What is Pronto96?

Pronto96 is a powerful Internet messaging application providing user-friendly features that other packages lack. Pronto96 is designed to support the most demanding corporate clients enabling you to automatically file, forward, and reply to messages with an easy-to-use rules engine.

Pronto96 lets you manage your host-based messages and folders from your PC without needing to stay connected to the host. You can do most of your mail processing off-line -- saving connect time and giving you greater convenience, especially when you're working at home or on the road. The only time you need to connect is when you wish to "refresh" your mail: receiving messages from the host to your PC, and sending messages to the host from your PC.

Pronto96 ensures that your mail always remains synchronized. Changes made to messages in your Pronto "Inbox" are also made to the host computer the next time you connect. Staying in synch help you keep organized, reducing the chance of lost or redundant messages, especially when you read your mail on more than one PC, whether at home, in the office or on the road.

Pronto96 also includes a wide range of advanced features for automating your mail processing. These include a powerful new rules engine, which processes and distributes your mail according to their contents and your instructions. For example, "Junk E-mail" can be screened out, while desired mail can be automatically assigned to specific folders or forwarded to other addresses.

Other features include enhanced message searching and spell-checking facilities, as well as an Address Books Manager that can handle multiple address books and support distribution lists.

But don't take our word for it. Go ahead and try Pronto96 out. We think you'll find that "doing your mail" will not only be easier -- and more secure -- than ever. It will also be more fun!

Click here for technical information.

Advanced Pronto96 Features

Pronto96 includes advanced features, like:

- "intelligent" drag-and-drop of messages between folders
- multi-level folder hierarchies
- split-screen mail reading
- multiple folder windows
- customizable toolbar
- customizable headers
- sorting of messages by name, subject and data range
- selective display of messages by date, sender, subject or text strings
- an Address Books Manager supporting multiple address books and distribution lists
- automatic address addition from incoming mail
- built-in, customizable spell-checker with multilingual spelling checker capabilities and downloadable dictionaries
- multiple signatures for personal, business or other user-defined scenarios
- sending, receiving and playing voice messages if appropriate hardware is available
- easy attachment of files directly from the Windows 95 Explorer
- Quick View feature for attached files enables you to view files without opening the associated application
- URL recognition enabling direct access to web site addresses
- e-mail address recognition facilitating addition of addresses to your address books
- advanced message searching across folders
- long file name and UNC (universal name convention) path name support, allowing greater flexibility for file handling operations

Technical Information

Pronto96 is a MS-Windows client for TCP/IP based electronic mail servers. It works with a mail server on a TCP/IP network or through a serial TCP/IP connection (such as SLIP or PPP).

Pronto96 provides the most extensive standards coverage of any TCP/IP client, dial-up and LAN-based, with support for SLIP, PPP and related protocols via the WINSOCK API.

Pronto96 also supports MIME and SUN attachments, UUencode/UUdecode, MAPI, export and import to RFC822, POP, SMTP and more.

Pronto96 Requirements

What do you need to run Pronto96 successfully?

On the PC

Windows 95, Windows NT

Winsock 1.1 compliant networking environment

On the Host

POP3 server (for retrieving mail)

SMTP server (for sending mail)

For help setting up your server mailbox, see Setting up your Mailbox.

Setting up your Mailbox

Before running Pronto96, you need to define the settings of your mailbox.

These settings include:

- Your user name or mailbox id
- Your password
- Your domain name

Pronto96 will prompt you for your Mailbox Settings information. For a description of the fields in the **Mailbox Settings** dialog, see <u>Mailbox Settings</u>.

Registering your Copy

When you first install Pronto96, you will be asked to fill out a registration form.

Registering makes it easier for us to provide you with quality technical support and to inform you of future developments. The completed registration form will be automatically sent back to us by Internet.

Communicating with the Host

Pronto96 facilitates mail handling between your PC and a host computer running the TCP/IP protocol (including serial SLIP or PPP links to a remote computer) or any other Winsock-compliant communication protocol. On the host, Pronto96 requires the POP and SMTP protocols for receiving and sending mail. You can work with Pronto96 in an on-line mode (while communicating with the host computer) or an off-line mode (without an active host connection).

The process of establishing the actual communication link between your PC and the host is handled outside of the Pronto96 program.

If you need to update mail with the host, you can establish a communication link before or after starting Pronto96. Make sure that you have set up the network connection correctly.

Incoming messages are added to the Inbox. If the Inbox is open and visible, you will see new messages, if there are any, appearing one by one.

Even when not connected to the host computer, Pronto96 enables you to perform most mail activities -- reading and writing messages, organizing folders and the messages they contain, updating your address book, etc.

You can also reply to and forward messages you have received, or send messages you have composed. These outgoing messages will be stored in the Outbox and may be sent to the host, either automatically or at your specific instruction, the next time you connect.

For help setting up your server mailbox, see Setting up the Mailbox.

If you have trouble communicating with the host, you can find help in the Troubleshooting Guide.

Viewing Messages and Attachments

The contents of a message can consist of text, UUencoded binary files, other file attachment, or a combination of these.

Viewing Text

Viewing Binary Files

Opening Attachments

Related Procedures:

Selecting Messages

Sorting Messages

Displaying Message Headers

Playing Voice Messages

Finding a Message in the Active Folder

Finding a Message in the Active Folder

Pronto96 enables you to find messages quickly in the active folder by incrementally searching for a specified text string in the message header. This is especially useful when your folder contains many messages.

To find a message quickly:

1. Press **Home** to start the search at the top of the active folder.
2. Type the text string to search for in the message header. The text string appears in the status bar. As you type, the next message header containing the text string is highlighted.
3. To find the next occurrence of the text string in a message header, press **F3**.

Sorting Messages

At any time you can sort the messages in the active folder window. You can sort by date, sender, subject, message size or priority.

To sort messages:

1. Click on the folder you wish to sort.
2. Open the View menu **Sort** option.
3. Click on desired **Sort** submenu:

    Sort by Date
    Sort by Sender
    Sort by Recipient
    Sort by Subject
    Sort by Size
    Sort by Priority

Alternatively, you can simply sort by clicking the header bar for Sender/Recipient, Date, Subject, Size or Priority.

Searching Messages

Pronto96 provides two new powerful search tools to enable you to find messages according to specified text strings and/or other criteria.

A [quick incremental headers search](#) enables you to find messages quickly in the active folder. **Pronto96** searches the message headers in the active folder for a specified text string as you type it. You can search for subsequent occurrences of the text string, or simply type in a new text string for which to search. This tool is especially useful when your folder contains many messages.

Pronto96 enables you to [search for messages across folders and subfolders](#). You can specify the folders in which to search, and one or more criteria for the search such as, sender, recipient, subject, or a specific text string. You can also specify a date range for the search. **Pronto96** displays the headers of all the messages that match your search criteria.

Displaying Body Header Detail

You can control the amount of detail in the Headers that appear at the top of the message body. These body headers (not to be confused with message headers) provide detailed technical information about the message sources and routing. For general purposes, this information is not needed.

This control affects all open folders.

Note: This control affects only the visibility of the header information. Even if header information is not displayed, it remains "hidden" in the message.

1. Choose the Show Headers. command from the View menu.

    Three submenus appear, with a check mark to the left of the currently selected level of message body header detail. The three options are:

    Partial: Shows only the From: and To: information at the top of the message body.

    Full: Shows all header information in the message body, including full routing data.

    None: Shows no header information (show only the message itself)

2. Click on the desired level of message body header detail.

Opening a Message

To open the text contents of a message, do one of the following:

- Click the header of the message you want to open (located in the top part of an open folder window). The body of the message will be displayed in the bottom of the folder window. Click Enter to display the message.
- Double-click the message header. The message will be displayed.
- Click on the message header and select the <u>Open Message</u> command from the Message menu. The message will be displayed.

Viewing Binary Files

To view a UUencoded binary file contained in a message, you must first UUdecode the file with the <u>Save as Binary File</u> command from the Edit menu.

You can then view the file with an appropriate application or viewer (outside of Pronto96). For example, you can view .PCX files with Paintbrush or .DOC files with Word.

To UUdecode a UUencoded file:

1. With the message window containing the UUencoded message open, choose **Save as Binary File** from the Edit menu.

   You will see a list of the binary file(s) UUencoded in that message.

2. Select the encoded file you wish to save by clicking on its name.

   You can only save one file at a time.

3. Click **Save** to save the selected message, or click **Close** to cancel the operation.

   The Save Binary File As dialog opens.

4. Select the file and directory to which you want to save the file.

5. Click **OK** to save to the selected directory and file name, or click **Cancel** to abort the operation.

Opening Attachments

If you have created an association in the Windows 95 Explorer for the file type attached to your message, **Pronto96** will open the attached file through the associated application.

To open an attachment, do one of the following:

- Double-click on the attachment icon displayed below the message body.
- Click on the attachment icon with the RIGHT mouse button. Choose **Open** from the submenu that pops up.

If **Pronto96** cannot find an associated application, a dialog will open to associate the attachment with an application.

You may also Quick View an attached file through a Windows 95 viewer. You do not need to have the associated application to use this feature.

See also:

Playing Voice Messages

Quick Viewing Attachments

Pronto96 enables you to quick view the contents of attached files through a Windows 95 viewer. Viewing the contents of a file this way is much quicker than opening the associated application since you do not need to have the associated application to use this feature.

Note: Since the Quick View option does not use the associated application, you cannot edit files with this option.

This feature is only available when the **Enable Quick View** option is selected in the Windows 95 Explorer for the attached file type, as described below.

To quick view attachments:

1. Click the right mouse button on the attachment icon.
2. Choose **Quick View** from the popup menu. A viewer will open displaying the contents of the attached file.

Note: The displayed format may not be identical to the actual file format, for example, in displayed Word (.doc) files.

To select the Enable Quick View option in the Explorer:

1. In the Explorer, choose **Options** from the View menu.
2. Choose the **File Types** tab in the Options dialog.
3. Select the file type for which you wish to enable Quick View.
4. Click **Edit**. The Edit File Type dialog opens.
5. Check the **Enable Quick View** box if it is blank. (Many common file types have this option checked.)
6. Click **OK**.

Associating an Application

A dialog will appear if **Pronto96** cannot find an associated application for the attached file.
Enter the name of the application that should be used to open the attached file.

Print
Open
New
Wordview
Quick View

Save

rep

Attachment Handling

Pronto96 offers new features for handling attached files. These features are available from a popup menu accessed by clicking the right mouse button on the attachment icon.

For example, as well as opening and saving attachments, you can:

- Quick View an attached file through a Windows 95 viewer
- Run an attached .exe file directly from the **Pronto96** desktop
- Play a recorded voice message
- Print a file or picture
- Extract a .zip file

The options available from the right mouse button popup menu are dependent on the type of attached file, and are the same as the options available from the right mouse button popup menu in the Windows 95 Explorer.

Note: If **Pronto96** cannot find an associated application for the attached file, a dialog will open to associate the attachment with an application.

Editing Message Text

You can edit the text of a message when you are composing a new message, editing a draft message, and replying to or forwarding an incoming message.

See:

Selecting Text

Cutting Selected Text from a Message

Copying Selected Text from a Message

Pasting Text to a Message

Related Procedures:

Finding Text

Replacing Text

Checking Spelling

Selecting Message Text

To select text in a message:

Click and drag the mouse cursor from the beginning to the end of the text you wish to select.

The selected text will be highlighted.

To select all of the message text:

Choose Select All from the Edit menu or press Ctrl+A.

You can now cut, copy or paste the selected text.

Cutting Text from a Message

Cutting deletes the selected text from the message and places it in the Windows Clipboard.

To cut text:
1. <u>Select text</u>.
2. Do one of the following:
    - Select <u>Cut</u> from the Edit menu, or
    - Press Shift+Del keys, or
    - Press the CTRL+X keys, or
    - Click the **Cut** button on the toolbar.

Copying Text from a Message

Copying places the selected text in the Windows Clipboard.

To copy text:

1. <u>Select text</u>.
2. Do one of the following:
   - Choose <u>Copy</u> from the Edit Menu, or
   - Press Ctrl+Ins keys, or
   - Press the CTRL+C keys, or
   - Click the **Copy** button on the toolbar.

Pasting Text to a Message

Pasting places a copy of the Clipboard contents at the cursor position.

To paste text:

1. <u>Select text</u>.
2. Do one of the following:
    - Choose <u>Paste</u> from the Edit Menu, or
    - Press the SHIFT+INS keys, or
    - Press the CTRL+V keys, or
    - Click the **Paste** button on the toolbar.

Finding Message Text

You can find an occurrence of a text string in the body of the active message or in a message selected in the active folder window. You can search for text in either View Message mode or Edit Message mode.

To find text:

1. Choose <u>Find</u> from the Edit menu or press the **Find** icon in the toolbar.

   The Find dialog appears.

2. Fill in the dialog as follows:
   - Type the text string you want to locate in the **Find what:** field.
   - Check the **Match whole word only** check box to find occurrences of the text string as a whole word only.
   - Check the **Match case** check box to distinguish between upper and lower case letters in the text string during the Find operation.
   - Select the direction of the search, **Up** or **Down**.
   - Click **Find Next**.

   The next occurrence of the selected string from the current cursor position will be highlighted in the body of the message.

3. To find additional occurrences of the text string:
   - Click **Find Next** in the Find dialog, or

   - Press the **Find Next** button in the toolbar, or
   - Press **F3**, or
   - Choose the <u>Next</u> command from the Edit Menu.

   Note: You can also use the **F3** button to find subsequent occurrences of a text string in message headers.

Replacing Text

You can replace any occurrence of a text string in the body of the active message or in a message selected in the active folder window. You must be in Edit mode.

To replace text:

1. Choose <u>Replace</u> from the Edit menu.

   The Replace dialog appears.

2. Fill in the dialog as follows:

   - Type the text string you want to replace in the **Find what:** field.
   - Type the replacement text string in the **Replace with:** field.
   - Check the **Match whole word only** check box to find occurrences of the text string as a whole word only.
   - Check the **Match case** check box to distinguish between upper and lower case letters in the text string during the Find operation.

3. Click **Replace** to find and replace the next occurrence of the specified text string.

   To replace subsequent occurrences of the text string:

   - Click **Replace** in the Replace dialog, or
   - Click the **Replace next** button in the toolbar, or

- Press F3, or
- Choose <u>Next</u> from the Edit menu.

4. To find the next occurrence of the string without replacing, click **Find next**.

5. To replace all occurrences of the specified text, click **Replace all**.

Checking Spelling

Use the Spelling command to check the contents of your messages for spelling errors. The spell checking facility suggests corrections and lets you add new words to a custom dictionary.

Note: Only outgoing messages (created in Compose, Reply and Forward Message modes) can be checked for spelling. In other modes, the **Spellers** command will be grayed (inactive).

To check spelling:

1. Choose **Spellers...** from the Tools menu or click the **Check Spelling** button on the toolbar (you may have to tailor the toolbar). The Spell Checker dialog appears.

   The questionable word appears in the **Not in Dictionary** field.

   The suggested replacement word appears in the **Change to** field.

2. (Optional) You may edit the text in the **Change to** field.

3. Choose from the following option buttons:

   Change: Replaces the current occurrence with the text in the **Change to** field.

   Change All: Replaces all occurrences with the text in the **Change to** field.

   Ignore: Makes no changes in the current occurrence of the word in the **Not in Dictionary** field.

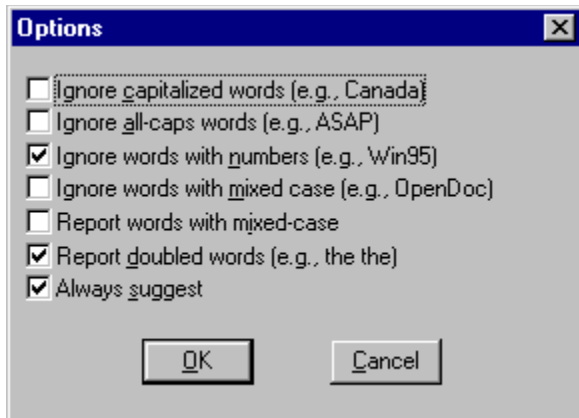   **Ignore All**: Makes no changes in any occurrence of the word in the **Not in Dictionary** field.

4. (Optional) Click **Add** to add the text that appears in the **Not in Dictionary** field to the displayed dictionary file.

You can activate additional Spelling options.

See Managing Dictionaries for details on adding and deleting dictionary files.

Additional Spelling Options

Click on the **Options** button in the **Spelling Checker** dialog to access the following **Options** dialog:

```
Options                                    ✕

  ☐ Ignore capitalized words (e.g., Canada)
  ☐ Ignore all-caps words (e.g., ASAP)
  ☑ Ignore words with numbers (e.g., Win95)
  ☐ Ignore words with mixed case (e.g., OpenDoc)
  ☐ Report words with mixed-case
  ☑ Report doubled words (e.g., the the)
  ☑ Always suggest

         [    OK    ]        [  Cancel  ]
```

Click on fields in the picture for an explanation of each option.
Click a check box to activate the option. (Check boxes with a "v" indicate that the option is activated.)

Ignore Capitalized Words

The spell checker will not report any capitalized words, for example, Canada.

Ignore All-caps Words

The spell checker will not report any words in ALL CAPS, for example, ASAP.

Ignore Words with Numbers

The spell checker will not report any words containing digits, for example, Win95.

Ignore Words with Mixed Case

The spell checker will not report any mixed case words, for example, OpenDoc.
Note: This option will override the Report Words with Mixed Case option if it is selected.

Report Words with Mixed Case

The spell checker will report all mixed case words even when the spelling is correct, for example, CompuServe.

Report Doubled Words

The spell checker will report repeated words, for example, the the.

Always Suggest

The spell checker will always suggest an alternative spelling to the reported word. When this option is selected, the Suggest button in the Spell Checker dialog in inactive (grayed out).

Managing Dictionaries

Pronto96 enables you to customize and add dictionaries for spell checking.

To access the Dictionaries dialog, press the **Dictionaries** button in the Spelling Checker window.

