

Eudora

Macintosh[®] User Manual

Bringing the P.O. to Where You Live

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Finally, thanks to all the users and testers of Eudora, whose suggestions have made it a much better program than it would otherwise have been.

About the Name

Why the name “Eudora”?

When I was looking for a name for my new Post Office Protocol mail program, I thought immediately of the title of a short story I’d read years before: “Why I Live at the P.O.” So I named the program after the author of the story, Eudora Welty.

“Why I Live at the P.O.” can be found in a collection titled *A Curtain of Green* (Harcourt Brace Jovanovich). I highly recommend reading it, and anything else you can find by Ms. Welty. Her stories are funny, sad, and fascinating; she’s surely one of the great American writers.

— Steve Dorner

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Getting Started

System Requirements

In order to use the Eudora electronic mail (E-mail) program (hereafter referred to as Eudora), the following system requirements must be satisfied:

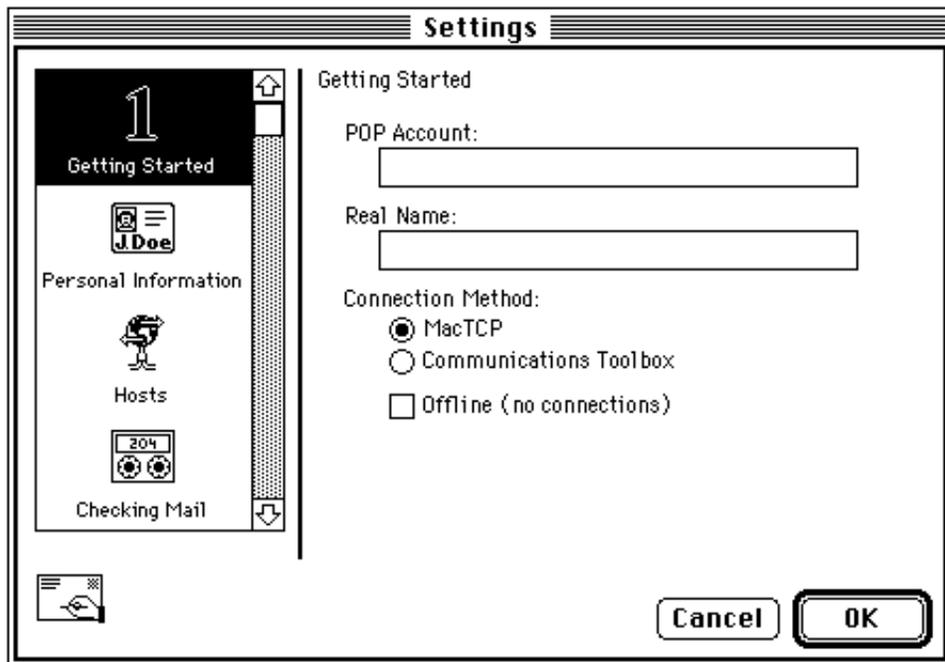
- Macintosh System 7 or later.
- Ethernet card or a DDP/IP gateway or modem.
- At least 340K of free RAM.
- Account on a computer with a Post Office Protocol version 3 (POP3) server.

Installing Eudora

To install Eudora on your Macintosh, copy the program icon from the diskette to your hard drive.

Eudora Configuration

After you have installed Eudora, double-click on its icon to open the program. Before you can actually use Eudora, you must give it some necessary pieces of information. To enter this information, select **Settings...** from the **Special** menu. The Settings dialog is then displayed with the Getting Started settings selected.



Settings dialog

To use Eudora, you must have an account on a computer that runs a POP server. This is the account to which your e-mail messages are delivered before they are transferred to the

Eudora program on your Macintosh. In the POP Account field, type your login name for this account and the full (domain) name of the computer, separating them with an “@” sign. For example, if your assigned login name is “carolyn,” and the name of the computer where you receive e-mail is “uxh.cso.uiuc.edu,” type “carolyn@uxh.cso.uiuc.edu” in this field.

In the Real Name field, type your real name. Your name, as it appears here, is displayed in parentheses after your return address in your outgoing mail. It is also displayed in the sender column of all messages sent by you.

If you are using Eudora with a network connection, select MacTCP as the Connection Method. If you are using a modem or other serial connection, select Communications Toolbox as the Connection Method. Then, select the **Communications...** dialog from the **Special** menu and choose the appropriate modem/serial communications settings.

You are now ready to use Eudora. For a quick introduction to the program’s basic functions, see the Tutorial chapter of this document; for detailed explanations of all available Eudora functions, see the Reference chapter.

Tutorial

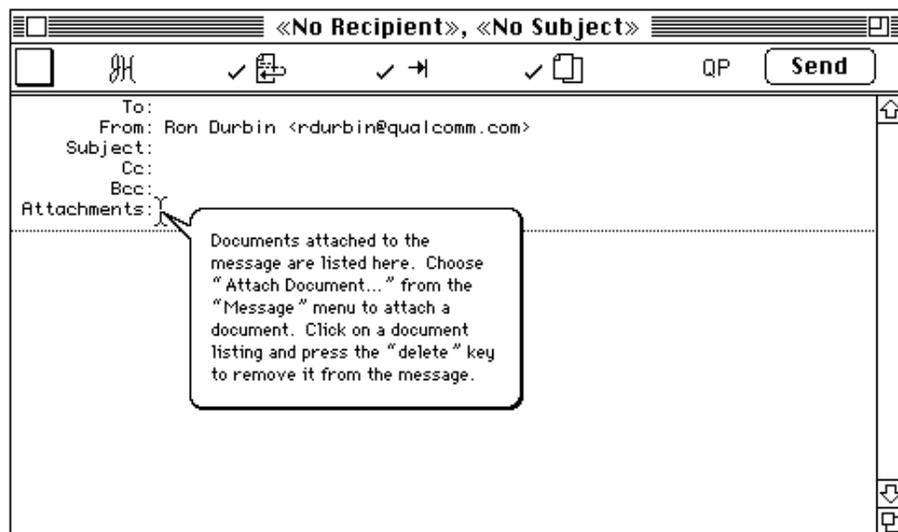
Introduction

This tutorial is designed to be an introduction to Eudora's basic functions. There are a host of other operations that are not described here. For detailed explanations of all available Eudora functions, see the "Reference" chapter of this document.

Balloon Help

Eudora has extensive Balloon Help. From the **Balloon Help** menu, select **Show Balloons** to turn this function on. Move the mouse pointer to a Eudora menu selection or item on the screen to display a brief description of that item (see the example below). When you no longer require assistance, select **Hide Balloons** to turn Balloon Help off.

Note: If you have an extended keyboard with a [help] key, it can be used to turn Balloon Help on and off.



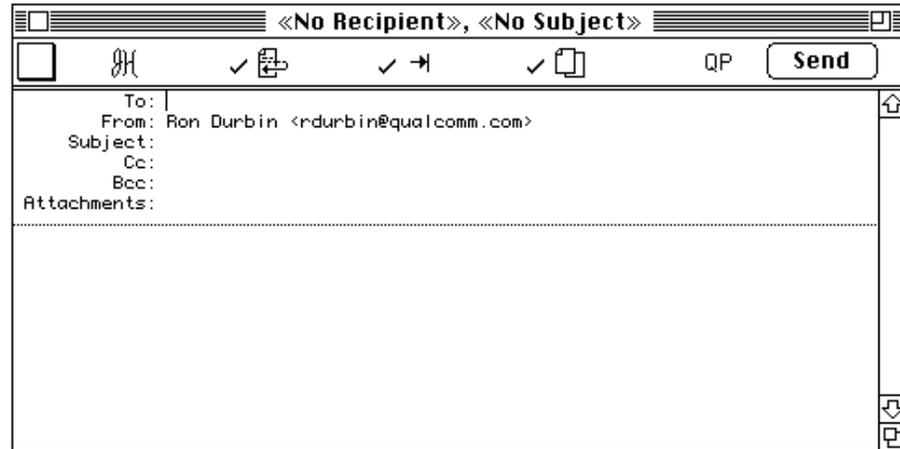
Help balloon example

It's possible to turn balloon help on even when a dialog is displayed. If you're not sure how to respond to a dialog, try balloon help.

Creating an Outgoing Message

A good way to familiarize yourself with Eudora is to create an outgoing message. An outgoing message is one that you send to someone else.

From the **Message** menu, select **New Message**. A new *composition window* is displayed with the blinking cursor situated at the start of the To: field.



Composition window

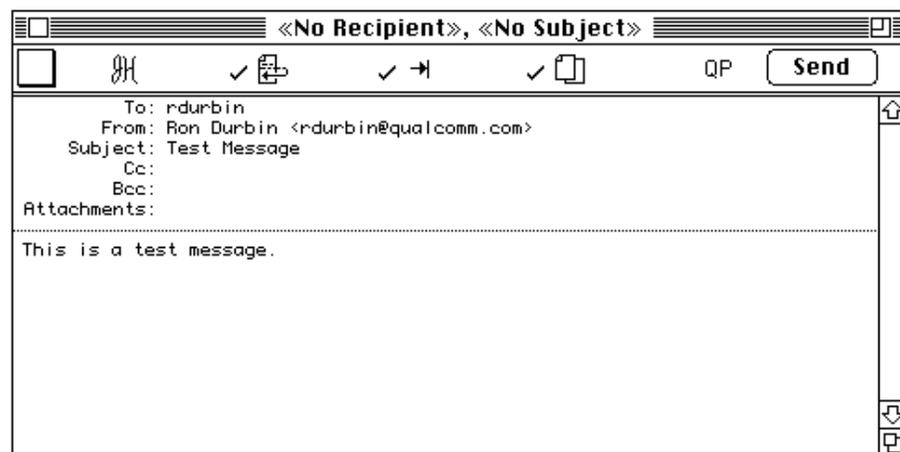
Notice the icon bar of symbols and check marks between the title of the window and the To: field. You may ignore the icon bar for now; it is explained in the “Reference” chapter.

Since it is easiest to experiment with Eudora by sending a message to yourself, type your own E-mail address in the To: field.

Note that the From: field has been automatically filled in (and can't be altered). This is the message's return address; it should be your own Post Office Protocol (POP) server account address.

Press the [tab] key or point and click the mouse to move the cursor down to the Subject: field. Typically, this field should contain some brief text indicating what the message is about. For this message, type the words **Test Message**.

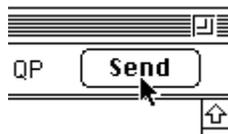
Move the cursor past the remaining Cc:, Bcc:, and Attachments: fields down into the large area below them. This area is reserved for the actual body of the message. Here you may type in whatever text you want. When you finish composing your message (to be referred to throughout this tutorial as your *test message*) the composition window should look something like the example below.



Example test message, ready to send

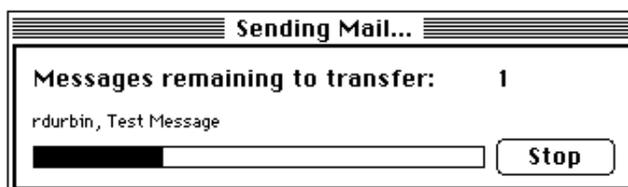
Sending a Message

Notice the Send button in the upper right hand corner of the composition window. To send a message in its current state, simply click on this button. Click it now.



Clicking the Send button

The composition window immediately closes, and the progress window is momentarily displayed the top of the screen. Eudora uses the progress window to report on the progress of lengthy operations. In this case, it indicates that the message is being transferred out onto the network.

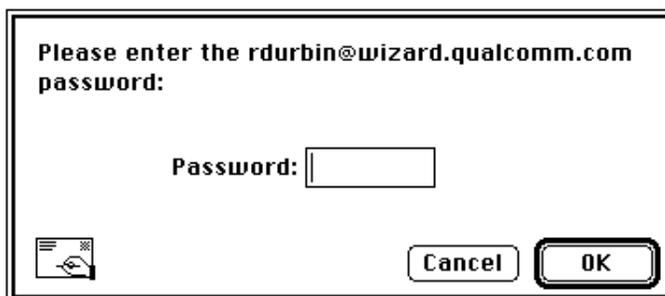


Progress window

Checking for and Receiving Mail

There are two ways to check your POP server to see if you have any new mail. One way is automatic and is determined by the Check for mail every ? minutes setting in the Settings dialog (Checking Mail). The alternative is to check for mail manually whenever you want by selecting **Check Mail** from the **File** menu. Do this manual check now.

Each time the Eudora program is opened, your password is requested prior to the first mail check, whether it is conducted automatically or manually. Upon the first check, such as now, a dialog is displayed requesting the password of your POP account.

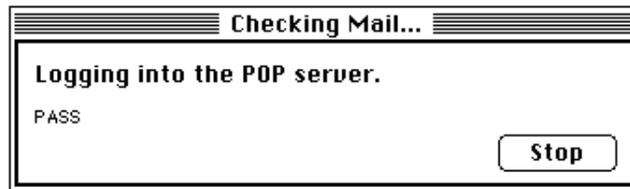


Password dialog

Type in the password and click **OK**. If you make a mistake before clicking **OK**, simply backspace and re-enter the password correctly. If your password is rejected, repeat the manual check by selecting **Check Mail** from the **File** menu and re-entering your password.

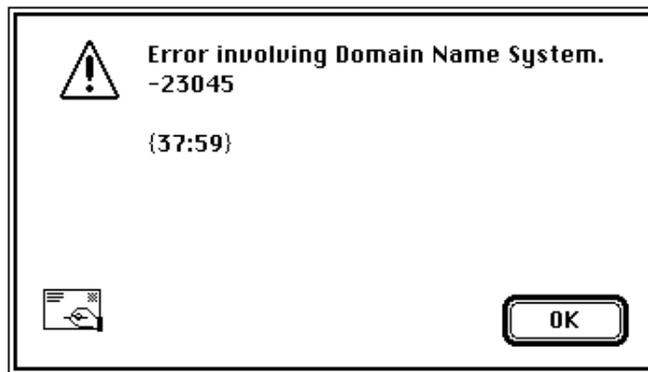
Note: Remember that the Eudora password is case-sensitive, so it must be typed in exactly or it is rejected.

After successfully entering your password, a progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made.



Progress window

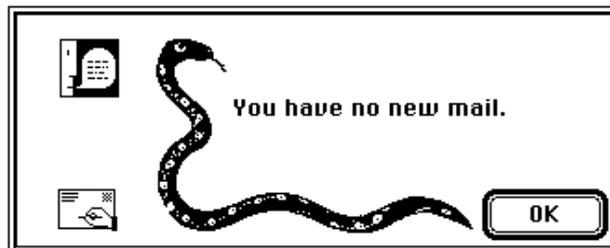
If there is a network problem between you and the POP server, an alert is displayed (see below).



Problem transferring mail

Note: Should you ever have a problem of this type, the numbers in {}'s are very important. Record these numbers for reference when reporting the problem.

If there is no mail waiting at your account on the POP server, the You have no new mail alert is displayed. This means that the message you sent yourself in the previous exercise has not been delivered to your POP account yet. Click **OK**.



No new mail alert

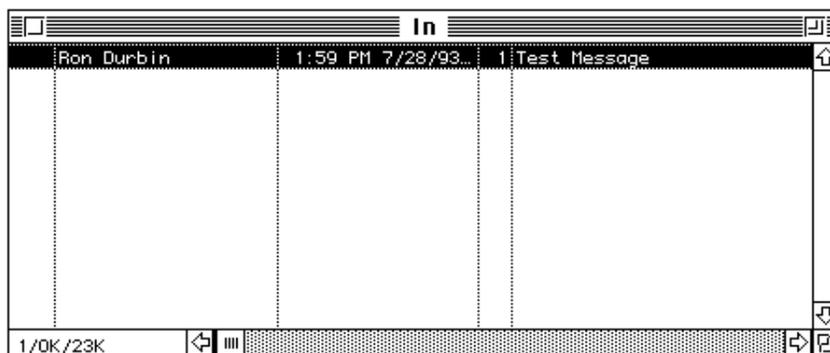
Keep selecting **Check Mail** from the **File** menu until your test message arrives.

When mail is found waiting in your POP account, the progress window remains at the top of your screen, allowing you to monitor the transfer of messages from the POP server to your Macintosh. This is followed by an alert stating that you have new mail.



New mail alert

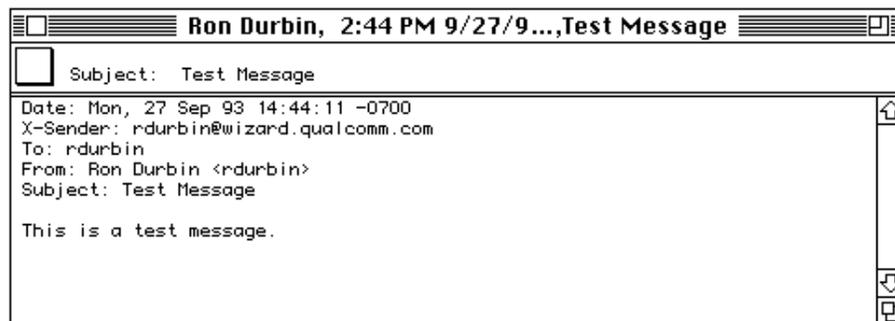
Click **OK**. Then, select **In** from the **Mailbox** menu to open the In mailbox. The In mailbox window is displayed with your test message summary listed inside.



Message listed in In mailbox

Messages are listed in mailbox windows as individual message summaries. A message summary is divided into fields containing the status and priority of the message (these are discussed in the “Reference” chapter), the name or address of the sender, the time and date the message was sent, its size in K, and the contents of its Subject: field.

To select (highlight) the message summary, single-click anywhere on the summary. To open the message, double-click on its summary. Do this for your arrived test message to display it on your screen.



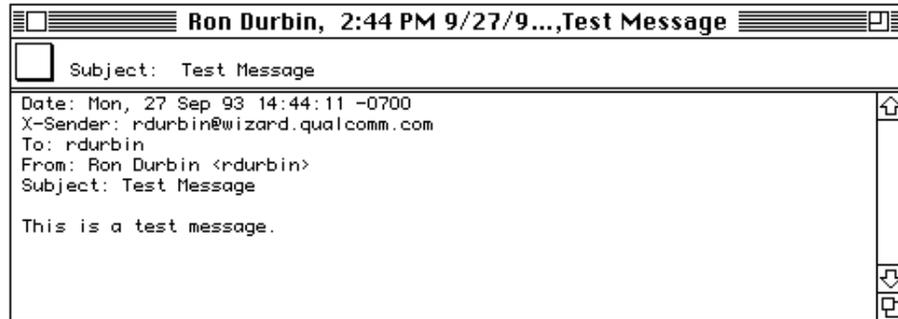
Test message display

Incoming messages are stored indefinitely in the In mailbox until they are deleted or transferred to another mailbox (as described later in this tutorial).

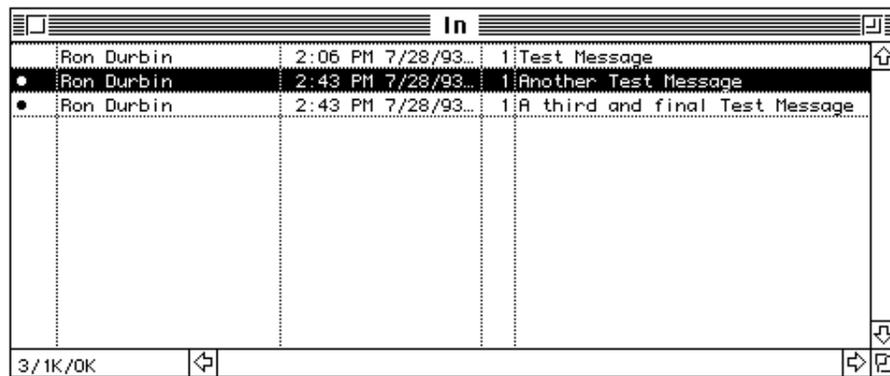
To close the message, either click the close box in the upper left-hand corner of the message window or select **Close** from the **File** menu. The In mailbox can also be closed in the same fashion.

Current Messages

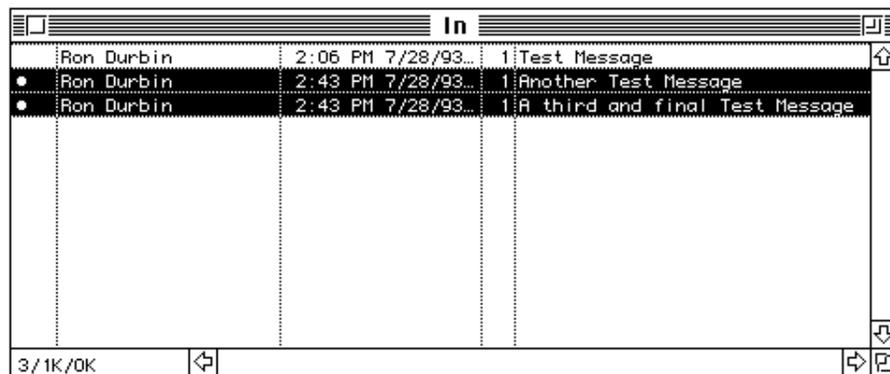
Eudora has been designed so that most commands can be applied either to an open message window or to highlighted message summaries in a mailbox window. This allows Eudora users to apply commands (such as Transfer, Forward, and Reply) to messages without opening them first. Whenever the term *current message* is used in this tutorial or in the “Reference” chapter, it refers to a message that is open and is in the topmost window or whose message summary is highlighted within a mailbox window (see the following examples).



When a message window is frontmost, it is the current message.



A selected message summary is current.



Multiple selected message summaries are current.

Examples of current messages

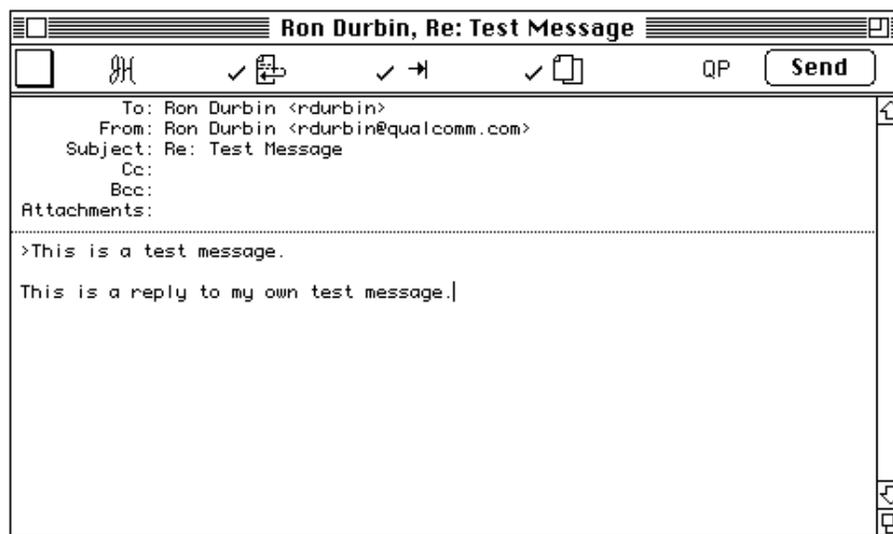
Replying To a Message

For any current incoming message (an incoming message is one that someone has sent to you), you may easily initiate a reply message to its sender without having to create a new message from scratch.

Open the In mailbox by selecting **In** from the **Mailbox** menu. Single-click on the message summary of your test message to highlight it. From the **Message** menu, select **Reply** to initiate a reply to this message.

Note: Select Reply, not Reply To; the Reply To menu item is for use with the quick recipients list, which is described in the “Reference” chapter.

A new composition window is displayed, with the sender’s address (in this case, your own) automatically placed in the To: field of the header. The original sender’s text is automatically included in the body of the message (prefixed by “>” at the beginning of each line). This text may be edited as needed. Since it is fully selected in the new composition window, it can be easily deleted by pressing [delete]. You may enter more text in the reply message just as in any outgoing message. At this time, move the insertion point to the area below the original message and type in some additional text.



Replying to a message

Do not send the reply message at this time. Instead, save it as described in the “Saving an Outgoing Message” section.

Saving an Outgoing Message

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or for temporary storage so you can return to it at a later time for changes or additions prior to sending it.

To save any current outgoing message, such as your new reply message, select **Save** from the **File** menu. This doesn’t close the composition window but it does save the version of the message (as it appears at the time of the save) in the Out mailbox, which holds all outgoing mail.

As long as an outgoing message has not yet been sent out on the network, changes can be made to it. For example, if you had wanted to also send the message to another person,

you could add his/her address to the To: field (any two addresses in a single field must be separated by a comma). Having saved your reply message, close the reply message window. Open the Out mailbox (from the **Mailbox** menu, select **Out**) and verify that your reply message is stored there.

Transferring a Message Between Mailboxes

Eudora helps you to better organize your incoming mail by allowing you to create new mailboxes and easily transfer messages between them.

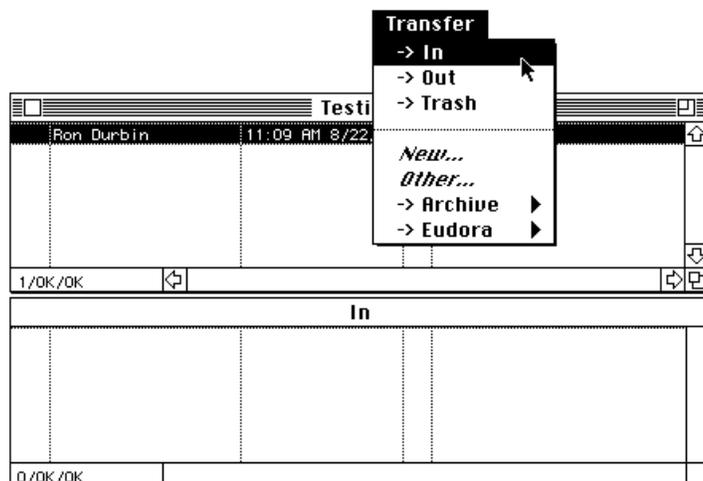
First, create a new mailbox while simultaneously transferring your test message into it. From the **Mailbox** menu, select **In** to open the In mailbox. Single-click on your test message summary to highlight it (making it the current message). Then, select **New...** from the **Transfer** menu. The New mailbox dialog is displayed.



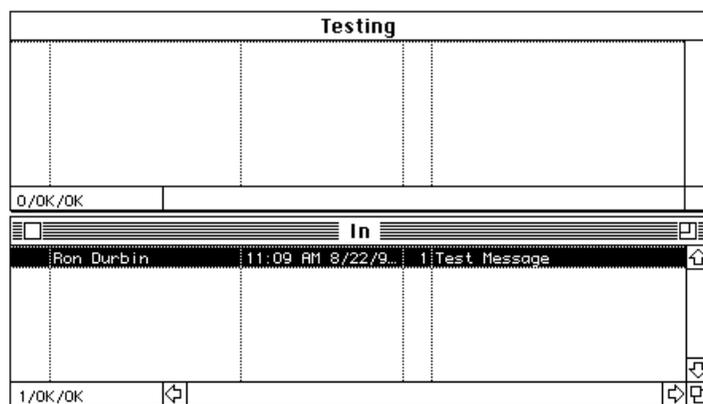
New mailbox dialog

Any name can be typed in here, but for this example, type **Testing**. Click **OK** to create the new mailbox. Because your test message was highlighted when you selected **New...** from the **Transfer** menu, it is automatically transferred into the Testing mailbox. To verify this, select **Testing** from the **Mailbox** menu.

Current messages can also be transferred between existing mailboxes. To demonstrate this, move your original test message from the Testing mailbox back into your In mailbox. Highlight the test message summary (click on it once in the Testing mailbox window) and then select **In** from the **Transfer** menu.



Message Transfer



After Transfer

Transferring a message

Deleting a Message

Messages are stored indefinitely in any mailbox until they are explicitly deleted or transferred to another mailbox. Outgoing messages that have been saved for further changes remain in the Out mailbox until they are either sent or deleted. Any current message can be deleted.

Open your test message from the In mailbox. Then, select **Delete** from the **Message** menu. Next, open the Out mailbox and select (without opening) the message summary of the reply message you generated previously. Again, select **Delete** from the **Message** menu to remove the message from the Out mailbox.

As a safeguard, the Delete command doesn't actually delete messages but transfers them to the Trash mailbox. So, if you suddenly realize you mistakenly deleted a message, it can be recovered from and transferred out of the Trash mailbox.

All messages stored in the Trash mailbox are automatically deleted when you quit Eudora. To manually delete messages held in the Trash mailbox, select **Empty Trash** from the **Special** menu.

Reference

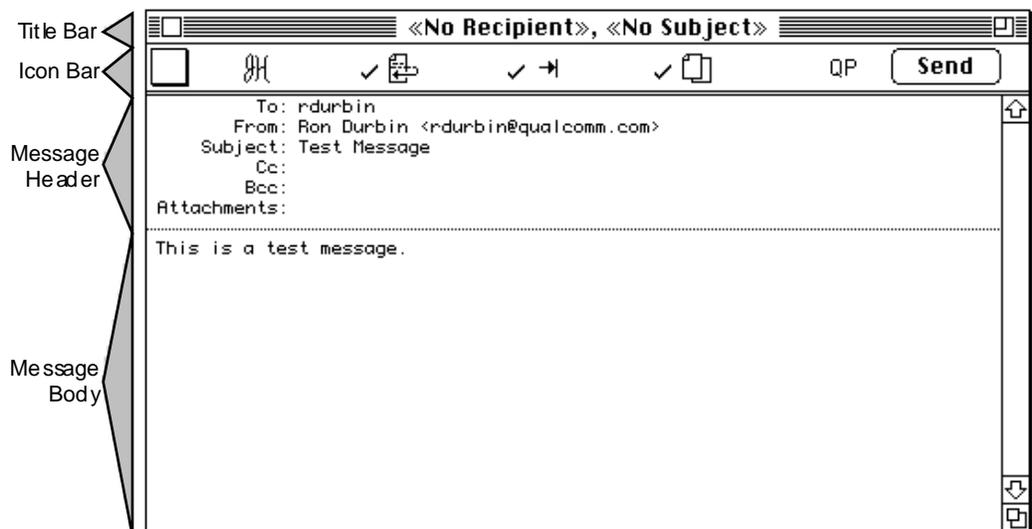
Introduction

This chapter provides detailed explanations of all available Eudora functions.

Creating an Outgoing Message

An outgoing message is a message you send to someone else.

To create an outgoing message, select **New Message** from the **Message** menu. A new *composition window* entitled <<No Recipient>>, <<No Subject>> is displayed with the blinking insertion point situated at the start of the To: field. The composition window consists of the title bar, the icon bar, the message header, and the message body.



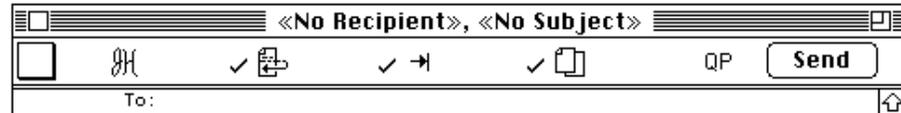
The composition window

Title Bar

The title bar provides information about incoming and outgoing messages, including the name of the sender (if it is an incoming message) or addressee (if it is an outgoing message), the time and date the message was delivered or sent, and the message subject. New messages are labeled <<No Recipient>>, <<No Subject>> until they are sent or queued. Messages get time stamps when they are sent, or if they are queued for timed delivery.

Icon Bar

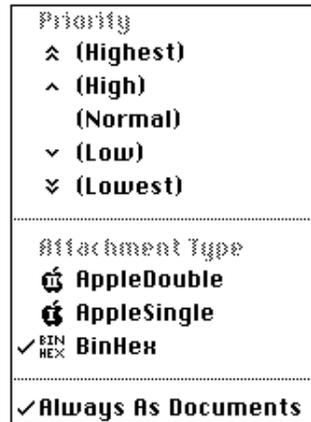
The icon bar consists of a series of objects that are displayed just under the composition window title. It allows you to control your message's priority, override some of your preference settings for that message only, and send or queue the message. There is one popup menu and five icons. Each of the five icons may be turned on or off for the current message by clicking on it. A check mark symbol appearing next to the icon denotes that the icon has been turned on. The popup menu and icons are described below.



The Icon Bar

Note: The default settings for the icon bar are determined in the Settings dialog (see the “Settings Dialog” section).

- Priority/Attachment Type Popup**
The leftmost object in the icon bar is the Priority/Attachment Type popup menu.



Priority/Attachment Type popup menu

The Priority portion of this popup menu is on top. If you want to indicate that your message is of a higher or lower priority than a normal message (blank), use this menu to make the desired selection. Priorities are discussed in the “Message Priorities” section.

The Attachment Type portion of this menu allows you to select what format documents that you attach to outgoing messages are encoded in: AppleDouble, AppleSingle, or Bin Hex. AppleDouble is best for recipients with Multipurpose Internet Mail Extensions (MIME); AppleSingle is best for sending applications or other Macintosh-specific files; and Bin Hex is most compatible with old Macintosh mailers and previous versions of Eudora.

The Always As Documents option should be selected when sending attachments between Macintoshes, as this keeps the attachments in their original Macintosh format. However, when sending a document to another platform, de-selecting this option allows Eudora to convert the attachment into the format most likely to be understood by other platforms.



Signature

If this icon is checked, your signature file is automatically attached to the end of each message you send. Signatures are discussed in the “Creating a Signature” section.



Word Wrap

If this icon is checked, a carriage return is not required at the end of each line you type in an outgoing message; Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line.

Tabs in Body

If this icon is checked, hitting the [tab] key within the message body results in Eudora inserting enough spaces to move the insertion point to a multiple of 8 characters from the start of the line. This mimics the way tabs work on many terminals. If this icon is not checked, hitting the [tab] key returns the cursor to the To: field of the message header.

Note: This icon also controls the handling of tabs in text that is pasted into the message window and in plain text attachments that are sent as documents (not binhexed). If Tabs in Body is checked, tab spacing is replaced by blank spaces; otherwise, the tabs are included in the text.



Keep Copy

If this icon is checked, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an “S” in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.



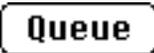
Quoted-Printable Encoding

If this icon is checked, quoted-printable encoding may be used when sending messages that contain long lines of text or special characters. When selected, it is used for all plain text attachments. It is recommended that this icon always be checked.



Send or Queue

If the Immediate Send option in the Settings dialog (Sending Mail) is turned on, the rightmost button in the icon bar is labeled Send. Clicking the Send button immediately sends the message. Otherwise, this button is labeled Queue, and has the same function as the Queue for Delivery command under the Message menu (upon clicking this button, the message window closes and the message is held in the Out mailbox, marked ready for delivery).



Message Header

Outgoing message headers consist of six fields: To:, From:, Subject:, Cc:, Bcc:, and Attachments:. Each field holds a different piece of information. The To:, Subject:, Cc:, and Bcc: fields can be directly edited.

To move the insertion point from field to field, press the [tab] key or click in the desired field with the mouse. When entering information into the fields, use the standard Macintosh text-editing tools provided under the Edit menu. Here is a brief description of the intended contents of each field:

To:

The intended recipient’s E-mail address, or a nickname you have defined (see the “Creating and Using Nicknames” section). Multiple addresses are allowed, but must be separated by commas.

From:

The sender’s E-mail address. This is usually your POP account plus your real name. You can use a return address other than your POP account by entering the desired address in the Return Address field of the Settings dialog (Personal Information).

Subject:

Brief text indicating the contents of the message. This field can be left blank (though it is a breach of E-mail etiquette to do so).

Cc:

E-mail address or nickname of person to whom a copy of the message is to be sent. Multiple addresses are allowed but must be separated by commas. This field may be left blank.

Bcc:

“Blind” carbon copy. Like addresses listed in the Cc: field, addresses listed here receive copies of the message. Unlike addresses listed in the Cc: field, addresses listed here do not appear in the message header of the recipients. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses are allowed but must be separated by commas. This field can be left blank.

Attachments:

List of documents being sent along with the message. Specify these through the Attach Document command under the Message menu (see the “Attachments” section). To delete an attachment from a message, select it and press [delete]. You cannot enter information directly into this field. This field can be left blank.

Message Body

After filling in the fields, move the insertion point to the space below the message header. Type the body of the message here. Feel free to use the standard Macintosh text-editing tools provided under the Edit menu (see the “Summary of Menu Commands” section).

