

## Read Message Window

**Read Flag** - The Read (check) box indicates if a message has already been read. If the box is un-checked then the message is being read for the first time. If the box is checked then the message was ready read at an earlier date.

**Delete Flag** - The Delete (check) box is used to mark a message for purging during the next cleanup operation. If the box is checked then the message will be deleted during the next cleanup cycle. The Delete Flag overrides any limit settings imposed on the area. However, the Marked Flag has precedence over the this flag.

**Marked Flag** - The Marked (check) box is used to mark a message as special (NEVER DELETE). If the box is checked then the message will never be delete from the effected message base. Even the delete flag steps down to this flag. If you do no longer have a reason to keep a marked message around, just un-check the box and it will be purged during the next cleanup operation.

**Replied Flag** - The Replied (check) box is used to mark messages that you have replied to at some time in the past.

**First..** - This button can be used to move to the first message in the active message base. Holding down the Option key while clicking on this button will open the 'Message Areas List' window. If the 'Message Area List' is already open, but in the background, it is made the active window.

**Prev..** - This button can be used to move one message in the reverse <--- direction. Holding down the Option key while clicking on this button will open the 'Message Areas List' window. If the 'Message Area List' is already open, but in the background, it is made the active window.

**Next..** - This button can be used to move one message in the forward direction --->. Holding down the Option key while clicking on this button will open the 'Message Areas List' window. If the 'Message Area List' is already open, but in the background, it is made the active window.

**Last..** - This button can be used to move to the last message in the active message base. Holding down the Option key while clicking on this button will open the 'Message Areas List' window. If the 'Message Area List' is already open, but in the background, it is made the active window.

**Area +** -- Clicking on this button will advance you to the next message area.

**Area -** -- Clicking on this button will advance you to the previous message area.

**Post..** - Click on this button to open the 'Post Header Dialog'. (This is for a new post.) This is where you enter/select Addressee:, From:, Subject:, prior to the message body. Holding down the Option key will take the person in the From: field and will add him to your 'Address Book'. This will not work if you are in E-Mail or you have Include Seen-By/Paths turned on.

**Freq** - Click on this button to perform a file request (FREQ's) operation. A FREQ is a request to another system to automatically send a file to your system if it is available. CP allows for both Fido and Internet file requests.

**Find..** - Click on this button to open the 'Find' dialog box. In the 'Find' dialog box you can enter a text string wish to locate in the body of the message. Holding down the Option key, which you click on the button, will repeat the search, using the last text string you entered. (This type of 'Find' only works for the Local Area ONLY).

**ARCH** - Click on this button to archive the message using the default archive setting. Holding down the Option key while and clicking on this button will display a drop down menu. From this menu a number or alternate message archive styles can be selected.

**Quick** - This menu option is used to archive the active message by sending it out the active serial port to an Imagewriter printer. NOTE: This is a quick core dump of the message. You must have an Imagewriter connected the serial port that the message is directed to. Otherwise, the system will may. This method is hardware dependent.

**Normal** - This menu option is used to archive the active message by routing it through the selected Printer Driver (under the Chooser).

**Master** - This menu option is used to archive the active message to a MASTER.Archive text file, located in the

Archive Folder. The message is appended to the this file.

Area - This menu option is used to archive the active message to a XXXXX.Archive text file, located in the Archive Folder. The message is appended to the this file. (XXXXX. is the area name).

Special... - This menu option is used to archive the active message to a special text file, using a filename of your choice.

Append... - This menu is used archive the active message to an existing text file by appending it the end of the file, selected for the SFPut dialog box.

Reply.. - Click on this button to reply to the current message. Addressee, From, Subject, and Node information are copied for you. Any text selected in the read window will be copied for later (auto) quoting. Holding down the Shift Key while clicking on this button will cause CP to skip the header dialog box. Holding down the option key will make the recipient of the message the addressee of the message.

Key... - Click on this button to set message search criteria, used when the NEXT, PREV, LAST, FIRST menu options are selected.

o All - Will cause CP to include all messages in the search.

o Unread - will cause CP to include only unread messages in the search.

o To: XXXXXXXXX - will cause CP to display only those messages that match the text in the To: field.

o From: XXXXXXXXX - will cause CP to display only those messages that match the text in the From: field.

o Subject: XXXXXXXXX - will cause CP to display only those messages that match the text in the subject: field.

o Date: XX/XX/XXXX - XX/XX/XXXX - will cause CP to display only those messages that fall within the dates specified.

o Priority - will cause CP to display only messages marked as priority. See priority import filters for more information.

o None - use no key search information.

o Global - Check this to have CP search ALL message areas using the selected key criteria.

o Remember Last Msg - This will cause CP to remember the last message read in each area during a global search.

o Mark as Read - This will cause CP to mark a message as read during global searches.

o Begin at Last Msg Read - will cause CP to begin its search using the last message read in each area, during global searches.