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## **What is New in this Release**

This release of Eudora Light for Windows includes the following new features:

- | A native, fully compatible 32-bit version for the Windows 95 and Windows NT operating systems.
- | Context-sensitive on-line Help that lets you click on items in the user interface to read brief explanations of what the items do.
- | Active URLs that automatically open your World Wide Web browser and go to the selected URL (Uniform Resource Locator).
- | New Dialup options for dialup connections.
- | A Miscellaneous option for switching messages using the Ctrl+arrow keys.
- | A floating toolbar you can place anywhere on your desktop (only in the 32-bit version).
- | A *New Mail* icon for the Task Bar Tray that displays the number of new messages (only in the 32-bit version under Windows 95).



## What has Changed in this Release

This release of Eudora Light for Windows includes the following changes from version 1.5.2:

- | The Eudora functions that were in the **Window** menu are now in a new **Tools** menu.
- | The **Settings** dialog is now called **Options** and is in the new **Tools** menu.
- | In the Nicknames window, you can use the right mouse button to toggle nicknames on and off of the Quick Recipient List. You can no longer do this using the left mouse button.

### **Win32s Compatibility**

If you are running Win32s, we suggest using the 16-bit version of Eudora Light for Windows. If you must run the 32-bit version of Eudora under Win32s, be sure to run Win32s version 1.3 or later.

## **Using Active URLs**

Any string of text that Eudora recognizes as a URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.) is active. When you hold the mouse over the URL the arrow changes to a pointing hand, and you can double-click on it to open the URL. Depending on what the URL is, you can go to a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc.

For most URLs your Web browser is opened and acts on the URL. For ph, finger, and mailto URLs, Eudora acts on the URL and displays the Ph window or a new outgoing message.



Headquartered in San Diego, QUALCOMM develops, manufactures, markets, licenses and operates advanced communications systems and products based on its proprietary digital wireless technologies. The Company's primary product areas are the OmniTRACS® system (a geostationary satellite-based, mobile communications system providing two-way data and position reporting services), CDMA wireless communications systems and products and, in conjunction with others, the development of the Globalstar low-earth-orbit (LEO) satellite communications system. Other Company products include the Eudora Pro electronic mail software, VLSI components and communications equipment.

For more information on QUALCOMM and its wireless communications products, send e-mail to [info@qualcomm.com](mailto:info@qualcomm.com) or browse the QUALCOMM Worldwide Web Home Page <<http://www.qualcomm.com>>.

For more information on Eudora by QUALCOMM, send e-mail to [eudora-info@qualcomm.com](mailto:eudora-info@qualcomm.com) or browse the QUEST Worldwide Web Home Page <<http://www.qualcomm.com/quest>>.

## **Reporting Bugs**

If you experience something you think might be a bug in Eudora, please report it by sending a message to <eudora-bugs@qualcomm.com>. Describe what you did, what happened, what version of Eudora you have, any error messages Eudora gave (the numbers in ()'s are especially important), what kind of computer you have, which operating system you're using, and anything else you think might be relevant.

You will receive an automated response indicating that your bug report has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

## **Suggestions**

From time to time, everyone comes up with an idea for something they'd like their software to do differently. This is true of all applications, no less Eudora. If you come across an idea that you think might make a nice enhancement to Eudora, your input is always welcome. Please send any suggestions or requests for new features to <eudora-suggest@qualcomm.com>.

You will receive an automated response indicating that your suggestion has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

## **[Shift] + Key Equivalents**

The **[Shift]** key is usually used to make an operation more sophisticated or to reverse option settings.

**[Shift] + Queue** or **Send** displays the Change Queuing dialog.

**[Shift] + Reply** toggles the Reply to all option in the Options dialog (Replying). If Reply to all is turned on, **[Shift] + Reply** generates a reply to the sender only. If Reply to all is turned off, **[Shift] + Reply** generates a reply to all addresses in the message header.

**[Shift] + Transfer** sends a copy of the current message to the selected mailbox and retains the original message in the original mailbox.

**[Shift] + Copy** text removes the carriage returns from "wrapped" text prior to copying it to the clipboard.

**[Shift] + Wrap Selection** unwraps the selected text instead of wrapping it.

**[Shift] + Insert a nickname** inserts the full nickname expansion in the specified field.

**[Shift] + Finish Nickname** inserts the full nickname expansion in the specified field.

**[Shift] + Save** saves changes to any open windows.

**[Shift] + Close** closes all open windows.

**[Shift] + Quit** instructs Eudora that all open windows are to automatically reopen at the next startup.

## **[Ctrl] + Key Equivalents**

<b>[Ctrl] + [A]</b>	Select all
<b>[Ctrl] + [B]</b>	Move window behind another window
<b>[Ctrl] + [C]</b>	Copy
<b>[Ctrl] + [D]</b>	Delete message
<b>[Ctrl] + [E]</b>	Queue an outgoing message
<b>[Ctrl] + [F]</b>	Open Find window (search for message)
<b>[Ctrl] + [G]</b>	Find again
<b>[Ctrl] + [H]</b>	Attach a file to an outgoing message
<b>[Ctrl] + [I]</b>	Open In mailbox
<b>[Ctrl] + [J]</b>	Filter messages
<b>[Ctrl] + [K]</b>	Make nickname
<b>[Ctrl] + [L]</b>	Open Nicknames window
<b>[Ctrl] + [M]</b>	Check mail
<b>[Ctrl] + [N]</b>	New message
<b>[Ctrl] + [O]</b>	Open message
<b>[Ctrl] + [P]</b>	Print message
<b>[Ctrl] + [Q]</b>	Quit Eudora
<b>[Ctrl] + [R]</b>	Reply to message
<b>[Ctrl] + [S]</b>	Save contents of top window
<b>[Ctrl] + [T]</b>	Send queued messages
<b>[Ctrl] + [U]</b>	Open Ph window
<b>[Ctrl] + [V]</b>	Paste
<b>[Ctrl] + [W]</b>	Close message
<b>[Ctrl] + [X]</b>	Cut
<b>[Ctrl] + [Z]</b>	Undo
<b>[Ctrl] + [']</b>	Paste as quotation
<b>[Ctrl] + [,]</b>	Finish nickname
<b>[Ctrl] + [=]</b>	Enter selection
<b>[Ctrl] + [;]</b>	Next (Find)



## Other Important Keys

The **arrow keys**, depending on the settings in the Options dialog (Miscellaneous), can move you from one message to another in a mailbox. If the Unmodified arrow keys or Alt-arrow keys option in the Options dialog is turned on:

- | **Up Arrow/Left Arrow** or **[Alt] + Up Arrow/Left Arrow** takes you to the previous message.
- | **Down Arrow/Right Arrow** or **[Alt] + Down Arrow/Right Arrow** takes you to the next message.

The **[Enter]** key performs several different functions, as follows:

- | It selects the outlined button in any dialog, alert, or window.
- | It opens the selected message(s).
- | It opens the selected attachment in a message window.
- | It lets you begin or end editing the subject of a message.

The **[Esc]** key stops any operation currently in progress.

The **[F1]** key displays the On-line Help menu.

The following keys are also useful:

- | **[Del]** deletes the character to the right of the insertion point.
- | **[Home]** scrolls to the beginning of a line.
- | **[End]** scrolls to the end of a line.
- | **[Page Up]**, **[Page Down]** scrolls up or down through the window.

## Creating & Saving a Message

1. From the **Message** menu, select **New Message**.
2. Type an E-mail address (or nickname you created) in the To: field.  
If you are sending the message to more than one person, separate their addresses with commas.
3. Press **[tab]** to move the blinking cursor to the Subject: field.
4. Type in the subject of your message (optional but useful).
5. Press **[tab]** and type in the Cc: field E-mail address (optional).
6. Press **[tab]** and type in the Bcc: field E-mail address (optional).
7. Press **[tab]** and type in the body of the message.
8. To save the message, select **Save** from the **File** menu. Your message is saved in the Out mailbox and marked with a bullet (!). You can continue writing the message, or come back to it later.

## **Sending a Message**

There are two ways to send mail with Eudora: You can send a message immediately, or put it in a queue to be sent later. To specify the option you want and then send your mail, do the following:

1. Select **Options...** from the **Tools** menu and click on the **Sending Mail** category. Check the **Immediate send** box if you want to send your mail immediately, or uncheck it if you want to put mail in the queue.
2. In the message window, click **Send/Queue**.