Managing Incoming Mail

You can reply to, forward, file, or save your incoming mail, whether it appears in the Inbox or has been moved to another folder.

See:

Send and Retrieve Mail

Replying to Messages

Forwarding Messages and Attachments

Saving Messages and Attachments as Files

Send and Retrieve Mail

This command sends to the host any mail in your <u>Outbox</u>, retrieves from the host your new messages, and deletes files on the host that you have deleted from your Inbox.

To send and retrieve mail:

- Choose <u>Send and Retrieve Mail</u> from the On-Line menu, or
- Click the Send and Retrieve Mail button.

The remainder of the process is automated. The automated sequence is as follows:

1. Pronto96 contacts the host.

   Note: If there is no connection with the host, a message box like the following one will appear:

   `Can't resolve host name (hostname).`

   Click OK to close the message box. Check your connection with the host.

2. Pronto96 synchronizes the contents of the mailbox on the host, with those of your PC.
3. Pronto96 retrieves any mail from the host to your Inbox.
4. Pronto96 sends any mail from your Outbox to the host.

Hint: You can send mail to the Outbox while Pronto96 is checking for new mail or downloading new mail. This mail will be sent to the host only during the next update.

Pronto96 also lets you further <u>automate the mail updating</u> process.

See also:

Send Queued Mail
Retrieve Mail

Automating the Mail Updating Process

Pronto96 includes automation features that can make the mail retrieving and sending process even easier. For a step by step description of what happens during this process, see Updating Mail.

To send outgoing mail each time you start Pronto96

To check for new mail and send outgoing mail at regular intervals

To send outgoing mail to the host immediately

You can automate the mail retrieval process so that each time you start Pronto96 it checks for new mail. To do so, choose Options from the Tools menu.

Mail from the host will be sent to the Inbox.

Replying to Messages

You can reply to any received message, whether it is in the Inbox or has been moved to another folder. You can reply to the sender of the message only, or you can reply to all who received a copy of the message.

To reply to a message:

1. Select the header of the message to which you wish to reply, or display the message in view mode.
2. Choose the intended recipients of the message.
3. Fill in the message body by doing one or more of the following actions:
   - Type your message.
   - Insert a text file
   - Insert a UUencoded binary file
   - Insert the contents of the original message into the reply message body, click Original ▤.

- Attach ▱ a file or files to the message.

4. Click Send ✉ to place the message in the Outbox. The message will either be sent to the host either immediately or the next time you log in to the host, if you have checked the preference.

   Click Save Draft to save the message without sending it to the Outbox.

   Click Address to add addresses to the message header.

Inserting the Original Message

When you are relating to another message, it is often useful to be able to reference that message without retyping it. The ability to easily insert, and then edit, the "original" message makes message "threads" easier to track.

You can insert the original message to which you are replying from the <u>Reply</u>, or <u>Reply All</u> options.

To insert the original message:

Click the Original button.

Each line of the original message appears preceded with an indentation string to help the recipient distinguish between the original message and the reply.

You can choose the Indentation string in the Editor tab of the Tools menu **Options** option. The default value is the "greater than" sign (>).

Completing the Message Header

Complete the message header fields as follows:

To   Type an alias or address, or

Click the **Address** button in the Edit window toolbar. In the Address Book dialog, either, double click on the name of the intended primary recipient of the message, or select the name of the intended primary recipient of the message and click the **To** button. The selected address appears in the **To** field. Click **OK** to return to the Edit window.

Subject   Type the subject of the message.

Cc   Type an alias or address, or

Click the **Address** button in the Edit window toolbar. In the Address Book dialog, select the names of the intended recipients of a "carbon copy" of the message and click the **Cc** button. The selected address appears in the **Cc** field. Click **OK** to return to the Edit window. The names of recipients listed in this field will be displayed to primary recipients and other Cc recipients.

Bcc   Type an alias or address, or

Click the **Address** button in the Edit window toolbar. In the Address Book dialog, select the names of the intended recipients of a "blind carbon copy" of the message and click the **Bcc** button. The selected address appears in the **Bcc** field. Click **OK** to return to the Edit window. The names of recipients listed in this field will not be displayed to primary recipients and Cc recipients.

See also:

Choosing Message Recipients

Sending Copies of your Message

Choosing Message Recipients

In the message header, enter the alias (or address) of the primary intended recipient of your message and (optionally) those who are to receive electronic "carbon copies" of the message.

When replying to a message, you can reply to the sender only, or to all addresses that appear in the **From**:, **Cc**: and **Bcc**: fields of the original message.

Replying to the sender only

Replying to all addresses in the message header

Sending Copies of your Message

In the message header, you enter the alias (or address) of the primary intended recipient of your message and (optionally) those who are to receive electronic <u>carbon copies</u> of the message.

The addresses of the recipients of the "carbon copies" can be:

Cc: ("carbon copies") addresses are explicit. The addresses of those who are to be sent a copy of the message appear in the cc: field of the headers of the received message.

Bcc: ("blind carbon copies") addresses are implicit. A copy of the message is to be sent to this address, but the address does not appear in the header of the received message.

To send either a Cc: or Bcc:

1. Position the cursor in the desired field by clicking the mouse on the field, or
2. Tab forward from the field immediately above it.

Type the address(es) or alias(es) of all those to whom you would like to send copies.

"Carbon Copies"

The phrase carbon copy originates from the days of the typewriter, when a piece of black carbon paper would be inserted under the paper being typed. Each impression of the typewriter would leave a similar impression on a second paper underneath the carbon paper.

Unlike physical carbon copies, electronic copies can be sent to an unlimited number of addresses, with no degradation in the appearance of the message

Replying to the Sender Only

To reply only to the sender of the message:

- Click the **Reply** button ⮌ in the toolbar, or '
-       Choose **Reply** from the Message menu.
  The Sender's name will be automatically placed in the **To**: field. The subject of the original message appears in the **Subject**: field, preceded by Re: to indicate that the message is a reply referring to a previous message on that subject. You can edit all of these fields.

See also:

Reply to all

Replying to All Addresses in the Message Header

To reply to all who received a copy of the message as well as to the sender:

- Click the **Reply All** button in the toolbar, or
- Choose the <u>Reply to all</u> command from the Message menu.
  The Reply window appears, with the addresses of all intended recipients appearing in the **To**: field. The subject of the original message appears in the **Subject**: field, preceded by Re: to indicate that the message is a reply referring to a previous message on that subject.

Forwarding Messages and Attachments

You can forward any received message, whether it is in the Inbox or has been moved to another folder.

To forward a message:

1. Select the header of the message which you wish to forward, or display the message in View mode.

2. Click the **Forward** button in the toolbar or choose <u>Forward</u> from the Message menu.

   The Forward window appears. The subject of the original message appears in the **Subject**: field, preceded by `Fw:` to indicate that the message is a forward of a previous message on that subject.

   The contents of the original message appear in the message body, preceded by the message

   `-- Begin Included Message --`

   and followed by the message

   `---- End of forwarded message ----`

3. Complete the forward as you would for composing an original message. You may:

   - Click **Attach** to add attachments to the message.

   - Click **Send** to place the message in the <u>Outbox</u>. The message will either be sent to the host immediately, the next time you update mail, or the next time you log in to the host, depending on the Location Preferences you have checked.

- Click <u>Save Draft</u> to save the message without sending it to the Outbox.
- Click <u>Address</u> to open the address book (for adding addresses to the message header.)

Saving Messages and Attachments as Files

The contents of a message can consist of text, UUencoded binary files, other file attachment, or a combination of these. Any of these may be saved as file for future reference of for use in other applications.

Pronto96 supports several formats for attaching binary files: MIME, Sun attachments, and UUencoded files. Select the format according to the mail application that the intended recipient uses. The most common format is MIME.

Related Procedures:

Saving Messages as Text Files

Saving UUencoded Messages as Binary Files

Saving Attachments as Files

Saving Messages as Text Files

To save a message as a text file:

1. Select the message header or display the message in View mode.
2. Choose <u>Save as Text...</u> from the Edit menu.
   A standard Windows **Save Text As** dialog box appears.
3. Type a path and name for the file you wish to save, or choose the name of an existing file from the scrolling list to replace that file with the current text message.
4. Click **OK** to save with the selected file name, or Cancel to abort the save operation.
   Click the **UNIX** checkbox if the file is to be saved on a UNIX drive.

Saving UUencoded Messages as Binary Files

1. Select the message header or display the message in View mode.
2. Choose <u>Save as Binary File</u> from the Edit menu.
   The Save Binary File As dialog box appears.
3. Type a path and name for the file you wish to save, or select the name of an existing file.

Saving Attachments as Files

There are two ways to save attachments as separate files:
- Click on the attachment icon with the RIGHT mouse button. Choose Save from the submenu that pops up.
- [Open an attachment](#), then save the file from within the associated application.

Composing New Messages

Use the **Compose Message** command when you are initiating new mail, rather than replying to, or forwarding a message you received.

1. To Compose a message, do one of the following actions:

    - Click the **Compose** button on the toolbar.

- Choose Compose Message from the Message menu.
    In response to any of these actions, the Compose window appears.

2. Complete the message header.

3. Fill in the message body by doing one or more of the following actions:

    - Type your message.
    - Insert a text file
    - Insert a UUencoded binary file
    - Attach a file
    - Record a Voice Message

4. (Optional) Run a spelling check.

5. (Optional) Select a Signature.

6. (Optional) Select a Priority.

7. (Optional) Request acknowledgment on receipt.

8. Complete the message by doing one of the following:

    - Click the **Send** button in the Compose window toolbar to place the message in the Outbox. The message will be sent to the host either immediately or the next time you log in to the host, depending on the options selected in the Mailbox tab of the **Options** dialog.

- Click the Save button in the Compose window toolbar to store the message in the Draft folder without sending it to the Outbox.

Attaching Files

Pronto96 enables you to send files without changing their format. You don't need to manually encode or decode them. Recipients can open and save attached files from within **Pronto96** if they have the associated application on their PCs. The attached file may also be quick viewed through a Windows 95 viewer.

To attach a file to an outgoing message:

1. Open an Attachment Type dialog in one of the following ways:
   - From a **Pronto96** edit window while composing, forwarding or replying to a message. Click the **Attach** button. Select a file to attach from the file selection dialog. The Attachment Type dialog opens.
   - Directly from the Windows 95 Explorer while **Pronto96** is running. Drag the file you want to attach from the Explorer and drop it into **Pronto96**. A Compose window will automatically open with the Attachment Type dialog.
   - Directly from the Windows 95 Explorer. Select a file to attach. Click the right mouse button and select **Send to Pronto**. **Pronto96** will automatically open with a Compose window and the Attachment Type dialog.
2. Fill in the Attachment Type dialog as follows:
   - The selected filename appears in the **File Name** field. You can change this name directly in the field or using the **Browse** button.
   - Enter a short description of the selected file in the **Description** field, if desired.
   - Change the settings in the **Type** and **Contents** fields if required.

     Pronto96 supports several formats for attaching binary files: MIME , Sun attachments, and UUencoded files. Select the format according to the mail application that the intended recipient uses. The most common format is MIME.
3. Click **OK** to attach, or click **Cancel** to return to the Edit window.

   An attachment icon and filename will appear at the bottom of the Edit window.

Note: Messages with attachments take slightly longer to send. When a message is being sent to the host, a bar indicating the size of the file and incrementally showing the progress of the transmission will appear in the lower left of the Pronto96 desktop.

See also:

Setting MIME Types

MIME Type Files

These are Multi-purpose Internet Mail Extensions attachment files, and are the most commonly used type of attachment file.

Attaching Files from the Windows 95 Explorer

Pronto96 now allows you to attach a file to an outgoing message from the Windows 95 Explorer whether **Pronto96** is open or not. If **Pronto96** is running, it will open a Compose window in which the selected file will be attached. If **Pronto96** is not running, it will open automatically with a Compose window in which to attach the selected file.

For details of all methods of attaching files to outgoing messages, see <u>Attaching Files</u>.

Managing Addresses

Pronto96 lets you keep and manage several address books, and enables you to define aliases (nicknames) for the addresses of the people with whom you correspond. Instead of needing to write out a long address, you can just type the alias. Or, easier yet, you can add an address to a message header directly from the address book.

Here are some useful procedures for working with addresses and address books:

Working with addresses:

Opening the Address Book

Adding New Addresses

Inserting Addresses to Outgoing Mail

Adding Addresses from Incoming Mail

Modifying Existing Addresses

Deleting Addresses

Creating Mailing Lists

E-Mail and URL Recognition

Working with address books:

Adding a new Address Book

Adding an Existing Address Book

Modifying an Existing Address Book

Removing an Address Book

Choosing the Default Address Book

Working with Shared Aliases

Opening the Address Book

You need to open the address book to edit or review aliases and addresses, or to add them automatically to an outgoing message. You can open the address book in the following ways:

By choosing the <u>Address Book</u> command from the Tools menu.

By clicking the **Address Book** button in the main Toolbar (if you've customized the Toolbar to include it) or in any Edit window toolbar.

Related Procedures:

<u>Adding Addresses from the Address Book</u>

<u>Adding Addresses from Edit Windows</u>

<u>Adding Addresses from Incoming Mail</u>

<u>Modifying Existing Addresses</u>

<u>Deleting Addresses</u>

<u>Copying an Address to Another Book</u>

<u>Creating Mailing Lists</u>

Adding New Addresses

You can add aliases and addresses to your address book and to outgoing mail in the following ways.

From the Address Book

From Edit Windows

From Incoming Mail

From a Marked E-Mail Address

Adding Aliases and Addresses (From the Address Book)

To add addresses from the Address Book:

1. Choose <u>Address Book</u> from the Tools menu, or

   Select the corresponding icon from the toolbar (To place the address book icon there, you need to <u>tailor the toolbar</u>.), or

 The Address Book window opens.

2. Click the **Add** button at the bottom of the window. The Add an Alias dialog opens.

3. Type an alias (a nickname of your choosing) of the person or organization you wish to add to your address book.

   Type the full mail address of the person or organization you wish to add to your address book. You can type more than one alias or address, separating each entry by a comma, and thus <u>create a mailing list</u>.

4. Click the **OK** button to add the new alias and its corresponding address(es), or click **Cancel** to return without modification to the Address Book window.

Related Procedures:

<u>Adding Addresses from Edit Windows</u>

<u>Adding Addresses from Incoming Mail</u>

<u>Adding a Marked E-Mail Address</u>

<u>Modifying Existing Addresses</u>

<u>Deleting Addresses</u>

Adding Aliases and Addresses (From an Edit Window)

You can add aliases and addresses to the address book from the <u>Compose</u>, <u>Forward</u>, <u>Draft</u>, or <u>Reply</u> Edit windows.

1. Click the **Address** button in the toolbar of the Edit window. The Address Book window opens.
2. Click the **Add** button at the bottom of the Address Book window. The Add an Alias dialog opens.
3. Type an alias (a nickname of your choosing) of the person or organization you wish to add to your address book.

   Type the full mail address of the person or organization you wish to add to your address book. You can type more than one alias or address, separating each entry by a comma, and thus <u>create a mailing list</u>.
4. Click the **OK** button in the Add an Alias window to add the new address and close the window, or click **Cancel** to close the Add an Alias window and return without modification to the Address Book window.

To add the new address to the current Edit:

1. Click the **To** button in the Address Book window. The new alias appears in the **To** field.
2. Click the **OK** button in the Address Book window to return to the Edit window.

The alias is automatically added to the **To**: field of the outgoing address.

Related Procedures:

<u>Adding Addresses from the Address Book</u>
<u>Adding Addresses from Incoming Mail</u>
<u>Adding a Marked E-Mail Address</u>
<u>Modifying Existing Addresses</u>
<u>Deleting Addresses</u>

Inserting Existing Addresses to Outgoing Mail

You can insert addresses into outgoing mail in several ways. Some ways are shorter (requiring fewer keystrokes) and safer (reducing the chances of a mistake) than others.

We recommend the following method as the shortest, safest way.

To insert an address into outgoing mail:

1. Open an Edit window.
2. Click the **Address** button. The Address Book window opens.
3. To insert an existing address directly into the **To**: header field of the outgoing message, double-click on an address.
4. To insert an address into the **To**, **Cc**, or **Bcc** fields:
    *   Select an address.
    *   Click the **To**, **Cc**, or **Bcc** buttons at the top of the Address Book dialog.

    The selected alias (nickname) will appear in the selected field.
5. Click **OK** to insert the header into your message header.

A short way if you have a good memory:

1. Open an Edit window.
2. Type the alias of the addressee directly into the message header. (Make sure you spell it right!)

    If you're not sure you have a good memory (or you've forgotten!) you can select the option to <u>prompt you if the addressee is not in alias list</u>. If you have selected this preference and the alias you've entered does not appear, you will be prompted whether you wish to add the alias and corresponding address to your book.

Another safe way is to manually copy an address from an incoming message.

1. Open the message containing the address.
2. Select the address by dragging the mouse.
    The address can be found in the **From**, **Cc** or **Bcc** fields.
3. Copy the selected text to the Windows clipboard.
4. Enter the Edit window and position the cursor where you would like to place the address (e.g. in the **To** field)
5. Paste the address from the Windows clipboard.

The long way:

1. Open an Edit window.
2. Type the full Internet address of the addressee.

Hint: The "long way" not only means more typing. Because it bypasses the address book, this approach also means you may need to retype the full address the next time you wish to send a message. A better approach is first to <u>add the new address to the address book</u> and then add it automatically to the outgoing message.)

