

## **Becky!** Internet Mail for Windows® 95

*Becky!* is a multi-featured Internet E-mail client for Windows 95.

You will find many useful functions which are expected for an E-mail software and some of them are beyond your expectation!

### Features:

**W**indows Explorer like look & feel

**M**ultiple accounts management: You can manage multiple mail accounts up to 20, and switch to each of them quickly.

**Y**ou can do every operation, except sending and receiving, off line.

**P**owerful text editor: Highly-functional text editor engine is incorporated for reading and writing messages. You do not have to compromise in editing capabilities for E-mail software.

**M**ail box management: You can create your own mail folders to put messages. You can define "Filter" rule to move messages to specified folders automatically.

**M**IME compatible binary file attachment. (BinHex and uuencode are supported as well as Base64)

**O**utbox capability: You can save composed messages you want to send later into the "Outbox" . "Deliver" command sends all messages in the Outbox of all accounts.

**D**raft capability: You can save incomplete messages into the "Draft Box" for polishing them later.

**R**eminder capability: You can send messages to "yourself" in order to remind some important (but forgettable) things. Those messages are delivered on specified date.

**C**lickable URL and E-mail address: If URL or E-mail addresses are found in a E-mail message, it is shown in a different color. Double clicking URL lets the URL activate in WWW browser. And double clicking E-mail address opens a compose window.

**U**rl-encoded messages which are posted from WWW form are automatically decoded when receiving.

**P**GP front end. (work with PGP 2.6. Encoding attachment files is not supported)

**I**ncorporated HTML viewer. (needs MS Internet Explorer 3.0 or higher)

**V**oice E-mail capability: You can record and attach GSM6.10 format of small WAV files with your message. (Recipients need to use Window95 or WindowsNT4.0 with audio compression manager for playing back them.)

**A**uto responding and forwarding: You can customize auto responding feature using Filtering Manager and templates.

## Getting Started

When you run *Becky!* for the first time, you will be prompted to specify the folder where *Becky!* will create mailboxes and place other system files.

Default folder name you will see in the dialog box is the application folder + your Windows logon name.

We recommend you to use this default folder name because *Becky!* has each setting for each Windows logon user.

Next, you will be prompted to set up your default mail account.

Fill out the information in the "Accounts" property page;

Name, E-mail, POP server, SMTP server, POP UserID, and Password(if you want). These settings are needed for sending and receiving your E-mail.

#If you want to move the mailbox folder after that, 1) Exit *Becky!*, 2) Move (or rename) the old folder to new one by using Windows Explorer, and 3) Restart *Becky!*. You will be prompted to specify the name of the folder again. Then specify the name of the new folder.

## Main window

The main window of *Becky!* is consist of three 'panes'.

The tree view pane(left), the list view pane(upper-right), and the message view pane(lower-right).

The tree pane shows mail folders, the list pane shows messages in the folder, and the message pane shows the body of the message.

You can read messages using cursor key, page up/down key, and home/end key like when you use a text editor.

And, Hitting Alt+Up/Down key allows you to read next/previous message continuously.

(It would be useful when you are glancing over a lot of messages.)

### Tree view pane

You have three folders initially: Inbox, Outbox, and Trash.

The "**Inbox**" contains incoming messages.

The "**Outbox**" contains outgoing messages which you have composed and saved by "Save to Outbox" command. And they will be sent when you select "Deliver" command. You can also deliver when you are receiving messages by checking "Deliver on Receive" option in the "Receive" property. By this option, *Becky!*'s "Receive" command acts like "Send and Receive" command.

You will find three sub folders under the Outbox: Sent, Draft, and Reminder.

The messages you have sent are moved to the "**Sent**" box. By double clicking one of those items, you can re-edit and send it again.

The "**Draft**" box contains incomplete messages you have saved by "Save to Draft box" command in the composing window. You can re-edit those messages and send them later.

The "**Reminder**" contains messages you have saved by "Reminder" command. "Reminder" is special messages which is delivered to **yourself** on the specified date.

The "**Trash**" box contains deleted items which you have deleted by "Delete" command or Delete key. By checking "Empty TrashBox on Exit" in the "Receive" property, Trash box will be cleaned up automatically when you are exiting the program.

"Empty Trash box" command is also available in the right mouse button menu of the tree view.

You can create new folder by "New Letter Folder" command to organize your incoming messages. To create sub folders, select a folder and select "New Letter Folder" command.

You will see other mail accounts at the bottom of the tree if you have configured other mail accounts in "Accounts" property. You can switch the current mail account at once by clicking one of them.

These icons are also targets of drag and drop. Messages can be dropped to another account. They will be put into the Inbox of the target account.

### List view pane

In the list view pane, the messages in the selected mail folder are listed.

They are in the date-descendant order initially. It can be switched to the message-tree order, which is useful to read messages from mailing lists, by the "Thread mode" command (in right click menu). This mode can be set individually for each folder.

After moved or copied mail items from a folder to a folder, the order of messages may be upset. In this case, use "Reorganize" command.

Sometimes, you will see diode-like icons at the left of the mail items. It represents the priority of the messages. Red represents the highest priority and in the order of priority, they may turn to yellow, transparent, green, and blue. (blue represents the lowest priority). These priority indicators are initially set by the sender of messages, but you can change them as you like by double clicking or right mouse button clicking these icons.

### ***Read, Unread, Forwarded, and Replied mail***

The unread mail is the one which you have received and have not read yet. It is represented by a sealed envelope icon.

They will be turn to the read mail by one of the following operations.

- n Double clicking the item.
- n Set focus to the message view.
- n Read them using Alt + Up/Down key from the message view pane.
- n Read them using left/right arrow icon at the above of the message view pane.
- n Select "Set Read" command in the "Tool" menu.
- n Entire message is shown in the view pane.

They are not set read only by clicking the mail item in the list unless entire message is shown.

The "read mail" is the one which you have read. It is represented by an opened envelope. They will be set unread by the following operation.

- n Select "Set Unread" command in the "Tool" menu.

The replied mail is the one which you have replied. It is represented by an opened envelope with another new envelope. They are set by sending or saving to Outbox the reply mail to that mail.

The forwarded mail is the one which you have forwarded to other addresses. The forwarded mail icon has a little blue arrow.

### ***Message view pane***

In the message view pane, the content of a selected mail item in the list is shown.

URL and E-mail addresses are shown in the other color and double clicking them, you can write to the address, or open the URL by a Web browser.

(Clickable URL & E-mail)

Messages can be edit by "Edit Message" command in the "Mail" menu.

You can save a message as a text file quickly by "Save As " command in the right mouse button menu.

"Export" command gives you various options for saving multiple messages.

There is a border area which shows Subject, Date, and From between the message view pane and the list view pane. This is called "**middle bar**".

**By Double clicking the middle bar, you can let the view window maximize or restore.**

Also, the following command buttons are in it.

- |                             |   |
|-----------------------------|---|
| 1) Check Addresses:         | Shows the addresses such as From, To, Sender, Cc, and Reply-To and you can add them to the address book from there. Also you can specify the address to reply if you would like to reply to the other address rather than the sender. |
| 2) Header Information:      | Shows the information of the mail header of the selected mail item.   |
| 3) Left/right arrow button: | Read next/previous messages. With the Shift key, you can read   |

next/previous **unread** messages. With the Ctrl key, you can move the cursor at the top/end of the list.

4) Up/down arrow button:

Scrolling up/down the message one page.

## Receiving messages

To receive messages, select "Mail" -> "Receive" command.

