

Becky! Internet Mail for Windows® 95

Becky! is a multi-featured Internet E-mail client for Windows 95.

You can find many useful functions which should be expected for an E-mail software and some of them would be beyond your expectation!

Features:

Windows Explorer like look & feel

Multiple accounts management: You can manage multiple mail accounts up to 10, and switch to each of them quickly.

You can do every operation, except sending and receiving, off line.

Powerful text editor: Highly-functional text editor "Dana" is incorporated for reading and writing messages. You do not need compromise in editing capabilities for E-mail software.

Mail box management: You can create your own mail folders to put received messages in order. Also, you can define "Filter" definition to move messages to specified folders automatically.

MIME compatible binary file attachment.

Outbox capability: You can save composed messages you want to send later into the "Outbox" . "Deliver" command sends all messages in the Outbox of all accounts.

Draft capability: You can save incomplete messages into the "Draft Box" for polishing them later.

Reminder capability: You can send messages to "yourself" not to forget some important (and forgettable) things. Those messages are delivered at specified date.

Clickable URL and E-mail address: If URL or E-mail addresses are found in a E-mail message, it is displayed in the other color. Double clicking URL lets the URL activate in Netscape. And double clicking E-mail address opens a compose window for the address.

Url-encoded messages which are posted from WWW form are automatically decoded when receiving.

PGP front end. (Encoding attachment files is not supported)

Getting Started

When you run *Becky!* for the first time, you are prompted to specify the root folder for creating mailbox and locating other system files.

Default folder is specified as the application folder + your Windows user name. This folder name is recommended because *Becky!* can have each setting for each Windows logon user.

Next, you are prompted to set up your default mail account.

Fill out the information in the "Accounts" page in order to send and receive E-mail.

If you want to move the root folder after that, 1) Exit *Becky!*, 2) Move (or rename) the old root folder to new one, and 3) Restart *Becky!*. Then you are prompted to specify the root folder again and specify the new folder.

Main screen

The main window of *Becky!* contains three panes.

The tree view pane(left), the list view pane(upper-right), and the edit view pane(lower-right).

The tree pane shows mail folders, the list pane shows mail items, and the edit pane shows each mail text.

Select a folder which contains messages in the tree pane and select a message you want to read in the list pane. Then move the focus to the edit pane. (by hitting return key or double clicking the message)

You can read messages using cursor key, page up/down key, and home/end key like when you use a text editor.

And, Hitting Alt+Up/Down key allows you to read next/previous message continuously. (It should be useful when you are glancing over a lot of messages from a mailing list.)

Tree view pane

You have three folders initially: Inbox, Outbox, and Trash.

The "Inbox" contains incoming messages.

The "Outbox" contains outgoing messages which you have composed and saved by "Save to Outbox" command. And it will be sent when you select "Deliver" command. You can also deliver when receiving messages by checking "Deliver on Receive" in the "Receive" property. By this option, *Becky!*'s "Receive" command acts like *Exchange*'s deliver command or MS Internet Mail's send and receive command.

You will find three sub folders under the Outbox: Sent, Draft, and Reminder.

The messages you have sent are moved to the "Sent" box. Double clicking one of those items, you can re-edit and send it again.

The "Draft" box contains incomplete messages you have saved by "Save to Draft box" command in the composing window. You can re-edit those items and send them later.

The "Reminder" contains messages you have saved by "Reminder" command.

"Reminder" is special messages which is delivered to yourself on the specified date.

The "Trash" box contains deleted items which you have deleted by "Delete" command or Delete key. By checking "Empty TrashBox on Exit" in the "Receive" property, you can clean up the Trash box automatically when you are exiting the program.

"Empty Trash box" command is also available in the right mouse button menu in the tree view.

Of course you can create new folder by "New Letter Folder" command in order to organize your incoming messages. To create sub folders, select a folder you have

created and select "New Letter Folder" command.

Plus, you can see other mail boxes other than the root at the bottom of the tree when you defined other mail accounts.

You can change the mail account immediately by clicking this item.

And also you can drag and drop mail items there. The dropped items are put into the Inbox of the account.

List view pane

In the list view pane, the mail items in the selected folder are listed.

They are in the date-descendant order initially. It is sorted in the threaded order, which is useful to read messages from mailing lists, by the "Thread mode" command. It is set for each folder.

After moved or copied mail items from a folder to a folder, the initial order will be disordered. In this case, use "Reorganize" command.

Sometimes, you see diode-like icons at the left of the mail items. It represents the priority of the messages. Red represents the highest priority and in the order of priority, they turn to yellow, transparent, green, and blue. (blue represents the lowest priority). These priority indicators are initially set by the sender of those messages, but you can change them as you like by double clicking or right mouse button clicking those icons.

Read, Unread, and Replied mail

The unread mail is the one which you have received and have not read yet. It is represented by a sealed envelope icon.

They will be turn to the read mail by one of the following operations.

- n Double clicking the item.
- n Read them using Alt + Up/Down key from the edit view pane.
- n Read them using left/right arrow icon at the above of the edit view pane.
- n Select "Set Read" command in the "Tool" menu.
- n Entire message is displayed in the view pane.

They are not set read only by clicking the mail item in the list unless entire message is displayed.

The read mail is the one which you have read. It is represented by an opened envelope. They will be set unread by the following operation.

- n Select "Set Unread" command in the "Tool" menu.

The replied mail is the one which you have replied. It is represented by an opened envelope with another new envelope. They are set by sending or saving to Outbox the reply mail to that mail.

Edit view pane

In the edit view pane, the content of a selected mail item in the list is displayed. URL and E-mail addresses are shown in the other color and double clicking them, you can write to the address, or open the URL by the Web browser.

(Clickable URL & E-mail)

It will be editable by "Edit Message" command in the "Mail" menu.

You can save a message as a text file quickly by "Save As " command in the right mouse button menu. "Export" command is the more advanced way to save the message.