Options

General | Editor | View | Mailbox | Password

- ☑ Save Desktop on Exit
- ☐ Clear Wastebasket on Exit
- ☐ Automatically Append New Addresses
- ☐ Prompt if Address is Not in Alias List
- ☐ Use Pronto as MAPI Server
- ☑ Confirm Delete,Copy and Move Operations
- ☐ Sound Alert When New Mail Arrives

[OK]   [Cancel]   [Apply]
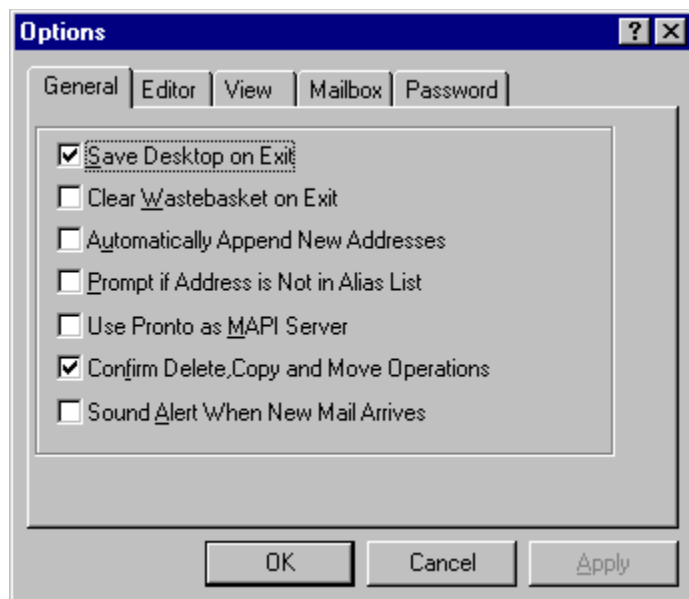
Adding Addresses from Incoming Mail

You can add addresses from incoming mail in any of the following ways:

- You can set Pronto96 to automatically add new addresses from incoming mail to your address book. See Automatically Appending New Addresses for instructions.
- Alternatively, you may wish to "screen" the addresses from incoming mail before they are added to your address book. See Prompt if Address is Not in Alias List for instructions.
- You can set Pronto96 to mark all e-mail addresses in your messages. See Marking E-Mail Addresses for instructions. You can then simply double-click on an address to add it to your Address Book. See Adding a Marked E-Mail Address to Your Address Book

Marking E-Mail Addresses

You can set Pronto96 to mark all e-mail addresses in all windows in red underline.

1. Choose **Options** from the Tools menu. The Options window opens.
2. In the [Editor](#) tab, click the box to the left of **E-Mail Detection**.

Automatically Appending New Addresses

You can set Pronto96 to automatically add new addresses to your address book. This can save you typing and keep a more complete record of your correspondence.

1. Choose **Options** from the Tools menu. The Options window opens:
2. In the General tab, click the box to the left of Automatically Append New Addresses.

    A "v" will appear in the box when it is selected.

Prompt if Address is Not in Alias List

You may "screen" new addresses before they are added to your address book.

In this case, when mail arrives from a sender for which there is no matching address in your address book, you will be prompted to decide whether you want to add that alias and address to the address book.

To set the Prompt if Address is Not in Alias List option:

1. Choose **Options** from the Tools menu. The Options window opens.
2. In the General tab, click the box to the left of Prompt if address is Not in Alias List

When Pronto96 encounters a new alias in incoming mail an Add an Alias dialog appears with the alias and address.

To change and/or append an address:

1. To change the alias or the address, position the cursor in the text box and change the text as you would like it to appear in your address book.
2. Click **OK** to append the address to the address book, or
   click **Cancel** to make no changes in the address.

Modifying Addresses

Aliases and addresses can be easily changed in your address book.

To modify an address in the Address Book window:
1. Click on the name and address you would like to modify.
2. Click on the **Modify** button at the bottom of the window.
   The Modify an Alias window opens.
3. Edit the Alias and/or Address text box as you wish.
4. Click **OK** to accept the modified address, or **Cancel** to leave the alias and address as it was.

Deleting Addresses

To delete an address in the Address Book window:

1. Click on the name and address you would like to delete.
2. Click on the **Delete** button.

   If the <u>Confirm Delete, Copy and Move Operations</u> option in the General Tab of the Tools menu Options option is selected, you will be asked to confirm the deletion. Click OK to accept the deletion, or Cancel to leave the name and address in the Address Book.

Creating Mailing Lists with Aliases

Creating multi-recipient mailing lists is easy. Pronto96 gives you the powerful capability of nesting multiple aliases and addresses. That means you can create an alias consisting of other aliases. One alias can stand for many addresses.

To create a mailing list:

Follow directions for <u>adding a new address</u> but instead of adding just one address in the Address field, add several, separating each by a single comma. Even easier, you can type a series of aliases, separating each entry by a comma, in the Address field.

Managing Folders

A folder is a collection of related mail messages. There are two basic types of folders: system folders which perform a specific task, and user-defined folders which you can create and maintain as you wish.

Use the Folders window as the primary means of accessing the folders present in your system for operations such as opening, filing and deletion.

Descriptions of System Folders

Inbox
Draft
Outbox
Sent Log
Wastebasket

Working with Folders

Creating a New Folder
Opening Folders
Selecting Folders
Arranging Folders
Importing Folders
Exporting Folders
Deleting Folders

Managing Messages in Folders

Selecting messages in a folder
Deleting messages from a folder
Moving messages to another folder
Copying messages to another folder

Managing Messages

Messages are individual units of mail, the electronic equivalent of "letters" or "notes." Pronto96 gives you a variety of powerful tools for viewing, editing, transferring, and filing your messages.

There are two ways to work with messages: <u>View Mode</u> and <u>Edit Mode</u>

Messages can also be categorized as <u>Incoming</u> or <u>Outgoing</u>.

Here are some of the common message-related procedures that you may find helpful.

Working with Messages

<u>Updating Mail</u>

<u>Replying to Messages</u>

<u>Viewing Messages and Attachments</u>

<u>Forwarding Messages and Attachments</u>

<u>Saving Messages and Attachments as Files</u>

<u>Inserting the Original Message</u>

<u>Composing New Messages</u>

<u>Opening Existing Messages</u>

<u>Sending and Receiving Voice Mail</u>

Editing Messages

<u>Selecting Text</u>

<u>Cutting Selected Text from a Message</u>

<u>Copying Selected Text from a Message</u>

<u>Pasting Text to a Message</u>

<u>Finding Text</u>

<u>Replacing Text</u>

<u>Checking Spelling</u>

Managing Messages in Folders

<u>Selecting messages in a folder</u>

<u>Deleting messages from a folder</u>

<u>Moving messages to another folder</u>

<u>Copying messages to another folder</u>

The Folders Window

The Folders window contains a list of all your folders and subfolders in Windows 95 tree format. Use the Folders window to manage folders for filing, viewing, deletion and creation. The Folders window is displayed, by default, at the left of the screen. You may hide the Folders window by choosing **Hide Folders** from the View menu.

Note: If you frequently use several folders, you may find it convenient to always leave the Folders window displayed. You can change the Folders window default settings in the View tab of the Tools menu **Options** option.

When the Folders window is not open, you can open it by choosing the **Show Folders** command from the View menu.

Use the Folders window for the following procedures:

Creating a New Folder
Opening Folders
Selecting Folders
Deleting Folders

Creating a New Folder

Folders are useful for organizing your messages according to sender, subject, or any other category of your choosing. There are several different ways to create a new folder.

- By choosing the **New Folder...** command from the File menu.

  This will open the <u>New Folder</u> dialog. If you wish to create a subfolder, you must choose this option.

- By double-clicking on **New Folder** in the Folders window.

- By clicking the **New Folder** button ▭ .

- By clicking the right mouse button in the Folders window and selecting **New Folder**.
- By dragging a message (or messages) to **New Folder** in the Folders window.
- By <u>importing</u> a folder to a new folder.

Opening Folders

You can open an existing folder in the following ways:

- By double-clicking on a closed folder in the Folders window.

- By clicking on the open folder button when the folder name you wish to open is selected.

- By clicking the right mouse button in the Folders window and selecting **Open**.
- By dragging a message (or messages) to a folder in the Folders window.
- When the Folders window is not displayed you can choose the Open Folder command from the File menu.

Activating Folders

There is only one active folder at any time. A folder must be active for you to work with it. There are three ways to activate folders:

- If a folder is already open, you can click anywhere inside the folder window.
- If a folder is minimized, you can click on the folder icon.
- Click on a folder name in the File menu.
- Double-click on a folder in the Folders window.

Arranging Folders

You may arrange folders on the desktop like any other window, including moving, sizing, minimizing and maximizing.

Refer to your Microsoft Windows User Guide or Windows Help if you are unfamiliar with these procedures.

Help is available for arranging the Pronto96 Desktop.

Importing Folders

Importing folders can be useful when you wish to add files in a native UNIX format to your Pronto96 folders.

To import a folder:

1. Choose the **Import Folder** command from the File menu and click on the New Folder in the popup Folders window, or click the right mouse button on the New Folder in the Folders window and select **Import**.

2. In the File Selection window, select the file name of the UNIX mail folder you wish to import. (The file will have an .fld extension.)

3. Click **OK** to import the selected file.

   The Import folder popup will appear, listing existing folders. You can import to any existing user-defined folder or subfolder, or you may import to the Inbox or Out Log system folders. You may also import to a new folder by clicking the New Folder folder name/icon.

4. Select the folder to which you would like to import.

   If the folder is not empty or new, you will be asked whether you wish to Append or Overwrite the messages in the folder you have selected. Append will add messages in the imported folder to the selected folder, while Overwrite will replace all messages in the selected.

   If you are importing to a new folder, the New Folder dialog box will appear.

Related Procedures:

Exporting Folders

Exporting Folders

Exporting folders can be useful when you wish to transfer mail to a UNIX machine.

To export a folder:

1. Choose the Export Folder command from the File menu and select a folder from the popup Folders window, or click the right mouse button in the Folders window and select **Export**.
2. In the File Selection window select a file or type the file name of the folder you wish to export. (The file will have an .fld extension.)
3. If the file is to be exported to a UNIX drive, click the UNIX checkbox.
4. Click **OK** to export the selected file.

Related Procedures:

Importing Folders

Deleting Folders

Delete folders with care, since the <u>Wastebasket</u> does not store them after deletion.

To delete a folder:

1. In the Folders window, select the folder or subfolder you wish to delete.
2. Click the right mouse button and select **Delete**.

Pronto96 Folder Windows

Folder Windows organize your messages. There are system folders -- Inbox, Outbox, Sent Log, Draft, and Wastebasket -- and custom folders, which you define according to your needs.

A folder window displays the content of a folder, and lets you read and process the messages contained in the folder. There are two basic types of Folder Window:

View Windows let you read BUT NOT edit messages

Edit Windows let you read AND edit messages

Both types of Folder Window share the following characteristics.

List of message headers

The upper part displays a list of all messages in the folder. You can sort and filter the messages using the view commands.

The Header section of a Folder Window contains information on the sender or recipient of a message, the date it was sent, and its subject. You can select a message in the header pane by clicking on it.

Message body

The lower part of the folder window displays the text of the selected message.

The divider between the message header and the selected message body can be dragged vertically to change the relative size of these two sections.

Folder windows can be moved, resized, maximized, and minimized in keeping with standard Microsoft Windows operating conventions.

Related Procedures:

Selecting messages in a folder

Deleting messages from a folder

Moving messages to another folder

Copying messages to another folder

Arranging the Pronto96 Desktop

View Windows

View windows let you read messages but not edit them, as opposed to

Edit windows, which let you read AND edit messages

List of message headers

The upper part displays a list of all messages in the folder. You can sort and filter the messages using the view commands.

The Header section of a Folder window contains information on the sender or recipient of a message, the date it was sent, and its subject. You can select a message in the header pane by clicking on it.

Message body

The lower part displays the text of the selected message.

The divider between the message header and the selected message body can be dragged vertically to change the relative size of these two sections.

Folder Windows can be moved, resized, maximized, and minimized in keeping with standard Microsoft Windows operating conventions.

Related Procedures:

Selecting messages in a folder

Deleting messages from a folder

Moving messages to another folder

Copying messages to another folder

Arranging the Pronto96 Desktop

Edit Windows

Edit windows let you read and edit messages, as opposed to <u>View windows</u> that let you read BUT NOT edit messages.

List of message headers

The upper part displays a list of all messages in the folder. You can sort and filter the messages using the <u>view</u> commands.

Message body

The lower part displays the text of the selected message.

The divider between the message header and the selected message body can be dragged vertically to change the relative size of these two sections.

Folder Windows can be moved, resized, maximized, and minimized in keeping with standard Microsoft Windows operating conventions.

Related Procedures:

<u>Selecting messages in a folder</u>
<u>Deleting messages from a folder</u>
<u>Moving messages to another folder</u>
<u>Copying messages to another folder</u>
<u>Arranging the Pronto96 Desktop</u>

Selecting Messages in a Folder

There are a number of ways to select messages in a folder. Selection is necessary before doing any of the following:

Moving messages to another folder

Copying messages to another folder

Saving Messages, or

Deleting Messages.

You can select a message with a mouse-click or by using the up or down arrows on the keyboard. Selected messages appear highlighted.

To select consecutive messages:

1. Select the first message header in the series.
2. Hold down the **Shift** key.
3. Select the last message in the series.

To select non-consecutive messages:

1. Select the first message in the series.
2. Hold down the **Ctrl** key.
3. Select additional messages with a mouse-click.

To select all messages in a folder:

1. Click in the desired folder to select it.
2. Choose the **Select All** command from the Message menu

Deleting Messages from a Folder

You can delete a message from any folder.

To delete a message:

1. <u>Select</u> the message(s) you wish to delete.
2. Do one of the following:
    - Choose the <u>Delete Message</u> command from the Message menu, or
    - Click the **Delete** button 🗑 in the <u>toolbar</u>, or
    - "Drag and Drop" the message into the Wastebasket folder, or
    - Click the **Del** key on the keyboard.

    Deleted messages are automatically moved to the Wastebasket folder.

Moving Messages to Another Folder (Menu and Toolbar Methods)

You can move a message into a new folder by executing menu commands or clicking the move Toolbar button. (Alternatively, you can use the "drag and drop" method.)

To move a message to another folder:

1. Select the message(s) you wish to move.
2. Choose the **Move Message** command from the Message menu, or

   Click the **Move** button in the toolbar and then choose the destination folder.

   The Move to Folder window appears.
3. Click on the name of the folder to which you would like to move the message.

   Note: You cannot move messages to a system folder, except the Wastebasket.
4. Click the **Move** button to execute, or **Cancel** to close the Move to Folder window.

Moving Messages to Another Folder (Drag-and-Drop Method)

An easy way to move messages from one folder to another is by the "drag and drop" method. (Alternatively, you can use the Toolbar or Menu methods.)

To move messages between folders:

1. Select the message(s) you wish to move.
2. "Drag" the message header(s) you wish to move to the Folders window by holding down the left mouse button while moving the mouse.
3. "Drop" the message(s) into the desired folder by releasing the left mouse button

    Moved messages will automatically appear in the destination folder.

Note: You cannot move messages to a system folder, except the Wastebasket.

Copying Messages to Another Folder (Menu and Toolbar Methods)

You can copy a message into a new folder by executing menu commands or clicking the move Toolbar button. (Alternatively, you can use the "drag and drop" method.)

To copy a message to another folder:

1. Select the message(s) you wish to move.
2. Choose the **Copy Message** command from the Message menu,

or

Click the **Copy** button in the toolbar and then choose the destination folder.

The Copy to Folder window appears.

3. Click on the name of the folder to which you would like to copy the message.

   Note: You cannot move messages to a system folder. Copied messages will automatically appear in the destination folder. If you wish to copy the message to a New Folder, you will be prompted to name the new folder.

4. Click the **Copy** button to execute, or click **Cancel** to close the Copy to Folder window.

Copying Messages to Another Folder (Drag-and-Drop method)

An easy way to copy messages from one folder to another is by the "drag and drop" method. (Alternatively, you can use the <u>Toolbar or Menu methods</u>.)

To copy a message to another folder:

1. <u>Select</u> the message(s) you wish to move.
2. "Drag" the message header(s) you wish to move to the <u>Folders window</u> by holding down the Ctrl key and the left mouse button while moving the mouse.
3. "Drop" the message(s) into the desired folder by releasing the left mouse button

    Copied messages will automatically appear in the destination folder. If you wish to copy the message to a New Folder, you will be prompted to name the new folder.

Note: You cannot copy messages to a system folder.

Managing Rules

Rules are a powerful means of automating a variety of message handling functions. Rules enable you to define conditions which, if met, automatically activate a variety of operations. The Rule Manager also lets you view the list of current rules, their natural language description, and their activation status (enabled or disabled).

Examples of Rules:

A vacation rule which automatically replies to all mail with the message that you are on vacation, and the date of your return.

A rule which forwards specified mail to another person and replies to the sender that his or her mail has been forwarded.

To open the Rules Manager:

Choose **Rules** from the Tools menu.

The Rules Manager dialog provides a control panel for managing the status of your rules.

See:

Adding rules

Editing rules

Deleting rules

Enabling or disabling rules

Rule

Description: Forwarding bug reports to John Smith   ☑ Enable

Condition:

"Subject" contains "errors"
or "Subject" contains "bugs"

[Add...]
[Edit...]
[Delete]

Actions:

☐ Move to: ☑ Reply: [Message..]
☐ Copy to: ☐ Delete
☑ Forward to: [John Smith]

[OK]   [Cancel]   [Help]

Rules Manager

◉ Incoming ○ Outgoing

✖ I'm on vacation
✔ Forwarding bug reports to John Smith

Add...
Edit...
Delete
Disable
⬆ ⬇

If   "Subject" contains "errors" or "Subject" contains "bugs"   then forward to 'John Smith'reply "Your message has been forwarded to John Smith who now handles bug reports.".

OK   Cancel   Help

Adding New Rules

Rules give you the ability to automate the management of incoming and outgoing messages.

To add a new rule:

1. Choose **Rules** from the Tools menu.
2. In the Rules Manager, decide whether to apply the new rule to outgoing or incoming messages.
3. Click on the **Add** button. The Rule dialog opens.
4. Give the rule a descriptive name.
5. Decide whether the rule should be enabled or disabled.
6. To add a condition for the activation of the rule, click the **Add** button that appears to the right of the **Condition** list box. The Text Condition dialog appears.

