

Pronto Help Index

Step-by-step Instructions

[Alphabetic Listing](#)

[Chapter Listing](#)

Reference Information

[Menu Commands](#)

[Parts of the Pronto Screen](#)

[Pronto Set-up](#)

Alphabetic Index

For Help organized according to Topic Chapters, select:

[Table of Contents](#)

To search for subjects by key-words, use the **search** facility.

-A-

[Address Book](#)

-B-

-C-

[Command Menu](#)

[Compose](#)

[Copying Notes](#)

-D-

[Delete Mail](#)

[Draft folder](#)

-E-

[Edit Mode](#)

[Edit | Select All](#)

[Edit | Copy](#)

[Edit | Cut](#)

[Edit | Export](#)

[Edit | Find](#)

[Edit | Insert Text File](#)

[Edit | Next](#)

[Edit | Paste](#)

[Edit | Replace](#)

[Edit | Undo](#)

[Edit | UUDecode](#)

[Edit | UUEncode](#)

[Edit | Spelling](#)

-F-

[File | Draft](#)

[File | Exit](#)

[File | Export Folder](#)

[File | Folders](#)

[File | Import Folder](#)

[File | Incoming](#)

[File | New Folder](#)

[File | Open Folder](#)

[File | Out Log](#)

[File | Outgoing Queue](#)

[File | Printer Setup](#)

[File | Print](#)

[File | Wastebasket](#)

[Filtering Notes](#)

[Find](#)

[Folder Window](#)

[Folders](#)
[Folders Menu](#)
[Fonts](#)
[Forward](#)

-H-

[Host](#)

-I-

[Incoming](#)

-L-

-M-

[Mail | Add to address book](#)
[Mail | Address book](#)
[Mail | Attachment](#)
[Mail | Check new mail](#)
[Mail | Compose](#)
[Mail | Copy](#)
[Mail | Delete](#)
[Mail | Forward](#)
[Mail | Move](#)
[Mail | Reply](#)
[Mail | Reply all](#)
[Mail | View](#)
[Moving Notes](#)

-N-

[New mail](#)
[Note Procedures](#)
[Note Window](#)
[Notes](#)

-O-

[Out log](#)
[Outgoing Mail](#)

-P-

[Preferences](#)
[Procedures](#)

-R-

[Reply](#)
[Reply All](#)

-S-

[Setting up Preferences](#)
[Setup | Fonts](#)
[Setup | Maintenance | Clear Incoming](#)
[Setup | Network setup](#)
[Setup | Preferences](#)

Setup | Signatures
Spell Checking

-T-

Toolbar

-U-

Undo

-V-

View | Clear filter

View | Filter...

View | Headers

View | Sort by date

View | Sort by sender

View | Sort by subject

View Mode

-W-

Window | Arrange icons

Window | Cascade

Window | Close all

Window | Tile

Table of Contents

1. Overview
2. Commands
3. Procedures

Overview

What is Pronto/IP?

Pronto/IP is a PC client front-end for TCP/IP based E-Mail servers.

You can use Pronto to work on your host based mail and folders -- without having to remain connected to the host.

What do I need to run Pronto?

On the PC:

A PC running MS Windows version 3.1 or higher.

A TCP/IP stack, providing a Winsocket interface.

On the host:

A POP3 server and an SMTP server.

See also

[Pronto desktop](#)

Procedure Overview

Help with Procedures is organized according to the following topics:

[Folder Procedures](#)

[Note Procedures](#)

[Setup Procedures](#)

Host

The host is the computer that runs the mail server with which **Pronto/IP** communicates, and from which mail is downloaded and uploaded. **Pronto/IP** requires that the host will run POP3 and SMTP.

Working with Folders

A folder is a collection of related mail notes. When using Pronto, you can store notes in folders.

Incoming, Outgoing queue, Outlog, Wastebasket and Draft are special purpose system folders generated by Pronto.

Use the Folders pop-up to access the folders present in your system for operations such as opening, filing and deletion.

When you open a folder, Pronto displays a Folder Window, through which you can process the notes contained in the folder.

See Also

[Creating a new folder](#)

[Opening a folder](#)

[Moving a note](#)

[Copying a note](#)

Folders Pop-up

The Folders Pop-up provides a list of all your folders. You may use the Folders pop-up to select folders for filing, viewing, deletion and creation. When active, the Folders pop-up always remains on top of all other windows. If you frequently use several folders, you may find it convenient to always leave the Folders pop-up active. If you don't want the Folders pop-up to appear when Pronto begins, you can change this default from the [Preferences](#) dialog box.

