decode Shell Extension will offer to open it using either the associated program or Notepad. For virus safety reasons, it will not offer to launch .exe., .com, .bat, & .cmd files. You should scan decoded Word and Excel files with your anti-virus checker before loading them.



#### **DBComp Ver 1.0 (freeware)**

**DBComp** is a database comparison and merge application that compare two ODBC data sources for alike vs. different records and generate a "Difference File" that lists the records that either do not match or have been added/deleted from one data source compared to the other. DBComp can also perform a "Merge" operation that uses Difference File generated by DBComp and updates an ODBC data source via SQL statements. You can view the SQL statements in advance and remove one (or more) in advance if you wish. DBComp version 1.0 is freeware.



#### **Word Search and Replace**

**Word Search and Replace** is a freeware macro for Microsoft Word. It uses the 'find and replace' functions of MS Word to perform a search/replace in one or more files selected by a file mask supplied by the user. We created 'WordSR' for those who need to search/replace in Word documents only. The macro can use the Word 'Pattern Matching' regular expression switch. Case Sensitive and Whole Word search/replace is also possible



#### **Excel Search and Replace**

**Excel Search and Replace** is a counterpart to our Word Search and Replace. This is a freeware macro for Microsoft Excel that searches (and replaces) in multiple .xls files using Excel's built-in find & replace function.



#### **PowerPoint Search and Replace**

**PowerPoint Search and Replace** rounds out our collection of freeware find and replace Office Macros. This macro is a PowerPoint .ppt file that works with MS PowerPoint files using the find and replace functions that are part of PowerPoint. You need to have the full version of PowerPoint installed. The macro can be run as a slide show but it will not work if you only have the PowerPoint Show Viewer from Microsoft.



#### **TZAdjust (freeware)**

**TZAdjust**, which stands for Time Zone Adjust, is a freeware app we created for users who find it necessary to make manual changes to the Windows time zone and 'day light savings' offset parameters. TZAdjust is probably of greatest interest to Windows NT-class users. NT/2000/XP returns time information as an offset from Greenwich Mean Time (GMT). In addition, the OS automatically makes Daylight Savings compensations when reporting file times. One can disable "Automatically Adjust for Daylight Savings" entirely in the Windows Day/Time Properties dialog but there may be other instances where finer control over time zone and the daylight offset is desired. Do not use TZAdjust casually. Be sure to read the information in the 'readme.txt' before using this program.



#### **FSHED (freeware)**

**FSHED**, which stands for Funduc Software Hex Editor, is a freeware hex editor whose functions include File Insert; File Revert; Bookmarking; Clipboard Paste choices; Block Selection; Search/Replace; Read only switch; Print Preview; Display Choices (Bytes per line, Offset length, ANSI/OEM, Little-Endian/Big-Endian, Font Size, Screen Colors, & more). Search and Replace can be configured to use FSHED instead of HexView.



#### **HexView for Windows (freeware)**

**HexView** is a multiple document Hexadecimal viewer that can display, print, and print preview any file as a hex dump. It is intended as a supplement for Search and Replace for Windows, however, it is a standalone app and does not require Search and Replace. A Japanese version is available.



#### **Limit Edit (freeware)**

**Limit Edit** expands upon the built-in limit feature for edit boxes & rich edit controls by letting you set your own



maximum size settings for the amount of text permitted in edit boxes and rich edit controls. For example, Limit Edit can set a limit on the amount of text allowed in an instance of the Notepad text editor. The Limit Edit dialog also displays interesting information about the types of controls in use by a program. Although intended for edit boxes and rich edit controls only, it may also work on some other controls that are subclasses of these. Separate 16 and 32 bit version included.



### **INI to Registry (freeware)**

**INI to Registry** works well with any program that relies on .ini files. It can read the contents of any INI file and load them into the Windows registry. That way programs which previously used INI files can read the old data from the registry. The program is free. The source code is available for \$25. Please E-MAIL [mime@funduc.com](mailto:mime@funduc.com) for information on purchasing the source code.



### **Patch Creator**

**Patch Creator**, one our legacy products, is a tool for software authors. It is a two part program used to make patches for updating registered versions software. Both the Patch Creator (used on the developer's end) and the Patch Applicator (applies the patch on the end user's machine) are easy to use GUI programs. Command line switches or complicated run instructions are not necessary on the user's end. The Creator and Applicator are 32 bit GUI Windows utilities. You can require passwords to run the Applicator (or not). Patches can be created to update files on users' machines from a specific version, add files regardless of existing version, remove files, or rename files. Patches that conduct 'updates' are based on binary differences between old vs. new files. Compression can be used to further reduce the size of the patch. Patches for multiple versions can be include in a single patch file. Patches can be configured to use a registry value on the end user's machine for setup path information and the applicator can also write a .reg file to the user's registry upon completion. In addition, patches can be set up to halt operations if specified files(s) are not found on the end user's machine. This can be used, for example, to not patch any files if a critical file you specify is not present. The Patch Creator has a script language for saving complex patch setups and it can be run from the command line for use in automated routines. A German version is also available.

### **Decode/Encode DLLs**

**Decode/Encode DLL** is another legacy product for software developers. The Decode/Encode DLL can be called from any Windows programming language (such as VB, Visual C, Powerbuilder, etc.). It allows you to automatically detect if a given file is UUENCODED, Base64(MIME), XXENCODED, BinHex, encoded with a user-supplied table, quoted-printable, or plain text. The DLL can then decode the file(s) either in the current directory or in one specified by the user. Binary files can also be encoded for transmission over the Internet. Functions are available for encoding/decoding to/from memory buffers, listing message body text, and message headers. Utility functions for split/concatenate are also available. Example code and a model test program is included. Cost: \$58 (no royalties).

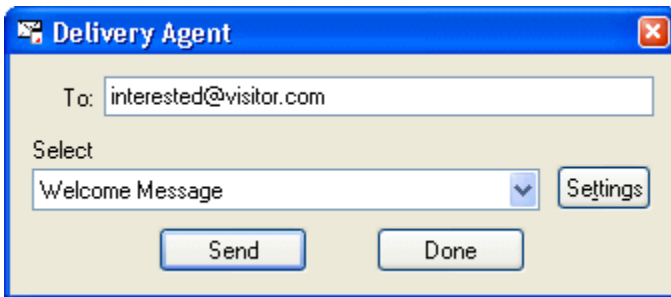
## Delivery Agent Help Contents



**Delivery Agent** is a send-only email program that allows you to deliver frequently used email messages (& attachments). Messages can be sent to one or more users by selecting a message and entering the users' addresses or by specifying a filename containing a [list of addresses](#). The [settings](#) & [message template](#) files may be managed with a text editor and the program can keep a [log](#) of message activity. The content type headers can be [customized](#) for use with, for example, [inline html mail](#). The program uses SMTP for message delivery and can do an optional POP check prior to delivery for servers that require IP address verification before relaying is permitted. Alternatively, Delivery Agent can [use MAPI](#) for sending mail. [Command line switches](#) can be used to integrate deliveries into .bat/.cmd routines. [Mail Merge](#) functions, which have replaceable variables and 'constants' in the message text and the attachment names, can be used to delivery highly customized messages. Manual [To: Field Customization](#) can be done to customize the line recipients see in the To: field during bulk deliveries. Finally, special registry switches are available to [pause deliveries](#) for a specified amount of time between deliveries.

**Shareware Users:** See [Shareware Version Information](#) for important information on the shareware version and testing suggestions.

Click on the graphic or scroll for more help.



**To Field:** Enter a single or multiple recipient address or the full path to an [address list file](#). If multiple recipients are specified, other users will not see each-other's addresses (which is considered an invasion of privacy. Instead, if more than one address is used, the program automatically generates a To: field (using the From: setting for that message) so that the server will let the message through. The text recipients will they will see in their email client's To: field will be the contents of the message Subject: field followed by the email address specified in the message From: field.

The To: field can accept a list of addresses separated by commas or a file name that contains the list on separate lines and/or separated by commas. Examples of valid entries are:

```
jdoe@yourserver.com
"Jane Doe" <jdoe@yourserver.com>
jdoe@yourserver.com, jsmith@yourserver.com
"Jane Doe" <jdoe@yourserver.com>,"John Smith" <jsmith@yourserver.com>
c:\mail list\address.txt
```

**Message to Send:** Select a message to send to the recipient. The list of available messages is determined according to the [settings file](#).

**Settings:** Click here to activate the [Settings Dialog](#).

**Send Button:** Click here to send the selected message.

**Done Button:** Quit Delivery Agent.

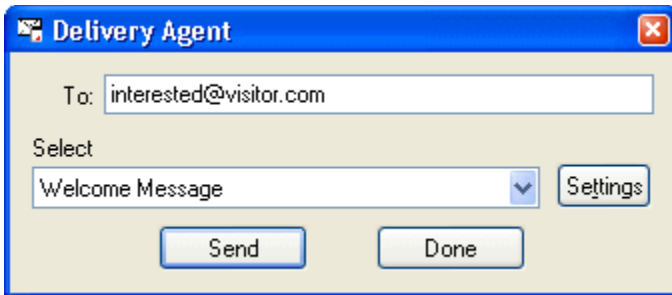
## Delivery Agent Main Dialog



**Delivery Agent** is a send-only email program that allows you to deliver frequently used email messages (& attachments). Messages can be sent to one or more users by selecting a message and entering the users' addresses or by specifying a filename containing a [list of addresses](#). The [settings](#) & [message template](#) files may be managed with a text editor and the program can keep a [log](#) of message activity. The content type headers can be [customized](#) for use with, for example, [inline html mail](#). The program uses SMTP for message delivery and can do an optional POP check prior to delivery for servers that require IP address verification before relaying is permitted. Alternatively, Delivery Agent can [use MAPI](#) for sending mail. [Command line switches](#) can be used to integrate deliveries into .bat/.cmd routines. [Mail Merge](#) functions, which have replaceable variables and 'constants' in the message text and the attachment names, can be used to delivery highly customized messages. Manual [To: Field Customization](#) can be done to customize the line recipients see in the To: field during bulk deliveries. Finally, special registry switches are available to [pause deliveries](#) for a specified amount of time between deliveries.

**Shareware Users:** See [Shareware Version Information](#) for important information on the shareware version and testing suggestions.

Click on the graphic below or scroll for more help.



**To Field:** Enter a single or multiple recipient address or the full path to an [address list file](#). If multiple recipients are specified, other users will not see each-other's addresses (which is considered an invasion of privacy. Instead, if more than one address is used, the program automatically generates a To: field (using the From: setting for that message) so that the server will let the message through. The text recipients will they will see in their email client's To: field will be the contents of the message Subject: field followed by the email address specified in the message From: field.

The To: field can accept a list of addresses separated by commas or a file name that contains the list on separate lines and/or separated by commas. Examples of valid entries are:

```
jdoe@yourserver.com  
"Jane Doe" <jdoe@yourserver.com>  
jdoe@yourserver.com, jsmith@yourserver.com  
"Jane Doe" <jdoe@yourserver.com>, "John Smith" <jsmith@yourserver.com>  
c:\mail list\address.txt
```

**Message to Send:** Select a message to send to the recipient. The list of available messages is determined according to the [settings file](#).

**Settings:** Click here to activate the [Settings Dialog](#).

**Send Button:** Click here to send the selected message.

**Done Button:** Quit Delivery Agent.

**To Field:** Enter a single or multiple recipient address or the full path to an [address list file](#). If multiple recipients are specified, other users will not see each-other's addresses (which is considered an invasion of privacy. Instead, if more than one address is used, the program automatically generates a To: field (using the From: setting for that message) so that the server will let the message through. The text recipients will they will see in their email client's To: field will be the contents of the message Subject: field followed by the email address specified in the message From: field.