The mail animation at the upper-right of the window starts moving. When checking mail is finished, the animation stops. If you got new messages, you can hear a prompting sound (you can choose your favorite sound for this in "Receive" property).

## Filtering

Incoming messages are moved to the specified folder which you have defined in the "Filtering Manager". If you would like to have incoming messages in Inbox and filter them later, **uncheck the "Auto Filtering" option** in the "Receive" property. You can filter them by "**Filtering**" command in the "Tool" menu or checking "Filter on Exit" in order to filter them when you are exiting the program.

## Attachments

If you have attachment files with incoming messages, you will see icons at the right of the message view pane. Double clicking them, you can launch the application for the file or save to somewhere on your harddisk.

**If you received .doc or .xls type of file, it's not a good idea to double click them immediately. Because those kinds of files might contain 'macro virus'. Check them whether they contain any virus or not first.**

*Becky!* also supports uuencoded and BinHex encoded files. The former one is popular in UNIX and latter one is widely used for Macintosh.

*Becky!* decode those files when they are received, but there still remain original uuencoded files or BinHex files in the attachment pane. You will have two icons eventually: the encoded file and the decoded file.

Because those encoding formats include platform specific information for UNIX and Macintosh. So, for example, if you received BinHex files from a Macintosh user and you would like to forward them to another Macintosh user, delete the **decoded** file from the attachment in the composing window and send only the original BinHex file('hqx' file type). (No matter which encoding method is selected in the composing window, it is sent as a BinHex file.)

If those encoded files are sent in the MIME multipart message as the "application/x-uencode" or the "application/mac-binhex40" MIME type, they are automatically decoded. But if not in the MIME, you have to decode them manually by decoding command in the "Tool" menu.

## Sending messages

### *Sending new message*

To send new message, select "Mail" -> "Compose". You can also open composing window by selecting E-mail address in "Tools"->"Address Book".

After writing a message, fill the "To:" field and the "Subject:" field.

You can input E-mail address from the address book which opens when you click the "To:" button. You must input the "To:" field except when you are saving the message as a template, a reminder, or a draft. The "Subject:" field could be left blank but it is recommended to specify a subject so that recipients have some idea when they receive your mail.

"Cc:", "Bcc:", "Attach", and "Others" are optional.

Select "Message"->"Send" to send the message immediately.

If you want to send the message later, select "Save to Outbox".

If you want to rewrite the message later, select "Save to Draft box".

If you want to send the message to yourself at a certain date, select "Reminder" and specify the date when you want to receive it.

You can save the message as a template which can be reused next time.

### *Replying*

To reply to the received message, select "Mail" -> "Reply" or "Reply All" command highlighting a message you want to reply. You will see the composing window split into two panes.

Upper pane is called "reference window" which you can refer and cite entire or part of the original message. Alt+Up/Down key to scroll the reference window.

Lower pane is the editing window where you can write a message to be sent.

If you have checked the "Cite on Reply" in the "Compose" property, entire message will be automatically quoted when you open a replying window. If you don't like the split window, you can choose "Hide Reference Window" option as well.

### *Forwarding*

You can forward incoming messages to another person by "Forward" command.

The forwarding command has three different modes of which you can choose.

**First one; you can send the forwarding message "from you"** so that the recipient can receive this message as the message sent from you. "From:" field shows up your address and "To:" field shows up the recipient's address. The recipient will reply of the message to you

**In the other two mode, the forwarded message remains original "From" , "To" fields**, so you should be careful because if the person who got the forwarded mail from you reply to the message, the reply will go to the original sender, not you.

If you select "Redirect", the forwarding message has no "Fw:" prefix on the subject and original message will be sent. It would be useful when you would like to send the message which you have received somewhere else to your permanent mail address, or you would like to forward the message to whom the

message would concern.

If you receive these kinds of forwarding message by *Becky!*, you will be able to choose the address who is supposed to receive the reply message for the forwarded mail. Because Becky! checks "Resent-From" and other "Resent-" headers in the forwarded messages.

### ***Sending again***

If you would like to resend the mail which you have already sent, double click the message in the "Sent" box. You can edit and send it again.

The messages which are not sent for an error will be also saved in the "Sent" box. You can select the messages, correct errors, and send it again. In most cases, the error is that the mail address may contain invalid characters or have unmatched braces.

### ***Setting priority***

You can set priority for outgoing message in 5 degree. Click the stamp icon at the upper-right of the composing window and select the priority.

The priority may be ignored by some mailers. Or some mailers only recognize 3 degree of priority. In this case, the 1,2 and 4,5 may be treated as the same priority.

When you receive the mail with those priority information, the priority is represented by the diode-figured icon at the left of mail item list.

## Cc and Bcc

"Cc:" stands for "carbon copy". If you want other people whom this message does not directly concern to read the message, specify the addresses of them in "Cc:".

"Bcc:" stands for "blind carbon copy". It is almost the same as "Cc:" in the way it works. But recipients can not see the addresses specified in Bcc.

## Attachment

You can attach binary files such as an Excel worksheet to your message by "Attach" command.

Attached files are seen as icons at the bottom-right of the compose window.

Note that the attachment is just a link to an original file. If you delete the attachment using delete key, the original file is not deleted except when those files are located in 'Attach' folder. Attach folder contains attachment files you have received from others.

## Others

"Others" command is to add certain header fields you want. Only the users who are familiar with the Internet E-mail headers which are defined in RFC822 may use this command.

You can also change 'From' field here.

## User Preferences

To configure *Becky!*, use "Tools" -> Preferences command.  
The Preferences dialog contains the following tabs.

Accounts

Compose

Receive

Send

View

MIME

Misc.

## Send

Send From Outbox      Configure the action of "Send from Outbox" command

- Send from All OutBoxes via Each SMTP Server  
Send all messages in the Outbox of all accounts using each SMTP server of each account.
- Send from All OutBoxes via Current SMTP Server  
Send all messages in the Outbox of all accounts using a SMTP server of the current account.
- Send from Current OutBox Only  
Send messages in the Outbox of the current account. Messages in Outbox of other accounts will not be sent.

Send 'Date' Field      Send date information of your PC's system time with time zone information. It should be checked only when your provider's SMTP server doesn't add 'Date' field to outgoing messages or the provider's date and/or time zone information is incorrect from your location.

Send 'Message-Id' field      Usually you do not have to check this option. Generally, the Message-Id field should be added by a server. It, however, would be useful when you filter your sent messages and want to keep messages threaded.

Check New Mail after 'Send Now'  
For dialup users, the 'Send Now' command in the composing window does connect via dial up network and send the current message and then disconnect immediately. If you want to check new messages when you select the 'Send Now' command, check this option.

Confirm Recipients Before Sending  
Usually, you will see the confirmation dialog when you select 'Send Now' or 'Save To Outbox'. command leaving blank the 'To' or 'Subject'.  
This option let the dialog always pop up when you select sending command.

Filter Sent Messages After Sending  
If you check this option, your outgoing message will be filtered according to your filtering rule instead of being stored to 'Sent' box.