There is an area which displays Subject, Date, and From between the edit view pane and the list view pane. This area is called "middle bar". The following command buttons are in this area.

- 1) Check Addresses: Show the addresses such as From, To, Sender, Cc, and Reply-To and you can add them to the address book from there.
- 2) Header Information: Show the information of the mail header of the selected mail item.
- 3) Left/right arrow button: Read next/previous messages. With the Shift key, you can read next/previous unread messages. With the Ctrl key, you can move the cursor at the top/end of the list.
- 4) Up/down arrow button: Scrolling up/down the message one page.

Double clicking the middle bar, you can let the view window maximize or restore.

Receiving messages

To receive messages, select "Mail" -> "Receive" command.

The mail animation at the upper-right of the window starts moving. When the animation stops, checking mail is finished. If you got new messages, you can hear a prompting sound (you can customize this sound in "Receive" property).

Filtering

Incoming messages are moved to the specified folder which you have defined in the "Filter" definition.

If you don't like to filter them automatically, set the "Auto Filtering" option off in the "Receive" property. You can filter them by "Filtering" command in the "Tool" menu or checking "Filter on Exit" in order to filter them when you are exiting the program.

Attachments

If you have attachment files in incoming messages, you can see icons of them at the right of the edit view pane. Double clicking them, you can launch the application for the file or save to somewhere.

Becky! also support uuencoded and BinHex files. The former one is popular in UNIX and latter one is widely used for Macintosh.

Becky! decode those files when received them, but there still remain original uuencoded files and BinHex files. You will have two icons eventually: the encoded file and the decoded file.

Because those encoding formats include platform specific information for UNIX and Macintosh. So, for example, if you received BinHex files from a Macintosh user and you would like to forward them to another Macintosh user, delete the decoded file from the attachment in the composing window and send only the original BinHex file. (No matter what encoding method is selected in the composing window, it is sent as a BinHex file.)

If those encoded files are sent in the MIME multipart message as the "application/x-uuencode" or the "application/mac-binhex40" MIME type, they are automatically decoded. But if not in the MIME, you have to decode them manually by decoding command in the "Tool" menu.

Sending messages

Sending new message

To send new message, select "Mail" -> "Compose". You can also open composing window by selecting E-mail address in "Tools"->"Address Book".

After writing a message, fill the "To:" field and the "Subject:" field. You can input E-mail address from the address book which opens when you push the "To:" button. You must input the "To:" field unless you are saving the message as a template, a reminder, or a draft. The "Subject:" field could be left blank.

"Cc:", "Bcc:", "Attach", and "Others" are optional.

Select "Message"->"Send" to send the message immediately.

If you want to send the message later, select "Save to Outbox".

If you want to rewrite the message later, select "Save to Draft box".

If you want to send the message to yourself at a certain date, select "Reminder" and specify the date when you want to receive it.

You can save the message as a template which can be reused next time.

Replying

To reply to the received message, select "Mail" -> "Reply" or "Reply All" command after highlighting a message to which you want to reply in the list view. You will see the composing window split into two panes.

Upper pane is the reference window which you can refer and cite entire or part of the original message. Alt+Up/Down key to scroll the reference window.

Lower pane is the editing window where you can write a message to be sent.

If you have checked the "Cite on Reply" in the "Compose" property, entire message is automatically cited when you open the replying window. If you don't like the split window, you can select "Hide Reference Window" switch as well.

Forwarding

You can forward incoming messages to another person by the "Forward" command. The forwarding command has three different mode which you can select when selecting the forward command.

First one, you can send the forwarding message "from you" so that the recipient can receive this message as the message sent from you. "From:" field shows up your

address and "To:" field shows up the recipient's address. The recipient will reply of the message to you

In other two mode, the forwarded message shows up original "From" , "To" field, so you should be careful that if the person who got the forwarded mail replied to the message by the mailer which is unconscious of the "Resent-From" header, the reply mail will go to the original sender.

If you select "Redirect", the forwarding message has no "Fw:" prefix on the subject and original message will be sent. It would be useful when you would like to send the message which you have received somewhere else to your permanent mail address, or you would like to forward the message to whom is supposed to treat the message in your company.

With *Becky!*, you can choose the address who is supposed to receive the reply message for the forwarded mail by regarding the "Resent-From" and the other "Resent-" headers.

Sending again

If you would like to send the mail which is already sent, double click the message in the "Sent" box. You can re-edit and send it again.

The messages which are not sent for an error are saved in the "Sent" box. You can select the messages, correct the error, and send it again. In most cases, the error is that the mail address may contain invalid characters or have unmatched braces.

Setting priority

You can set priority for outgoing message in 5 degree. Click the stamp icon at the right side of the composing window and select the priority.

The priority may be ignored by some mailers. Or some other mailers only recognize 3 degree of priority. In this case, the 1,2 and 4,5 may be treated as the same priority.

When you received the mail with those priority information by *Becky!*, the priority is represented by the diode-figured icon at the left of mail item list.

Cc and Bcc

"Cc:" means carbon copy. If you want other people, this message does not directly concern, to read the message, specify the addresses of him/her as "Cc:".

"Bcc:" means blind carbon copy. It is quite the same as "Cc:". But the addresses specified here can not be seen by recipients.

Attachment

You can attach binary files such as an Excel worksheet to your message by "Attach" command.

Attached files are seen as icons at the bottom-right of the compose window.

Note that the attachment is just a link to an original file. If you delete the attachment using delete key, the original file is not deleted.

Others

"Others" command is to add certain header fields you want. Only the users who are familiar with the Internet E-mail headers which are defined in RFC822 may use this command.

User Preferences

You can configure *Becky!* by "Tools" -> Preferences command.
The Preferences dialog contains the following setting tabs.

Accounts

Compose

Receive

Send

Screen

MIME types

Misc.