   Describe the conditions when the rule will be activated.
7. Describe which actions to take if the conditions are met.
8. Click **OK** to accept the new rule.

Outgoing vs. Incoming Rules

You decide whether a rule applies to incoming or outgoing messages:

- Incoming rules apply to messages after they are placed in the Inbox.
- Outgoing rules apply to messages only after they are sent from the Outbox.

To choose the type of messages to which rules apply:

Click either the **Incoming** or **Outgoing** radio button in the Rules Manager dialog.

Giving Rules Descriptive Names

You need to give each rule a description, that is, a name which describes what the rules does.

To enter a description:

1. In the Rule dialog, position the cursor in the **Description** field.
2. Type up to 60 characters describing the rule.

Enabling and Disabling Rules

Rules can either be enabled or disabled. An enabled rule will automatically be applied to either incoming or outgoing mail. A disabled rule will do nothing, unless you decide to enable it. You may wish to keep a library of rules which you can selectively enable depending on the situation.

You can enable/disable rules either from the Rule Dialog or from the Rule Manager.

Enabling and Disabling Rules (from the Rule Dialog)

To enable a rule from the Rule dialog.

If the **Enable** box to the right of the **Description** field is blank, click on it.

A "v" will appear in the box.

If there is an "v" in the **Enable** box, the rule is already enabled.

To disable a rule from the Rule Dialog:

If there is a "v" in the **Enable** box to the right of the **Description** field, click on it.

The "v" will disappear, and the check box will be empty.

If the **Enable** box is empty, the rule is already disabled.

Enabling and Disabling Rules (from the Rules Manager)

If you have at least one rule in the rule list in the **Rule Manager** dialog, you can control whether each rule is enabled or disabled. Enabled rules have a green checkmark beside them, while disabled rules have a red x mark.

To enable/disable a rule:

1. Select the rule whose status you would like to change.
2. If the rule is currently disabled, change its status by clicking on the **Enable** button.
   If the rule is currently enabled, change its status by clicking on the **Disable** button.

Describing Rule Conditions

You may specify and edit conditions for the activation of rules. Conditions relate to the presence of a specified text string in one or more fields of a message. If the text string appears in the designated area of the message, the action associated with the rule will be applied.

For example: You can set a condition to copy incoming messages to a specific folder each time the text string "John" appears in the **From** field.

To specify or edit text conditions:

1. In the Text Condition dialog, specify the field(s) in which you are seeking a particular text string. From the **Field** list box, select one of the following options:

   From   The sender

   Subject Subject field of the message header

   To   The recipient

   CC   Those receiving "carbon copies"

   Content Anywhere in the message body

   Header Anywhere in the header

2. Specify, by selecting a radio button, whether the field should contain, or not contain, the text string.

3. Enter the text string in the **Text** field.

   If you wish to make the text condition case sensitive, click on the blank **Case Sensitive** checkbox. (If the box is already checked, you may click on it to remove the case sensitivity.)

4. If the current text condition is not the first, choose whether an AND or an OR operator should be applied to the text condition in the list box that appears at the top of the dialog.

   Selection of AND means that both this rule and the preceding one must be true to activate the rule condition.

   Selection of OR means that either this rule or the preceding one must be true to activate the rule condition.

5. Click **OK** to accept the text conditions. (Clicking **Cancel** returns you without change to the **Rules** dialog.)

   A description of the condition is displayed in the **Rules** dialog.

Defining Rule Actions

You need to define what happens when the conditions for a rule are met.

To define rule actions:

    Click the checkbox(es) to the left of the actions you wish to take.

You may choose from the following choices:

Copy to

Move to

Forward to

Reply

Delete

Rule Action: Copy to

Copies messages to a designated folder when the associated rule is enabled and the conditions for its activation are met. The message remains in its source folder.

When you select this option, the Folders window appears. Double-click on the destination folder (a personal folder). The selected folder name appears to the right of the **Copy to** field. You can click on the folder name to change it.

Rule Action: Move to

Moves messages to a designated folder when the associated rule is enabled and the conditions for its activation are met. The message is deleted from the source folder.

When you select this option, the Folders window appears. Double-click on the destination folder (a personal folder). The selected folder name appears to the right of the **Move to** field. You can click on the folder name to change it.

Rule Action: Forward to

Forwards messages to a designated e-mail address when the associated rule is enabled and the conditions for its activation are met.

When you select this option, the Address Book dialog appears. Select a name from the address book by double-clicking on the name, then click **OK** to accept the address. The selected alias appears to the right of the **Forward to** field. You can click on the alias to change it.

Rule Action: Reply

Replies to messages with a designated message when a rule is enabled and the conditions for its activation are met.

When you select this option, the Reply Message dialog appears.

1. Type the message you would like to include in your reply
2. Click on the **Include Original** check box to insert the message to which you are replying.
3. Click **OK** to accept the accept the reply message.

You can click on the **Message** button to the right of the **Reply** field to view and/or edit the message.

Rule Action: Delete

Deletes the message to the Wastebasket when a rule is enabled and its conditions met.

Deleting Rules

This command deletes the selected rule.

To delete a rule:

    In the Rules Manager, select the rule to be deleted and click on the **Delete** button.

Editing Rules

This command enables you to edit the selected rule.

To edit a rule:

1. In the Rules Manager, select the rule to be edited and click on the **Edit** button. The Rule dialog opens.
3. You can change the Description.
4. You can change whether the rule should be enabled or disabled.
5. To edit a condition for the activation of the rule, click the **Edit** button that appears to the right of the **Condition** list box. The Text Condition dialog appears.
   Change the conditions for activating the rule.
6. You can change the <u>actions to take if the conditions are met</u>.
7. Click **OK** to accept the changes.

Customizing Pronto96

Modifying Program Appearance   Helps you change how Pronto96 folders and fonts look
Tailoring Your Toolbar   Helps you change the contents of the Pronto96 toolbar
Working with Signature Files Helps you create and maintain electronic signatures

Modifying Program Appearance

There are several ways you can customize how Pronto96 folders and fonts appear.

Changing Font Sizes
Tailoring the Toolbar
Arranging Folders

Changing Fonts

Pronto96 lets you change the fonts used in the header and the body of messages.

To change font characteristics:
1. Choose **Fonts**... from the View menu.
2. Click on either **Folder Headers** or **Message Body** to change fonts in the corresponding area.
3. Select the desired characteristics for font, font style, size, color and special effects like underline or strikeout.
   An example of text with the selected characteristics appears in the Sample window in the **Fonts** dialog.
4. Click **OK** to accept these font characteristics, or **Cancel** to revert to the previous characteristics.

Tailoring Your Toolbar

The following procedures help you to customize the contents of the Pronto96 toolbar.

To customize the toolbar:

Select **Customize Toolbar...** in the Tools menu. The Customize Toolbar dialog opens.

You can:

Add a Button to the current Toolbar

Remove a Button from the current Toolbar

Change the position of the Button on the current Toolbar

Adding a Button to the Toolbar

1. Scroll through the Available Buttons list to find the Button that you would like to add.
2. Click on the desired Button to select it.
   If the selected Button does not appear in the current toolbar, the "add arrows" will become enabled
   If the "add arrows" do not turn from gray to black, the selected button already appears in the current toolbar.
3. Click on the "add arrows" to add the selected Button to the current Toolbar before the currently selected button.

Removing a Button from the Toolbar

1. Scroll through the Toolbar Buttons list to find the Button that you would like to remove.
2. Click on the desired Button to select it.
3. Click on the "delete arrows" to remove the selected Button.

Changing the Position of a Button on the Toolbar

1. Scroll through the Toolbar Buttons list to find the Button whose position you would like to change.
2. Click on the "up arrow" to move the Button up through the list, or click on the "down arrow" to move the Button down through the list.
3. Click OK to confirm the new Toolbar arrangement, or Cancel to return to the previous arrangement.

Working with Signature Files

These procedures help you create and maintain electronic signatures. Signatures are prepared text files that are inserted, either automatically or manually, at the end of your messages. They may contain a full name, address, phone and fax numbers, or perhaps a marketing message or a clever saying. It's up to you!

To work with signatures:

Choose <u>Signatures</u> from the Tools menu. The Signatures dialog appears.

With the dialog open you can perform the following actions:

<u>Add a new signature</u>

<u>Set a default signature</u>

<u>Modify an existing signature</u>

<u>Delete a signature</u>

See also:

<u>Selecting the current signature</u>

Adding a New Signature

This procedure enables you to add a signature file either by creating a new signature file or by importing a text file.

1. Choose <u>Signatures</u> from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Press the **Add** button. A secondary Signatures dialog opens.
3. Type a new signature name in the **Current** field.
4. **To create a new signature:** Create a new signature file in the Edit field.

   There is no limit to the length of the signature file. This opens the way to creative uses of the signature. Signature files can be much more than names, addresses and phone numbers. Signature files can serve as a quick-reference library of frequently used documents that you can easily attach to the end of your document.

   You can, for example, copy and paste features to transfer text from existing messages or other documents.

   To import a signature file: Click on **Import**. A standard file selection window opens. Choose a text file and click **OK**. The signature is displayed in the Edit field.
5. Click **OK** to save the signature and return to the main Signatures dialog. The new signature is displayed in the bottom half of the window.
6. (Optional) If you think you will use this signature most often, click the **Default** button.
7. Click **OK** to save this signature and close the Signature dialog, or click **Cancel** if you decide not to create a new signature.

Setting a Default Signature

The default signature should be the one you use most often. It will automatically be added to your message unless you choose another current signature (or no signature) instead.

1. Choose <u>Signatures</u> from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Select the name of the signature file that you would like to set as the default. The signature is displayed in the bottom half of the window.
3. Click the **Default** button.

   A check mark will appear at the left of the signature name.
5. Click **OK** to save the new default and close the **Signatures** dialog, or click **Cancel** if you decide not to change the default.

Modifying an Existing Signature

1. Choose <u>Signatures</u> from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Select the name of the signature file that you would like to modify. The corresponding signature appears in the bottom half of the window.
3. Press the **Edit** button. A secondary Signatures dialog opens.
4. Edit the signature as you wish. Click **OK** to return to the main Signatures dialog. The edited signature is displayed.
5. Click **OK** to save the modified signature and close the Signatures dialog, or click **Cancel** if you decide not to modify the signature.

Deleting a Signature

1. Choose <u>Signatures</u> from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Select the name of the signature file that you would like to delete. The corresponding signature appears in the bottom half of the window.
3. Press the **Delete** button.
4. Click **OK** to confirm the deletion and close the **Signatures** dialog.

General Problems

Here are some problematic situations that may arise, and some suggestions for how to resolve them.

Problem	Possible Cause	Possible Solutions
Problems logging on to host.	You've changed your Internet host password and now you can't automatically log in to that host with Pronto96.	Update the Password in the Mailbox Settings.
A Folder "disappears" when you change display resolution.	This problem may arise when you change the screen display to a lower resolution. Since the Folder can be placed anywhere on the Windows desktop, it may no longer be accessible after resolution is reduced.	To recover the folder: 1. Return to the previous display size. 2. Move the "missing" folder to an area of the screen that will still be visible at a lower resolution. 3. An Alternative approach is to Close All folders (from the Window menu), then Open the desired folder. You may also execute the Window|Tile or Window|Cascade commands.
Pronto96 disappears, even though you have not closed it.	Another Windows application may be covering Pronto96.	Press Alt+Tab until the "Pronto96 E-Mail" tag appears. Release the Alt key. Pronto96 will appear. Alternatively, you can press Ctrl+Esc for the Task List dialog.
Pronto96 suddenly appears minimized as an icon on the Windows desktop.	This problem occurs if you close Windows while Pronto96 is minimized. The Windows Program Manager "remembers" the last condition of the desktop.	To restore Pronto96 to the desired size: 1. Double-click on the Pronto96 icon. 2. Adjust the Pronto96 desktop to the desired size. 3. Make sure that the desktop is optimally sized when you close Windows.

See also:

Sending Problems
Retrieval Problems

Sending Problems

Here are some suggestions for resolving problems relating to the sending of mail.

Problem	Possible Solution
Your setup information is incorrect.	Change the Password in the Mailbox Settings to make sure that the server information, your login and password are correct.
There is a problem connecting to the server domain.	Verify connectivity to the domain destination using other applications such as Ping or Telnet. In particular, trying using another Winsock applications (such as Netscape or another Web browser) and see if it functions. The best test would be to try using a program that is not supplied by the vendor of your stack.
The mail server may not support the SMTP protocol.	Use the Telnet application to connect to port 25 of the remote domain. The system should reply with an answer indicating if SMTP daemon is running on the specified port. If you are not able to verify that the SMTP daemon is running in port 25, you should contact your system administrator or Internet service provider.
The SMTP daemon may be configured to run in another port.	Close Pronto/IP and edit the file Pronto.ini (located in the Pronto/IP directory) with the Windows Notepad or another text editor. Under the [Services] heading, add a line SMTP=x where x is the correct port number.

Retrieving Problems

Here are some suggestions for resolving problems relating to the retrieval of mail.

Problem	Possible Solution
You're not logging in correctly.	Verify that your Mailbox Settings are correct, especially your login name and password as well as the Domain Name/IP Address of your mail server.
The DNS (Domain Name Server) is not running or cannot identify your domain name.	Try using the Domain's IP Address (usually four sets of numbers separated by periods) rather than Domain name.
There is a problem connecting to the server domain.	Verify connectivity to the domain destination using other applications such as Ping or Telnet. In particular, trying using another Winsock applications (such as Netscape or another Web browser) and see if it functions. The best test would be to try using a program that is not supplied by the vendor of your stack.
First time problem: Your mail server may not support	Use the Telnet application to connect to port 110 of the remote domain. The system should reply with an answer indicating if POP3 daemon is running on the specified port.

the POP3 protocol	If you are not able to verify that POP3 daemon is running in port 110 you should contact your system administrator or Internet service provider.
First time problem: The POP3 daemon is configured to run in another port.	Close Pronto/IP. Use Windows Notepad or another text editor to edit the file Pronto.ini (located in the Pronto/IP directory). Under the [SERVICES] header, add the line POP3=x where x is the correct port number. Save the file and restart Pronto96.
The host is running very slowly. The connection "times out" before Pronto96 can reach it.	Close Pronto/IP. Use Windows Notepad or another text editor to edit the file Pronto.ini (located in the Pronto/IP directory). Under the [TCPIP] header, add the line TIMEOUT=x where is the timeout in seconds. Try a high value like: TIMEOUT=120) If you are using the Novell Windows socket for communicating with your host, also add the line METHOD=SYNC to the [TCPIP] section. Save the file and restart Pronto96.
The Inbox is corrupted.	Pronto96 provides a utility to clear an Inbox folder that has been lost, damaged or corrupted for one reason or another. Choose the <u>Maintenance | Clear Inbox</u> command from the Tools menu.
Incoming mail is sorted differently on Pronto96 than on the host.	Close Pronto/IP. Use Windows Notepad or another text editor to edit the file Pronto.ini (located in the Pronto/IP directory). Under the [PREFERENCES] header, add the line SORT=UNIX Save the file and restart Pronto96.

Technical Support

You can request technical support from the <ins>Help menu</ins> **Technical Support** command.

This command opens a Compose window automatically addressed to Commtouch Technical Support in which you can request help for problems encountered while using **Pronto96**. See the <ins>Troubleshooting Guide</ins> for help before reporting problems.

Menus

Menus are lists of related items. You can access menus by clicking a menu name in the menu bar. You can also access many menu items by clicking items in the toolbar.

For more information on menus and the items they contain, click on the menu name from the list shown below.

File

Edit

View

Message

On-Line

Tools

Windows

Help

Related Procedures:

The Pronto96 Desktop

Toolbar Definitions

Shortcut Keys

Right Mouse Button Functions

File Menu
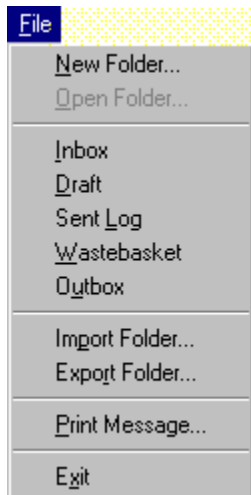
Click on an option in the picture for its description, or click on a topic below.

New Folder   Opens a new folder.

Open Folder   Opens an existing folder.

Inbox

Draft   Opens the folder containing outgoing messages that have been started but not finished.

Sent Log   Opens the folder containing messages that have been sent.

Wastebasket   Opens the folder containing messages that have been deleted but are retrievable.

Outbox   Opens the folder containing messages that are ready to be sent.

Import Folder Imports the contents of a folder that was previously exported to the current folder.

Export Folder Exports the contents of the current folder to an external folder file.

Print Message

Exit

Inbox (File Menu)

Activates the Inbox window, showing messages downloaded from your mail account on the host. The Inbox opens, by default, when you begin Pronto96.

Draft (File Menu)

Opens the Draft <u>folder</u>, containing unsent messages stored with the **Save** button. You can keep "messages in progress" in this folder before sending them.

Double-clicking a message header in the messages list of the Draft folder enables you to <u>compose</u> that message.

Sent Log (File Menu)

Opens the Sent Log system <u>folder</u> that contains a record of messages that have been sent.

Note: You should periodically <u>delete</u> unnecessary messages and <u>move</u> important messages from this folder to user-defined folders to control its size.

Wastebasket (File Menu)

Opens the **Wastebasket** folder, containing messages that you previously deleted.

This is a useful safeguard that prevents mistaken deletions. Normally, you must clear this folder yourself by deleting messages. You can set Pronto96 to automatically clear the wastebasket every time you exit.

Related Procedures:

Deleting Folders

Deleting messages from a folder

Outbox... (File Menu)

Pronto96 gives you the option of queuing outgoing mail until transfer to the host. While in the queue, you can view, change or delete outgoing mail from the queue. (Alternatively, from the Tools menu **Options** option, you can choose the Mailbox tab and check the **Send Mail Immediately** option.)