## Accounts

Account	Select an account to be configured.
Default Account	Set this account as your primary account.
Your Name	Specify your real name.
Mail Address	Specify your mail address. (user@domain)
POP Server	Specify the name of the pop server on which you have a mailbox. If your Internet provider simply says "The mail server is mail.blah.net", that's it.
SMTP Server	Specify the SMTP server name of your Internet provider. If your provider does not mention about SMTP server, the "mail server" should be the SMTP server. In most cases, POP server and SMTP server is same.
POP User ID	Your Login name for the mail server
Password	Your Login password for the mail server. For better security, it should be left blank. If it is not specified, you will be prompted to input password when you are checking mail.
Mail Box	<p>Specify the mail box number. Usually it should be the same as the account number so that each mail account has its own mailbox separately. If you want to share one mail box by multiple accounts, specify it as the same number of the other.</p> <p><b>If you choose the same number through multiple account, it means those account 'share' the same mailbox. It doesn't mean each account has duplicate data.</b></p>
Signature	Specify your signature number. You may have multiple signature up to 20 and can edit in " <u>Compose</u> " property page.
Do Not Leave Messages On Server	<p>Specify to delete messages on the POP server after retrieving. This option should be checked in most cases.</p> <p>Suppose you use <i>Becky!</i> at your office and home, and you want to read your private mail mainly at home but just want to check them at office. You should check this option for your home PC's and uncheck for office PC's so that you can receive the same mail both at office and home.</p>
Description	Short description for the account. It will be seen on "Account" combo box, "Switch User" command, and the caption of the main window.
<u>Filter</u>	You can specify the "Filter" rules to sort messages into specified folders automatically.
<u>Connection</u>	Configure the connection to the Internet.
Misc.	Some other settings such as the permanent Cc, and default <u>templates</u> . " <b>Use APOP</b> " option is also here.
Advanced	You can specify the port number for POP3 and SMTP. Only when your provider uses the port number other than the standard port, specify them. Some delegate server may require non-standard port number.

## Connection

Specify the connection method. If "Dial up network" is specified, *Becky!* will automatically dial up to the specified provider when you are sending or receiving mail.

## Auto Hangup

Check this to hang up at the end of a session.

## Authentication

Specify the dial up user ID and the password. In most cases, "Retrieve from the dial up definition" would work fine. But if you haven't installed Microsoft Network on your Windows95 system, "Save password" option in the dial up network will be unavailable. In this case, you may choose one of the other two options; setting as the same as POP account, or specifying your user id and password in the text box directly.

## Filter

### Filtering

Swamped with mail? *Becky!* can automatically sort incoming messages into particular folders, forward them to someone else, or even reply to them. All you have to do is lay down some if...then rules based on matches between a particular header line and a particular string.

Perhaps the simplest application is sorting e-mail from a mailing list into its own folder. More advanced applications include sending spam straight to the Trash or, using a template, automatically sending it back unopened.

For even finer control over sorting, a rule can optionally have a second condition joined to the first with the Boolean operators And (both) or Or (either).

Rules apply in the order given in the list box.

Header	Specify the header line to search.
Find	Specify the string to search for in that header line.
MoveTo	Specify the folder to receive each message for which the specified header line contains the specified string. Alternatively, select the pseudo-folder 'Set Color' and specify a color for the message, and leave it in the current folder.
NoCase	Check this to ignore the distinction between upper and lower case.
Not	Check this for a match when the string is NOT found.
Add	Add the rule to the bottom of the list.
Insert	Insert the rule before the currently selected rule in the list.
Replace	Replace the currently selected rule with the new definition.
Del	Delete the currently selected rule.
Up/Down	Adjust rule priority by moving the currently selected rule in the specified direction.
Reply	Available only for the destination folder 'Outbox', this option generates an automated reply to the message using the specified template.
Forward	Available only for the destination folder 'Outbox', this option forwards the incoming message to the specified address using the specified template. Note that the address in the template, if present, takes precedence.

**Unlike other conditions, every condition for Reply/Forward is executed regardless the order in the list. And for 'Set Color' , the last hit condition will be effective.**

## Compose

**Citation Prefix** Specify a string which will be added at the top of the cited strings.

e.g.  
If '>' is specified,  
  
> This is a original message.  
  
If '->',  
  
-> This is a original message.

**With Name** Check this if you want the sender's name (actually a left part of his/her E-mail address) to be added with the citation prefix.

e.g.  
If the original message is from "john@blahblah.com" and the citation prefix is '>',  
  
john> This is a original message.

**With "Real" Name** Use the first name of the real name instead of using a part of e-mail address.

e.g.  
If the original message is from "Johnny B. Good <john@blahblah.com>" and the citation prefix is '>',  
  
Johnny> This is a original message.

**Cite on Reply** Check this if you want an original message to be automatically cited when you select "Reply" command.

**Hide Reference Window**

The 'Reply' window shows split windows. The upper pane shows the original message you are replying. If you think it is annoying or would like to use the compose window widely, check this option.

**Add Reply Number To Subject**

If it is checked, 'Re[2]:', 'Re[3]:'... prefix is added to the subject of your replying message. If not checked, only 'Re:' is added.

**Signature** Select the number of the signature you want to edit. You can have multiple signatures up to ten.

**Comment** Input short description for the selected signature. This comments will show up in the Compose window to choose signature.

**Reply Header** Customize the header text when you cite the entire message on replying. Following macro symbols are supported.

%f From: field  
%i Message-Id field  
%d Date: field  
%s Subject: field  
%t To: field  
%n name extracted from the From: field  
%a mail address extracted from the From: field

%%      % itself.

## Receive

- Every/Never      Check this to check your new mail periodically. If "Every" is selected, you also have to specify the period of time in minutes.
- On Startup      Check this to check your mail when the program is started.
- Do Not Check When Off Line  
Check this to have *Becky!* check mail only when Dial up Network is active. You will need to configure the connection to dialup in the Connection setting in the Account property.
- Popup When Received  
Check this to have *Becky!* pop up when new messages arrive.
- Message box Notification  
Check this if you want to be notified by a message box when you have new mail.
- Chec&k All Accounts Which Share Current MailBox  
Check this to check multiple accounts which 'share' same mailbox number by single 'Receive' command or periodical check.  
To 'share' same mailbox number, specify the same number for 'MailBox' in 'Accounts' property for each mail account.
- Sound      Specify a sound file you want to hear when new messages arrive.
- Empty TrashBox on Exit  
Check this to empty the Trash Box when exiting the program.
- Warn If OutBox is not Empty on Exit  
Check this if you want to be warned if there are messages left in OutBox when exiting the program.
- Filter on Exit      Check this to do filtering automatically when you are exiting the program.
- Deliver on Receive      Check this to deliver messages in OutBox before receive new messages.
- Auto Filtering      Check this if you want to do filtering automatically when you received mail. 'Set Color' conditions will be done automatically even if this option is not checked.
- Select First Incoming Message  
Check this if you want first new message to be selected.
- Wrap Long Line Automatically  
When you receive a message which contains long lines more than approx. 80 columns, This option make them to be wrapped automatically when receiving.

## View

E-mail	Specify the action when an E-mail address in a message is double clicked.
Mail To	Open the compose window to the address
Add to Address Book	Add the address to the address book
Copy Address	Highlight the address and copy to clipboard.
Highlight Word	Highlight the word. Do nothing special for an E-mail address.

URL	Specify the action when an URL in a message is double clicked.
Open URL	Open this URL in the browser. If Netscape is not running, the program which is related with ".html" file type is launched.
Copy URL	Highlight the URL and copy to clipboard.
Highlight Word	Highlight the word. Do nothing special for an URL.

### Spacebar Scrolling

You can read unread messages continuously with scrolling by hitting spacebar. This configures the mode of scrolling of that.

Smooth	Roll up text
Skip	Page up text
Half Page	Scroll half of a page.