The To: field can accept a list of addresses separated by commas or a file name that contains the list on separate lines and/or separated by commas. Examples of valid entries are:

```
jdoe@yourserver.com  
"Jane Doe" <jdoe@yourserver.com>  
jdoe@yourserver.com,jsmith@yourserver.com  
"Jane Doe" <jdoe@yourserver.com>,"John Smith" <jsmith@yourserver.com>  
c:\mail list\address.txt
```

**Message to Send:** Select a message to send to the recipient. The list of available messages is determined according to the [settings file](#).

**Settings:** Click here to activate the [Settings Dialog](#).

**Send Button:** Click here to send the selected message.

**Done Button:** Quit Delivery Agent.



## Address List File

Delivery Agent can read a text file of addresses for bulk mail delivery. The file should be a PC format text file (not Unix format) consisting of one address per line &/or addresses separated by commas if more than one per line.

The format for the Address List when Mail Merge is employed is different. Please see [Mail Merge](#) for details.

Addresses may be the format:

```
jdoe@yourserver.com
"Jane Doe" <jdoe@yourserver.com>
jdoe@yourserver.com,jsmith@yourserver.com
Jane Doe" <jdoe@yourserver.com>,"John Smith" <jsmith@yourserver.com>
```

Delivery Agent will automatically scrub out any repeat addresses in the address list file to eliminate wasted bandwidth.

When you send a bulk mail, recipients will be shielded from seeing the addresses of the other recipients. The text recipients will see in their email client's To: field will be the contents of the message Subject: field followed by the email address specified in the message From: field.

The program defaults to a maximum of 25 mail deliveries per send. However, your SMTP sever may allow less (or more) outgoing messages at one time. Consult your ISP or network administrator for the maximum messages per send allowed by your SMTP server. See [Message Settings](#) and [Message Template Files](#) for information on specifying a different value for the maximum Delivery Agent will use for that server.

If you have more recipients in your address list file than are allowed per the SMTP settings, Delivery Agent will repeat the message delivery in batches until your entire recipient list is covered. For example, if you specify a maximum of 15 for your SMTP server but have 100 recipients in your address list, Delivery Agent will repeat the message delivery in batches of 15 (or less) until your entire recipient list is covered.

## Mail Merge

Delivery Agent has mail merge functions available that allow you to insert adds variable and/or constant text into the text of your messages.

Setting up a 'mail merge' requires some adjustment from the ordinary procedures so please read carefully. The F1 help information here is one single topic. You may wish to print this for reference.

Please see the [Mail Merge & Attachments](#) section below for special notes about using mail merge with attachment names.

### Mail Merge Field Definitions and Mail Merge Data

Data field names and mail merge data to use are specified in an address list file. An address list file for Mail Merge differs from a standard [list of addresses](#) in several ways: 1) The first line in the file specifies the delimiter to use (Delimiter=); 2) The second line in the file specifies the field name definitions for variable and constant mail merge fields; 3) The remaining lines contain email addresses and mail merge data to use for that recipient. The data are separated using the delimiter specified on line 1 of the file.

Please see the file, "Mail Merge Example Address List.txt", installed with the program, as an example.

### An Example Address List File for Mail Mege

```
Delimiter=,  
&email,&name,&title,&resp,&datetime=4/12/2005 9:53 pm,&file=Products.zip  
Rachael O'Rorke <rachael@rachelmail.com>,"Rachael O'Rorke",Ms. ,All  
bill@billsaddress.com,Bill Jones,Mr. ,One  
"Tom Kerry" <tomk@nowhere.com>,Tom, ,All
```

### Explanations

**Delimiter= line:** This line must be the first line in the file. In the example here the , character is defined as the delimiter. Any character(s) may be employed. However, be sure to use something unique that does not already exist in your data. , ; or tab are some common choices. Multiple characters can also be used, e.g., Delimiter=,;

**Field Name Definitions:** These must reside on the second line in the file. In the example here, 6 field names are defined. Separate the field names using the delimiter character(s) defined on the Delimiter= line. Do not add a blank space between the field names (unless your delimiter involves a blank space - which is probably not a wise choice).

There are three field types -

**Variable Fields:** Expect for the '&email' field, you can use any name you wish. The names you use here are used in the message template to indicate the points at which to insert the data. In the example here, &email, &name, &title, and &resp are names used for the Variable Fields for this mail merge.

**Note:** Field names in the message template are case sensitive. For example, if &title is the defined field name, &Title in the message template will not work. The program will output the literal string, '&Title' instead of the data for the &title field. You must use &title in the message template.

**&email Field:** This is a special variable field name that refers to the field Delivery Agent will use for the recipient's email address when the message is sent. You must use the a name involving the string 'email' or 'e-mail' to name the email address field (case insensitive). Any other string would not be recognized by the program as an email address to use when sending a message. The &email field does not have to be the first field name in the list of definitions.

**Note:** The &email field name is not case sensitive, e.g., the program will use &EMAIL, &email, &eMail, etc. as addresses. However, if you also use that data in your message template you must use the same case in the template. For example, if &EMAIL is defined for email addresses and you are using that field in your message text, you must use &EMAIL in the template.

**Constant Field(s):** These are distinguished by a field name followed by the = character. In the example here, &datetime and &filename are Constant Fields. Constant Fields differ from Variable Fields such that there are no individual mail merge data for constants. Instead the same text is used for all recipients. The text to use is specified after the = character. In the example here, wherever &datetime is specified in the message template the text '4/12/2005 9:53 pm' would be inserted in the outgoing message.

**Important Note:** Constant Field(s) must be specified to the right of the Variable Fields have been specified.

You cannot have a Constant Field name preceding a Variable Field name. This is because the presence of Constant Fields in the field name definitions means there are more fields defined than the number columns of data in the mail merge data. If you place the name definition for a Constant Field and before a Variable Field Delivery Agent will have trouble parsing the actual mail merge data correctly.

### Mail Merge Data:

The data records begin on the third line of the file. In the example here, Rachael O'Rorke's record is the first record.

Care should be taken to ensure that the number of data fields matches the definitions and delimiters defined on the first two lines of the file. If you have a blank data point you must still specify delimiters to account for that data. For example, note how the record here handles the missing data for the &title file.

See below for notes about legal formatting for &email field data.

### Mail Merge Message Files

The [message template files](#) for mail merge messages are basically the same as a non-mail merge message except that you include the mail merge field names in the locations where mail merge data for that recipient is to be inserted when the message is sent. The only qualification is that if you want to use mail merge with attachment names you must edit the message template file manually, with your text editor. See [Mail Merge & Attachments](#) below.

An example message template file using Mail Merge is included with the program - "Mail Merge Example Message.txt". We recommend you examine that message and use it for an experimental test delivery.

To briefly illustrate here, the message "Mail Merge Example Message.txt" contains the following:

```
Dear &title &name,

Thank you for visiting our site and requesting further information
about our products and services. You will receive "&resp"
mailing(s) from us about our products. You change this by submitting a
new request form.

In the attached .zip, &file, you will find a detailed
description and price list. Unzip the file with your zip utility and
open INFO.TXT with your text editor.
```

If a delivery were made using "Mail Merge Example Address List.txt" as the list of addresses, the first recipient in "Mail Merge Example Address List.txt" would receive a message that read:

```
Dear Ms. Rachael O'Rorke,

Thank you for visiting our site and requesting further information
about our products and services. You will receive "All"
mailing(s) from us about our products. You change this by submitting a
new request form.

In the attached file, Products.zip, you will find a detailed
description and price list. Unzip the file with your zip utility and
open INFO.TXT with your text editor.
```

### Mail Merge & Attachments

Delivery Agent 3.3+ can use mail merge data with attachment names. For example, you can one attachment to one recipient and a different attachment to another recipient.

Attachment names using mail merge may need to be entered into the message template manually, using your text editor. The 'Add' button file picker in the [Attachments](#) tab permits you to type in a 'mail merge variable name' but the operating system automatically inserts a path specification. This is not a problem if your attachments reside in the path but if your mail merge attachment data includes path names, a manual edit will be necessary.

For example, given the following, where *&attachfile* is the field that holds the attachment name, you will have to manually edit your message template and change the attachment specification to *&attachfile*. Why? Because the file references above involve different paths.

#### Mail Merge Data:

```
Delimiter=,
&email,&name,&attachfile
```

bill@somewhere.com,Bill,d:\test\file1.gif  
susan@somewhere.com,Susan,d:\Sue\_Stuff\file2.gif

**Message Template File:**

Date: 11 Apr 01 15:14 GMT  
From: testing@mysite.com  
To:  
Subject: A test message with mmerge in the attachment name  
MIME-Version: 1.0  
Content-type: Multipart/Mixed; boundary="====Message-Boundary-324967===="  
X-pmrqc: 1  
X-mailer:

&attachfile

Hello &name -

Here is the file I mentioned.

Regards,  
'Me Making A Test'

If all your paths are the same, then you can use the 'Add' button file picker in the [Attachments](#) tab. For example, this data would not require a manual edit if you use the path browser to navigate to the correct path and if all files reside in that path.

Delimiter=,  
&email,&name,&attachfile  
bill@somewhere.com,Bill,BillsFile.gif  
susan@somewhere.com,Susan,SuesFile.gif

It is also OK to use a mail merge variable to define a path. Be sure to account for the \ characters. For example:

**Mail Merge Data:**

Delimiter=,  
&email,&name,&path,&attachfile  
bill@somewhere.com,Bill,d:\temp\,BillsFile.gif  
susan@somewhere.com,Susan,d:\sue\_stuff\,SuesFile.gif

**Message Template File:**

Date: 11 Apr 01 15:14 GMT  
From: testing@mysite.com  
To:  
Subject: A test message with mmerge in the attachment name  
MIME-Version: 1.0  
Content-type: Multipart/Mixed; boundary="====Message-Boundary-324967===="  
X-pmrqc: 1  
X-mailer:

&path&attachfile

Hello &name -

Here is the file I mentioned.

Regards,  
'Me Making A Test'

Multiple attachments can also be specified. For example:

**Mail Merge Data:**

Delimiter=,  
&email, &name,&file1,&file2  
bill@somewhere.com,Bill,d:\temp\BillsFile.gif,d:\temp2\Another.gif  
susan@somewhere.com,Susan,d:\sue\_stuff\SuesFile.gif,d:\temp2\Cool.gif

**Message Template File:**

Date: 11 Apr 01 15:14 GMT  
From: testing@mysite.com  
To:

```
Subject: A test message with mmerge in the attachment name
MIME-Version: 1.0
Content-type: Multipart/Mixed; boundary="====Message-Boundary-324967===="
X-pmrc: 1
X-mailer:
```

```
&file1
&file2
```

```
Hello &name -
```

```
Here are the files I mentioned.
```

```
Regards,
'Me Making A Test'
```

Please experiment with some test mail merges before using mail merge in attachment names. Send some mails to yourself that send different attachments. See [Testing](#) for other testing suggestions.