The **Outbox** command is not enabled in the File menu when there are no messages in the Outbox or while messages are being sent out.

You can open a message for editing by double-clicking on a message header in the message list.

Note: Do not confuse the Outbox with the <u>Sent Log</u>, which contains messages already sent.

New Folder... (File Menu)

Creates a new folder under the Personal folder. Other creation methods are described in <u>Creating a new folder</u>.

To create a folder:

1. Select **New Folder**. The New Folder dialog opens.
2. Enter the folder's name in the **Name** field.
3. Click the **OK** button.

Related Procedures:

<u>Selecting Folders</u>
<u>Arranging Folders</u>
<u>Importing Folders</u>
<u>Exporting Folders</u>
<u>Deleting Folders</u>
<u>Selecting messages in a folder</u>
<u>Deleting messages from a folder</u>
<u>Moving messages to another folder</u>
<u>Copying messages to another folder</u>

Open Folder... (File Menu)

This option is only active when the Folders window is not displayed. It displays the Folder window as a popup window. Double click on a folder to open it.

For other ways of opening a folder, see Opening Folders.

Related Procedures:

Creating a new folder

Selecting Folders

Arranging Folders

Importing Folders

Exporting Folders

Deleting Folders

Selecting messages in a folder

Deleting messages from a folder

Moving messages to another folder

Copying messages to another folder

Import Folder... (File Menu)

Imports a folder from an ASCII file. The file must be in standard UNIX mail folder format. If the folder to which you are importing is not empty, Pronto96 prompts for overwrite or append. If you have NFS capability, you may import mail folders directly from UNIX with an automatic UNIX to DOS conversion.

For step-by-step help, see:

Importing Folders

Related procedures:

Creating a new folder

Opening Folders

Selecting Folders

Arranging Folders

Exporting Folders

Deleting Folders

Selecting messages in a folder

Deleting messages from a folder

Moving messages to another folder

Copying messages to another folder

Export Folder... (File Menu)

Exports a folder as a plain ASCII file. The folder is stored in standard UNIX mail folder format. You can export folders and store them as ASCII files for backup purposes. With NFS you may export a folder directly to the UNIX host and automatically convert the file into UNIX format by selecting the UNIX folder checkbox.

For step-by-step help, see:

Exporting Folders

Related procedures:

Creating a new folder

Opening Folders

Selecting Folders

Arranging Folders

Deleting Folders

Selecting messages in a folder

Deleting messages from a folder

Moving messages to another folder

Copying messages to another folder

Print Message (File Menu)

Prints the selected message. Also enables you to select a printer, or change the setup of the currently selected printer.

Exit (File Menu)

Exits Pronto96. If any messages are being edited, Pronto96 issues a warning on each message, prompting you to save their contents.

Edit Menu

Click on an option in the picture for its description, or click on a topic below.

Undo

Cut

Copy

Paste

Select All

Find

Replace

Next

Insert Text File

Save as Text...

Insert Binary File

Save as Binary File

Undo (Edit Menu)

Cancels the previously executed editing action.

Cut (Edit Menu)

Removes selected text and places it in the Clipboard.

Copy (Edit Menu)

Places a copy of the selected text in the Clipboard.

Paste (Edit Menu)

This command copies the text in the Clipboard into the message at the cursor position.

Select All (Edit Menu)

Selects all of the text in the current message body.

Find (Edit Menu)

Finds specified text in the message body of the active <u>message window</u> or of the selected message in the active folder window.

Related Procedures:

<u>Finding Text</u>
<u>Replacing Text</u>

Replace (Edit Menu)

Finds the specified text in the message body, and replaces it with another specified text string.

Related Procedures:

Finding Text

Replacing Text

Next (Edit Menu)

Repeats the previous <u>Find</u> or <u>Replace</u> action.

Related Procedures:

<u>Finding Text</u>
<u>Replacing Text</u>

Insert Text File... (Edit Menu)

This command places the contents of a selected file into the message at the cursor position. If the size of the selected text file is too large, a warning message will be displayed. The size limit is 64K, or less, depending on how much memory is available. Alternatively (for larger files) you can use the **Attach** option.

Save as Text... (Edit Menu)

Saves the contents of a message as a text file. If you select this command, you will be asked to choose a file name with which to save this document.

Insert Binary File (UUEncode) (Edit Menu)

Encodes binary files, such as executables and graphic image files, for transfer to the host system. UUencoded files must be UUdecoded when received on the host. You may decode received binary files on the PC with the Pronto96 Save as Binary File (UUDecode) command found in the Edit menu.

If the size of the selected text file is too large, a warning message will be displayed. The size limit is 64K, or less, depending on how much memory is available. Alternatively (for larger files) you can use the **Attach** option.

Related Procedures:

Attaching Files

Save as Binary File (UUDecode) (Edit Menu)

Decodes binary files, such as executables and graphic image files, following transfer from the host system with Insert Binary File (UUEncode) option found in the Edit menu.

Related Procedures:

Attaching Files

Spellers... (Tools Menu)

Check spelling of a message in <u>edit mode</u>. For each misspelled word you are prompted for possible replacements, or you can add the word to your own dictionary.

See also:

Checking Spelling
Additional Spelling Options

Message Menu

Message
Open Message

Compose Message
Reply
Reply to All
Forward

Delete Message
Move Message...
Copy Message...
Select All Messages
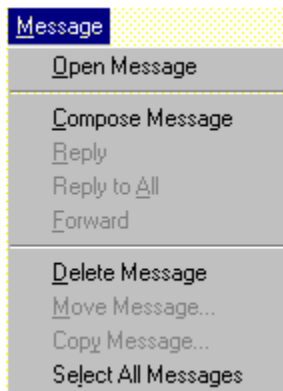
Click on an option in the picture above for its description, or click on a topic below.

Open Message ✉ Opens a message window for the selected message

Compose Message ✉ Opens a new message window.

Reply ✉ Opens a message window for your reply and puts the name of the individual sender to whom you are replying in the address box.

Reply to all ✉ Opens a message window for your reply and includes all recipients of the original messages as addressees.

Forward ✉ Forwards the selected message to the addressee.

Delete Message ✉ Deletes the selected message(s) into the wastebasket.

Move Message 📁 Moves the selected message(s) to a different folder.

Copy Message 🗃 Copies the selected message(s) to a different folder.

Select All Messages

Open Message (Message Menu)

Opens a message window with the selected message in the active folder in view mode or edit mode (if the active folder is the draft folder).

For step-by-step help, see:

Opening Existing Messages

Related Procedures:

Updating Mail

Replying to Messages

Forwarding Messages and Attachments

Saving Messages and Attachments as Files

Inserting the Original Message

Composing New Messages

Compose Message (Message Menu)

Compose a new message. Opens a new <u>message window</u> in <u>edit mode</u>.

For step-by-step help, see:
<u>Composing New Messages</u>

Related Procedures:
<u>Replying to Messages</u>
<u>Forwarding Messages and Attachments</u>
<u>Saving Messages and Attachments as Files</u>
<u>Inserting the Original Message</u>
<u>Opening Existing Messages</u>
<u>Acknowledging receipt of outgoing messages</u>

Reply (Message Menu)

Reply to the selected message in the active folder.

For step-by-step help, see:

Replying to Messages

Related Procedures:

Forwarding Messages and Attachments

Saving Messages and Attachments as Files

Inserting the Original Message

Composing New Messages

Opening Existing Messages

Reply to All (Message Menu)

This command replies to the selected message in the active folder, and includes all recipients of the original message as addressees.

For step-by-step help, see:

Replying to Messages

Related Procedures:

Opening Existing Messages

Forwarding Messages and Attachments

Saving Messages and Attachments as Files

Inserting the Original Message

Composing New Messages

Forward (Message Menu)

Forwards the selected message in the active folder to an addressee of your choice. If the message includes an attachment, the attachment will also be forwarded.

For step-by-step help, see:

Forwarding Messages and Attachments

Related Procedures:

Replying to Messages
Opening Existing Messages
Saving Messages and Attachments as Files
Inserting the Original Message
Composing New Messages

Delete Message (Message Menu)

Deletes the selected messages from a Folder Window. Deleted messages are placed in the Wastebasket folder, and may be retrieved from there. When you delete files from the Inbox, those files will be automatically deleted from the host during the next mail update.

For step-by-step help, see:

Deleting messages from a folder

Related Procedures:

Selecting messages in a folder
Moving messages to another folder
Copying messages to another folder

Move Message (Message Menu)

Moves the selected message or messages from the active folder to another folder. When you move files from the Inbox, those files will be automatically deleted from the host during the next mail update (if you have enabled the Retail Mail on Host preference).

For step-by-step help, see:

Moving messages to another folder

Related Procedures:

Deleting messages from a folder
Selecting messages in a folder
Copying messages to another folder

Copy Message (Message Menu)

Copies the selected message or messages from the active folder to another folder.

For step-by-step help, see:

Copying messages to another folder

Related Procedures:

Moving messages to another folder
Deleting messages from a folder
Selecting messages in a folder
Copying messages to another folder

Select All Message (Message Menu)

Selects all message in the active folder.

Address Book... (Tools Menu)

View and process multiple address books and local aliases.

The ability to maintain several address books is a powerful organizing feature. You can maintain as many books as you like, and even import simple text files for use as Pronto96 address books.

You use aliases as shorthand or simple nicknames for Pronto96 addresses. An alias may be defined for one or many Pronto96 addresses or other aliases. This is one-to-many capability is also a powerful feature. It means that you can define mailing lists containing several, dozens, or even hundreds of names.

Related Procedures:

Opening the Address Book

Adding New Addresses

Inserting Addresses to Outgoing Mail

Adding Addresses from Incoming Mail

Modifying Existing Addresses

Deleting Addresses

Selecting the Current Address Book

Copying One or More Addresses to Another Book

On-Line Menu
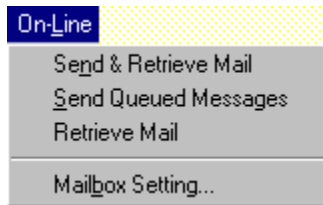
Click on an option in the picture for its description, or click on a topic below.

Send and Retrieve Mail

Send Queued Mail

Retrieve Mail

Mailbox Settings

Send and Retrieve Mail (On-Line Menu)

Sends mail from the Outbox, retrieves new mail from the host into your Inbox, and synchronizes the host Inbox with the local one by deleting files on the host that have been moved or deleted from your Inbox.

To send mail only, choose Send Queued Mail from the On-Line menu.

To receive mail only, choose Retrieve Mail from the On-Line menu.

Send Queued Mail (On-Line Menu)

Sends mail from the Outbox.

Retrieve Mail (On-Line Menu)

Retrieves new mail from the host into your Inbox.

View Menu
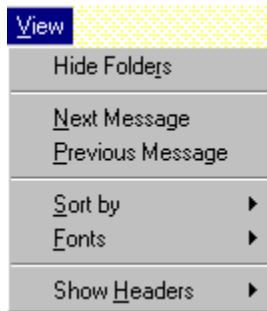
Click on an option in the picture above for its description, or click on a topic below.

[Hide Folders](#)

[Next Message](#)

[Previous Message](#)

[Sort by Date](#)

[Sort by Sender](#)

[Sort by Recipient](#)

[Sort by Subject](#)

[Sort by Size](#)

[Sort by Priority](#)

[Fonts](#)

Show Headers...

Hide Folders (View Menu)

Closes the Folders window.

Next Message (View Menu)

Shows the next message in the currently active folder.

Previous Message (View Menu)

Show the previous message in the currently active folder.

Sort By Date (View Menu)

Lists messages in the current folder by date.

Sort By Sender (View Menu)

Lists messages in the current folder alphabetically, by sender name.

Sort By Recipient (View Menu)

Lists messages in the current folder alphabetically, by recipient name.

The Sort by Recipient command is only available when the Draft or Sent log folders are activated.

Sort By Subject (View Menu)

Lists messages in the current folder alphabetically by subject.

Sort by Size (View Menu)

Lists messages in the current folder by size of the message.

Sort by Priority (View Menu)

Lists messages in the current folder according to the Priority specified for the message.

Show Headers (View Menu)

Sets the level of detail in message headers. There are submenus for Full, Partial and None.

Full displays all message header information including full routing details.

Partial headers, the default value, displays the date, sender/recipient, Cc and subject of the message.

None displays no message header.

See:

Displaying Body Header Detail

Tools Menu
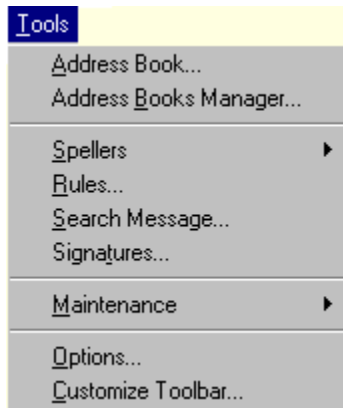
Click on an option in the picture for its description, or click on a topic below.

Address Book	View and maintain your list of addresses.
Address Books Manager	Create, import and manage several address books.
Spellers	Checks spelling in the selected message(s)
Rules	Enables you to automate the management of incoming and outgoing messages.
Search Message	Displays specified messages.
Signatures	Enables you to define and store standard closings for your messages.
Maintenance	Performs file maintenance functions.
Options	Customizes Pronto96 functionality and appearance.
Customize Toolbar	Enables you to specify which tool buttons appear in the toolbar.

Search Message (Tools Menu)

The Search Message command enables you to search for messages across folders and subfolders.
You can specify different criteria for your search.
Click on a field in the picture below to display its description.

Click on a topic below for more information:
Search in Folder.
  Character String Search
  See Advanced Search Message Options for date search options.

Search in Folder

Click on the Folders button to display a popup Folders window. Select a folder to search in and click OK.
If you want to include subfolders in your search, the **Include Subfolders** checkbox should be selected.

Character String Search

You can use sub-strings, e.g. putting `hel` in the subject field, will display all messages with the words `help,` `hello` and so on in their subject line.

From: Display messages that contain the specified string in the sender field.

To: Display messages that contain the specified string in the addressee field.

Subject: Display messages that contain the specified string in the subject field.

Message body: Display messages that contain the specified string in their body content (message).

The **case sensitive** check box at the bottom of the dialog box determines whether or not the filter ignores upper and lower case (when not checked), or treats them as different (when checked).

Advanced Search Message Options

The Advanced Search Message dialog provides date search options.

You can perform one of the following types of date search:

- Between specified start and end dates. Dates are in the date format that your setup uses, e.g. month/day/year or day/month/year.
- During the previous specified number of days.
- During the previous specified number of months.

Options... (Tools Menu)

The **Options** dialog box allows you to change settings which affect the way Pronto96 looks and works:

General | Editor | View | Mailbox | Password

Settings are organized according to tabs.

Click on a tab for more information about settings in that category, or click on a topic below.

General Tab
Editor Tab
View Tab
Mailbox Tab
Password Tab

General Tab (Options dialog)

The General tab provides various configuration options for Pronto96.

Click on an option in the picture below to display its description.
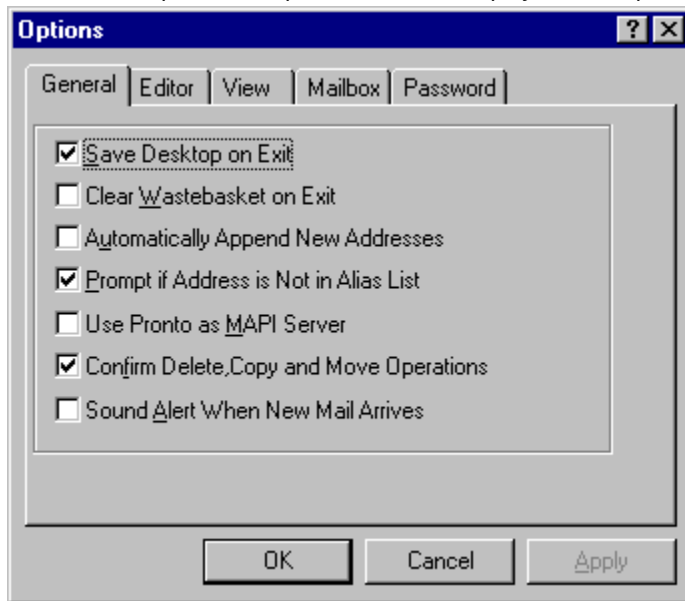
Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made:

Click the **OK** button.

To ignore any changes you've made:

Click the **Cancel** button.

Click on a topic below for a description of each option.

Save Desktop on Exit

Clear Wastebasket on Exit

Automatically Append New Addresses

Prompt if Address is Not in Alias List

Use Pronto as MAPI Server

Confirm Delete, Copy and Move Operations

Sound Alert When New Mail Arrives

Editor Tab (Options dialog)

The Editor tab provides options for Edit windows as well as URL and e-mail address recognition in all windows.
Click on an option in the picture below to display its description.
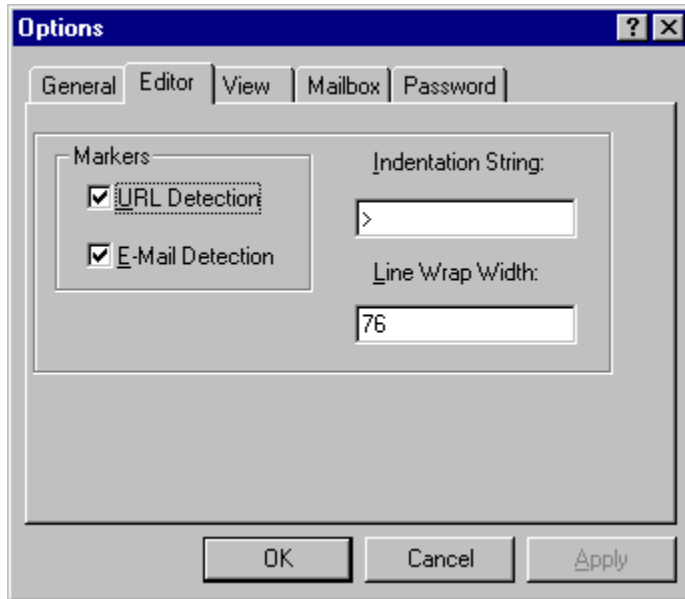
Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made:
Click the **OK** button.