Choose Font	Change the font for text, printer, and the status bar. The font of the status bar is not changed until you restart the program.
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Show ToolTips	Show tooltips when you locate the mouse pointer on a toolbar button.
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Long Tree View	Make the tree (folder) view a long window. If it is not checked, the mail view is shown widely instead.
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### Turn Off Control Characters

Make the control characters like CRLF, Tab, etc. invisible in the edit window.

### View Window is Maximized Only Vertically

You can usually maximize the view window by double clicking the 'middle bar'. This option makes the view to be maximized only vertically so that you can still see the folder window.

It is effective only when you have checked the 'Long Tree View' option.

Mail View Color	Change colors in View window. You can choose one of the colors in combo box. Clicking 'Custom' button let you have more flexible color setting. This setting is <b>effective only for 'Mail View Pane'</b> . You can not change colors either in Tree View nor List View.
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## MIME

You can define an action for each MIME type for attachment files here.

MIME Type/Sub type	Selected MIME type is shown. You can add new MIME type by hitting "New" button. You can delete the type you added by hitting delete key on the list. The types initially specified by <i>Becky!</i> can not be deleted. They look deleted if you hit delete key, but it will revive when you restart the program.
Extension	Specify the default file type for the selected MIME type.
Action	Specify an action for double clicking. If you get mail with MIME compatible files, you can see icons of attachment files at the bottom right of the main window. They can be opened by another application or saved. Select one of the following actions.
Default	Launch the application which is related with the extension of the file at first. If no application is related, the file is saved.
Save	Save the file.
Launch Application	Launch the specified application which can open the file.

## Misc.

- Spell Check                      You can select the mode of spell checker whether American English, British English, or the both.
- Local Password                If you want to keep any other person away opening your *Becky!* and reading mail while you are having lunch, specify the password. However, keep in mind that the mailbox files are still plain text files, so this capability **never give a good security**.
- Input When Restoring from Icon                You will be prompted to input password when you are restoring the program from the icon.
- Mark Read Even If Entire Message Is Not Shown.  
As default, when you select a message in the item view and it is now shown entirely, the message is not marked read until when the entire message is shown. If you want to mark read every message you select in the item list, check this option.
- View HTML mail (needs MSIE3.0 or higher installed)  
When you receive HTML mail you can read it in the *Becky!*'s window. But it will take several seconds to bring up the ActiveX component for the first time or sometimes this capability conflicts with your environment. If you experience a problem, uncheck this option.
- Voice Recording  
Real Time Compression                Check this if you want WAV file to be compressed real time while you are recording. Sometimes your PC doesn't have enough power to support real time compression. If you have some problem with voice recording, uncheck this option.
- Advanced Settings  
Receive Buffer for Socket Larger                Usually you should not check this option. It might cause a problem in some case. If *Becky!* stops sending or receiving too often during the session, try this option.

## Using Editor

*Becky!* incorporates a subset of the highly-functional text editor *Dana*. (*Dana* is one of the products by RimArts. )

*Dana* enable you to edit and view huge text quickly with ease for its great performance and a lot of useful functions.

Most of functions can be seen in “Edit” menu, and others are bound to certain keys strokes.

If you are an user of *Dana* you can use some of settings including key binds which you customized in *Dana* by defining "DANAHOME" environment variable.

For more information about "DANAHOME", see the help of *Dana*. (Getting started -> Initial settings)

If not, you can also customize some of settings by editing Rebecca.INI.

Followings are the functions of the Editor and its key binds.

(Ctrl+Q^F means hit Ctrl+Q at first and hit Ctrl+F next)

### **\*Cursor**

Cursor up	Up
Cursor left	Left
Cursor right	Right
Cursor down	Down
Word left	Ctrl+Left
Word right	Ctrl+Right
Beginning of line	Home
End of line	End
Left side of window	Alt+Home
Right side of window	Alt+End

### **\*Line edit**

Back space	BS
Delete a character	Delete
Input a control code	Ctrl+[
Insert a tab code	Tab
Flip upper/lower case of a word	Ctrl+K^L
Flip upper/lower case of a character	Ctrl+L
Delete here to end of line	Ctrl+Del
Delete here to top of line	Ctrl+BS
Back space a word	Shift+BS
Delete a word	Shift+Del
Repeat a character	Shift+Alt+Insert
Paste the find string	Ctrl+Q^I
Paste the time stamp	Ctrl+K^T
Input enter	Enter
Delete line and stack on the line buffer	Ctrl+E
Insert empty line after the current line	Shift+Enter
Insert empty line before the current line	Ctrl+Enter
Duplicate the current line	Ctrl+I
Mark the current line or the selection	Ctrl+Q^K
Erase the mark	Ctrl+Q^\ 
Get a deleted line from the line stack	Ctrl+U
Toggle insert mode	Insert
Toggle word wrap mode	Ctrl+K^J

### **\*Edit**

Begin selecting  
Begin box mode selecting  
Paste a box  
Paste  
Paste from History  
Copy  
Cut  
Undo  
Redo  
Repeat  
Step Undo and Redo  
Convert  
Center  
Left  
Right  
Sort  
Indent  
UnIndent  
Add string  
Select All  
Copy to File  
Paste From File  
Append File

**\*Scrolling**

Roll up another pane  
Roll down another pane  
Page up  
Page down  
Roll left  
Roll right  
Slow roll up  
Slow roll down

**\*Jump**

Make top  
Make bottom  
Make middle  
Top of text  
Bottom of text  
Jump to  
Previous position  
Next mark  
Previous mark  
Next changed line  
Previous changed line  
Top of screen  
Bottom of screen  
Match brace

**\*Find**

Find forward  
Find backward  
Find next  
Find previous  
Replace

Ctrl+K^B  
Ctrl+K^M  
Ctrl+K^I  
Ctrl+V  
Ctrl+K^G  
Ctrl+C  
Ctrl+X  
Ctrl+Z  
Ctrl+Y  
Ctrl+R  
Ctrl+D  
(not assigned)  
(not assigned)  
(not assigned)  
(not assigned)  
(not assigned)  
Tab (Highlighted)  
Shift+Tab (Highlighted)  
(not assigned)  
Ctrl+A  
Ctrl+K^C  
Ctrl+K^V  
Ctrl+K^]

Alt+Down  
Alt+Up  
Page Up  
Page Down  
Alt+Left  
Alt+Right  
Ctrl+Down  
Ctrl+Up

Ctrl+Q^E  
Ctrl+Q^X  
Ctrl+Q^D  
Ctrl+Home, Ctrl+Q^R  
Ctrl+End, Ctrl+Q^C  
Ctrl+J  
Ctrl+Q^P  
Ctrl+Page Down  
Ctrl+Page Up  
F8  
Shift+F8  
Ctrl+Q^W  
Ctrl+Q^Z  
Ctrl+]

Ctrl+F, Ctrl+Q^F  
Ctrl+B, Ctrl+Q^B  
F3  
Shift+F3  
Ctrl+Q^A

Replace again  
Get cursor word

Clickable URL and E-mail

Ctrl+Q^S  
Ctrl+\_ (under score)

If there are URLs or E-mail addresses in a message, they are shown in different color. By double clicking it, a particular action for the address will arise which is specified in the "View" property.

You can also select one of the actions in the right mouse button menu which is opened when you are focusing the mouse cursor on an URL or an E-mail address.

Undo

Undo the previous editing on the current message.

Redo

Redo the previously undone editing.

Repeat

Repeat previous input command.

## Step Undo and Redo

Undo and Redo by steps you specified.

For example, inputting a character can be undone one by one. You can specify number of characters you want to undo.

Cut

Cut the selection and copy to the clipboard.