## **Attaching a File to a Message**

Any file can be attached to and sent with a Eudora message. To attach a file to a current outgoing message, do the following:

1. From the Message menu select **Attach Document...**

A standard file dialog is displayed.

2. Locate and select the file you want to attach, then click on the **OK** button.

The file is listed in the Attachments: field of the message. You can add as many files as you want using the same process.

To delete an attachment, click on it to select it, then press the [delete] key.

To set various options for how you receive attachments, select **Options...** from the Tools menu and click on the **Attachments** category.

## Creating a Signature

A signature is a brief message that is automatically added to the end of outgoing messages. It can include your name, address, telephone number, or whatever you want it to.

To create a signature, do the following:

1. Select **Signature** from the Tools menu. The Signature window is displayed so that you can create or edit your signature.
2. Close the Signature window. An alert is displayed asking if you want to save your changes. Click **Yes**.

To include your signature in your messages, use the signature combo box on the message window, or the **Use Signature** option in the **Sending Mail** Options category.

## Checking For Mail Manually

To check for incoming mail, do the following:

1. From the File menu select **Check Mail**.
2. If Eudora asks for your password, type it in the Password dialog and click **OK** (Eudora passwords are "case-sensitive").
3. If there is no new mail, a "no mail" alert is displayed; click **OK**.  
(If you have the Alert setting turned off in the Getting Attention category, there is no dialog.)
4. If you have new mail, Eudora transfers the messages one by one and then displays a "New Mail" alert; click **OK**.
5. New messages are delivered to your In mailbox. This mailbox opens automatically and your new message summaries are added to the end of the mailbox list. Double-click a message summary to open it.

## Checking For Mail Automatically

To set up automatic mail checking, do the following:

1. From the **Tools** menu, select **Options....** The Options dialog is displayed.
2. Select the **Checking Mail** category.
3. In the Check For Mail Every ? Minute(s) field, type the number of minutes between automatic mail checks (15 is the recommended minimum interval).
4. Click **OK** to close the Options dialog.
5. Eudora automatically checks for mail at the interval you have requested.

*Note: When automatic mail checking is on, the time of the next mail check is listed next to the Check Mail command under the File menu.*

## Replying to a Message

You reply to a message when you want to respond to its sender.

1. Select or open the message you want to reply to.
2. From the **Message** menu, select **Reply** to display a new composition window. Eudora completes the To:, From:, and Subject: fields based on the original message.

Eudora also copies the text of the original message into the reply. Each line from the original message is preceded by a ">" marker. The ">" markers offset the original text, so readers can distinguish your text from the text you're replying to.

3. Remove those parts of the original text that you don't want to include in your reply and type in your own text.
4. Once your response is completed, click **Send** (or **Queue**).

*Tip: If you want to address the reply to everyone who received the original message (and not just the sender), hold down the **[Shift]** key when you select **Reply** from the **Message** menu.*



## Forwarding a Message

You forward a message when you want someone else to see it.

1. Select or open the message you want to forward.
2. From the **Message** menu, select **Forward** to display a new composition window. Eudora completes the Subject: field based on the original message and transfers the header and body of the original message to the new message body. Each line is preceded by a ">" marker.
3. Type the addresses of the people you want to forward the message to in the To: field.
4. The existing text may be edited, and more text may be added to the message.
5. Once the editing is completed, click **Send** (or **Queue**).

## Redirecting a Message

Eudora's Redirect command lets you send a message that was sent to you to someone else, while allowing the recipient of the redirected message to reply directly to the original sender.

1. Select or open the message you want to redirect.
2. From the **Message** menu, select **Redirect** to display a new composition window. Eudora completes the From: field with the address of the originator and the words "by way of" followed by your address. The Subject: field and message body are also completed based on the original message.
3. Type the addresses of the people to whom you wish to redirect the message in the To: field.
4. The existing text may be edited, and more text may be added to the message.
5. Once the editing is completed, click **Send** (or **Queue**).

*Note: E-mail courtesy suggests that you not do much editing of the message you're redirecting. If you must add comments, put them in []s with your initials, like: [Don: please reply to this right away. SD]*

## Transferring a Message

1. Select or open the message you want to transfer.
2. Select the name of the mailbox you want to transfer it to from the **Transfer** menu (if you hold down the **[Shift]** key while transferring a message, a copy of the message is transferred and the original message remains in the original mailbox).

*Tip: You can create a new mailbox and transfer a message into it all in one step. Instead of selecting an existing mailbox, select **New...** from the **Transfer** menu.*

## Deleting a Message

There are four ways to delete a message or messages, as follows:

1. Select or open the message you want to delete. Select **Delete** from the **Message** menu.
2. In an open mailbox window, select the message(s) you want to delete. Press the **[Delete]** key.
3. In an open mailbox window, select the message(s) you want to delete. Click the trash can icon on the main window toolbar.
4. Select or open the message you want to delete. Select **Trash** from the **Transfer** menu.

*Note: All deleted messages are put into the Trash mailbox. You can set an option to automatically empty the Trash mailbox when you quit Eudora.*

## Changing Your Password

1. Select **Change Password** from the **Special** menu to display the Password dialog.

*Note: The Change Password command will only work if you have the necessary software on your server.*

2. Type in your current password and click **OK**.
3. Eudora asks you to type in your new password and click **OK**.
4. To verify the change, type in your new password again and click **OK**.
5. If your new password is rejected, repeat steps 1 through 4.

## Creating, Renaming, and Removing Nicknames

Nicknames are personal aliases for full e-mail addresses. A single nickname can be used to represent a mailing list.

1. Select **Nicknames** from the **Tools** menu. The Nicknames window is displayed.
2. To create a new nickname, click the **New** button. To rename a nickname, select the nickname then click the **Rename** button.
3. Type the nickname title in the Nickname dialog, put it on the recipient list if you want, and click **OK**.
4. Type the full e-mail address(es) in the Address(es) field.
5. If you have any comments related to the nickname, type these in the **Notes** field.
6. To remove a nickname, select it, then click the **Remove** button.
7. Select **Save** from the **File** menu to save the nicknames file, or close the Nicknames window and save the changes.

*Note: You can use a nickname in a mailing list. However, that nickname must be created individually in the Nicknames window.*

## EUDORA.INI Settings File

The EUDORA.INI file is where Eudora keeps most of the settings. It is a standard Windows INI file, and may be edited with any text editor.

*Note: Since Windows caches information from INI files in memory while the program is running, you should never change the EUDORA.INI file while Eudora is in use. If you need to make a change, first quit Eudora, then edit the file, and then restart Eudora.*

The EUDORA.INI file is broken up into 5 sections:

[Settings]  
[Dialup]  
[Window Position]  
[Debug]  
[Mappings]

Only the items that are not configurable from the Options dialog are listed here.

### Name and Location of the INI File

The default name is EUDORA.INI and the default location is in the mail directory. But the name and location can be changed.

To specify a different INI file from the EUDORA.INI that is not in the mail directory, add a second parameter to the command line in the Program Item for Eudora, e.g.

```
Command Line: c:\apps\eudora.exe c:\mymail c:\inis\myeudora.ini
```

To use a different INI file that is in the mail directory:

```
Command Line: c:\apps\eudora.exe c:\mymail myeudora.ini  
Command Line: c:\apps\eudora.exe c:\mymail\myeudora.ini
```

This is a way to have multiple settings for one set of mailboxes, nicknames, etc. For example, you may have multiple e-mail accounts in which you receive mail, but want to collect mail from all of the accounts in one place. You could set up separate Program Items for each account (each having a different INI file on the command line), and switching between accounts would be as simple as double-clicking on a Program Item.

And for an even more tricky specification, if the first parameter is an INI filename without a path, then the mail directory is searched through the normal process of checking the EUDORA environment variable and then using the executable directory.

Examples:

```
SET EUDORA=c:\mymail  
Command Line: c:\apps\eudora.exe myeudora.ini
```

will use c:\mymail as the mail directory and c:\mymail\myeudora.ini as the INI file.

```
SET EUDORA=myeudora.ini  
Command Line: c:\apps\eudora.exe
```

will use c:\apps as the mail directory and c:\apps\myeudora.ini as the INI file.