To ignore any changes you've made:
Click the **Cancel** button.

Click on a topic below for a description of each option.
Markers
Indentation String
Line wrap width

View Tab (Options dialog)

The View tab provides options for configuring the arrangement of your Pronto96 desktop.

Click on an option in the picture below to display its description.
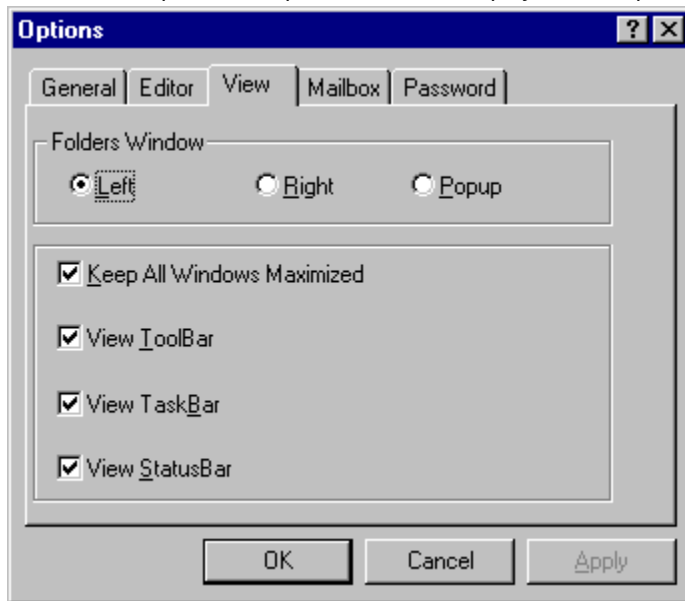
Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made:

Click the **OK** button.

To ignore any changes you've made:

Click the **Cancel** button.

Click on a topic below for a description of each option.

Folders Window
Keep all Windows Maximized
View ToolBar
View TaskBar
View StatusBar

Mailbox Tab (Options dialog)

The Mailbox tab provides options for mail handling.
Click on an option in the picture below to display its description.
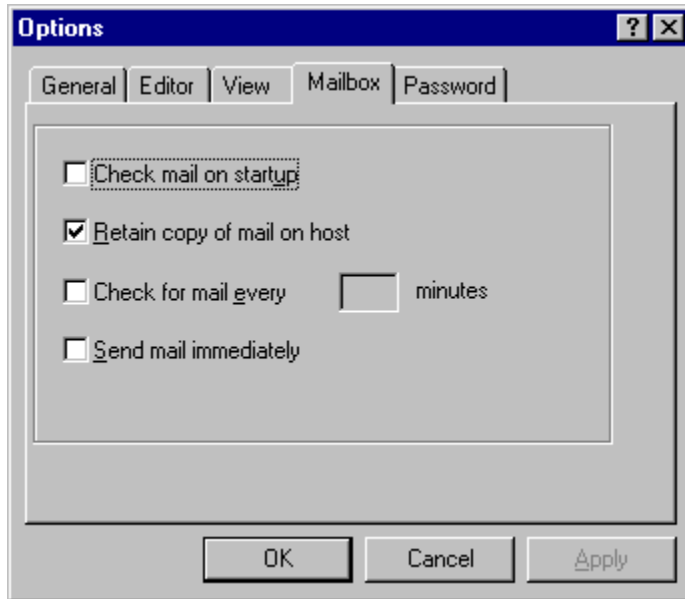
Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made:
Click the **OK** button.

To ignore any changes you've made:
Click the **Cancel** button.

Click on a topic below for a description of each option.
Check Mail on Startup
Retain Copy of Mail on Host
Check for Mail every _ minutes
Send Mail Immediately
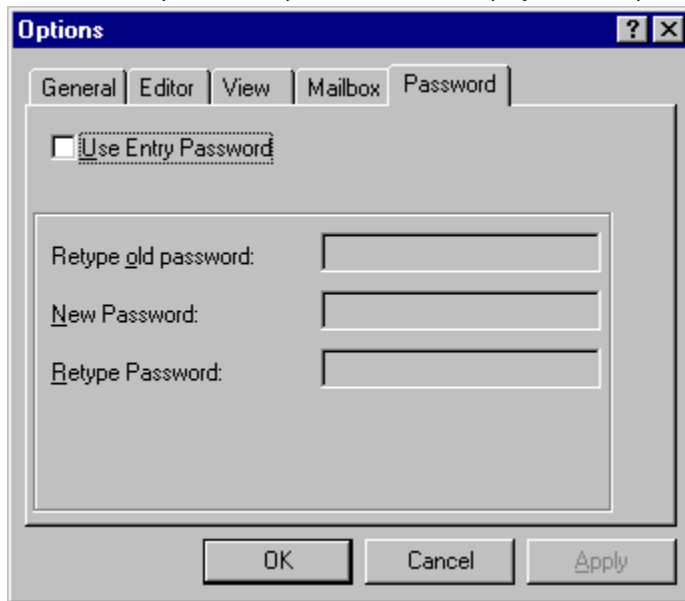
Password Tab (Options menu)

The Password tab provides options for setting your password.
Click on an option in the picture below to display its description.

To save the settings you've made:
Click the **OK** button.

To ignore any changes you've made:
Click the **Cancel** button.

Click on a topic below for a description of each option.
Use Entry Password
Changing Your Password

Changing Your Password

1. Type in your old password in the **Retype Old Password** field.
2. Enter a new password in the **New Password** field.
3. Retype your new password in the **Retype Password** field.

Option: Markers

Selecting **URL Detection** displays all URL addresses in messages in blue. Selecting **E-Mail Detection** displays e-mail addresses in messages in red underline.

See also:

URL and E-Mail Recognition

Option: View ToolBar

Displays the ToolBar at the top of the Pronto96 window.

Option: View TaskBar

Displays the TaskBar, showing which folders are open, at the bottom of the Pronto96 window.

Option: View StatusBar

Displays the StatusBar, showing the number of messages in the active window, above the TaskBar.

Option: Folders Window

Specifies how to display the Folders window - to the left of message windows (default), to the right of message windows , or as a pop-up window.

Option: Confirm Delete, Copy and Move Operations

Prior to deleting, or performing move or copy operations, Pronto96 will prompt you for confirmation.

Option: Keep All Windows Maximized

When a window is opened, it will appear in its maximized state.

Option: Save Desktop on Exit

Instructs Pronto96 to save the position of all open windows on its desktop when exiting and to restore this desktop configuration when beginning the next Pronto96 session.

Option: Clear Wastebasket on Exit

Pronto96 will clear the wastebasket folder each time that you exit Pronto96.

Option: Automatically Append New Addresses

If the address of an incoming message does not exist in your address book, Pronto96 will add it automatically.

Option: Sound Alert When New Mail Arrives

Beeps after incoming mail is received from the host.

Option: Prompt if Address is Not in Alias List

If you type the name of an addressee that does not exist as an alias in your address book, Pronto96 will prompt you to verify the name and decide whether you would like to add it to the list.

Option: Use Pronto as MAPI Server

Installs Pronto96 as a MAPI server, enabling you to send mail from any mail-enabled application.

Option: Indentation String

Selects the character strings that are to appear before each line of text added using the original button in a reply window. The default string is the "greater than" sign (>) followed by a blank space.

For example: **>This is the original text.**

Option: Line Wrap Width

Selects the maximum number of characters to be used in a line when editing a message. Adding characters beyond that maximum will cause the characters to appear on the next line.

Option: Entry Password

The entry option password enables you to protect the contents of Pronto96 from prying eyes. You use this screen to indicate whether you want to use an entry password. If so, you type in a password of your choice (then retype the password to ensure accuracy).

Customize Toolbar... (Tools Menu)

Allows you to specify which tool buttons are to be included in the <u>toolbar</u>. Selection opens the Customize Toolbar dialog.

Related Procedures:

<u>To see all Toolbar buttons with definitions</u>
<u>To add a button to the current Toolbar</u>
<u>To remove a button from the current Toolbar</u>
<u>To change the position of the button on the current Toolbar</u>

Signatures... (Tools Menu)

Use this option to define standard closings for your messages. You may set one signature as the default for inclusion at the end of all messages.

Related Procedures:

Creating a new signature

Setting a default signature

Modifying an existing signature

Deleting a signature

Rules (Tools Menu)

Use this command to manage rules for automating the handling of incoming and outgoing mail. Opens the Rules Manager.
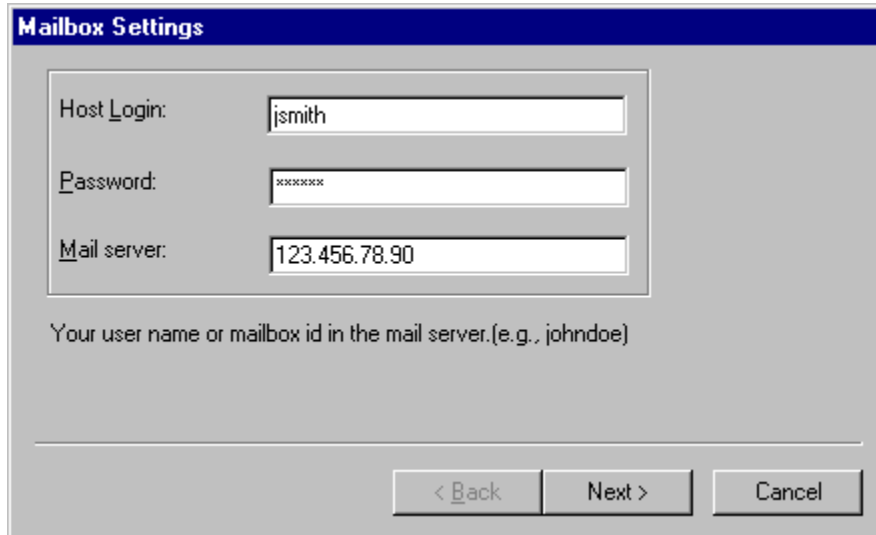
Mailbox Setting... (On-Line Menu)

The **Mailbox Settings** dialog allows you to specify information required for receiving mail from the server.

You need to define Mailbox Settings before Pronto96 can receive your mail from the server.

You can change Mailbox Settings at any time.

Click on a field in the picture below to see its description.

Enter settings in each field and then click **Next** to accept the indicated settings and access Advanced Settings. Click **Cancel** to return to the previous settings.

Click on a topic for information on each field:

Host Login

Password

Mail Server

See also:

Mailbox options

Host Login

Enter your user name or mailbox ID.

This is the ID you use to log on to the host UNIX system. (for example, if your Internet address is johndoe@domain.com you would enter `johndoe`

Password

Your password on the Mail Server.

If you leave this field empty, you will be prompted for your password when you retrieve mail.

Mail Server

Enter the domain name of your mailbox.

The host name (e.g., mailhost) or Internet address (e.g., 192.34.23.1) of the system where your e-mail is delivered.
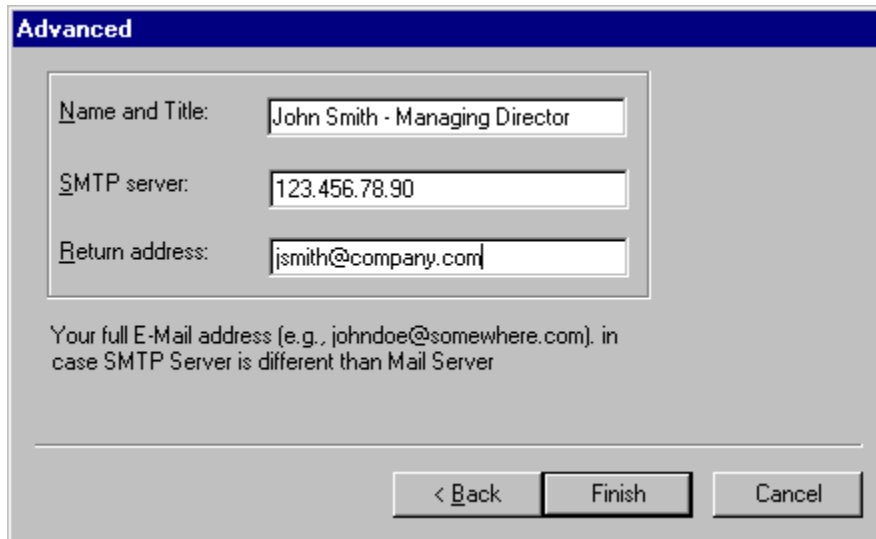
Description Field

This area provides a description of the field in which the cursor is positioned.

Advanced Mailbox Settings

Advanced Settings provide additional mailbox settings. These settings enable you to define an outgoing (SMTP) mail server different than the incoming mail server described in the basic mail settings.

Click on a field in the picture below to see its description.

To define an outgoing (SMTP) mail server, enter settings in each field and then click **Finish**. Click Back to return to the basic **Mailbox Settings** dialog. Click **Cancel** to return to the previous settings.

Click on a topic for information on each field:

Name and Title
SMTP Server
Return Address

See also:

Mailbox options in the Tools menu **Options** dialog.

Name and Title

Enter the name and title you wish to include in your messages (e.g., John Doe - Marketing Manager). The content of this field is optional.

SMTP Server

Enter the Domain name of the outgoing mail (SMTP) server.

Host name or Internet address of the system where outgoing messages are sent if different to the Mail Server in the Mail Settings dialog.

Return Address

Enter your full e-mail address.

Your full e-mail address (e.g., johndoe@somewhere.com). Completing this field is required only if your SMTP Server is different than your Mail Server.

Option: Check Mail on Startup

When Check Mail on Startup mailbox is selected, Pronto96 sends any messages in the Outbox, and checks for incoming messages each time you start the program.

This assumes that a connection with the host has been established. If there is no connection and this option is selected, you will see an error message.

Option: Retain Copy of Mail on Host

When this option is enabled, a copy of each message you download is kept on the host, allowing you to download that message again in the next time you update your mail. Using this option, for instance, you may view the same messages when working on different computers, for instance at home and in the office.

When disabled, copies of messages will not be preserved on the host, and all messages downloaded to your own Inbox will not be available for another download.

Note: It is recommended to keep the Save Copy on Host box permanently selected unless you have a specific reason for not doing so.

Option: Check for Mail every ____ minutes

When selected, Pronto96 checks for any queued message in the Outbox and checks for any incoming mail at a pre-set interval.

Option: Send Mail Immediately

You can setup Pronto96 to send mail to the host immediately after you issue a Send command from an outgoing folder window. Otherwise, it waits until you issue the Send All command from within the Outbox folder, or issue the Send Mail command or the Send and Retrieve Mail command from the On-Line menu.

Note: Even if you have not specified immediate sending of mail, the contents of the Outbox is transferred to the host at each login.

Setting MIME Types

Setting MIME Types associates Windows file types to MIME types/subtypes.

This will instruct Pronto96 how to treat different types of attachments. For example, you can associate file type GIF with type ''image'' and sub-type ''gif'', so that if you have an application that is associated with the GIF extension in Windows, it will be launched automatically when you double-click an image/gif attachment.

To set MIME Types:

1. Click on the **MIME Types** button in the Attachment Type dialog. The window expands to display the MIME Types field.
2. Enter new MIME types and subtypes.

   Pronto96 recognizes all MIME types and subtypes known at the date of shipping. If new MIME types are defined, you can add them.

See <u>Attaching files</u> for additional information on working with attachments.

Fonts... (View Menu)

Enables you to change the appearance of text in Folder Headers and the Message Body.

There are three levels to this menu. Clicking on **Fonts**... opens a submenu, from which you can choose between **Folder Headers**... and **Message Body**.... Clicking on either of these will open the **Font** dialog box.

The **Font** dialog box allows you to change the font, font style, color and size of text characters in the Folder header and Message body. Use standard Windows actions to choose your preferences.

Maintenance (Tools Menu)

Clear Inbox
Clear Wastebasket

Clear Wastebasket

This command clears the Wastebasket folder.

Clear Inbox

This is a useful command if your Inbox is deleted or corrupted for some reason.

Executing this command erases all data from the Inbox. It does not affect mail residing on the host. You may be able to recover any messages that may have been lost when you next update mail.

Window Menu
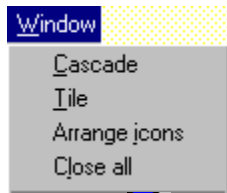
Cascade   Arranges folders in "cascading" windows, one on top of the other on the Pronto96 desktop, with the active window on top

Tile Arranges folders in "tiled" windows of equal size on the Pronto96 desktop, with the active window in the upper left corner

Arrange icons Arranges all icons (representing minimized messages and folders) in the lower left corner of the Pronto96 Desktop

Close All   Closes all Pronto96 folder and message windows

Help Menu
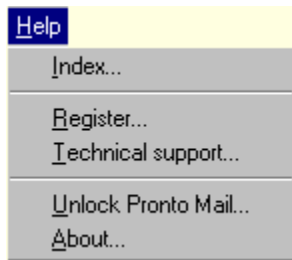
Index   Opens the online Help Contents Page.

Order Form   Opens an order form addressed to Commtouch enabling you to order a fully licensed copy of Pronto96.

Technical Support   Opens a Compose window automatically addressed to Commtouch Technical Support in which you can request help for problems encountered while using **Pronto96**. See the Troubleshooting Guide for help before reporting problems.

Unlock Pronto Mail   The evaluation copy of **Pronto96** is valid for 30 days. You can use this option to order a license for **Pronto96** to enable unlimited use of **Pronto96**. Once you have purchased a license, Commtouch will supply you with a keyword which you enter in this dialog.

About   Displays the About Pronto96 window which gives the current version number.

Ordering a Licensed Copy of Pronto96

The evaluation copy of **Pronto96** is valid for 30 days. You can order a fully licensed copy of **Pronto96** directly from the Help menu **Order Form** command. This option opens an order form addressed to Commtouch which you can fill in and send by e-mail.