Copy

Copy the selection to the clipboard.

Paste

Paste text from the clipboard to the caret position.

Paste from History

Paste the text which has been cut or copied before selecting from the list.

Box Select Begin

Begin the box mode selecting.

You can cut or copy the selection by Cut, Copy command.

## Box Paste

Paste the text data which has been cut or copied in box mode.

Select All

Select the entire text in the editor, or all the items in the list.

## Convert

Convert the selection as follows

### Case

No Conversion	No operation.
UPPER ALL	All the characters in the selection to upper case.
lower all	All the characters in the selection to lower case.
Upper top of line	A character at the top of the line to upper case.
Upper Top Of Word	A character at the top of the word to upper case.

### Tab and Space

No Conversion	No operation.
Tab to Space	All the tab characters in the selection to whitespaces regarding tab columns.
Space to Tab	All the whitespaces in the selection to tab characters regarding tab columns as long as possible.

Paragraph

Execute following paragraph editing command.

The one line is assumed to be one \*logical\* line. (The end of line is a return code.)

LeftRightCenteredIndentUnIndentAdd StringSortReformat

Left

Move the selected lines to the leftside of the columns.

Right

Move the selected lines to the rightside of the columns.

Centered

Move the selected lines to the center of the columns.

Indent

Indent the selected lines one level.

UnIndent

Back indent the selected lines one level.

## Add String

Insert a specified string at the top or end of each selected string.

## Sort

Sort the selection by ascendant or descendant order.

You can select the following option.

Case Insensitive: Comparing string ignoring upper/lower case. 'A' and 'a' are treated as the same.

Sort Lines: This option can be selected when you are selecting text in the box mode. If this option is not checked, only inside of the block is sorted. If checked, the box selection is treated as sort keys and entire lines are sorted.

e.g.

1000	Jane
1001	Michael
1002	Peter
1003	Billy
1004	Amanda

If you select the names in box mode, the result of sorting should be the following.

1004	Amanda
1003	Billy
1000	Jane
1001	Michael
1002	Peter

## Reformat

Re format the current selection regarding word wrapping.

Wordwrap mode is useful for writing but if you are proofing text, it is annoying to trim each end of line by hand. You can use this function for that purpose.

Copy to File

Save the selection as a file.

Append to File

Append the selection to an existing file.

Paste from File

Insert a file at the caret position.

## Cite Original Message

Cite the original message from the reference window when you are writing reply message.

You can cite entire text or the selection.

When you cited entire text, the following description is added.

At [Fri, 7 Jun 1996 17:37:24 -0700]

foo@baa.net (Foo Baa) wrote:

## Cite Without Prefix

Cite the original message from the reference window when replying.

This command does not add citation prefix which is defined in the "Compose" preference.

## Find

Find specified string in forward/backward direction.

Find String	A string you want to search. '\' character is the <u>escape character</u> .
From Beginning of Text	Start searching from the top of the current message.
All Messages in Folder:	Search in all messages in the folder.
Mark Found Line	Set bookmark on a line which includes the matched strings.
Match Whole Word	Match a string whose before and after character is a white space or one of the delimiting characters.
Match Top of Line	Match a string which is at the top of the line.
Ignore Case	Search with no upper/lower case sensitivity.
Regular Expression	Use <u>regular expressions</u> for the find string.
Mark All	Search in a whole text and mark all the found lines at once.
Save Option	Save this condition as the default setting.

## Find in Header

Find specified string in header information of mail items.

You can continue to find by 'Find Next' and 'Find Previous' command.

## Replace

Replace found strings to specified strings.

Find String	A string you want to search. '\' character is the <u>escape character</u> .
Replace String:	A String you want to replace.
From Beginning of Text:	Start searching from the top of the current message.
All Messages in Folder:	Search in all messages in the folder.
Mark Replaced Line:	Set bookmark on the line which includes the replaced strings.
Match Whole Word:	Match a string whose before and after character is a white space or one of the delimiting characters.
Match Top of Line:	Match a string which is at the top of the line.
Ignore Case:	Search with no upper/lower case sensitivity.
Regular Expression	Use <u>regular expressions</u> for the find string.
Replace All:	Find and Replace in a whole text at once.
Save Option:	Save this condition as the default setting.

Jump To

Move caret to the position which is specified by line number.

Top of Text

Move caret to the top of the text.

Bottom of Text

Move caret to the bottom of the text

## Thread mode

Change the order of mail items from recent order to threaded order which older messages are upper and each reply message follows the original message. It is useful when you read the messages from mailing lists.

For example, If you have these messages in your inbox(newer is upper) ...

Re: Octopus

Re: So what?

Re: Octopus

Octopus

Re: I like it!

So what?

I like it!

It will be like this in the thread order.

I like it!

Re: I like it!

So what?

Re: So what?

Octopus

Re: Octopus

Re: Octopus

## Escape Characters

<code>\t</code>	Tab
<code>\n</code>	Line feed
<code>\b</code>	Bell
<code>\f</code>	Form feed
<code>\e</code>	Escape
<code>\r</code>	Carriage return
<code>\0</code>	Null
<code>\xXX</code>	Control code represented by XX (0x01 to 0x1f)
<code>\\</code>	<code>"\</code> itself

## Regular Expressions

The following expressions are supported.

- `^` Match the top of a line.
- `$` Match the end of a line.
- `X|Y` Match X or Y (X,Y is a regular expression)
- `[A-Z]` Match a character between A and Z. (A, Z is a certain character)
- `[^A-Z]` Match a character which is not included between A and Z.
- `[ABC]` Match a character one of the characters "ABC". (A,B,C is a certain character)
- `[^ABC]` Match a character not one of the characters "ABC".
- `.` Match any one character.
- `X*` Match zero or more repeat of X. (X is a regular expression)
- `X+` Match one or more repeat of X.
- `X?` Match X or empty string.

A regular expression between `()` has higher priority of operation.

## Remove Duplicate Messages

Find messages which has the same Message-Id in the current folder. If matched, the duplicate messages are moved to Trash box.

Receive

Receive new messages.

Receiving messages

Deliver

Send all messages in OutBox of all accounts.

Sending messages

## Receive All

Receive all messages from your mail server including the read messages.

This command can be used only when the "Delete Remote Mail When Received" option in the "Accounts" preference is **not** checked.

## Receiving messages

## Check All Accounts

Check all the accounts you have defined one after another, and collect all unread messages.

## Remote Mailbox

Retrieve information about the messages on the POP server and list them up.

You can select items and mark them as 'Receive', 'Receive&Del', 'Delete', or 'Read/Unread'. When you push 'OK', those commands will be processed.

'Read/Unread' is only effective when you have unchecked 'Delete Read Mail on Server' in the 'Accounts' property.

## Clean up Server

Delete all the read messages on your mail server.

This command can be used only when the "Delete Remote Mail When Received" option in the "Accounts" preference is **not** checked.

## Receiving messages

Compose

Open the compose window to compose new message.

Sending messages

## Reply

Open the compose window to reply to the selected message. This command only replies to the sender of the message. If you would like to reply to the people who are listed in the Cc and To fields, use Reply All command

## Sending messages

## Reply All

Open the compose window to reply to the selected message. This command replies not only to the sender but also to the people who are listed in the Cc and To fields except you.

## Sending messages

## Forward

You can forward incoming messages to another person by the "Forward" command. The forwarding command has three different mode which you can select when selecting the forward command.