Send

Send From Outbox Configure the action of "Send from Outbox" command

- Send from All OutBoxes via Each SMTP Server
Send all messages in the Outbox of all accounts through each SMTP server of each account.
- Send from All OutBoxes via Current SMTP Server
Send all messages in the Outbox of all accounts through a SMTP server of the current account.
- Send from Current OutBox Only
Send messages in the Outbox of the current account. Messages in Outbox of other accounts will not be sent.

Send 'Date' Field Send date information of your PC's system time with time zone information. It should be checked only when your provider's SMTP server doesn't add 'Date' field to outgoing messages or the provider's date and/or time zone information is incorrect.

Check New Mail after 'Send Now'

For dialup users, the 'Send Now' command in the composing window does connect via dial up network and send the current message and then disconnect immediately. If you want to check new messages when you select the 'Send Now' command, check this option.

Accounts

Account	Select an account you are configuring.
Default Account	Set this account as the default account.
Your Name	Specify your REAL name.
Mail Address	Specify your mail address. (user@domain)
POP Server	Specify the pop server name which your account exists. If your Internet provider simply says "The mail server is mail.blah.net", that's it.
SMTP Server	Specify the SMTP server name of your Internet provider. If your provider does not say about the SMTP server explicitly, the "mail server" should be the SMTP server. In most cases, POP server and SMTP server is the same.
POP User ID	Your Login name for the mail server
Password	Your Login password for the mail server. For a security reason, it is better to be left blank. If it is not specified, you will be prompted to input password when checking mail.
Mail Box	Specify the mail box number. Usually it should be the same as the account number. If you want to share one mail box by multiple accounts, specify it.
Signature	Specify the your signature number. You can have multiple signature up to ten and can edit in " <u>Compose</u> " property page.
Delete Remote Mail When Received	<p>Specify if you want to delete the read mail on the POP server. It should be checked usually.</p> <p>Suppose you use <i>Becky!</i> at your office and home, and you want to read your private mail at home but just want to check them at office. You should check this option for your home PC's and uncheck for office PC's so that you can receive the same mail both at office and home.</p>
Description	Short description about the account. It will be seen at "Account" combo box, "Switch User" command, and the caption of the main window.
<u>Filter</u>	You can specify the "Filter" definition which enables <i>Becky!</i> to sort

messages into appropriate folder automatically.

Connection

Configure the connection to the Internet.

Misc.

Some other settings such as the permanent Cc, and default templates.

Advanced

You can specify the port number for POP3 and SMTP. Only when your provider uses the port number other than the standard port, specify them.

Connection

Specify the connection method. If "Dial up network" is specified, you can connect network via modem automatically when you are sending or receiving mail.

Auto Hangup

Specify if you want to hang up at the end of a session.

Authentication

Specify the dial up user ID and the password. In most cases, "Retrieve from the dial up definition" works fine. But if you are using NT3.51 or you haven't installed Microsoft Network to your Windows95 system, you may not use the "Save password" option in the dial up network. In this case, you can choose one of the other two options; setting as the same as POP account, or specifying in the text box directly.

Filter

You can configure the "Filter" definition which enables *Becky!* to sort messages into specified folders automatically.

Header Specify the header field which should contain a string to search.

Find Specify the string to be searched for.

MoveTo Specify the folder to which the message, whose header field contains a specified string, should be moved.

NoCase Specify if the string is matched ignoring case.

Add Add the definition at the bottom of the list.

Insert Insert the definition at the selected position in the list.

Replace Replace the selected position by the new definition.

Del Delete the selected definition.

Up/Down Set the priority of the filtering by moving the selection upper or lower.

Compose

Citation Prefix Specify a string which will be added at the top of the cited strings.

e.g.
If '>' is specified,

> This is a original message.

If '->',

-> This is a original message.

With Name Specify if the sender's name (actually a left part of his/her E-mail address) will be added with the citation prefix.

e.g.
If the original message is from "john@blahblah.com" and the citation prefix is '>',

john> This is a original message.

With "Real" Name Use the first name of the real name instead of using a part of e-mail address.

e.g.
If the original message is from "Johnny B. Good <john@blahblah.com>" and the citation prefix is '>',

Johnny> This is a original message.

Cite on Reply Specify if the original message is automatically cited when you select "Reply" command.

Hide Reference Window

The 'Reply' window shows split windows. The upper pane shows the original message you are replying. If you think it is annoying or would like to use the compose window widely, check this option.

Add Reply Number To Subject

If it is checked, 'Re[2]:', 'Re[3]:'... prefix is added to the subject of your replying message. If not checked, only 'Re:' is added.

Signature Select the number of the signature you want to edit. You can have multiple signatures up to ten.

Reply Header

Customize the header text when you cite the entire message on replying. Following macro symbols are supported.

%f From: field
%i Message-Id field
%d Date: field
%s Subject: field
%t To: field
%n name extracted from the From: field
%a mail address extracted from the From: field
%% % itself.

Receive

Every/Never Specify if you want to check your new mail periodically. If "Every" is selected, you also have to specify the period of time in minutes.

On Startup Specify if you want to check your mail when the program is started.

Do Not Check When Off Line

Specify if Becky! check mail only when Dial up Network is active. You will need to configure the connection to dialup in the Connection setting in the Account property.

Popup When Received

Specify if you want *Becky!* to pop up when new messages arrive.

Message box Notification

Specify if you want to be notified by a message box when you have new mail.

Sound Specify the sound file you want to play when new messages arrive.

Empty TrashBox on Exit

Specify if you want to empty the Trash Box when exiting the program.

Warn If OutBox is not Empty on Exit

Specify if you want to be warned if there are messages in OutBox when exiting the program.

Filter on Exit Specify if you want to do filtering automatically when you are exiting the program.

Deliver on Receive Specify if you want to Deliver OutBox messages before receive new messages.

Auto Filtering Specify if you want to do filtering automatically when you received mail.

Select First Incoming Message

Specify if you want first new message to be selected.

Wrap Long Line Automatically

When you receive a message which contains long lines more than about 80 columns, This option make them to be wrapped automatically when receiving.

