Eudora Reference Guide

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

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

Queue For Delivery ⌘E
Change Queueing...

Attach Document... ⌘H

Delete             ⌘D
```

1. 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. The window of a new message entitled <<No Recipient>> <<No Subject>> will appear. The insertion point will be blinking at the start of the "To:" field of the message header.

The Icon Bar
The icon bar consists of a series of objects that are displayed just under the title of the window. 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 priority popup and five icons, each which may or may not have a check mark next to it. The preferences, indicated by the icons, may be turned on or off for the current message by clicking on the corresponding icon. A check mark symbol appearing next to the icon denotes that the option has been turned on. The priority popup menu and the icons are described below.
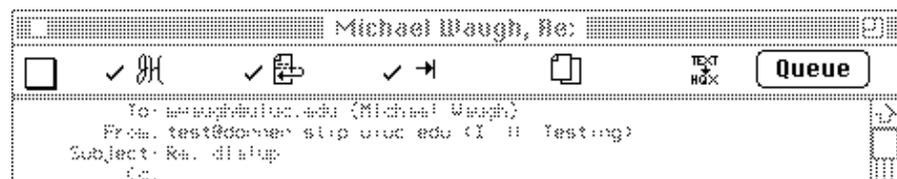

Figure 1.1. The Icon Bar

Priority popup. The leftmost object in the icon bar is the priority popup menu. For most messages, this is just an empty box, which means the message will be sent at a normal priority. If you want to indicate that your message is of higher or lower priority than a normal message, use this menu. Priorities are discussed in Section 19 of this manual.

Signature (John Hancock). If this icon is checked, Eudora will automatically attach your signature file to the end of each message you send (see Section 23).

Word-Wrap. If this icon is checked, a carriage return is not required at the end of each line you type in; Eudora will

automatically "wrap around" to the next line. Your message will be formatted with line breaks at about 76 characters per line.

Tabs in Body. If this icon is checked, hitting the TAB key when in the message body will result 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. Otherwise, hitting the TAB key will advance 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 not binhexed. If Tabs in Body is checked, tabs will be replaced with spaces; otherwise, the tabs will be sent as-is.

Keep Copy: If checked, a copy of each sent message will be kept in the Out mailbox (their summaries will be marked with an "S" in the far left column of the Out mailbox window, indicating that they have been sent). These message are saved until they are deleted or transferred to a different folder.

BinHex 'TEXT': If checked, plain text files sent as attachments will be encoded in BinHex format; otherwise, they will be appended to the message with no encoding, as though you had typed them into the body of the message.

Send or **Queue**: If you have the "Immediate Send" option checked in the "Switches..." dialog box under the Special menu, the rightmost button in the icon bar will be labeled "Send," and clicking on this button will immediately send the message. Otherwise, this button will be labeled "Queue," and will function like "Queue for Delivery" under the Message menu (i.e., upon clicking this button, the message window will close and the message will be held in the Out mailbox, marked ready for delivery; further details on sending messages may be found in Section 3).

The icon bar itself is optional, and to eliminate it from composition windows, de-select "icon bar" in the "Switches..." dialog (Section 25).

The Message Header and its Fields

An e-mail message is divided into two major parts, the header and the body (see Figure 1.2). The header is the top portion of a message and consists of a group of *fields* (spaces for holding information). In Eudora, there are six fields displayed in an outgoing message header: To:, From:, Subject:, Cc:, Bcc: and Attachments:. Each field holds a different piece of information. The To:, Subject:, Cc:, and Bcc: fields may be directly edited.
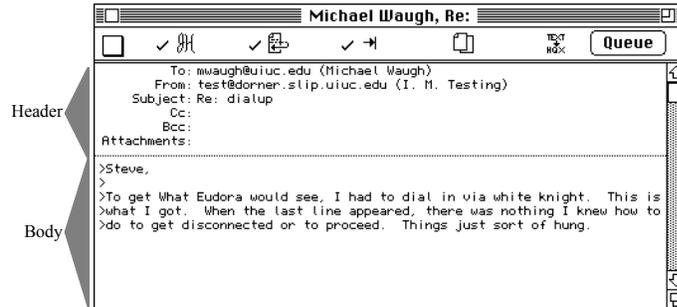
Figure 1.2. A composition window; header and body.

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 Section 13). Multiple addresses are allowed, but must be separated by commas.

From: The sender's e-mail address. This will usually be your POP account plus your real name. You can use an address other than your POP account by using the Return Address box in the "Configuration..." dialog (see Section 24). You may not change this field in a message; you must use the "Configuration..." dialog.

Subject: Brief text indicating the contents of the message. This field may 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, address listed here will receive copies of the message. Unlike addresses listed in the Cc: field, addresses listed in the Bcc: field will 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 may 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 Section 11). Delete them by clicking on one and pressing "delete". You may not enter information directly into this field. This field may be left blank.

The Body of the Message

After filling in the fields, move the insertion point to the space below the message header. Here you may type the text of the body of the message.

Feel free to use the standard Macintosh text-editing tools provided under the Edit menu (see Section 30).

If the "Word-wrap outgoing mail" option in the "Switches..." dialog (see Section 25) or icon bar is checked, you don't need to press <return> at the end of a line of text. The text will wrap around to the next line automatically. If this option is not set, be sure to type in a <return> at the end of each line or your message may not be legible on the recipient's computer.