When the Folders pop-up is not open, you can call it with the [Folders pop-up](#) command from the File menu.

Creating new folders:

Click the **New...** button to get a "new folder" dialog. You may define the new folder as local, in which case it is created on the PC only.

Deleting folders:

Click the **Delete** button to permanently delete the selected folder.

Moving notes to a folder:

1. Select notes in a [folder window](#).
2. Select the destination folder and click the **Move** button
or
use "drag and drop": drag the selected notes and drop over the folder.

Copying notes to a folder:

1. Select the notes in a [folder window](#).
2. Select the folder to file into, and click the **Copy** button
or
use "drag and drop": drag the selected notes, and drop over the folder while pressing the **Ctrl** button.

Opening folders:

Select a folder and click the **Open** button, or double click the folder name.

Folder Windows

A folder window displays the content of a folder, and lets you read and process the notes contained in the folder. Folder Windows are divided in two:

List of note headers:

The upper part displays a list of all notes in the folder. You can sort and filter the notes using the view commands. You can select notes with a mouse-click or by using the up and down arrows on the keyboard. Select multiple notes by clicking the mouse while pressing the **Ctrl** button. Selected notes appear highlighted, and you can apply to them operations such as moving, copying, deleting and viewing.

Text of selected note :

The lower part displays the text of the selected note. You can mark portions of the text using the mouse, copy it to the Windows clipboard and paste it into other windows. Use the search command to find specific text in the note body.

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

Deleting notes from the folder:

1. Select the notes you wish to delete.
2. Select mail | delete from the main menu, or press the **delete** button in the toolbar.

Moving notes from one folder to the other:

1. Select the notes you wish to move.
2. Select mail | move from the main menu, or press the **move** button in the toolbar or
3. "Drag and drop" the notes to the Folders pop-up, or to a folders list that will pop-up automatically if the Folders pop-up is not present.

Copying notes from one folder to the other:

1. Select the notes you wish to copy.
2. Select mail | copy from the main menu, or press the **copy** button in the toolbar or
3. "Drag and drop" the notes to the Folders pop-up, or to a folders list that will pop-up automatically if the Folders pop-up is not present. When "dropping" the notes, press the **Ctrl** button.

See Also

Folders Procedures
Folders pop-up

Working with Notes

Notes are the basic building blocks of the Pronto system. Notes are stored and organized in Folders. Using a folder window you can view the notes stored in a folder, and apply various operations to them.

Pronto lets you view and edit a single note using a note window.

Working with Note Windows in View Mode

When a note window appears in view mode, you can view the note body, but you cannot modify its contents.

A note window appears in view mode when you open it by double clicking a note in a folder window, or by selecting a note in a folder window and using the Mail | Open command.

You can save a note in a text file using the save as text command.

See Also

Folders

Working with Notes in Edit Mode

You activate Mail Edit mode by selecting the Compose, Reply, Reply all or Forward Mail commands, or by double-clicking on a note header in the Draft folder.

The following action buttons appear beneath the note window title:

- Original** Places the contents of the selected note in the active folder window into the note being edited. To distinguish the included text from the text you enter, each line of the included text is preceded by an *indentation string*. The indentation string is " > " by default. You may change it using the preferences dialog box.
- Attach** Add an attachment to the note.
- Edit Later** Stores the note in the Draft folder for future reference.
- Send** Stores the note in the outgoing queue until transfer to the host.
- Address** Select addressees from your aliases list.

The signature list box lets you select which signature will be appended to the note.

Filling the header fields:

- To:** Addressee(s) of the note
- Subject:** Subject covered in the note
- cc:** Other addressees who should receive copies of the note
- Bcc:** Blind cc: Similar to cc, but recipients of the note cannot see this list.

While editing a note, you can export and import text files, and perform a spelling check.

MIME types

MIME (Multipurpose Internet Mail Extension) types specify the data types of attachments. Each comprises a type (for example, text) and a subtype (for example, plain).

You use the MIME type setup dialog box to define MIME types. You may include an extension that relates a Microsoft Windows registered application to the defined type.

By default, binary attachments have the type Application and the subtype Octets. The default text definition is text/plain.

Working with Note Windows

You use note windows to view and edit individual notes. You may use windows in either edit mode or view mode.

A note window appears in edit mode when opened using the Mail | Compose, Mail | Reply, Mail | Reply all or Mail | Forward commands. It appears in view mode when invoked using the Mail | View command, or by double clicking a note header in a folder window.

Pronto Desktop

Pronto's user interface is organized as a desktop.

The desktop frame includes:

1. Main menu
2. Toolbar
3. Status line at the bottom of the desktop -- provides communication status and a short description of the toolbar button currently pointed to by the cursor.