#### Notes:

- &email data can use any of the standard forms for internet email addressing. See [Address List File](#) for additional examples. " characters, if used in &email are included.
- We use a standard of prefacing field names with the & character. However, the & character is not necessary. The program recognizes any string you use to define a field name as a mail merge variable. For instance, you could use the letter 'a' for a field name. That would not be wise but it would work. The use of a non-letter character is advised to reduce conflicts with other text strings in your message. Please note 'email' or 'e-mail' are absolutely required to distinguish the column the program will use for email addresses.
- Field names in the message template are case sensitive. They must match the case used for the Field Name Definition (second line in the address list file). For example, if &title is the defined field name, &Title in the message template will not work. The program will output the literal string, '&Title' instead of the data for the &title field. You must use &title in the message template.
- Do not surround attachment references with quote characters, even if the path has spaces in the name. If you are using mail merge to define attachment references, do not use quote characters in your mail merge data.
- Mail Merge variables and data cannot be used to define a custom mail header or the subject.
- It is OK to define a field name but never actually use it in a message.
- When Mail Merge is used individual recipients see their own email address in their mailer client's To: field. This is in contrast to a non-mail merge bulk delivery, where recipients see a To: field consisting of the Subject and From fields (See [Message Parameters](#)).
- When Mail Merge is used deliveries are slower than during a non-mail merge bulk delivery. This is because mail merge messages cannot be sent to the smtp sever in blocks of identical messages to be sent to multiple recipients. When mail merge is being used the message to each recipient must be sent individually.
- Delivery Agent does not reformat or adjust the word wrap of outgoing mail merge messages to suit the length of a mail merge data. You should take this into account as your prepare your messages.

## Settings File

Delivery Agent uses a "settings file" to determine basic program parameters and the list of messages available in main- and message-settings dialogs. By default, settings are saved in the file, *default.lst*, in the same path as DelAgent.exe. This is a standard ascii text file that can be edited with a text editor. **Do not** make changes to the active settings file with your text editor while Delivery Agent is running. Quit the program before making external edits.

You may also pass the name of another settings file to DelAgent.exe from the command line using the syntax:

```
DelAgent.exe settings_file
```

Specify the full path to DelAgent.exe and *settings\_file* and surround names with spaces with " characters.

For example, to use a settings file named *newsletter.lst*, use the command line:

```
c:\tools\DelAgent\DelAgent.exe c:\tools\DelAgent\newsletter.lst
```

See [Log Files](#) for information on how to use different log files with different .lst settings files.

See [Command Line Syntax](#) for additional command line input.

See [Forced POP Check](#) for information about that switch. The 'Always check POP before sending' checkbox you see in the [Settings Dialog](#) is controlled with a registry switch and not through the settings file.

The basic format of the settings file is below. Comments are included here in the right column. However, **comments are not permitted** in the actual settings file.

<u>Statements</u>	<u>Description</u>
www.your_smtp_server.com	The SMTP server to use (See note below)
www.your_pop_server.com	A POP server to connect (See note below)
your_pop_username	POP username
your_pop_password	POP password
c:\tools\DelAgent\Welcome Message.txt	The list of <a href="#">message template files</a> begins here. These will be listed in the "Select" field in the <a href="#">main dialog</a> and in the "Message List" in the <a href="#">settings dialog</a> . You may edit the messages manually with your text editor or use the setting dialog to change a message. To manually add a new message template file, type in the full path to that file.
c:\tools\DelAgent\Thank You.txt	
(more messages)	

## Notes

**SMTP Server Settings:** You can enter an alternate port (default is 25) and a maximum number of recipient your SMTP server allows (default is 25) using the syntax:  
servername:serverport:max number or recipients

If your message needs to be sent to more than the maximum number of users specified, the program will automatically send as many messages as it is necessary to finish the job. For example, if you specify a maximum of 15 recipients here but have 100 recipients in your [address list file](#), Delivery Agent will simply repeat the message delivery in batches of 15 (or less) until your entire recipient list is covered.

Consult your network administrator or ISP for information on the maximum number or recipients allowed per message send by your SMTP server.

Note: Delivery Agent also has special registry switches to cause the program to pause between deliveries. The pause goes into effect after each block is routed to the SMTP. See [Pausing Deliveries](#) for more information.

### Some Examples:

www.your\_smtp\_server.com - use www.your\_smtp\_server.com for the server, the default of port 25, and the default of 25 for the number of recipients to send to per block.

www.your\_smtp\_server.com:40 - use www.your\_smtp\_server.com for the server, the default of port 25, and 40 for the number of recipients to send to per block.

www.your\_smtp\_server.com:45:20 - use www.your\_smtp\_server.com, port 45, 20 recipients per block.

**POP Server Settings:** Specify your POP Server. See [Forced POP Check](#) for more information about POP checks before SMTP delivery.

**Messages:** Delivery Agent will re-read the message template files as messages are delivered.

## Command Line Syntax

### Command line syntax is

```
DelAgent.exe ".lst file path" "file or single addresses" "Message name"
```

where

- ".lst file path" refers to the .lst [settings file](#) to use. Specify a complete path if the settings file does not exist in the same path as DelAgent.exe.
- "file or single addresses" refers to a complete path & file name of a file containing a [list of addresses](#) OR one or more single addresses, separated by commas (e.g., john@doe.com,jane@doe.com)
- "Message name" refers to message in the .lst file to use. See below for more information.

### Notes

- A .lst file must be specified if "file or single addresses" &/or "Message name" input is employed, even if that .lst file is named 'default.lst'.
- [Mail Merge](#) obviously cannot employ a list of single addresses specified on the command line. You can however specify a .lst [settings file](#) and the file reference to [list of addresses](#) for Mail Merge.
- Any or all of the command line items may be surrounded by " characters if need be. We recommend making a habit of using ""s as a matter of good practice.
- The "Message Name" must be present in the .lst file. "Message Name" is determined by the file name prefix of that particular message file. Do not include the file name suffix. If you are unsure about how to reference a particular message, launch Delivery Agent by specifying only the .lst file. Examine the entries in the "Select" field in the main dialog. The text as displayed there is what you should use to specify "Message Name". Note: Our freeware Count Characters utility, available from our web site, can copy the contents of that "Select" combo box to the Windows Clipboard.
- See [Log Files](#) for information on how to use different log files with different .lst settings files.

### Program Responses

- Success closes Delivery Agent
- Any error leaves the error message dialog up. User intervention required to close the dialog

### Example 1

```
DelAgent.exe "c:\tools\news.lst"
```

The above launches Delivery Agent using c:\tools\news.lst for the [settings file](#). Additional user input required in the Delivery Agent dialog.

### Example 2

```
DelAgent.exe "c:\tools\default.lst" ken@funduc.com "Explorer Extensions"
```

The above sends the message, "Explorer Extensions" to ken@funduc.com. "Explorer Extensions" is a message included in c:\tools\default.lst. Delivery Agent closes after success with the smtp server.

### Example 3

```
DelAgent.exe messages.lst "" "Explorer Extensions"
```

The above uses the .lst file, messages.lst, in the same path as DelAgent.exe. Delivery Agent launches and "Explorer Extensions" is selected as the active message. The user must enter one or more addresses (or a reference to a file of delivery addresses), manually click on "Send" (or press Ret) to begin the delivery, and close the program manually after delivery.

### Example 4

```
DelAgent.exe messages.lst "d:\temp\addresslist.txt" "Explorer Extensions"
```



The above uses the .lst file, messages.lst, in the same path as DelAgent.exe. The message "Explorer Extensions" is sent to the addresses included in the file "D:\temp\addresslist.txt". Delivery Agent closes after success with the smtp server.

## Log Files

Delivery Agent can keep a text file log of outgoing message activity. To enable this function, create a an empty text file with the same file name prefix as the [settings](#) file you want logging for but name it with the suffix, .log. If Delivery Agent finds a file with the .log extension in the same path as the settings file in use, it will write a log to the .log file.

For example, to log default activity, create *default.log* in the same path as Delivery Agent. Since the default settings file is named *default.lst*, Delivery Agent will keep a record of outgoing deliveries in *default.log*.

Another example: If you are using the command line:

```
c:\tools\DelAgent\DelAgent.exe c:\tools\DelAgent\RegularMessages.lst
```

create a file named *RegularMessages.log* in c:\tools\DelAgent\. Delivery Agent will then log activity involving *RegularMessages.lst* in *RegularMessages.log*.

## Message Template Files

Delivery Agent stores each message referred to in a [settings file](#) in a separate [message template file](#).

Message templates may be edited manually with a text editor. However, until you have done some experimenting we recommend that you not create new message templates manually because improper placement or syntax of header fields &/or attachment information will cause the delivery to fail.

We suggest using an existing, working message as a starting point for a message that you create manually. If you do create a new message template with a text editor, do not forget to add it to your Settings File. Be sure to verify manually created messages via the "Edit" button in the [Settings Dialog](#). Note that if there is an error in the message headers, the template file may not be read properly by Delivery Agent. At minimum, new messages require the From:, To:, and Subject: headers. As Delivery Agent reads the message it will add other required header fields.

It is necessary to edit a message template manually with you test editor if you wish to [customize](#) the To: field.

**Shareware Users:** See [Shareware Version Information](#) for important information on the shareware version and testing suggestions.

Delivery Agent re-reads the message template files at the time of message delivery so if you make edits with an external editor, be sure to save your changes before you send a message. Be especially careful that you do not disturb the message headers as this may cause the delivery to fail.

To create a rich text or html text message, create the message body with your html editor, save it to a file, and then edit a Delivery Agent message file and import the html message.

If you examine a template file with your text editor you may notice that the time/date stamp changes each time a message is sent. This is normal. Delivery Agent modifies a given message template file each time it is delivered. Specifically, even in the absence of any other changes the Date: field will be updated to reflect when the message was sent.

Do not manually modify the Content-type: field that Delivery Agent uses. The boundary information is controlled by the program and cannot be changed.

You may specify a relative path for the attachment. In the sample message file below, "c:\tools\DelAgent\Products.zip" specifies the attachment to include. You could also use, for example, "Products.zip" (if it exists in the same path as DelAgent.exe) or something like "..\files\Products.zip"

A sample message template file is listed below:

```
Date: Sun, 10 Feb 2005 09:20:10 Eastern Standard Time
From: support@example_company.com
To:
Subject: Welcome
Organization: Example Company
Reply-to: support@example_company.com
X-Confirm-Reading-To: readmail@example_company.com
Return-receipt-to: sendmail@example_company.com
Priority: normal
MIME-Version: 1.0
Content-type: Multipart/Mixed; boundary="====Message-Boundary-324967===="
X-pmrc: 1
X-mailer:
```

```
c:\tools\DelAgent\Products.zip
```

Dear Visitor,

Thank you for visiting our site and requesting further information about our products and services.

In the attached .zip you will find a detailed description and price list. Unzip the file with your zip utility and open INFO.TXT with your text editor. Please write us at info@example\_company.com if you have further questions.

Thank you again,  
President  
Example\_Company



## To Field Customization

When Delivery Agent makes a bulk delivery based on an [address list file](#) or multiple addresses specified in the To: field in the [program dialog](#), the recipient's mail client will show a To: field that consists of the message Subject: followed by the email address specified in the From: field (see [Message Parameters](#)).

For example, if your Subject: is: 'Test Message' and your From: field is: 'tester@company.com', bulk recipients will see '*To: Test Message <tester@company.com>*' in their mail client.

You can customize this by editing the [message file](#) with your text editor.

To create a custom To: field you must edit the [message file](#) with your text editor and add in the text to use.

### Examples:

The top few lines of a standard message file looks something like:

```
Date: Sun, 10 Feb 2005 09:20:10 Eastern Standard Time
From: support@example_company.com
To:
Subject: Welcome
Organization: Example Company
Reply-to: support@example_company.com
```

1. Use your text editor and change this to (highlight added for clarity)

```
Date: Sun, 10 Feb 2005 09:20:10 Eastern Standard Time
From: support@example_company.com
To: A Welcome Message
Subject: Welcome
Organization: Example Company
Reply-to: support@example_company.com
```

When this message is sent via a bulk delivery, recipients will see in their mailer a To field of:

```
To: A Welcome Message
```

2. Some smtp servers require that an email address be present on the To: line. If you don't provide one the server may insert one for you. This may look sloppy on the recipient's end. If you see that your server does this during your testing, try something like:

```
Date: Sun, 10 Feb 2005 09:20:10 Eastern Standard Time
From: support@example_company.com
To: A Welcome Message From <support@example_company.com>
Subject: Welcome
Organization: Example Company
Reply-to: support@example_company.com
```

When this message is sent via recipients will see:

```
To: A Welcome Message From <support@example_company.com>
```

### Important Notes:

- A customized To: field is ignored during [Mail Merge](#). During Mail Merge each recipient sees their own email address in the To: field.
- Results may vary across smtp's so test your customized To: field using your own smtp in advance, before making a final delivery.
- If you make changes to other header fields in the message be sure to reload the message file in your text editor and verify that the customized To: field is still in place.