```
┌──────────┐
│ File     │
├──────────┴─────────────┐
│ New Text Document      │
│ Open...            ⌘O  │
│                        │
│ Close              ⌘W  │
│ Save               ⌘S  │
│ Save As...             │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄ │
│ Send Queued Messages ⌘T│
│ Check Mail (11:15 AM)⌘M │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄ │
│ Page Setup...          │
│ Print...           ⌘P  │
│ Print Selection...     │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄ │
│ Send to Back       ⌘B  │
│ ┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄ │
│ Quit               ⌘Q  │
└────────────────────────┘
```

2. 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 do this, while the outgoing message window is open, select "Save" from the "File" menu. The message will not be closed but the current version of the message will be saved in the Out mailbox. You might notice that the title appearing at the top of the message window will change from <<No Recipient>> << No Subject>> to what you typed in the "To:" and "Subject:" fields of the message.

If you were to then close the message (by clicking the close box in the upper left-hand corner of the message window, or by choosing "Close" from the File menu), it could be re-opened from the Out box for further changes. As with any message summary listed in a mailbox window, it can be identified there 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 (see Figure 2.1) indicates that the message is being indefinitely held there and is "queueable." Such messages will remain in the Out mailbox until they are queued and sent or deleted.

```
┌─────────────────────────────── Out ═══════════════════════════╗
│ ●  Michael Waugh                    │ 1 Re: dialup           │⇧│
│                                     │                        │ │
│                                     │                        │ │
│                                     │                        │⇩│
│ 1/0K/0K        │⇦│                                      │⇨│⊡│
└───────────────────────────────────────────────────────────────┘
```
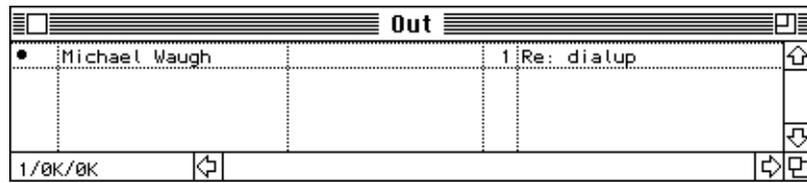
Figure 2.1. A sendable message saved in the Out mailbox.

If you try to close an outgoing message window without specifically saving that version of the message, a dialog box will appear asking you if the message should be saved or the changes

discarded. If you choose to discard changes and the message has never been saved, the message will be deleted.
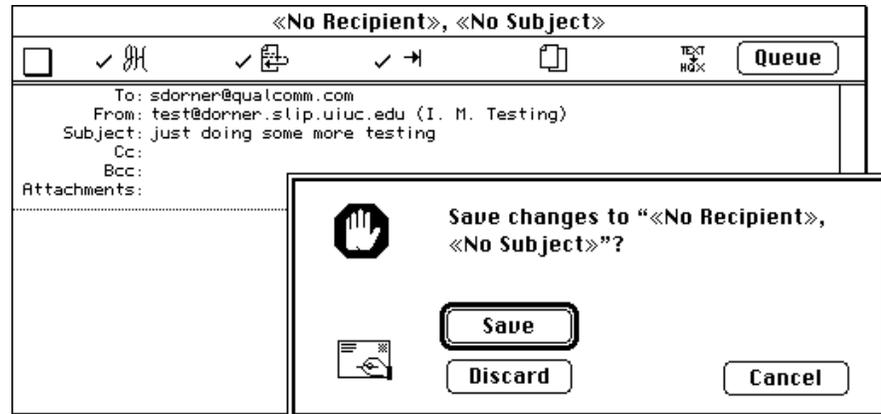
Figure 2.2. Closing an unsaved composition window.

3. Sending A Message

One-Step Send

If you check "Immediate Send" in the "Switches..." dialog box (see Section 25), Eudora will send the current outgoing message as soon as you select "Queue for Delivery" from the Message menu.