Screen

E-mail Specify the action when an E-mail address in a message is double clicked.

Mail To	Open the compose window to the address
Add to Address Book	Add the address to the address book
Highlight Address	Highlight the address
Highlight Word	Highlight the word. Do nothing special for an E-mail address.

URL Specify the action when an URL in a message is double clicked.

Open URL	Open this URL in the browser. If Netscape is not running, the program which is related with ".html" type is launched.
Highlight URL	Highlight the URL
Highlight Word	Highlight the word. Do nothing special for an URL.

Spacebar Scrolling

You can read unread messages continuously with scrolling by hitting spacebar. This configures the mode of scrolling of that.

Smooth	Roll up text
Skip	Page up text
Half Page	Scroll half of a page.

Choose Font Change the font for text, printer, and the status bar. The font of the status bar is not changed until you restart the program.

Display ToolTips Let the tooltips be shown when you locate the mouse pointer on the toolbar.

Long Tree View Make the tree (folder) view a long window. If it is not checked, the mail view is shown widely instead.

Turn Off Control Characters

Make the control characters like CRLF, Tab, etc. invisible in the edit window.

View Window is Maximized Only Vertically

You can usually maximize the view window by double clicking the 'middle bar'. This option makes the view to be maximized only vertically so that you can still see the folder window. It is only effective when you have checked the 'Long Tree View' option.

MIME types

You can define an action for each MIME type for attachment files here.

MIME Type/Sub type Selected MIME type is displayed. You can add new MIME type hitting "New" button. Hitting delete key on the list, you can delete the type you added. Default type is also deleted in the same way, but it will revive when you restart the program.

Extension Specify the default file type for the selected MIME type.

Action Specify an action for double clicking. If you get mail with MIME compatible files, you can see icons of attachment files at the bottom right of the main window. They can be opened by another application or saved.
Select one of the following actions.

Default Launch the application which is related with the extension of the file at first. If no application is related, the file is saved.

Save Save the file.

Launch Application Launch the specified application which can open the file.

Misc.

- Spell Check** You can select the mode of spell checker whether American English, British English, or the both.
- Local Password** If you want to keep any other person away opening your Becky! and read mail when you are having lunch, specify the password. However, keep in mind that the mailbox files are still plain text files, so this capability doesn't give a good security.
- Input When Restoring from Icon**
You will be prompted to input password when you are restoring the program from the icon.
- Mark Read Even If Entire Message Is Not Shown.**
As default, when you select a message in the item view and it is now shown entirely, the message is not marked read until when the entire message is shown.
If you want to mark read every message you select in the item list, check this option.

Using Editor

Becky! incorporates a subset of the highly-functional text editor *Dana*.
Dana is one of the products by RIM-Arts software.

Dana enable you to edit and view huge text quickly with ease for its great performance and a lot of useful functions.

Most of functions can be seen in "Edit" menu, and others are bound to certain keys strokes.

If you are an user of *Dana* you can use some of settings including key binds which you customized in *Dana* by defining "DANAHOME" environment variable.
For more information about "DANAHOME", see the help of *Dana*. (Getting started -> Initial settings)

If not, you can also customize some of settings by editing Rebecca.INI.

Followings are the functions of the Editor and its key binds.
(Ctrl+Q^F means hit Ctrl+Q at first and hit Ctrl+F next)

***Cursor**

Cursor up	Up
Cursor left	Left
Cursor right	Right
Cursor down	Down
Word left	Ctrl+Left
Word right	Ctrl+Right
Beginning of line	Home
End of line	End
Left side of window	Alt+Home
Right side of window	Alt+End

***Line edit**

Back space	BS
Delete a character	Delete
Input a control code	Ctrl+[
Insert a tab code	Tab
Flip upper/lower case of a word	Ctrl+K^L
Flip upper/lower case of a character	Ctrl+L
Delete here to end of line	Ctrl+Del
Delete here to top of line	Ctrl+BS
Back space a word	Shift+BS
Delete a word	Shift+Del
Repeat a character	Shift+Alt+Insert
Paste the find string	Ctrl+Q^I
Paste the time stamp	Ctrl+K^T

Input enter	Enter
Delete line and stack on the line buffer	Ctrl+E
Insert empty line after the current line	Shift+Enter
Insert empty line before the current line	Ctrl+Enter
Duplicate the current line	Ctrl+I
Mark the current line or the selection	Ctrl+Q^K
Erase the mark	Ctrl+Q^\
Get a deleted line from the line stack	Ctrl+U
Toggle insert mode	Insert
Toggle word wrap mode	Ctrl+K^J

***Edit**

Begin selecting	Ctrl+K^B
Begin box mode selecting	Ctrl+K^M
Paste a box	Ctrl+K^I
Paste	Ctrl+V
Paste from History	Ctrl+K^G
Copy	Ctrl+C
Cut	Ctrl+X
Undo	Ctrl+Z
Redo	Ctrl+Y
Repeat	Ctrl+R
Step Undo and Redo	Ctrl+D
Convert	(not assigned)
Center	(not assigned)
Left	(not assigned)
Right	(not assigned)
Sort	(not assigned)
Indent	Tab (Highlighted)
UnIndent	Shift+Tab (Highlighted)
Add string	(not assigned)
Select All	Ctrl+A
Copy to File	Ctrl+K^C
Paste From File	Ctrl+K^V
Append File	Ctrl+K^]

***Scrolling**

Roll up another pane	Alt+Down
Roll down another pane	Alt+Up
Page up	Page Up
Page down	Page Down
Roll left	Alt+Left
Roll right	Alt+Right
Slow roll up	Ctrl+Down
Slow roll down	Ctrl+Up

***Jump**

Make top	Ctrl+Q^E
Make bottom	Ctrl+Q^X
Make middle	Ctrl+Q^D
Top of text	Ctrl+Home, Ctrl+Q^R
Bottom of text	Ctrl+End, Ctrl+Q^C
Jump to	Ctrl+J
Previous position	Ctrl+Q^P
Next mark	Ctrl+Page Down
Previous mark	Ctrl+Page Up
Next changed line	F8
Previous changed line	Shift+F8
Top of screen	Ctrl+Q^W
Bottom of screen	Ctrl+Q^Z
Match brace	Ctrl+]]

***Find**

Find forward	Ctrl+F, Ctrl+Q^F
Find backward	Ctrl+B, Ctrl+Q^B
Find next	F3
Find previous	Shift+F3
Replace	Ctrl+Q^A
Replace again	Ctrl+Q^S
Get cursor word	Ctrl+_ (under score)

Clickable URL and E-mail

If there are URLs or E-mail addresses in a message, those are displayed in the other color. By double clicking it, a particular action for the address will arise which is specified in the "Screen" property.

