

## Read Menu

**Read Flag** - The Read (check) Menu is used to indicate if a message has been previously read. If the box is unchecked then the message is a first time read. If it is checked then the message has been read at a previous time.

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

**Marked Flag** - The Marked (check) Menu is used to mark a message as special (NEVER DELETE). If the box is checked then the message will never be delete from the 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) Menu is used to mark messages that you have replied to.

**First..** - This menu selection can be used to move to the first message in the active message base. Holding down the Option key while selecting this menu option 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.

**Previous..** - This menu selection can be used to move one message in the reverse <--- direction. Holding down the Option key while selecting this menu option 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 menu selection can be used to move one message in the forward direction --->. Holding down the Option key while selecting this menu option 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 menu selection can be used to move to the last message in the active message base. Holding down the Option key while selecting this menu option 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.

**Previous Message Area** - Selecting this menu option will move to the previous message area.

**Next Message Area** - Selecting this menu option will move to the next message area.

**Post..** - Select this menu option to open the 'Post Header Dialog'. (This is for a new posts.) 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** - File Request - This menu option is used to perform file requests (FREQ's). 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..** - Select this menu option 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 will repeat the search; using the last text string entered. (This type of 'Find' only works in active area).

**Archive Menu** - This menu is used to select 1 of 6 archive methods as well as a default method for the active echomail area. A default archive setting can also be set as well as archiving an entire range of messages.

**Archive Set** - This menu option is used to set a default archive style for the effected area. Once this is set just clicking on the ARCH button or selecting the Archive Menu will cause CP to archive the message using the pre-selected style.

**Archive Range** - This menu option is used to archive a sequential range of messages. If filters are available (CP 64, BINHEX...) they can be used to filter a message of unwanted key words, letters, or phrases.

**Archive (using Default)** - This menu option is used to archive the active message using the pre-selected archive style (that was set via the Archive Set Menu option).

Quick (IW) Print - 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 the message is directed to. Otherwise, the system will may. This method is hardware dependent.

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

Master File Archive - 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.

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

Append Archive - 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.. - This menu selection is used to reply to the current message. Addressee, From, Subject, and Node information is copied for you. Any text selected in the read window will be copied for later (auto) quoting. Holding down the Shift Key while selecting this menu option 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... - This menu option is used 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.

Sort Messages... - This option allows you to select various sorting methods by which you can sort the current message. Sort s include: To, From, Subject, Date. Once a message area is sorted, the sort can not be undone.