### Default INI file

When an entry in the EUDORA.INI file is not found, Eudora will look in the DEUDORA.INI file located in the same directory as the EUDORA.EXE file. The [Mappings] section of the DEUDORA.INI file acts as though it was appended

to the end of the [Mappings] section of the EUDORA.INI file.



## [Dialup]

The [Dialup] section controls the use of the dialup connection method. See the Eudora Light 1.5.4 Addendum for more detailed information.

Entry	Default Value	Description
ATSendDelay	100	The delay between sending characters in a modem AT command and in the EchoCancelString (in milliseconds).
BreakTime	150	Length of modem break command (in milliseconds).
BusyRetries	0	The number of times that the phone will be redialed after receiving a busy signal.
BusyRetryDelay	5	The number of seconds between redials after receiving a busy signal.
EndScript	SERIAL.END	Script used when closing modem connection.
SMTPHELOString		String to send as the parameter of the SMTP HELO command.
TelnetCommand	telnet {System} {Port}\r\n	Telnet command issued to use the network services (i.e. POP, SMTP, ph, finger, and Eudora password changer).

## [Debug]

The [Debug] section controls aspects of the Eudora log file. The Eudora log file is a handy tool for debugging network connections, especially when using the dialup connection method.

Entry	Default Value	Description
LogFileName	EUDORA.LOG	The name of the log file.
LogFileSize	100	The size of the log file (in KB) when it will be copied to the file EUDORLOG.OLD and a new log file will be started.
LogLevel	0	A bit-mapped value telling what type of information to log: Bit 1 (1): Sending of a message Bit 2 (2): Receipt of a message Bit 3 (4): Dialup script navigation commands Bit 4 (8): Alert messages Bit 5 (16): Progress messages Bit 6 (32): All bytes sent Bit 7 (64): All bytes received

## [Mappings]

This is a sample [Mappings] section. It is NOT a default for Eudora if you have a missing/empty [Mappings] section. The [Mappings] section contains information for mapping between PC file extensions, Mac creator and type, and MIME type and subtype for attachment files (in that order). Entries marked as "in" work only on incoming messages and entries marked as "out" work only on outgoing messages. Entries marked "both" work on both incoming and outgoing messages.

For a more detailed explanation, see "Appendix D - MIME and Mappings" of the Eudora manual.

```
out=txt,txt,TEXT,text,plain
both=doc,MSWD,,application,msword
in=xls,XCEL,,,
out=xls,XCEL,XLS4,,
both=xlc,XCEL,XLC3,,
both=xlm,XCEL,XLM3,,
both=ppt,PPT3,SLD3,,
both=wp,WPC2,.WP5,application,wordperfect5.1
```

```
both=zip,,,application,zip
both=rtf,,,application,rtf
both=ps,,,application,postscript
in=eps,,EPSF,,
out=eps,dPro,EPSF,application,postscript
both=mpg,,,video,mpeg
both=jpg,,,image,jpeg
both=gif,,,image,gif
both=tif,,,image,tiff
both=pct,,PICT,,
both=mac,MPNT,PNTG,,
```

## [Window Positions]

The [Window Position] section saves the positions of the standard windows (not your mailboxes and messages).

<b>Entry</b>	<b>Default Value</b>	<b>Description</b>
DebugTraceWindowPosition	110,185,635,500	
FindWindowPosition	60,345,580,480	
InputDialogWindowPosition	50,100,358,450	
MailboxesWindowPosition	80,80,565,415	
MainWindowPosition	0,0,640,480	
NicknamesWindowPosition	50,5,590,475	
PhWindowPosition	10,40,630,440	
ProgressWindowPosition	0,0,0,0	
SignatureWindowPosition	10,60,630,240	
TextFileWindowPosition	0,0,600,460	

## [Settings]

<b>Entry</b>	<b>Default Value</b>	<b>Description</b>
BadPasswordString		When the POP server returns an error on sending the PASS command, the password will only be erased when the error response includes this text.
CenterUnreadStatus	1	When on (1), centers the bitmap in Mailbox menu items that indicates that the mailbox has unread messages. If the display of this bitmap is not correct, turn this switch off (0).
CompactDisk%	5	What the amount of "wasted space" taken up by deleted messages in a mailbox as a percentage of total free disk space must be before the mailbox automatically gets compacted when closed.
CompactMailbox%	50	What the percentage of "wasted space" taken up by deleted messages in a mailbox must be before the mailbox automatically gets compacted when closed.
EudoraPassPort	106	Default port number for the Eudora password changing service (epass).
ExtraHeaders		Extra headers that are sent with each outgoing message. If multiple headers are to be sent, separate each with "\r\n". For example, "ExtraHeaders=X-Header1: foo\r\nX-Header2: bar".
FindMatchCase	0	"Match Case" checkbox in the Find dialog.
FindSummariesOnly	0	"Summaries Only" checkbox in the Find dialog.
FingerDefault	0	Tells whether or not the Ph window should default to finger.
FingerPort	79	Default port number for the finger service (finger).
FlushDiskCache	0	If on(1), Eudora will flush the disk write cache before sending the command that deletes a message from the POP server. This is only necessary if you are using disk caching software (e.g. SmartDrive), have write caching turned on, and are sensitive about the unlikely chance that your machine may hang right after deleting a message from the POP server but before the write

		cache gets flushed.
GuessParagraphs	0	"Guess Paragraphs" checkbox in the Save As... dialog.
IdleTime	60	The number of seconds that Eudora has to be idle before it will consider performing an automatic mail check.
IncludeHeaders	0	"Include Headers" checkbox in the Save As... dialog.
LastSettingsCategory	0	Last category that was displayed in the Settings dialog.
MainWindowState	1	The state of the Main Window (normal = 1, minimized = 2, or maximized = 3 ). The state is set when Eudora closes, and the Main Window is set to this state the next time Eudora starts up.
NicknameAddressesHeight	60	Percent of height of Nicknames window that the Address(es) field takes up.
NicknameListWidth%	33	Percent of width of Nicknames window that the list of nicknames takes up.
NoSplashScreen	0	If on, the opening splash screen (aka About Box) will not be displayed
NumberofTraceLines	300	The number of lines saved in the Trace window.
PhPort	105	Default port number for the Ph service (csnet-ns).
PhReturn		A string that is appended to every Ph command before sending to the Ph server. For example, "PhReturn=return all" would return all fields of the records returned by the query, and "PhReturn=type=person" would return all matches to the query with the additional filter that the record is a person.
POPPort	110	Default port number for the POP service (pop3).
PrintHeaders	1	When on (1), printed messages get headers and footers.
QuoteEnd		The string that gets inserted after the the original text of a forwarded message. A newline is added before the string.
QuotePrefix	>	The string that precedes all lines of the original message in a forwarded message
QuoteStart		The string that gets inserted before the original text of a forwarded message. A newline is added after the string.
ReplyAllAttribution	At %1, %2 wrote:	Attribution line when a Reply to All is done.
ReplyAttribution	At %1, you wrote:	Attribution line when a Reply is done.
ReplyEnd		The string that gets inserted after the the original text of a replied message. A newline is added before the string.
ReplyPrefix	>	The string that precedes all lines of the original message in a replied message
ReplyStart		The string that gets inserted before the original text of a replied message. A newline is added after the string.
ReturnAddressFormat	%1 < %2>	Format of the From: field in outgoing messages. %1 is the Real name, and %2 is the Return address.
SaveDialupPasswordText		Where your dialup password is saved (in an encrypted format) if you have the Save Password switch turned on.