## MAPI Deliveries

Delivery Agent 3.2+ also support for CRAM-MDS, LOGIN, and PLAIN ESMTP smtp authentication.

Delivery Agent 3.0+ can use [MAPI clients](#) for the actual delivery of the messages themselves. This feature is useful for those who either don't have direct access to an smtp server or who are behind a smtp server that requires special authentication before outgoing deliveries are accepted.

For example, the newer versions of Microsoft Exchange Server can be set up with various permission requirements before outgoing mail is permitted. If your machine is behind a corporate firewall Delivery Agent may not be able directly send messages outside of your immediate domain. MAPI mail may be a solution in these instances.

'[Use MAPI](#)' is enabled in the Settings Dialog. When activated, instead of making the mail send directly, Delivery Agent routes message to your [primary](#) MAPI mail client. Depending on how your mail client is configured, the messages will be placed in your 'Outbox'. You would then open your mail client and send them from there. For some clients or network setups, 'outbound' mail may be sent automatically.

Delivery Agent functionality changes slightly when 'Use MAPI' is enabled:

- [Message Logging](#), if enabled, records the mail send event but does not record particulars about the recipients actually sent to or the total bytes delivered.
- [HTML Mail](#) may not be successful for your MAPI service. Some Exchange setups and/or clients interpret all MAPI messages as plain text. Experiment first with your system.
- [To field customization](#) is not permitted. The program will issue a warning if you attempt to send a message with a customized To: field via MAPI.
- When sending to multiple recipients the address specified in the [From: field](#) receives one copy of the message being delivered.

### **Special Notes:**

- MAPI mail systems can be notoriously complicated, particularly when MS Exchange is involved. If you are in a corporate Exchange environment you may need to contact your mail system administrator for support regarding permission issues. For example, use of a foreign mail program with your MAPI service may be denied and you may need special permission to use a mail program other than your default client.
- MS Outlook / Outlook Express Users: You may need adjust your security settings. For example, Outlook will issue a warning when an external mail client attempt to issue MAPI requests. This is normal. Depending on your Outlook version, security settings, &/or MS security patch/fix situation, ALL external MAPI functions may be disabled. Delivery Agent has no control over this so you will need to experiment.
- MS Outlook / Outlook Express Users: It may be necessary to make it so your Delivery Agent mail has the same From: and Reply To: settings as your "Default" Outlook account. Again, this is a product of Outlook security. A sign that this is the case for your Outlook client is that the MAPI delivery times out or fails and no messages are waiting in your Outlook "Outbox". There are currently no workarounds within Delivery Agent. If you cannot change your Delivery Agent mail we therefore suggest setting up a temporary "default" account within Outlook that matches your Delivery Agent work. After you are finished you can switch Outlook back to your standard "default" account.
- If your anti-virus program also monitors email-related activity you may need to temporarily disable email scanning when delivering via MAPI. Some anti-virus programs may interpret attempts by a "foreign" client to issue MAPI mail as sign of a trojan or virus activity. Exact symptoms vary but if you find that all attempts to send MAPI mail fail, try disabling your anti-virus scanner. Don't forget to turn it back on after you are finished!

## **MAPI Defined**

"MAPI" stands for **M**essaging **A**pplication **P**rogramming **I**nterface. This is a feature built into Microsoft Windows that enabled 'MAPI-enabled' e-mail applications to cooperate with each other to distribute e-mail.

When MAPI is working properly it functions quite nicely. Debugging problematic MAPI-related configuration issues can be quite troublesome. Please note that Delivery Agent **MAKES NO CHANGES** to MAPI-related settings. It reads and uses them but it modifies nothing. Also note that enabling '[Use MAPI](#)' **DOES NOT** establish Delivery Agent as your primary MAPI client. Delivery Agent cannot serve as the primary MAPI client.

Please consult your network administrator &/or e-mail client documentation for assistance the MAPI functioning.

## Message Preparation Overview

The steps to creating a new message or revising an existing message involve working your way through the [Message Parameters](#), [Message Body](#), and [Attachments](#) dialogs. These are available from the "Add" and "Edit" buttons in the [Message Settings](#) dialog.

To create a new message via the graphical interface, click on the "Add" button in the [Message Settings](#) dialog and work your way sequentially through the [Message Parameters](#) and [Message Body](#) dialogs. Add one or more attachment as desired.

See [New Message - Step by Step Example](#) for a walk through on creating a new message.

After you become familiar with the program you may wish to add new messages by creating them with an external text editor (see [Message Template Files](#)) and then editing the [settings file](#) to include your new message to the list of available messages (see [Main Dialog](#)). Perhaps use an existing, valid message file as a template so you are sure you format and sequence the message header fields correctly.

Shareware Users: See [Shareware Version Information](#) for important information on the shareware version and testing suggestions.

See [HTML Messages](#) for special instructions on composing and sending so-called 'web mail' or inline html mail.

See [Mail Merge](#) for information on setting up mail merge message and address files.

See [To: Field Customization](#) for information about using a customized To: field during bulk mails.

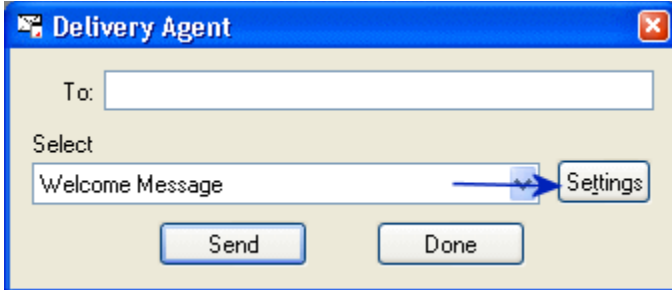


### Example - Create A New Message

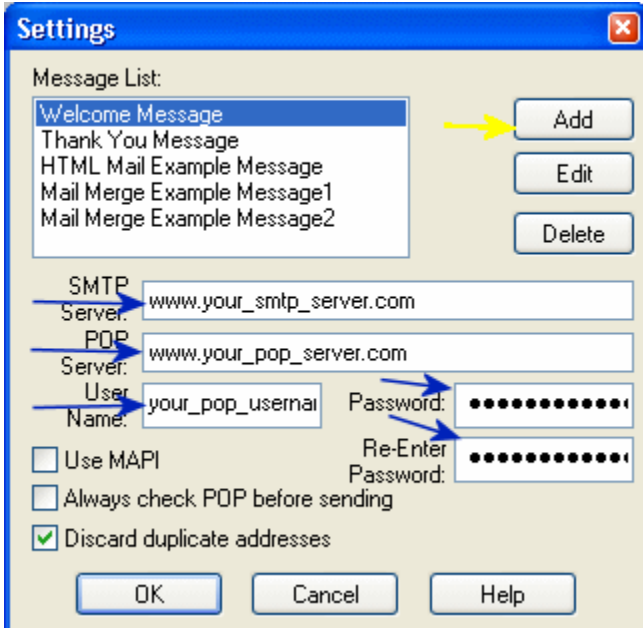
Outline here are the steps for creating and sending a new message. If this is your first time looking at the F1 hlp, please read though other topics before jumping in. Thanks.

The starting point for this example is the default settings sent with the distribution of Delivery Agent. It is assumed the program is installed in the folder, C:\Tools\DelAgent.

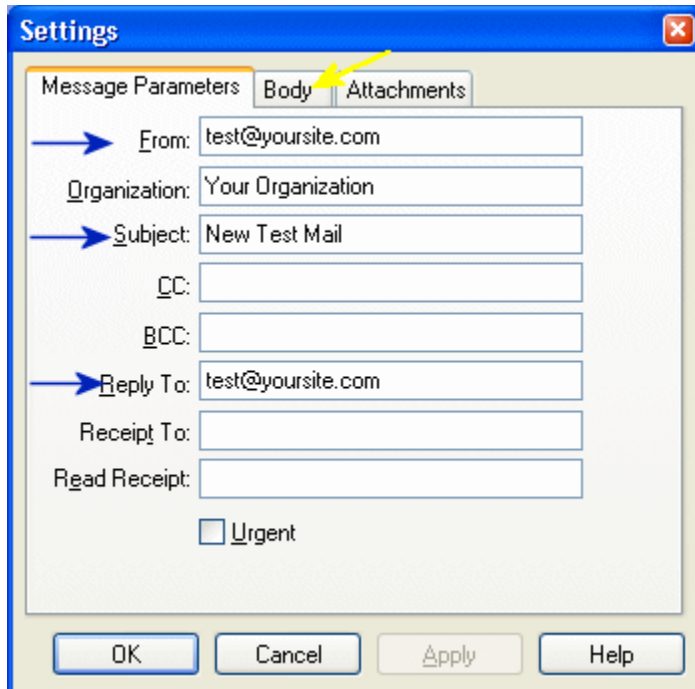
1. Begin at the opening dialog and click on the Settings button:



2. If you have not customized your default server settings, do so now. You will need to change all the fields with blue arrows. After you have done that, click on the Add button:



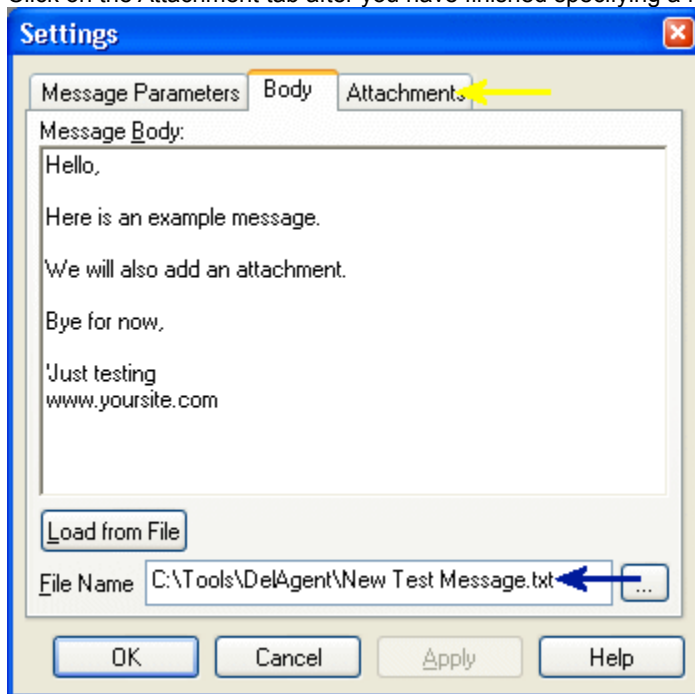
3. Next specify some basic parameters for the message. The minimum fields required are marked with blue arrows here. We filled in a sample. Please do not use our addresses for your testing!! Note that for Subject: we used *New Test Message*. Later we will use this as the name of the [message file](#) we will save the message to. Click on 'Body' when you have completed yours.