The desktop may contain:

1. Note windows
2. Folder windows

File | Incoming

Activates the **Incoming** notes folder window. The incoming notes folder contains incoming notes downloaded from your mail account on the host.

The Incoming folder opens, by default, when you begin Pronto.

See Also
Folders

File | Draft

Opens the **Draft** system folder that contains unsent notes stored with the **Edit Later** button in the note window. You keep "notes in progress" before sending them.

Double clicking a note header in the notes list opens a note window with the selected note already in edit mode.

File | Out Log

Opens the Out Log system folder that contains all notes previously sent.

Use this folder as a record of notes you have sent. Processing notes in this folder does not affect the outgoing queue. It does not determine which notes will be uploaded to the host.

NOTE:

We recommend that you delete unnecessary notes and move important notes out of this folder occasionally to control its size.

See Also
Folders

File | Wastebasket

Opens the **Wastebasket** system folder that contains all notes which you have deleted.

Normally, you must clear this folder yourself by deleting notes. You can, however, specify automatic clearing every time you exit Pronto by ticking an option in the preferences dialog box.

See Also

Folders

File | Outgoing Queue...

Pronto queues outgoing mail until transfer to the host. While in the queue, you can view, change or delete outgoing mail from the queue.

The following option buttons are available in the outgoing dialog:

1. **Edit note:** Opens note for further editing.
2. **Delete:** Removes note from the outgoing queue. The note is lost.
3. **Send all:** Transfers all notes to the host immediately and clears the queue.

Note: Do not confuse the queue with the Out Log, which contains notes already sent.

File | New Folder...

Creates a new folder.

File | Open Folder...

Opens a folder for viewing and processing.

File | Folders Pop-up...

Brings up the Folders Pop-up.

File | Import Folder...

Imports a folder from an ASCII file. The file must be in standard UNIX mail folder format. If the folder is not empty, Pronto prompts for overwrite or append.

File | Export Folder...

Export 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.

File | Print

Prints the selected notes.

File | Printer Setup

Select a printer, or change the set-up of the currently selected printer.

File | Exit

Exits Pronto. If any notes are being edited, Pronto issues a warning on each note, prompting you to save their contents.

Edit | Undo

Cancels the previously executed editing action.

Edit | Cut

Removes selected text and places it in the Clipboard.

Edit | Copy

Places a copy of the selected text in the Clipboard.

Edit | Paste

Inserts the text in the Clipboard into the note at the cursor position.

Edit | Select All

Select all text.

Edit | Search

Finds specified text in the note body of the active note window or of the selected note in the active folder window.

Edit | Replace

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

Edit | Next

Repeats the previous Find or Replace action.

Edit | Insert Text File...

Places the contents of a selected file into the note at the cursor position.

Edit | Save as Text...

Copies the contents of a note into a selected file name.

Edit | Insert Binary File (UUEncode)...

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 Pronto **Edit | UUDEcode** option.

See Also

Attaching Files

Edit | Save as Binary File (UUDecode)...

Decodes binary files, such as executables and graphic image files, following transfer from the host system with **Edit | Insert Binary File (UUEncode)**

See Also

Attaching Files

Edit | Spelling...

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

Mail | Open

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

Mail | Compose

Compose a new note. Opens a new note window in edit mode.

Mail | Reply

Reply to the selected note in the active folder.

Mail | Reply to All

Reply to the selected note in the active folder, and include all recipients of the original note as addressees.

Mail | Forward

Forwards the selected note in the active folder.

Mail | Delete

Deletes the selected notes from a Folder Window. Deleted notes are placed in the deleted folder, and may be retrieved from there.

Mail | Move

Moves the selected note or notes from the active folder to another folder.

Mail | Copy

Copies the selected note or notes from the active folder to another folder.

Mail | Address Book...

View and process your local aliases. You can add, modify or delete aliases from your private alias list. The aliases are stored locally, and are not uploaded to the host.

You use aliases as shorthand or simple nicknames for E-Mail addresses. An alias may be defined for one or many E-Mail addresses or other aliases.

Mail | Add to Address Book...

Adds the sender address of the current Incoming note to the alias list. The command takes the Sender field content from the note, highlighted in the Incoming window, and creates an alias.

Mail | Check New Mail

Retrieves new mail from the host into your incoming folder, and sends mail from the outgoing queue.

Mail | Attachment

Allows you to manage files attached to a note. After selecting an attachment icon, you may use this command to either view or save the attached file.

NOTE: The attachment must have an associated application for viewing.

View | Next

Show next message in currently active folder.

View | Previous

Show previously message in currently active folder.