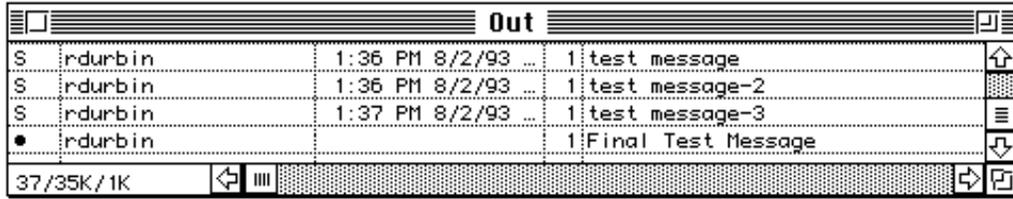
If the Word Wrap icon on the icon bar is checked (or the Word wrap option in the Settings dialog [Sending Mail] is turned on), you don’t need to press [return] at the end of each line of text. The text wraps to the next line automatically. If this option is not set, be sure to type a [return] at the end of each line or your message may not be legible on the recipient’s computer. To use tabs in the message body, check the Tabs in Body icon in the icon bar.

Saving an Outgoing Message for Later Changes

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to edit or add more text.

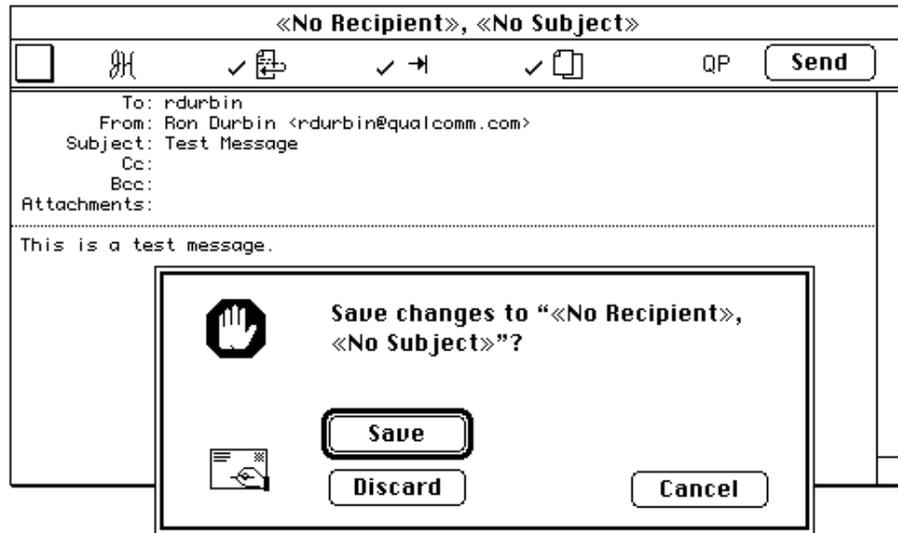
To save the message while the outgoing message window is open, select **Save** from the **File** menu. The message window does not close, but the current version of the message is saved in the Out mailbox. You might notice that the title appearing at the top of the message window changes from <<No Recipient>> << No Subject>> to what you typed in the To: and Subject: fields of the message.

If you now close the message (by clicking the close box in the upper left-hand corner of the message window, or by selecting **Close** from the **File** menu), it can be re-opened from the Out mailbox for further changes. As with any message summary listed in a mailbox window, it can be identified by the contents of its To: and Subject: field. A small black dot, or bullet, to the left of a message summary listed in the Out mailbox indicates that the message is being indefinitely held there and is queueable. Such messages remain in the Out mailbox until they are queued and sent or deleted.



A sendable message saved in the Out mailbox

If you try to close an outgoing message window without specifically saving that version of the message, an alert is displayed asking if the message should be saved or the changes discarded. If you select Discard and the message has never been saved, the message is deleted.



Closing an unsaved composition window

Sending A Message

One-Step Send

If the Immediate Send option in the Settings dialog (Sending Mail) is turned on, select **Queue for Delivery** from the **Message** menu to immediately send a current message. Alternatively, the rightmost button appearing in the icon bar at the top of the current message window is labeled Send. Click this button to send the current message.



Clicking the Send button

A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

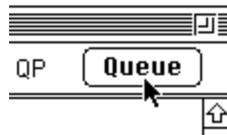


Progress Window

Two-Step Send

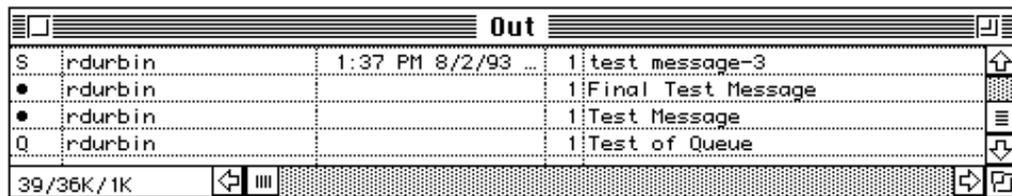
Some people may prefer to compose many messages and transmit them all at once. This is only possible if the Immediate Send option in the Settings dialog (Sending Mail) is turned off.

To accomplish the first step for any outgoing current message, select **Queue For Delivery** from the **Message** menu. Alternatively, the rightmost button appearing in the icon bar at the top of the current message window is labeled Queue. Click this button to queue the current message for later delivery.



Clicking the Queue button

Either of these selections closes the message window (if it was open), saves the message in the Out mailbox and marks it as queued, meaning ready to be delivered. Queued messages are marked by a “Q” in the far left-hand column of the Out mailbox.

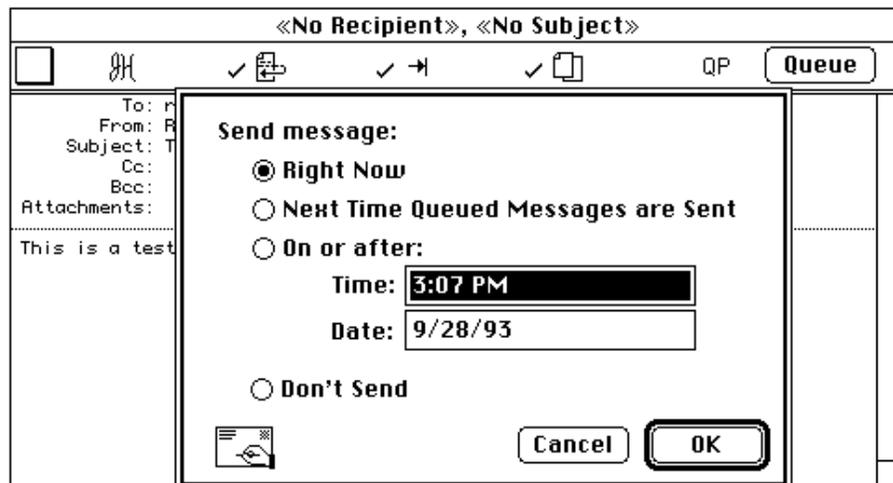


A Queued message in the Out mailbox

For the second step, select **Send Queued Messages** from the **File** menu. This sends the queued message (or messages). A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

Timed Messages

It is possible to tell Eudora to send a message at some specific time in the future. To do this for the current outgoing message, select **Change Queueing...** from the **Message** menu. The Change Queueing... dialog is then displayed.



Change Queueing dialog

If you choose Right Now, the message is sent immediately upon clicking the OK button. If you choose Next time queued messages are sent, the message is sent the next time queued messages are sent. If you choose On or After, you can use the time and date fields to fill in the time when the message should be sent. The message is saved in the Out mailbox with a Q in the status column, just as if it were a normal queued message. However, the message is not actually sent until the specified time arrives.

Note: For the message to be sent at the correct time, Eudora must be running when the message is due to be sent. If Eudora is not running, the message is sent the first time Eudora is run after the selected time has passed.

Sending Queued Messages on Check

If the Send on Check option in the Settings dialog (Sending Mail) is turned on, every time a manual or automatic mail check occurs, all queued messages are sent, thus saving you the step of selecting Send Queued Messages.

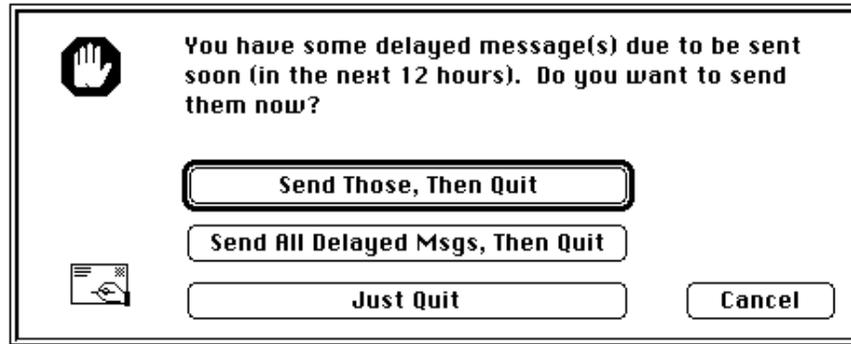
Quitting with Queued Messages

If you quit Eudora after you have queued messages, but without sending them using Send Queued Messages, Eudora gives you the opportunity to send the messages before you quit.



Quitting with queued messages

If you quit with timed messages, and the messages are due to be sent within the next 12 hours, Eudora warns you and gives you the opportunity to send them.



Quitting with timed messages

Editing a queued message

To edit a queued message, open the Out mailbox and double-click on the desired message summary to open its composition window. Make the necessary edits and re-queue the new version of the message with the Queue For Delivery or Change Queuing... commands from the Message menu or the Save command from the File menu. You may also re-queue the message using the Queue button on the icon bar. The message is returned to the Out mailbox with a queued status. If you close the changed message without choosing one of these, an alert is displayed asking you to verify the changes.

Changing the Status of a Queued Message

A message that is queued but as yet unsent may be unqueued using the Change Queuing... command. Open the Out mailbox and select the desired message summary. Then, select **Change Queuing...** from the **Message** menu and click on **Don't Send**. This changes the message status from queued (Q) to saved (S). The message is held in the Out mailbox until it is either deleted or re-queued and sent.

Note: You can also send a message immediately or change it to timed send using the Change Queuing... command.

Keeping Copies of Outgoing Messages

Once a message is sent, it is put into the Trash mailbox unless the Keep Copies of Outgoing Mail option in the Settings dialog (Sending Mail) is turned on or the Keep Copy icon in the icon bar is checked. In these cases, the message is left in the Out mailbox and is annotated with an S in the status column of the Out mailbox indicating that the message has been sent.

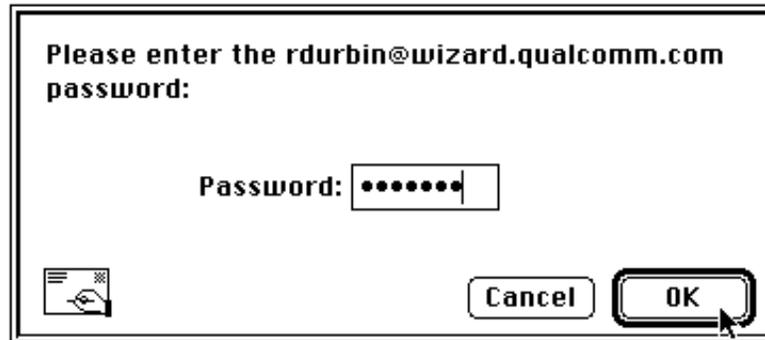
Out				
S	rdurbin	1:37 PM 8/2/93 ...	1	test message-3
S	rdurbin	4:49 PM 8/2/93 ...	1	Final Test Message
S	rdurbin	4:49 PM 8/2/93 ...	1	Test Message
S	rdurbin	2:16 PM 8/2/93 ...	1	Test of Queue
S	rdurbin	2:33 PM 8/2/93 ...	1	test message

Copies of outgoing messages saved in the Out mailbox

Password Protection

There is password protection on mail checks to your account on the POP server. Each time the Eudora program is opened, your password is requested prior to the first mail

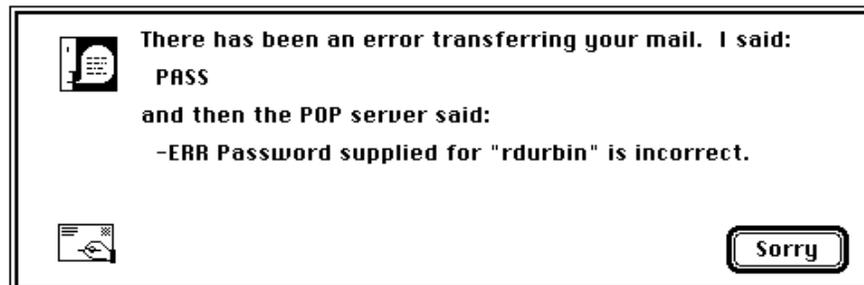
check, whether it is conducted automatically or manually. If automatic checking is set (see the “Settings Dialog” section), a dialog requesting your POP server account password is displayed upon first opening Eudora. If automatic checking is disabled, the same dialog is displayed at the time of your first mail check.



Password dialog

Type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.

If your password is rejected, an error message is displayed indicating that you have entered the wrong password (see below). Select **Check Mail** from the **File** menu to redisplay the password dialog.



Wrong password

Note: Remember that the Eudora password is "case-sensitive," so it must be typed in exactly or it is rejected.

As long as it is running, Eudora remembers your password. If you don't want it to remember (when, for example, you are away from your Macintosh), choose **Forget Password** from the **Special** menu. At your next mail check you are prompted for your password again.

Another password-related option is Save Password, which is in the Settings dialog (Checking Mail). This option makes Eudora remember your password from one session to the next (you **NEVER** have to enter your password again, even if you quit and restart Eudora). This option should only be used if your machine is in a secure location.

Finally, the Change Password... command in the Special menu can be used to change your POP server password if your POP server machine is running a compatible password-change server. You'll be asked to enter your old password once, and your new password twice.



Changing a password with Eudora

Note: For information on password-change servers, see Appendix A of this manual.

Checking For and Receiving Mail

The POP server is the machine where your mail is received and stored until it is transferred to the Eudora program on your Macintosh system. Your POP server account is specified in the POP Account setting in the Settings dialog (see the “Settings Dialog” section).

Note: To best understand the functioning of the POP server with respect to Eudora, please see Appendix C.

There are two methods to check your designated POP server to see if you have new mail. One method is automatic and the other is manual. Both methods deliver any mail addressed to you from the POP server to your Macintosh. Before any checks are made, however, the POP server requests your account password.

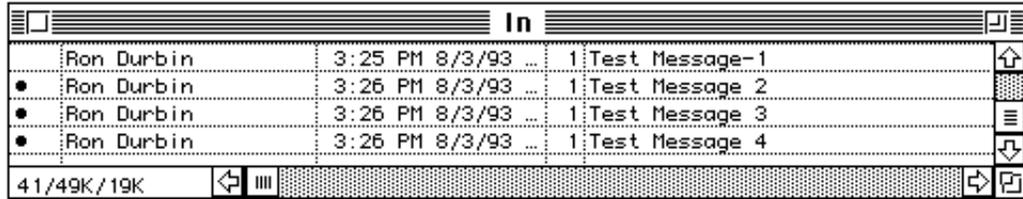
Automatic Checking

Eudora automatically checks for mail if you tell it how often to do so. From the **Special** menu, select **Settings...** Then, select the Checking Mail settings. In the Check for mail every ? minutes field, type in a value and Eudora automatically checks for mail at the desired interval whenever it is running (even if you are using other applications on your Macintosh). For example, if you type in 15, Eudora checks for mail every 15 minutes. In fact, 15 minutes is a good minimum interval, as checking mail more frequently puts an unnecessary load on your POP server.

Note: If automatic checking is set, the Check Mail command under the File menu displays the next time that an automatic check is scheduled to occur.

When Eudora does a mail check, you can be notified of new mail in one or all of four different ways: an alert dialog, a special sound, a flashing mail flag icon in the menu bar, or the opening of the In mailbox. These options are turned on or off in the Settings dialog (Getting Attention).

When you receive notice that new mail has arrived, select Eudora from the applications menu. Mail always arrives in the In mailbox. The messages are listed in the order they are received, with the most recent message listed last.



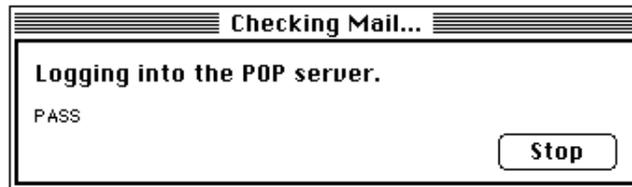
Unread messages in the In mailbox

If the In mailbox is not already open, select **In** from the **Mailbox** menu. Unread messages are designated by a small black dot, or bullet, on the left side of the message summary. Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox until they are deleted or transferred to another mailbox.

Manual Checking

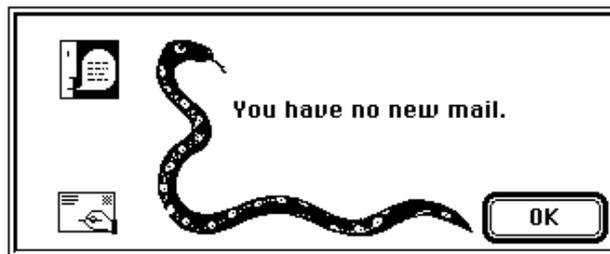
You may check for mail manually at any time by selecting **Check Mail** from the **File** menu. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it.

The Progress window is displayed momentarily at the top of the screen as the POP server is checked.



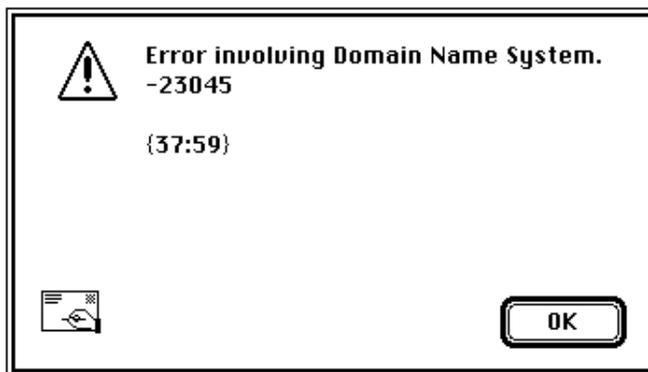
The Progress window during a mail check

If there is no mail waiting at your account on the POP server, the You have no new mail alert is displayed. Click **OK**. You may check for mail again later.



No new mail dialog

If there is a problem reaching the POP server, an error message alert is displayed. To rectify the problem, review the POP server settings in the Settings dialog for correctness.



Error while checking mail

If there is new mail, it is transferred automatically from the POP server to Eudora on your Macintosh system. A progress window is displayed at the top of your screen allowing you to monitor the mail transfer. If the Use an Alert option in the Settings dialog (Getting Attention) is turned on, the new mail dialog is displayed, stating that new messages have been delivered.



New mail dialog

If the Open mailbox (new mail only) option in the Settings Dialog (Getting Attention) is on, the In mailbox window also displays. Unread messages in the In mailbox are designated by a small black dot, or bullet, on the left side of the message summary. Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox until they are deleted or transferred to another mailbox.

Leave Mail on Server Option

During a mail check, Eudora normally transfers your incoming messages from your account on the POP server to your Macintosh, and deletes them from the POP server. This may prove awkward for people who sometimes want to read mail from a secondary Macintosh system. It results in non-consolidated storage of messages – if you read mail through a secondary Macintosh, you wouldn't be able to act on that mail from your primary Macintosh.

The Leave Mail on Server option in the Settings dialog (Checking Mail) solves this dilemma. If this option is turned on, Eudora transfers all of your new messages from the POP server to the Macintosh you are presently using (presumably a secondary Macintosh), while keeping copies of those messages in your account on the POP server. On the next mail check from the secondary Macintosh, Eudora ignores the copies of previously read messages and looks for new ones.

When using your primary Macintosh system, you should turn the Leave Mail on Server option off, so that all messages (new ones as well as copies of old ones you read through other Mac systems) are transferred to and consolidated on the one primary system. The Leave Mail on Server option should be used with care, since it can result in a buildup of messages on the POP server machine.

Note: Eudora looks for a Status: R header to determine if a message has been read. Your POP server must cooperate for this to work; most do.

Skip Big Messages Option

If the Skip Big Messages option in the Settings dialog (Checking Mail) is turned on, Eudora does not download large messages (40K or larger). Instead, it downloads only the first few lines of such messages and adds a note at the bottom stating that the whole message has not been transferred. This can be useful on slow connections.

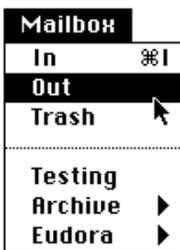
Note: Eudora requires some help from your POP server to make Skip Big Messages work properly. Specifically, Eudora expects your server to add a Status: header once Eudora has downloaded the first few lines of the message. Eudora uses that line as a signal that it already has the first few lines and doesn't need to download them again.

Stopping a Mail Check

If you want to stop a mail check in the middle (because it is taking longer than anticipated), hold down the [command] key and type a period [.]

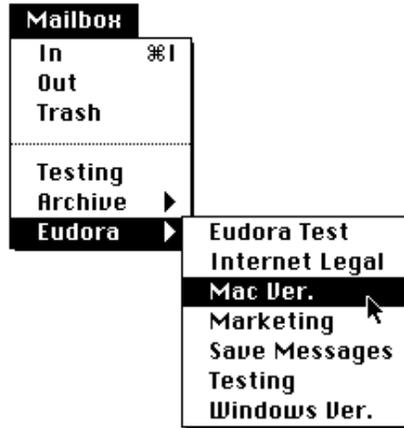
Opening a Mailbox to Read a Message

To open a mailbox, select the desired mailbox from the list of mailboxes under the **Mailbox** menu. The mailbox window is then displayed.



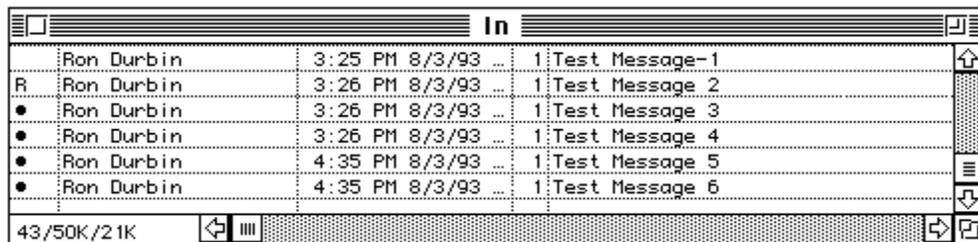
Opening a mailbox window

To open a “nested” mailbox (one that is contained within a mail folder), select the outermost folder from the **Mailbox** menu (folders are designated by an arrow next to their names). This displays the sub-menu of mailboxes and/or folders within the outer folder. Select the desired mailbox (or continue selecting sub-folders until the mailbox can be selected).



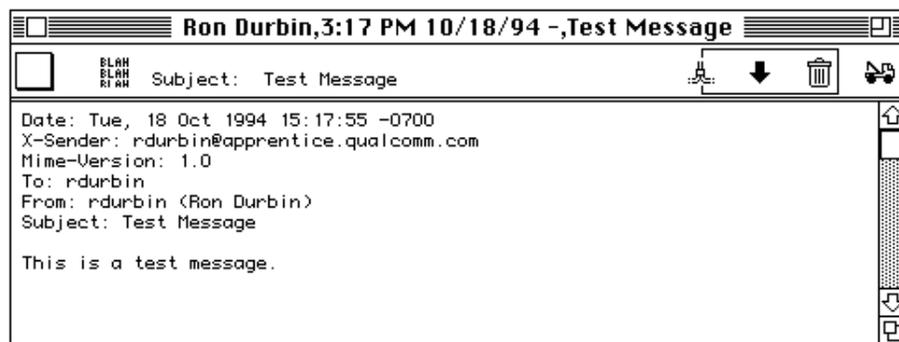
Opening a mailbox in a mail folder

If any messages are stored in the mailbox, they are listed as individual message summaries. A message summary usually consists of the message status and priority, the sender/recipient of the message, the date it was received, its size and the subject heading. See the “Anatomy of a Mailbox Window” section for descriptions of these fields.



Message summaries listed in the In mailbox

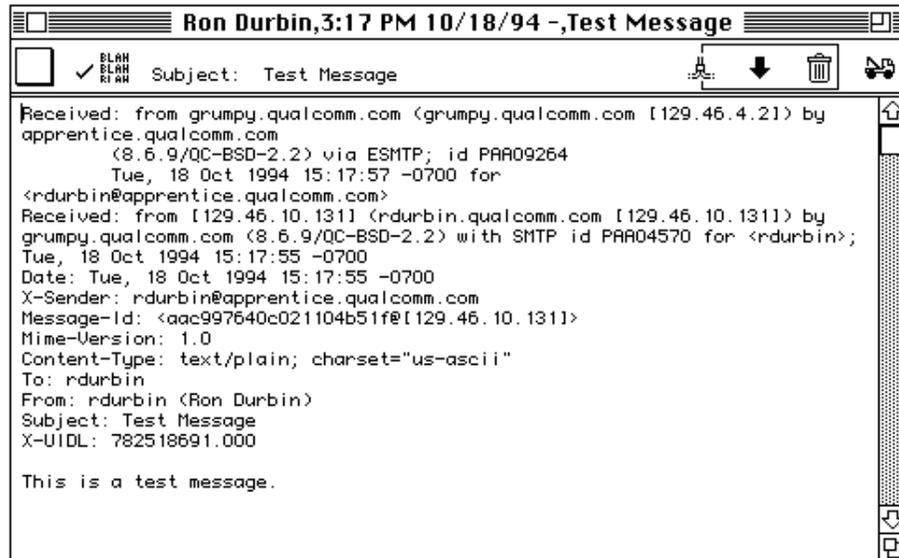
To open a message, double-click on its message summary, or, if the message summary is current (highlighted), select **Open...** from the **File** menu or press the [return] key.



Incoming message window example

The incoming message window consists of the title bar, the icon bar, and the message body. If the BLAH, BLAH, BLAH icon in the icon bar is checked, all of the message headers are displayed.

Note: These message headers may be useful when tracking down a network problem.



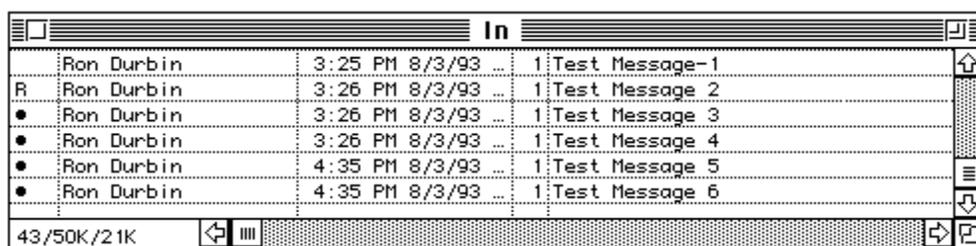
Incoming message with all headers displayed

Creating Mailboxes and Mail Folders

There are two ways to create new mailboxes and mail folders. You can create mailboxes and folders using the Mailboxes dialog under the Special menu (see the “Mailboxes Window” section), and you can create mailboxes and folders using the New... option under the Transfer menu (see the “Creating a Mailbox During Transfer” section). The Mailboxes window is most useful if you want to create several mailboxes at one time. The New... option is most useful if you want to create a mailbox and simultaneously transfer a message or messages into that mailbox.

Anatomy of a Mailbox Window

Mailbox windows are one of the most important elements of Eudora.



A mailbox window

Message Summaries

Each line in a mailbox window represents one message and is called a *message summary*. To select a message summary, single-click on it. There are several ways to select more than one summary. You can select a summary and drag through the ones you want to select. You can select one summary, hold down the shift key, and select another summary to select both summaries and all the summaries between them. Finally, you can hold down the [command] key and select individual summaries. This allows you to make “disjoint” selections.

Status	Sender	Date	Size	Subject
	Ron Durbin	3:25 PM 8/3/93 ...	1	Test Message-1
R	Ron Durbin	3:26 PM 8/3/93 ...	1	Test Message 2
•	Ron Durbin	3:26 PM 8/3/93 ...	1	Test Message 3
•	Ron Durbin	3:26 PM 8/3/93 ...	1	Test Message 4
•	Ron Durbin	4:35 PM 8/3/93 ...	1	Test Message 5
•	Ron Durbin	4:35 PM 8/3/93 ...	1	Test Message 6

A disjoint selection in a mailbox window

Mailbox Window Columns

A mailbox window (and hence each message summary) is divided into five columns: Status/Priority, Sender/Recipient, Date, Size, and Subject.

The Status/Priority column displays two separate items. The first is the message status, which is one of the following:

- The message has not been read (all mailboxes except Out), or is queueable but has not been queued (Out mailbox only).
- <blank> The message has been read (all mailboxes except Out), or is not yet able to be queued because it has no recipients (Out mailbox only).
- R Reply has been chosen for the message.
- F Forward has been chosen for the message.
- D Redirect has been chosen for the message.
- S The message has been sent (outgoing messages only).
- The message was transferred from the Out mailbox before being sent.

The message priority is displayed as follows:

^
 Highest priority
 ^
 High priority
 (blank)
 Normal
 v
 Low priority
 v
 Lowest priority

For more information on message priorities, see the “Message Priorities” section.

The Sender/Recipient column shows the sender of the message (for incoming messages) or the recipient or intended recipient (for outgoing messages).

Note: Bugs in some POP servers/mail transport systems may result in Eudora displaying the sender of incoming messages as ???@???. This is because the required From: header is missing.

The Date column displays the date and time the message was sent, or, for timed messages, the date and time the message is scheduled to be sent.

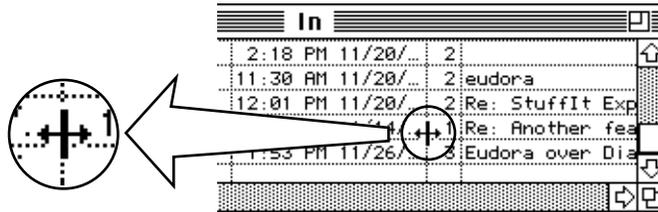
Note: The date is formatted according to the short date format in current use by your Macintosh, and the time is formatted according to the current time format.

The Size column displays the size of the message, in K (K = 1024 bytes).

The Subject column displays the subject of the message. This information was typed into the message header by the sender.

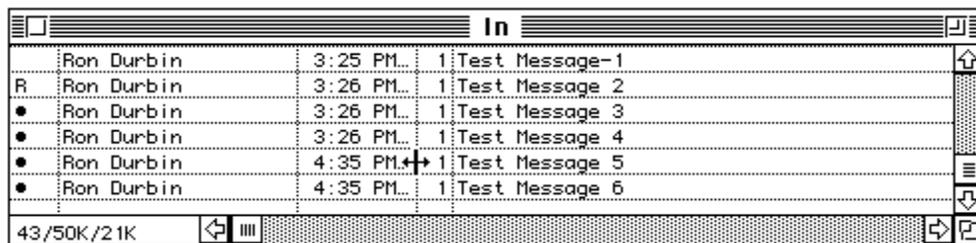
Resizing Columns

You can resize any column in a mailbox window. Move the mouse pointer until it is over the dotted column divider to the right of the column you want to resize. The pointer turns into the column resize cursor.



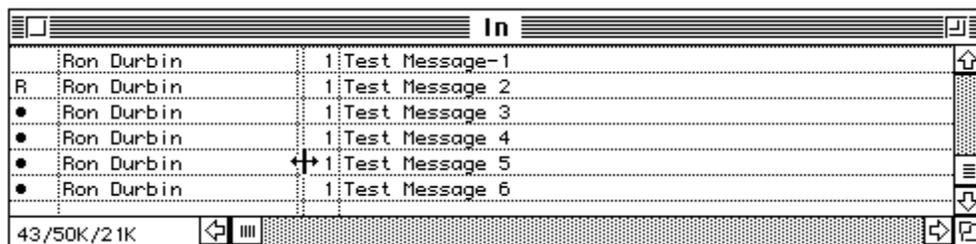
Column resize cursor

Simply press the mouse button, drag the divider to the position you desire, and release the mouse button. The column divider moves to the new location, and the mailbox is redrawn.



Mailbox after resizing column

You can only shrink a column as far as its left divider. If you do so, a double divider line is displayed in place of the column, and its contents are hidden. To redisplay the column, drag the right divider line to the right.



Mailbox window with a hidden column

Mailbox Size Display

The lower left corner of each mailbox window displays size information for that mailbox. Three numbers are displayed. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; and the third is the amount of disk space that is wasted in the mailbox. Eudora occasionally recovers this wasted space on its own. To force Eudora to recover this space from all mailboxes, select **Compact Mailboxes** from the **Special** menu. To compact an individual mailbox, hold down the [command] key and single-click on the mailbox size display.

	From	Date	Subject
	Ron Durbin	3:25 PM 8/3/93 ...	1: Test Message-1
R	Ron Durbin	3:26 PM 8/3/93 ...	1: Test Message 2
•	Ron Durbin	3:26 PM 8/3/93 ...	1: Test Message 3
•	Ron Durbin	3:26 PM 8/3/93 ...	1: Test Message 4
•	Ron Durbin	4:35 PM 8/3/93 ...	1: Test Message 5
•	Ron Durbin	4:35 PM 8/3/93 ...	1: Test Message 6

43/50K/21K

This mailbox contains 43 messages, which take 50K of disk space – 21K of which is wasted

Deleting a Message

As a safeguard against inadvertent deletions, two steps are required to delete a message in Eudora. For any current message, choose **Delete** from the **Message** menu. This does not actually delete the message, but transfers it to the Trash mailbox. To delete messages from the Trash mailbox, select **Empty Trash** from the **Special** menu. Quitting the program also empties the contents of the Trash mailbox when the Empty Trash on Quit option in the Settings dialog (Miscellaneous) is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, highlight them and select Delete from the Message menu. Deleting a message that's already in the Trash removes it from Eudora completely.

Note: If the Require confirmation for delete option in the Settings dialog (Miscellaneous) is turned on, any attempt to delete a message that you have never opened (or a Queued message that hasn't been sent) results in Eudora asking for confirmation before proceeding with the deletion.

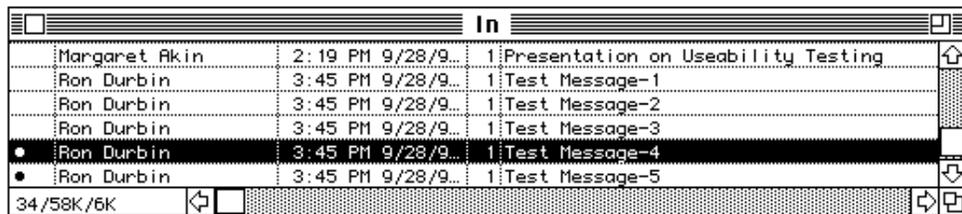
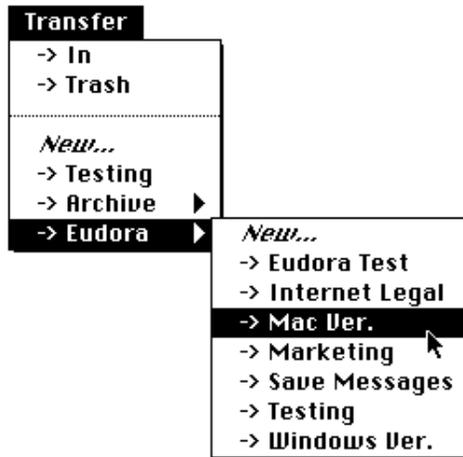
Compacting Mailboxes: Recovering Storage Space

Even after a message has been deleted with the two-step process described above, the storage space which that message originally required is still taken. Normally, Eudora recovers this space automatically when it becomes troublesome. However, if disk space is very tight, you can force this to happen earlier than usual. In order to reclaim the storage space, select the **Compact Mailboxes** from the **Special** menu. To compact an individual mailbox, hold down the [command] key and single-click on the mailbox size display (see the "Mailbox Size Display" section).

Note: Eudora compacts mailboxes automatically when you close them under either of two conditions. Mailboxes are compacted if the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5% of the free space on the volume that contains it.

Transferring a Message to a Different Mailbox

Messages may be transferred between any two mailboxes. For any current message, select the mailbox to which the message should be transferred from the **Transfer** menu. The message is removed from its previous location and stored in the selected mailbox.



Transferring a message

If you hold down the [option] key while transferring a message, the message is copied into the new mailbox instead of transferred. This is useful if you want to file a message in more than one mailbox.

Creating a Mailbox During Transfer

To create a mailbox and transfer the current message into it at the same time, select **New...** from the **Transfer** menu instead of the name of a mailbox. The New mailbox dialog is displayed.