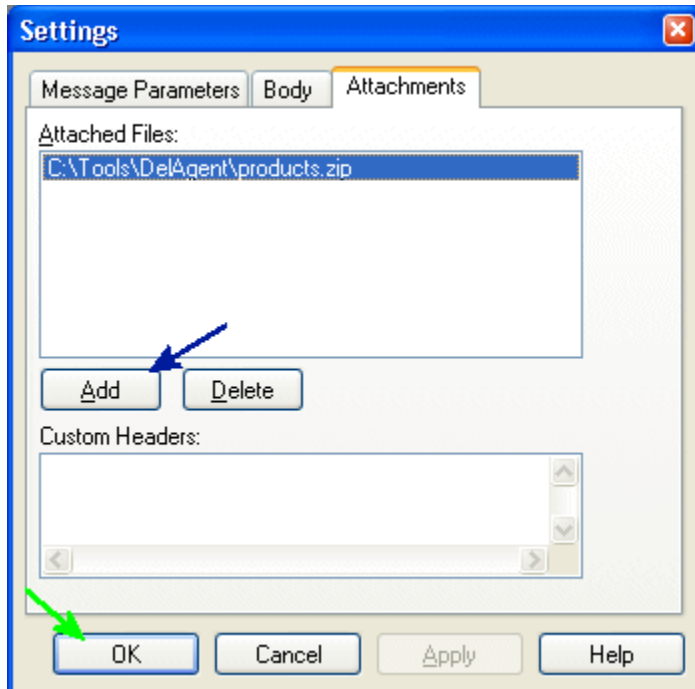
4. Now in the Message Body section, first fill in your message text. If you have some existing text in a separate text file you can use the 'Load from File' button to quickly load that file.

While in this dialog you should also specify the file to save the message to. This is done in the field with the blue arrow. You can type in a name or use the ... button to specify a file. We used 'New Test Message.txt' as the name of our message, which is similar to the Subject: in the dialog above. The two don't have to be alike but you may wish to do this to help you keep track of message files.

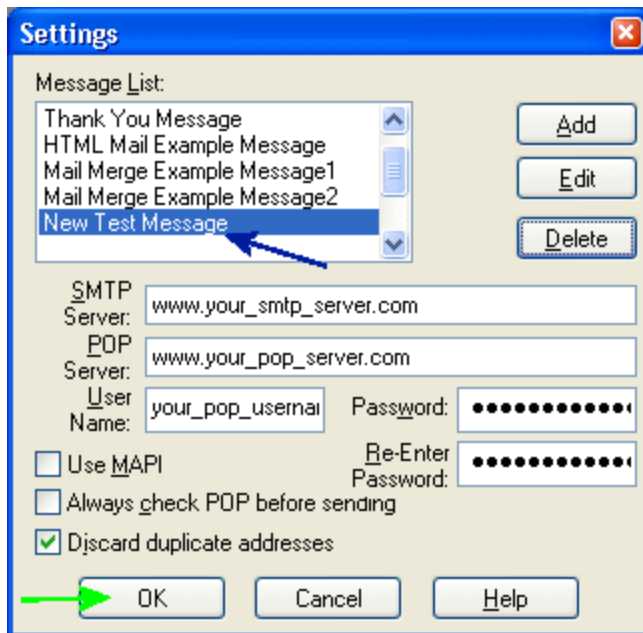
Click on the Attachment tab after you have finished specifying a file name.



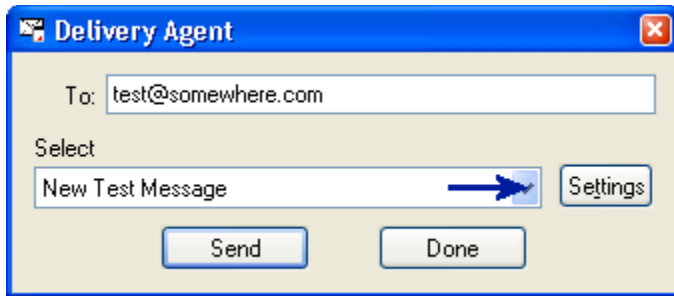
5. Now in the Attachment tab, use the Add button to select a file to attach. We used the file, Products.zip, which is a dummy zip file we include with the program distribution. Click on the OK button when you have finished.



6. After clicking on OK above you will be taken back to the Settings dialog. If all went well, the message we just created is listed there. Note that your server settings will correspond to what you specified in Step 2 above. Click on OK.



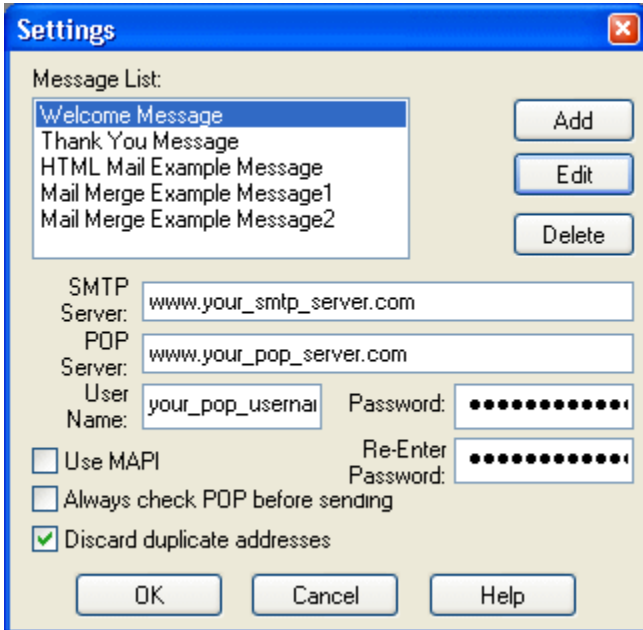
7. Now back in the opening dialog, use the cursor key or ▾ selector to navigate to your message. Enter a test address to use (please don't use ours) and click on Send.



## Message Settings

The settings dialog, which is accessed by clicking on the "Settings Button" on the [Main Dialog](#), allows to establish the program & message parameters. These settings are saved in a [settings file](#), *default.lst*. If *default.lst* exists in the same path as DelAgent.exe, the current settings will be displayed.

Click on the graphic or scroll for more help.



**Message List:** The list of [messages](#) current specified in the [settings file](#) is listed here.

**Add Button:** Click to create a new message.

**Edit Button:** Click here to edit the [message parameters](#) for the highlighted message.

**Delete Button:** Delete the highlighted message.

**SMTP Server:** Specify the SMTP server to use for message delivery. This field is required. You can enter an alternate port (default is 25) and a maximum number of recipient your SMTP server allows (default is 25) using the syntax:

```
servername:serverport:max number of recipients
```

If the number of recipients in your address list is greater than '*max number of recipients*', Delivery Agent makes deliveries in blocks. For example, if you specify a maximum of 15 recipients but have 100 recipients in your [address list file](#), Delivery Agent will repeats the message delivery in batches of 15 (or less) until your entire recipient list is covered.

Consult your network administrator or ISP for information on the maximum number or recipients allowed per message send by your SMPT server.

Note: Delivery Agent also has special registry switches to cause the program to pause between deliveries. The pause goes into effect after each block is routed to the SMTP. See [Pausing Deliveries](#) for more information.

### Some Examples:

`www.your_smtp_server.com` - use `www.your_smtp_server.com` for the server, port 25, and 25 for the maximum number of recipients per block.

`www.your_smtp_server.com::40` - use `www.your_smtp_server.com` for the server, the default of port 25, and 40 recipients per block.

`www.your_smtp_server.com:45:20` - use `www.your_smtp_server.com` for the server, port 45, 20 recipients per block.

**POP Server:** Specify your POP server here. An entry of some kind is required even if you do not elect to '[Always check POP before sending](#)'. The program uses port 110 for all POP checks.

**POP Username:** Specify the user name for the POP server.

**POP Password:** Specify the POP password. You must enter this twice. After the dialog is closed the password will be screened with "\*\*\*\*\*" characters.

**Use MAPI:** Turn this checkbox on if you want Delivery Agent to use a [MAPI client](#) for deliveries.

**Always check POP before sending:** Check this box if you see error responses from your STMP when making deliveries. The specific error may vary between servers or even between sessions within the same server so try this if you are seeing various problem responses. See [Forced POP Check](#) for more information.

**Discard Duplicate Addresses:** By default the program detects and discards duplicate addresses within a mailing. This includes addresses entered in the main window and a list of addresses in a file (mail merge or not). You can disable this feature by unchecking this box. Please see [Duplicate Address Notes](#) for important information about this feature.

**OK Button:** Accept the settings.

**Cancel Button:** Quit without making changes.

**Help Button:** Activate the program help.

**Apply Button:** Apply the current settings and leave the dialog open.

## Duplicate Address Delivery

By default, Delivery Agent scans the addresses specified in the To:, CC: and BCC fields. If duplicate addresses are found, repeats are discarded to reduce bandwidth. This behavior applies if addresses are specified manually in the [main window](#) or via a list of addresses in an external [list of addresses](#) (including [mail merge](#) deliveries).

Duplicate address checking can be disabled by unchecking the *Discard Duplicate Addresses* box in the [Settings](#) window. When disabled, given a list of addresses consisting of <bill@somewhere.com>, <betty@nowhere.com>, <bill@somewhere.com>, Delivery Agent will issue two copies of the delivery to 'Bill'.

In most cases sending duplicate mails to the same recipient is not necessary so we recommend leaving the program at the default setting. A situation where you might need to disable duplicate discarding is mail merge deliveries, where it is necessary to send two or more mail merge data to the same recipient within the same mailing.

If you need to disable duplicate discarding, please test your delivery with your smtp server in advance (see [Testing Suggestions](#)). Some smtp servers are configured to discard duplicates to the same recipient within a given smtp session. If this is the case for your server, Delivery Agent will issue to multiple mails to the same address but the server discards the duplicates. There probably will no direct indication that this happens, hence, the need to test first.

Delivery Agent has no way to affect the behavior the smtp server but a workaround is possible if you find your smtp is configured this way. Go to the *SMTP Server* field in the [Settings](#) dialog and enter a *maximum recipients per block* setting of 1. This will cause Delivery Agent to close the smtp session with each mail that is sent. Your smtp would then not detect that, say <bill@nowhere.com>, is getting two messages from your overall Delivery Agent delivery.

As an alternative to the above, use a *maximum recipients per block* value that is lower than the number of recipients separating the duplicates in your list of addresses. For example, if your lists consists of <bill@somewhere.com>, ... 10 others, <bill@somewhere.com>, a *maximum recipients per block* value of 10 would do the trick. Why? Because the first mail to <bill@somewhere.com> would go out in the first smtp session and the second would go out in the second session.

## Forced POP Check

The standard sequence during deliveries is that Delivery Agent attempts the SMTP first and then does a POP check if the SMTP server does not reply correctly. If you are seeing odd responses from your POP IP-authenticated SMTP server while making deliveries, try enabling the 'Always check POP before sending' checkbox in the [Settings Dialog](#).

There are no set rules for when 'Always check POP before sending' is necessary. SMTP problems may vary between servers or even between sessions within the same server. Furthermore, some addresses within bulk delivery mails may be sent successfully while others cause problems. [SMTP Reply Codes](#) of 500, 501, 503, and 550 may respond favorably if 'Always check POP before sending' is enabled.

Forcing the POP check may slow down your deliveries if your network or POP server are slow. Enable this only if you need it.

### Note for Advanced Users:

The switch for 'Always check POP before sending' is controlled by a registry setting and not through a value in the [Settings File](#). The value is a dword of 0 for NO or 1 for YES:

```
[HKEY_CURRENT_USER\Software\Funduc Software Inc.\Delivery Agent\Settings]
"Force POP check"=dword:00000001
```

The program retains the last setting used between sessions. If you need to change this on the fly during your .bat/.cmd runs but do not know how to go about this, write [support@funduc.com](mailto:support@funduc.com).