SavePasswordText		Where your POP password is saved (in an encrypted format) if you have the Save Password switch turned on.
ShowProgress	1	Show/hide the Progress window
SMTPPort	25	Default port number for the SMTP service (smtp).
SMTPRecipientWrap	72	Column at which recipient headers (To: and Cc:) are wrapped when sending a message.
TabooHeaders	Received, Status, Message-Id, In-Reply-To, X-Priority, Mime-Version, Content-Type, Content-Transfer-Encoding, X-Mailer, X-UIDL, X-400, Precedence	A comma separated list of headers (without colons) that shouldn't be shown when the Show all headers switch ("Blah Blah Blah" icon) is off for a message. The matching is done on a prefix basis, so any header that begins with one of these values will not be shown.
TabStop	8	How many spaces to insert for a <Tab> in the body of a composition message.
TimeZone		This should contain the time zone in which you are located, in the following format: <p style="text-align: center;">TimeZone=xxxnnnyyy</p> where xxx, yyy are timezone abbreviations like PST, PDT, CDT, and nnn is the offset in hours WEST of GMT (i.e those that are east of GMT should enter a negative number here). xxx is the timezone during Standard Time and yyy is the timezone during Daylight Savings Time. If you do not change your clocks during Daylight Savings Time, leave yyy blank. Here's some samples: <p style="text-align: center;">TimeZone=PST8PDT  TimeZone=MET-1</p> If you don't specify a TimeZone entry, then a Date: header will not be put in outgoing messages, which is fine for most because their mail server will insert the correct Date: header. The moral is: if you don't get messages bounced because of a missing Date: header, then leave the TimeZone entry alone.
TraceWindowMask	31	Log level of information that gets sent to the Trace window (see the [Debug] section).
TocDateLeeway	2	Number of seconds that the date on a mailbox .TOC file can be behind the .MBX file that Eudora will not flag as being out of date. Helpful for network file systems.
URLHelper		Full path of application used to launch URLs.
UsePOPSend	0	If UsePOPSend is on, Eudora will send mail using the POP3 extended command XTND XMIT. Since this is an optional command for POP3, many POP3 servers do not support this command (Berkeley's popper, however, does). There are pros and cons to using

		POP3 to send your mail. It provides a level of security since it requires a username/password pair to send mail messages, unlike SMTP. It is faster than SMTP, especially when checking for new mail at the same time. It doesn't check for valid recipients until the entire message is sent, and some implementations (Berkeley's popper, for example) won't tell you which recipients are invalid and will send the message to the valid recipients anyway.
WordWrapColumn	76	Column in which lines are wrapped at in outgoing messages when the Word wrap switch is on.
WordWrapMax	80	Length at which a line is considered too long, and must be wrapped in outgoing messages when the Word wrap switch is on.

**Find Dialog**

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

**Find Button**

Initiates a new search in a current message.



**Next Command**

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

**Next Message Command**

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

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

**Next Mailbox Command**

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

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

**Character String Field**

Specifies the character string to be found.

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

**Match Case**

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

**Summaries Only**

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

## **Checking Spelling**

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

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

**Unknown Field**

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



### **Change To Field**

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

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

## **Suggestions Field**

Lists suggestions for the correct spelling of the unknown word.

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

**Ignore Button**

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

**Ignore all Button**

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

**Change Button**

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

**Change all Button**

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

### **Suggest Button**

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

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

**Add Button**

Adds the unknown word to your custom dictionary.



**Edit Dictionary Button**

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

**Edit Dictionary Dialog**

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

**Word:**

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

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

## **Dictionary**

Lists the words in your dictionary.

**Add**

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

**Delete**

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

**Clear**

Clears the dictionary so that it is left empty.

**Options Button**

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



### **Check Spelling Preferences**

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

**Ignore capitalized words**

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

**Ignore words with numbers**

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

**Ignore words with mixed case**

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

**Report words with mixed case**

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

**Report doubled words**

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

**Always suggest**

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

## **New Mailbox Dialog**

Use this dialog to create a new mailbox.



**Name the new mailbox Field**

Enter the name of the new mailbox.

**Make it a folder**

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

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

**Don't Transfer**

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

**Change Queuing...**

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

**Send Message:**

These options specify when the selected messages should be sent.

**Right Now**

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

**Next Time Queued Messages are Sent**

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

**On or after**

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

The message is saved in the Out mailbox with a Q in the status column, just as if it were a normal queued message. However, the message is not sent until the specified time.

For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is opened.



**Time**

Specifies what time the message will be sent.

Change the default time if you want the message to be sent at a different time. The message is saved in the Out mailbox with a "Q" in the status column, then sent at the specified time.

**Date**

Specifies what date the message will be sent.

Change the default date if you want the message to be sent at a different date. The message is saved in the Out mailbox with a Q in the status column, just as if it were a normal queued message, then sent on the specified date.

**Don't Send**

Changes the message status from queued to saved.

**Filters**

Displays the Filters window so that you can create filters that automatically sort your incoming and outgoing mail.

## **Filters Dialog**

Use this dialog to create filters that automatically sort your incoming and outgoing mail.

To start, click the New button. Then specify the criteria and the action. When you close the filters window, you will be prompted to save your changes.

**Filter List**

Displays the filters you have defined.

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

**Up Button**

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

**Down Button**

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



**New Button**

Adds a new filter named “Untitled” is to the filter list. Eudora names this filter based on the information you enter in the Header and Matching Text fields.

**Remove Button**

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

**Incoming**

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

**Outgoing**

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

**Manual**

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

**Header Field**

Specifies which section of the message the filter will search. You can use one of the items in the list, or type in a header field (for example, X-Priority:).

The **Any Header** selection searches all message headers, and the **Body** selection searches the message body.

**Match Type Field**

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

To filter a message based only on the header types it contains (not the text of the header), use **appears** or **doesn't appear**.

**Matching Text Field**

Specifies the character string that the filter searches for.

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



**Conjunction Combo Box**

Specifies how the second criteria is to be used.

### **Make Subject**

Applies the specified subject to the filtered messages.

The new subject is given in the message summary in the mailbox window, but the subject is not changed in the message itself.

To include the text of the previous subject in your new subject, use the "&" symbol. For example, typing **test message:&** in this field results in "test message: previous subject".

**Label**

Applies the selected label to the filtered messages.

**Raise Priority**

If this is checked, the filtered messages' priority is raised one level.

**Lower Priority**

If this is checked, the filtered messages' priority is lowered one level.

### **Transfer To Mailbox**

Transfers the filtered messages to the selected mailbox.

To set this option, click on the **Transfer To** button (the default is blank) and select a mailbox from the Transfer menu. (A popup menu is displayed asking you to do this.)

To send a copy of the filtered message to a mailbox and leave the original in your In mailbox, hold down the [Shift] key while selecting the Transfer To option.

**Mailboxes**

Use the Mailboxes window to create, rename, remove, and move mailboxes and folders.

**Current Mailbox/Folder**

Gives the name of the mailbox or folder whose contents are displayed in the list below.



**Mailbox List**

Lists all of the mailboxes and folders contained in the current folder.

**Rename Button**

Renames the mailbox or folder that is highlighted in the list.

A dialog is displayed prompting you for the new name.

**Remove Button**

Removes the mailbox or folder that is highlighted in the list.

If there are messages in the mailbox, you will be prompted for whether or not you want to remove everything.

**New Button**

Creates a new mailbox or folder within the current folder.

**>>Move Button>>**

Moves the highlighted mailbox or folder in the lefthand list to the righthand list.

**<<Move Button<<**

Moves the highlighted mailbox or folder in the righthand list to the lefthand list.

**Nicknames**

Use the Nicknames window to create, edit, or remove nicknames.

A nickname (sometimes called an alias) is an easily remembered, shorter substitute for an e-mail address or group of addresses. Nicknames can be used in place of proper e-mail addresses in the To:, Cc:, and Bcc: fields in the headers of outgoing messages.

**Nicknames File**

Gives the name of the nicknames file that the selected nickname is in. The "Main Nicknames" file is the standard Eudora nicknames file.

If you have multiple nicknames files, put them in a new directory within the Eudora directory called "Nickname." Leave the standard Eudora Nicknames file (nndbase.txt) in your Eudora directory. Do not place it in the newly-created Nickname directory.

When the Nicknames window is displayed, all nicknames in all files within this directory are listed along with your standard nicknames.

If you create a new nickname, the new nickname dialog lets you select the file you want the nickname placed into.



**Nickname Field**

Lists all your nicknames. Single-click on the nickname to display all of its current information.

To add a nickname to or remove a nickname from the Quick Recipient, move the mouse pointer over the space just to the left of the nickname in the Nickname field. The pointer changes to a selection tool. Single-click to add or remove a nickname to/from the Quick Recipient list. A bullet next to the nickname indicates that it is on the list.

**Address(es) Field**

Displays a selected nickname's expansion (the address or addresses that the nickname represents).