You can also select one of the actions in the right mouse button menu which is opened when you are focusing the mouse cursor on an URL or an E-mail address.

Undo

Undo the previous editing on the current message.

Redo

Redo the previously undone editing.

Repeat

Repeat previous input command.

Step Undo and Redo

Undo and Redo by steps you specified.

For example, inputting a character can be undone one by one. You can specify number of characters you want to undo.

Cut

Cut the selection and copy to the clipboard.

Copy

Copy the selection to the clipboard.

Paste

Paste text from the clipboard to the caret position.

Paste from History

Paste the text which has been cut or copied before selecting from the list.

Box Select Begin

Begin the box mode selecting.

You can cut or copy the selection by Cut, Copy command.

Box Paste

Paste the text data which has been cut or copied in box mode.

Select All

Select the entire text in the editor, or all the items in the list.

Convert

Convert the selection as follows

Case

No Conversion	No operation.
UPPER ALL	All the characters in the selection to upper case.
lower all	All the characters in the selection to lower case.
Upper top of line	A character at the top of the line to upper case.
Upper Top Of Word	A character at the top of the word to upper case.

Tab and Space

No Conversion	No operation.
Tab to Space	All the tab characters in the selection to whitespaces regarding tab columns.
Space to Tab	All the whitespaces in the selection to tab characters regarding tab columns as long as possible.

Paragraph

Execute following paragraph editing command.

The one line is assumed to be one *logical* line. (The end of line is a return code.)

LeftRightCenteredIndentUnindentAdd StringSortReformat

Left

Move the selected lines to the leftside of the columns.

Right

Move the selected lines to the rightside of the columns.

Centered

Move the selected lines to the center of the columns.

Indent

Indent the selected lines one level.

UnIndent

Back indent the selected lines one level.

Add String

Insert a specified string at the top or end of each selected string.

Sort

Sort the selection by ascendant or descendant order.

You can select the following option.

Case Insensitive: Comparing string ignoring upper/lower case. 'A' and 'a' are treated as the same.

Sort Lines: This option can be selected when you are selecting text in the box mode. If this option is not checked, only inside of the block is sorted. If checked, the box selection is treated as sort keys and entire lines are sorted.

e.g.

```
1000 Jane
1001 Michael
1002 Hayley
1003 Peter
1004 Billy
1005 Amanda
```

If you select the names in box mode, the result of sorting should be the following.

```
1005 Amanda
1004 Billy
1002 Hayley
1000 Jane
1001 Michael
1003 Peter
```

Reformat

Re format the current selection regarding word wrapping.

Wordwrap mode is useful for writing but if you are proofing text, it is annoying to trim each end of line by hand. You can use this function for that purpose.

Copy to File

Save the selection as a file.

Append to File

Append the selection to an existing file.

Paste from File

Insert a file at the caret position.

Cite Original Message

Cite the original message from the reference window when you are writing reply message.

You can cite entire text or the selection.

When you cited entire text, the following description is added.

At [Fri, 7 Jun 1996 17:37:24 -0700]

foo@baa.net (Foo Baa) wrote:

Cite Without Prefix

Cite the original message from the reference window when replying.

This command does not add citation prefix which is defined in the “Compose” preference.

Find

Find specified string in forward/backward direction.

Find String	A string you want to search. '\' character is the <u>escape character</u> .
From Beginning of Text	Start searching from the top of the current message.
All Messages in Folder:	Search in all messages in the folder.
Mark Found Line	Set bookmark on a line which includes the matched strings.
Match Whole Word	Match a string whose before and after character is a white space or one of the delimiting characters.
Match Top of Line	Match a string which is at the top of the line.
Ignore Case	Search with no upper/lower case sensitivity.
Regular Expression	Use <u>regular expressions</u> for the find string.
Mark All	Search in a whole text and mark all the found lines at once.
Save Option	Save this condition as the default setting.

Replace

Replace found strings to specified strings.

Find String A string you want to search. '\' character is the escape character.

Replace String: A String you want to replace.

From Beginning of Text: Start searching from the top of the current message.

All Messages in Folder: Search in all messages in the folder.

Mark Replaced Line: Set bookmark on the line which includes the replaced strings.

Match Whole Word: Match a string whose before and after character is a white space or one of the delimiting characters.

Match Top of Line: Match a string which is at the top of the line.

Ignore Case: Search with no upper/lower case sensitivity.

Regular Expression Use regular expressions for the find string.

Replace All: Find and Replace in a whole text at once.

Save Option: Save this condition as the default setting.

Jump To

Move caret to the position which is specified by line number.

Top of Text

Move caret to the top of the text.

Bottom of Text

Move caret to the bottom of the text

Thread mode

Change the order of mail items from recent order to threaded order which older messages are upper and each reply message follows the original message. It is useful when you read the messages from mailing lists.

For example, If you have these messages in your inbox(newer is upper) ...

Re: Octopus
Re: So what?
Re: Octopus
Octopus
Re: I like it!
So what?
I like it!

It will be like this in the thread order.