**Message List:** The list of [messages](#) current specified in the [settings file](#) is listed here.

**Add Button:** Click to create a new message.

**Edit Button:** Click here to edit the [message parameters](#) for the highlighted message.

**Delete Button:** Delete the highlighted message.

**SMTP Server:** Specify the SMTP server to use for message delivery. This field is required. You can enter an alternate port (default is 25) and a maximum number of recipient your SMTP server allows (default is 25) using the syntax:

```
servername:serverport:max number of recipients
```

If the number of recipients in your address list is greater than '*max number of recipients*', Delivery Agent makes deliveries in blocks. For example, if you specify a maximum of 15 recipients but have 100 recipients in your [address list file](#), Delivery Agent will repeats the message delivery in batches of 15 (or less) until your entire recipient list is covered.

Consult your network administrator or ISP for information on the maximum number or recipients allowed per message send by your SMPT server.

Note: Delivery Agent also has special registry switches to cause the program to pause between deliveries. The pause goes into effect after each block is routed to the SMTP. See [Pausing Deliveries](#) for more information.

Some Examples:

`www.your_smtp_server.com` - use `www.your_smtp_server.com` for the server, port 25, and 25 for the maximum number of recipients per block.

`www.your_smtp_server.com::40` - use `www.your_smtp_server.com` for the server, the default of port 25, and 40 recipients per block.

`www.your_smtp_server.com:45:20` - use `www.your_smtp_server.com` for the server, port 45, 20 recipients per block.

**POP Server:** Specify your POP server here. An entry of some kind is required even if you do not elect to '[Always check POP before sending](#)'. The program uses port 110 for all POP checks.

**POP Username:** Specify the user name for the POP server.

**POP Password:** Specify the POP password. After the dialog is closed the password will be screened with "\*\*\*\*\*" characters.



**Use MAPI:** Turn this checkbox on if you want Delivery Agent to use a [MAPI client](#) for deliveries.

**Always check POP before sending:** Check this box if you see error responses from your STMP when making deliveries. The specific error may vary between servers or even between sessions within the same server so try this if you are seeing various problem responses. See [Forced POP Check](#) for more information.

**Discard Duplicate Addresses:** By default the program detects and discards duplicate addresses within a mailing. This includes addresses entered in the main window and a list of addresses in a file (mail merge or not). You can disable this feature by unchecking this box. Please see [Duplicate Address Notes](#) for important information about this feature.

**OK Button:** Accept the settings.

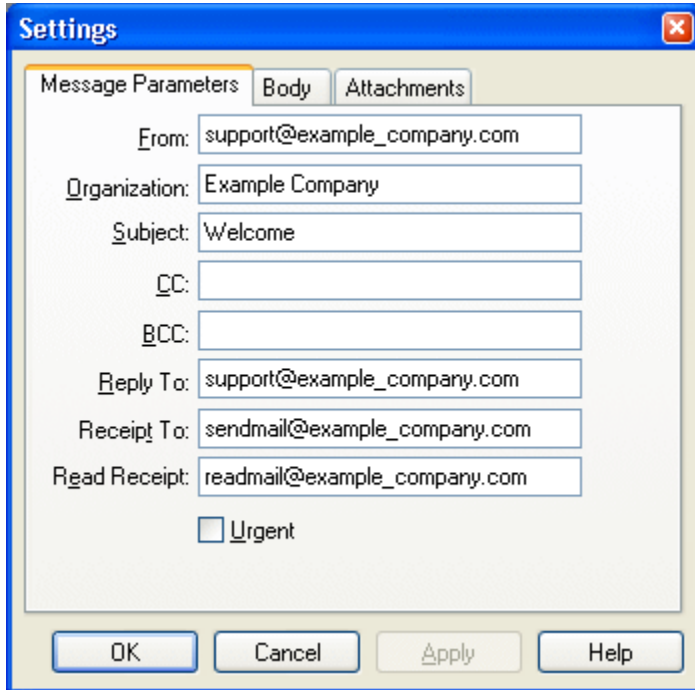
**Cancel Button:** Quit without making changes.

**Help Button:** Activate the program help.

**Apply Button:** Apply the current settings and leave the dialog open.

## Message Parameters

The message parameters dialog is used to establish the basic send settings for the a message. If you specify a file name in the Body - File Name field your setting will be save in a [message template file](#). Click on the graphic or scroll for more help.



**From:** Enter your email address and (optionally) name. This field is required. Examples of valid entries are:  
jdoe@yourserver.com  
<jdoe@yourserver.com>  
"Jane Doe" <jdoe@yourserver.com>

**Organization:** Enter the name of your organization (if any). This field is optional.

**Subject:** Specify the string to use in the message header Subject: field.

**CC (Carbon Copy):** Enter one or more addresses that will receive a carbon copy of the message. This field is optional. The addresses specified in the To:, CC: and BCC fields are checked for uniqueness and, by default, duplicates are discarded. Please see [Duplicate Address Delivery](#) for more information.

**BCC (Blind Carbon Copy):** Enter one or more addresses if you wish them to receive a blind carbon copy of the message (if any). The difference between this and the CC: field is that these recipients will not be shown in the message header. The same result can be achieved by using the To field with more than one recipient, but we provide this for consistency and in case some users must always get a copy of the message. This field is optional. The addresses specified in the To:, CC: and BCC fields are checked for uniqueness and, by default, duplicates are discarded. Please see [Duplicate Address Delivery](#) for more information.

**Reply-To:** Enter your return email address and (optionally) name. This field is optional. You may use a different address here than the From: field. When specified, if a recipient replies to your message their email client will use this field for the reply address. When not specified, their email will reply to the From: field. Examples of valid entries are:

jdoe@yourserver.com  
<jdoe@yourserver.com>  
"Jane Doe" <jdoe@yourserver.com>

**Receipt-To:** Enter the address where a return receipt notification should be sent. Please note that not all mail servers honor a "Receipt" request. In particular, large ISPs generally \*do not\*, possibly to conserve their bandwidth. For those servers that do send receipts, an automatically generated message indicating that your message was received by the recipient's mail server will be transmitted to the address specified in this field.

**Read-Receipt:** Enter the address where a read receipt notification should be sent. A "Read-Receipt" is honored by



some email programs on behalf of the recipient. The setting can be turned off though and some programs don't have it on by default.

**Urgent:** Check this to specify a Priority: High setting for the message. Not all email servers or clients will make use of this field.

**From:** Enter your email address and (optionally) name. This field is required. Examples of valid entries are:  
jdoe@yourserver.com  
<jdoe@yourserver.com>  
"Jane Doe" <jdoe@yourserver.com>

**Organization:** Enter the name of your organization (if any). This field is optional.

**Subject:** Specify the string to use in the message header Subject: field.

**CC (Carbon Copy):** Enter one or more addresses that will receive a carbon copy of the message. This field is optional. The addresses specified in the To:, CC: and BCC fields are checked for uniqueness and, by default, duplicates are discarded. Please see [Duplicate Address Delivery](#) for more information.

**BCC (Blind Carbon Copy):** Enter one or more addresses if you wish them to receive a blind carbon copy of the message (if any). The difference between this and the CC: field is that these recipients will not be shown in the message header. The same result can be achieved by using the To field with more than one recipient, but we provide this for consistency and in case some users must always get a copy of the message. This field is optional. The addresses specified in the To:, CC: and BCC fields are checked for uniqueness and, by default, duplicates are discarded. Please see [Duplicate Address Delivery](#) for more information.

**Reply-To:** Enter your return email address and (optionally) name. This field is optional. You may use a different address here than the From: field. When specified, if a recipient replies to your message their email client will use this field for the reply address. When not specified, their email will reply to the From: field. Examples of valid entries are:

```
jdoe@yourserver.com  
<jdoe@yourserver.com>  
"Jane Doe" <jdoe@yourserver.com>
```

**Receipt-To:** Enter the address where a return receipt notification should be sent. Please note that not all mail servers honor a "Receipt" request. In particular, large ISPs generally \*do not\*, possibly to conserve their bandwidth. For those servers that do send receipts, an automatically generated message indicating that your message was received by the recipient's mail server will be transmitted to the address specified in this field.



**Read-Receipt:** Enter the address where a read receipt notification should be sent. A "Read-Receipt" is honored by some email programs on behalf of the recipient. The setting can be turned off though and some programs don't have it on by default.

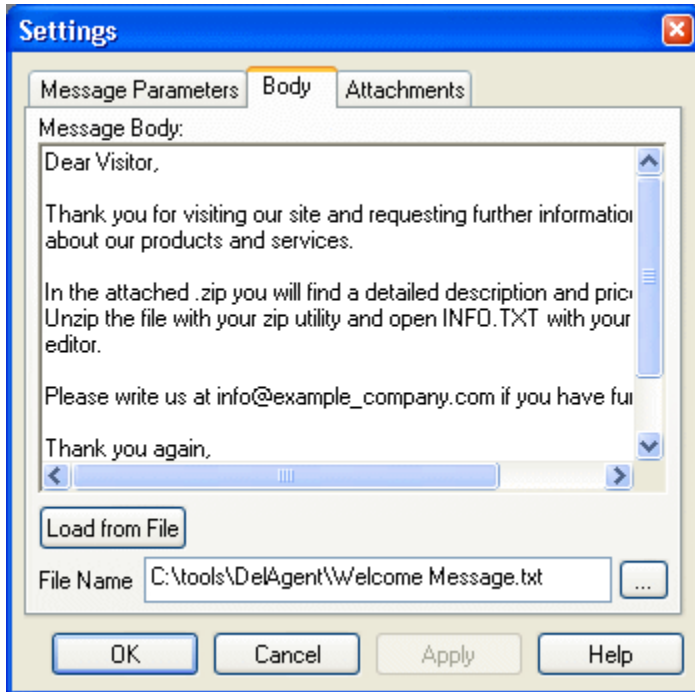
**Urgent:** Check this to specify a Priority: High setting for the message. Not all email servers or clients will make use of this field.

## Message Body

The message body may be created/edited here. If you specify a file name in the Body - File Name field your setting will be save in a [message template file](#).

Shareware Users: See [Shareware Version Information](#) for important information on the shareware version and testing suggestions.



Click on the graphic or scroll for more help.



**Message Body:** The body for the current message is displayed here. Enter your text &/or edit the existing text and click on OK to accept the changes. You can also paste in plain text material from the windows clipboard. For example, you can copy-paste raw html code from your html editor into the Message Body.

**Load From File Button:** Use this button to retrieve an existing file containing some message text into the Message Body. For example, if you drafted some message text you saved earlier you can quickly retrieve it using this button. You should probably not load an existing [message template](#) because that would retrieve the headers and attachment information (if any) into the Message Body. Do NOT load graphics pictures, programs, zips, etc. This button is for message body text only.

**File Name:** Specify a file name on your local disk in which to [save the message](#) to. You may also use the file

 browser to the right (  ) to select an existing file. Note that the content of existing files will be overwritten. If you manually specify a file name, specify a complete path to the file name, e.g., c:\mail list\Monthly Newsletter 1.txt. If you do not specify a file name, the message will not be saved.

The name of this file is what you will see in the "Select" list on the [Main Dialog](#) and the [Settings](#) dialog so please use a descriptive name. This name is not used for any of the fields used in the message, so you can use any name you want.

**File Browser:** Opens a standard Windows Open File dialog, which you may use to select a file name for the message. Note that the content of existing files will be overwritten.

**Message Body:** The body for the current message is displayed here. Enter your text &/or edit the existing text and click on OK to accept the changes. You can also paste in plain text material from the windows clipboard. For example, you can copy-paste raw html code from your html editor into the Message Body.

**Load From File Button:** Use this button to retrieve an existing file containing some message text into the Message Body. For example, if you drafted some message text you saved earlier you can quickly retrieve it using this button. You should probably not load an existing [message template](#) because that would retrieve the headers and attachment information (if any) into the Message Body. Do NOT load graphics pictures, programs, zips, etc. This button is for message body text only.