Procedures Index

Provides an alphabetic listing of **Pronto96** Procedures.

The Pronto96 Desktop

Pronto96's user interface is organized as a desktop.

The desktop frame includes:

Main menu

Toolbar

A Taskbar at the bottom of the window displays which folders are open and/or active.

A status line above the Taskbar provides communication status and a brief description of the toolbar button currently pointed to by the cursor.

The desktop may contain:

Message windows

Folder windows

Message Windows

Message Windows are the "envelope" in which you send your message. They consist of two sections.

The Message Header contains the address and subject information.

Adding Addresses from Edit Windows

The Message Body contains the contents of your message and attachments.

Toolbar Definitions

The Toolbar is useful for simplifying command sequences into a single point-and-click operation. Pronto96 gives you a great deal of flexibility in <u>tailoring your toolbar</u> to fit your tastes.

Here are definitions of the toolbar buttons.

Opens the folder pane

Creates a new message

Replies to the sender only

Replies to the sender and all recipients

Forwards the selected message

Opens the address book

Selects the next mail message

Selects the previous mail message

Copies the selected message

Moves the selected message

Opens a folder

Moves the selected message to the Wastebasket

Finds specified text

Repeats the last find/replace

Moves the selected text

Copies the selected text

Inserts the Clipboard text

Shows all of the message header

Shows some of the message header

Shows no message header

Checks the spelling

Prints the selected message

Arranges windows as a cascade

Arranges windows as tiles

Retrieves new mail and sends queued mail

Accesses online help

Address Books Manager (Tools Menu)

The Pronto96 Address Books Manager is a tool for adding, creating, importing, removing and prioritizing multiple address books. Using it you will be able to organize and manage large address databases, and even transform simple text files into e-mail address books recognizable by Pronto96.

Related Procedures:

[Adding a new Address Book](#)

[Adding an Existing Address Book](#)

[Modifying an Existing Address Book](#)

[Removing an Address Book](#)

[Choosing the Default Address Book](#)

[Working with Shared Aliases](#)

Adding a New Address Book

This procedure creates a new address book.

To create a new address book:

1. Choose **Address Books Manager** from the Tools menu.

   The Address Books Manager dialog opens, displaying a list of your existing address books.

2. Click on **Add**.

   The Add New Address Book dialog opens.

3. Enter the name of the book you are about to create in the **Name** field.

   Note: If for some reason you wish the new address book to be stored in a directory different than the one displayed in the **Path** field, enter the new path name. By default, however, it is recommended not to change anything in this field when creating a new book.

4. Click **OK** to save the new book name, or click **Cancel** to exit the dialog without saving the changes.

   The Address Books Manager dialog re-appears. The name of the Book you have just created appears in the list box.

5. Click **OK**.

The next time you choose Address Book from the Tools menu or from an Edit window, the new book you created will be accessible through the Address Book's Current book pop-up list.

To select the new address book as the current one, see:

Selecting an Address Book

See also:

Adding an Existing Address Book
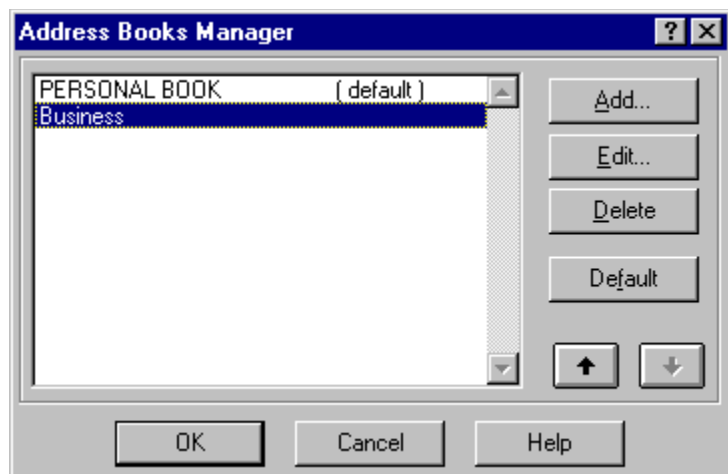
Address Book ? ✕

Current Book : | Business (default) ▼ |

Name:	Addresses:
Commtouch	pronto@commtouch.com
John Smith	jsmith@company.com

◄ ▶

Add...

Modify...

Delete

Copy...

OK   Cancel   Help

Adding an Existing Address Book

In the course of your work, you may want to add to your address library an existing address book created by any Pronto mailer, whether yours, or someone else's.

To add an existing Address Book:

1. Choose **Address Books Manager** from the Tools menu.

   The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.

2. Click on **Add**.

   The Add New Address Book dialog opens.

3. In the **Name** field, enter the name under which you would like the new book to appear.

   In the **Path** name, enter the path where the book you want to add is located. If you do not remember the exact path, click on the **Browse** button to open the **Open** dialog and search your disk or network for the address-book file.

   Note: You are looking for a file with a *.dbf extension, but not every such file is necessarily an address book. If you select a *.dbf file which is not a Pronto96 address book, Pronto96 will notify you.

4. When you have found the correct file, click **OK** in the Open dialog, and/or **OK** in the **Add New** Address Book dialog.

   The Address Books Manager re-appears. The name of the Book you have just added should appear in the Manager's list box.

To select the new address book as the current one, see:

[Selecting an Address Book](#)

Modifying an Address Book Name and/or Path

This procedure allows you to change the name of an address book, or move it to another directory.

To modify an address book name and/or path:

1. Choose **Address Books Manager** from the Tools menu.

   The Address Books Manager dialog opens, displaying a list of your existing address books.

2. Using the mouse or keyboard vertical scroll arrows, highlight an address and click on **Edit**, or simply double-click on the address book name you want to modify.

   The Edit Selected Address Book dialog opens.

3. Enter a new name for the selected address book into the **Name** field, and/or a new path name for the address book file in the **Path** field. Use the **Browse** button for an optional browse around the directory tree.

4. Click **OK**.

   The Address Books Manager re-appears. The name of the Book you have just modified will appear in the Manager's list box.

To select the newly named address book as the current one, see:

Selecting an address book

Removing an Address Book

Using the Remove command, you may remove an unnecessary address book from the Address Books Manager.

Note: This operation does not delete the address book file, but only removes it from the Address Book list regularly accessible through Pronto96. You may re-include the removed address book file into the Manager at anytime, using the Add command.

To remove an address book:

1. Choose **Address Books Manager** from the Tools menu.

   The Address Books Manager dialog opens, displaying a list of your existing address books.

2. Using the mouse or keyboard vertical scroll arrows, highlight an address and click on **Delete**.

   A confirmation box appears, asking for your final approval for address book removal. Click **Yes** to proceed with removal, or **No** to exit without removing.

If you clicked **OK**, the selected address-book will be removed from the Manager's list box.

Changing the Default Address Book

Use the **Default** button in the Address Books Manager to determine which of your address books will be displayed by default each time you open the Address Book from the Tools Menu or Compose window.

To change the Default Address Book:

1. Choose **Address Books Manager** from the Tools menu.

   The Address Books Manager dialog opens, displaying a list of your existing address books.

2. Using the mouse or keyboard vertical scroll arrows, highlight the Address Book you want to be displayed by default and click on **Default**.

   The expression **(default)** will appear beside the selected Address Book.

3. Click **OK** to close the Address Books Manager.

4. Open the Address Book from the Tools menu or Compose window.

   The contents of the book you selected as default are now displayed by default. The Current Book field above the address list displays the name of that book.

Note: While being able to select a non-default address book as current, every time you close the address book and then re-open it, the default address book will re-appear.

To select another Current Address Book see:

Selecting an Address Book

Working With Shared Aliases

Sometimes you may find it necessary to keep several separate addresses under the same alias. Each of these addresses must be stored in a different address book. When you enter such a shared alias into the **To** field while composing, Pronto96 must have a way of knowing which of the sharing addresses you are referring to. Pronto96 will always assume that the specific address you are referring to in the current Compose window is to be found in the first Address Book on the Address Books Manager list.

To define the source for an alias-sharing address:

1. Make sure that each one of the addresses sharing the same alias is stored in a different address book. No address book can contain more than one such address.
2. Choose **Address Books Manager** from the Tools menu.

   The Address Books Manager dialog opens, displaying a list of your existing address books.
3. Using the mouse or keyboard vertical scroll arrows, highlight the Address Book you want to move to the top of the list.
4. Click on one of the arrows located at the right side of the Address Books Manager to move the selected address book to the top of the list.
5. Click **OK**. The address book at the top of the list is now Pronto96's reference source for shared aliases.

Selecting the Current Address Book

When you open the **Address Book**, Pronto96 will display the particular book designated as (default) in the Address Books Manager.

To select another address book as current:

1. Open the Address Book by choosing **Address Book** from the Tools menu, or from the Compose window **Address** button. The name of the currently displayed book appears in the Current Book field.

2. Choose the name of the address book you want to open from the Current Book list box.

   The selected address book will be displayed.

Note: while being able to select a non-default address book as current, every time you close the address book and then re-open it, the default address book will reappear.

See also:

Changing the Default Address Book

Adding a new address Book

Copying one or more Addresses to Another Book

Sometimes you may want to keep the same address in more than one book.

To copy an address to another Address Book:

1. Open the Address Book by choosing Address Book from the Tools menu, or the **Address** button from the Compose window.
2. Select the book which contains the address you want to copy.
3. Select the address(es) you want to copy.
4. Click on the **Copy to** button to the right of the **Current Book** field. The Copy Alias dialog opens, displaying the Alias and Address you selected.
5. Select the name of the Address Book to which you want to copy the address in the **Address Books** drop down box.
6. Click **OK** to copy the address you selected to the destination book you specified.

Selecting Address(es)

Selected addresses appear highlighted.

To select a single address:

Select an address with a mouse-click or by using the up or down arrows on the keyboard.

To select consecutive addresses:

1. Select the first address in the series.
2. Hold down the **Shift** key.
3. Select the last address in the series.

To select non-consecutive addresses:

1. Select the first address in the series.
2. Hold down the **Ctrl** key.
3. Select additional addresses with a mouse-click.

Right Mouse Button Functions

Pronto96 offers the most frequently used functions from context-sensitive popup menus which can be accessed by pressing the right mouse button. The menu changes according to the part of the desktop to which the cursor is pointing.

Selecting the Current Signature

If you have created more than one signature, Pronto96 lets you select a signature as the current one without making it the default signature.

To select a signature as current:

1. Click on the **Options** button in the Compose window toolbar.

   The Options window opens.

2. Select the desired signature from the **Signatures** list.

   The signature you selected is now current, but if it is not the default signature, you will have to select it manually on every time you enter the Compose window.

See also:

Setting the Default Signature
Working With Signatures

Select Message Priority (Options)

Pronto96 allows you to add a priority label to every outgoing message. This label will be attended to only by mailers featuring priority recognition, including, of course, Pronto96 itself.

To set the message priority:

1. In the Compose window toolbar, click on the Options button. The Options window opens.
2. Select the desired priority from the **Priority** list box.

   The priority you selected will be attached to your outgoing message.

Getting Receipt Acknowledgments

Pronto96 can notify you when your message has reached its destination server.

To enable this feature:

1. In the Compose window toolbar, click on the **Options** button. The Options window opens.
2. Check the **Receipt acknowledge** button and click **OK**.

   The next time you send a message, you will receive a "Return receipt" message, indicating your message has arrived at its destination server.

Sending Mail

Pronto96's Send Mail command is accessible from more than one menu. Each of these variations fulfills a different function.

1. Send **from the Compose window** - sends the currently displayed draft to the Outbox.

   Note: If the Send mail immediately option in the Mailbox tab of the Tools menu Options dialog is checked, clicking on Send from the Compose window will directly send the currently displayed draft to the host, bypassing the Outbox.

2. Send Mail **from the On-Line menu** sends **all** contents of the Outbox.

3. Send **from Outbox** sends to the host only the currently selected (highlighted) message.

Options (Compose Window)

[Setting the default signature](#)
[Selecting Message Priority](#)
[Getting Receipt Acknowledgments](#)

Sending and Receiving Voice Messages

Pronto96 enables you to send and receive voice messages if your computer has the appropriate hardware (microphone and speaker). No additional software is required.

Note: If your computer does not have the appropriate hardware, the **Record** button in the Compose window will be grayed out.

Sending Voice Messages

Pronto96 enables you to record your voice message directly into your mail message. It automatically saves the recorded message as a .WAV file and attaches it to your mail message. See <u>Recording a Voice Message</u> for instructions.

In addition, Pronto96 can send any .WAV file as an attached file. See <u>Sending a Prepared .WAV File</u> for instructions.

Receiving Voice Messages

You can receive any voice message as an attached .WAV file and then play it back. See <u>Playing a Voice Message</u> for instructions.

You can save the voice message as you would any attached file. See <u>Saving Attachments as Files</u> for details.

Playing Voice Messages

Pronto96 plays back .WAV files in a standard Windows95 Player window. See <u>Playing a Voice Message</u> for instructions.

Recording a Voice Message

Pronto96 records your voice message, and then automatically saves it as a .WAV file and attaches it to your mail message.

To record a voice message:

1. Select **Compose Message** from the Message menu. The Compose window opens.

2. Press the **Record** button ![Record...]. The [Recording](#) window opens and begins recording immediately.

3. Record your message. When you have finished, press **OK**. The Recording window closes. Your voice message is attached as a .WAV file represented by an [icon](#) underneath the message area in the Compose window.

4. You can playback your recorded message by double-clicking on the icon. See [Playing a Voice Message](#).

Recording

Ok   Cancel
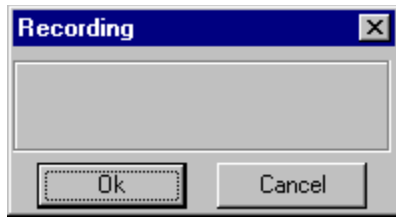
tempfile.wav

Sending a Prepared .WAV File

Pronto96 can send any prepared .WAV file as an attached file.

To attach a .WAV file:

1. Select **Compose Message** from the Message menu. The Compose window opens.

2. Press the **Attach** button in the Compose window. A file selection window appears.

3.   Select the .WAV file to attach. An Attachment Type window opens.

4.   Complete this form as follows:

    The selected filename appears in the **File Name** field. You can change this name directly in the field or using the **Browse** button.

    Enter a short description of the selected file in the **Description** field, if desired.

    Change the settings in the **Type** and **Contents** fields if required.

5. Press **OK** to accept the settings and return to the Compose window.

    The attached file appears as an icon in the area below the message area.

6. You can playback your recorded message by double-clicking on the icon. See Playing a Voice Message.

See also:

Attaching Files

Playing a Voice Message

Pronto96 receives a voice message as an attached .WAV file and plays it back through a standard Windows 95 Player window.

To playback a voice message:

1. Open the message containing the voice message.

    The voice message appears as an icon below the message area.

2. Double-click on the icon. A standard Windows 95 Player window opens containing standard Play buttons.

3. Press the **Play** button ▶ to play the message.

See also:

Opening Attachments
Saving Attachments as Files

E-Mail and URL Recognition

How many times have you painstakingly typed an e-mail address into your address book?

How many times have you painstakingly typed the same web site address?

With Pronto96 you simply double-click on an e-mail address in a mail message to add it to your address book and/or double-click on a web site address in a mail message to open your web browser at that address.

See:

Adding a Marked E-Mail Address to Your Address Book

Retrieving URL Addresses

Adding a Marked E-Mail Address to Your Address Book

Pronto96 recognizes e-mail addresses in messages and displays them in red underline when you view any message.

To add an e-mail address to your address book:

1. Double-click on an address marked in red underline. The Add an Alias dialog opens with the selected address. You can change the Alias if desired.
2. Press **OK** to add the alias and address to your address book.

Retrieving URL Addresses

Pronto96 recognizes URL addresses enabling you to automatically open your web browser at a selected address. A URL address, such as a web site address, appearing in a message is displayed in blue when you view the message.

Simply double-click on an address marked in blue to open your web browser at the selected address.

Note: Pronto96 opens the default browser as defined in the Windows 95 setup Registry file.

Multilingual Spelling Checker

Pronto96 provides a multilingual spelling checker and enables you to download dictionaries from the Internet.
See [Checking Spelling](#)

New Compose Message Options

Pronto96 provides the following new options:

[Setting priorities](#)

[Receipt Acknowledgments](#)

Long File Name and UNC Support

Pronto96 provides support for long file names and UNC (universal name convention) path names. This provides more flexibility as you can use files whose full path names are up to 255 characters. File names may include spaces.

OK

Accepts the selected settings and closes the dialog.

Cancel

Closes the dialog without making any changes.

Address button

Opens the Address Book dialog.

You can:

- Insert an address into the **To**, **Cc** and/or **Bcc** fields in the message header.
- Add an address to an Address Book.
- Modify or delete an existing address in an Address Book.
- Copy an address from one Address Book to another.

Current Book

Displays the current Address Book. Select another Address Book from the Current Book drop-down list.

Copy Address button

Press this button to open a dialog to copy the selected address to another Address Book.

Address Books box

Select the Address Book to which you want to copy the selected address.

Alias and Addresses

Displays the selected alias and address. These fields cannot be edited.

Recipient fields

Enter addresses in the **To**, **Cc** and **Bcc** fields of the message header:

- Type in aliases or addresses in the appropriate fields and click **OK**, or
- Select an address and click on the **To**, **Cc** or **Bcc** button. Repeat for each field as necessary and then click **OK**.

Note: To enter an address from the Address Book directly into the **To** field, simply double-click on the required address and click **OK**.

Address list

Displays aliases and addresses in the current Address Book.

Add an Address

Opens a dialog to add an address to the current Address Book.

Modify an Address

Opens a dialog to modify the selected address.

Alias and Addresses fields

Enter a new alias and address, or edit the displayed alias and address. To create a mailing list, enter multiple addresses, separating each entry by a comma, in the Addresses field.

Delete Address

Deletes the selected address.

