

o use [Distribution](#) you need a destination or multiple destinations. For our tutorial we have set up a folder named, "Test Mail Folder." Inside the Test Mail Folder are four mailbox folders each named "Mailbox #x." For now all of these folders are empty.

aunch the [Distribution](#) application
Distribuiton will open with an untitled window.

Choose "ADD" from the Options Menu.

ou will now be presented with the dialog from which you choose your destinations.

ou may now add your destinations. Since this [Distribution Applet](#) will include all of the folders inside the "Test Mail Folder" we simply clicked "Add ALL".

A Destination folder can be anywhere. They do not all have to be in the same folder.

When you have finished adding destinations click the "Done" Button.

Your untitled window will now contain all of the destinations you (we) chose:

If your destinations are correct you may now save the [Distribution Applet](#). If they are not and you wish to add additional applications, choose "Add" from the Option menu and add more destinations. Or, if you would like to remove a destination, simply select it in the window and choose "Remove" from the "Options" Menu.

To save your "[Distribution Applet](#)" type command-S or choose "Save" from the "File" menu.

name your [Distribution Applet](#), choose where you would like it saved and click the "Save" Button.

USING A Distribution Applet

o use a the [Distribution Applet](#), in this case the "Total Distibution" applet, simply drag and drop the file onto the applet.

he [Distribution Applet](#) will launch and place an alias of the file into all the destinations it contains and then quits. There are no dialogs, and no animated cursors. If you have a lot of destinations, this can take a minute or two.

Below is the result of our action:

ou may open a [Distribution Applet](#) with the [Distribution](#) application for later modification. We have made a second applet that will only distribute into the numbers 1 and 3 mailboxes by opening the Total Distribution applet and removing the numbers 2 and 4 folders from the list and saved it under a nother name.

he result:

f you look closely, the second file was copied into the folders but was not aliased. This will happen any time the document ends in ".txt". This is a feature that I wanted because there are times when I want the user(s) to modify something and then send it back to me.

Viola..

That's about all there is to it.