I like it!
Re: I like it!
So what?
Re: So what?
Octopus
Re: Octopus
Re: Octopus

Escape Characters

<code>\t</code>	Tab
<code>\n</code>	Line feed
<code>\b</code>	Bell
<code>\f</code>	Form feed
<code>\e</code>	Escape
<code>\r</code>	Carriage return
<code>\0</code>	Null
<code>\xXX</code>	Control code represented by XX (0x01 to 0x1f)
<code>\\</code>	'\ ' itself

Regular Expressions

The following expressions are supported.

- `^` Match the top of a line.
- `$` Match the end of a line.
- `X|Y` Match X or Y (X,Y is a regular expression)
- `[A-Z]` Match a character between A and Z. (A, Z is a certain character)
- `[^A-Z]` Match a character which is not included between A and Z.
- `[ABC]` Match a character one of the characters "ABC". (A,B,C is a certain character)
- `[^ABC]` Match a character not one of the characters "ABC".
- `.` Match any one character.
- `X*` Match zero or more repeat of X. (X is a regular expression)
- `X+` Match one or more repeat of X.
- `X?` Match X or empty string.

A regular expression between `()` has higher priority of operation.

Receive

Receive new messages.

Receiving messages

Deliver

Send all messages in OutBox of all accounts.

Sending messages

Receive All

Receive all messages from your mail server including the read messages.

This command can be used only when the "Delete Remote Mail When Received" option in the "Accounts" preference is **not** checked.

Receiving messages

Check All Accounts

Check all the accounts you have defined one after another, and collect all unread messages.

Remote Mailbox

Retrieve information about the messages on the POP server and list them up.

You can select items and mark them as 'Receive', 'Receive&Del', 'Delete', or 'Read/Unread'. When you push 'OK', those commands will be processed. 'Read/Unread' is only effective when you have unchecked 'Delete Read Mail on Server' in the 'Accounts' property.

Clean up Server

Delete all the read messages on your mail server.

This command can be used only when the "Delete Remote Mail When Received" option in the "Accounts" preference is **not** checked.

Receiving messages

Compose

Open the compose window to compose new message.

Sending messages

Reply

Open the compose window to reply to the selected message. This command only replies to the sender of the message. If you would like to reply to the people who are listed in the Cc and To fields, use Reply All command

Sending messages

Reply All

Open the compose window to reply to the selected message. This command replies not only to the sender but also to the people who are listed in the Cc and To fields except you.

Sending messages

Forward

You can forward incoming messages to another person by the "Forward" command. The forwarding command has three different mode which you can select when selecting the forward command.

First one, you can send the forwarding message "from you" so that the receiver can receive this message as the message sent from you. "From:" field shows up your address and "To:" field shows up the receiver's address. The receiver will reply of the message to you

In other two mode, the forwarded message shows up original "From" , "To" field, so you should be careful that if the person who got the forwarded mail replied to the message by the mailer which is unconscious of the "Resent-From" header, the reply mail will go to the original sender.

If you select "Redirect", the forwarding message has no "Fw:" prefix on the subject and original message will be sent. It would be useful when you would like to send the message which you have received somewhere else to your permanent mail address, or you would like to forward the message to whom is supposed to treat the message in your company.

With *Becky!*, you can choose the address who is supposed to receive the reply message for the forwarded mail by regarding the "Resent-From" and the other "Resent-" headers.

Sending messages

Delete

Delete the currently selected messages in the list pane.

Edit Message

Allow the user to edit messages.

Print

Print the selected message.

Print Preview

Show the print preview image of the message.

Receive From Backup Logs

If you checked 'Leave Backup Logs' option in the 'Receive' property, incoming messages are saved to another file whose file format is 'YYYYMMDD.bkl' (YYYYMMDD is today's date).

You will be able to reload the messages which you have received on a certain day.

Exit

Exit the application.

Send

Send this message immediately

Sending messages

Save to OutBox

Save this message into OutBox so that you can send them all by "Deliver" command.

Sending messages

Save to Draft Box

Save this message into Draft Box so that you can polish it later.

Sending messages

Reminder

Save this message as Reminder, a message which will be delivered to you at specified date.

Sending messages

Load Template

Load a template message which you have saved before.

Sending messages

Save Template

Save this message as a template which you can reuse it as the fixed-form.

Sending messages

Close

Close the composing window.

If you wrote a message and did not send it yet, you are warned before closing.

Address Book

Open address book and select addresses to send mail.

Add the Sender to Address Book

Add the address of the sender of the selected message.

Header Information

Show the complete header information for the selected message.

EUC to SJIS

Convert the Japanese EUC message to SJIS message.

If the message is not a valid EUC text, you are asked whether you force to convert. If you force it, you cannot get back original message anymore. So, be careful.

SJIS to EUC

Convert the Japanese Shift JIS message to EUC message.

If the message is not a valid SJIS text, you are asked whether you force to convert. If you force it, you cannot get back original message anymore. So, be careful.

Filtering

Move particular incoming messages to particular folders according to the Filtering definition.

If "Auto Filtering" is ON, those messages are automatically delivered, but if that switch is off or you change the definition of the filtering, use this command to filter all the messages in the Inbox immediately.

See "Filter" definition.

Export

Write the selected mail items into a file in various way.

Export Dialog

Export File Name Specify the name of the output file. Existing file will be overwritten.

[No]Separator Specify if you would like to add a separator string for each mail items.

Insert Separator at Top of Text

Specify if you would like to add a separator at the top of the text

One File for One Item

Specify if you would like to write one item as one file. If it is specified, the extension of the export file name will be ignored and the file number will be added as an extension for each file such as "file.1", "file.2" ...

Reorganize

Becky! usually manage mail items in date-descendant order. But after you move or copy mail items to other folders, those order is disordered.

In this case, use this command to reorganize the order of the mail items.

They will be sorted by "Sent date" not "Received date" and the time differences are ignored , so they may not be in the correct order.

Mark as Read

Mark the selected messages as read.

Mark as Unread

Mark the selected messages as unread.

New Letter Folder

Create new letter folder. If you locate cursor at root or system folder (InBox, OutBox, and Trash Box), the new folder will be a child of the root. If you locate cursor at the folder you created, the new folder will be a child of the folder.