First one, you can send the forwarding message "from you" so that the receiver can receive this message as the message sent from you. "From:" field shows up your address and "To:" field shows up the receiver's address. The receiver will reply of the message to you

In other two mode, the forwarded message shows up original "From" , "To" field, so you should be careful that if the person who got the forwarded mail replied to the message by the mailer which is unconscious of the "Resent-From" header, the reply mail will go to the original sender.

If you select "Redirect", the forwarding message has no "Fw:" prefix on the subject and original message will be sent. It would be useful when you would like to send the message which you have received somewhere else to your permanent mail address, or you would like to forward the message to whom is supposed to treat the message in your company.

With *Becky!*, you can choose the address who is supposed to receive the reply message for the forwarded mail by regarding the "Resent-From" and the other "Resent-" headers.

## Sending messages

Delete

Delete the currently selected messages in the list pane.

Edit Message

Allow the user to edit messages.

Print

Print the selected message.

Print Preview

Show the print preview image of the message.

## Receive From Backup Logs

If you checked 'Leave Backup Logs' option in the 'Receive' property, incoming messages are saved to another file whose file format is 'YYYYMMDD.bkl' (YYYYMMDD is today's date).

You will be able to reload the messages which you have received on a certain day.

Exit

Exit the application.

Send

Send this message immediately

Sending messages

Save to OutBox

Save this message into OutBox so that you can send them all by "Deliver" command.

Sending messages

Save to Draft Box

Save this message into Draft Box so that you can polish it later.

Sending messages

## Reminder

Save this message as Reminder, a message which will be delivered to you at specified date.

## Sending messages

Load Template

Load a template message which you have saved before.

Sending messages

Save Template

Save this message as a template which you can reuse it as the fixed-form.

Sending messages

Close

Close the composing window.

If you wrote a message and did not send it yet, you are warned before closing.

## Address Book

Open address book and select addresses to send mail.

Add the Sender to Address Book

Add the address of the sender of the selected message.

## Header Information

Show the complete header information for the selected message.

## EUC to SJIS

Convert the Japanese EUC message to SJIS message.

If the message is not a valid EUC text, you are asked whether you force to convert. If you force it, you cannot get back original message anymore. So, be careful.

## SJIS to EUC

Convert the Japanese Shift JIS message to EUC message.

If the message is not a valid SJIS text, you are asked whether you force to convert. If you force it, you cannot get back original message anymore. So, be careful.

## Filtering

Move particular incoming messages to particular folders according to the Filtering definition.

If "Auto Filtering" is ON, those messages are automatically delivered, but if that switch is off or you change the definition of the filtering, use this command to filter all the messages in the Inbox immediately.

See "Filter" definition.

Filtering Manager

Define the filter setting for the current account.

Filtering Manager Dialog

## Export

Write the selected mail items into a file in various way.

## Export Dialog

Export File Name      Specify the name of the output file. Existing file will be overwritten.

[No]Separator          Specify if you would like to add a separator string for each mail items.

Insert Separator at Top of Text

Specify if you would like to add a separator at the top of the text

One File for One Item

Specify if you would like to write one item as one file. If it is specified, the extension of the export file name will be ignored and the file number will be added as an extension for each file such as "file.1", "file.2" ...

## Reorganize

*Becky!* usually manage mail items in date-descendant order. But after you move or copy mail items to other folders, those order is disordered.

In this case, use this command to reorganize the order of the mail items.

They will be sorted by "Sent date" not "Received date" and the time differences are ignored , so they may not be in the correct order.

Mark as Read

Mark the selected messages as read.

Mark as Unread

Mark the selected messages as unread.

## Colored Label

Change color of each message item so that you can easily find the message later.

You can also call this function by right clicking the envelope icon in the item window.

## New Letter Folder

Create new letter folder. If you locate cursor at root or system folder (InBox, OutBox, and Trash Box), the new folder will be a child of the root. If you locate cursor at the folder you created, the new folder will be a child of the folder.

After creating folder, you can change the folder name.

## Explore Attachment Folder

Open the Windows Explorer in the attachment folder. Attachment folder stores files in the messages which you have received.

Switch User

Switch the account to the other one.

You can manage multiple account up to ten.

Accounts preference

## Address Book Dialog

You can input E-mail addresses using the address book.

The list at the upper side is the list of addresses and groups. The addresses are belongs to each address group. You can make multiple address groups as well as e-mail addresses.

Double clicking the address group is to select the group as a current address group. Only the addresses which belongs to the current address group are shown in the list.

You can switch a current address group in the right mouse button menu as well.

Double clicking an address is to input to To, Cc, or Bcc list. The address will be input where the square button is pushed.

You can click each To, Cc, or Bcc button to input addresses instead of double clicking.

Triple clicking means clicking OK button after double clicking.

### ***Details on the window items***

New Addr	Add new address to the current group
New Grp	Add new group
Properties	Show the properties of the focused address or group
Select All	Select all the items
Delete	Delete selected items
Sort	Show the sort mode of the address list (You can sort items by clicking each header of the list.)
Up/Down	Move the selected item up or down
To	Input selected items to To field
Cc/Bcc	Input selected items to Cc or Bcc field
<<Delete	Delete a selected address from To, Cc, or Bcc list
<<Clear	Delete all the addresses from the To, Cc, or Bcc list
Input Address	Input address or nickname directly
Set To Mail(OK)	Set the input addresses to a composing window
Close(Cancel)	Close the window

## Properties of Address

Name	Specify the real name for the address. It is shown as "Tomohiro Norimatsu <carty@kagi.com>" in the To or Cc field.
Mail Address	Specify the e-mail address.
Nick Name	Specify a nick name for this address. Nick name works like as follows: If you specify a nickname "tomo" for "Tomohiro Norimatsu <carty@kagi.com>", you will get entire address by simply typing "tomo" in the "To" field and hit Enter or Tab key.
Comments	Comments for the address. It shows up at the right of the address list.
Related URL	Specify related URLs. You will jump to specified site from the right button menu when you are selecting the address in the address list. You can specify multiple URLs by delimiting by comma, though (therefore) you can't specify a URL which contains comma.
PGP User ID	Specify particular PGP user ID for this address if you need. As default, an e-mail address enclosed by <> is used for specifying a PGP user in Becky!.

## Spell Check

You can use spell checking capability on the compose window if you have Microsoft® Office 95 installed. CSAPI(Common Spelling API), *Becky!* uses for spell checking, is not officially supported by Microsoft® however. So, you might not use spell checking on occasion even if you have installed Office95. If so, let me know please.

If you select text, inside of the selection is checked. If not, entire text is checked.

When a suspicious word is found, the dialog box appears and suggests other candidates. You can select Ignore, Ignore all, change, change all, add (to the user dictionary) options.

User dictionary is created in the root mail folder. The name is "BKcustom.dic". This is a plain text file. If you want to delete or add words in the user dictionary, you can edit the file directly.

"BKexc.dic" is also found in the same folder. It, however, is not used currently.

## Managing mailing lists

ML('Mailing list') is a useful communication tool for small special interested group to exchange information with its members. Recently, some kind of 'Online Magazines' take the form of ML. If you live in cyberspace, you will get many chances to subscribe or unsubscribe MLs. But MLs force users little complicated procedure; each of them has different mail address and command syntax may vary.

You will be able to manage those complicated information in one dialog box by using 'Mailing Lists Manager'.

### Mailing Lists Manager dialog

New	add new ML.
Edit	edit the information of the selected ML.
Delete	delete the information of the selected ML.
Copy	duplicate the information of the selected ML.
Subscribe	Open the mail to subscribe the ML.
Unsubscrib(e)	Open the mail to unsubscribe the ML.
Commands	Open the mail to send commands to the ML.
Web Sites	Open WWW browser and see the site related to the ML.
Details	Open a text editor to see the detailed information on the ML.
Post	Post mail to the ML.
To Admin	Send mail to the administrator of the ML.