Attach File

Attaches a file to your mail message. A Windows 95 file selection window opens in which you choose the file to attach. You can attach text files, binary files, sound (.wav) files, and more.

File Name field

Displays the selected file. You can change the file name by entering a new name or using the Browse button.

Browse button

Use this button to change the selected file.

Description field

You can enter a short description of the attached file (optional).

Type of attachment

Select the type of attachment - MIME (default) or Sun attachment).

Contents format

Select the contents format - binary or text.

MIME Types

Press this button to open a dialog to define additional MIME formats (optional).

Record button

Opens a Recording window in which you record a voice message (if your computer has the appropriate hardware). Click **OK** when you finish recording. Pronto96 saves the recorded message as a **.wav** file and attaches it to your mail message.

Options button

Opens a dialog in which you can:

- Select a Signature to use in your message.
- Set the Priority for sending the message.
- Request acknowledgment on receipt by the host.

Signature

Select a signature (if you have created one using the Tools menu **Signatures** dialog) to add at the end of your message.

Priority

Select a priority for sending your mail message.

Receipt acknowledge

Check the box if you want acknowledgment on receipt by the host.

Save button

Saves a copy of the current message in the Draft folder without sending it. This enables you to save a message for editing and/or sending at a later time.

Send button

Adds the selected signature at the end of your message and sends it. The message is either sent to the host immediately or placed in the Outbox folder for sending later, depending on the options selected in the Tools menu **Options** dialog.

Address Books list

Displays the Address Books in the Address Book Manager.

Add an Address Book

Opens a dialog to add an Address Book to the Address Book Manager.

Edit an Address Book

Opens a dialog to change the name of an Address Book in the Address Book Manager.

Delete an Address Book

Removes an Address Book from the Address Book Manager. The Address Book file is not deleted.

Set the Default Address Book

Sets the selected Address Book as the default Address Book. This is the Address Book that is displayed each time you open the Address Book dialog.

Incoming/Outgoing rules

Select which set of rules to display - rules for incoming messages in the Inbox or rules for outgoing messages in the Send Log folder.

Rules list

Displays a list of incoming or outgoing rules according to the selected set.

Rule display

Displays the conditions and actions for the selected rule.

Add a Rule

Opens the Rules dialog to add a new rule.

Edit a Rule

Opens the Rules dialog to edit the selected rule.

Delete a Rule

Deletes the selected rule.

Enable/Disable Rule button

Press this button to enable or disable the selected rule. An enabled rule will automatically be applied to either incoming or outgoing mail. A disabled rule will do nothing, unless you decide to enable it. A green "v" to the left of the rule indicates the rule is enabled. A red "x" indicates the rule is disabled.

Description of the Rule

Enter a description of the rule. Type up to 60 characters describing the rule.

Enabling Rules

An enabled rule will automatically be applied to either incoming or outgoing mail. A disabled rule will do nothing, unless you decide to enable it. You may wish to keep a library of rules which you can selectively enable depending on the situation.

If there is an "v" in the **Enable** box, the rule is already enabled. If the **Enable** box is blank, click on it to enable the rule.

Condition list

Displays conditions for the selected rule.

Add a Condition

Opens the Text Condition dialog to add a condition to the selected rule.

Edit a Condition

Opens the Text Condition dialog to edit the selected rule.

Delete a Condition

Deletes the selected condition.

Rule Action: Copy to

Copies messages to a designated folder when the associated rule is enabled and the conditions for its activation are met. The message remains in its source folder.

When you select this option, the Folders window appears. Double-click on the destination folder (a personal folder). The selected folder name appears to the right of the **Copy to** field. You can click on the folder name to change it.

Rule Action: Move to

Moves messages to a designated folder when the associated rule is enabled and the conditions for its activation are met. The message is deleted from the source folder.

When you select this option, the Folders window appears. Double-click on the destination folder (a personal folder). The selected folder name appears to the right of the **Move to** field. You can click on the folder name to change it.

Rule Action: Forward to

Forwards messages to a designated e-mail address when the associated rule is enabled and the conditions for its activation are met.

When you select this option, the Address Book dialog appears. Select a name from the address book by double-clicking on the name, then click **OK** to accept the address. The selected alias appears to the right of the **Forward to** field. You can click on the alias to change it.

Rule Action: Reply

Opens the Reply Message dialog to reply to messages with a designated message when a rule is enabled and the conditions for its activation are met.

In the Reply Message dialog:

1. Type the message you would like to include in your reply
2. Click on the **Include Original** check box to insert the message to which you are replying.
3. Click **OK** to accept the accept the reply message.

You can click on the **Message** button to the right of the **Reply** field to view and/or edit the message.

Rule Action: Delete

Deletes the message to the Wastebasket when a rule is enabled and its conditions met.

Field

Select the field(s) in which you are seeking a particular text string.

Contain / Not Contain text string

Specify, by selecting a radio button, whether the field should contain, or not contain, the text string.

Text String

Enter the text string in the **Text** field.

If you wish to make the text condition case sensitive, click on the blank **Case Sensitive** checkbox. (If the box is already checked, you may click on it to remove the case sensitivity.)

And / Or Operator

If the current text condition is not the first, choose whether an **And** or an **Or** operator should be applied to the text condition.

Selection of **And** means that both this rule and the preceding one must be true to activate the rule condition.

Selection of **Or** means that either this rule or the preceding one must be true to activate the rule condition.

Current signature

When creating a new signature, enter the signature name.

When editing a signature, this field displays the selected signature name.

Import a signature file

Imports a text file and displays its contents in the Edit field.

Edit Signature box

Create a new signature or edit an existing signature in this field.

Add signature button

To create a new signature, press this button. In the dialog that opens, enter a signature name in the **Current** field, then edit the signature file in the **Edit Signature** field. Click **OK** to save the new signature.

Delete signature button

Press this button to delete the selected signature.

Default signature button

Press this button to set the selected signature as the default signature to be added at the end of messages.

Folder button

Press this button to display a Folders window in which you can select a folder to search in. The default is All Folders.

Include Subfolders

Check this box on to include subfolders in your search.

Character String Search

Enter a string in a field to display messages that contain the specified string in that field. You can use sub-strings, for example, entering **hel** in the subject field will display all messages with the words **hello, help** and so on in their subject line.

Case sensitive

Check this box to make the character string search case sensitive.

Advanced button

Opens a dialog for additional date search options.

All messages

Select this option to display all messages that correspond to the search criteria in the basic Search dialog.

Messages received

Select this option and specify the type of date search to be performed. IF you specify start and end dates, use the date format that your setup uses - month/day/year or day/month/year.

Not in Dictionary

Displays a word not found in the current dictionary.

Change To

Displays a suggested replacement word. You can edit this field.

Suggestions box

Displays a list of suggested replacement words. You can select one of these words to be displayed in the Change To field.

Add Words to

Displays the current dictionary to which you can add the word in the Not in Dictionary field. You may select another dictionary from the drop-down list.

Ignore

Makes no change in the current occurrence of the word in the Not in Dictionary field.

Ignore All

Makes no change in any occurrence of the word in the Not in Dictionary field.

Change

Replaces the current occurrence of the word in the Not in Dictionary field with the word in the Change To field.

Change All

Replaces all occurrences of the word in the Not in Dictionary field with the word in the Change To field.

Add

Adds the word in the Not in Dictionary field to the displayed dictionary file.

Suggest

Suggests a replacement word for the word in the Not in Dictionary field. This field is not   sensitive when the Always Suggest option is on.

Dictionaries

Opens the Dictionaries for managing Dictionaries for the Spell Checker.

Additional Spell Checker Options

Opens an Options dialog for additional Spell Checker options.

Find what

Enter the text string you want to locate in this field.

Replace with

Enter the replacement text string in this field.

Match whole word only

Check this box to find occurrences of the text string as a whole word only.

Match case

Check this box to make the search case sensitive.

Direction

Select the direction of the search - up or down.

Find Next

Finds the next occurrence of the specified text string from the current cursor position.

Replace

Finds and replaces the next occurrence of the specified text string from the current cursor position.

Replace All

Replaces all occurrences of the specified text string.

New Folder Name

Enter the name of the new folder.

Available Buttons

Displays all buttons that may be added to the Toolbar. Use the Add button in the center of the dialog to add buttons to the Toolbar.

Toolbar Buttons

Displays buttons that have been added to the Toolbar. Use the buttons in the center of the dialog to add and remove buttons in the Toolbar. Use the Up and Down arrows below the list to change the position of the button in the Toolbar.

Add and Remove Buttons

Use these buttons to add buttons from the Available Buttons list to the Toolbar Buttons list, and to remove buttons from the Toolbar Buttons list.

Up and Down Buttons

Use these buttons to change the position of a selected button in the Toolbar Buttons list.

Default button

Sets the default toolbar.

Save in

Displays the current directory. You can change the directory in which you want to save the file.

Save as Type

Specifies the type of file to be saved.

Save

Saves the specified file name as the selected file type.

Look in

Displays the current directory. You can change the directory in the drop-down list.

Files of Type

Specifies the type of file names to be displayed in the list box.

Open

Inserts the selected file into the mail message.

Font

Change the font by selecting a font from the Font list box.

Font style

Change the font style by selecting a font style from the list box.

Size

Change the font size by selecting a font size from the Size list box.

Strikeout

Check this box for a strikeout through text.

Underline

Check this box for underlined text.

Color

Change the font color in the Color drop-down list.

Sample

Displays a sample of the selected font with effects.

Script

Change the script in the list of available scripts.

Ignore Capitalized Words

The spell checker will not report any capitalized words, for example, Canada.

Ignore All-caps Words

The spell checker will not report any words in ALL CAPS, for example, ASAP.

Ignore Words with Numbers

The spell checker will not report any words containing digits, for example, Win95.

Ignore Words with Mixed Case

The spell checker will not report any mixed case words, for example, OpenDoc.

Note: This option will override the Report Words with Mixed Case option if it is selected.

Report Words with Mixed Case

The spell checker will report all mixed case words even when the spelling is correct, for example, CompuServe.

Report Doubled Words

The spell checker will report repeated words, for example, the the.

Always Suggest

The spell checker will always suggest an alternative spelling to the reported word. When this option is selected, the **Suggest** button in the Spell Checker dialog in inactive (grayed out).

General Tab

The General tab provides various configuration options for Pronto96.

Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

Save Desktop on Exit

Instructs Pronto96 to save the position of all open windows on its desktop when exiting and to restore this desktop configuration when beginning the next Pronto96 session.

Clear Wastebasket on Exit

Pronto96 will clear the wastebasket folder each time that you exit Pronto96.

Automatically Append New Addresses

If the address of an incoming message does not exist in your address book, Pronto96 will add it automatically.

Prompt if Address is Not in Alias List

If you type the name of an addressee that does not exist as an alias in your address book, Pronto96 will prompt you to verify the name and decide whether you would like to add it to the list.

Use Pronto as MAPI Server

Installs Pronto96 as a MAPI server, enabling you to send mail from any mail-enabled application.

Confirm Delete, Copy and Move Operations

Prior to deleting, or performing move or copy operations, Pronto96 will prompt you for confirmation.

Sound Alert When New Mail Arrives

Beeps after incoming mail is received from the host.

Editor Tab

The Editor tab provides options for Edit windows as well as URL and e-mail address recognition in all windows. Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting. To save the settings you've made, click the **OK** button.

Markers

Selecting **URL Detection** displays all URL addresses in messages in blue. Selecting **E-Mail Detection** displays e-mail addresses in messages in red underline.

Indentation String

Selects the character strings that are to appear before each line of text added using the **Original** button in a compose or reply window. The default string is the "greater than" sign (>) followed by a blank space.

For example: **>This is the original text.**

Line Wrap Width

Selects the maximum number of characters to be used in a line when editing a message. Adding characters beyond that maximum will cause the characters to appear on the next line.

View Tab

The View tab provides options for configuring the arrangement of your Pronto96 desktop.

Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

Folders Window

Specifies how to display the Folders window - to the left of message windows (default), to the right of message windows , or as a pop-up window.

Keep All Windows Maximized

When a window is opened, it will appear in its maximized state.

View ToolBar

Displays the ToolBar at the top of the Pronto96 window.

View TaskBar

Displays the TaskBar, showing which folders are open, at the bottom of the Pronto96 window.

View StatusBar

Displays the StatusBar, showing the number of messages in the active window, above the TaskBar.

Mailbox Tab

The Mailbox tab provides options for mail handling.

Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

Check Mail on Startup

When this is selected, Pronto96 sends any messages in the Outbox, and checks for incoming messages each time you start the program.

This assumes that a connection with the host has been established. If there is no connection and this option is selected, you will see an error message.

Retain Copy of Mail on Host

When this option is enabled, a copy of each message you download is kept on the host, allowing you to download that message again in the next time you update your mail. Using this option, for instance, you may view the same messages when working on different computers, for instance at home and in the office.

When disabled, such a copy is will not be preserved on the host, and all messages downloaded to your own Inbox will not be available for another download.

Note: It is recommended to keep this option permanently selected unless you have a specific reason for not doing so.

Check for Mail every _____ minutes

When selected, Pronto96 checks for any queued message in the Outbox and checks for any incoming mail at a pre-set interval.

Send Mail Immediately

You can setup Pronto96 to send mail to the host immediately after you issue a Send command from an outgoing folder window. Otherwise, it waits until you issue the Send All command from within the Outbox folder, or issue the Send Mail command or the Send and Retrieve Mail command from the On-Line menu.

Note: Even if you have not specified immediate sending of mail, the contents of the Outbox is transferred to the host at each login.

Password Tab (Options menu)

The Password tab provides options for setting your password.

To save the settings you've made, click the **OK** button.

Entry Password

The entry option password enables you to protect the contents of Pronto96 from prying eyes. You use this screen to indicate whether you want to use an entry password. If so, you type in a password of your choice (then retype the password to ensure accuracy).

Changing Your Password

1. Type in your old password in the **Retype Old Password** field.
2. Enter a new password in the **New Password** field.
3. Retype your new password in the **Retype Password** field.

Host Login

Enter your user name or mailbox ID.

This is the ID you use to log on to the host UNIX system. (for example, if your Internet address is johndoe@domain.com you would enter `johndoe`

Password

Your password on the Mail Server.

If you leave this field empty, you will be prompted for your password when you retrieve mail.

Mail Server

Enter the domain name of your mailbox.

The host name (e.g., mailhost) or Internet address (e.g., 192.34.23.1) of the system where your e-mail is delivered.

Next Button

Provides additional mailbox settings. These settings enable you to define an outgoing (SMTP) mail server different than the incoming mail server described in the basic mail settings.

To define an outgoing (SMTP) mail server, enter settings in each field and then click **Finish**. Click Back to return to the basic Mailbox Settings dialog.

Name and Title

Enter the name and title you wish to include in your messages (e.g., John Doe - Marketing Manager). The content of this field is optional.

SMTP Server

Enter the Domain name of the outgoing mail (SMTP) server.

Host name or Internet address of the system where outgoing messages are sent if different to the Mail Server in the Mail Settings dialog.

Return Address

Enter your full e-mail address.

Your full e-mail address (e.g., johndoe@somewhere.com). Completing this field is required only if your SMTP Server is different than your Mail Server.

Shortcut Key Sequences

Shortcuts, also known as "accelerators" simplify navigation. You can also use them to navigate if a mouse or other pointing device is unavailable.

Letters used in the key sequences are underlined in Pronto menus and dialogs.

The following keyboard shortcuts are sorted by menu.

Option Key	Key Sequences			Menu Bar Option
Alt	F			File menu
Alt	F	N		New Folder
Alt	F	O		Open File
Alt	F	D		Open Draft
Alt	F	I		Open Inbox
Alt	F	L		Open Sent Log
Alt	F	W		Open Wastebasket
Alt	F	U		Open Outbox
Alt	F	P		Import Folder
Alt	F	R		Export Folder
Alt	F	Shift	P	Print Message
Alt	F	X		Exit
Alt	E			Edit menu
Alt	E	U		Undo
Alt	E	C		Cut
Alt	E	O		Copy
Alt	E	P		Paste
Alt	E	A		Select All
Alt	E	F		Find
Alt	E	R		Replace
Alt	E	N		Next
Alt	E	I		Insert Text File
Alt	E	V		Save as Text
Alt	E	E		Insert Binary File
Alt	E	D		Save as Binary
Alt	V			View
Alt	V	R		Hide Folders
Alt	V	N		Next Message
Alt	V	S	D	Sort by Date
Alt	V	S	P	Previous Message
Alt	V	S	S	Sort by Recipient
Alt	V	S	U	Sort by Subject
Alt	V	S	Z	Sort by Size
Alt	V	S	P	Sort by Priority
Alt	V	F	H	Fonts Folder's Headers
Alt	V	F	B	Fonts Message Body
Alt	V	H	P	Show Headers Partial
Alt	V	H	F	Show Headers Full
Alt	V	H	N	Show No Headers

Alt	M			Message
Alt	M	O		Open Message
Alt	M	C		Compose Message
Alt	M	R		Reply
Alt	M	A		Reply to All
Alt	M	F		Forward
Alt	M	D		Delete Message
Alt	M	M		Move Message
Alt	M	Y		Copy Message
Alt	M	L		Select all Messages
Alt	L			On-Line
Alt	L	N		Send & Retrieve Mail
Alt	L	S		Send Queued Mail
Alt	L	V		Retrieve Mail
Alt	L	B		Mailbox Setting
Alt	T			Tools
Alt	T	A		Address Book
Alt	T	B		Address Books Setting
Alt	T	L		Spelling
Alt	T	R		Rules
Alt	T	S		Search Message
Alt	T	T		Signatures
Alt	T	N		Mntools
Alt	T	M	I	Clear Inbox
Alt	T	M	W	Clear Wastebasket
Alt	T	M	T	Purge Temporary Files
Alt	T	O		Options
Alt	T	C		Customize Toolbar
Alt	W			Window
Alt	W	C		Cascade
Alt	W	T		Tile
Alt	W	I		Arrange Icons
Alt	W	L		Close All