**File Name:** Specify a file name on your local disk in which to [save the message](#) to. You may also use the file



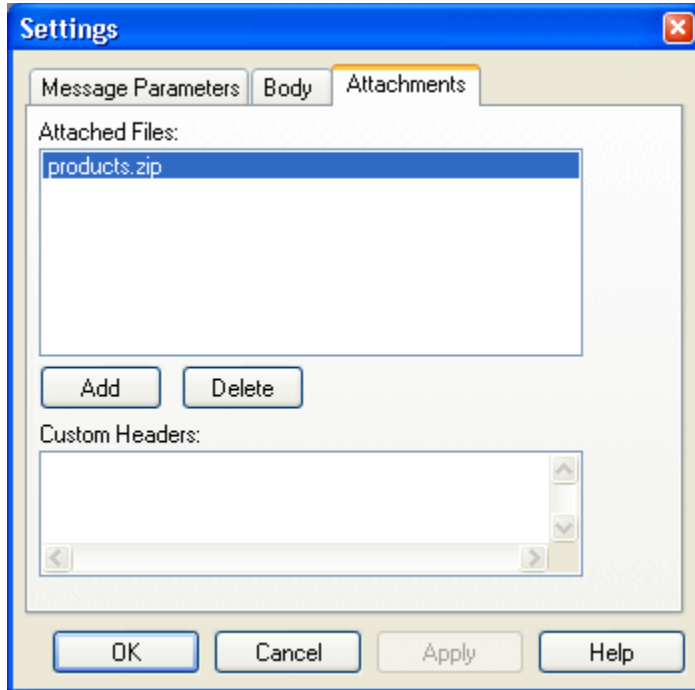
browser to the right ( ) to select an existing file. Note that the content of existing files will be overwritten. If you manually specify a file name, specify a complete path to the file name, e.g., c:\mail list\Monthly Newsletter 1.txt. If you do not specify a file name, the message will not be saved.

The name of this file is what you will see in the "Select" list on the [Main Dialog](#) and the [Settings](#) dialog so please use a descriptive name. This name is not used for any of the fields used in the message, so you can use any name you want.

**File Browser:** Opens a standard Windows Open File dialog, which you may use to select a file name for the message. Note that the content of existing files will be overwritten.

## Attachments

Add or remove attachments to send. Delivery Agent sends attachments in MIME (Base64) format. If you specify a file name in the Body - File Name field your setting will be save in a [message template file](#). Click on the graphic or scroll for more help.



**Attachment List:** The list of attachments for current message are displayed here. This list contains the paths for the files to be attached to the message. All files are attached in MIME (Base64) format. Since the attachment is performed only when the message is sent, you can update the files to the latest version and the messages you send after that will automatically use it (assuming it's in the same location as specified). You can Drag and Drop files from the Explorer into this list.

**Attachment Add Button:** Click here to add a new attachment.

**Attachment Delete Button:** Click here to delete the highlighted attachment.

**Custom Headers:** Specify a custom mail header to use. This field primarily used to specify alternative content type settings.

### Notes:

- The program **does not** perform any error checking for invalid or non-standard settings and it is your responsibility to ensure that you follow correct standards for internet mail. Do not mix content type headers inappropriately. Test your mailings in advance!!
- If you specify an attachment via the Delivery Agent GUI, Delivery Agent's own content type specification may interfere with your customized setting. Again, test first!
- If you wish to send [in-line html](#) messages, specify "Content-Type: TEXT/HTML" here. Alternative, if you are using a US-English character set, you may want to specify "Content-Type: TEXT/HTML; charset=US-ASCII".



**Attachment List:** The list of attachments for current message are displayed here. This list contains the paths for the files to be attached to the message. All files are attached in MIME (Base64) format. Since the attachment is performed only when the message is sent, you can update the files to the latest version and the messages you send after that will automatically use it (assuming it's in the same location as specified). You can Drag and Drop files from the Explorer into this list.

**Attachment Add Button:** Click here to add a new attachment.

**Attachment Delete Button:** Click here to delete the highlighted attachment.

**Custom Headers:** Specify a custom mail header to use. This field primarily used to specify alternative content type settings.

**Notes:**

- The program **does not** perform any error checking for invalid or non-standard settings and it is your responsibility to ensure that you follow correct standards for internet mail. Do not mix content type headers inappropriately. Test your mailings in advance!!
- If you specify an attachment via the Delivery Agent GUI, Delivery Agent's own content type specification may interfere with your customized setting. Again, test first!
- If you wish to send [in-line html](#) messages, specify "Content-Type: TEXT/HTML" here. Alternative, if you are using a US-English character set, you may want to specify "Content-Type: TEXT/HTML; charset=US-ASCII".

## Delivering Messages Overview

After you have established your [message settings](#) you may either:

1. Highlight the message you wish to send in the "Select" field in the [main dialog](#).
2. Specify one or more addresses in the To: field in the main dialog  
- OR -  
Specify the path to a [text file of addresses](#) to send to in the To: field of the [main dialog](#). For example, if you have a list of recipients you wish to send to a text file named, *c:\tools\customers.txt*, enter *c:\tools\customers.txt* in the To: field in the main dialog.
3. Click on the "Send button".

If you have [logging](#) enabled for your [settings file](#), the activity associated with your delivery will be recorded in the log file.

**Note:** See [Pausing Deliveries](#) for information about some special settings available to cause Delivery Agent to pause while making deliveries.

## Pausing Deliveries - Special Setting

Delivery Agent has two special registry settings that can be established to cause the program to pause while making deliveries. Normally the pacing of messages is determined by responses from the SMTP server. However, some users have noted that their SMTP can become backlogged or require a 'wait' period between batches of messages. Version 3.4 adds this feature.

Please note that the pause function currently does not break the connection with the SMTP server during pauses. Test this function with your own SMTP before using it for production runs. If your SMTP times out or if you see 'connection broken'-type errors, use a smaller pause duration.

**Important Note:** The information presented here is for advanced users. The settings require a manual change to the windows registry. Please do not experiment if you are not thoroughly familiar with making changes to the registry. Careless mistakes can cause your computer to stop operating any may require you to reinstall your operating system and all software. Write [support@funduc.com](mailto:support@funduc.com) in advance if you need help making these setting!!

The registry information is as follows. We present this in .reg format. If you are following the above 'Important Note' you are already familiar with this. If the below is meaningless to you, write [support@funduc.com](mailto:support@funduc.com) for help.

```
REGEDIT4
```

```
# Delivery Agent v 3.4
# Funduc Software, Inc.
# www.funduc.com www.searchandreplace.com

# Below are special "pause" settings for Delivery Agent v 3.4.
# When both values are set, the program will pause for the number
# of milliseconds specified in "Pause amount".

# The pause goes into effect after each SMTP "contact". A message
# with a single recipient &/or CC:'s/BCC:'s constitutes a
# single contact. Mail Merge messages are sent one at a time so each
# individual mail merge message is a single contact. If you are
# using a list of addresses, the number of deliveries per contact
# defaults to 25 per block or the setting you specify in the
# 'Message Settings' dialog (See F1 Hlp, Message Settings).

[HKEY_CURRENT_USER\Software\Funduc Software Inc.\Delivery Agent\Settings]
# Both switches are required. The switches are:
# "Pause after users":
# 0 = Standard mode, each new mail is sent after a final OK
# from the smtp
# 1 = Pause
# "Pause amount":
# The number of milliseconds to pause. There are 1000 ms in a second
# so a decimal value of 10000 would delay 10 sec between mails.
# Remember, the windows registry used hex values for dword data so
# you must enter a hex value. Here are some sample values in case you
# are not familiar with that.
# "Pause amount"=dword:00001388 - 5 sec
# "Pause amount"=dword:00002710 - 10 sec
# "Pause amount"=dword:00007530 - 30 sec
# "Pause amount"=dword:0000ea60 - 60 sec
"Pause after users"=dword:00000001
"Pause amount"=dword:00002710
```

## HTML Mail

Delivery Agent can deliver inline html messages. An html message, or "web mail", is a message written in html code. When received by an email program that is capable of displaying inline html, the message appear to the recipient as a web page, with inline graphics, formatted layout, and clickable links, etc. Many modern email programs are capable of displaying html messages - Eudora, Outlook, Outlook Express, Netscape Communicator, Calypso, and others. If the recipient's mail program is not capable of rendering html mail, the message will appear as an attachment or raw html code.

**Important:** Your raw html code must use html character code equivalents for all ascii characters over character 127! Delivery Agent switches to quoted-printable format when characters over ascii 127 are detected in the message. Many email clients are not able to handle html mail in quoted printable encoding.

To send an html message:

- 1 Compose your page as you see fit with your html editor.
- 2 Copy the entire raw html code to the windows clipboard.
- 3 Paste the html code into the Delivery Agent "[Message Body](#)" field.
- 4 Click on the [Attachments](#) tab and in the "Custom Headers" field, type in  
Content-Type: TEXT/HTML  
or possibly  
Content-Type: TEXT/HTML; charset=US-ASCII
- 5 Make your other settings for the message and click on OK.

Alternatively you can create a [message template](#) with an external editor and adjust your [settings file](#) manually. Do this only if you have some practice with the program.

### Notes:

- The shareware version stamps all message bodies with the statement: "An unregistered copy of Delivery Agent was used to send this message by: <your\_from\_email\_address\_here>, IP Address: <IP\_address\_of\_your\_machine>. Please forward this message to support@funduc.com." This may interfere with some HTML mails. See [Shareware Version Information](#).
- DO NOT use ASCII characters over character 127 in your HTML mail text. Many browsers can display them in ASCII form but mail clients may not. Use html character code equivalents!
- Many consider it bad form to send html mail to users unless they specifically request it. Know your recipients.
- Do not include external attachments with html messages! Such messages will probably not render correctly in your recipient's mail program.
- It is your responsibility to construct your 'web mail' message correctly. Delivery Agent does not test your code in any way. Likewise, if you do not make the specification described in step 4 above, your recipient will see html code and not a rendered web page message.

## **Delivery Agent About Box**

This box provides version and copyright information about Delivery Agent. See [License Information](#) and [Purchase Information](#) for details on use and purchasing.



## Troubleshooting

Here are some general tips regarding problem message deliveries...

- [HTML mail](#) must use html character code equivalents for ASCII 127 and above. If your test html mails do not display properly but the html code in the message text is OK when viewed in your browser, check the code for upper ASCII characters. Use html character codes instead.
- smtp error messages can arise for a variety of reasons. See [Reply Codes](#) or do a web search for "RFC 821" to obtain a list of error response codes. Bear in mind that not all smtp servers follow the "standard". See [Forced POP Check](#) for information on a function that may be helpful.
- Consider lowering the number of recipients to send to per block if your smtp is having problems. Delivery Agent defaults to 25 per block. However, your smtp may require a lower value. Your network administrator may be able to provide you with the correct value. If, not, try a value of 10 or 15. See [Message Settings](#) for how to do this.
- Double check your address list for obvious errors in the formatting of addresses such as blank spaces within an address, missing @ symbols, non-alphanumeric characters, etc.
- Make large deliveries during a time when your network &/or smtp are not under heavy load.
- Message delivery failures (e.g. "Bounced Mail") are to be expected if you have a large list of recipients or if the address list is not current. Temporary problems can occur on the receiver's end even when an address is valid. Examine the mail rejection reports that are returned to you for outright "user does not exist" type failures versus transient problems.

## SMTP Reply Codes

Below are the SMTP reply codes as presented in RFC 821, August 1982. This RFC is available in many locations on Internet and should turn up in a www search for 'RFC 821'. A copy we have found to be reliably available is at the [Connected Internet Encyclopedia](#) site under [RFC 821](#).