To create a nickname for a group of people, add the nicknames or addresses and separate them with commas or carriage returns (↵Enter). This is the only place you can use a carriage return to separate addresses.

You can add someone's proper name to their address by putting it in parentheses after the e-mail address. The proper name is put in the To: field of mail messages along with the full address.

**Notes Field**

Gives your private notes on a nickname.

**New Button**

Creates a new nickname.

The New Nickname dialog is displayed prompting you to name the nickname and whether or not you want to put it on the Quick Recipient List.

**Remove Button**

Removes a selected nickname from the nickname list.

**Rename Button**

Renames a selected nickname.

The Rename Nickname dialog is displayed prompting you to rename the nickname and whether or not you want to put it on the Quick Recipient List.

**To Button**

Creates a new message addressed to the selected nickname

You can select multiple nicknames by holding down the [Ctrl] key and clicking on each nickname.

**Cc Button**

Adds the selected nickname(s) to the Cc: field of the topmost message composition window.



**Bcc Button**

Adds the selected nickname(s) to the Bcc: field of the topmost message composition window.

**Ph**

Use the Ph window to access two different directory services, Ph and Finger.

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

**Server Field**

Lists the Ph server from the Ph Server field of the Options dialog [Hosts]).

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

**Command Field**

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

**Response Field**

Displays the server or host response.

**Ph Button**

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

**Finger Button**

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

**Signature**

Use the Signature window to create your primary signature.

When enabled in the Options dialog (Sending Mail) or on the message icon bar, this signature is automatically added to the end of outgoing messages. Eudora also supports an alternate signature.



**Alternate Signature**

Use the Alternate Signature window to create your alternate signature.

When enabled (on the message icon bar), this signature is automatically added to the end of outgoing messages. Eudora also supports a primary signature.



**Priority Combo Box**

Specifies the priority of the message as it is displayed in the mailbox window.

**BLAH ,BLAH, BLAH Icon**

Displays all message headers. This can be useful when tracking down a network problem.

**Trash Icon**

Specifies that the next time Eudora checks the server for mail it should also delete this message from the server.

This icon works in conjunction with the Leave mail on server option in the Options dialog (Checking Mail).

**Fetch Icon**

This icon works in conjunction with the Skip messages over ? K in size option in the Settings dialog (Checking Mail). It is used to download complete messages that exceed the specified size. To download the complete message, click on this icon and check mail again.

**Subject Field**

Use this field to change the subject of the message as it is displayed in the mailbox window. To change the subject, type the new subject in this field and press [Enter].

**Signature Combo Box**

The Signature combo box allows you to automatically attach your signature or alternate signature file to the end of each message you send.



**Attachment Type Combo Box**

The Attachment Type combo box allows you to select what format documents that you attach to outgoing messages are encoded in: Multipurpose Internet Mail Extensions (MIME), Bin Hex, or Uuencode. MIME is best for recipients with MIME; Bin Hex is most compatible with old Macintosh mailers and previous versions of Eudora; and Uuencode is best for communicating with older PC or UNIX systems.

**Quoted-Printable Encoding**

If this button is on, quoted-printable encoding may be used when sending messages that contain long lines of text or special characters. When on, it is used for all attachments. It is recommended that this button always be on.

**Word Wrap**

If this button is on, a carriage return is not required at the end of each line you type in an outgoing message; Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line.

**Tabs in Body**

If this button is on, hitting the [tab] key within the message body results in Eudora inserting enough spaces to move the insertion point to the next tab stop. This mimics the way tabs work on many terminals. If this button is not on, hitting the [tab] key returns the cursor to the To: field of the message header.

**Keep Copy**

If this button is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an “S” in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.

**Text as Document**

If this button is on, plain text files attached to messages are incorporated into the message as part of the message body.

**Return Receipt**

If this button is on, a cooperating mailer returns a message to you notifying you when your outgoing message is delivered to the addressee. The return receipt is placed in your In mailbox. This function does not work in all cases.

**Open Next Message**

Opens the next message in the mailbox.



**Open Previous Message**

Opens the previous message in the mailbox.

**New Text File**

Opens a text window so you can create a text file from within Eudora.

**Open Text File**

Displays the standard File dialog so you can find and open a file.

**Open Attachment**

Opens an attachment in a composition window or a received message, as long as the attachment is highlighted (in a composition window) or the cursor is on the same line as the attachment (in a received message).

**Close**

Closes the current message or window.

[Shift] + Close closes all open windows.

**Save**

Saves changes to the topmost window. This applies to message composition windows, signature windows, the Nicknames window, and the Filters window.

[Shift] + Save saves the changes to all open windows.

**Save As**

Displays the standard Save As dialog so that you can save the current message to a plain text file.

If you select several messages they are all saved as one file.

**Send Queued Messages**

Sends all queued messages to the mail server.

Queued messages are listed in the Out mailbox with a “Q” in the status column.



**Check Mail**

Checks your POP server for new messages and transfers them to your PC.

If a time appears in parentheses next to this command, it is the next time an automatic mail check will occur.

**Print**

Prints messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

**Print Preview**

Displays the Print Preview window for messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

**Print Setup**

Displays the standard Windows Print Setup dialog.

**Exit**

Exits Eudora. If edited messages or windows are still open, you will be asked to save or discard your changes.

[Shift] + Exit instructs Eudora that all open windows are to automatically reopen at the next startup.

**Undo**

Reverses the last editing action done on a piece of text.

**Cut**

Cuts the selected text and copies it to the clipboard.

**Copy**

Copies the selected text to the clipboard.

[Shift] + Copy removes the carriage returns from “wrapped” text prior to copying it to the clipboard.



**Paste**

Pastes the contents of the clipboard at the insertion point in a message or message header.

**Paste As Quotation**

Pastes the contents of the clipboard at the insertion point in a message with a ">" character at the beginning of each line to denote quoted text.

**Clear**

Deletes selected text without copying it to the clipboard

**Select All**

Selects the entire contents of a message or mailbox.

**Wrap Selection**

Inserts carriage returns at the end of each line of the current selection, in the same way Eudora does when it sends mail.

[Shift] + Wrap Selection unwraps the current selection (removes the carriage returns).

**Finish Nickname**

Completes the partial text of a nickname in a message header field.

[Shift] + Finish Nickname inserts the full nickname expansion in the message header field.

**Insert Recipient**

Inserts the chosen recipient at the insertion point.

**Find... Find**

Displays the Find dialog so that you can find a character string within one message, multiple messages, or even multiple mailboxes.



**Find Again Command**

Continues a search within the same message.

**Enter Selection Command**

Inserts a highlighted character string in Eudora into the Character String field of the Find dialog.

### **Sort by Status**

Sorts the message summaries within a mailbox by status.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

### **Sort by Priority**

Sorts the message summaries within a mailbox by priority.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

### **Sortby Attachment**

Sorts the message summaries within a mailbox by attachment.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

### **Sort by Label**

Sorts the message summaries within a mailbox by label.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

### **Sort by Sender**

Sorts the message summaries within a mailbox by sender.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

**Sort by Date**

Sorts the message summaries within a mailbox by date.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.



### **Sort by Size**

Sorts the message summaries within a mailbox by size.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

### **Sort by Subject**

Sorts the message summaries within a mailbox by subject.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading. **[Shift] + Sort command** sorts in descending order.

## **Check Spelling**

Checks current message composition windows, text files, and signature files for spelling errors. If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the **Unknown** field.

**In**

Opens the In mailbox.

All incoming messages are stored in this mailbox until they are filtered, transferred, or deleted.

## **Out**

Opens the Out mailbox.

All messages you compose, save, and queue are stored in this mailbox until they are sent. Also, if the **Keep copies of outgoing mail** option in the Options dialog (Sending Mail) is turned on, a copy of each outgoing message is saved in this mailbox.

## Trash

Opens the Trash mailbox.

All deleted messages are stored in this mailbox until you select Empty Trash from the Special menu. If the **Empty Trash when exiting** option in the Options dialog (Miscellaneous) is turned on, the Trash is automatically emptied when you exit Eudora. Deleting a message from this mailbox permanently deletes the message.

**Your Mailbox**

Opens a mailbox you have created.

**New...**

Displays the New Mailbox dialog so that you can create a new mailbox or mailbox folder.



**New Message**

Opens a new message composition window.