View | Sort By Date

Lists notes in the current folder according to the date sent. The notes may be sorted in ascending or descending order, according to options specified with preferences.

View | Sort By Sender

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

View | Sort By Subject

Lists notes in the current folder alphabetically by subject.

View | Show All Messages

Clears all Show Some Messages settings, enabling you to view all notes in the current folder.

View | Show Some Messages...

You can pass all notes of incoming mail, or any other folder, through a filter that selects notes based on date range, sender, subject or note content. Only notes that pass the filter are displayed.

Date range is in date format. All other fields are character strings. You can use sub-strings, e.g. putting **hel** in the subject field, will display all notes with the words **help**, **hello** and so on in their subject line.

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).

Reset filters by pressing the **Show all Messages** option in the **View** menu.

You may use the following fields in filters:

- Date range:** Display notes between the start and end dates. Dates are in the date format your setup uses, e.g. month/day/year or day/month/year.
- From:** Display notes that contain the specified string in the sender field.
- To:** Display notes that contain the specified string in the addressee field.
- Subject:** Display notes that contain the specified string in the subject field.
- Note body:** Display notes that contain the specified string in their body content (message).

View | Show Headers

Turn display of full note headers on, partial (showing the **From**, **To**, and **Cc** fields) or off.

View | View Status Bar

Turn display of status bar on or off.

View | View Toolbar

Turn display of toolbar on or off.

Setup | Preferences...

The Preference dialog box allows you to change several parameters in the appearance of Pronto:

Confirm delete and file operations:

Prior to deletion, or other irreversible file operations, Pronto prompts for confirmation.

Maximize the note view window:

When a note view window is opened it appears at maximum size.

Maximize the note edit window:

When a note edit window is opened it appears at maximum size.

Save desktop on exit:

Save the position of all opened windows on the Pronto desktop when exiting Pronto and restore desktop next time for the next Pronto session.

Clear wastebasket folder when exiting:

If selected, Pronto clears the wastebasket log every time you exit the program.

Automatically append new addresses:

If the address does not already exist in your address book, Pronto adds it automatically.

Prompt if addressee is not in alias list:

Issues a warning whenever an addressee does not exist in your address book Pronto allows you to verify the name and add it to the list.

Use Pronto as MAPI Server:

Installs **Pronto/IP** as a MAPI server, to mail-enable other applications through **Pronto/IP**.

Sort order:

Order of notes in a folder window when sorted

Ascending - low to high.

Descending - high to low.

Indentation String:

Appears before each line of text incorporated using the *original* button in a compose window. Default is less than sign (<).

Line wrap width:

Select the maximum number of characters in a line when editing a note.

Setup | Toolbar...

Allows you to specify which tool buttons are included in the toolbar. You select the buttons you want to include (or remove) from the selection lists that pop up.

Ticking the **Show Text** (marked as <- ->) option causes descriptive text to appear in the help line at the bottom of the Pronto screen when the cursor is on the button.

Setup | Signatures

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

Setup | Network setup

Sets up your host incoming mail parameters (POP3) and the outgoing mail (SMTP).

POP3 Settings: Sets up Pronto/IP interaction with the POP3 - incoming mail.

Login:

Enter your host user ID. (The ID you use to log on to the host UNIX system.)

Password:

Enter the password you use to log on.

IP Address:

Enter the name of the host where your mail resides. This may either be the host name or its IP address.

Check mail on startup:

Ticking this option causes Pronto to log on the host and transfer mail each time it is started.

Retain mail on host:

Ticking this option causes Pronto to retain copies of notes on the host after updating mail. Normally, Pronto removes the host copies from your folder after fetching Incoming notes.

Check for mail every ____ minutes:

Ticking this option causes Pronto to log on to the host and fetch Incoming notes at the specified interval. If you have not specified immediate sending of mail, the Outgoing queue is also transferred to the host at each login.

SMTP Settings: Sets up Pronto/IP outgoing mail parameters. If you use the same host for sending and retrieving mail - insert the same IP address and leave the Return Address empty.

IP Address:

Enter the name of the host you use for sending mail. This may either be the host name or its IP address.
(Use same address as for POP3 if unsure).

Return Address:

Enter your full Internet address here (userid@host). You may ignore if SMTP host is the same as POP3 host.

Title:

When using the Return Address parameter - Pronto will insert the title (your full name) as the sender of the note.

Send mail immediately:

Ticking this option causes Pronto to log on to the host and transfer mail every time you issue a **Send** command.

Setup | MIME Types...