New mailbox dialog

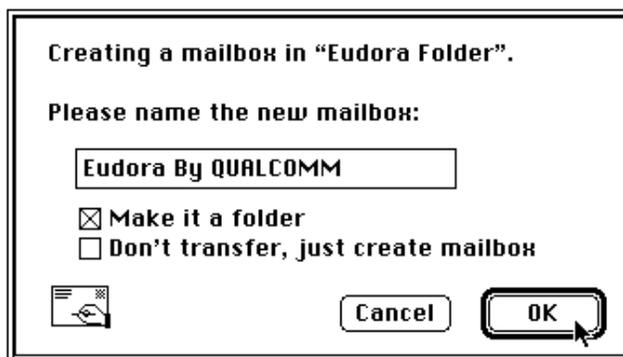
Type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus. The current message is also transferred into the new mailbox. However, if you check the Don't transfer, just create mailbox option, the mailbox is created but the message isn't transferred into it.

You can also create mailboxes using the Mailboxes dialog under the Windows menu (see the “Mailboxes Window” section). The Mailboxes window is most useful if you want to create several mailboxes at one time.

Creating a Mailbox Folder During Transfer

Eudora allows you to create mail folders in which you may keep one or more mailboxes and even other sub-folders that hold additional mailboxes. In other words, not only can mailboxes be organized into folders, but folders can be contained one within another.

To create a new mail folder during message transfer, select **New...** from the **Transfer** menu instead of the name of a mailbox. The new mailbox dialog is displayed. Type the name of the new mail folder and check the **Make it a Folder** option. Click **OK** to create the folder.



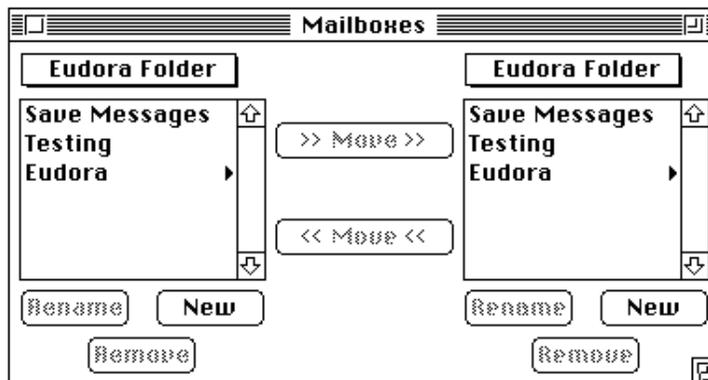
Creating a mail folder

The new folder name is displayed at the bottom of the list of mailbox names under the Mailbox and Transfer menus. There is an arrow next to the name designating it as a folder and not as a mailbox. Your message can't be transferred, however, since messages must be in mailboxes and you have not yet created a mailbox. Therefore, the new mailbox dialog is displayed again. Now, type the name of the mailbox you want to create within the newly-created folder and click **OK** to complete the transfer.

Mailboxes Window

Mailboxes and mail folders provide a structured way for Eudora users to organize received messages. The Mailboxes window allows you to create new mailboxes and folders and to remove and rename them. You may also want to move mailboxes and folders from one folder to another one.

To accomplish any of these tasks, choose **Mailboxes** from the **Special** menu. The Mailboxes window is displayed.



The Mailboxes window

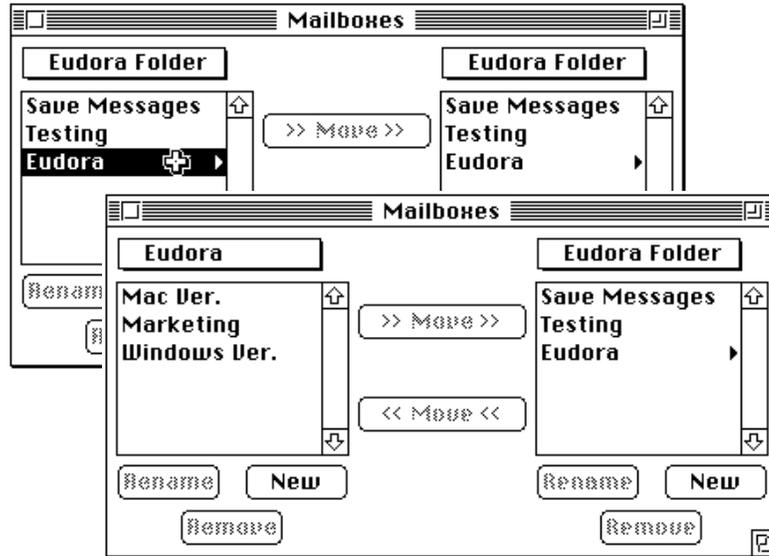
The window has two identical listings with scroll bars, each entitled Eudora Folder (or whatever the name of the folder holding your mail is – see the “Mail Storage” section). These list the names of the mailboxes and folders you have created (folders are identified by an arrow to the right of the name). This list is similar to that displayed under the Mailbox and Transfer menus, except that the In, Out, and Trash mailboxes aren’t included. Underneath each of the lists are buttons labeled Rename, New, and Remove. Between the lists are two additional buttons labeled Move, each pointing from one list to the other.

Double-clicking on any of the mailboxes in a list opens that mailbox window on the screen. Individual messages can be selected, opened, and otherwise manipulated from there.

Finding the Mailbox or Folder

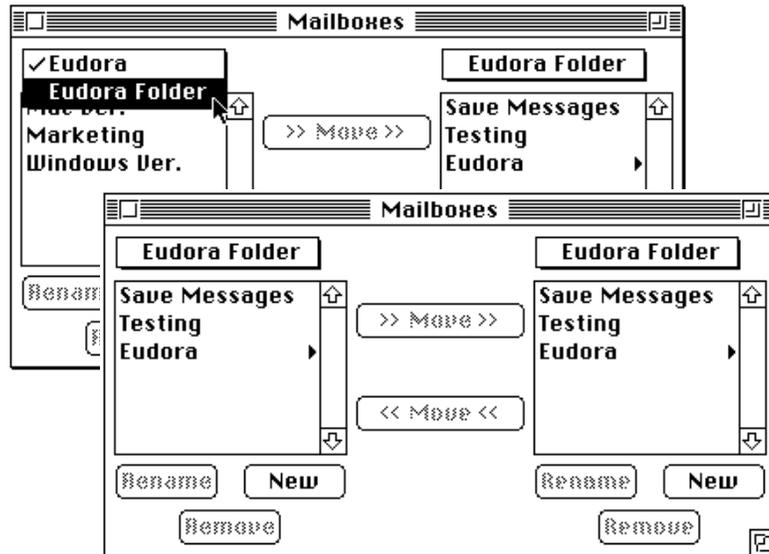
If the Mailbox window isn’t big enough to display all of your created mailboxes and folders, use the scroll bar on the right side of either list to view the rest of the mailboxes and folders.

Double-clicking on a folder (denoted with an arrow to the right of its name) changes the current title of the list from Eudora Folder to that of the chosen folder. The contents of the list also change to the names of mailboxes and sub-folders contained in the chosen folder.



Opening a mail folder

To move back out of the sub-folder to the folder that contains it, select the inner folder's title above the listing of its contents. A popup menu is displayed listing the available folders. Choose one of the folder names in this popup menu to change the list to reflect that folder's name and contents.



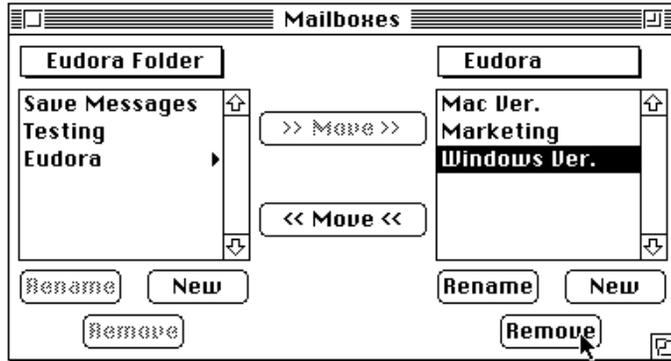
Moving back out of a mail folder

Removing a Mailbox or Folder

With the Mailboxes window open, use the scroll bar and selection tool to locate the name of the mailbox or folder that you want to remove.

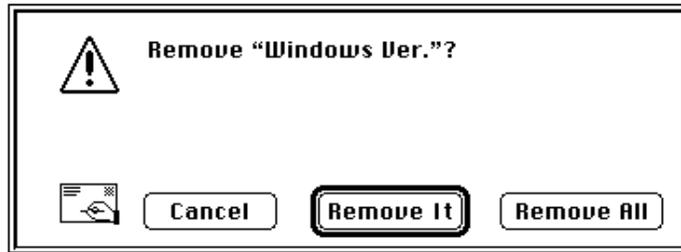
Note: You can perform this function using either of the two lists in the Mailboxes window. It is not necessary to locate a mailbox or folder in both lists before deleting it.

Once the desired mailbox/folder is found, click on it once to select it. Then, click on the **Remove** button that is located below the list.



Starting to remove a mailbox

A dialog is then displayed asking you to confirm the mailbox removal. Click on the **Remove It** button to remove the mailbox.



Mailbox removal dialog

If you press the [command] key while selecting from a list of mailboxes/folders, you can select more than one mailbox or folder simultaneously. When you click on the Remove button, the mailbox removal dialog is displayed to verify the removal. The dialog contains the name of the first mailbox you have selected. If you click on Remove It, Eudora removes that mailbox, and then displays another dialog for the next mailbox. If you click on Remove All, all of the selected items are removed without any further prompts.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, all messages/mailboxes/folders contained within the selected mailbox are also removed.



Removing a mailbox with messages in it

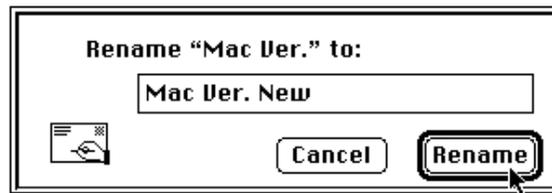
Renaming a Mailbox or Folder

With the Mailboxes window open, use the scroll bar and mouse pointer to locate the name of the mailbox/folder that you want to rename.

Note: You can perform this function using either of the two lists in the Mailboxes window. It is not necessary to locate a mailbox or folder in both lists before renaming it.

Once the desired mailbox/folder is found, click on it once to select it. Then, click on the **Rename** button that is located below the list.

A dialog is then displayed requesting the new name. Type in the new name and click on **Rename** to rename the mailbox/folder.



Renaming a mailbox or folder

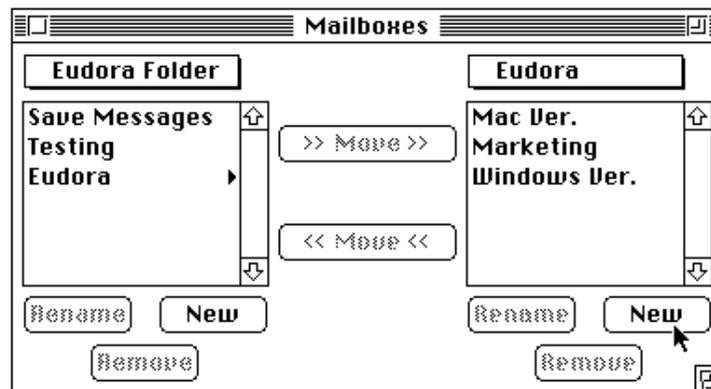
Creating a New Mailbox or Folder

New mailboxes and folders can be created using the Transfer menu, as described in the “Creating Mailboxes During Transfers” section, or they can be created using the Mailboxes window.

To create a new mailbox or folder, select **Mailboxes** from the **Special** menu. Double-click on the folder in which the new mailbox/folder is to be created to open it. Its name is displayed above one of the lists, and its contents are displayed therein.

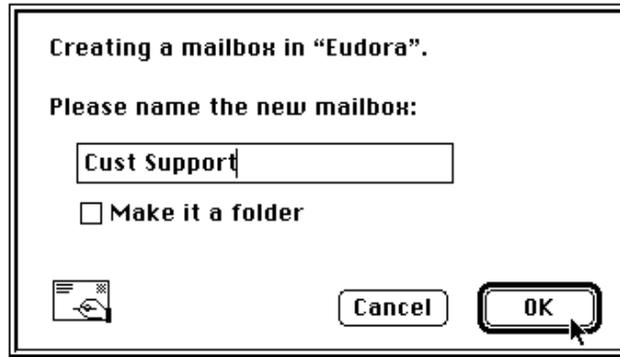
Note: You can perform this function using either of the two lists in the Mailboxes window. It is not necessary to locate a folder in both lists before creating a new mailbox or folder inside it.

Click on the **New** button that is located below the list.



Creating a new mailbox

A dialog is displayed requesting the name of the new mailbox.



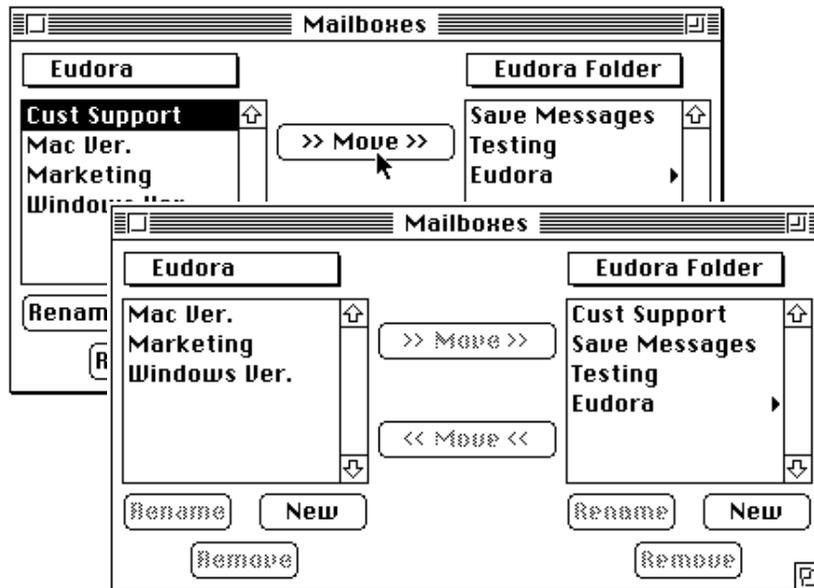
Naming a new mailbox

Type in the new name, check the Make it a Folder option if you want to do so, and click **OK**. The new mailbox/folder is displayed in the designated folder's listing. The newly created mailbox/folder is also added to the Mailbox and Transfer menus.

Moving a Mailbox (or Folder) from one Folder to Another

The Mailboxes window provides the means for moving mailboxes and folders to other folder locations. This is why there are two lists in the window.

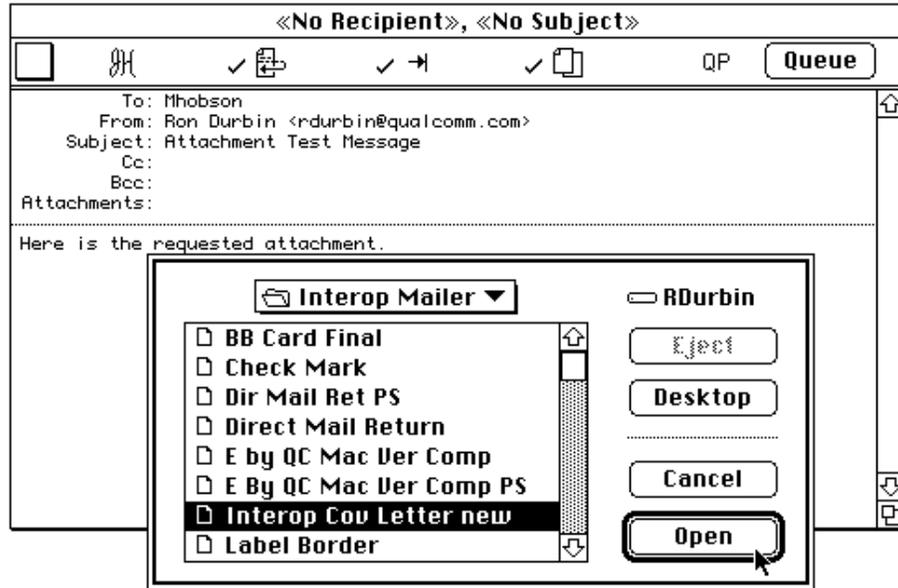
To begin, locate in one of the lists the folder or mailbox you want to move. In the other list, find and open (by double-clicking on the name) the destination folder such that its name is displayed above the list, and its contents are displayed. Then, select the mailbox or folder you want to move. Now click on the **Move** button that points from the list containing the item you want to move to the list displaying the destination folder. The chosen mailbox/folder is moved to its new location.



Moving a mailbox, before and after

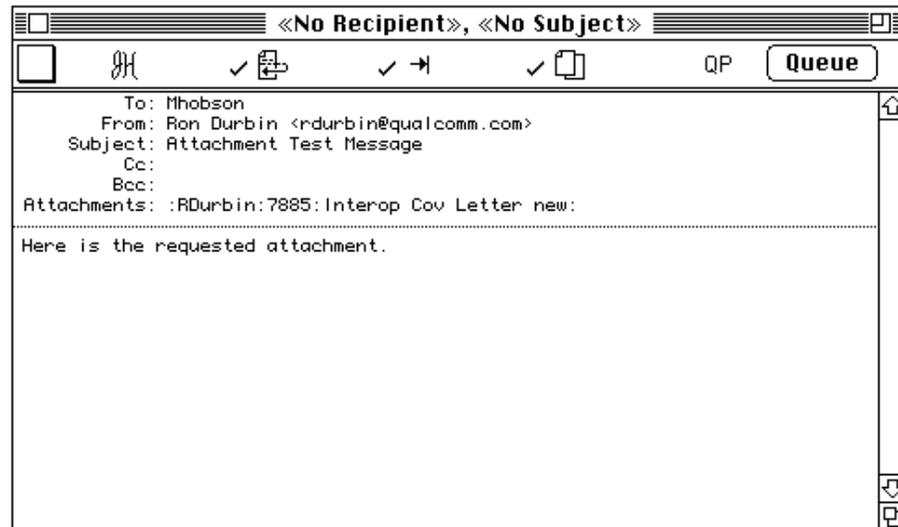
Attachments

Any Macintosh document can be attached to and sent with a Eudora message. To attach a document to a current outgoing message, select **Attach Document...** from the **Message** menu. A standard file dialog is displayed. Once the desired document is located, select it and click on the **Open** button to attach the document to the message.



Attaching a document

The attached document functions like a “rider” to the E-mail message, and thus it does not appear within the message text. Instead, the name of the document and the disk from which it was copied is displayed automatically in the Attachments: field of the message header.



An outgoing message with an attached document

Note: A document **cannot** be attached to a message through manual editing of the Attachments: field.

When the message is sent, if the chosen document is not a plain (ASCII) text file, it is formatted in the selected attachment format (AppleDouble, AppleSingle, or BinHex) and sent with the message. This allows you to send any kind of document through the mail, even Macintosh applications.

If the chosen document is a plain text file, it is not encoded in any special format before being sent, but rather it is added to your message as though you had typed it in manually.

Multiple Attachments

Multiple documents may be sent with a single message, but each document to be attached must be selected as described above.

Detaching a Document

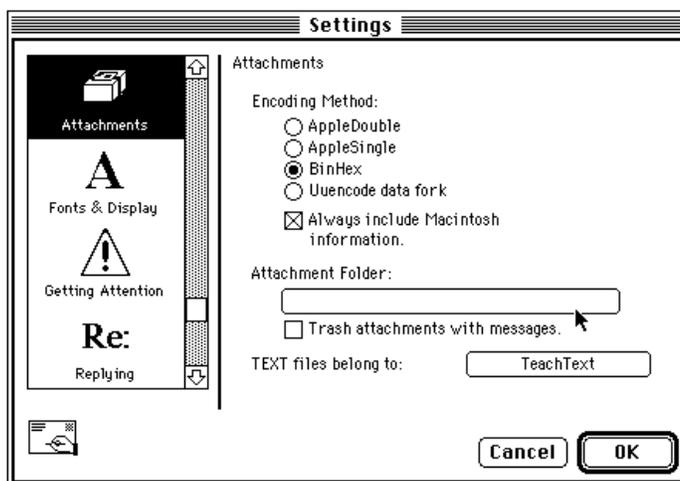
To detach a document before the message is sent out, click anywhere on the name of the document in the Attachments: field of the composition window. Then, press [delete] or select **Clear** from the **Edit** menu.

Receiving an Attachment

Unless you have already specified an Attachment Folder (see the “Specifying an Attachment Folder” section below), the first time you receive an attachment Eudora automatically creates one for you called Attachments Folder. This folder is created in the Eudora Folder within your System Folder, and all arriving attachments are automatically placed there.

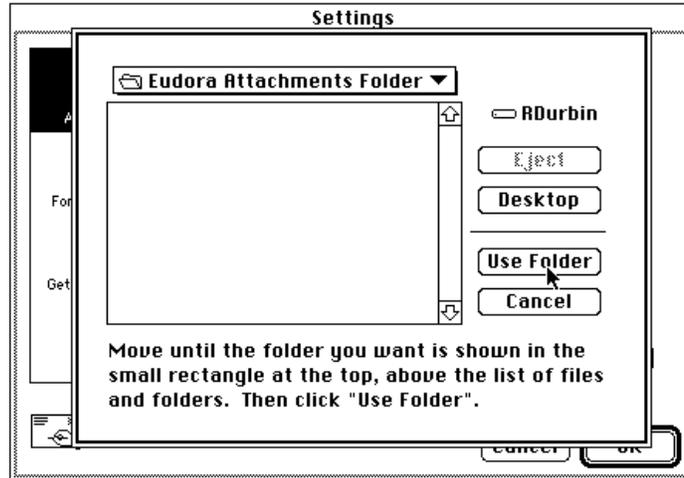
Specifying an Attachment Folder

Eudora allows you to select a folder into which all incoming attachments are automatically placed. To do so, select **Settings...** from the **Special** menu. Then, select the **Attachments** settings. Click on the large button beneath the Attachment Folder prompt.



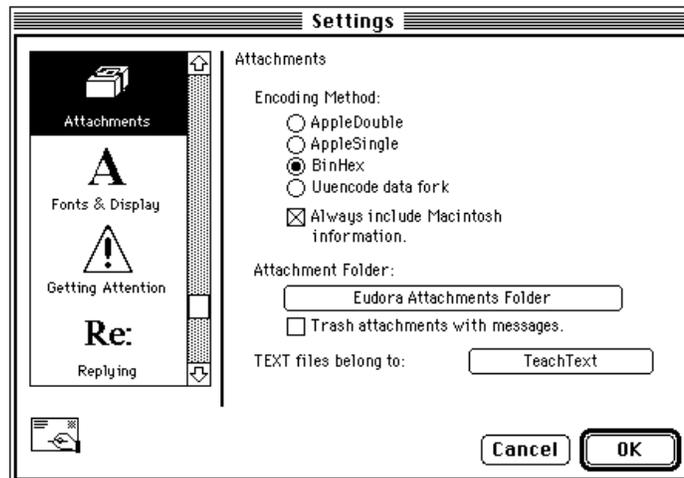
Starting to select an attachments folder

A dialog is displayed allowing you to select the desired Attachment Folder. Double-click on the name of the folder to select it (its name should be displayed in the menu above the list). Then, click the **Use Folder** button.



Selecting an attachments folder

The dialog closes, leaving the Settings dialog displayed. The name of the folder you just selected is now displayed in the Attachment Folder button.



An attachments folder is selected

If you ever want to specify a different folder to receive attachments, simply click on this button and the dialog for choosing an attachments folder is redisplayed.

Note: If, at some future time, Eudora cannot find your selected folder (perhaps because the volume that contained it is not available), an alert is displayed at startup informing you that the Attachment Folder is unavailable. Eudora will create a folder called Attachments Folder in the Eudora folder within your System folder and use this folder for attachments until you designate a new Attachment Folder.

Attachments are decoded automatically and saved directly into the selected folder. The name given your attachments is recorded in the message from which they came. If you receive multiple attachments with the same name, a number is added to the end of each attachment name.

Non-Eudora Users Receiving Attachments

If you send an attachment to someone who doesn't use Eudora, the attached file is included at the end of the message in the chosen attachment format (AppleDouble, AppleSingle, or BinHex). If the recipient does not use a Macintosh, AppleDouble is probably the best format as it is most usable on non-Macintosh platforms. If the recipient does have a Macintosh, BinHex is the best format. If the attachment is encoded in BinHex, however, it is not usable until the recipient has decoded it.

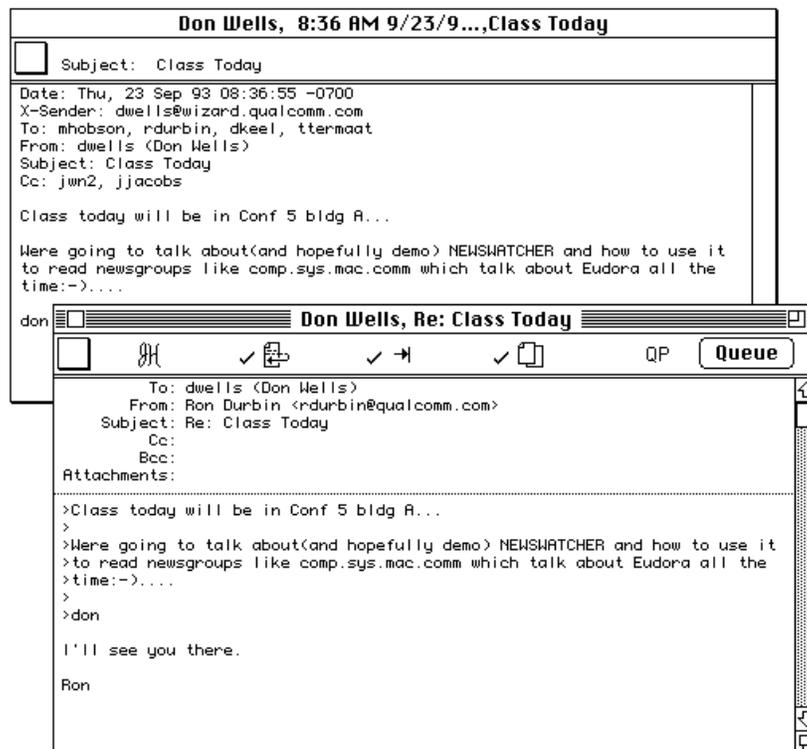
Note: The application "Stuffit," among others, can be used to decode such documents.

Replying to, Forwarding, or Redirecting an Incoming Message

This section describes the Reply, Forward, and Redirect commands found in the Message menu. These commands are different from the Reply To, Forward To, and Redirect To commands found in the same menu. This latter set of commands is used with the Quick Recipient list (see the "Using the Quick Recipient List" section for descriptions of these commands).

Replying to a Message

To reply to a current message, select **Reply** from the **Message** menu. A new message window is displayed, with the original sender's address automatically placed in the To: field of the header. The original sender's text is also automatically included in the message body (prefixed by ">" at the beginning of each line). This text may be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.



A message and its reply

An incoming message for which the Reply command has been used is identified by an “R” in its message summary.

In			
	Tanya Tkoch	9:32 AM 8/5/93...	3 Meeting Maker
	Ron Durbin	3:16 PM 8/5/93...	11
R	Steve Dorner	6:06 PM 8/5/93...	1 Re: Lost Document
F	Ron Durbin	3:26 PM 8/3/93...	1 Test Message 2
●	Ron Durbin	3:26 PM 8/3/93...	1 Test Message 4

49/72K/31K

'R' indicates that the message has been replied to

Modified Forms of Reply

There are several variations of the Reply command.

Reply all:

If you hold down the [option] key when selecting Reply from the Message menu, the reply message is sent to the sender of the original message and to everyone who received it. This is useful for carrying on group discussions electronically. If the Reply to all By default option in the Settings dialog (Replying) is turned on, reply to all is the default, and you must hold down the [option] key to reply only to the message sender.

Include self:

If the Include yourself option in the Settings dialog (Replying) is turned on when you do a Reply to all, your address is left in the address list of the new message and you receive a copy of your own reply. If this option is turned off, Eudora does not include your return address in the reply to all message.

Note: To determine who you are, Eudora uses the “me” nickname, if you create one for yourself. If not, Eudora uses the contents of the POP Account and Return Address fields from the Settings dialog.

CC: original To: recipients

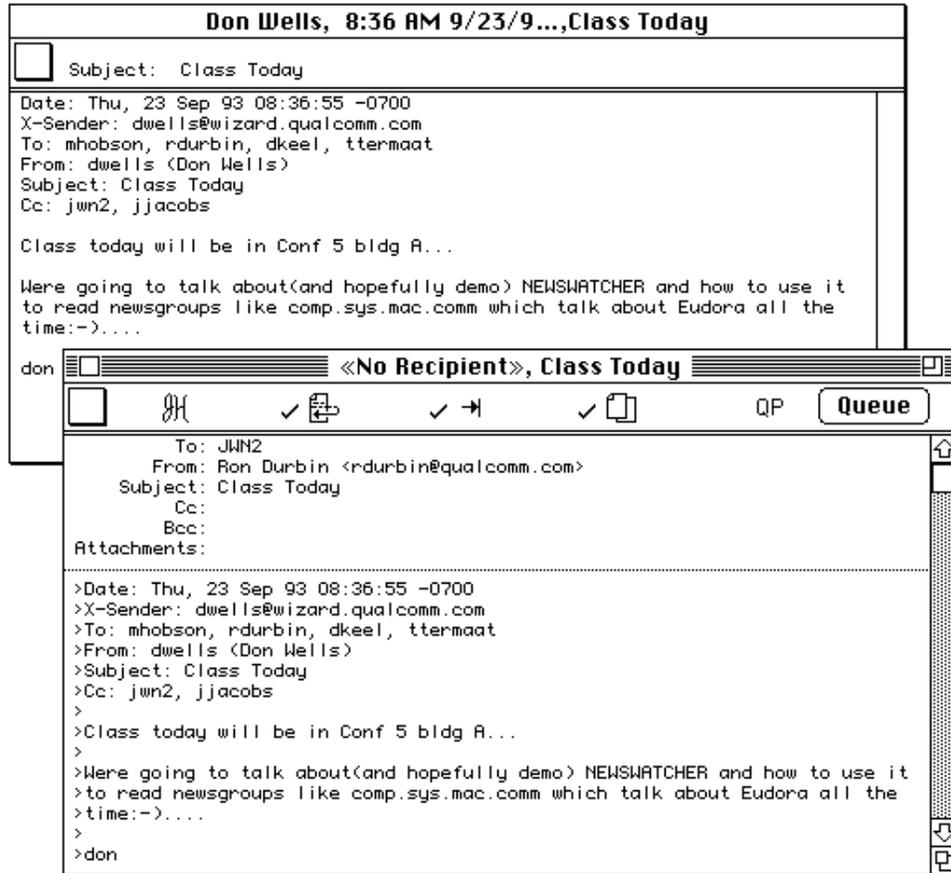
If the Put original To: recipients in Cc: field, not To: field option in the Settings dialog (Replying) is turned on, the addresses of the original message recipients are moved from the To: field to the Cc: field of the reply to all message. Only the address of the original sender is placed in the To: field.

Quote selection only:

In some cases, you may wish to respond to only a portion of the sender’s message. This can be done by first highlighting the desired text in the sender’s message. Then, hold down the [shift] key when selecting Reply from the Message menu. Only the highlighted text is quoted in your reply message.

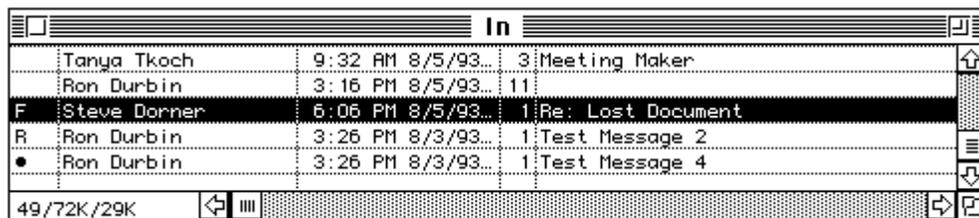
Forwarding a Message

You may want to relay, or forward, messages to other users. To forward a current message, select **Forward** from the **Message** menu. A new message window is displayed, with your address automatically placed in the From: field of the header. The original sender’s text is also automatically included in the message body (prefixed by “>” at the beginning of each line). This text may be edited, and more text can be added to the message. Type the address of the person to whom you want the message forwarded in the empty To: field of the header. The message can then be sent or saved for further changes.



Forwarding a message

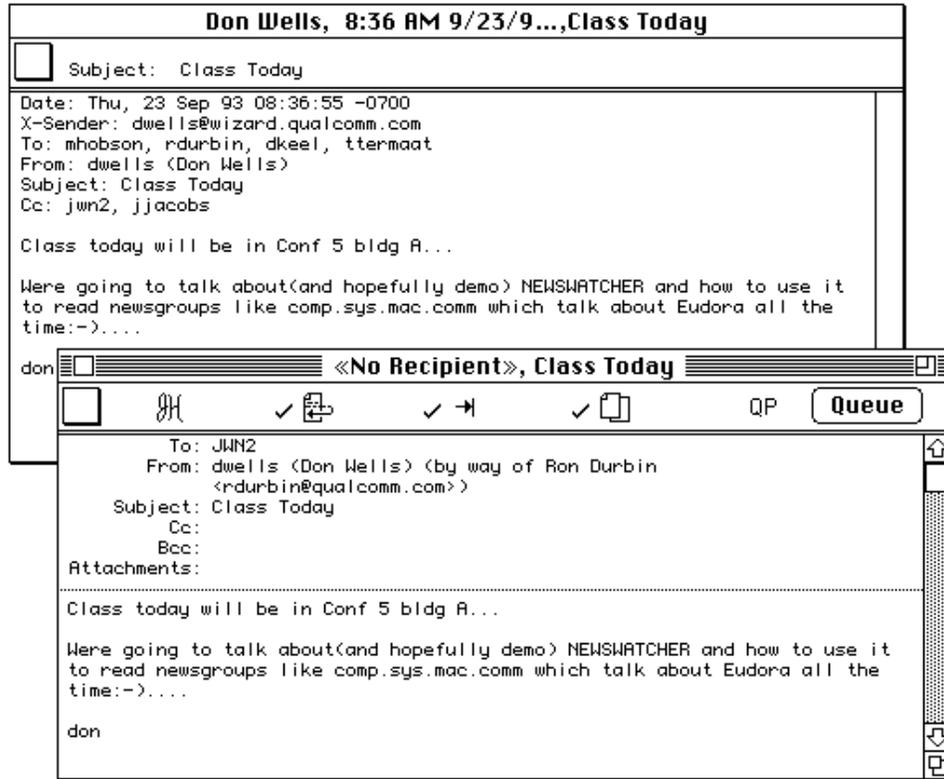
An incoming message for which the Forward command has been used is identified by an “F” in its message summary.



'F' indicates that the message has been forwarded

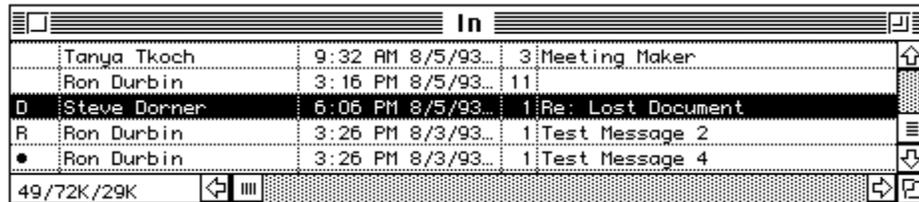
Redirecting a Message

Eudora provides a way to redirect messages that you decide were more appropriately sent to someone besides yourself. To redirect a current message, select **Redirect** from the **Message** menu. A new message window is displayed. The address in the From: field is that of the person who originally sent the message, by way of your address. In addition, there are no “>” markers at the beginning of each line of the original text. However, you may edit or add more text to the message. Type the address of the person to whom you want the message redirected in the empty To: field of the header. The message can then be sent or saved for further changes.



Redirecting a message

An incoming message for which the Redirect command has been used is identified by a “D” in its message summary.



'D' indicates that the message has been redirected

Easy Repeat (“Canned”) Messages Using Redirect

If you find yourself sending the same message over and over again to different people, you can keep a “canned” copy of that message and send it easily using the Redirect command. To do this, first compose a new message as you normally would, but leave the To: field blank. Save the message, and, if desired, use the Transfer menu to move it from the Out mailbox into another mailbox (named “Canned Messages,” perhaps). When you want to send the message to someone, locate the message and open it (or simply highlight it in the mailbox window), select **Redirect** from the **Messages** menu, fill in the To: field, and send the message.

