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#####  
#      File:           Topics  
#  
#      Contains:       Topics (questions list) AppleMail Guide Database  
#  
#      Coded by:       Kay Burnett, Shemin Gau  
#      Content by:     Kay Burnett, Pete Harbeson  
#  
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#####
```

<topic area> "Writing and Editing Letters"

<header> "How do I"

<topic> "create a letter?", "How do I create a letter?"  
<topic> "address a letter?", "How do I address a letter?"  
<topic> "expand and collapse the Mailer?", "How do I expand and collapse the Mailer?"  
<topic> "work with letterheads?", "How do I work with letterheads?"  
<topic> "set up AppleMail the way I want?", "How do I set up AppleMail the way I want?"  
<topic> "include sounds and images?", "How do I include sounds and images?"  
<topic> "play sounds or movies?", "How do I play sounds or movies?"  
<topic> "include a file with a letter?", "How do I include a file with a letter?"  
<topic> "save a letter?", "How do I save a letter?"  
<topic> "save a letter using a new name?", "How do I save a letter using a new name?"

<topic area> "Sending Letters"

<header> "How do I"

<topic> "send a letter?", "How do I send a letter?"  
<topic> "reply to a letter?", "How do I reply to a letter?"  
<topic> "forward a letter?", "How do I forward a letter?"  
<topic> "save an address?", "How do I save an address?"  
<topic> "sign a letter?", "How do I sign a letter?"  
<topic> "obtain an approved Signer file?", "How do I obtain an approved Signer file?"

<topic area> "Working with Received Letters"

<header> "How do I"

<topic> "organize letters?", "How do I organize letters?"  
<topic> "open a file sent with a letter?", "How do I open a file sent with a letter?"  
<topic> "open the next letter in my In Tray?", "How do I open the next letter in my In Tray?"  
<topic> "save a letter?", "How do I save a letter?"  
<topic> "delete a letter?", "How do I delete a letter?"  
<topic> "save an address?", "How do I save an address?"  
<topic> "print a letter?", "How do I print a letter?"

<topic area> "AppleMail Shortcuts"

<header> "Shortcuts for"

<topic> "addressing a letter", "Shortcuts for addressing a letter"  
<topic> "using the Mailer", "Shortcuts for using the Mailer"