Use this dialog to:

1. Associate Windows file types to MIME types/subtypes. This will instruct Pronto how to treat different attachment. For example, you can associate file type GIF with type image and sub-type gif, so that if you have an application that can display GIF files it will be launched automatically when you double-click an image/gif attachment.
2. Enter new MIME types and subtypes. Pronto recognizes all MIME types and sub-types known at the date of shipping. If new MIME types are defined, you can add them.

Setup | Fonts

Enables you to change the appearance of text in Folder headers and the Note body.

The **Font Setup** dialog box allows you to change the **font**, **font style**, **color** and **size** of text characters in the Folder header and Note body.

Setup | Maintenance | Clear Incoming

Erases all data from the Incoming folder. This does not affect your host mail.

Setup | Maintenance | Purge Temporary Files

Deletes temporary files, created when viewing attachments to messages.

Window | Tile

Arranges all open Pronto windows in equally-sized windows on the Pronto desktop with the active window in the upper-left corner.

Window | Cascade

Arranges all open Pronto windows in stacks with the active window on top.

Window | Arrange Icons

Arranges folder and note icons in a line at the bottom of the Pronto desktop.

Window | Close All

Closes all open Pronto windows.

Setup Commands

Select from the following list for detailed Help on specific Setup Commands:

[File | Printer Setup](#)

[Setup | Preferences](#)

[Setup | Network Setup](#)

Command Overview

Commands can be executed in 3 ways:

1. Clicking on Toolbar buttons
2. Selecting from the Command Menu or sub-menu
3. Pressing a keyboard combination.

Click on a Command title for Help on the meaning of related commands in its sub-menu:

File **Edit** **Mail** **View** **Setup** **Window**

Keyboard command combinations are represented by underlined letters in the menus and sub menus. While holding down the Alt key, press the underlined letter in the specified menu followed by the underlined letter in the specified sub menu.

For Help with Keyboard command combinations, Click on a Command above and note the underlined letter in its title and sub menus.

Toolbar

The Toolbar is an easy way to execute various kinds of actions.

Each icon button on the Toolbar refers to a particular action.

As you move the mouse over a Toolbar button, a brief definition appears in the message bar at the bottom of the desktop. If you click on the icon, the action is executed.

You can configure the Toolbar to meet your own needs using **Setup | Toolbar**

File

File | Incoming

File | Draft

File | Out Log

File | Wastebasket

File | Outgoing Queue

File | New Folder

File | Open Folder

File | Folders

File | Import Folder

File | Export Folder

File | Print

File | Printer Setup

File | Exit

Edit

Edit | Undo

Edit | Cut

Edit | Copy

Edit | Paste

Edit | Select All

Edit | Search

Edit | Replace

Edit | Next

Edit | Insert Text File

Edit | Save as Text

Edit | Insert Binary File (UUEncode)

Edit | Save as Binary File (UUDecode)

Edit | Spelling

Mail

Mail | Open

Mail | Compose

Mail | Reply

Mail | Reply to all

Mail | Forward

Mail | Delete

Mail | Move

Mail | Copy

Mail | Address Book

Mail | Add to address book

Mail | Open new mail

Mail | Attachment

View

[View | Next](#)

[View | Previous](#)

[View | Sort by date](#)

[View | Sort by sender](#)

[View | Sort by subject](#)

[View | Show all messages](#)

[View | Show some messages...](#)

[View | Show headers...](#)

[View | View status bar](#)

[View | View toolbar...](#)

Setup

Setup | Preferences

Setup | Toolbar

Setup | Signatures

Setup | Network setup

Setup | MIME Types

Setup | Fonts

Setup | Maintenance | Clear incoming

Setup | Maintenance | Purge temporary files

Window

Window | Tile

Window | Cascade

Window | Arrange icons

Window | Close All

Attaching a file to a message

With Pronto, you can attach any PC file, of any type, to your message. When attaching a file, you have the following options:

Description: Add a description to the file you are sending.

MIME: Use the MIME (Multi-purpose Internet Mail Extensions) standard for attaching the file.

Sun Attachment: Use the Sun Attachment standard (this is the format used by Suns MailTool).

Binary or Text: Treat the file as text (insert it un-encoded) or binary (encode it in ASCII).

When using MIME, you can click the **MIME Types** button for more options:

MIME Type: Select the MIME type (e.g. Video, Audio, Text)

MIME Subtype: Select the subtype. Each type has its own sub-types, which normally denote a data format. For example, type image has subtypes jpeg and gif.

Encoding Type: Select which MIME encoding to use. Use:

1. No encoding for pure ASCII text files
2. quoted-printable for text in non US-ASCII character set (e. g. European languages)
3. base64 for any non-text file