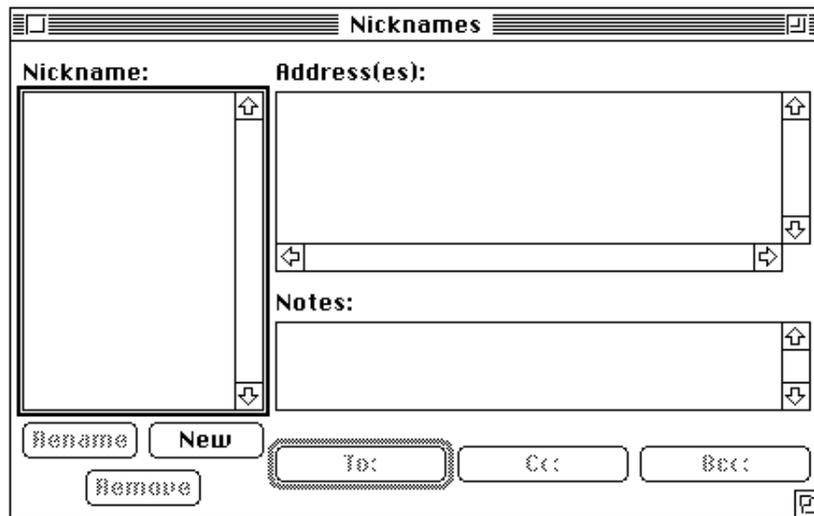
Redirect and Signatures

When you use Redirect, your signature file (described in the “Creating a Signature” section) is not added to the message when it is sent, unless the message was originally created by you. Eudora considers the message to be originally from you if the address in the From: field exactly matches your return address.

Creating and Using Nicknames

When addressing messages, Eudora supports the use of nicknames in place of full user names. A nickname (sometimes called an alias) is an easily remembered, shorter substitute for an actual E-mail address or group of addresses. Typically, nicknames are created for persons with whom one has repeated correspondence, and hence serve as a typing and reference shortcut. Eudora allows nicknames to be used in place of proper E-mail addresses in the To:, Cc:, and Bcc: fields in the headers of outgoing messages.

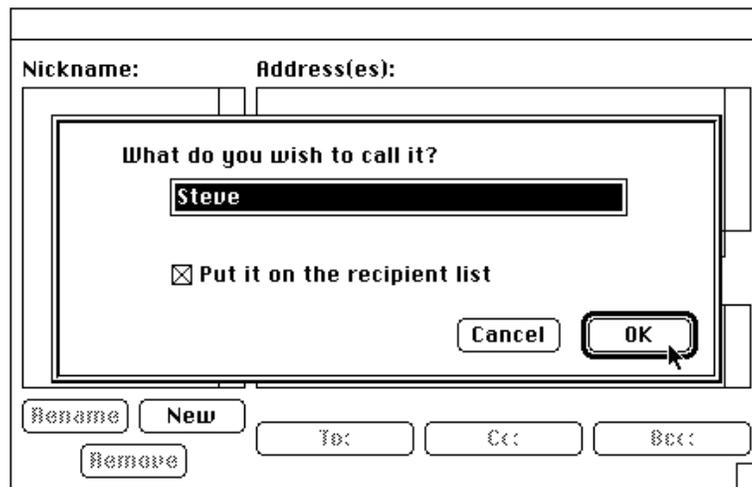
To create, edit, or remove a nickname, select **Nicknames...** from the **Special** menu. The Nicknames window is then displayed. This window is divided into three main fields. The Nickname: field lists all your nicknames; the Address(es): field displays a selected nickname's *expansion* (the addresses that the nickname represents); and the Notes: field contains your private notes on a nickname.



The Nicknames window

Adding New Nicknames

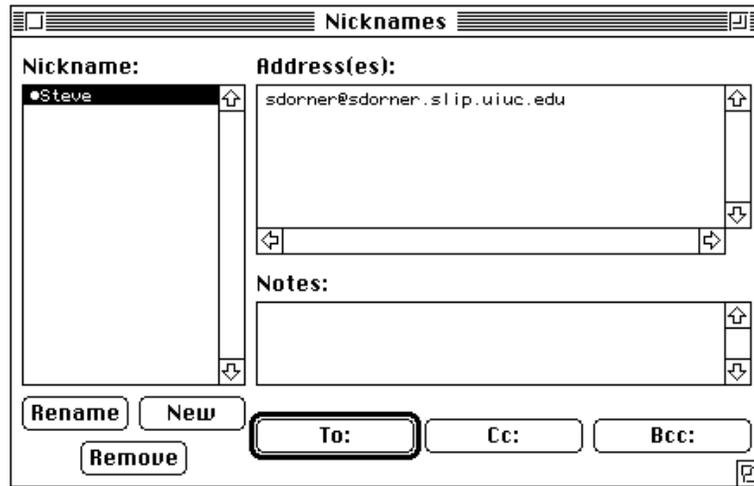
To add a new nickname, click on the **New** button. The new nickname dialog is displayed prompting you for the name of the new nickname.



New nickname dialog

Type the name of the new nickname. If you want this nickname to show up on the Quick Recipient list under the Message menu (see the “Using the Quick Recipient List” section), click on the Put it on the recipient list option. Then, click **OK**.

The new nickname is displayed in the Nicknames: field of the Nicknames window, and the insertion point is placed in the Address(es): field. Type the complete E-mail address of the person to be represented by the nickname.

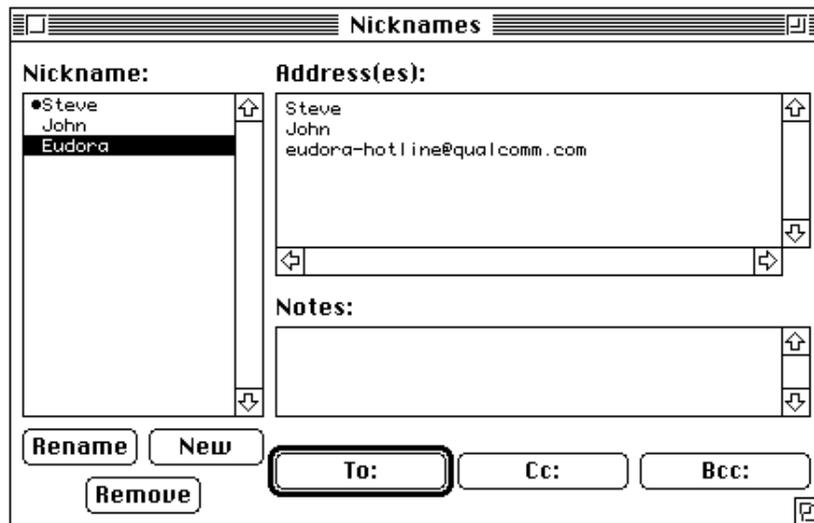


Entering an address for a nickname

If you'd like to add someone's proper name to the address that you specify, just put it in parentheses after the E-mail address.

Note: Be aware that the proper name is put in the To: field of mail messages along with the full address.

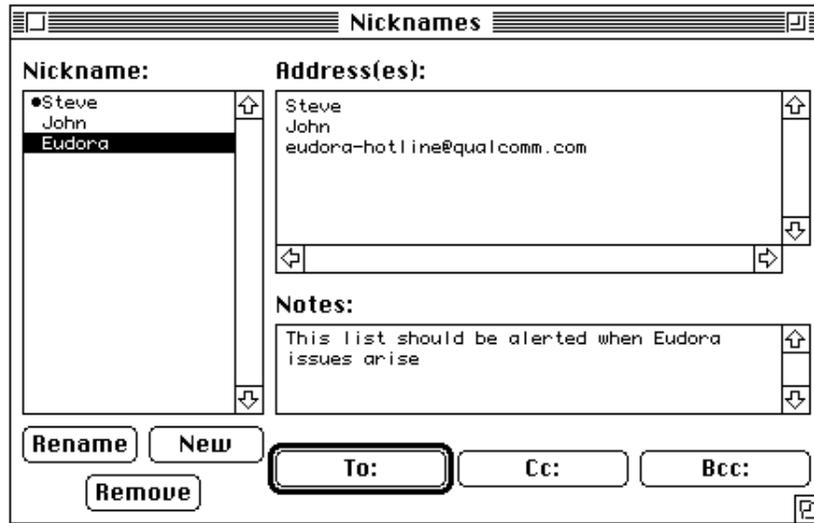
You may also type a series of many E-mail addresses (and even other nicknames), separated by commas or returns, in the Address(es) section. These multiple addresses are represented by the single entered nickname. In this way, a nickname can be used for a group mailing list.



Using a nickname as a mailing list

Note: The Nicknames window is the **only** place where it is permissible to use a [return] to separate addresses. Everywhere else, you must use commas.

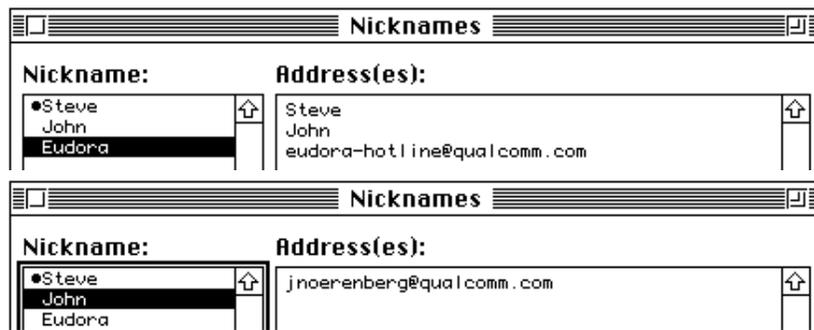
The Notes: field can be used to enter any text you'd like to associate with a nickname, such as the addressee's company, title, or phone number.



Entering notes for a nickname

Note: The contents of the Notes field is not put in mail you send.

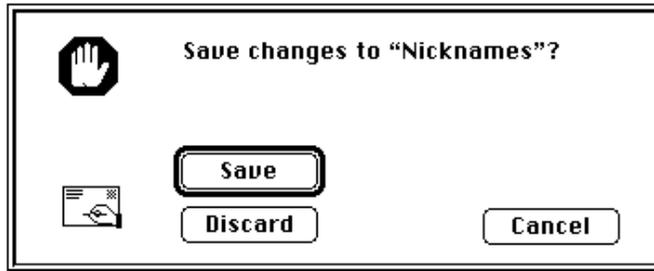
One nickname can point to another nickname, which can point to still another, and so on; eventually, however, the nickname must end in a real address or group of addresses. For example, Eudora contains John in its expansion, and John is itself a nickname for jnoerenberg@qualcomm.com.



One nickname using another nickname

Once you've finished typing addresses and notes, you can click the **New** button again to make another nickname.

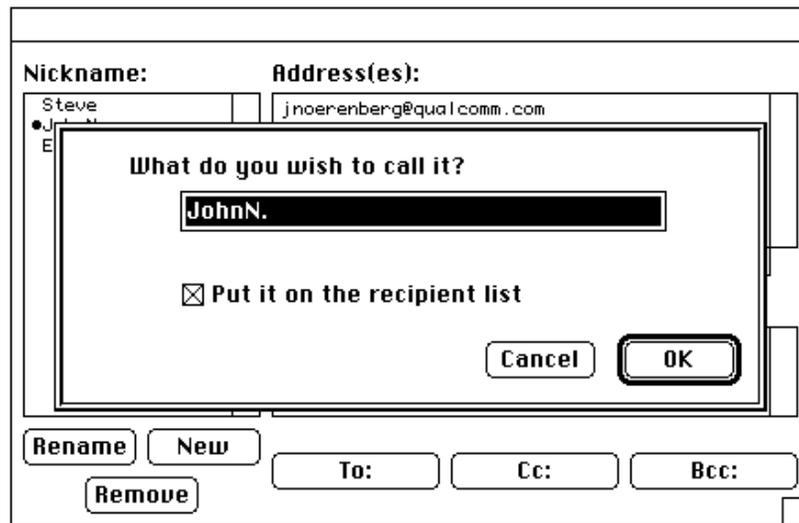
When finished making additions or changes, select **Save** from the File menu to save the changes. If you close the Nicknames window without saving the changes, a dialog is displayed asking whether the additions/changes you just made should be saved or discarded.



Saving changes to Nicknames

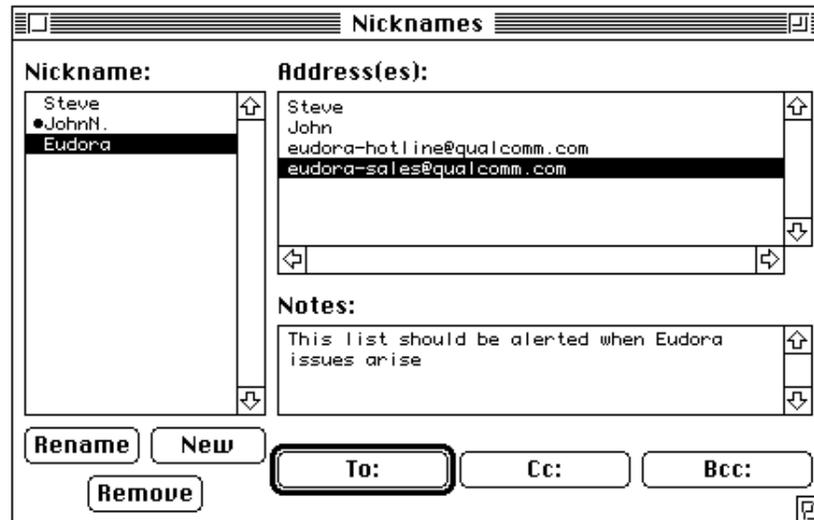
Changing and Removing Nicknames

To change a nickname, select **Nicknames** from the **Special** menu. Click once on the desired nickname in the Nickname: field to select it. Then, click the **Rename** button. A dialog is displayed allowing you to change the nickname. You can also add or remove the nickname from the Quick Recipient list using the Rename dialog. Just check or uncheck the Put it on the recipient list option. Once the changes are completed, click **OK**.



Renaming a nickname

To change a nickname's corresponding E-mail address(es) and notes, click once on the desired nickname to select it. The addresses and notes associated with the nickname are displayed in the Address(es): and Notes: fields, and may be directly edited.



Changing a nickname expansion

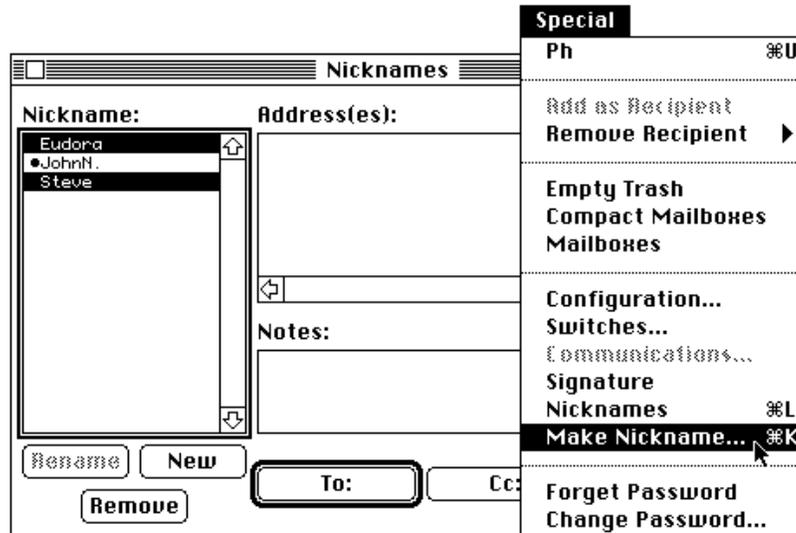
To remove the nickname, click once on the desired nickname to select it. Click the **Remove** button.

When finished editing or making deletions, select **Save** from the **File** menu to save the changes. If you close the Nicknames window without saving the changes, a dialog is displayed asking whether the additions/changes/deletions you just made should be saved or discarded.

Make Nickname... Command

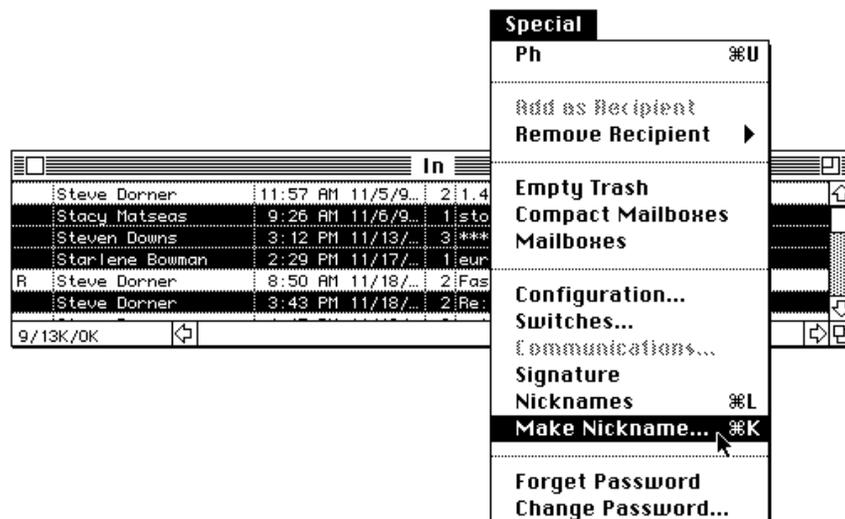
The Make Nickname... command can be used to make a nickname in two different ways.

From the Nicknames window itself, use command-click to select several different nicknames, and then choose **Make Nickname...** from the **Special** menu. The new nickname dialog is displayed prompting you for the name of the new nickname. Once you have entered the name, click **OK** to create the new nickname with the selected nicknames in the Nicknames window as its addressees. This is an easy way to make a group nickname out of existing nicknames.



Using Make Nickname... to make a mailing list

Alternately, you can make a nickname out of the address list of a current message. Open a mailbox and single-click on the desired message to make it current. Select **Make Nickname...** from the **Special** menu. The new nickname dialog is displayed prompting you for the name of the new nickname. Once you have entered the name, click **OK**. If the current message is an outgoing message, its To:, Cc:, and Bcc: fields are used for the nickname's addressees. If the current message is an incoming message, its From: field is used for the nickname's addressees. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and all are put in the new nickname's expansion.



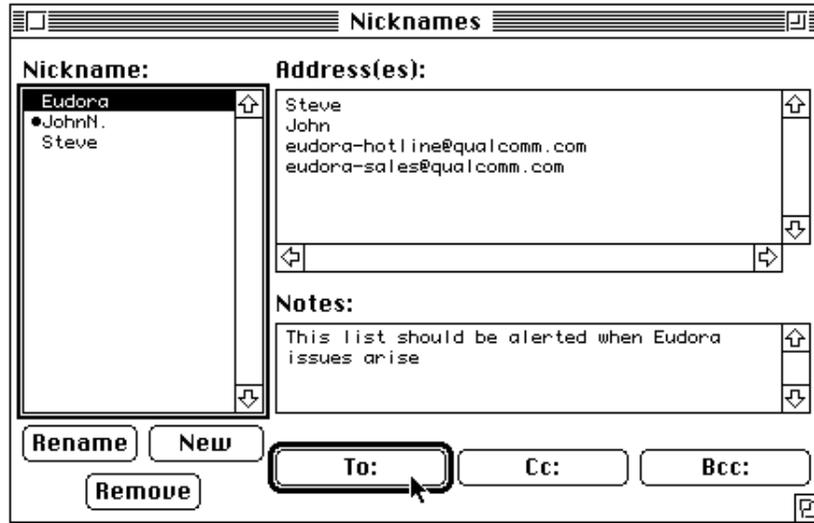
Making a nickname from current messages

Note: When an incoming message is current, Make Nickname... pretends to do a Reply to the current message, and then takes all the recipients from the reply message and uses them in the nickname expansion. This means that Make Nickname... acts just like Reply in regard to the Reply to all and Include yourself options in the Settings dialog (Replying). That is, if the Reply to all option is turned on (or you hold down the [option] key), the

nickname is made for all of the recipients of the messages plus the sender, not just the sender. Similarly, if the Include yourself option is turned off, your address is not included in the new nickname's expansion.

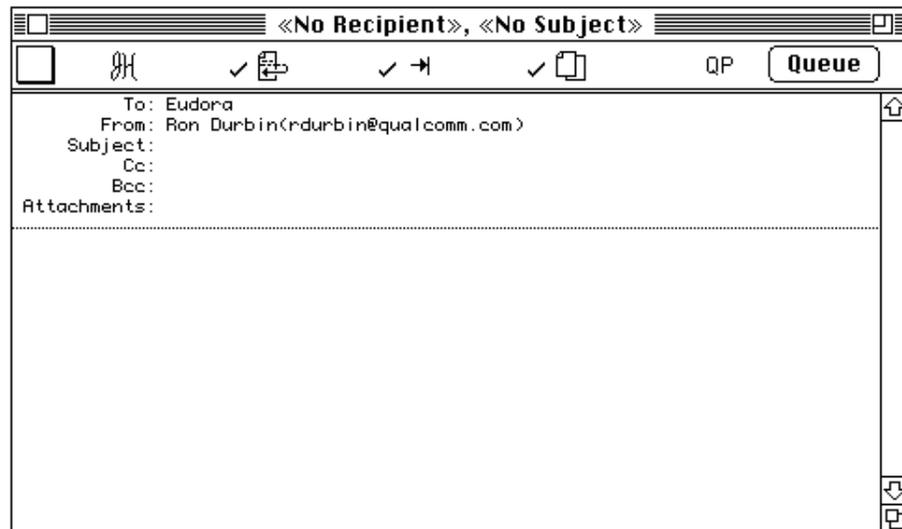
Using the Nicknames Window to Address Mail

The To:, CC:, and Bcc: buttons in the Nicknames window can be used to start mail messages or to add addressees to existing current messages. To create a new message from the Nicknames window, select the nickname to which you want to address the mail (you can select multiple nicknames by holding down the [command] key and clicking on each nickname). Then, click the **To:** button.



Starting a new message from the Nicknames window

A new composition window is displayed with the selected nickname(s) inserted the To: field.



New composition window with addressee

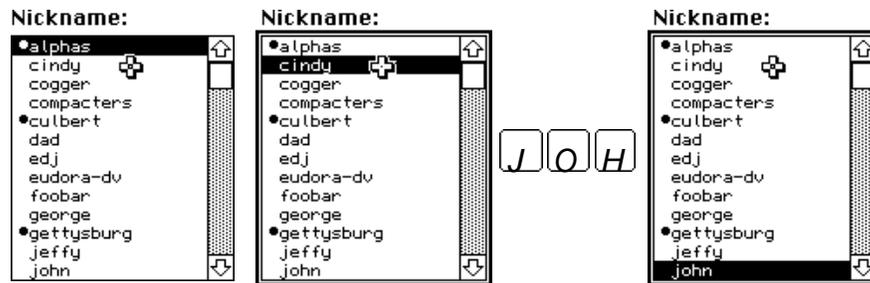
Once the composition window is displayed, use the **To:**, **Cc:** and **Bcc:** buttons to insert additional nicknames into the corresponding fields.

Note: If you hold down the [option] key when addressing messages using the Nickname window To:, Cc:, and Bcc: buttons, the full nickname expansion is inserted into the appropriate message field rather than just the nickname.

The Nicknames window can also be used to address existing messages, or new messages created by selecting New from the Message menu. Make sure the desired message is current (topmost), then open the Nicknames window and use the To:, Cc: and Bcc: buttons to address the message.

Type-to-Select in the Nicknames window

When the Nicknames window Nickname: field is selected (indicated by the bold square around the field), you can type the first few letters of a nickname to select that nickname. If the bold square isn't around the Nickname: field, click once on the list to select it.



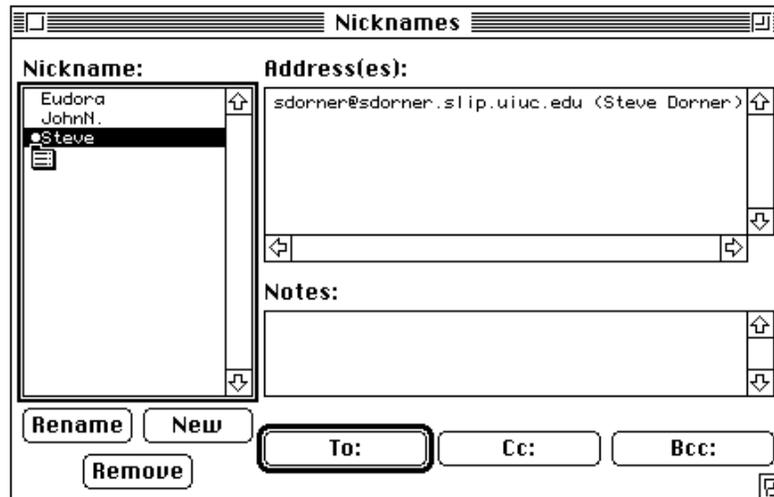
Type-to-select nickname

Nicknames and the Quick Recipient List

Nicknames and the Quick Recipient list are two separate entities. Nicknames are used as an abbreviation for an address or a list of addresses. The Quick Recipient list is used to add addresses to messages via the Message menu. Nicknames do not need to be on the Quick Recipient list, and not everything on the Quick Recipient list needs to be a nickname.

However, you may have nicknames to which you often send mail, and it makes sense to add these nicknames to the Quick Recipient list. This is easily done from the Nicknames window.

Examine the Nickname: field in the Nicknames window. Notice that there is a margin between the first letter of each nickname and the edge of the field. Now, select a nickname and place the mouse over the margin between the nickname and the edge of the field. The cursor changes into a miniature image of a menu. Click the mouse once and a bullet (•) is displayed in the margin area. This bullet indicates that the nickname has been added to the Quick Recipient list.



The nickname is now on the Quick Recipient list

Click again, and the bullet disappears, removing the nickname from the Quick Recipient list. The Quick Recipient list is discussed further in the “Using the Quick Recipient List” section.

Note: Double-clicking a nickname also puts it on or removes it from the Quick Recipient list.

If you rename or remove a nickname that is also on the Quick Recipient list, the name on the Quick Recipient list is also changed or removed.

Finish Nickname Command

The Finish Nickname command under the Edit menu is another nickname-related function designed to save typing in header fields. It allows you to type only a portion of a nickname in the To:, Cc:, or Bcc: fields of a message, with Eudora completing the typing task.

To use this option, type only the number of characters in the nickname that make it unique with respect to other nicknames in the appropriate field of the message header. Then, select **Finish Nickname** from the **Edit** menu. The partial text of the nickname is automatically completed in the header field.

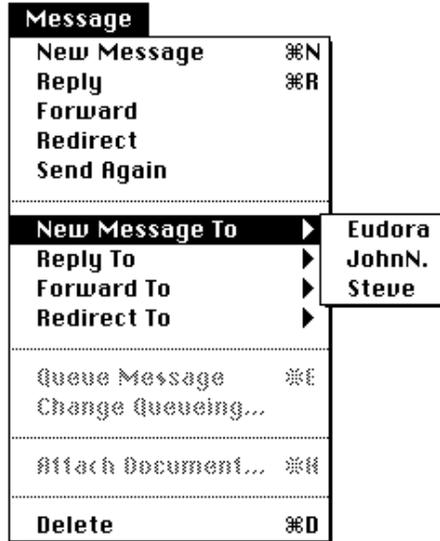
For example, if you type an “S” in the To: field and you only have one nickname that starts with the letter S, the Finish Nickname function completes the nickname in the message header.

Note: If you hold down the [option] key while finishing a nickname, the nickname’s expansion is inserted instead of the nickname itself.

Quick Recipient List

It may be more convenient to address a message by selecting a nickname or full address from a predetermined Quick Recipient list. This eliminates the need to type frequently used nicknames or addresses in the fields of outgoing message headers. By selecting a nickname or address from the Quick Recipient list, the address or nickname is automatically entered in the desired field. The list may also be used to more easily reply to, forward or redirect messages.

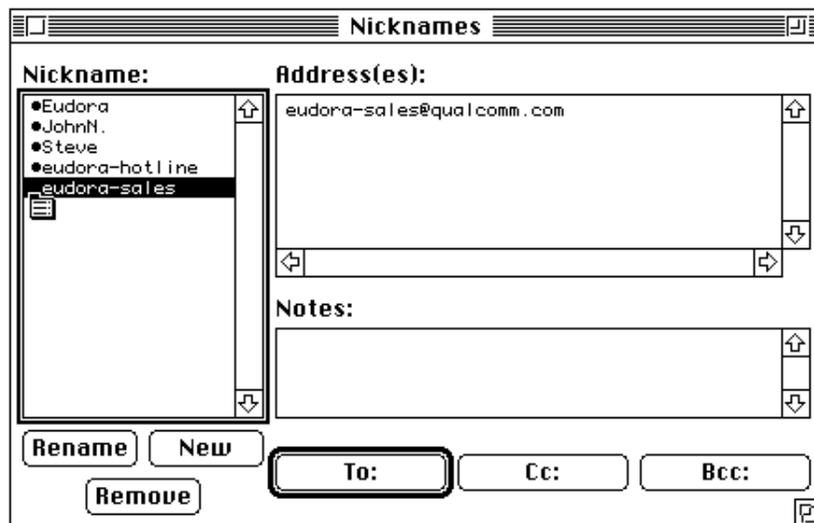
Eudora uses a single Quick Recipient list that can be accessed via the New Message To, Reply To, Forward To, and Redirect To selections under the Message menu, the Insert Recipient selection under the Edit menu, and the Remove Recipient selection under the Special menu.



The Quick Recipient list

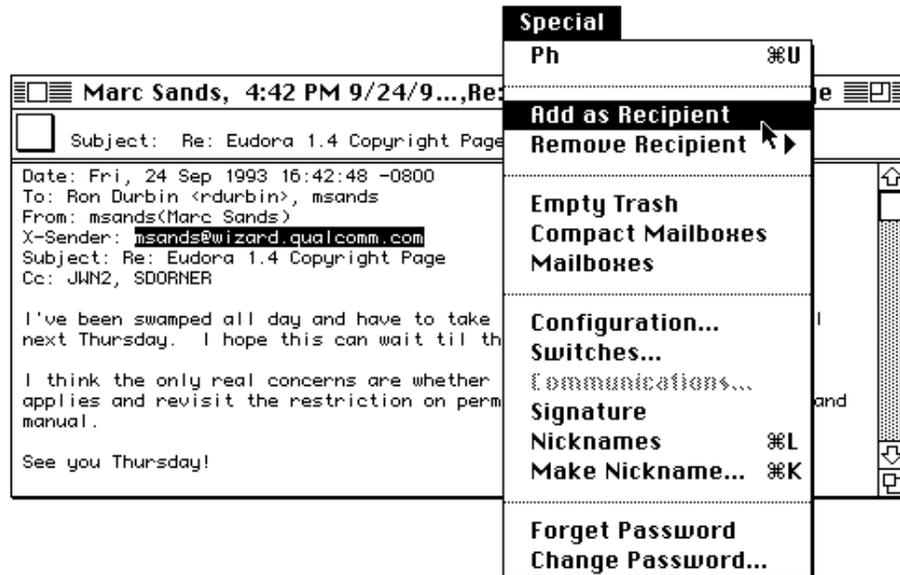
Creating the Quick Recipient List

The Quick Recipient list should consist of the nicknames or addresses of common correspondents. To add a nickname to this list, choose **Nicknames** from the **Special** menu (see the “Creating and Using Nicknames” section for more details). The Nicknames window is displayed. Select the desired nickname or nicknames from the Nickname: field. Then, click in the margin between the first letter of the nickname and the left side of the field. This places a bullet in the margin and adds the nickname(s) to the Quick Recipient list.



Adding a nickname to the Quick Recipient list

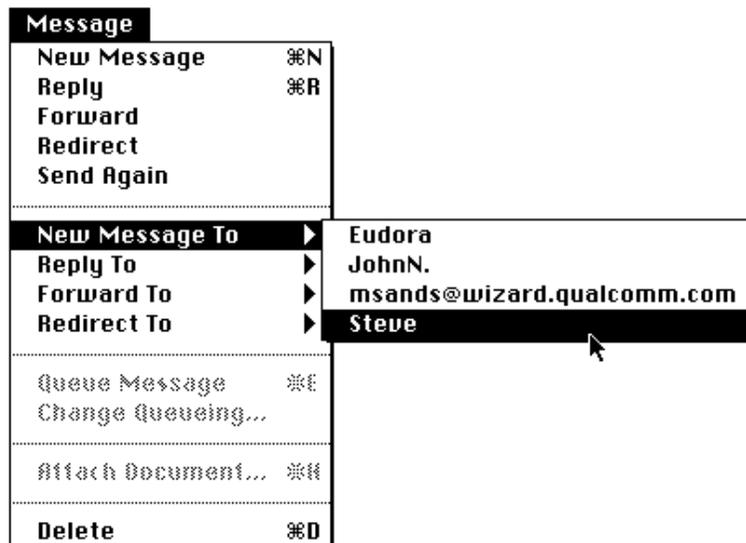
To add a full E-mail address to the Quick Recipient list, select the desired text that makes up the full address from any current message header. Then, select **Add As Recipient** from the **Special** menu.



Adding an address to the Quick Recipient list

Using the Quick Recipient List

The Quick Recipient list is displayed when you select New Message To, Reply To, Forward To, or Redirect To from the Message menu. To utilize the list, select a recipient using one of these commands. Releasing the mouse button performs the action (new message, reply, forward, redirect) and the chosen recipient is automatically inserted in the To: field of the new message header.



Starting a message with the Quick Recipient list

More than one nickname or address from the Quick Recipient list can be added to the To:, Cc: and Bcc: fields of any message. To do this, first place the blinking insertion

point in the field where you want the nickname/address to be inserted. Then, select the desired recipient from the **Insert Recipient** list under the **Edit** menu. The chosen nickname/address is placed at the insertion point and a comma is added (if necessary) to separate the new address from the ones previously placed in the field.

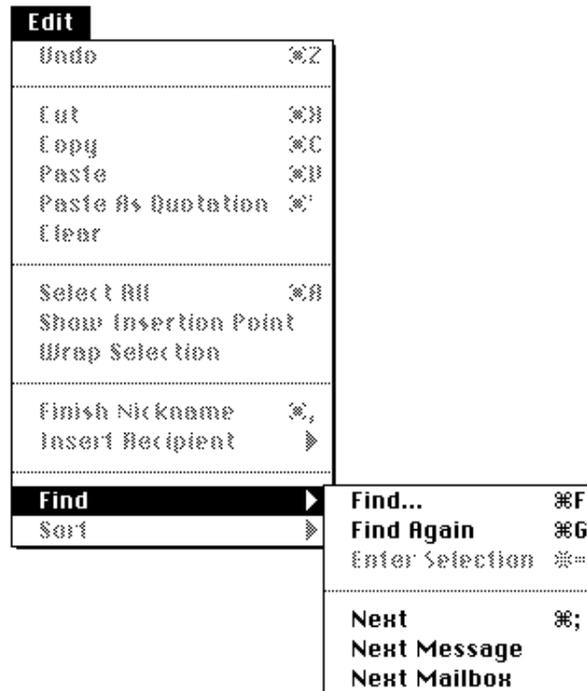
Removing a Quick Recipient From the List

To remove a nickname/address entry from the Quick Recipient list, select it using the **Remove Recipient** option under the **Special** menu. When you release the mouse button, the selected recipient is deleted.

Note: Removing a nickname from the Quick Recipient list does not delete it from the Nicknames window, but removing a nickname from the Nicknames window deletes it from the Quick Recipient list.

Finding Specified Text Within Messages

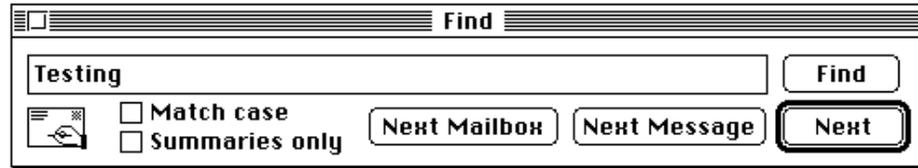
Eudora incorporates a Find function that searches for specific text within a single message, multiple messages, or even multiple mailboxes. To display the Find sub-menu of commands, select **Find** from the **Edit** menu.