500 Syntax error, command unrecognized  
    [This may include errors such as command line too long]  
501 Syntax error in parameters or arguments  
502 Command not implemented  
503 Bad sequence of commands  
504 Command parameter not implemented

211 System status, or system help reply  
214 Help message  
    [Information on how to use the receiver or the meaning of a  
    particular non-standard command; this reply is useful only  
    to the human user]

220 <domain> Service ready  
221 <domain> Service closing transmission channel  
421 <domain> Service not available,  
    closing transmission channel  
    [This may be a reply to any command if the service knows it  
    must shut down]

250 Requested mail action okay, completed  
251 User not local; will forward to <forward-path>  
450 Requested mail action not taken: mailbox unavailable  
    [E.g., mailbox busy]  
550 Requested action not taken: mailbox unavailable  
    [E.g., mailbox not found, no access]  
451 Requested action aborted: error in processing  
551 User not local; please try <forward-path>  
452 Requested action not taken: insufficient system storage  
552 Requested mail action aborted: exceeded storage allocation  
553 Requested action not taken: mailbox name not allowed  
    [E.g., mailbox syntax incorrect]  
354 Start mail input; end with <CRLF>.<CRLF>  
554 Transaction failed

## Shareware Version Information

Shareware users should review [License Information](#) before using the program.

The shareware version of Delivery Agent is intended for internal testing. The shareware version adds a preface statement to the top of all message bodies:

"An unregistered copy of Delivery Agent was used to send this message by:  
<your\_from\_email\_address\_here>, IP Address: <IP\_address\_of\_your\_machine>.  
Please forward this message to support@funduc.com."

The shareware version is otherwise fully functional.

It is not necessary for you to forward any messages back to Funduc Software. We do not care about legitimate testing. In fact, we don't even want to know about it. Rather, that string is provided to discourage those who would otherwise confuse the term 'shareware' with 'freeware' and put the shareware version work on a task of sending unsolicited spam mails.

The registered version does not add any content to your message bodies.

Please see [Testing Suggestions](#) for some ideas on how you can conduct tests but not involve your production mail lists.

## Testing Suggestions

Shareware Users - Please see [Shareware Version Information](#) for an important note about the shareware version.

### Testing Suggestions:

It is not difficult to arrange small scale tests with your production messages. Obviously you cannot use your actual client address list. Here are some ideas for preparing a list of addresses for testing.

- Many email servers have a default mailbox that receives all messages not sent to a specific mailbox address. Consult your service administrator - perhaps you can have access to that account for testing purposes.
- Perhaps your administrator can set up a list of temporary addresses you can use for testing?
- Use your own internal address list. Make an address list consisting of everyone in your immediate department. Alert your comrades that you are testing a new product and will be sending them some test messages. Inform them who the message will be From: when they receive it in their mailer and what the Subject: will be. If you are using the shareware version, do not forget to inform them that they DO NOT need to forward the message to Funduc Software.
- Use some addresses that you are confident will be invalid. If your company does not have a generic inbox account, send some addresses that you know will 'bounce'. The 'returned mail' report will be evidence that Delivery Agent did the job of sending the mail.
- Include your own address as the last one in the list. When you receive the mail to yourself you can be reasonably confident that the others were sent.
- Do you have a list of beta testers? Include them in an address list for testing. Don't forget to warn them in advance.
- Be sure to include some test addresses outside of your home domain.
- Be Creative! What about personal accounts? Perhaps you have several personal email accounts. Look up that the various 'free web mail' accounts you signed up for in the past but don't actively use. Between yourself and your immediate team you may have several dozen personal/free web mail accounts you can use for testing.
- Take Delivery Agent home with you and send some test mails from your home computer.

## License Information

### Delivery Agent

Copyright (c) 1998-2005 by Funduc Software Inc.  
All rights reserved.

See [Ordering Information](#) for information on how to purchase Delivery Agent.

### License Agreement and Warranty Disclaimer

You should carefully read the following terms and conditions before using this software. Use of this software indicates your acceptance of these terms and conditions. If you do not agree with them, do not use the software.

This software and the accompanying files are sold, or distributed as shareware, "as is" and without warranties as to performance of merchantability or any other warranties whether expressed or implied.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program. Any liability of the seller of the registered version will be limited exclusively to product replacement or refund of purchase price.

### Shareware Version License

By using this software you accept full responsibility for usage and results.

The Shareware Version is not free software. If you are using the Shareware Version you are hereby licensed to use this software for evaluation purposes without charge for a period of 30 days. If you use this software after the 30 day evaluation period a registration fee is due (see Ordering Information).

Important: The shareware version of Delivery Agent adds a preface statement to message bodies at the time of delivery: "An unregistered copy of Delivery Agent was used to send this message by: <your\_from\_email\_address\_here>, IP Address: <IP\_address\_of\_your\_machine>. Please forward this message to support@funduc.com". See [Shareware Version Information](#) for more information and testing suggestions.

If you are using the Shareware Version of the software you are also hereby licensed to: Make as many copies of the Shareware version of this software and documentation as you wish; Give exact copies of the original Shareware version to anyone; Distribute the Shareware version of the software and documentation in its unmodified form via electronic means. There is no charge for any of the above.

Unregistered use of Delivery Agent after the 30-day evaluation period is in violation of federal copyright laws.

You may not decompile, disassemble, or reverse engineer Delivery Agent (shareware) in any manner.

### Registered Version License

One registered copy of Delivery Agent may be dedicated to a single person who uses the software on one or more computers.

If you make the registered version of Delivery Agent available through a network and accessible by multiple people you are required to purchase individual licenses for the software covering all workstations that will access the software through the network. Discount pricing is available for multiple licenses. See Ordering Information for information on how to purchase (register).

Customer support can be obtained by visiting our homepage at <http://www.funduc.com> or by E-MAIL (support@funduc.com).

You may not decompile, disassemble, or reverse engineer Delivery Agent (registered) in any manner.

### Usage Disclaimer

Delivery Agent \*must not\* be used to send unsolicited "spam" email. We intend the program to be used only for recipient-requested mailings. Examples of this might be notifications of newsletters, notifications of program updates, support instructions, standard receipt messages, etc. International laws already do or will soon prohibit transmission of "spam", "junk email", or unsolicited email.

If you are private individual it is OK to use Delivery Agent to send standardized mails to your family/friends/etc. For

example, sending pictures and news of a family vacation in no way violates our "not for spam" policy.

Funduc Software cannot be held responsible for the use of the program as a spam mailer.

Funduc Software will take reasonable precautions to only sell the program only to users who agree with the spirit and intent of our "not for spam" policy. We reserve the right to refuse to sell the program to anyone who will not agree to our intended policies for use. If you are a spammer, please seek another product.

Funduc Software also reserves the right to refuse to renew or extend a current license of anyone whose use of the program becomes plainly evident as "spam" or "junk mail" in nature.

We recommend that commercial users employ Delivery Agent through a company mail server or commercial subscriber Internet Service Provider (ISP) account. Be aware that if you have "residential" or "non-commercial" account your ISP may consider mailing a large number of email messages a service agreement violation. Funduc Software cannot be held responsible for actions by your ISP that result either directly or indirectly from the use of Delivery Agent. Nor can Funduc Software be held responsible for any subsequent losses incurred by you due to an action by your ISP stemming directly or indirectly from the use of Delivery Agent..

### **Copyright and Other Restrictions**

You are prohibited by law from selling, renting, leasing, loaning, or donating the program or documentation in whole or in part without specific advance agreement between yourself and Funduc Software, Inc. You are prohibited by law from redistributing the licensed version of the program by any method or in any form except to the specific individuals for whom the software was purchased. You are prohibited from decompiling, reverse engineering, disassembling, or otherwise reducing either shareware or licenses versions of the program to human readable form for any purposes whatsoever. You may not modify the program or documentation in any manner. You are prohibited from permitting anyone else from undertaking any of the above actions.

### **Ownership Rights**

Funduc Software, Inc. owns and retains all copyrights, patents, trade secret rights, trademarks and intellectual property rights to this software. Registration &/or use of the software does not grant you any right to the intellectual property in the product.

### **Governing Law**

This agreement shall be governed by the laws of the State of Michigan.

## Disclaimer

### Usage Disclaimer

Delivery Agent \*must not\* be used to send unsolicited "spam" email. We intend the program to be used only for recipient-requested mailings. Examples of this might be notifications of newsletters, notifications of program updates, support instructions, standard receipt messages, etc. International laws already do or will soon prohibit transmission of "spam", "junk email", or unsolicited email.

If you are private individual it is OK to use Delivery Agent to send standardized mails to your family/friends/etc. For example, sending pictures and news of a family vacation in no way violates our "not for spam" policy.

Funduc Software cannot be held responsible for the use of the program as a spam mailer.

Funduc Software will take reasonable precautions to only sell the program only to users who agree with the spirit and intent of our "not for spam" policy. We reserve the right to refuse to sell the program to anyone who will not agree to our intended policies for use. If you are a spammer, please seek another product.

Funduc Software also reserves the right to refuse to renew or extend a current license of anyone whose use of the program becomes plainly evident as "spam" or "junk mail" in nature.

We recommend that commercial users employ Delivery Agent through a company mail server or commercial subscriber Internet Service Provider (ISP) account. Be aware that if you have "residential" or "non-commercial" account your ISP may consider mailing a large number of email messages a service agreement violation. Funduc Software cannot be held responsible for actions by your ISP that result either directly or indirectly from the use of Delivery Agent. Nor can Funduc Software be held responsible for any subsequent losses incurred by you due to an action by your ISP stemming directly or indirectly from the use of Delivery Agent..

Please see [License Information](#) for further information.

## **Acknowledgements**

Delivery Agent's [MAPI functioning](#) is based on [CMapi v 1.4](#), an MFC class prepared by P J Naughter for sending messages via simple MAPI. Many thanks to Mr. Naughter for making this class available. Please be sure to visit his web site at <http://www.naughter.com>. He is a variety of excellent shareware & freeware apps available. Programmers will appreciate his generous contribution of code samples covering a full a wide range of areas.

Thanks to Ernie Allen ([ecallen@mediaone.net](mailto:ecallen@mediaone.net)) for graphics design for Funduc Software, beta testing, advice, and ground work on our web site.

Finally, thanks to you, our customers, for your suggestions & support!





## **Delivery Agent**

Copyright © 1998-2005, Funduc Software, Inc.

All Rights Reserved

[www.searchandreplace.com](http://www.searchandreplace.com)   [www.funduc.com](http://www.funduc.com)

Portions Copyright 2000, PJ Naughter, [www.naughtner.com](http://www.naughtner.com)

See [Ordering Information](#) for details on how to purchase Delivery Agent or write us at [info@funduc.com](mailto:info@funduc.com). See [License Information](#) for details about licensing. For customer support, contact [support@funduc.com](mailto:support@funduc.com). Also visit our web site for [product information](#), trialware & freeware downloads of our other award winning software products.

## Funduc Copyright



### Delivery Agent

Copyright © 1998-2005, Funduc Software, Inc.  
All Rights Reserved

[www.searchandreplace.com](http://www.searchandreplace.com)    [www.funduc.com](http://www.funduc.com)  
Portions Copyright 2000, PJ Naughter, [www.naughter.com](http://www.naughter.com)

See [Ordering Information](#) for details on how to purchase Delivery Agent or write us at [info@funduc.com](mailto:info@funduc.com). See [License Information](#) for details about licensing. For customer support, contact [support@funduc.com](mailto:support@funduc.com). Also visit our web site for [product information](#), trialware & freeware downloads of our other award winning software products.

