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#####  
#      File:          Index  
#  
#      Contains:       Index questions for AppleMail Guide Database  
#  
#      Coded by:       Kay Burnett, Shemin Gau  
#      Content by:     Kay Burnett, Pete Harbeson  
#  
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#  
#####
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```
<index> "address"  
  <header> "How do I"  
    <topic> "address a letter?", "How do I address a letter?"  
    <topic> "send a letter?", "How do I send a letter?"  
    <topic> "forward a letter?", "How do I forward a letter?"  
    <topic> "save an address?", "How do I save an address?"  
  <header> "Shortcuts for"  
    <topic> "addressing a letter", "Shortcuts for addressing a letter"  
    <topic> "using the Mailer", "Shortcuts for using the Mailer"  
  
<index> "AppleMail Shortcuts"  
  <header> "Shortcuts for"  
    <topic> "addressing a letter", "Shortcuts for addressing a letter"  
    <topic> "using the Mailer", "Shortcuts for using the Mailer"  
  
<index> "attaching files"  
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    <topic> "include a file with a letter?", "How do I include a file with a letter?"  
    <topic> "open a file sent with a letter?", "How do I open a file sent with a letter?"  
  
<index> "collapsing the Mailer"  
  <header> "How do I"  
    <topic> "expand and collapse the Mailer?", "How do I expand and collapse the Mailer?"  
  <header> "Shortcuts for"  
    <topic> "using the Mailer", "Shortcuts for using the Mailer"  
  
<index> "creating a letter"  
  <header> "How do I"  
    <topic> "create a letter?", "How do I create a letter?"  
  
<index> "customizing AppleMail"  
  <header> "How do I"  
    <topic> "set up AppleMail the way I want?", "How do I set up AppleMail the way I want?"  
    <topic> "work with letterheads?", "How do I work with letterheads?"  
    <topic> "organize letters?", "How do I organize letters?"  
  
<index> "expanding the Mailer"  
  <header> "How do I"  
    <topic> "expand and collapse the Mailer?", "How do I expand and collapse the Mailer?"  
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    <topic> "using the Mailer", "Shortcuts for using the Mailer"
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<index> "letterhead"  
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        <topic> "work with letterheads?", "How do I work with letterheads?"  
        <topic> "save a letter?", "How do I save a letter?"

<index> "Mailer"  
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        <topic> "expand and collapse the Mailer?", "How do I expand and collapse the Mailer?"  
        <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> "send a letter?", "How do I send a letter?"  
        <topic> "forward a letter?", "How do I forward a letter?"  
        <topic> "save an address?", "How do I save an address?"  
    <header> "Shortcuts for"  
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        <topic> "using the Mailer", "Shortcuts for using the Mailer"

<index> "pictures"  
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        <topic> "include sounds and images?", "How do I include sounds and images?"  
        <topic> "work with letterheads?", "How do I work with letterheads?"

<index> "QuickTime movies"  
    <header> "How do I"  
        <topic> "include sounds and images?", "How do I include sounds and images?"  
        <topic> "play sounds or movies?", "How do I play sounds or movies?"

<index> "receiving letters"  
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        <topic> "open the next letter in my In Tray?", "How do I open the next letter in my In Tray?"  
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        <topic> "delete a letter?", "How do I delete a letter?"  
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        <topic> "print a letter?", "How do I print a letter?"

<index> "recipients"  
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    <topic> "using the Mailer", "Shortcuts for using the Mailer"

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        <topic> "save an address?", "How do I save an address?"

<index> "sending letters"  
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        <topic> "reply to a letter?", "How do I reply to a letter?"  
        <topic> "forward a letter?", "How do I forward a letter?"  
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        <topic> "sign a letter?", "How do I sign a letter?"  
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<index> "signatures"  
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        <topic> "play sounds or movies?", "How do I play sounds or movies?"

<index> "tag"  
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        <topic> "organize letters?", "How do I organize letters?"

<index> "triangle icon"  
    <header> "How do I"  
        <topic> "expand and collapse the Mailer?", "How do I expand and collapse the Mailer?"  
    <header> "Shortcuts for"  
        <topic> "using the Mailer", "Shortcuts for using the Mailer"

<index> "writing and editing letters"  
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        <topic> "work with letterheads?", "How do I work with letterheads?"  
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        <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?"