The Find sub-menu

Finding Text Within One Message

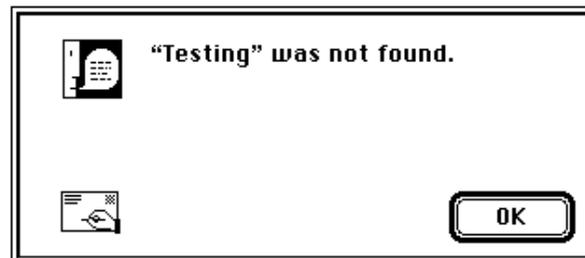
To search for text within a single message, open the message and make sure it is current. Then, select **Find** from the **Edit** menu and select the **Find** command from the sub-menu. The Find dialog is then displayed, with the blinking insertion point located in the text field.



The Find dialog

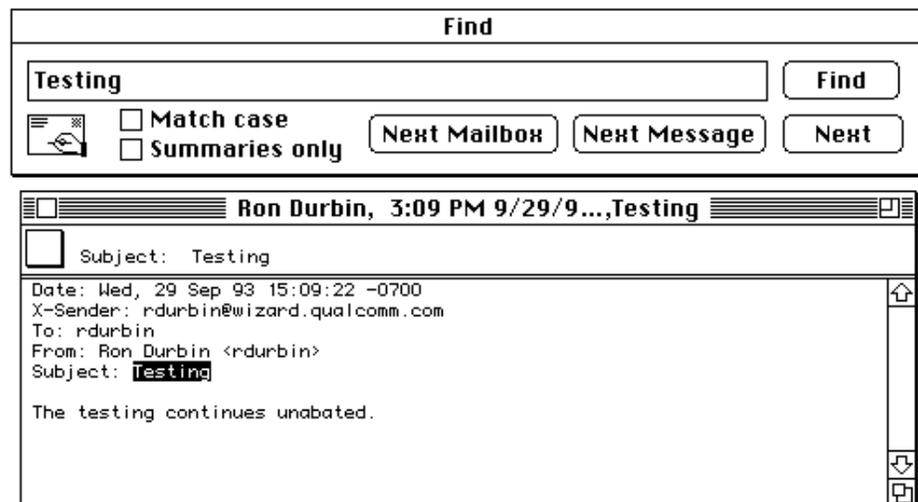
Type the text you want to find in the text field. When finished entering the desired text, click the **Find** button.

Starting at the insertion point of the open message, Eudora searches the current message for the specified text. If no match is found, the not found alert is displayed.



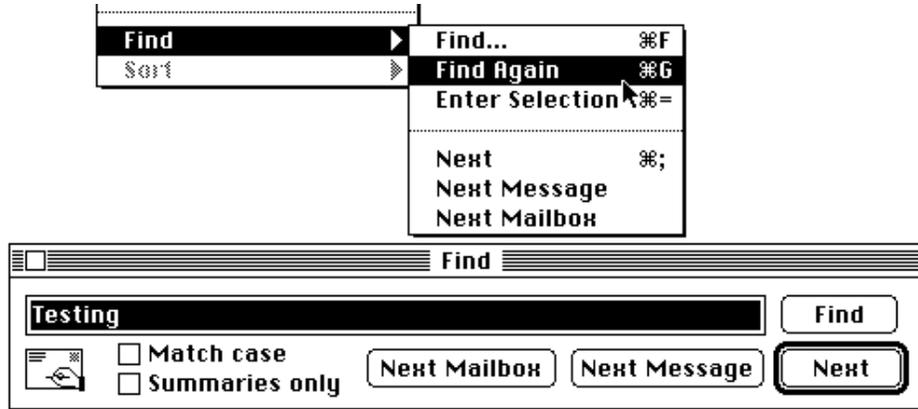
Unsuccessful search

If the search is successful, the message is scrolled to the first point where the match is found and the matching text is highlighted.



Successful search

To continue searching in the same message for the next occurrence of the text, click the **Find** button in the Find dialog, or select the **Find Again** command from the **Find** sub-menu. These commands are equivalent and limit the search to the same message. Repeating these commands cycles through the matches in the open message only.



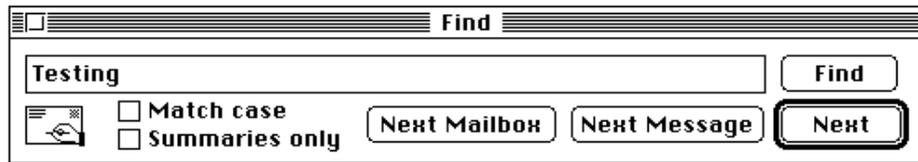
Use the Find button or Find Again command to search within the topmost message only

Enter Selection Command

If you don't want to actually type the text in the Find dialog (for example, the text is very long or complex), highlight it in an existing message, and then select **Enter Selection** from the **Find** sub-menu. This automatically inserts the selected text at the insertion point in the Find dialog. Then, select the **Find** command from the **Find** sub-menu to start the search.

Finding Text Among Multiple Messages and Mailboxes

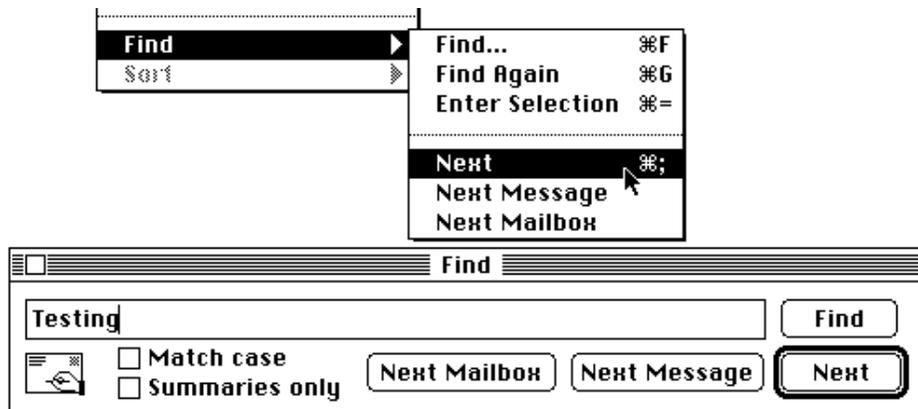
The Next, Next Message, and Next Mailbox commands are located in the Find sub-menu (under the Edit menu) or as buttons in the Find dialog.



The Find dialog

Next Command

The Next command allows you to search for the next match of the specified text until it is found either in the same message or among all messages in the current mailbox.

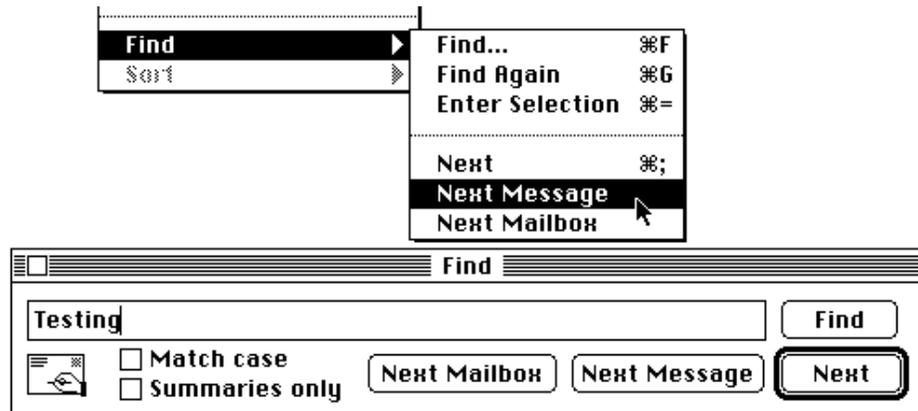


Use Next to find the next occurrence of the text string in or after the topmost message

Note: The Next command initiated in an open mailbox (even with message[s] selected) searches for the specified text among all messages contained in that mailbox. The search begins with the first selected message.

Next Message Command

The Next Message command begins the search at the message after the current message. Eudora continues to search until it finds a matching character string, even if it has to open more than one message or a new mailbox.

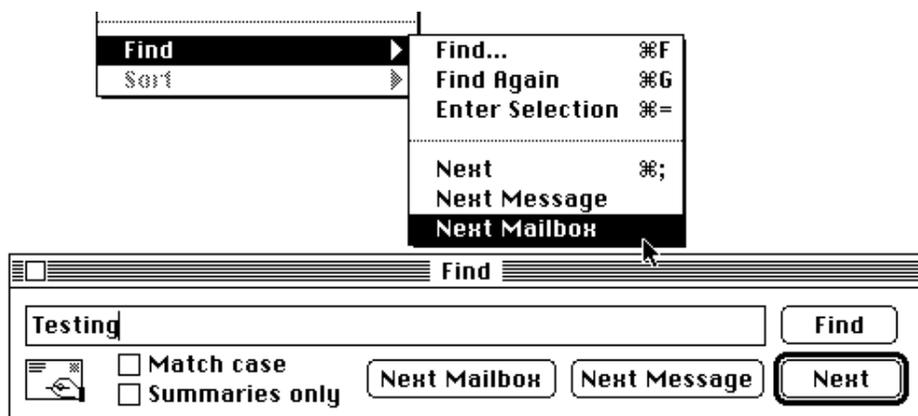


Use Next Message to skip the rest of the occurrences of the text string in the current message and search the next message(s)/mailbox(es)

Next Mailbox Command

The Next Mailbox command begins the search for the specified text in the mailbox following the current mailbox. The search is conducted among all messages in that mailbox and any subsequent mailboxes, including the In, Out, and Trash mailboxes. The search includes all mailboxes, even if they are contained in mailbox folders or sub-folders.

Note: Mailboxes are searched in the order they are listed under the Mailbox menu until the current mailbox is reached.

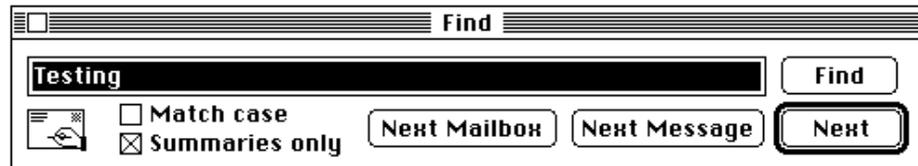


Use Next Mailbox to skip the rest of the occurrences of the text string in the current mailbox and search the next mailbox(es)

Note: When the character string is found in a message, the mailbox containing that message is checked in the Mailboxes menu. This identifies the location of the message.

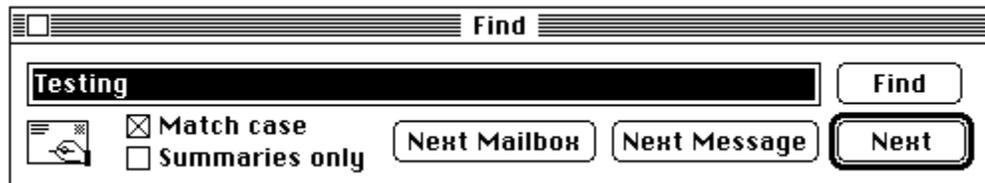
Summaries Only, Match Case

If you know the text you are searching for is included in a message summary, check the Summaries Only option in the Find dialog. When you click the Find button, Eudora searches for the text only in the sender and subject fields of message summaries as they appear in mailbox windows. Eudora searches much faster when this option is checked.



The Summaries only option makes Eudora search message summaries only

Normally, Eudora ignores capitalization when searching. If you want Eudora to consider capitalization when searching, check the Match case option in the Find dialog. When this option is checked, Eudora searches for exact matches of character strings, including any capitalization.



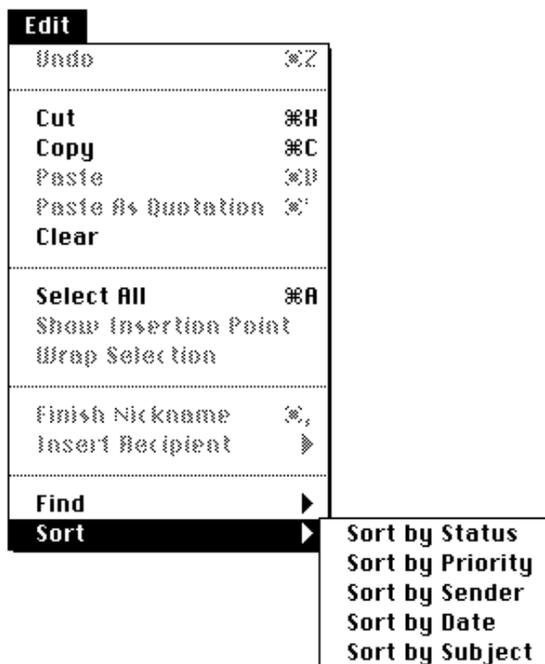
The Match case option makes Eudora care about capitalization

Stopping a Find

If you want to stop Eudora from continuing a search, hold down the [command] key and type a period [.]

Sorting Messages Within Mailboxes

It is possible to sort the message summaries in a mailbox window according to their status, priority, sender, date, or subject. These commands are listed in the Sort sub-menu under the Edit menu.



The Sort sub-menu

To use any of these commands, first open the mailbox to be sorted. Then, select the appropriate command from the Sort sub-menu. The mailbox's messages are sorted when the mouse button is released.

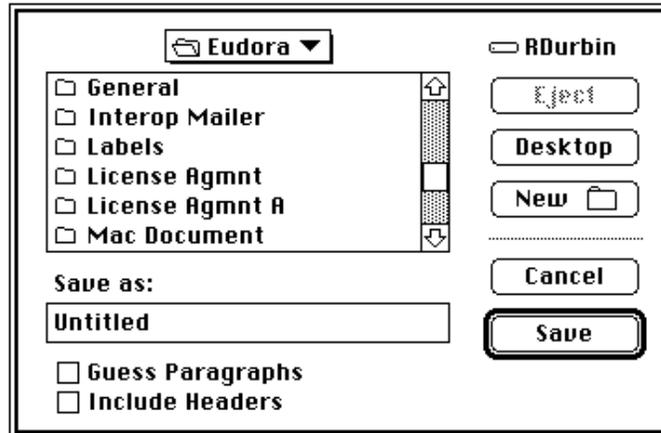
Eudora sorts in ascending order; the smallest item first. To sort in descending order, hold down the [option] key while choosing the desired command from the Sort sub-menu.

Tip: Eudora's sorting algorithm is "stable." This means that sorting on a particular column leaves items of the same value in the same order as they were before the sort. This feature allows you to sort based on multiple criteria by using multiple sort commands. For example, if you want your messages sorted by subject, and within each subject you want messages sorted by date, first choose Sort by Date, then Sort by Subject.

Note: Sometimes Eudora does not sort by date properly. This happens if the mail was stored under an old version of Eudora, and the table of contents was rebuilt, or the messages have incorrectly formatted date fields or unknown or incorrect time zones.

Saving A Message to a File

Eudora allows you to save a current message(s) to a separate text file on your Macintosh system. To do this, first display the desired message or highlight its summary in the mailbox window. Then, select **Save As...** from the **File** menu. The Save As dialog is displayed allowing you to choose a name and location for the file.

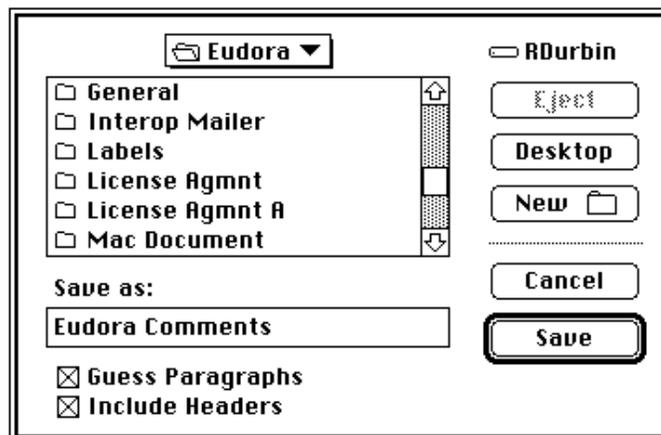


The Save As dialog

Note the two options at the bottom of the dialog. **Guess Paragraphs** instructs Eudora to remove extraneous carriage returns from the message, leaving returns only at the ends of paragraphs. In addition, it converts multiple spaces into tabs.

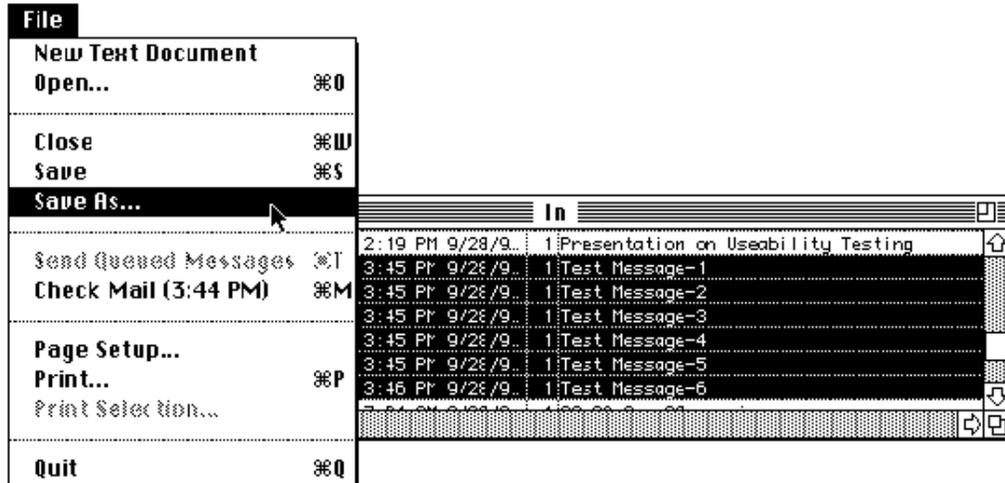
Include Headers instructs Eudora to retain the message's header information in the saved document. If this is unchecked, only the body of the message is saved.

Once you've made your choices, click on the **Save** button in the dialog.



Saving a message to a text file

If you select multiple messages from a mailbox window and select **Save As...**, all of the messages are saved to a single file.



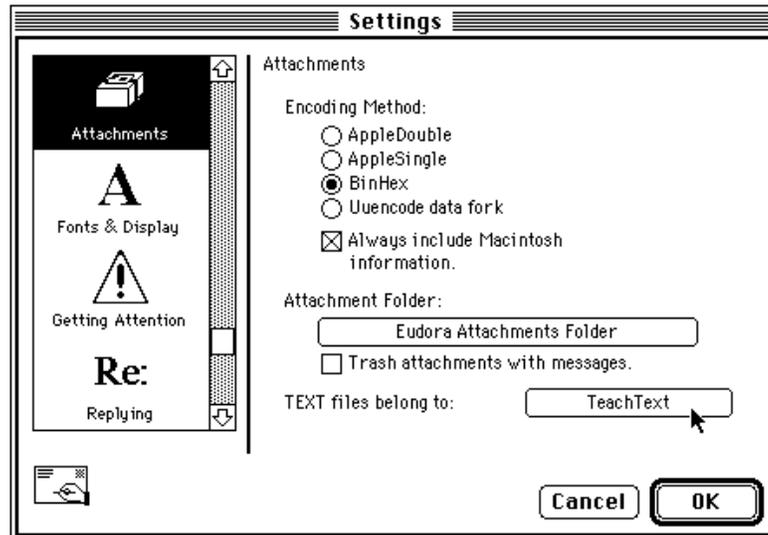
Using “Save As...” to save several messages to one file

Tip: When Eudora receives a very large message from the POP server, it splits that message into multiple smaller messages. If you need to reassemble the original message, use the Save As... command.

Choosing an Application for Saved Messages

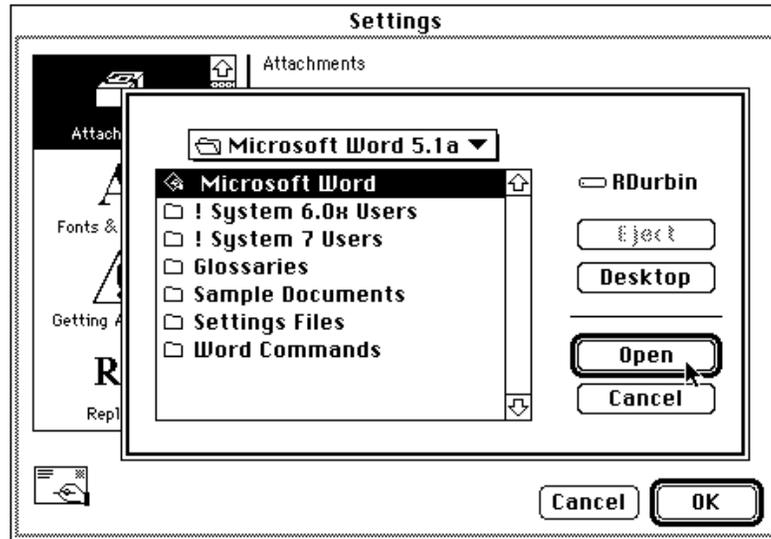
When you save a message to a file using the Save As... command, the new text file is formatted as basic ASCII text in a Macintosh document. The document type is determined by the program you select using the TEXT files belong to setting in the Settings dialog (Attachments).

To do this, select **Settings...** from the **Special** menu. The Settings dialog is displayed. Then, select the Attachments settings.

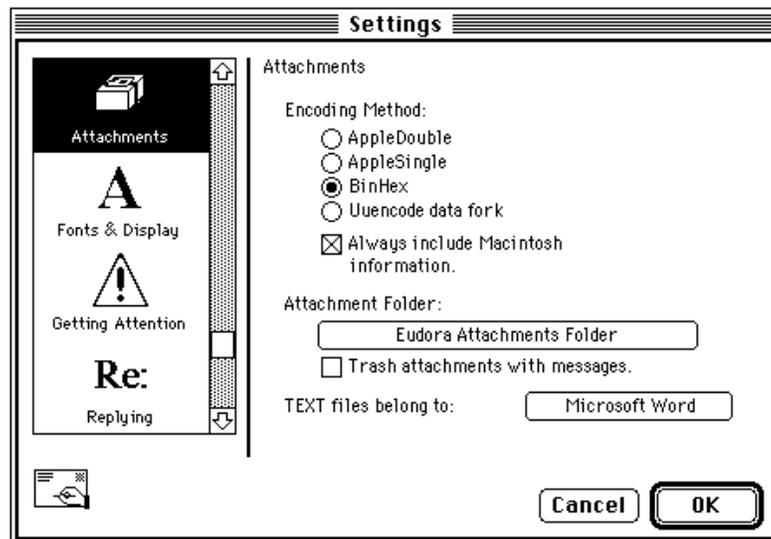


The Settings dialog Attachments settings

Near the bottom of the dialog, click the TEXT files belong to button. A standard file dialog is displayed. Using this dialog, search through your disk to locate the desired application (probably your favorite word processing program). Select the application and then click **Open**.



Selecting an application to open the files Save As... creates
The selected application is then displayed in the Settings dialog.

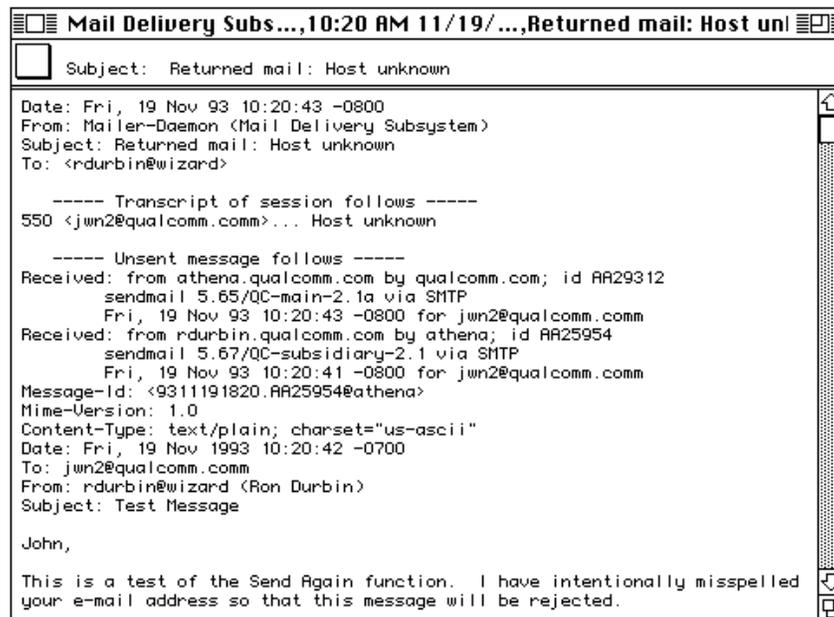


The desired application is now selected

Resending Rejected Messages

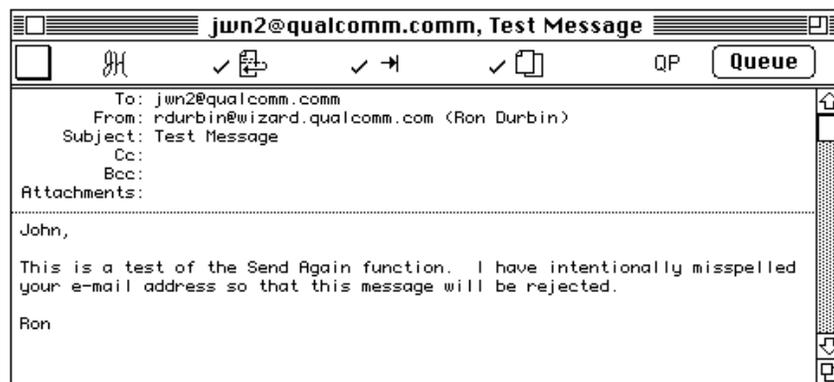
Mail Transport Agents are computer programs responsible for routing E-mail messages through networks. If for some reason an E-mail message can't be delivered to an intended recipient, these programs return the message to the original sender. A message is typically rejected because of an error in the recipient's address, although many other reasons are possible.

The message sent back from the mail system usually includes cryptic information that may allow you to determine the reason for the message being rejected. It also includes the text of the original message.



A rejected message

Eudora deletes the error messages and added text and recovers the original message so that you can make any corrections and resend it. To do this for the current message, select **Send Again** from the **Message** menu. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and resend the message, if desired.



A rejected message, restored

Message Priorities

Eudora allows you to assign priorities to your messages. These priorities are for sender/recipient reference purposes only, and they do not affect the way Eudora handles the messages.

There are five priority levels available, each represented by a small icon. Priorities range from 1 (highest) to 5 (lowest). Priority 3 is assumed for messages that have no assigned priorities, and it is not displayed.

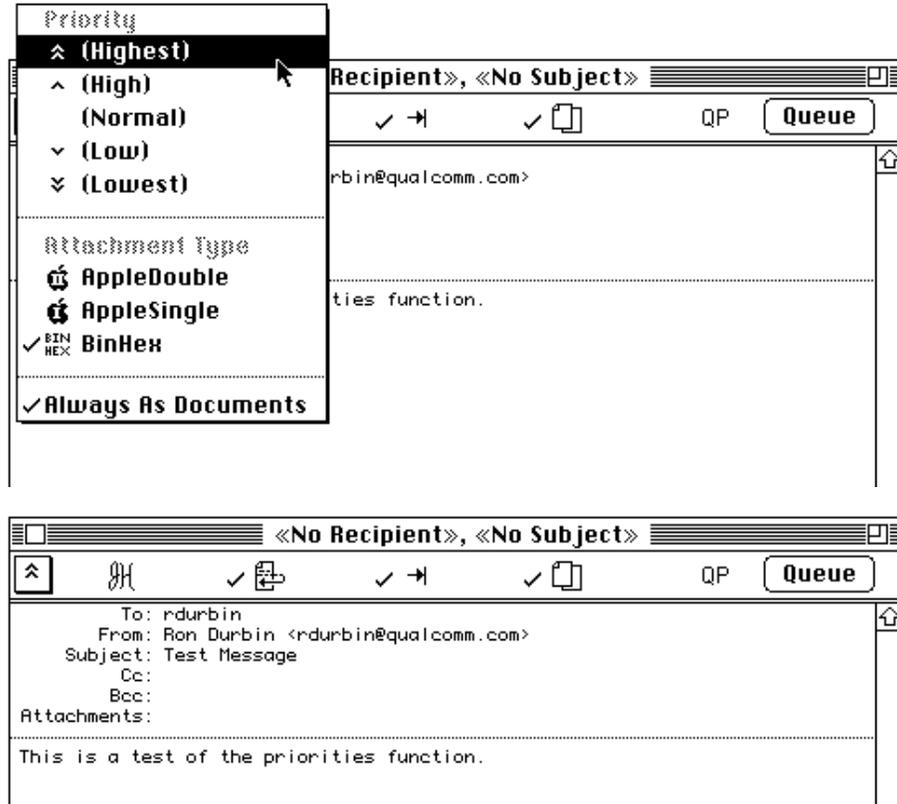
- ^ Highest priority
- ^ High priority
- (blank) Normal
- ▼ Low priority
- ▼▼ Lowest priority

Message priorities are displayed in the Status/Priority column of the mailbox window.

In			
R ^	Jenny Fornaca	8:56 AM 8/10/9...	1 Eudora
	Ron Durbin	10:10 AM 8/10/9...	1 Testing
^	Don Wells	10:35 AM 8/10/9...	2 Eudora - Filters Docs
R	Jenny Fornaca	3:13 PM 8/10/9...	1 Eudora
	Ron Durbin	4:37 PM 8/10/9...	2 Eudora
^	Scott Kenyon	6:02 PM 8/10/9...	2 Re: Eudora - Filters Docs
R ▼	Jenny Fornaca	1:12 PM 8/11/9...	1 Re: Quick Reference Text

Message priorities displayed in the mailbox window

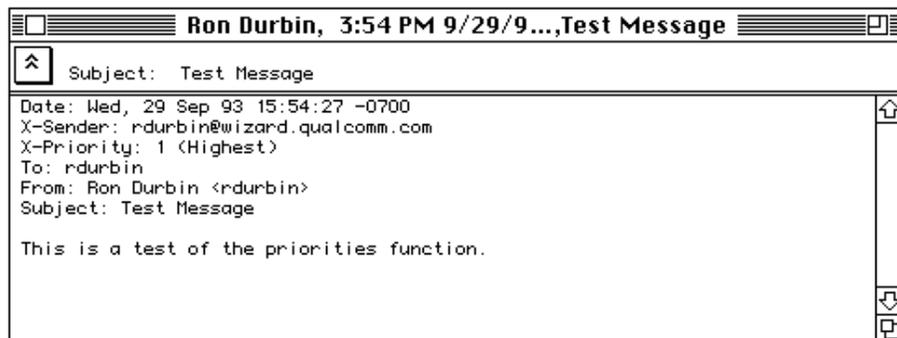
To change the priority of a message, open the message and choose the desired priority from the Priority popup menu on the icon bar. The selected priority icon is then displayed in the popup window.



Assigning a priority to a message

You can also change the priority of the current message(s) by holding down the [command] key and pressing a number key from 1 to 5 (1 = Highest, 5 = Lowest).

When you receive mail with a priority other than Normal, Eudora adds an X-Priority: header to the mail. The header lists the assigned priority.



An incoming message with a pre-assigned priority

Note: All new messages are created with Normal priority, even replies to messages whose priority you have changed. The exception to this is that, if the sender of a message gives it a priority other than normal, Eudora insists on giving your reply the same priority. You can, however, change the priority of your response by re-assigning it manually.

Editing Message Subjects

Sometimes the subject of a message is not clear or descriptive. Eudora allows you to edit the subject of any incoming message.

Note: After the are sent, the subjects of outgoing messages (messages sent by you) cannot be edited. However, prior to being sent, outgoing message subjects can be changed by editing the Subject: field in the message header.

To edit the subject of an incoming message, open it from its mailbox window. Notice that the subject is displayed below the title bar and above the message proper. You may edit this text as you would any other text. When editing is complete, press **Enter** or close the message. The new subject is displayed in the message summary. The contents of the Subject: field of the message header remain unchanged.

The screenshot shows the Eudora mailbox interface. The mailbox window is titled "In" and contains a list of messages. The selected message is from Ron Durbin, dated 3:54 PM 9/29/93, with the subject "Test Message". The message body is visible, showing the subject field and the text "This is a test of the priorities function."

In			
Starlene Bowman	12:31 PM 9/29/9...	1	#65 honey peach cover stock
E. Blomendale	12:38 PM 9/29/9...	2	La Jolla Marriott rates
John Noerenberg	1:03 PM 9/29/9...	2	slide for writer
Don Wells	1:28 PM 9/29/9...	2	Re: slide for writer
dowjones	1:31 PM 9/29/9...	1	SQ 29-Sep-93 close
Ron Durbin	3:09 PM 9/29/9...	1	Testing
▲ Ron Durbin	3:54 PM 9/29/9...	1	Test Message

42/66K/12K

Ron Durbin, 3:54 PM 9/29/9...,Test Message

Subject: Test Message

Date: Wed, 29 Sep 93 15:54:27 -0700
X-Sender: rdurbin@wizard.qualcomm.com
X-Priority: 1 (Highest)
To: rdurbin
From: Ron Durbin <rdurbin>
Subject: Test Message

This is a test of the priorities function.

Editing the subject of an incoming message

The screenshot shows the Eudora mailbox interface. The mailbox window is titled "In" and contains a list of messages. The selected message is from Ron Durbin, dated 3:54 PM 9/29/93, with the subject "Priorities". The message body is visible, showing the subject field and the text "This is a test of the priorities function."

In			
Starlene Bowman	12:31 PM 9/29/9...	1	#65 honey peach cover stock
E. Blomendale	12:38 PM 9/29/9...	2	La Jolla Marriott rates
John Noerenberg	1:03 PM 9/29/9...	2	slide for writer
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dowjones	1:31 PM 9/29/9...	1	SQ 29-Sep-93 close
Ron Durbin	3:09 PM 9/29/9...	1	Testing
▲ Ron Durbin	3:54 PM 9/29/9...	1	Priorities

42/66K/12K

Ron Durbin, 3:54 PM 9/29/9...,Priorities

Subject: Priorities

Date: Wed, 29 Sep 93 15:54:27 -0700
X-Sender: rdurbin@wizard.qualcomm.com
X-Priority: 1 (Highest)
To: rdurbin
From: Ron Durbin <rdurbin>
Subject: Test Message

This is a test of the priorities function.

After Editing the subject

Note: If you reply to the message, the original subject is used for the reply, not your changed subject. This gives you the freedom to put information useful to you into the summary, without fear of your private notes being revealed to your correspondents.

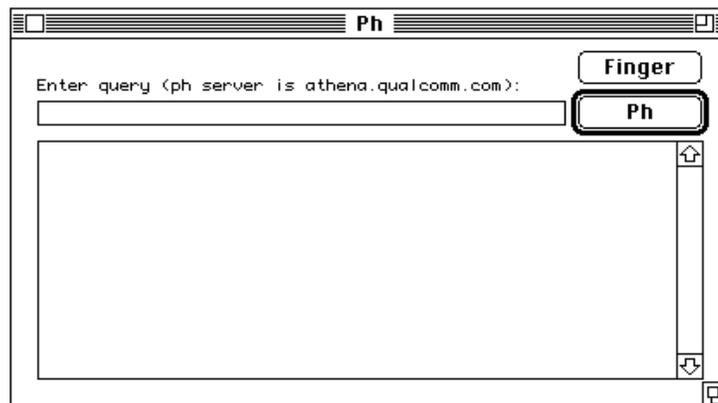
Printing

Eudora can print a current message or messages, a plain text window, or the contents of the Ph window. To print from within Eudora, select **Print...** from the **File** menu with the message or item displayed. If you have text selected in any of the above windows, you can print just the selected text using the **Print Selection...** command under the **File** menu.

Eudora automatically prints headers and footers on each page, giving the window title, page number and your return address.

Using the Ph Window

Eudora can access two different directory services, Ph and Finger, via the Ph window. To display the Ph window, select **Ph** from the **Special** menu.

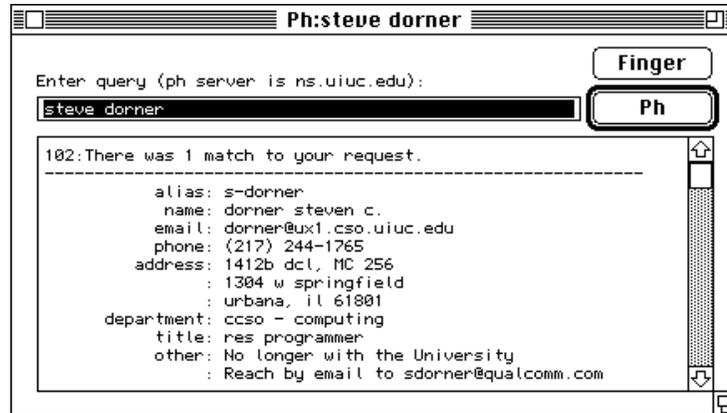


The Ph window

The Ph window has two buttons (one for Ph and one for Finger), and two text fields (one where you type your query, and one where you see the response).