### Using Mailing Lists Manager

If you subscribe a certain ML, you will receive a 'Welcome' message from the ML. This mail contains every important information to use this ML.

Then follow the procedure:

- 1) w entry.
- 2) the ML.

Name	Name of the ML.
Command To	the mail address to send commands.
	Use following buttons to register commands for the ML.
Subscribe	Subscribe command for the ML.
	. g. (for majordomo system)
Subject:	<i>(leave blank)</i>
Body:	subscribe <i>ml-name</i>
	end
Unsubscribe	Unsubscribe command for the ML
Others	Other command for the ML such as 'help'.

Post To	Posting address for the ML.
Admin's e-mail	e-mail address of the administrator of the ML. (if any)
Web Site	URL for the related Web site for the ML. (if any)

Then click OK.

1) ught up.

1) save it.

1) things.

n Subscribe / Unsubscribe to the registered ML in one action.

n Refer information on registered ML quickly.

n Relate a certain mail folder with a registered ML.

Next, I will explain about the third, 'Relating ML with a folder'.

### **Relating a mailing list with a mail folder**

You might want to create a new folder to store all mail for a mailing list. Otherwise, you will be confused because all messages for multiple mailing lists will come into one Inbox.

1) e folder name may be 'Blahblah ML'.

2) on menu.

3) submenu.

1)elated mailing list here. Then click 'OK'.

1)tically.

2)ng should be OK generally. But you can choose another header or string so that the mail for the ML will be certainly delivered.(You can configure further settings for filtering by using 'Filtering Manager' in 'Tool' menu)

Now you can use 'Post' or other commands for the ML in the right button menu.

## Spell checking

You can use spelling checker in the composing window.  
The entire text or the selection will be checked.

You can check spells in American English, British English, or the both by configuring the options in the "Misc." property.

Although there is no user interface to maintain the user dictionary, it is a plain text file stored in the mail box directory so that you can edit it using a text editor.

Open the "Bklgn.TLX" file by a text editor like notepad or *Dana*, edit, and save. Be careful not to remove the first line in the text which is like this:

```
#LID 1033 1 86
```

## Using Templates

Templates allow you to create messages and responses automatically formatted the way that you want them--for a mailing list assigned to its own folder, for example. Think of a template as the outline for a form letter--complete with your choice of header lines, boilerplate text, and information copied from the original message. The Tools|Options|Account|Misc. dialog box allows you to specify separate templates for new messages, replies to messages, and forwarded messages. The Folder Properties dialog box then allows you to override any or all of these for particular folders.

## Creating a template

The process starts the same way as writing a regular message. Choose "Compose" to open the Compose window and type your stock message.

Start by adding Subject:, Cc:, and any other header lines that you wish to always appear--Reply to: with your own name for messages to a mailing list or Cc: (or Bcc:) to your boss for business correspondence, for example.

To add flexibility, refer back to the original message with the following "macro symbols" or place holders, which the software automatically fills in when it loads the template. (These are also available for use in the stock intro to regular replies. See the Create tab under Tools|Options.)

%f	The data portion of the From: line from the original message, the one that you are replying to or forwarding.
%t	The data portion of the To: line from the original message.
%d	The data portion of the Date: line from the original message or, for a new message, the date and time at which you (or the mail reader) loaded the template.
%D	The data from %d converted to local time and formatted to the standard date format that you have specified with the Windows' control panel.
%i	The data portion of the Message-Id: line from the original message
%s	The data portion of the Subject: line from the original message.
%n	The name portion of the From: line from the original message.
%a	The mail address portion of the From: line from the original message.
%h{header}	The data portion of the specified header line--%h{X-mailer}, for example.
%m	The original message verbatim.
%M	The original message marked with the citation prefix string.
%A	Your email address.
%N	Your name.
%1 to %0	Signature No. 1 to 20.
%%	% itself

When this outline is complete, save it with the "Save Template" command. You may omit the ".tml" extension, but you cannot substitute another.

Quick example:

---

Hi %n,

On %d  
%f wrote:

%M

%1

---

Saving the above template and specifying it as the account's Reply Template produces a response similar to the following for a message from me.

---

Hi Tomohiro Norimatsu,

On Wed, 24 Jul 1996 14:56:24  
Tomohiro Norimatsu <carty@kagi.com> wrote:

>Hi,  
>What's up?

--

Johnny B. Good <john@blahblah.com>  
Blah-Blah technology Inc.

---

## Editing a template

Choose "Compose" to open the Compose window.

Hold down the Shift key and choose the "Load Template" command. Note that the Shift key is to prevent the automatic conversion of macro symbols.

Edit and save the template using the procedures for creating one.

## Loading a template

If you have already opened the Compose window, use the "Load Template" command.

Otherwise, hold down the Shift key when you select the "Compose", "Reply", or "Forward" command.

## Command line options

*Becky!* supports the following command line options.

Rebecca /A mail@address

Open the compose window for the address. "Rebecca  
mailto:mail@address" also works fine.

Rebecca filename [filename...]

Open the compose window with opening the specified files. If the  
files are text files, they are loaded as a message, otherwise are  
added as attachments.

## FAQ and Tips

### *How can I see the help for each command?*

Click the rightmost tool button with a question mark icon. The figure of the mouse cursor is changed. Then select any tool button or menu item.

### *How can I turn off the annoying control characters such as CRLF and Tabs in the editor?*

You have an option for turning them off in the 'View' property in the 'Preferences'.

### *The word wrapping is fine. But when I paste strings, The lines are not wrapped automatically. How can I do with it?*

You need to select the text you would like to wrap and use 'Reformat' command. It is available on the tool bar (6th button from the right).

### *How can I use Becky! as a standard mailer for MS Internet Explorer 3.0?*

To make it the default email program for MSIE, you need to configure the file type as follows:

- 1) Run 'Explorer'. (the Windows' Explorer, not the Internet Explorer)
- 2) Select 'Options' in the 'View' menu.
- 3) Select 'File Types' Tab.
- 4) Select 'URL:MailTo Protocol' in the list and click 'Edit' button.
- 5) Select 'open' in the 'Action' list and click 'Edit' button.
- 6) Input *Becky!*'s full path name in the 'Application used to perform action' field.  
e.g.  
C:\Program Files\RIMArts\Rebecca\Rebecca.EXE
- 7) Then click 'OK'.

### *How can I use Becky! as a standard mailer for Netscape Navigator?*

You will need to use a "Web Expander" utility. It is a shareware which is available at <http://www.st.rim.or.jp/~tezz-k/>

### *How can I configure the print settings such as margins and footers?*

You can configure the print settings by editing Rebecca.INI file. Add the following description under the [Settings] section.

# Footer note. &p represents the page no.  
Footer=- &p -

# Footer alignment. 0: Left, 1: Center, 2:Right  
FootAlign=1

# Header note.  
Header=  
HeadAligh=

# Margin. (mm co-ordination)  
PrintTop=5  
PrintBottom=5

PrintLeft=5  
PrintRight=5

*I'd like to read unread mail continuously.*

Use space key. :-)

*The mail view is too narrow, I'd like to read mail in a larger window.*

You can maximize and restore the view window by double clicking the 'middle bar' or hitting Ctrl+Enter key.