After creating folder, you can change the folder name.

Explore Attachment Folder

Open the Windows Explorer in the attachment folder. Attachment folder stores files in the messages which you have received.

Switch User

Switch the account to the other one.
You can manage multiple account up to ten.

Accounts preference

Address Book Dialog

You can input E-mail addresses using the address book.

The list at the upper side is the list of addresses and groups. The addresses are belongs to each address group. You can make multiple address groups as well as e-mail addresses.

Double clicking the address group is to select the group as a current address group. Only the addresses which belongs to the current address group are shown in the list. You can switch a current address group in the right mouse button menu as well.

Double clicking an address is to input to To, Cc, or Bcc list. The address will be input where the square button is pushed.

You can click each To, Cc, or Bcc button to input addresses instead of double clicking. Triple clicking means clicking OK button after double clicking.

Details on the window items

New Addr	Add new address to the current group
New Grp	Add new group
Properties	Show the properties of the focused address or group
Select All	Select all the items
Delete	Delete selected items
Sort	Show the sort mode of the address list (You can sort items by clicking each header of the list.)
Up/Down	Move the selected item up or down
To	Input selected items to To field
Cc/Bcc	Input selected items to Cc or Bcc field
<<Delete	Delete a selected address from To, Cc, or Bcc list
<<Clear	Delete all the addresses from the To, Cc, or Bcc list
Input Address	Input address or nickname directly
Set To Mail(OK)	Set the input addresses to a composing window
Close(Cancel)	Close the window

Properties of Address

Name	Specify the real name for the address. It is shown as "Tomohiro Norimatsu <carty@kagi.com>" in the To or Cc field.
Mail Address	Specify the e-mail address.
Nick Name	Specify a nick name for this address. Nick name works like as follows: If you specify a nickname "tomo" for "Tomohiro Norimatsu <carty@kagi.com>", you will get entire address by simply typing "tomo" in the "To" field and hit Enter or Tab key.
Comments	Comments for the address. It shows up at the right of the address list.
Related URL	Specify related URLs. You will jump to specified site from the right button menu when you are selecting the address in the address list. You can specify multiple URLs by delimiting by comma, though (therefore) you can't specify a URL which contains comma.
PGP User ID	Specify particular PGP user ID for this address if you need. As default, an e-mail address enclosed by <> is used for specifying a PGP user in Becky!.

Spell Check

You can use spell checking capability on the compose window if you have Microsoft® Office 95 installed.

CSAPI(Common Spelling API), *Becky!* uses for spell checking, is not officially supported by Microsoft® however. So, you might not use spell checking on occasion even if you have installed Office95. If so, let me know please.

If you select text, inside of the selection is checked. If not, entire text is checked.

When a suspicious word is found, the dialog box appears and suggests other candidates. You can select Ignore, Ignore all, change, change all, add (to the user dictionary) options.

User dictionary is created in the root mail folder. The name is "BKcustom.dic". This is a plain text file. If you want to delete or add words in the user dictionary, you can edit the file directly.

"BKexc.dic" is also found in the same folder. It, however, is not used currently.

Spell checking

You can use spell checking capability in the composing window. The entire text or the selection will be checked.

You can check text by American English, British English, or the both by configuring it in the "Misc." property.

Although there is no capability to maintain the user dictionary, it is a plain text file stored in the mail box directory so that you can edit it directly.

Open the "BkIgn.TLX" file by a text editor such as notepad, edit, and save. Be careful not to remove the first line in the text. Which shows up like this:

```
#LID 1033 1 86
```

Using Template

By using the template capability, you can handle fixed form of messages efficiently.

Create a template

Select the "Compose" command like when you compose a new message. Then, write a fixed form message and add Subject, Cc, Other headers as you need. You can use the following macro symbols which will be translated when the template is loaded.

%f	From field of the reference message. ("reference message" here means that you refer when you are replying or forwarding a message.)
%t	To field of the reference message.
%d	Date field of the reference message.
%D	Date information of the reference message. it is converted to local time and formatted Windows' standard date format which you can configure in the control panel.
%i	Message-Id field of the reference message
%s	Subject field of the reference message.
%n	The name which is retrieved from the From field of the reference message.
%a	The mail address which is retrieved from the From field of the reference message.
%h{ <i>header</i> }	Any other header data indicated by <i>header</i> . e.g. %h{X-mailer}
%m	The entire message of the reference message.
%M	The entire message of the reference message with the citation prefixes.
%A	Your email address
%N	Your name
%1 ` %0	Signature No. 1 to 10.
%%	% itself

Then, use "Save Template" command to save the message as a template. You may omit the ".tml" extension, but you may not use any other file extension.

Quick example:

Hi %n,

On %d
%f wrote:

%M

%1

If the above template is saved and configured as 'Reply Template' in the 'Misc.' settings in the 'Accounts' property, you always get a text like this when you are replying.

Hi Tomohiro Norimatsu,

On Wed, 24 Jul 1996 14:56:24
Tomohiro Norimatsu <carty@kagi.com> wrote:

>Hi,
>What's up?

--

Johnny B. Good <john@blahblah.com>
Blah-Blah technology Inc.

Edit a template

Open the composing window.
Then select the "Load Template" command pressing the Shift key.
You have to press Shift key so that the macro symbols are not interpreted.
Then edit and save it by the same way of creating a template.

Load a template

You can use "Load Template" command in the composing window.
Or, when you select "Compose", "Reply", or "Forward" command with pressing the Shift key, you can select the template in advance.

Command line options

Becky! supports the following command line options.

Rebecca /A mail@address Open the compose window for the address

Rebecca filename [filename...] Open the compose window with opening the specified files. If the files are text files, they are loaded as a message, otherwise added as attachments.

FAQ and Tips

How can I see the help for each command?

Click the rightmost tool button with a question mark icon. The figure of the mouse cursor is changed. Then select any tool button or menu item.