Using Ph

To use the Ph protocol, the name of a Ph server must be entered in the Ph Server field in the Settings dialog (Hosts). To use Ph, type the name of the person you want to look up in the query field and click on the **Ph** button. The server's response is displayed in the response field.



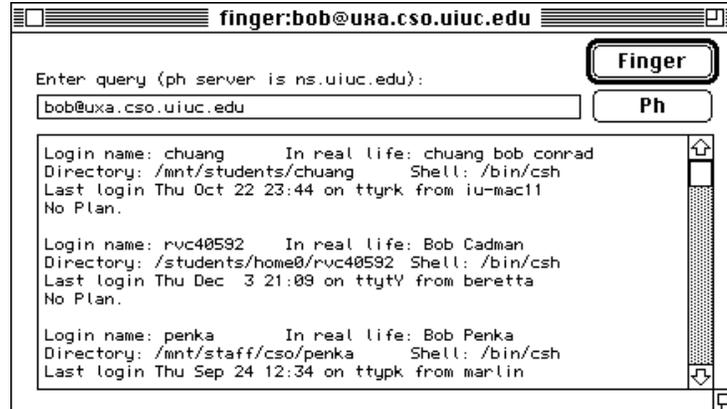
A Ph query and its response

Note: You can type any Ph command in the query field, except login commands or commands requiring login. For more information about the Ph server source code, see Appendix A.

Using Finger

To use the Finger protocol, type your query into the query field. This query should be in the form "name@domain." If you omit the "@domain" segment, Eudora assumes you mean your SMTP server host. Once the name is entered, click on the **Finger** button.

The finger query is sent to the host specified in the "@domain" part, and the response is displayed in the response field.

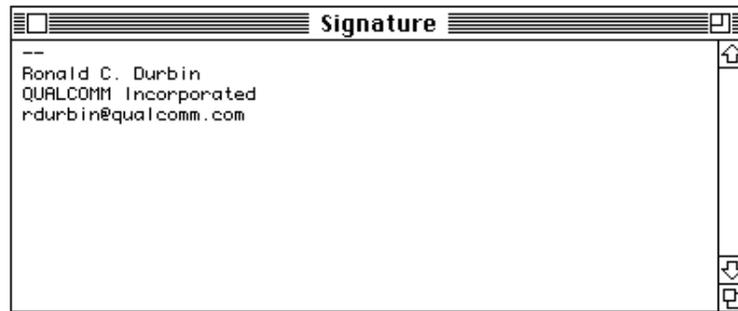


A Finger query and its response

Creating a Signature

A “signature” is a brief message automatically added by Eudora to the end of outgoing messages. It should consist of a few lines giving the sender’s full name and E-mail address. Other pertinent details, such as phone number, postal address, or place of employment are also sometimes included.

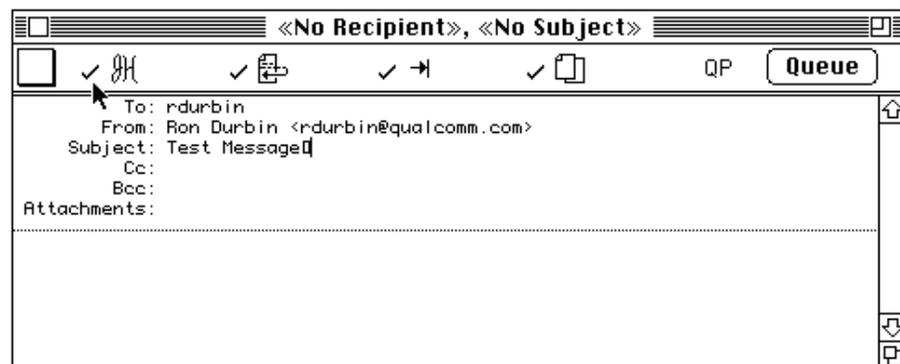
To create the signature, select **Signature** from the **Special** menu. A blank Signature window is displayed. Type your signature text in this window.



Typing a signature

When you are finished typing the signature, close the Signature window. An alert is displayed asking if you want to save the changes to your signature. Click **Save**. You may modify your signature at any time by repeating this procedure.

In order to activate your signature on an outgoing message, click on the signature icon on the icon bar.

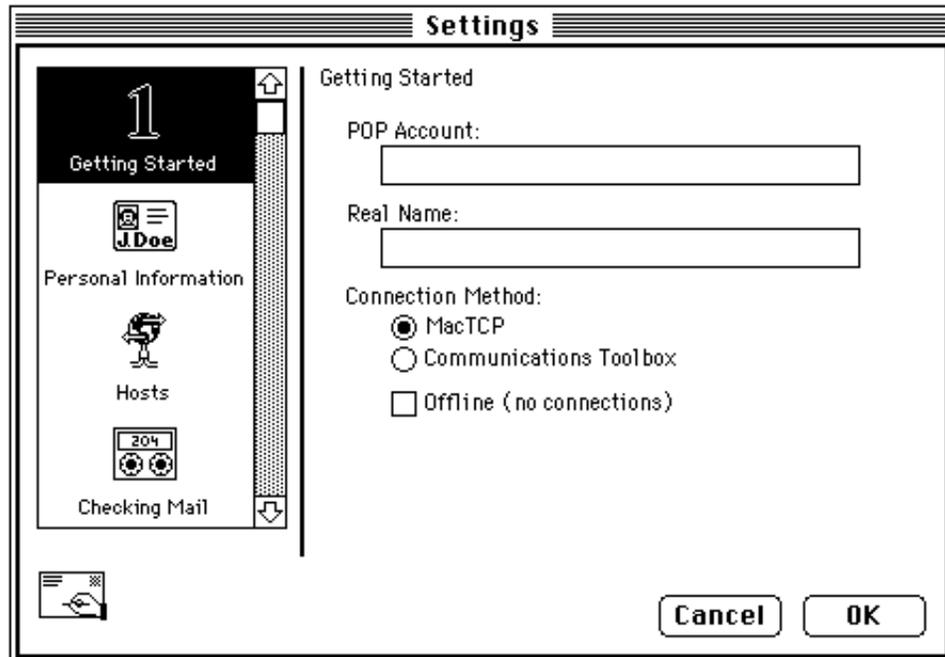


Activating your signature in the icon bar

The signature text is not displayed at the end of messages you create, but your recipients see it.

Settings Dialog

The Settings dialog allows you to configure Eudora. To display the Settings dialog, select **Settings...** from the **Special** menu.



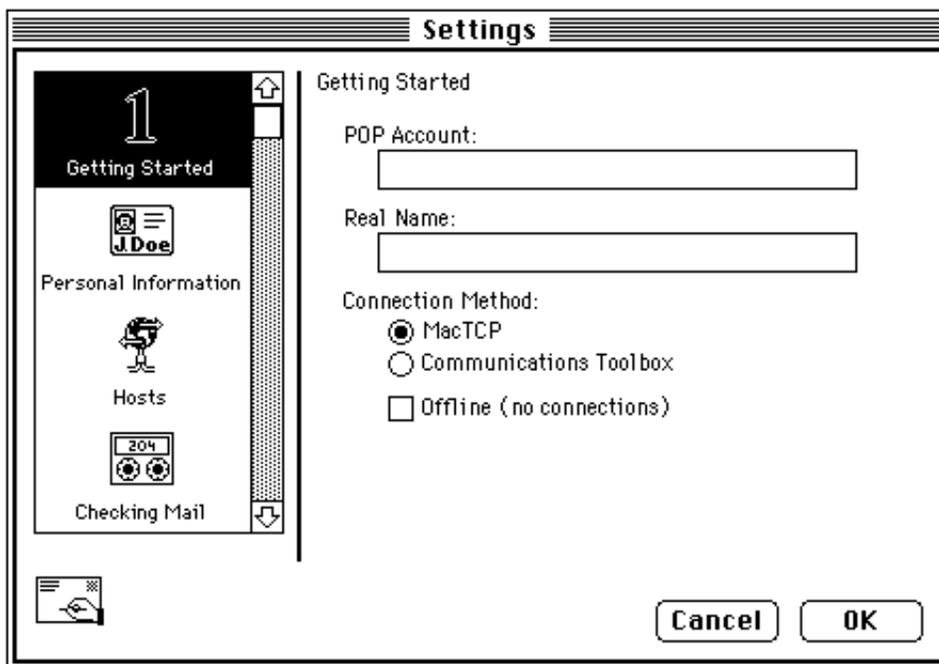
The Settings dialog

The Settings dialog contains the following groups of settings and options: Getting Started, Personal Information, Hosts, Checking Mail, Sending Mail, Attachments, Fonts & Display, Getting Attention, Replying, and Miscellaneous. Each of these groups is described below. The default settings are listed in brackets after the name of each setting/option.

Note: For your convenience, some settings appear in more than one group of settings. For example, your real name appears in both the Getting Started and Personal Information settings. Changing a setting in one group changes the setting in all groups.

Getting Started

The Getting Started settings provide Eudora with the minimum user account information necessary to send and receive mail.



The Getting Started settings

POP account: [none]

To receive mail with Eudora, you must have an account on a computer that runs a Post Office Protocol version 3 (POP3 or POP) server. This is the account to which your e-mail messages are delivered before they are transferred to the Eudora program on your Macintosh. Enter your login name for this account, followed by an “@” sign and the (domain) name of the computer.

For example, if your login name for your POP account is “carolyn,” and the name of the computer is “uxh.cso.uiuc.edu,” type **carolyn@uxh.cso.uiuc.edu** in this field.

Note: If you use UUCP as your mail transport, see Appendix F.

Real Name: [none]

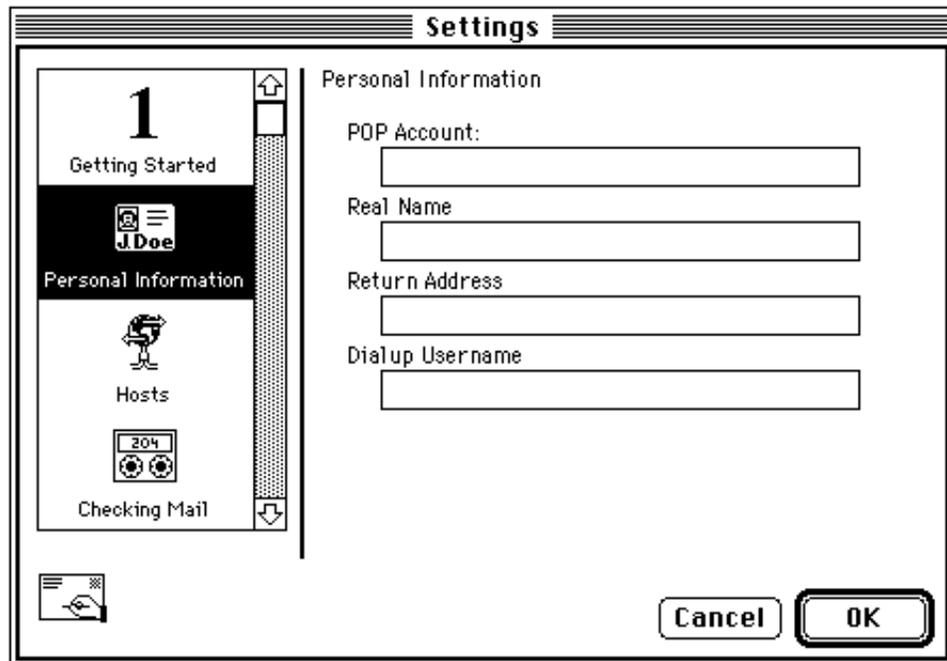
Enter your real name here. It is placed in parentheses after your return address in your outgoing mail. It is also displayed in the Sender column of messages you send.

Connection Method: [MacTCP]

If you are using Eudora via a network connection, select MacTCP (meaning you are using MacTCP software for communications). If you are using Eudora via a modem, select Communications Toolbox (meaning you are using Communications Toolbox software for communications). If you don’t want Eudora to attempt to make any connections, select Offline.

Personal Information

The Personal Information settings provide Eudora with your personal information.



The Personal Information settings

POP account: [none]

This is your POP account address.

Real Name: [none]

This is your real name. It is the same value entered in the Getting Started settings.

Return Address: [none]

Normally, Eudora uses your POP account as your return address. If you wish to use a return address other than your POP account, enter it here.

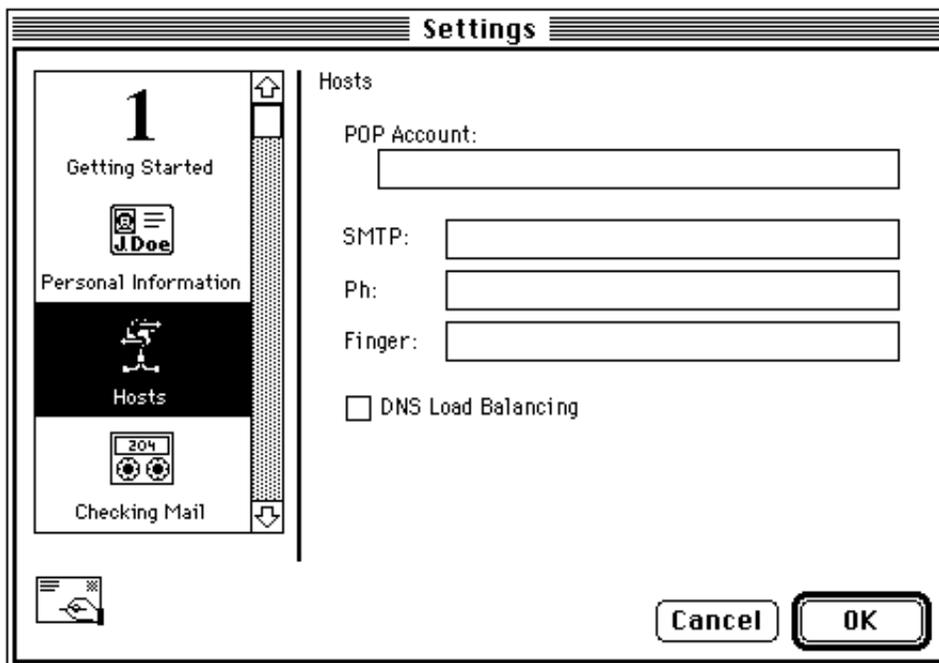
Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.

Dialup Username: [none]

If you use Eudora with the Communications Toolbox, and you have a secondary user name for use during the dialup process, enter it here (this might be used as your login name to a terminal server, for example). See Appendix D of your user manual for details regarding how this field can be used.

Hosts

The Hosts settings provide Eudora with information about your servers.



The Hosts Settings

POP account: [none]

This is your POP account address.

SMTP: [none]

To send mail, a computer with an SMTP (Simple Mail Transfer Protocol) server program is necessary. You need not have a login on this computer, but you must have access to it through your network. If the computer on which you have your POP account is also an SMTP server, leave this field blank. Otherwise, specify the name of the computer that you want to use as your SMTP server.

Note: If you use UUCP as your mail transport, see Appendix F.

Ph: [none]

Enter the host name of your Ph name server here.

Finger: [none]

Enter the host name of your Finger server here. If you leave this blank, Eudora uses your SMTP server as your Finger server.

DNS Load Balancing [off]

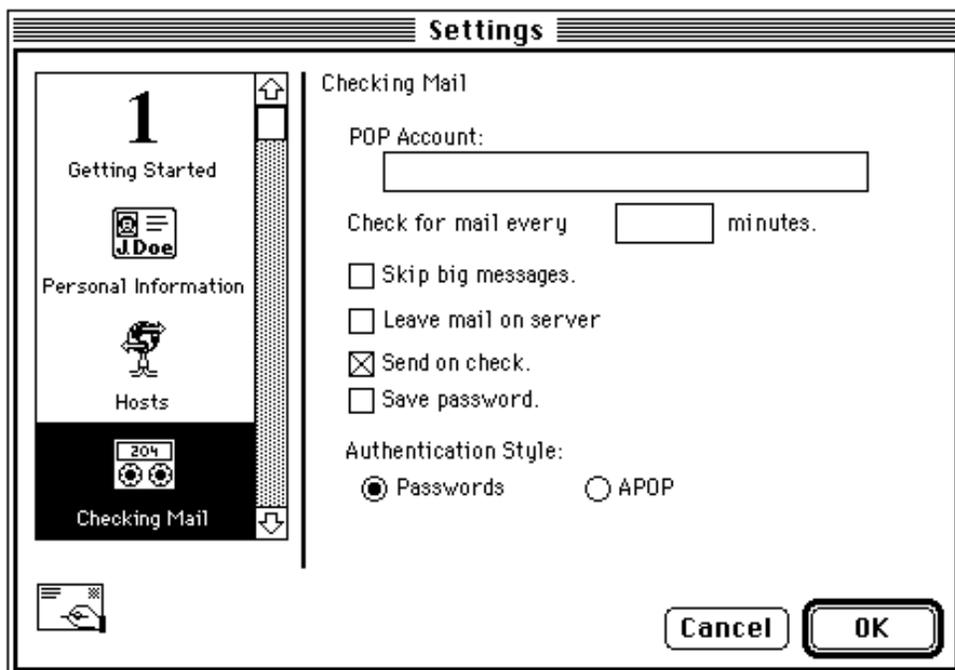
The DNS (Domain Name System) Load Balancing option can be used to spread the workload of a community of Eudora users over several host computers. Check this box if your network administrator tells you to.

Network Administrators: “DNS Load Balancing” works by making Eudora choose a random address from the list of addresses returned by the DNS (without DNS load balancing, Eudora will always choose the first address from the list). If you have several machines that can perform the exact same service, list all their IP addresses under one domain name, then instruct your users to use that domain name and to check the DNS

Load Balancing checkbox. Now the users are equally likely to use any one of the “balanced” machines for the service.

Checking Mail

The Checking Mail settings determine how Eudora checks for and receives your incoming mail messages.



The Checking Mail settings

POP account: [none]

This is your POP account address.

Check For Mail Every ? Minute(s) [none]

If you enter a number in this field, Eudora checks your POP server for new mail at regular intervals and transfers any mail addressed to you to your Macintosh. The number you enter specifies the number of minutes between checks of the POP server. It's a good idea to set this at no less than 15 minutes. Checking mail more frequently puts an unnecessary drain on your POP server. This option only works when Eudora is running. Leaving this field empty disables automatic checking.

Skip big messages [off]

If Skip Big Messages is on, Eudora does not download the entire texts of very large messages from the POP server, but only downloads the first few lines. This can be useful on slow connections (see the "Skip Big Messages Option" section).

Leave mail on server [off]

Eudora normally transfers your incoming messages from your account on the POP server to your Macintosh, and deletes them from the POP server. If this option is on, Eudora transfers incoming messages to your Macintosh and also keeps copies on the POP server (see the "Leave Mail on Server Option").

Send on Check [on]

If Send on Check is on, Eudora automatically sends any messages that are queued in the Out mailbox whenever it checks the POP Server for new mail.

Save Password [off]

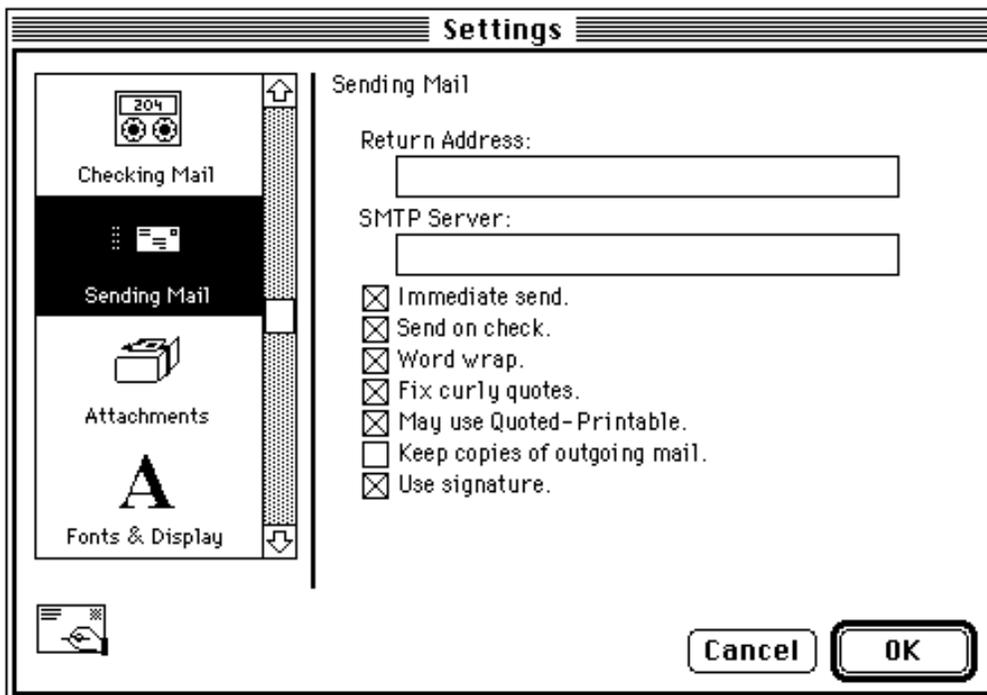
If Save Password is on, you never have to enter your password to check your mail (even if you quit Eudora and restart it) because your password is stored on your Macintosh. Only use this option if your Macintosh is in a secure place.

Authentication Style [Passwords]

Eudora supports the use of two different network authentication technologies: Passwords and APOP.

Sending Mail

The Sending Mail settings determine how Eudora sends your outgoing mail messages.



The Sending Mail settings

Return Address: [none]

If you wish to use a return address other than your POP account, enter it here (this is the same value that can be entered in your Personal Information settings).

Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.

SMTP Server: [none]

Specify the name of the computer which you want to use as your SMTP server. If you leave this field blank, Eudora uses your POP server as your SMTP server.

Immediate Send [on]

If Immediate Send is on, the rightmost button in the icon bar of the message composition window is labeled Send. Clicking on this button immediately sends the message to the SMTP server. If this option is off, the button is labeled Queue and clicking on it places the message in the Out mailbox marked ready for delivery (Q).

Send on Check [on]

If Send on Check is on, Eudora automatically sends any messages that are queued in the Out mailbox whenever it checks the POP server for new mail.

Word Wrap [on]

If Word Wrap is on, a carriage return is not required at the end of each line of type in an outgoing message. Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line. This makes your mail more legible to recipients using line-oriented mail systems. It is strongly recommended that you turn this option on.

Fix Curly Quotes [on]

If Fix curly quotes is on, Eudora replaces all “smart” quotation marks in message text or attachments with "conventional" quotation marks prior to sending the message/attachment. The “smart” quotation marks are special characters, and this option allows messages to be sent without using quoted-printable encoding.

Note: If your recipients have MIME, there's no reason to use this option. Only turn it on if most of the people you correspond with don't use MIME.

May Use Quoted-Printable [on]

If May Use Quoted-Printable is on, Eudora uses quoted-printable encoding when necessary, such as when messages that contain long lines of text or special characters are sent. If this option is off, quoted-printable encoding is never used.

Keep Copies of Outgoing Mail [off]

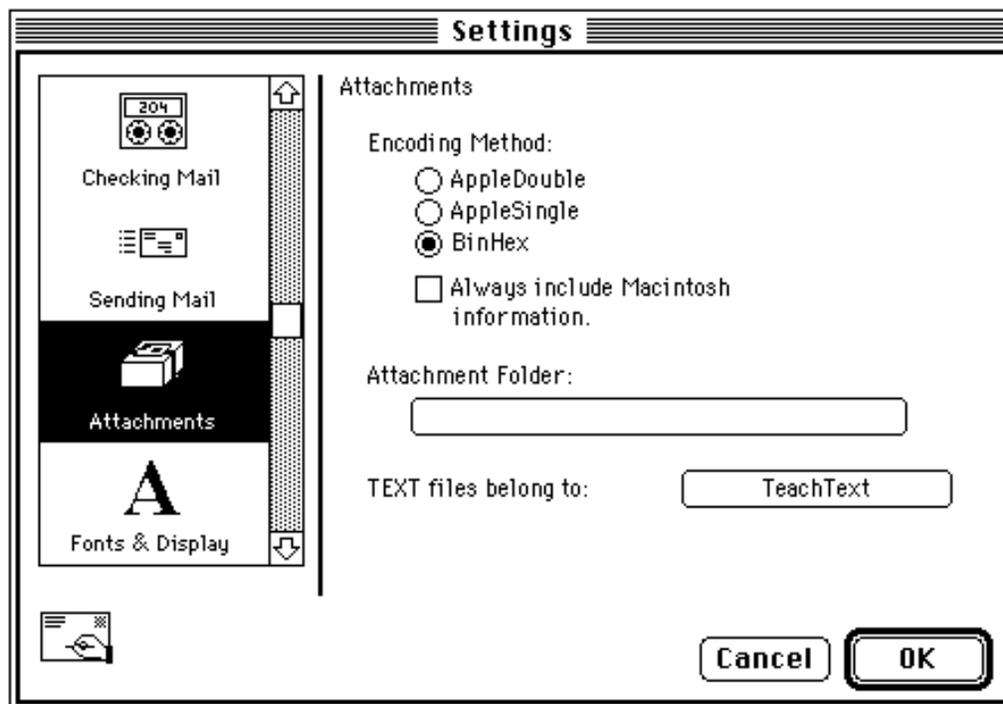
If Keep Copies of Outgoing Mail is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an “S” in the Status column of the Out mailbox window). If this option is off, Eudora moves outgoing messages to the Trash mailbox after they are sent.

Use Signature [on]

If Use Signature is on, Eudora automatically attaches your signature file (if you have one) to the end of outgoing messages.

Attachments

The Attachments settings determine how Eudora sends and receives attachments.



The Attachments settings

Encoding Method [BinHex]

The Encoding Method option allows you to select what format documents attached to outgoing messages are encoded in: AppleDouble, AppleSingle or BinHex. AppleDouble is best for recipients with MIME; AppleSingle is best for recipients with MIME if you are sure the recipient is on a Macintosh; BinHex is most compatible with old Macintosh mailers and previous versions of Eudora.

Always include Macintosh information [off]

The Always include Macintosh information option allows you to include or omit Macintosh resources and types from attachments if they are basic MIME types. It can be used to omit this information from attachments when sending them to non-Macintosh users whose e-mail systems are confused by this information.

Attachment Folder: [none]

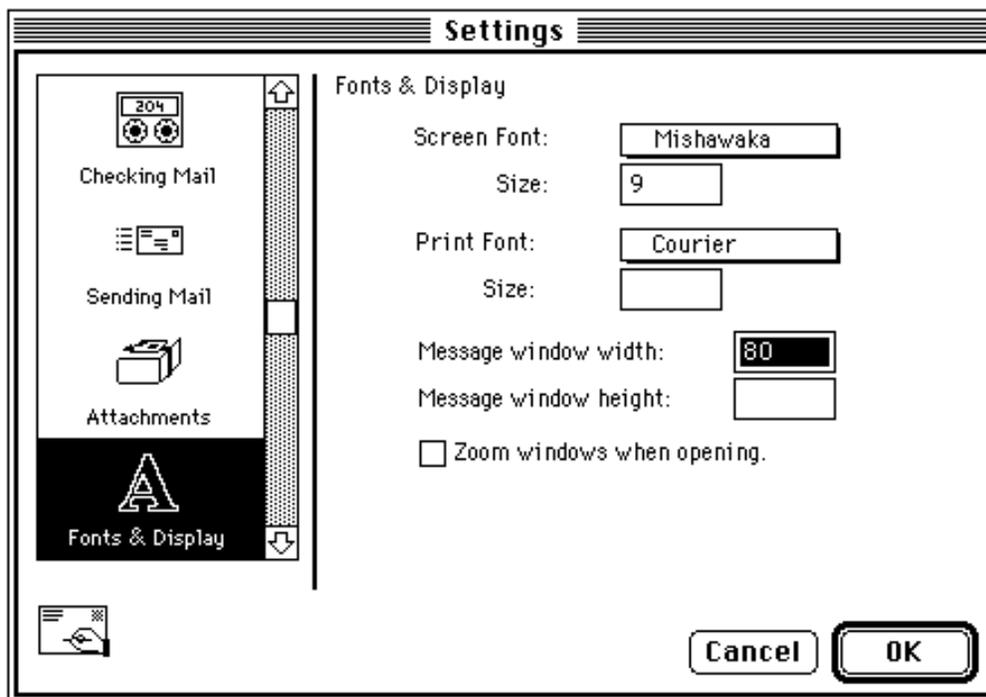
Eudora automatically places file attachments that come with messages into the specified Attachment Folder. To change the setting, single-click on the folder name button (the default is blank). A dialog is displayed allowing you to select the attachment destination folder.

TEXT files belong to: [TeachText]

When you choose Save As... from the File menu, Eudora creates a Macintosh document that is saved for the application named in this field. That is, when you double-click the saved file, this application is used to open it. You may want to set this option to your favorite word processing program. To change the setting, single-click on the application name button (the default is TeachText). A dialog is displayed allowing you to select the application.

Fonts & Display

The Fonts & Display settings determine how Eudora displays messages.



The Fonts & Display settings

Screen Font, Size: [Mishawaka, 9]

This popup menu allows you to select a screen font to be used for displaying the text of your Eudora messages and mailbox windows. Type the size (in points) of the font you want to use in the Size field.

Print Font, Size: [Courier, none]

This popup menu allows you to select a font to be used when you print messages using the Print... command.

Message Window Width: [80]

This field specifies the width of new and received message windows (in characters). If you leave this field blank, the default value is 80. This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.

Note: If you use a proportional font, Eudora sets the window width based on the width of the "0" character.

Message Window Height: [none]

This field specifies the height of new and received message windows (in lines). If you leave this field blank, the default value is 20.

Note: If the Zoom windows when opening option is turned on, received messages window heights are automatically adjusted to the length of the message text.

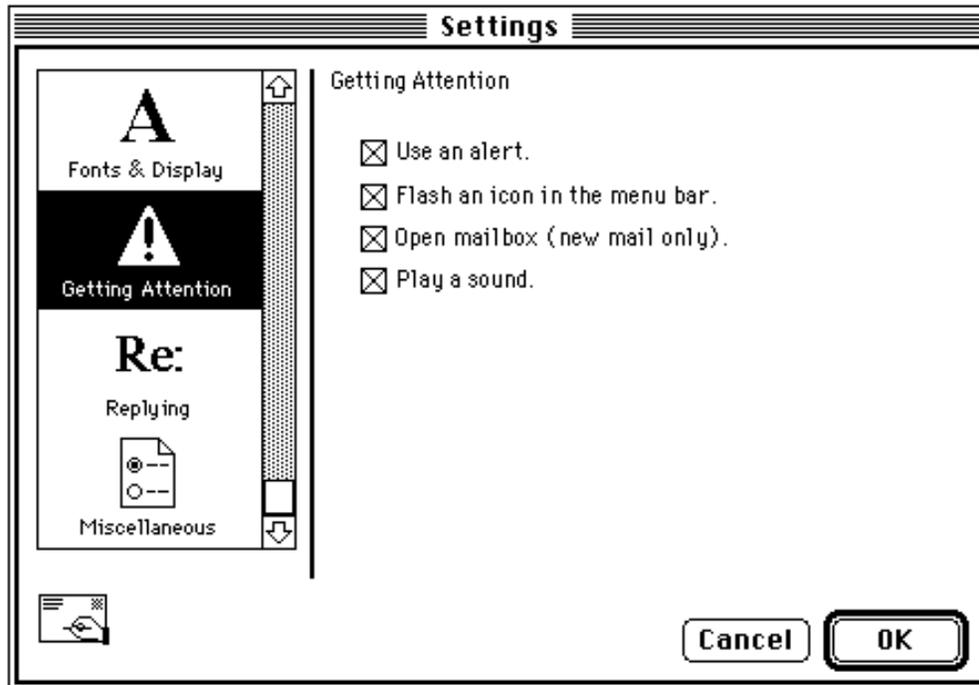
Zoom windows when opening [off]

If this option is on, new mailbox and message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For

mailbox windows, zoomed size is just wide enough to display the widest summary, and just long enough to display all the summaries (but no longer than the Macintosh display screen). For message windows, zoomed size is just long enough to display all of the message (but no longer than the Macintosh display screen), and as wide as the Message Window Width setting. Composition windows zoom to the height specified by the Message Window Height setting.

Getting Attention

The Getting Attention settings determine what Eudora does when it is running in the background and wants your attention, or when new mail arrives.



The Getting Attention settings

Use an alert [on]

If this option is on, Eudora uses an alert dialog to notify you when new mail is received.

Flash an icon in the menu bar [on]

If this option is on, Eudora flashes an icon in the menu bar when it needs you. Eudora uses two different icons – a Mail flag when you have new mail and an envelope with an exclamation point in it for everything else.



The new mail and attention icons

Open mailbox (new mail only) [on]

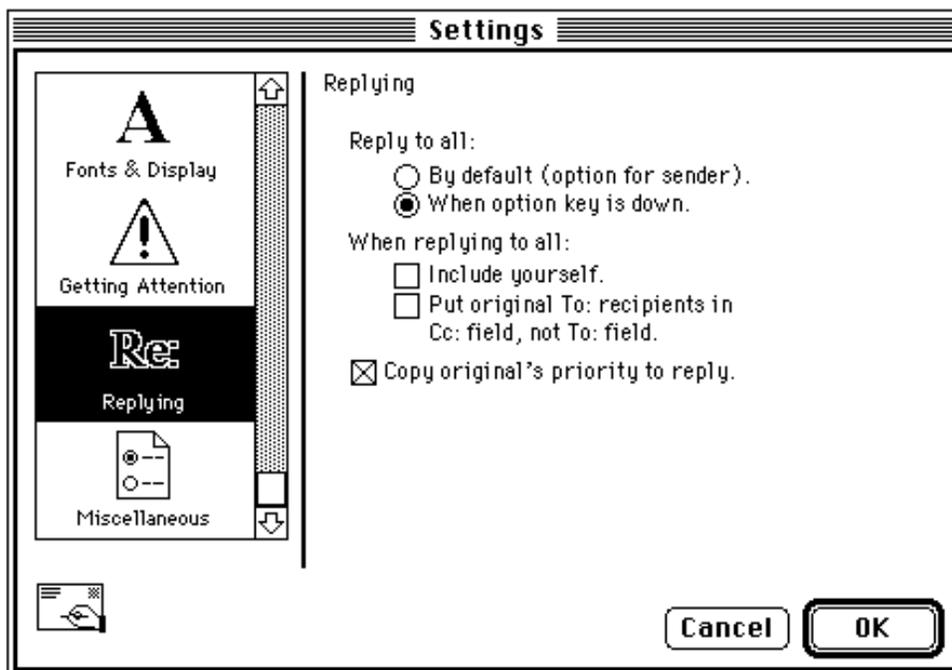
This option applies only to the arrival of new mail. If it is on, Eudora automatically opens mailboxes when new mail arrives and is placed in them. It also scrolls to the end of the mailboxes and selects the first unread message of the last unread batch of messages. If this option is off, Eudora doesn't open mailboxes when new messages arrive.

Play a sound [on]

If Play a sound is on, Eudora makes a noise when it needs you. There are two different sounds, one for the arrival of mail and one for everything else.

Replying

The Replying settings determine what Eudora does when you are generating replies to incoming messages.



The Replying settings

Reply to all:**By default (option for sender) [off]**

If Reply to all By default is on, selecting Reply from the Message menu creates a message addressed not only to the sender of the original message, but also to all of its recipients.

When option key is down [on]

If Reply to all When option key is down is selected, the [option] key must be depressed when creating the reply message if you want to reply to all. Otherwise, the reply message is only addressed to the original sender.

When replying to all:**Include yourself [off]**

If Include yourself is on, when you do a Reply to all (as described above) your address is left in the address list of the new message and you receive a copy of your own reply. If this option is off, your address is removed from the reply message and you do not receive a copy of the reply.

Note: To determine who you are, Eudora uses the “me” nickname, if you have one. If not, it uses the contents of the POP Account and Return Address fields from the Settings dialog.