**Reply**

Generates a reply message to a current incoming message.

The original sender's name is automatically placed in the To: field of the message header, and the sender's text is included at the beginning of the message body (with a ">" at the beginning of each line).

**Forward**

Generates a forward message from a current incoming message.

The header and body of the original message are placed at the beginning of the message body (with a ">" at the beginning of each line).

**Redirect**

Generates a redirect message from a current incoming message.

The address in the From: field of the message header is that of the original sender "by way of" your address.

**Send Again**

Reformats a message that was returned to you by the mail server so that you can send it again without including all of the return information.

A message is typically rejected because of an error in the recipient's address, although there are many other possible reasons.

**New Message To**

These commands are used with the Quick Recipient list. Selecting an address or nickname from the list next to one of these commands generates a new, reply, forward, or redirect message to that recipient. All four commands share the same Quick Recipient list.

**Reply To**

These commands are used with the Quick Recipient list. Selecting an address or nickname from the list next to one of these commands generates a new, reply, forward, or redirect message to that recipient. All four commands share the same Quick Recipient list.

**Forward To**

These commands are used with the Quick Recipient list. Selecting an address or nickname from the list next to one of these commands generates a new, reply, forward, or redirect message to that recipient. All four commands share the same Quick Recipient list.



**Redirect To**

These commands are used with the Quick Recipient list. Selecting an address or nickname from the list next to one of these commands generates a new, reply, forward, or redirect message to that recipient. All four commands share the same Quick Recipient list.

**Send Immediately**

Sends the current message to the mail server.

You can change this command in the Options dialog (Sending Mail) to "Queue For Delivery" so that your outgoing messages are put in a queue until you send them all at the same time.

**Queue For Delivery**

Saves the current message in the Out mailbox and marks it as “Q” (queued for delivery). Send your Queued messages by selecting Send Queued Messages from the File menu.

You can change this command in the Options dialog (Sending Mail) to “Send Immediately.”

**Attach File**

Displays a standard File dialog so that you can attach a file to the current message. Any file can be attached to and sent with a Eudora message.

**Change... Queuing**

Displays the Change Queuing dialog so that you can modify the queuing status of an outgoing message.

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

**Change... Status... Unread**

Changes the status of the current messages to unread.

**Change... Status... Read**

Changes the status of the current messages to read.

**Change... Status... Replied**

Changes the status of the current messages to replied.



**Change... Status... Forwarded**

Changes the status of the current messages to forwarded.

**Change... Status... Redirected**

Changes the status of the current messages to redirected.

**Change... Priority... Highest**

Changes the priority of the current messages to highest.

**Change... Priority... High**

Changes the priority of the current messages to high.

**Change... Priority... Normal**

Changes the priority of the current messages to normal.

**Change... Priority... Low**

Changes the priority of the current messages to low.

**Change... Priority... Lowest**

Changes the priority of the current messages to lowest.

**Change Label**

Changes the label of the current messages to the selected label that you have created.



**Delete**

Transfers the current message(s) to the Trash mailbox.

**In**

Transfers the current message(s) to the In mailbox.

**Out**

Transfers the current message(s) to the Out mailbox.

**Trash**

Transfers the current message(s) to the Trash mailbox.

**Your Mailbox**

Transfers the current message(s) to the a mailbox you have created.

**New...**

Displays the New Mailbox dialog so that you can create a new mailbox and transfer the current message(s) into it.

**Filter Messages**

Runs all manual filters on the current messages.

This is the only way that filters designated as “Manual” in the Filters window can be used.

**Make Nickname...**

Creates a single nickname from multiple selected nicknames.

To do this, highlight multiple nicknames in the Nicknames window, highlight one or more addresses in a message window, or select one or more message summaries, then select Make Nickname.



**Add as Recipient**

Adds the highlighted e-mail address(es) to the Quick Recipient list.

To do this, highlight one or more addresses in a message window, then select Add as Recipient.

**Remove Recipient**

Removes the selected recipient from the Quick Recipient list.

## **Empty Trash**

Permanently deletes messages from the Trash mailbox.

If the **Empty Trash when exiting** option in the Options dialog (Miscellaneous) is turned on, the trash is emptied automatically when you exit Eudora.

**Compact Mailboxes**

Recovers the unused (“wasted”) space from all of your mailboxes.

This wasted space was created when messages were deleted or transferred from the mailboxes.

**Forget Password**

Makes Eudora forget that you have already entered your password for this session.

You will be prompted to reenter your password at the next mail check.

**Change Password...**

Displays the Password change dialog so that you can change your Eudora password.

This will only work if you have the necessary software on your server.

**Filters**

Displays the Filters dialog so that you can create filters that automatically sort your incoming and outgoing mail.

**Mailboxes**

Displays the Mailboxes window so that you can create, rename, remove, and move mailboxes and folders.



**Nicknames**

Displays the Nicknames window so that you can create, edit, or remove nicknames.

A nickname (sometimes called an alias) is an easily remembered, shorter substitute for an e-mail address or group of addresses. Nicknames can be used in place of proper e-mail addresses in the To:, Cc:, and Bcc: fields in the headers of outgoing messages.

**Ph**

Displays the Ph window so that you can access Ph and finger directory services.

**Signature**

Displays the Signature window so that you can create a primary signature to be included at the end of your outgoing messages.

**Alternate Signature**

Displays the Alternate Signature window so that you can create an alternate signature to be included at the end of your outgoing messages.

**Options...**

Displays the Options dialog so that you can set Eudora options.

**Cascade**

Arranges all open windows in a cascade.

**Tile Horizontal**

Arranges all open windows as horizontal tiles.

**Tile Vertical**

Arranges all open windows as vertical tiles.



**Arrange Icons**

Arranges iconified windows along the bottom of the Eudora window.

**Send To Back**

Sends the active window to the back.



**POP account:**

Specifies the name of your account on your POP server.

Enter your login name, an "@" sign, and the (domain) name of the computer. For example, srondo@qualcomm.com. (When you enter your account name here, it is made available in the POP account field of other Options categories.)

A POP account is an account on a computer that runs a Post Office Protocol version 3 (POP3 or POP) server. This is the account to which your e-mail messages are delivered so that Eudora can find them and transfer them to your PC. You must have a POP account to be able to receive mail with Eudora.

**Real name:**

Specifies your real name.

Enter your name as you want it to appear in the **From** field of your outgoing mail messages. Your return address is also given in that field.

**Connection Method:**

These options specify the connection method, or "Offline" for no connection.

**Winsock**

Specifies a Winsock connection.

Select this option if you are using Eudora via TCP/IP software (a direct network connection, SLIP, or PPP).

**Dialup**

Specifies a dialup connection.

Select this option if you are using Eudora directly through a modem without the benefit of TCP/IP software, select Dialup.



**Offline (no connection)**

Specifies no connection.

Select this option if you don't want Eudora to attempt to make any connections.

**POP account:**

Specifies the name of your account on your POP server.

**Real name:**

Specifies your real name.

**Return address:**

Specifies a return address other than your POP account.

Enter a different address if you do not want return mail to go to your POP account.

If you enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.

**Dialup username:**

Specifies your dialup user name.

Enter your dialup user name if it is different from your POP account. This is necessary if you are using Eudora directly through a modem without the benefit of TCP/IP software, and you have a secondary user name for use during the dialup process (this might be used as your login name to a terminal server, for example). See Appendix E of your user manual for details regarding how this field can be used.

**SMTP:**

Specifies the name of the SMTP (Simple Mail Transfer Protocol) server computer.

Enter the name of your SMTP server if it is different from the machine that is running your POP server. You do not need a login name on this computer, but you must have access to it through your network.

**Ph:**

Specifies the name of the machine running your Ph server.

Enter the machine name, or leave the field blank.

**Finger:**

Specifies the name of the machine running your finger server.

Enter the machine name, or leave the field blank. If you leave it blank, Eudora uses your SMTP server as your finger server.



**POP account:**

Specifies the name of your account on your POP server.

**Check for mail every ? minutes**

Specifies how often Eudora checks the POP server for new mail.

Enter 0 to disable automatic checking, or any number of minutes.

It's a good idea to set this at no less than 15 minutes. Checking mail more frequently puts an unnecessary drain on your POP server. This option only works when Eudora is running.