How can I turn off the annoying control characters such as CRLF and Tabs in the editor?

You have an option for turning them off in the 'Screen' property in the 'Preferences'.

The word wrapping is fine. But when I paste strings, The lines are not wrapped automatically. How can I do with it?

You need to select the text you would like to wrap and use 'Reformat' command. It is available on the tool bar (6th button from the right).

How can I use Becky! as a standard mailer for MS Internet Explorer 3.0?

To make it the default email program for MSIE, you need to configure the file type as follows:

- 1) Run 'Explorer'. (the Windows' Explorer, not the Internet Explorer)
- 2) Select 'Options' in the 'View' menu.
- 3) Select 'File Types' Tab.
- 4) Select 'URL:MailTo Protocol' in the list and click 'Edit' button.
- 5) Select 'open' in the 'Action' list and click 'Edit' button.
- 6) Input Becky!'s full path name and ' /A %1' option in the 'Application used to perform action' field.
e.g.
C:\Program Files\RIMArts\Rebecca\Rebecca.EXE /A %1
- 7) Then click 'OK'.

How can I use Becky! as a standard mailer for Netscape Navigator?

You will need to use a "Web Expander" utility. It is a shareware which is available at <http://www.st.rim.or.jp/~tezz-k/>

How can I configure the print settings such as margins and footers?

You can configure the print settings by editing Rebecca.INI file. Add the following description under the [Settings] section.

Footer note. &p represents the page no.

Footer=- &p -

Footer alignment. 0: Left, 1: Center, 2:Right
FootAlign=1

Header note.
Header=
HeadAligh=

Margin. (mm co-ordination)
PrintTop=5
PrintBottom=5
PrintLeft=5
PrintRight=5

I'd like to read unread mail continuously.

Use space key. :-)

The mail view is too narrow, I'd like to read mail in a larger window.

You can maximize and restore the view window by double clicking the 'middle bar'.

What is the 'middle bar'?

The area at the middle of the main window which shows up 'Subject', 'Date', etc.

I would like to use the same mail folders for different mail accounts.

Select the same 'Mail Box' number in the 'Accounts' property. The 'Mail Box' number is assigned to the mail account number as default.

When I look for help in the find option, I get an error "Unable to display the find tab. (177)".

Sorry, it is a known bug which I have not found the way to solve it.

About the registration

Becky! is a shareware: distribution and trial are free of charge.
If you want to continue to use this software, please pay for it.
Trial period is up to 30 days.

If you register ...

- You will not see the shareware notification dialog on startup.
- You will be notified the major version up of Becky! via E-mail.
- You will receive the information on the other products, both free software and shareware, of RIM-Arts.

Please check before the registration

- You MUST have an E-mail address.

Without an E-mail address, you will not receive a registration pass code.

"E-mail address" here means one which can receive Internet mail.

If you are, for example, a member of America Online, or whatever network service which supports Internet mail, your E-mail address should be

YOURID@aol.com (America Online)

YOURID@compuserve.com (CompuServe)

...

- You MUST have one of the payment methods which are supported by Kagi Shareware.

Credit Card: Visa, Mastercard, American Express.

Check or Money Order

Cash (It, however, is not a good idea because of the security reason and sending cash is prohibited in some country's law.)

First Virtual: see <http://www.fv.com>

Invoice

Price

40 US\$ for one license.

400 US\$ for 20 licenses package.

600 US\$ for 40 licenses package.

How to register

- Run REGISTER.EXE. (REGISTER.EXE is included in the Becky!'s package.)
You can also run REGISTER.EXE from the startup dialog clicking "Order To Kagi Shareware" button.
- Fill out the information such as your name, E-mail address, number of licenses you are purchasing, and payment method.
For more details, see REGISTER.HLP.
- Send the output of REGISTER.EXE to Kagi Shareware (shareware@kagi.com).
via E-mail, postal mail or fax.
Please do NOT send it to me directly.
- You will receive a confirmation of the payment and a registration pass code via E-mail.
Generally, It takes less than a week to receive it.
Fax order takes a few more days.
Long weekend, heavy network traffic, etc., may cause a several days delay.
If you do not receive a reply in two weeks, please contact me. (carty@kagi.com)
- Run Becky! and push "I have paid and got a pass code." button on the startup dialog.
You can also register from "User Registration" in the "Help" menu.
- Fill out the information: your name, registration pass code and E-mail address, and push "OK".

If you have any problem through the registration procedure, feel free to contact me. (carty@kagi.com)

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- Kagi shareware is the secure and convenient shareware payment processing service. "<http://www.kagi.com>".
 - Register for Windows (REGISTER.EXE) is written by Grzegorz Kochaniak.

About PGP

Becky! has an easy-to-use PGP front end capability. It, however, is assumed that you already have installed PGP program and your system is configured correctly. **Becky! doesn't have any encrypting or decrypting code inside.**

Background

PGP is divided to two versions; US version and International version.

It is free, but it is **illegal to download and use US version outside USA** and **illegal to download and use International version inside USA.**

For that reason, PGP has a sort of complicated background. So, please obtain and use PGP program **totally on your own responsibility.** Read all the instructions and documents which is included in the PGP archive very carefully before use it.

I can't give further information on PGP itself. If you are interested in it, please find appropriate information for your country.

Becky's PGP functions

Composing (in the Tool menu)

Signature	Sign an outgoing message with your secret key. Do not modify the text after you add a signature. (PGP -sta)
Encrypt	Encrypt an outgoing message for the recipients specified in To, Cc, and Bcc field. You need to have public keys for those recipients in your public key ring. (PGP -ea)
Sign and Encrypt	Sign and encrypt an outgoing message. (PGP -esa)
Attach Public Key	Extract a public key of specified PGP user from your public key ring and paste it into text. (PGP -kxa)

Receiving ('PGP processing' command in the Tool menu)

Decrypt

Check signature

Add public key

(All three process can be done by single 'PGP processing' command.)