Put original To: recipients in Cc: field, not To: field [off]

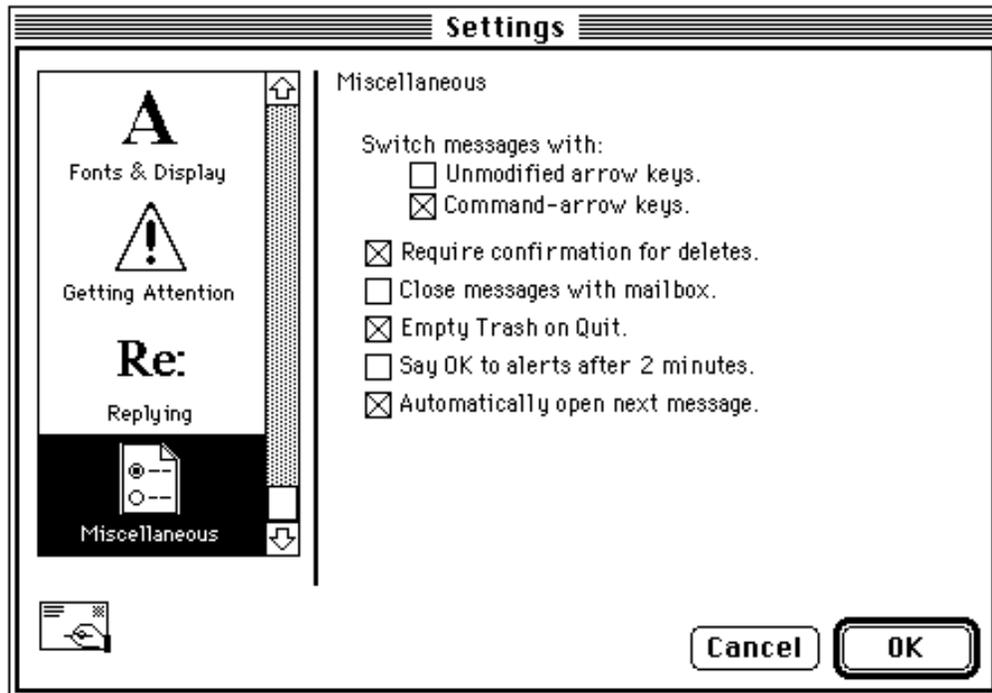
If this option is on, the addresses of the original message recipients are moved from the To: field to the Cc: field of the reply to all message. Only the address of the original sender is placed in the To: field.

Copy original's priority to reply [on]

If this option is on, a reply message generated by you will have the same priority as the original message.

Miscellaneous

These settings control miscellaneous functions.



The Miscellaneous settings

Switch messages with:**Unmodified arrow keys [off]**

If this option is on and there is a message window open on the screen, the Macintosh keyboard arrow keys can be used to close the current message and open the next or previous message in the mailbox. The up or left arrow key opens the previous message; the down or right arrow key opens the next message. If this option is off, the arrow keys can be used to move the insertion point in messages.

Note: Even if Unmodified arrow keys is on, the arrow keys do not switch messages if there is a message composition window topmost on the screen.

Command-Arrows keys [on]

If this option is on, you can switch messages (as described in the “Unmodified arrow keys” section above) by holding down the [command] key and then pressing the arrow keys.

Note: The command-arrows keystrokes do work when composition windows are open on the screen.

Require confirmation for delete [on]

If this option is on, Eudora alerts you when you are deleting messages you haven't read or transferring queued messages out of the Out mailbox.

Close messages with mailbox [off]

If this option is on, closing a mailbox window closes all open messages from that mailbox.

Empty Trash on Quit [on]

If this option is on, Eudora empties the Trash mailbox whenever you quit the application. If Empty Trash on Quit is off, Eudora only empties the Trash when you select Empty Trash from the Special menu.

Note: If you want to remove some messages from the trash but don't want it emptied entirely, highlight the summaries you want to delete and select Delete from the Message menu. The selected messages are deleted.

Say OK to alerts after 2 minutes [off]

Many network problems are temporary. When a problem occurs while Eudora is transferring or checking your mail, you are notified in the same way you would be if you were receiving new mail. If this option is on, these notifications automatically go away after a couple of minutes. This allows Eudora to try the communication again. This setting is most useful if you have automatic mail checking enabled.

Note: Turning this option on may cause some Communications Toolbox connection tools to give you less progress information.

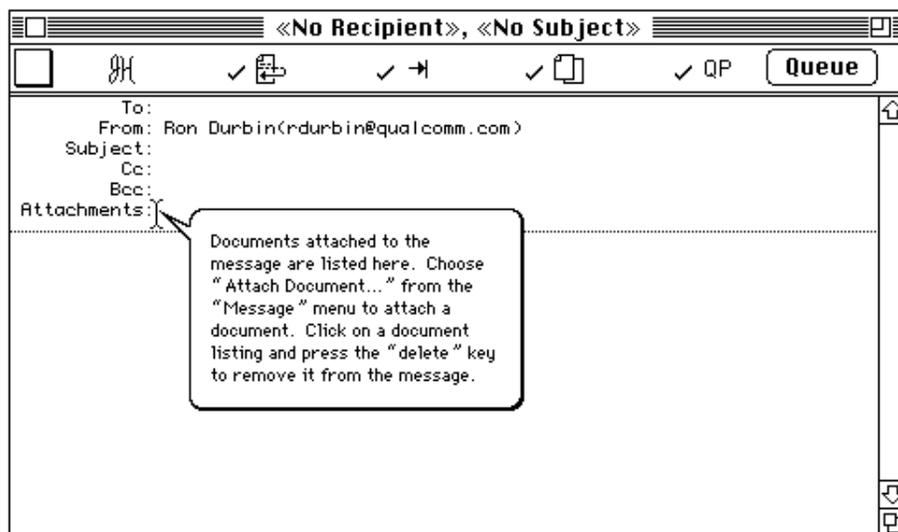
Automatically open next message [on]

If this option is on, deleting or transferring the current message opens the next message in the mailbox, but only if it is unread.

Balloon Help

Eudora has extensive Balloon Help. From the **Balloon Help** menu, choose **Show Balloons** to turn this function on. Move the mouse pointer to a Eudora menu selection or item on the screen to display a brief description of that item (see the example below). When you no longer require assistance, choose **Hide Balloons** to turn Balloon Help off.

Note: If you have an extended keyboard with a [help] key, it can be used to turn Balloon Help on and off.



Help balloon example

It's possible to turn balloon help on even when a dialog is displayed. If you're not sure how to respond to a dialog, try balloon help.

Quitting Eudora

To quit the Eudora program, select **Quit** from the **File** menu. If you have queued messages, or timed messages due to be sent in the next 12 hours, you are asked if you want to send them (see the "Quitting with Queued Messages" section). If the Empty Trash on Quit option in the Settings dialog (Miscellaneous) is turned on, quitting Eudora also empties your Trash mailbox.

Mail Storage

The first time you start Eudora, it creates a Eudora Folder within your System Folder. Even though you do not need to access the Eudora Folder during normal operation, this section is provided to show you where Eudora stores your mailboxes and messages.

Eudora Settings

Your Settings information is saved in the Eudora Settings file, along with your Quick Recipient list and the list of open windows (Eudora reopens the windows the next time you start the program).



Eudora Settings

Eudora Nicknames

Your nicknames are saved in the Eudora Nicknames file.

Note: This file is a plain TEXT file in UNIX “.mailrc” format.



Eudora Nicknames

In, Out, and Trash

These files hold your mail. You’ll see files like these for every mailbox you create.

Note: These files are in UNIX mail format.



In Out Trash

In.toc, Out.toc, and Trash.toc

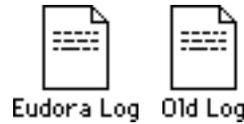
These files are the tables of contents for your mailboxes. They make it much faster for Eudora to access your mail. You’ll see files like these for every mailbox you create.



In.toc Out.toc Trash.toc

Eudora Log, Old Log

Eudora keeps records of all mail transfers. These records are kept in the Eudora Log and Old Log files. The Old Log file is overwritten and a new Eudora Log file is created when the Eudora Log file reaches its approximately 100K maximum size.

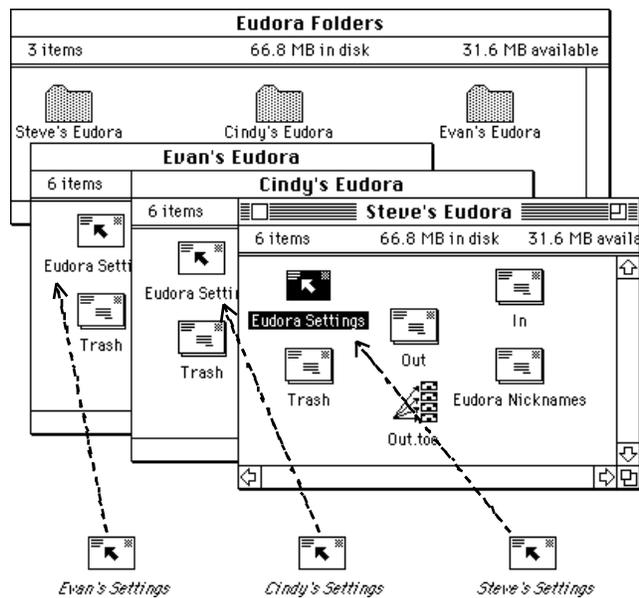


System 7 Aliases

Eudora supports the use of aliases for mailbox and .toc files that, for some reason, you have moved to a location outside the Eudora Folder. This allows you to open these mailboxes from within Eudora. Place Eudora aliases in the Eudora Folder or a sub-folder within the Eudora folder.

Sharing a Macintosh with Other Users

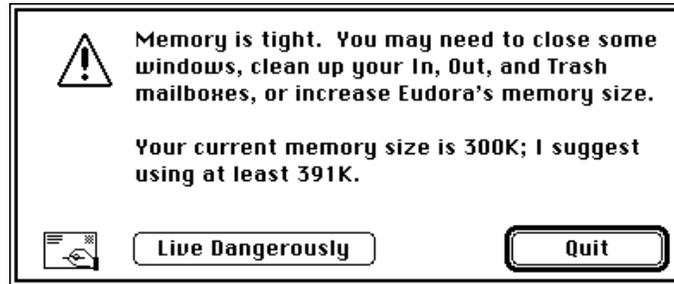
If you are sharing a Macintosh with other users, make a copy of the Eudora Folder for each user. The copies can be named whatever you like, and put anywhere you like, including on floppies or network volumes. To tell Eudora which folder to use, launch Eudora by double-clicking on the Eudora Settings file in that folder.



Sharing one Macintosh among multiple Eudora users

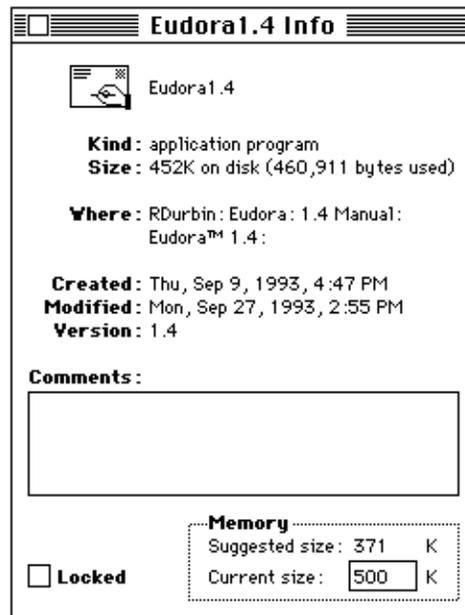
A Word About Memory

Eudora alerts you if it is running low on memory.



A low memory alert

When this alert is displayed, quit Eudora and assign it additional memory. To do this, use the Finder to locate the Eudora application file and single-click on it to select it. Select **Get Info** from the Finder's **File** menu to display the Eudora Info dialog. Type the amount of memory you want Eudora to have in the Current size field. Then, close the window and restart Eudora.



Changing Eudora's memory size

You can see Eudora's estimate of how much memory it needs at any given time by choosing About Eudora... from the Apple menu with the Eudora application running. Eudora estimates the amount of memory it needs based on your open windows and the size of the In, Out, and Trash mailboxes (which are constantly in use). The best way to reduce how much memory Eudora needs is to clean up these mailboxes regularly or use other mailboxes for long-term mail storage.

Note: There's no harm in giving Eudora more memory than it asks for. Eudora is giving you the minimum suggested memory when it suggests size.

Summary of Eudora Menu Commands

File

This menu provides basic file and mail program functions.

File	
New Text Document	
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘T
Check Mail (5:04 PM)	⌘M
Page Setup...	
Print...	⌘P
Print Selection...	
Quit	⌘Q

New Text Document

Create a new text file.

Open...

Open the selected message summary, or open a text file, or open a Eudora Settings file.

Close

Close the current window.

Save

Save changes to the contents of the topmost window. This applies to composition windows, text windows, and the Nicknames window.

Save As...

Save the current message(s) to a plain text file.

Send Queued Messages

Send all messages that have been queued for delivery.

Check Mail

Pick up new mail from the POP server.

Page Setup...

Set printing options.

Print...

Print the current message(s), text window, or Ph window.

Print Selection...

Print the current selection from a message, text window, or Ph window.

Quit

Quit the Eudora application.

Edit

This menu provides text editing and sorting tools.

Edit	
Undo Paste	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Paste As Quotation	⌘'
Clear	
Select All	⌘A
Show Insertion Point	
Wrap Selection	
Finish Nickname	⌘,
Insert Recipient	▶
Find	▶
Sort	⏴

Undo

Reverses the last editing action taken on a piece of text.

Cut

Delete selected text and place it on clipboard.

Copy

Copy selected text and place it on clipboard.

Paste

Place contents of clipboard at chosen insertion point in message.

Paste as Quotation

Place contents of clipboard at insertion point, with '>' characters at the beginning of each line to denote quoted text.

Clear

Delete selected text.

Select All

Select entire contents of message or mailbox.

Show Insertion Point

Scroll selection or insertion point into view.

Wrap Selection

Insert returns into the current selection, in the same way as Eudora does when it sends mail. With the [option] key, unwrap text the way Save As... does when Guess Paragraphs is turned on.

Finish Nickname

Complete the partial text of a nickname in the field of a message header.

Insert Recipient

Insert the chosen nickname/address from the Quick Recipient list at the insertion point.

Find

Search for designated text or a character string within message(s).

Sort sub menu

Sorts message summaries in a mailbox. Hold down the [option] key to reverse the order of the sort.

Mailbox

This menu lets you open a mailbox, or bring an open mailbox to the front.



In

Open mailbox where incoming messages are stored until deleted or transferred to another mailbox.

Out

Open mailbox where messages you compose are stored, and where queued messages are held until actually sent, and where copies of sent messages may be initially stored.

Trash

Open mailbox where deleted messages are stored.

[Your Mailboxes]

Mailboxes you create are also displayed in this menu.

Message

This menu lets you create and delete messages.

Message	
New Message	⌘N
Reply	⌘R
Forward	
Redirect	
Send Again	

New Message To	▶
Reply To	▶
Forward To	▶
Redirect To	▶

Queue Message	⌘E
Change Queueing...	

Attach Document...	⌘H

Delete	⌘D

New Message

Open new message composition window.

Reply

Reply to the sender of the current message.

Forward

Forward the current message to someone else.

Redirect

Forward the current message to someone else, but make the return address be the person who originally sent the message.

Send Again

Resend a message rejected by the mail system. Be sure to fix whatever caused the problem before you queue the message.

New Message To

Send a message to someone on the Quick Recipient list.

Reply To

Reply to the current message, but send the reply to someone on the Quick Recipient list.

Forward To

Forward the current message to someone on the Quick Recipient list.

Redirect To

Redirect the current message to someone on the Quick Recipient list.

Queue For Delivery

Save the message in the Out mailbox and mark it as queued, or ready to be delivered.

Change Queueing...

Queue a message, unqueue a queued message, or set a message for timed send.

Attach Document

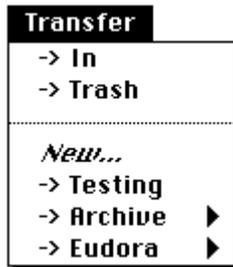
Attach file(s) to the current message.

Delete

Transfer the current message to the Trash mailbox; also used for deleting messages from the Trash mailbox.

Transfer

This menu lets you transfer current message(s) to the selected mailbox.



In

Transfer the current message(s) to the In mailbox.

Trash

Transfer the current message(s) to the Trash mailbox.

New...

Display New Mailbox dialog to create a new mailbox; current message(s) may be transferred into that mailbox.

[Your Mailboxes]

Transfer the current message(s) to the selected mailbox that was previously created by you.

Special

This menu provides additional Eudora functions.



Make Nickname...

Create a nickname for an address or addresses in the current message.

Add As Recipient

Add selected text to the Quick Recipient list.

Remove Recipient

Select a recipient from this menu and the recipient is removed from the Quick Recipient list.

Empty Trash

Delete all messages from the Trash mailbox.

Compact Mailboxes

Reclaim unused space in mailboxes.

Settings...

Display the Settings dialog.

Communications...

Display the Communications Toolbox settings (not needed when using MacTCP).

Forget Password

Make Eudora ask for your password the next time it checks for mail.

Change Password...

Change your password on the POP server computer. This requires a special server.

Window

All Eudora window titles are listed in this menu. Select one to open it or bring it to the front.

Window	
Mailboxes	
Nicknames	⌘L
Ph	⌘U
Signature	
.....	
Send to Back	⌘B
.....	
In	

Mailboxes

Display the Mailboxes window.

Nicknames

Display the Nicknames window.

Ph

Display the Ph window.

Signature

Display the Signature window.

Send to Back

Send the topmost current window to the back of all displayed windows.

[Mailbox Windows]

Toggle between open mailboxes.

Appendix A – Sources

Eudora Information

The information in this manual was correct at the time of printing. However, things happen very quickly in the electronic world, meaning that some of this information may already be out of date. For the very latest information about Eudora, send E-mail to eudora-info@qualcomm.com.

Update Announcements

If you would like to receive announcements about updates to Eudora, send E-mail to listserv@vmd.cso.uiuc.edu. The text of the message should consist of “sub eudora your-first-name your-last-name.” Be sure you don’t put anything else in the body of the message, including your signature.

Obtaining a POP Server

If you would like to run a POP server on your own UNIX system, we suggest you use “popper.” Popper is available by anonymous ftp from [ftp.cc.berkeley.edu](ftp://ftp.cc.berkeley.edu).

VAX/VMS systems may try the “Multinet” package from TGV, or IUPOP3, available for anonymous ftp from [ftp.indiana.edu](ftp://ftp.indiana.edu).

For VM/CMS users, there is a port of “popper” available for anonymous ftp from [vmd.cso.uiuc.edu](ftp://vmd.cso.uiuc.edu) (cd to the “POPD” directory).

Ph Server Source Code

A server for the “Ph” protocol is available for anonymous ftp from [uxc.cso.uiuc.edu](ftp://uxc.cso.uiuc.edu). The filename is `pub/qi.tar.Z`.

Password Change Server

Three sample UNIX servers for Eudora’s “Change Password” command are available in the Eudora Q&A stack.

Network Products Installer

The current version of the Network Products Installer disk can be had by anonymous ftp to [ftp.apple.com](ftp://ftp.apple.com), `dts/mac/sys.soft/netcomm` subdirectory.

MacTCP

Contact Apple Software Licensing, sw.license@applelink.apple.com.

Spellswell

For information on obtaining Spellswell, contact Working Software, Inc. at:

P.O. Box 1844
Santa Cruz, CA 95061-1844
Phone: (408) 423-5696
Fax: (408) 423-5699

Appendix B – Shortcuts

Modifier Keys

Many operations in Eudora can be affected by holding down one or more “modifier” keys. Eudora uses the **[shift]**, **[option]** and **[command]** keys as modifiers.

The **[shift]** key is usually used to “constrain” things – to keep them from happening or make them happen in a limited way.

- **[shift] + Opening Eudora** stops Eudora from checking for mail at startup, even if you have a mail checking interval set.
- **[shift] + Reply** instructs Eudora to copy only the selected body text to the new message. This is sometimes easier than having Eudora copy it all and then deleting what you don't want.
- **[shift] + To:, Cc:, or Bcc:** in the Nicknames window does not bring the composition window to the front after inserting the name.
- **[shift] + Check Mail** instructs Eudora to check for mail and resets the checking interval (normally, checking mail manually doesn't affect when the next automatic check is done).
- **[shift] + Print** instructs the printer to print the selected text only.

The **[option]** key is usually used to make an operation to reverse option settings.

- **[option] + Insert a nickname** inserts the full nickname expansion in the specified field.
- **[option] + finish a nickname** inserts addresses instead of nickname.
- **[option] + Queue or Send** button brings up Change Queuing dialog.
- **[option] + Save** instructs Eudora that all open windows are to automatically reopen at the next startup.
- **[option] + Reply** toggles the “Reply to all” option in the Settings dialog. If the Reply to all option is turned on, Option + Reply generates a reply to the sender only. If the Reply to all option is turned off, Option + Reply generates a reply to all addresses in the message header.
- **[option] + Transfer** sends a copy of the current message to the selected mailbox and retains the original message in the original mailbox.
- **[option] + Open** a message shows all headers.

The **[command]** key is also sometimes used as a modifier.

- **[command] + drop** a document onto Eudora attaches the document to a message, even if the document is one Eudora could have opened.

Other Important keys

The **arrow keys**, depending on the settings in the Settings dialog, can move you from one message to another in a mailbox,

- **up/left arrow** or **[command] + up/left arrow** takes you to the previous message.

- **down/right arrow** or **[command] + down/right arrow** takes you to the next message.

The **[enter]** key performs several different functions:

- It selects the outlined button in any dialog, alert, or window.
- It opens the selected message(s).
- It lets you begin or end editing the subject of a message.

The **[esc]** key (or **[command] + .**) stops any operation currently in progress.

If you have an extended keyboard, the following keys are also useful:

- **[help]** turns Balloon Help on or off.
- **[F1]** is Undo.
- **[F2]** is Cut.
- **[F3]** is Copy.
- **[F4]** is Paste.
- **[del]** deletes the character to the right of the insertion point.
- **[home]** scrolls the window to the beginning.
- **[end]** scrolls the window to the end.
- **[page up]**, **[page down]** scrolls up or down through the window.

[command] + Key Equivalents

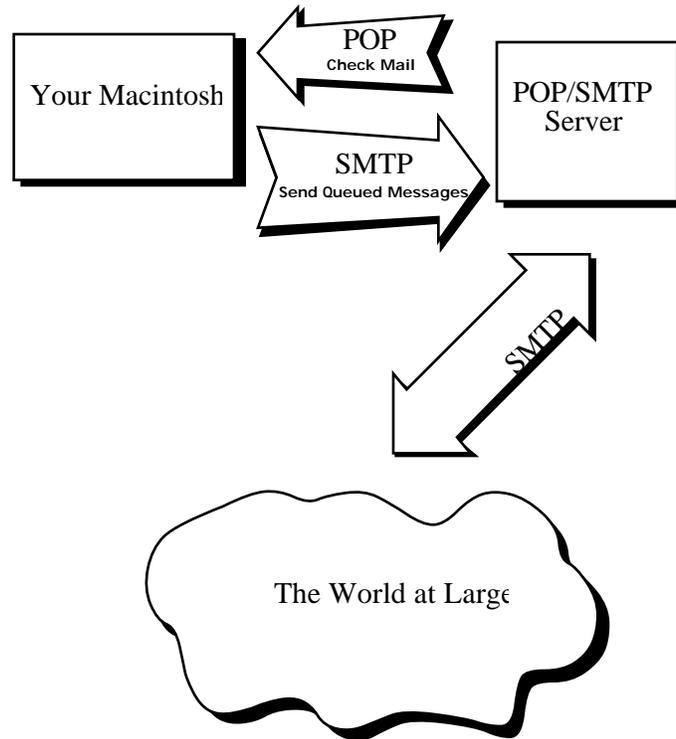
[command] + [.]	Stops Eudora 's current action
[command] + [A]	Select all
[command] + [B]	Move window behind another window
[command] + [C]	Copy
[command] + [D]	Delete message
[command] + [E]	Queue an outgoing message
[command] + [F]	Open Find window (search for message)
[command] + [G]	Find again
[command] + [H]	Attach document to outgoing message
[command] + [I]	Open In mailbox
[command] + [K]	Make nickname
[command] + [L]	Open Nicknames window
[command] + [M]	Check mail
[command] + [N]	New message
[command] + [O]	Open message
[command] + [P]	Print message
[command] + [Q]	Quit Eudora

[command] + [R]	Reply to message
[command] + [S]	Save message without sending
[command] + [T]	Send queued messages
[command] + [U]	Open Ph window
[command] + [V]	Paste
[command] + [W]	Close message
[command] + [X]	Cut
[command] + [Z]	Undo

Appendix C – Mail Transport

Introduction

Eudora uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing mail to your SMTP server machine, which in turn uses SMTP to send your mail to the world at large. Mail from the world at large arrives on your Post Office Protocol (POP) server, where it waits for Eudora to pick it up with Post Office Protocol, version 3 (POP3). The mail Eudora sends and receives is constructed in accordance with RFC 822 and RFC 1341 (MIME).



Eudora mail transport overview

Outgoing Mail

When you send an E-mail message to someone, Eudora uses SMTP to send the mail to your local SMTP server computer. That computer then sends the mail to your addressee's computer, also (usually) by means of the SMTP protocol.

Why doesn't Eudora talk directly to your addressee's computer? For one thing, it would take a lot longer for your mail to leave your Macintosh, because your Macintosh would have to call up each addressee's computer and deliver your mail. For another, some computers are "hard to find;" it's much better to let another computer "hunt" for your addressee than to make your Macintosh do it. Finally, sometimes your addressee's computers won't be available when you want to send mail. The SMTP server handles this by holding your mail until the other computer is ready to accept it, eliminating the inconvenience of having unsent messages hanging around on your Macintosh.

Incoming Mail

When somebody sends you mail, other computers use the SMTP protocol to deliver the mail to your POP server. Your POP server puts mail in your “mail drop,” where it stays until the Eudora program picks it up. When you check your mail, Eudora uses POP3 to pick up your mail and move it to your Macintosh.

Why doesn't Eudora use SMTP to receive your mail? SMTP works best when the computers it knows about are always ready for mail. Unless you wanted to run Eudora and your Macintosh 24 hours per day, seven days a week, SMTP wouldn't work very well for you. It also doesn't work well in lab environments, where you might use any number of different Macintoshes.

More Information

If you want to know more about the Internet in general, consult the book Internetworking with TCP/IP, by Douglas Comer, 1988, Prentice-Hall ISBN 0-13-470154-2 025.

If you want to know more about SMTP, RFC 822, POP3 and MIME, the official standards are:

RFC 821, “Simple Mail Transfer Protocol,” by Jonathan B. Postel

RFC 822, “Standard for the Format of Internet Text Messages,” by Ned Freed and Nathaniel Borenstein

RFC 1225, “Post Office Protocol, Version 3,” by Marshall Rose

RFC 1341, “Multipurpose Internet Mail Extensions,” by Dave Crocker

You can find the RFC's by anonymous ftp to *nic.ddn.mil*; see Internetworking with TCP/IP for details.

Appendix D – Dialup Eudora

Introduction

Eudora is designed for use with MacTCP or for dialup to Cisco terminal servers. It can be used with other dialup connections as well. Complicated setups are likely to be unreliable, but if the setup commands to connect are simple, Eudora works well.

These instructions assume you are familiar with ResEdit, your communications equipment and your hosts. It is suggested that one person make these changes to Eudora and then redistribute the customized version to other users at your site.

Macintosh Requirements

To use Eudora over a dialup connection, you must have the Communications Toolbox installed. System 7 has it built in.

Dialup Requirements

Eudora needs a “transparent” connection to your POP, SMTP, and (optionally) Ph servers. Transparent means primarily two things:

1. Characters Eudora sends should NOT be echoed back to Eudora. Most systems do echo characters, so something special may need to be done to achieve this.
2. You must pay close attention to how carriage returns are treated. UNIX systems routinely translate carriage returns into linefeeds; you must either disable this on your system or teach Eudora how to deal with it.

Navigation

Eudora has a very rudimentary scripting system built in. This capability is called “navigation” to separate it from the rather sophisticated connotations of “scripting.”

Navigation is simple; Eudora uses a list of strings which it sends out the serial port one at a time. After each string, it waits until there is no output from the remote system for 2 seconds or until a given string is matched, after which Eudora continues with the next string.

There can be three sets of navigation strings contained in STR# resources: one is used when connecting (*Navigate In*); one is used when disconnecting (*Navigate Out*); and one is used when switching from SMTP to POP (*Navigate Mid*). You may use ResEdit to manipulate these resources. Any of the resources may be absent, in which case Eudora skips the navigation it would otherwise have done with that resource.

For each function, Eudora selects an appropriate resource in the following manner. First, it takes the name of the connection tool currently in use (e.g., “Apple Modem Tool”); then, it appends a space and the current type of navigation (e.g., “Navigate In”). Eudora looks for an STR# resource with that name (e.g., “Apple Modem Tool Navigate In”). If that is not found, Eudora looks for an STR# resource named after the navigation type (e.g., “Navigate In”). Finally, it looks for specific resource ids (2400 for Navigate In, 2600 for Navigate Out, and 4200 for Navigate Mid). The first STR# resource found is the only one used.

Navigation resources can be in the Eudora application itself, in your Eudora Settings file, or in a *plug-in* file (type “rsrc” and creator “CSOm”). Plug-in files are highly recommended. Most of the time, plug-ins are kept in the **Preferences** or **Eudora Folder** within your System Folder.

Special Sequences in Navigation Resources

Eudora provides a set of special character sequences for use in Navigation resources. These sequences are all two characters long, the first character being a backslash. They are either replaced with items from your Eudora settings, or they modify the Navigation process.

Replacements

These special characters are replaced with strings. They can appear at any place in a navigation string.

- \u POP account user name.
- \h POP account host name.
- \p POP account password.
- \s SMTP server host name.
- \U Dialin user name.
- \P Dialin password.
- \n A linefeed (ASCII 10).
- \r A carriage return (ASCII 13).
- \\ A single backslash character.

Modifiers

- \b Hide from Progress window.
- \D Delay.
- \B Break.
- \e Expect something.

\b – when this appears as the first character in a given a string, Eudora won’t print the string in the Progress window when it is sent. This is useful for passwords or other state secrets.

\D – should be the first character in the string and followed by digits. The digits are taken as a number of seconds to delay (e.g., “\D2” is a two-second delay). As with other strings, Eudora will wait for output to stop for two seconds, or for an expect string, before proceeding.

\B – should be the first character in the string and followed by digits. The digits are taken as the number of ticks (60ths of a second) to send a break signal (e.g., “\B30” is a half-second break). As with other strings, Eudora waits for output to stop for two seconds, or for an expect string, before proceeding.

\e – makes Eudora expect to see a specific string in the output from the dialup server. Eudora sends whatever comes before the \e, and then waits for whatever comes after it to occur in the data sent from the host. There are two caveats to this. First, Eudora only matches on the first 7 bits; the high bit of each character is ignored for matching. This is

needed for systems that use parity. Second, Eudora’s matching is fast and sloppy; highly repetitive data streams and long expect strings might fool it (for example, Eudora wouldn’t see “Login:” if your server said: “LogLogin:”).

Eudora follows its normal time-out process when looking for an expect string. That is, after 45 seconds Eudora asks you if you want to keep waiting or cancel the process. If you cancel, the connection process is stopped.

If you use either of the password replacement sequences (“\p” for your POP account password or “\P” for your dialup password) in the same string as an expect, Eudora assumes the password is wrong if the expect string isn’t found. This causes Eudora to ask for your password the next time it tries to connect.

Connecting to Servers

Once the navigation is done, Eudora issues a command to connect to the proper port of the server you are using. Once this command is sent, the connection **MUST** be transparent, as discussed above; no echoes and no carriage return translation. Eudora comes configured to send the command:

```
telnet hostname portnumber /stream<return>
```

The “<return>” means a carriage return in this document only; you must type actual carriage returns in ResEdit. A template for the command is kept in 7400.13 (“7400.13” is shorthand for STR# resource id 7400, string 13). The template begins life as “telnet %p %d /stream\n”. The %p is replaced with the hostname and the %d with the port number. It is acceptable to change this string however you please, except that %d, if it is used, must come after %p. The best way to change this string is not to modify it, but to override it. You can do this by creating an ‘STR ’ resource of id 7413 and putting the string you want Eudora to use in that.

A Return By Any Other Name

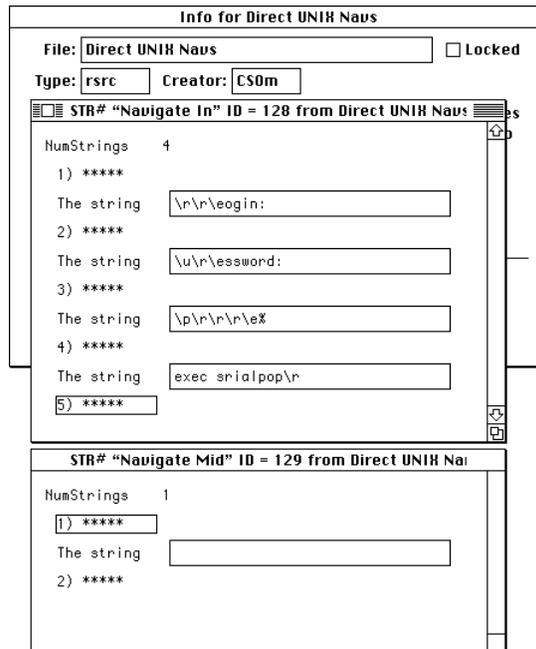
When Eudora is communicating with your POP or SMTP server, it’s important that they agree on what constitutes a line. The Internet specification stipulates that a line ends with a carriage return followed by a linefeed. Most UNIX systems will “helpfully” translate carriage returns into linefeeds. If you can’t get that feature turned off, it may help to make Eudora send only a carriage return, and not the carriage return/linefeed pair. You may edit 6000.17 to be what you want Eudora to send at the end of a line. The best way to change this string is not to modify it, but to override it. You can do this by creating an ‘STR ’ resource of id 6017 and putting the string you want Eudora to use in that.

An Example: Direct Connection To A UNIX Box

Here’s a suggest connection method if your Macintosh has a serial line to a UNIX machine, or if there are modems on your Macintosh and UNIX machine.

1. Install the srialpop program on your UNIX system. Source to this is part of the Eudora distribution.
2. Put the following strings in the “Navigate In” resource.
 - 1: \r\r\r\egin:
 - 2: \u\r\eword:
 - 3: \p\r\r\r\e%
 - 4: exec srialpop

- Put one empty string in the “Navigate Mid” resource.



Resources for dialing directly into a UNIX machine.

That’s it. Srialpop takes care of the terminal settings for you.

Note: A plug-in with these strings in it is part of the Eudora distribution. The file name is “Direct UNIX Navs.”

Need More Options?

If Eudora’s scripting doesn’t cut it for you, there are a couple of alternatives. One is the Calypso connection tool. It lets you use CCL scripts for the connection/disconnection process. Calypso can be found on major Macintosh archive sites. The other is the Simon Fraser University version of Eudora, which has a powerful built-in scripting language. This is available for anonymous ftp from ftpserver.sfu.ca, pub/mac/eudora sub directory.

Appendix E – Character Sets

Introduction

This appendix discusses in detail how Eudora handles character sets and character set transliteration.

Terminology

Before discussing how Eudora handles character sets, there are some terms that need to be defined.

A *character* is a basic unit of written language; a letter, number, punctuation mark (or in some languages, a whole word or phrase). Major modifications to a letter (for example, capitalization or the addition of an accent mark) make that letter a separate character unto itself. “A”, “a”, “à”, and “á” are all different characters, as are “B”, “0”, “.”, and so on.

A *character code* is a number that is used to represent a given character. Since computers really work only with numbers, character codes are required to allow computers to deal with letters, words, and even user manuals.

A *character set* is a group of characters and their character codes. For example, we might decide to base a character set on the English alphabet, and simply number the capital letters from 1 to 26:

1	A	10	J	19	S
2	B	11	K	20	T
3	C	12	L	21	U
4	D	13	M	22	V
5	E	14	N	23	W
6	F	15	O	24	X
7	G	16	P	25	Y
8	H	17	Q	26	Z

A Simple Character Set

Now, if we wanted to spell “CAT”, we’d use the numbers 3, 1, and 20.