**Skip messages over ? K**

If this is checked, messages over the specified size are downloaded with only the first few lines of the message body. This can be useful on slow connections.

To download the entire message, click on the Fetch icon in the message and select Check Mail from the Find menu.

**Send on check**

If this is checked, any messages that are queued in the Out mailbox are sent when Eudora checks the POP Server for new mail.

**Save password**

If this is checked, your password is stored in Eudora and you never have to enter it again, even if you exit Eudora and restart.

Only use this option if your PC is in a secure place.

**Leave mail on server**

If this is checked, incoming messages are transferred to your PC and also left on the server. (Normally your mail is transferred, then deleted from the POP server.)

This option works in conjunction with the **Delete from server after ? days**, **Determine first unread message by**, and **Delete from server when emptied from Trash** options.

**Delete from server after ? days**

If this is checked, any mail left on the server (using the **Leave mail on server** option) will be deleted after the specified number of days.

It is a good idea not to leave copies of your messages on the server indefinitely, as this will create mail storage problems on the server.

**Determine first unread message by:**

These options specify what determines an unread message.



**First message not read by this machine**

Specifies that any message not previously read by this machine is considered unread.

**Status: headers**

Specifies that any message not identified as **read** in the message Status: header is considered unread.

**POP3 LAST command**

Specifies that any message after the LAST downloaded message is considered unread.

This method is more efficient than the Status: headers method when connecting to a POP server that supports the LAST command.

**Delete from server when emptied from Trash**

If this is checked, all messages that you have deleted from your trash mailbox are also deleted from the server.

This only applies to messages that were transferred to your PC under the **Leave mail on server** option. Normally Eudora deletes a message from the server immediately after the message is transferred.

**Authentication Style**

These options specify the authentication style. Ask your e-mail administrator which one is being used at your site.

**Authentication Style**

Specifies the authentication style. Ask your e-mail administrator which one is being used at your site.

**Return address:**

Specifies a return address other than your POP account.

**Domain to add to unqualified names:**

Specifies a domain to be added to unqualified names.

An unqualified name is one that doesn't have an "@" sign followed by a domain name. If you address a message to someone without including their domain name, Eudora automatically adds this domain to that address. This setting can be used as a time-saving device when addressing large numbers of messages to users who reside in the same domain.



**SMTP server:**

Specifies the name of the SMTP (Simple Mail Transfer Protocol) server computer.

Enter the name of your SMTP server if it is different from the machine that is running your POP server. You do not need a login name on this computer, but you must have access to it through your network.

**Immediate send**

If this is checked, all send options are set to **Send Immediately**.

If this is not checked, messages are saved in the Out mailbox and marked "Q" (queued for delivery).

Send options include the rightmost button in the icon bar of the message composition window and the Send Immediately option in the Message menu.

**Send on check**

If this is checked, all the messages marked "Q" in the Out mailbox are sent when Eudora checks the POP server for new mail.

**Word wrap**

If this is checked, carriage returns are automatically inserted to make lines that are a maximum of 76 characters.

The carriage returns are added in the send process, so until you send the message the lines will display the full width of your message window.

**Fix curly quotes**

If this is checked, all "smart" quotation marks in message text or attachments are replaced with "conventional" quotation marks.

If your recipients have MIME, there's no reason to use this option. Only turn it on if most of the people you correspond with don't use MIME.

The "smart" quotation marks are special characters, and this option allows messages to be sent without using quoted-printable encoding.

**May use Quoted-Printable**

If this is checked, Eudora uses quoted-printable encoding when necessary, such as when messages that contain long lines of text or special characters are sent.

If this is not checked, quoted-printable encoding is never used.

**Keep copies of outgoing mail**

If this is checked, a copy of each message you send is saved in the Out mailbox and marked "S."

If this is not checked, Eudora moves outgoing messages to the Trash mailbox after they are sent.

**Use signature**

If this is checked, your Signature is automatically attached to the end of outgoing messages.

You can turn this off for specific messages by selecting **None** in the Signature combo box of the outgoing message window.



**Tabs in body of message**

If this is checked, when you enter the [tab] key within the message body, spaces are inserted to create a tab space.

If this is not checked, the [tab] key moves you through the fields of the message window.

**Encoding Method:**

These options specify what encoding method should be used with attached files.

**MIME**

If this is checked, documents attached to outgoing messages are encoded in MIME.

MIME is best for recipients with MIME.

**BinHex**

If this is checked, documents attached to outgoing messages are encoded in BinHex.

BinHex is best for recipients with old Macintosh mailers and previous versions of Eudora.

**Uencode**

If this is checked, documents attached to outgoing messages are encoded in Uencode Data Fork.

Uencode is best for communicating with older PC or UNIX systems.

**Put text attachments in body of message**

If this is checked, plain text documents that are attached to an outgoing message are sent in the message body. They are not sent as attachments.

**Attachment Directory:**

Specifies what directory your incoming attachments will be put in.

To change the directory, single-click on the directory name button (the default is blank). A dialog is displayed allowing you to select the attachment destination directory.

If you do not select an attachment directory, attachments are placed in your Eudora directory.

**Delete attachments when emptying Trash**

If this is checked, attachments are deleted when their corresponding messages are deleted from the Trash (or the Trash is emptied).

The attachment must be in the directory defined as the Attachments Directory.

If you want to save an attachment but delete the message, move the attachment to another directory or leave this option off.



**Screen Font:**

Specifies the font and point size to be used for displaying the text of your Eudora messages and mailbox windows.

To change the selection, click on this button. The Font dialog is displayed so that you can select a new font and size.

**Print Font:**

Specifies the font and point size to be used when printing messages using the Print... command.

To change the selection, click on this button. The Font dialog is displayed so that you can select a new font and size.

**Message window width:**

Specifies the width of new and received message windows (in characters). The default is 80.

This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 characters.

If you use a proportional font, Eudora sets the window width based on the average width of the characters in the font.

**Message window height:**

Specifies the height of new and received message windows (in lines). The default value is 20.

If the **Zoom windows when opening** option is turned on, received message window heights are automatically adjusted to the height of the message text.

**Zoom windows when opening**

If this is checked, new windows automatically sized to display their contents without empty space.

The zoomed size is computed on a window-by-window basis. For message windows, zoomed size is just long enough to display all of the message (but no longer than the main window), and as wide as the Message Window Width setting. Composition windows zoom to the height specified by the Message Window Height setting.

**Show all headers (even the ugly ones)**

If this is checked, the complete message header of incoming messages is displayed, including the routing information.

If don't want to leave this option on but want to see all headers for an specific incoming message, click on the BLAH, BLAH, BLAH icon in the message icon bar.

**Show toolbar**

If this is checked, the main window toolbar is displayed.

**Show toolbar tips**

If this is checked, holding the mouse pointer over a button in the main window toolbar displays a very brief description of that button's function.



**Show status bar**

If this is checked, a status bar is displayed at the bottom of the main window. The status bar provides a brief description of menu items and toolbar buttons.

**Show category icons**

If this is checked, the Options categories are presented with icons and the name.

If this is not checked, the categories are presented with just the name.

## Labels

The Labels options define the title and color of the seven labels that can be used to categorize messages. To change a label title, type the new title in the field to the right of the label number. To change a label color, single-click on the label number to display the Color dialog.

In the Color Dialog, you can select from one of the pre-defined Basic Colors or create your own Custom Colors. To assign a basic color to a label, select the color and click OK. To create a custom color, click the Define Custom Colors button to display the custom colors palette.

To define a custom color, select one of the 16 custom color boxes. Using the mouse pointer, click anywhere on the color palette to select the color Hue and Saturation. Use the color control bar to the right of the color palette to adjust the color. When you are satisfied with the color, click the Add to Custom Colors button. Once you have completed creating the custom colors, select the desired label color and click OK.

**Use an alert dialog box**

If this is checked, an alert dialog notifies you when you have new mail.

**Open mailbox**

If this is checked, mailboxes are opened when new mail is received, and the first unread message is highlighted.

**Play a sound**

If this is checked, Eudora plays the sound when new mail arrives.

To select a sound (.wav) file, click on the **Play a sound** button. The Select Sound File dialog dialog is displayed so that you can select a sound.

**Select Sound File**

Specifies the sound file to be played when new mail arrives.