*What is the 'middle bar'?*

The grey area at the middle of the main window which shows 'Subject', 'Date', etc.

*I would like to use the same mail folders by different mail accounts.*

Select the same 'Mail Box' number in the 'Accounts' property. The 'Mail Box' number is assigned to the mail account number as default.

*When I look for help in the find option, I get an error "Unable to display the find tab. (177)".*

Sorry, it is a known bug which I have not found the way to solve it.

## About the registration

*Becky!* is a shareware: distribution and trial are free of charge.  
If you want to continue to use this software, please purchase a license.  
Trial period is up to 30 days.

### ***If you register ...***

- You will not see the shareware notification dialog on startup.
- You will be notified the major version up of *Becky!* via E-mail.
- You will be qualified to upgrade *Becky!* without any additional fee when new version is released.
- You will receive information on the other products, both free software and shareware, of RimArts, Inc.

### ***Please check before the registration***

- You **MUST** have an E-mail address.

Without an E-mail address, you will not receive a registration pass code.

"E-mail address" here means one which can receive Internet mail.

If you are a member of a network service which provides Internet mail address, your E-mail address would be

YOURID@blahblah.net  
YOURID@blahblah.com

...

- You **MUST** have one of the payment methods which are supported by Kagi.

Credit Card: Visa, Mastercard, American Express.

Check or Money Order

Cash (It, however, is not a good idea because of the security reason and sending cash is prohibited in some country's law.)

First Virtual: see <http://www.fv.com>

Invoice

- **Please make sure *Becky!* works fine on your machine.**

*Becky!* is programmed to work with most of machines. But sometimes it might not work well for some reasons; the problem of your modem driver, mail server's implementation of your Internet provider, some conflict with your system environment, etc.

**PLEASE MAKE SURE BECKY! WORKS FINE ON YOUR MACHINE AND WITH YOUR INTERNET PROVIDER BEFORE YOU SEND MONEY.**

Of course, we will do the best to fix the problem if you report to us. But your registration is not refundable in any way.

## ***Price***

40 US\$ for one license.

### **Volume discount**

Volume discount will be applied according to the number of licenses.

**Please read below carefully if you want to purchase multiple licenses. Once your payment is processed, it is not refundable even if you specified inappropriate number of licenses.**

minimum number	unit price(US\$)
5	35
10	30
15	25
20	20
40	15
60	12
80	11
100	10
200	9
300	8
1000	5

The price for 20 licenses is  $20\$ * 20 = \$400$ , for 40 licenses is  $15\$ * 40 = \$600$ .

Selecting minimum number is most reasonable. for example, **if you want 18 licenses, it is not a good idea to purchase exactly 18. Because 18 is greater than 15 but less than 20, so \$25 unit price is applied. It is paradoxical but total amount is \$450 which is more expensive than \$400 for 20 licenses!**

### ***How to register***

- Run REGISTER.EXE. (REGISTER.EXE is included in the *Becky!*'s package.)  
You can also run REGISTER.EXE from the startup dialog clicking "Order To Kagi" button.
- Fill out the information such as your name, E-mail address, number of licenses you are purchasing, and payment method.  
For more details, see REGISTER.HLP.
- Send the output of REGISTER.EXE to Kagi (sales@kagi.com).  
via E-mail, postal mail or fax.  
**Please do NOT send it to me. Only "Kagi <sales@kagi.com>" can process the payment.**  
If you want to use *Becky!* to send the mail, **please do NOT check "Use MAPI enabled mailer"** option. Because *Becky!* doesn't support MAPI currently.  
(REGISTER.EXE is an independent software product created by Grzegorz Kochaniak. It is not made for dealing with *Becky!*.)
- You will receive a confirmation of the payment and a registration pass code via E-mail. Generally, It takes less than a week to receive it.  
Fax order takes a few days more.  
Long weekend, heavy network traffic, etc., may cause a several days delay.  
If you do not receive a reply in two weeks, please contact me. (carty@rimarts.co.jp)
- Run *Becky!* and click "I have paid and got a pass code." button on the startup dialog.  
You can also register from "User Registration" in the "Help" menu.
- Fill out the information: your name, registration pass code and E-mail address, and click "OK".

For more information about the registration through Kagi,  
see "<http://www.kagi.com/>".

And if you have any problem through the registration procedure, feel free to contact me. (carty@rimarts.co.jp)

**KAGI IS A PAYMENT PROCESSING SERVICE. THEY DO NOT DO ANY TECHNICAL SUPPORT FOR OUR PRODUCT. PLEASE DO NOT SEND ANY MAIL REGARDING OUR PRODUCT TO KAGI, BUT TO <carty@rimarts.co.jp>.**

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- Kagi is the secure and convenient shareware payment processing service. "<http://www.kagi.com/>".
  - Register for Windows (REGISTER.EXE) is written by Grzegorz Kochaniak.

## About PGP

*Becky!* has an easy-to-use PGP front end capability. It, however, is assumed that you already have installed PGP program and your system is configured correctly. ***Becky!* never have any encrypting or decrypting code inside.**

### **Background**

PGP is divided to two versions; US version and International version.

It is free, but it is **illegal to download and use US version outside USA** and **illegal to download and use International version inside USA.**

For that reason, PGP has a sort of complicated background. So, please obtain and use PGP program **totally on your own responsibility.** Read all the instructions and documents which is included in the PGP archive very carefully before use it.

I can't give further information on PGP itself. If you are interested in it, please find appropriate information for your country.

### **Becky's PGP functions**

#### **Composing** (in the Tool menu)

Signature	Sign an outgoing message with your secret key. Do not modify the text after you add a signature. (PGP -sta)
Encrypt	Encrypt an outgoing message for the recipients specified in To, Cc, and Bcc field. You need to have public keys for those recipients in your public key ring. (PGP -ea)
Sign and Encrypt	Sign and encrypt an outgoing message. (PGP -esa)
Attach Public Key	Extract a public key of specified PGP user from your public key ring and paste it into text. (PGP -kxa)

#### **Receiving** ('PGP processing' command in the Tool menu)

Decrypt

Check signature

Add public key

(All three process can be done by single 'PGP processing' command.)

## Sending Voice E-mail

*Becky!* supports sending voice message in GSM6.10 format of WAV file. This format is good for sending voice message through Internet because it is very small (2k/sec) and the quality is good enough. But, some platform other than Windows95/NT4.0 might not support playing back this format of WAV file. So, please be careful when you are sending voice message from *Becky!*.

### ***Recording***

- Select 'Record Voice' command in the 'Tools' menu in the Compose window. This command is also available as a tool button at 4th from the left.
- Click 'Record' button to start recording. Speak something through a microphone connected to your computer.
- Click 'OK'. Then the voice file is attached to your message.

## View HTML mail

*Becky!* can display HTML messages in its message window. You need MS Internet Explorer 3.0 or higher installed to enable this capability because *Becky!* uses ActiveX components which are included in MSIE. So, even if you do not use MSIE for your default browser, I recommend install it on your system.

You will see the HTML messages either in an inline window or a separated window.

The message which is sent as text/html is displayed inline but sent as multipart is displayed in a separated window because the multipart message might include some other information besides the html text itself.

In some environment, you might encounter a problem when you select a HTML mail.

Sometimes, you can fix the problem by the following procedure.

- Set MSIE3.0 as your default browser.

or

- Reinstall MSIE3.0.

I don't know the reason but I've heard some other problems (no relation with *Becky!*) happen in some situations in the environment which Netscape Navigator and MS Internet Explorer coexist.

They are having a fight or something, I guess. ;-)