The “US-ASCII” Character Set

The character set described above is a simple one. Too simple, in fact. What if you want to spell “The cat sat on the mat.”? You can’t, because there are only capital letters and no space or period. A long time ago, a character set was devised to fit much common United States English usage. This character set has come to be known as “US-ASCII.” It is considerably richer than just capital letters:

0	16	32	space	48	0	64	@	80	P	96	`	112	p
1	17	33	!	49	1	65	A	81	Q	97	a	113	q
2	18	34	"	50	2	66	B	82	R	98	b	114	r
3	19	35	#	51	3	67	C	83	S	99	c	115	s
4	20	36	\$	52	4	68	D	84	T	100	d	116	t
5	21	37	%	53	5	69	E	85	U	101	e	117	u
6	22	38	&	54	6	70	F	86	V	102	f	118	v
7	23	39	'	55	7	71	G	87	W	103	g	119	w
8	24	40	(56	8	72	H	88	X	104	h	120	x
9	tab	41)	57	9	73	I	89	Y	105	i	121	y
10	lf	42	*	58	:	74	J	90	Z	106	j	122	z
11	27	43	+	59	;	75	K	91	[107	k	123	{
12	28	44	,	60	<	76	L	92	\	108	l	124	}
13	cr	45	-	61	=	77	M	93]	109	m	125	~
14	30	46	.	62	>	78	N	94	^	110	n	126	~
15	31	47	/	63	?	79	O	95	_	111	o	127	

The US-ASCII Character Set

Using US-ASCII, you can write “The cat sat on the mat.”, using this sequence of numbers: 84, 104, 101, 32, 99, 97, 116, 32, 115, 97, 116, 32, 111, 110, 32, 116, 104, 101, 109, 97, 116, 46.

The US-ASCII character set is the one in widespread use on the Internet. Most Internet programs assume you are using it, and most Internet programs don’t support any other. However, what if you want to write “André sat on the mat.”? There is no character code in US-ASCII for “é”; so how do you tell the computer what you mean?

The Macintosh Character Set

The Macintosh allows us to describe our friend André’s perching habits. The most common Macintosh character set has a character code for “é”, as well as many other non-US characters.

0	16	32	space	48	0	64	@	80	P	96	`	112	p		
1	17	33	!	49	1	65	A	81	Q	97	a	113	q		
2	18	34	"	50	2	66	B	82	R	98	b	114	r		
3	19	35	#	51	3	67	C	83	S	99	c	115	s		
4	20	36	\$	52	4	68	D	84	T	100	d	116	t		
5	21	37	%	53	5	69	E	85	U	101	e	117	u		
6	22	38	&	54	6	70	F	86	V	102	f	118	v		
7	23	39	'	55	7	71	G	87	W	103	g	119	w		
8	24	40	(56	8	72	H	88	X	104	h	120	x		
9	tab	25)	57	9	73	I	89	Y	105	i	121	y		
10	lf	26	*	58	:	74	J	90	Z	106	j	122	z		
11		27	+	59	;	75	K	91	[107	k	123	{		
12		28	,	60	<	76	L	92	\	108	l	124			
13	cr	29	-	61	=	77	M	93]	109	m	125	}		
14		30	.	62	>	78	N	94	^	110	n	126	~		
15		31	/	63	?	79	O	95	_	111	o	127			
128	Ä	144	ê	160	†	176		192	¿	208	-	224	‡	240	
129	Å	145	ë	161	°	177	±	193	¡	209	—	225	•	241	Ò
130	Ç	146	í	162	¢	178		194	¬	210	"	226	,	242	Ó
131	É	147	î	163	£	179		195	®	211	"	227	"	243	Ô
132	Ë	148	ï	164	§	180	¥	196	f	212	`	228	‰	244	Û
133	Ö	149	ï	165	•	181	µ	197		213	'	229	À	245	ı
134	Û	150	ñ	166	¶	182		198		214	÷	230	Ê	246	ˆ
135	á	151	ó	167	ß	183		199	«	215		231	Á	247	˜
136	â	152	ò	168	@	184		200	»	216	ÿ	232	È	248	˘
137	ã	153	ó	169	©	185		201	...	217	ÿ	233	È	249	˙
138	ä	154	ö	170	™	186		202		218	/	234	Í	250	˚
139	å	155	ö	171	˘	187	ª	203	À	219	◻	235	Î	251	¸
140	å	156	ú	172	˚	188	º	204	Ã	220	<	236	Ï	252	¸
141	ç	157	ù	173		189		205	Ö	221	>	237	Ï	253	˘
142	é	158	û	174	Æ	190	æ	206	Œ	222	fi	238	Ó	254	˘
143	è	159	ü	175	Ø	191	ø	207	œ	223	fl	239	Ô	255	˘

The Macintosh Character Set

As you can see, the Macintosh character set is much larger than US-ASCII. In fact, it’s twice as large. The first half (character codes from 0 to 127) of the Macintosh character set is the same as US-ASCII. However, there are another 128 characters, with character codes from 128 to 255.

So, using the Macintosh character set, we can write “André sat on the mat.”, because there is a character code for “é”, 142.

The ISO Latin-1 Character Set

Unfortunately, not everyone uses a Macintosh, so not everyone has access to the Macintosh character set. The character sets that other computers use vary greatly. Most of them use character sets that are the same as US-ASCII for character codes from 0 to 127. However, if they provide characters beyond US-ASCII, they often do so with character codes other than the ones chosen by the Macintosh. That is, on some computers “é” doesn’t have a character code of 142, but might instead have a character code of 237. So, if they sent you some text with “André” in it, it would come out on your screen as “Andrĕ”, which would not be terribly effective.

In order to solve this sort of problem, some standard character sets have been agreed to. One popular character set is called “ISO Latin-1,” or “ISO-8859-1.”

0	16	32	space	48	0	64	@	80	P	96	`	112	p
1	17	33	!	49	1	65	A	81	Q	97	a	113	q
2	18	34	"	50	2	66	B	82	R	98	b	114	r
3	19	35	#	51	3	67	C	83	S	99	c	115	s
4	20	36	\$	52	4	68	D	84	T	100	d	116	t
5	21	37	%	53	5	69	E	85	U	101	e	117	u
6	22	38	&	54	6	70	F	86	V	102	f	118	v
7	23	39	'	55	7	71	G	87	W	103	g	119	w
8	24	40	(56	8	72	H	88	X	104	h	120	x
9	tab	25)	57	9	73	I	89	Y	105	i	121	y
10	lf	26	*	58	:	74	J	90	Z	106	j	122	z
11		27	+	59	;	75	K	91	[107	k	123	{
12		28	,	60	<	76	L	92	\	108	l	124	
13	cr	29	-	61	=	77	M	93]	109	m	125	}
14		30	.	62	>	78	N	94	^	110	n	126	~
15		31	/	63	?	79	O	95	_	111	o	127	
128	144	160	nbsp	176	°	192	À	208	Ð	224	à	240	ð
129	145	161	¡	177	±	193	Á	209	Ñ	225	á	241	ñ
130	146	162	¢	178	²	194	Â	210	Ò	226	â	242	ò
131	147	163	£	179	³	195	Ã	211	Ó	227	ã	243	ó
132	148	164	¤	180	´	196	Ä	212	Ô	228	ä	244	ô
133	149	165	¥	181	µ	197	Å	213	Õ	229	å	245	õ
134	150	166	¦	182	¶	198	Æ	214	Ö	230	æ	246	ö
135	151	167	§	183	·	199	Ç	215	×	231	ç	247	÷
136	152	168	¨	184	,	200	È	216	Ø	232	è	248	ø
137	153	169	©	185	¹	201	É	217	Ù	233	é	249	ù
138	154	170	ª	186	º	202	Ê	218	Ú	234	ê	250	ú
139	155	171	«	187	»	203	Ë	219	Û	235	ë	251	û
140	156	172	¬	188	¼	204	Ì	220	Ü	236	ì	252	ü
141	157	173	­	189	½	205	Í	221	Ý	237	í	253	ý
142	158	174	®	190	¾	206	Î	222	ÿ	238	î	254	ÿ
143	159	175	¯	191	¿	207	Ï	223	ß	239	ï	255	ÿ

The ISO Latin-1 Character Set

One computer can tell another “Let’s use ISO Latin-1,” and then both computers will know that the character code for “é” is 233 when they’re talking to each other, even though one may usually use 142, and the other might usually use 237.

Quoted-Printable Encoding

There is, however, a problem with using the ISO Latin-1 character set. SMTP (the protocol used to move mail around the Internet) cannot use character codes greater than 128. So our beautiful “é”, with its character code of 233, cannot be sent over the Internet. If you try, chances are it will get 128 subtracted from its value, making it 105, which is “i”. “André” becomes “Andri”, which just won’t do.

This problem is avoided by the use of “quoted-printable” encoding. To represent a character using quoted-printable encoding, your mailer converts the value of the character to two hexadecimal digits and precede them with an equals sign. So, “é” becomes “=E9” while your mail is being sent. Your recipient’s mailer then changes the “=E9” back into an “é” and:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meillure fin.» -- Voltaire, "Candide"
```

Quoted-printable encoding is a wonderful thing when it works. The problem is that not all mailers are as forward-thinking as Eudora, and they do not all support MIME. If your recipient doesn't have MIME, they may find the presence of quoted-printable encoding to be more objectionable than the mangling of a few special characters. They may wish they could get "André", but if they can't, they might rather have "Andri" than "Andr=E9".

Also, if quoted-printable encoding is used, it affects more than just international characters. Since "=" is used in the encoding, it must be encoded specially, and all the equals signs in your mail will be turned into "=3D" while your mail is sent. Moreover, mail encoded in quoted-printable must have lines no more than 76 characters long; lines longer than that will be split in two, and an equals sign placed at the end of the first line. All this damage gets repaired if the recipient has a MIME mailer, but if they don't, it can be quite unpleasant.

Disabling Quoted-Printable Encoding

If your recipient doesn't have a MIME mailer, there are several ways to avoid using quoted-printable encoding. These are described below.

Don't Use International Characters

The simplest way to avoid quoted-printable is to not use any international characters. Avoid "André", and Eudora won't use quoted-printable. However, there is a catch to this; when Eudora sends plain text attachments and the Always include Macintosh information is off, Eudora will always use quoted-printable encoding for the attachment. This is because Eudora has to decide whether or not to use quoted-printable before it begins sending the attachment, when it doesn't yet know if the attachment contains special characters. Eudora errs on the side of caution, and always uses quoted-printable for plain text attachments.

Use Fix Curly Quotes

The Fix Curly Quotes option is a way to avoid using quoted-printable if your mail contains just a few select special characters; namely the "curly quotes" ("''"), bullet (•), and em and en dashes (— —). Since these characters often appear in Macintosh documents, but have very reasonable US-ASCII equivalents, some users choose to have these characters changed into US-ASCII. If you turn Fix Curly Quotes on, these characters will be changed into US-ASCII, and they won't invoke quoted-printable.

Use the US-ASCII Transliteration Table

Another way to avoid quoted-printable is to install EudoraTables and choose the US-ASCII transliteration table (see the "Transliteration Tables" section). This maps all international characters to their nearest US-ASCII equivalents. "André" will become "Andre"; not great, but perhaps better than "Andri" or "Andr=E9".

Turn Off the QP Icon

The QP icon on the icon bar of a composition window controls whether or not Eudora is allowed to use the quoted-printable encoding. If you uncheck the QP icon, Eudora won't use quoted-printable for that message, no matter what.

Turn Off the May Use Quoted-Printable Option

The May Use Quoted-Printable switch in the Settings dialog (Sending Mail) controls the default setting of the QP icon. If you turn this switch off, messages you create will never use quoted-printable encoding.

Transliteration Tables

When Eudora sends mail that includes characters like “é”, it normally “transliterates” them (Eudora changes the character code from the Macintosh character set to the ISO Latin-1 character set). So, “é” gets changed from 142 (the Macintosh character code) to 233 (the ISO Latin-1 character code). When Eudora receives mail, the reverse is done, and 233 becomes 142.

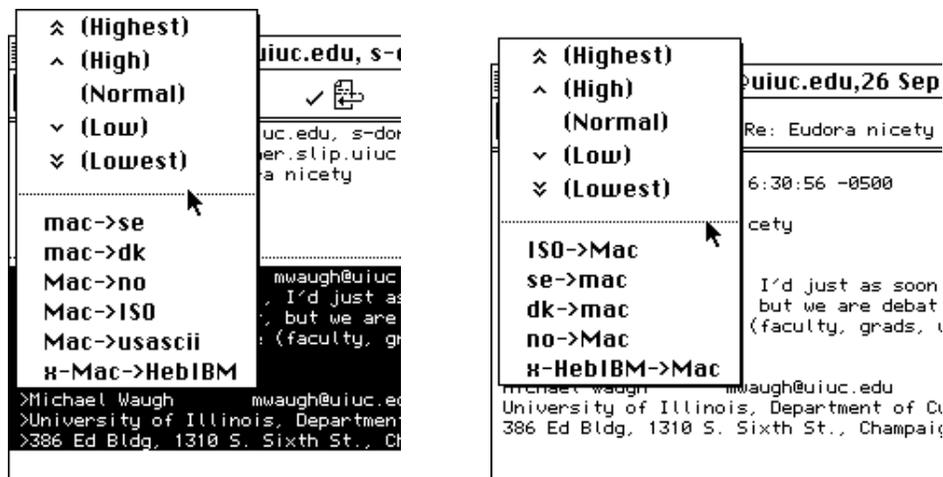
This process is controlled by “transliteration tables” (“tables” for short) which are stored as ‘taBL’ resources. A table consists of 256 numbers. Tables are used by using the character code to be transliterated as an index into the table, and replacing it with the value found at that position in the table. For example, when transliterating an “é” from the Macintosh character set to ISO Latin-1, we look at place 142 in the table (142 is the Macintosh character code for “é”); there we find a 233 (the ISO Latin-1 character code for “é”), and so we replace 142 with 233.

Eudora comes with four ‘taBL’ resources. Their resource id’s and purposes are:

- 1001 ISO Latin-1 to Macintosh. This table is used to transliterate from character codes in ISO Latin-1 to character codes in the Macintosh character set.
- 1002 Macintosh to ISO Latin-1. This table is used to transliterate from the Macintosh character set to the ISO Latin-1 character set.
- 1003 Identity table. This table is provided as a reference for people who wish to write their own tables.
- 1004 Fix curly quotes table. This table is used by the Fix Curly Quotes switch, for people who would rather stick to US-ASCII where possible.

More Tables

If ISO-Latin-1 is not the character set for you, it is possible to get Eudora to offer you more choices. Simply drag the “Eudora Tables” document into your Preferences Folder within your System folder. When you are done, launch Eudora. The “Priority” menus on incoming and outgoing mail now have some new choices. These choices allow you to control how your mail is transliterated.



Priority Menus with Transliteration Tables

Incoming Messages

The table (if any) that is being used to display the current message is checked. The table that is used by default (if any) to view messages is outlined.

To change the table that is used to display a message, select the table you want to use from the Priority popup menu. The message is redisplayed using that table, and that table is used to display the message from then on.

Outgoing Messages

The table (if any) that is used when the current message is sent is checked. The table that is used by default (if any) when sending messages is outlined.

To change the table that is used to send the message, simply select the table you want to use from the Priority popup menu.

Default Tables

If you usually want to view or print your mail with a particular table, hold down the [shift] key when selecting the table from the Priority popup menu for an incoming message. The table title is outlined in the Priority popup menu to show that it is the default table, and from then on your messages are viewed with that table, unless you specify otherwise.

Note: If an incoming message uses MIME and Eudora knows the character set the message uses, the message is transliterated before it is stored, and a viewing table is not needed or used.

If you usually want to use a particular table for outgoing mail, hold down the [shift] key when selecting the table from the Priority popup menu for an outgoing message. The table title is outlined in the Priority popup menu to show that it is the default table, and from then on your messages are sent using that table, unless you specify otherwise.

To clear the default table, hold down the [shift] key and select the outlined table from the appropriate menu. The default then becomes no table.

No Table At All

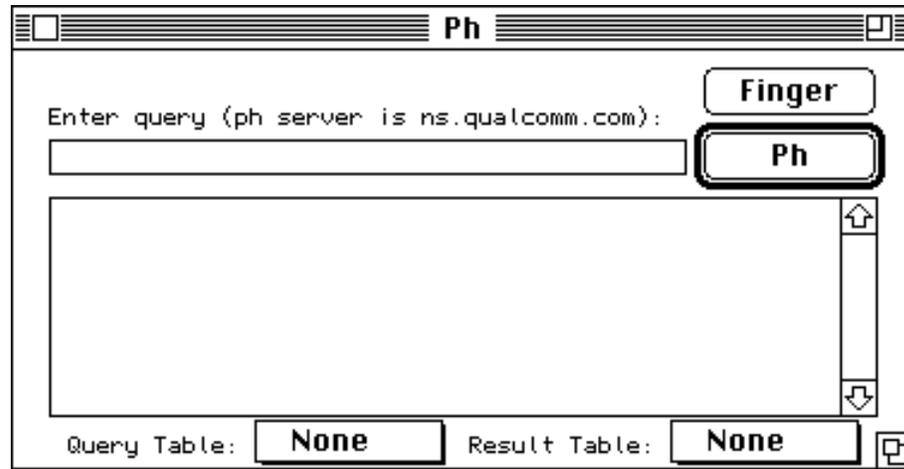
If you want a particular message not to be displayed (or sent) with any table, pull down the Priority popup menu. The table in effect for that particular message is checked. Choose the checked item; the check mark is erased and no table is used when that message is displayed (or sent).

Summaries

For non-MIME mail, the sender and subject lines are run through the default viewing table when mail arrives, and placed in the message summary (for display in mailbox windows and in the editable subject area). Subsequent viewing table changes won't affect the summaries. For incoming MIME mail, no such transliteration is done, because MIME has a mechanism for specifying character sets in names and subjects.

Ph and Finger

Ph and finger queries are transliterated according to the tables chosen at the bottom of the window:



Controlling transliteration in the Ph window

What you type is transliterated with the “Query Table,” and the server’s response is transliterated with the “Result Table.”

Attachments

Transliteration tables are normally not used when sending or receiving attachments, unless those attachments are plain text documents. If the attachments are plain text documents, they will be transliterated if the “Always As Documents” option is turned off, or if the “AppleDouble” attachment type is chosen.

Creating New Tables

If you are trying to use a character set that Eudora doesn’t understand, you can build tables for it. You will need to create two ‘taBL’ resources, and probably your own ‘euTM’ resource as well.

Choosing Resource Id’s

You need to choose two resource id’s for your tables. These id’s should be consecutive, with the lower-numbered id being odd. The odd-numbered id is used for incoming mail, and the even-numbered table is used for outgoing mail. In order to avoid id conflicts, take the Macintosh country code, multiply by 10, add 2000, and add 1 if the table is for incoming mail, or 2 if the table is for outgoing mail. For example, the table that maps Swedish ASCII to Macintosh characters is:

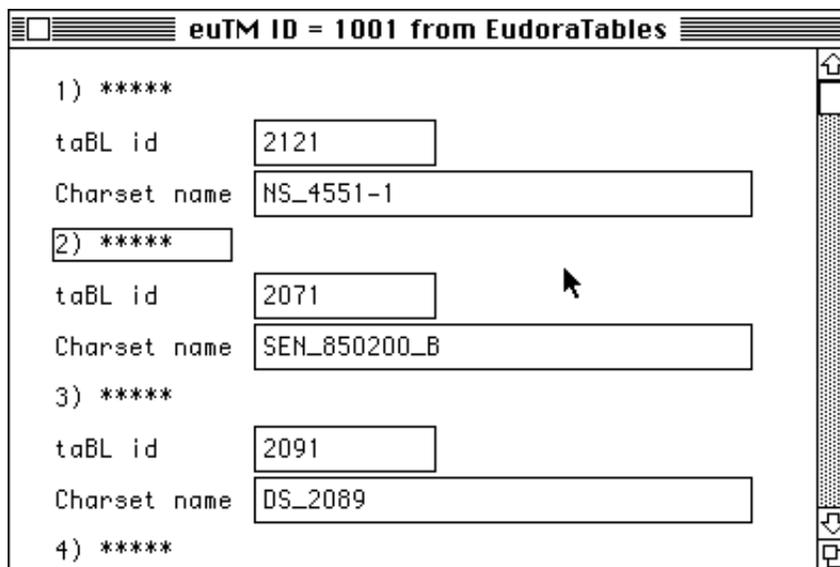
10*7 (seven is the country code for Sweden) + 2000 + 1 (since the table is used for receiving mail), or 2071.

Creating the ‘taBL’ Resources

Once you’ve chose id’s, make the ‘taBL’ resources. ResEdit’s general editor works quite well for tables. You will probably wish to copy the ‘taBL’ resource id 1003 to serve as a starting point. That way, you only need modify the parts of the Macintosh character set that need to be transliterated. The names of the resources will be used in the menus, so name the table resources descriptively. It’s also a good idea to create your resources in a “plug-in” file; a file with type ‘rsrc’ and creator ‘CSOm’. That way, users can easily install and remove your table, and your table won’t get wiped out if they upgrade their copy of Eudora or EudoraTables.

Creating an euTM

The ‘euTM’ resource is used for naming character sets. Character sets must be named so that mailers know which character set is being used. The official MIME names for character sets are often very unpleasant. For example, the name for a common Swedish character set is “SEN_850200_B.”



Part of an euTM Resource

The ‘euTM’ resource is a list of resource id’s and names. When Eudora is sending mail, it will subtract 1 from the table’s resource id, then look for that resource id in all the ‘euTM’ resources it can find. When it finds a matching id, the name corresponding to the id is used.

For example, a user choosing the Mac->se table would be using table id 2072. Eudora subtracts one, finds 2071 in the second position in the ‘euTM’ resource, and sends the mail with a character set name of “SEN_850200_B.”

When receiving mail, the process is reversed; the character set name is looked up, the resource id found, and that transliteration table used for the mail.

For your table, you should create an ‘euTM’ resource, list the resource id of your table (only the odd id), and the name that should be used in mail for the character set.

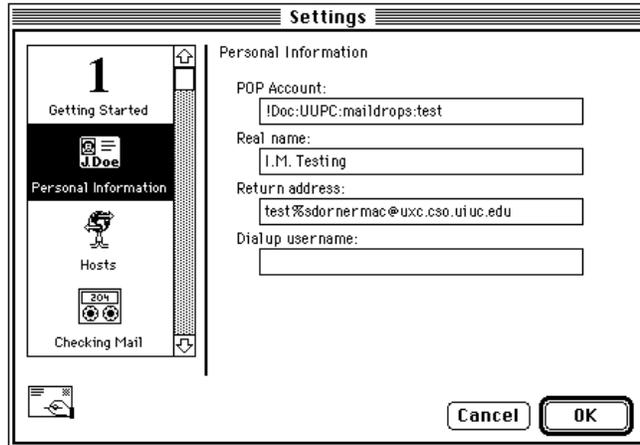
Appendix F – Using UUCP

Introduction

Eudora works with UUCP in almost exactly the same way as it works with the POP and SMTP servers. Attachments are supported, as is regular mail checking and the other features. It is possible to mix methods; for example, you can use UUCP for reading mail but SMTP for sending it.

Eudora does not come with UUCP. Three available Macintosh UUCP systems are “uupc 3.0” (dplatt@snulbug.mtview.ca.us), “gnuucp” (jim@fpr.com) and “UUCP/Connect” (formerly “μAccess,” sales@intercon.com). “UUCP/Connect” is commercial; the other two are free ware. Eudora has been tested with all three packages; it works well with uupc 3.0 and UUCP/Connect, but it does not work very smoothly with gnuucp.

Settings Dialog for UUCP

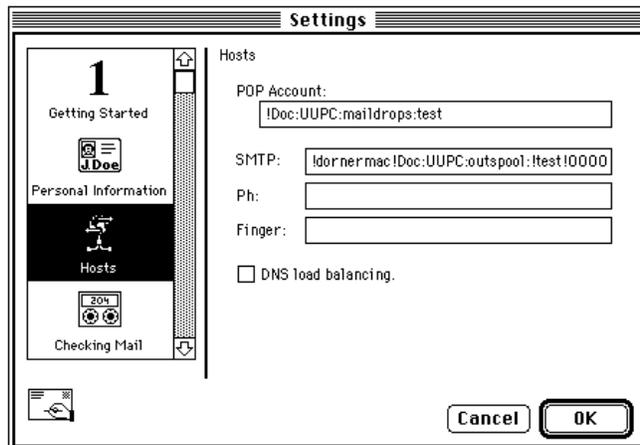


The screenshot shows the 'Settings' dialog box with the 'Personal Information' tab selected. The left sidebar contains icons for 'Getting Started', 'Personal Information', 'Hosts', and 'Checking Mail'. The main area contains the following fields:

- POP Account: !Doc:UUCP:maildrops:test
- Real name: I.M. Testing
- Return address: test%sdorner mac@uuc.cso.uiuc.edu
- Dialup username: (empty field)

Buttons for 'Cancel' and 'OK' are located at the bottom right.

Personal Information settings for UUCP



The screenshot shows the 'Settings' dialog box with the 'Hosts' tab selected. The left sidebar contains icons for 'Getting Started', 'Personal Information', 'Hosts', and 'Checking Mail'. The main area contains the following fields:

- POP Account: !Doc:UUCP:maildrops:test
- SMTP: !dorner mac !Doc:UUCP:outspool:!test!0000
- Ph: (empty field)
- Finger: (empty field)
- DNS load balancing.

Buttons for 'Cancel' and 'OK' are located at the bottom right.

Hosts settings for UUCP

POP Account

If you are going to receive mail via UUCP, you should put the full path name of your “mail drop” (the file where UUCP leaves mail for you) in the POP Account field. Precede the name with an exclamation point.

MacTCP/Communications Toolbox

This setting doesn’t matter if you’re doing pure UUCP mail. If you’re trying to mix UUCP with SMTP or POP, set this to whatever is appropriate for your SMTP or POP connection.

SMTP Server

If you want to send mail via UUCP, several items have to go in the SMTP Server field. Each one should be preceded by an exclamation point. The items are, in order:

mac - the UUCP name of your Macintosh.

spoolpath: - the full path name of the UUCP working directory.

user - your user name on your mac

0000 - a four-digit sequence number; will be incremented by Eudora.

Return Address

If you use UUCP for reading your mail, you **must** put your correct return address in the Return Address field. It is absolutely vital that this address be correct. If it’s wrong, no one is able to reply to your mail and the mail transport system is unable to tell you your mail can’t be delivered.

Operation

Almost all Eudora features work normally with UUCP. The one exception is the Leave Mail On Server (LMOS) option. When Eudora is used with POP, setting LMOS results in Eudora downloading only unread mail. With UUCP, however, Eudora does not distinguish between read and unread mail; it downloads all the mail at each check. This results in duplicate messages, unless you use some other means to clean out your mail drop between Eudora checks. It is suggested that the LMOS option remain turned off when using UUCP.

Internals**Mail Drop Format**

Eudora expects the mail drop to be in standard UNIX mailbox format, with UUCP envelopes (“From ” lines) at the beginning of each message. The mail drop should use carriage returns (not line feeds) for new lines.

Working Files

When sending mail, Eudora creates two files in the UUCP work directory. These files are:

D.mac0####

The message itself is put in this file. As distributed, Eudora uses returns for new lines in this file. That can be changed by editing the last characters of STR# resource id 8000, string 5; Eudora will use whatever non-printable characters are at the end of the string. The mail begins with a UUCP envelope. The “#####” stands for the four-digit sequence

number mentioned in the “SMTP Server” section above. It increments as each message is sent.

X.mac0####

Commands for the UUCP system are put in this file. These commands are all editable via ResEdit; they are distributed with returns at the ends.

```
U user mac
    ; identifies you (STR# id 8000, string 1)
F D.mac0####
    ; this file contains your message (8000,2)
I D.mac0####
    ; use your mail for input (8000,3)
C rmail recipient...
    ; all recipients of the mail are listed here (8000,4)
```


Appendix G – MIME and Mapping

What is MIME?

“MIME” stands for Multipurpose Internet Mail Extensions. MIME serves two major purposes – it allows mail applications to tell one another what sort of data is in mail, and it also provides standard ways for mail applications to encode data so that it can be sent through the Internet mail system.

MIME Encodings

The Internet uses the “SMTP” protocol to move mail around. SMTP is limited to the US-ASCII character set (see Appendix E). This is a problem for people who speak languages other than American English and so need accented characters or non-American letters, or for people who want to use special symbols like section mark (§).

MIME provides a way around this restriction. It offers two encodings, “quoted-printable” and “base64.” These encodings use US-ASCII character codes to represent any sort of data you like, including special characters or even non-text data.

“Quoted-printable” is used for data that is mostly text, but has special characters or very long lines. It’s very simple. Quoted-printable looks just like regular text, except when a special character is used. The special character is replaced with an “=” and two more characters that represent the character code of the special character. So, a section mark (§) in quoted-printable looks like “=A8”.

However, there are some other things that quoted-printable does. For one, since it uses an “=” to mean something special, equal signs must themselves be encoded (as “=3D”). Second, no line in quoted-printable is allowed to be more than 76 characters long. If your mail has a line longer than 76 characters, the quoted-printable encoding will break your line in two and put an “=” at the end of the first line, to signal to the mail reader at the other end that the two lines are really supposed to be all one line. Finally, a few mail systems either add or remove spaces from the ends of lines. So, in quoted-printable, any space at the end of a line gets encoded (as “=20”), to protect it from such mail systems.

Let’s try an example. Here’s a passage of text that you might type on your Macintosh:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement; car tout
étant fait pour une fin, tout est nécessairement pour la meilleure fin.»
```

Without any encoding, this might show up on your recipient’s screen as:

```
+Il est dimontri, disait-il, que les choses ne peuvent btre autrement; car tout
itant fait pour une fin, tout est nicessairement pour la meilleure fin.;
```

This corruption happens because SMTP cannot handle the special characters. However, if you and your recipient both have MIME, quoted-printable encoding would be used, and your text would show up properly:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement; car tout
étant fait pour une fin, tout est nécessairement pour la meilleure fin.»
```

While your mail was actually in transit, however, it would have looked like:

```
=ABIl est d=E9montr=E9, disait-il, que les choses ne peuvent =EAtre =
autrement; car tout =E9tant fait pour une fin, tout est n=E9cessairement =
pour la meillure fin.=BB
```

Base64 encoding is another way to protect binary data from the SMTP mail system. However, Base64 makes no attempt to be legible, and is most appropriate for non-text data.

MIME Labelling

The other important part of MIME is that it lets mailers communicate what kind of data is in a message (or part of a message). The primary mechanism used for this is the Content-Type header:

```
Content-Type: text/plain; charset=iso-8859-1
```

A content-type header is divided into three parts; the content type, the content subtype, and the parameters. In this case, the content type is “text,” meaning the message contains mostly legible text. The content subtype is “plain,” which means there aren’t any formatting commands or anything like that embedded in the text. Finally, “charset=iso-8859-1” is a parameter; in this case it identifies the character set the message uses.

The major content types are:

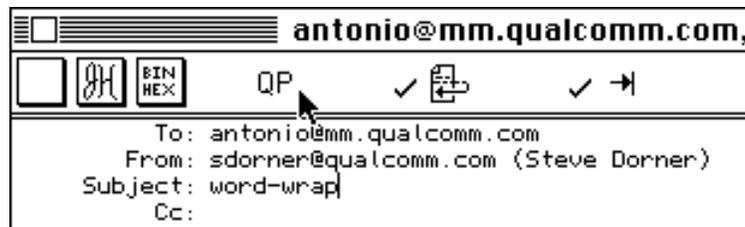
text	legible text
image	pictures and graphics
audio	sound
video	moving pictures
message	messages or pieces of messages
multipart	several different kinds of data in a single message

Practical Issues

There are really only two things you sometimes need to do with Eudora and MIME. One is that it may occasionally be necessary to turn off quoted-printable encoding. Another is that you may want to know how to define mappings between MIME types and Macintosh types.

Turning Off Quoted-Printable

Eudora automatically uses quoted-printable encoding if your mail contains special characters. Eudora also uses quoted-printable encoding for attached plain text files. If your recipients don’t have MIME, quoted-printable may hurt more than it helps. If that’s the case, just turn off the QP icon when you are sending text files to those recipients.



Turning Off Quoted-Printable Encoding

Mapping Between MIME Types and Macintosh Types

When you send attached files to other Eudora users, Eudora automatically knows what kind of data is in the files, because Eudora sends along special information with the file. However, if you're sending the file to a non-Macintosh user, or receiving files from a non-Macintosh user, it's important to get the right MIME type information on the file, or for Eudora to understand what the MIME type information means.

Eudora knows about some MIME types. However, since new MIME types are being defined all the time, it may be necessary to add to Eudora's knowledge from time to time. If you're familiar with ResEdit, this isn't too hard to do.

The way Eudora maps between MIME and Macintosh types is with EuIM and EuOM resources. EuOM resources are used for sending attachments, EuIM for receiving. They have the same basic structure.

EuOM and EuIM resources are lists of individual elements called "maps." Each map describes a Macintosh document type (or MIME data type) and then lists what MIME data type (or Macintosh document type) it corresponds to. For any given type, Eudora looks through all the maps in all the EuOM or EuIM resources, and uses the best match.

Note: EuOM and EuIM resources are also used when uuencoding and uudecoding files, so that filename suffixes can be mapped to and from Macintosh types. A good set of EuIM and EuOM resources can substantially improve document exchange with systems that use uuencode.

Sending

When you create a map in an EuOM resource, you use the "Creator Code" and "Type" fields to specify what documents the map applies to. These fields should be filled with the four-byte creator code or Macintosh type of the documents you want to send. If you leave the Creator Code blank, but fill in the type, the map is used for any document of that type, regardless of creator. If you fill in both Creator Code and Type, a document has to match both for the map to be used. Given the choice, Eudora uses the map that matches both creator and type.

The other parts of the map are used to construct the MIME information. Content Type and Content Subtype are the MIME type and subtype to use for the document. Filename suffix allows you to tell Eudora to add a suffix to the filename, as an extra hint to the receiving system (for example, you might have Eudora add ".xls" to Excel files).

"Newline conversion?" tells Eudora whether or not to convert carriage returns in the file to carriage return, linefeed. Usually, you should set this to 1 for text data, but to 0 for binary files.

Finally, "May suppress resource fork?" is used in conjunction with Eudora's Always include Macintosh information. If you set this to 1, and Always As Documents is off, Eudora won't send Macintosh type and creator information with the file, and won't send

the resource fork. Instead, it will just send the data fork with the MIME information attached to it.

The screenshot shows a window titled "EuOM ID = 128 from Eudora 2.0". It contains the following fields and values:

- Content Type: application
- Content SubType: postscript
- Filename suffix: .eps
- Creator Code: (empty)
- Type: EPSF
- Newline conversion?: 0 1
- May suppress resource: 0 1

An Example Map in an EuOM Resource

The map above says that all files of type “EPSF,” no matter what the creator, should be sent as “application/postscript,” that “.eps” should be added to the filename, that carriage returns should not be turned into carriage return/linefeed pairs, and that when the Always include Macintosh information is off, the resource fork won’t be sent.

Receiving

EuIM resources are used for receiving files. They’re pretty much the same as EuOM resources, except that the MIME type and subtype are used for matching, and the Macintosh creator code and type are applied to the file received.

As with EuOM resources, you can leave parts blank. If you want to match all files with an “.eps” suffix, regardless of the MIME type or subtype, leave the type and subtype blank. If you don’t care what the filename suffix is, leave that blank and match with the MIME type and/or subtype only. Again, as with EuOM resources, Eudora will choose the map that matches best.

With EuIM resources, it’s sometimes a good idea to use several maps to catch all important cases. For example, it might be a good idea to have three maps for dealing with PostScript files, as follows:

Content Type: application
 Content Subtype: postscript
 Filename suffix:
 Creator Code: mlpr
 Type: TEXT

This map will catch most MIME PostScript files, and set their creator to MacLPR.

Content Type:
 Content Subtype:
 Filename suffix: .eps
 Creator Code: dPro

Type: EPSF

This map will match any incoming file with a suffix of “.eps,” regardless of the MIME type info, and set it’s type to “EPSF” and creator to “dPro” (MacDraw Pro). But what if a file comes in with a suffix of “.eps” and a MIME type/subtype of “application/postscript”? Which map gets used? The first one gets used; when Eudora has a choice between matching a suffix and matching MIME type information, MIME wins. A third map may be in order:

Content Type: application

Content Subtype: postscript

Filename suffix: .eps

Creator Code: dPro

Type: EPSF

This makes application/postscript files with suffixes of “.eps” get type EPSF and creator dPro.

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