To select a sound (.wav) file, click on this button. The Select Sound File dialog dialog is displayed so that you can select a sound.

**Reply to all (otherwise when Shift is down)**

If this is checked, when you do a **Reply** the message includes every recipient of the original message, not just the sender.

If this is not checked, the reply is only addressed to the original sender. If this option is off you can hold down the [Shift] key while selecting Reply to generate a reply to all recipients.



**When Replying to all:**

These options specify how a reply message will be generated.

**Include yourself**

If this (and Reply to all) is checked, when you do a **Reply** the reply includes your address so that you receive a copy of your own reply.

If this is not checked, the reply does not include your address and you do not receive a copy. (Unless you have checked **Keep copies of outgoing mail** in the Sending Mail category.)

**Put original To: recipients in Cc: field**

If this (and Reply to all) is checked, when you do a **Reply** the reply includes the addresses of the original message recipients in the Cc: field. The To: field contains only the address of the original sender.

**Copy original's priority to reply**

If this is checked, when you do a **Reply** the reply has the same priority as the original message.

**Dialup username:**

Specifies your dialup user name.

Enter your dialup user name if it is different from your POP account. This is necessary if you are using Eudora directly through a modem without the benefit of TCP/IP software, and you have a secondary user name for use during the dialup process (this might be used as your login name to a terminal server, for example). See Appendix E of your user manual for details regarding how this field can be used.

**Phone number:**

Specifies the telephone number for your terminal server.

Enter the number, and be sure to include any necessary prefixes to get an outside line, turn off call-waiting, etc.

**Modem:**

Specifies your modem type.

Select your modem from the popup or, if your modem is not listed among those available, select \*Default:Hayes (unreliable transfers).

While the default modem functions in many cases, you may experience data corruption when sending or receiving messages. To configure Eudora for a reliable connection using the default modem, you must modify the SERIAL.MOD dialup file, as described in Appendix E of the user manual.

**Baud rate:**

Specifies your baud rate.

Select the value that corresponds with your modem speed.



**COM port:**

Specifies the COM port that your modem is connected to on your PC.

Select the appropriate port.

**Flow Control:**

Specifies the modem flow control.

Flow control is the ability of the modem and PC to stop the data flow before the internal buffers fill up and overflow. The modem may use either hardware or software flow control (software flow control is typically the modem default setting), but hardware is preferred and strongly recommended at baud rates above 9600. If your modem does not support hardware flow control, then you must use software flow control. Software flow control, however, does not work well at speeds above 9600 baud.

**Data bits:**

Specifies a terminal server setting. The default value is correct for almost all cases. Consult with your local Eudora support coordinator or service provider before you change this value.

**Stop bits:**

Specifies a terminal server setting. The default value is correct for almost all cases. Consult with your local Eudora support coordinator or service provider before you change this value.

**Parity:**

Specifies a terminal server setting. The default value is correct for almost all cases. Consult with your local Eudora support coordinator or service provider before you change this value.

**Service provider:**

Specifies the service provider whose terminal server Eudora is connecting to.

If your service provider is listed among those available, select it. If not, select \*Default (must modify).

The default service provider will not function until the SERIAL.NAV dialup file is modified to work with your service provider, as described in Appendix E of the user manual.

**Dialup timeout after ? seconds**

Specifies the number of seconds before a dialup connection will time out. The default is 60.

Change the number of seconds if you want more time before the connection will time out.

## **CRLF Processing**

If this is checked, Eudora's cr/lf processing is on.

Telnet programs routinely translate carriage returns into carriage return (cr)/ linefeed (lf) pairs. For this reason, Eudora processes cr/lf pairs to plain carriage returns by default. If your terminal server does not translate carriage returns to cr/lf pairs, or you are running srialpop to establish an echoless session (as described in Appendix E of the user manual), Eudora's cr/lf processing must be disabled. This can be done by turning this option off.



**Show trace window**

If this is checked, the Trace Window is opened automatically at the beginning of the dialup session.

The Trace Window follows what Eudora is sending, expecting, and the characters returned to Eudora. The Trace Window is a valuable troubleshooting tool because when there is an error during the dialup process, the window displays the source of the error.

**Ignore capitalized words**

If this is checked, words that start with capital letters, such as proper nouns, are ignored.

**Ignore words with numbers**

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

**Ignore words with mixed case**

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

**Report words with mixed case**

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

**Report doubled words**

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

**Always suggest**

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

**Ignore Original Text**

If this is checked, any text that is preceded by a ">" is ignored. Eudora assumes that this text was originally from another message, and therefore does not need to be checked.



**Switch messages with:**

These options specify what keys can be used to quickly open and close message windows.

**Unmodified arrow keys**

If this is checked, the keyboard arrow keys can be used to close the current message and open the next or previous message in the mailbox.

The up or left arrow key opens the previous message; the down or right arrow key opens the next message. If this option is off, the arrow keys can be used to move the caret in messages.

Even if Unmodified arrow keys is on, the arrow keys do not switch messages if there is a message composition window topmost on the screen.

**Ctrl+arrow keys**

If this is checked, you can switch between open messages by holding down the [Ctrl] key and then pressing the arrow keys.

**Alt+arrow keys**

If this is checked, you can switch between open messages by holding down the [Alt] key and then pressing the arrow keys.

**Require confirmation for deletes**

If this is checked, you are alerted when you delete messages you haven't read, or when you transfer queued messages out of the Out mailbox.

**Close messages with mailbox**

If this is checked, all open messages are closed when you close the mailbox they are in.

**Empty Trash when exiting**

If this is checked, the Trash mailbox is emptied every time you exit Eudora.

If this is not checked, the Trash is only emptied when you select Empty Trash from the Special menu.

If you want to remove some messages from the Trash mailbox but don't want to empty it entirely, highlight the summaries you want to delete and select Delete from the Message menu. The selected messages are deleted.

**Say OK to alerts after ? seconds**

If this is checked and a number of seconds is specified, any notices of network problems are dismissed after the specified number of seconds.

If this is not checked, notices are left in place and Eudora cannot try the communication again until you dismiss the alert.



**Turbo redirect by default**

If this is checked, a **Redirect to Recipient** command does the following:

- Opens a redirected message to the selected recipient
- Queues the new message
- Deletes the original message

To turn this option on or off (regardless of this setting), hold down the [Shift] key while selecting a redirect recipient.

**Automatically open next message**

If this is checked, the next unread message is opened when you delete or transfer the current message.

**Use asynchronous Winsock calls for**

These options specify how Winsock calls are made using a TCP/IP stack. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

**All non-database functions**

Specifies asynchronous Winsock calls for all non-database functions.

There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora.

However, some TCP/IP stacks do not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

**Database functions**

Specifies asynchronous Winsock calls for database functions.

There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora.

However, some TCP/IP stacks do not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

**Network timeout after ? seconds**

Specifies the number of seconds before a network connection will time out.

**Network buffer size of ? bytes**

Specifies the size of the buffer that Eudora uses to transfer information to and from the server.

If you are having trouble transferring large messages, the size of this buffer may be decreased.

**Cache network info**

If this is checked, Eudora remembers the results of previous database functions when using the Winsock connection method.

This speeds up database functions within a single Eudora session.



**Use Eudora MAPI server:**

These options specify when the Eudora MAPI server should run.

**Never**

If this is checked, the Eudora MAPI server is off and is never automatically opened.

**Always**

If this is checked, the Eudora MAPI server is on and is always opened on startup.

**When Eudora is running**

If this is checked, the Eudora MAPI server is on when Eudora is running.

**Delete MAPI attachments:**

These options specify when MAPI attachments should be deleted.

**Never**

If this is checked, MAPI attachments are never deleted.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you want to save them, use this option.

**After sending message**

If this is checked, MAPI attachments are deleted after their corresponding messages are sent.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you do not want to save them, use this option.

**When message is emptied from trash**

If this is checked, MAPI attachments are deleted after their corresponding messages are emptied from the trash.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you do not want to save them after their corresponding messages have been deleted, use this option.



**Kerberos POP3 port:**

Specifies the port that the Kerberos POP server is listening on.

**Realm:**

Specifies the network realm that the Kerberos server resides in.

**Service name:**

Specifies the type of service that you're requesting.

**Service format:**

Specifies the name of the ticket that Eudora requests from the Kerberos server.