Alternatively, if you have both "Immediate Send" and "Icon Bar" selected in the "Switches..." dialog box, the rightmost button appearing in the icon bar at the top of the open message window will be labeled "Send." Clicking on this button will immediately transmit the message.
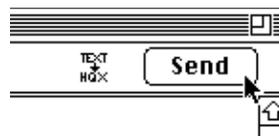
Figure 3.1. Clicking the Send button.

If "Show Progress" is selected in the "Switches..." dialog box, progress windows will momentarily appear at the top of the screen when you actually send the message, indicating the transmission process as it occurs.

Figure 3.2. Progress Window

Two-Step Send

Some people may prefer to compose many messages, and transmit them all at once. This is only possible if you do not select "Immediate Send" in the "Switches..." dialog box (see Section 25).

To accomplish the first step for any current outgoing message, select "Queue For Delivery" from the Message menu. Alternatively, if your are using the icon bar option, you may click on the rightmost button appearing in the icon bar at the top of the message window, which will be labeled "Queue."
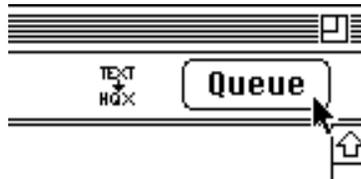

Figure 3.3. Clicking the Queue button.

Either of these selections will close the message window (if it was open), save the message in the Out mailbox and mark it as "queued," meaning ready to be delivered. Opening the Out mailbox will reveal that queued messages are marked by a "Q" in the far left-hand column (see Figure 3.4).
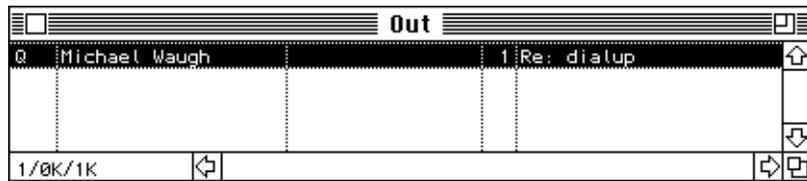
Figure 3.4. A Queued message in the Out mailbox.

For the second step, under the File menu select "Send Queued Messages". This will send out the queued message. If "Show Progress" is selected in the "Switches..." dialog box, the Progress window will momentarily appear when you actually send the message.

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, choose "Change Queueing..." from the Message menu. You will be presented with the following dialog box:

Figure 3.5. Change Queueing dialog.

If you choose "Right Now", you get the same result as a One-Step Send. If you choose "Next time queued messages are sent", it is the same as Two-Step Send. If you choose "On or After", you may use the time and date boxes below to fill in the time when the message should be sent. The message will be saved in the Out mailbox with a "Q" in the status column, as for a Two-Step Send. However, the message will not actually be sent until the specified time arrives.

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

Sending Queued Messages on Check
If you select "Send on Check" in the "Switches..." dialog box, every time a manual or automatic mail check occurs, any queued messages will be sent out, thus saving you the step of choosing "Send Queued Messages".

Quitting with Queued Messages
If you quit Eudora after you have queued some messages, but without sending them with "Send Queued Messages," you will be given the opportunity to send the messages before Eudora quits.

Figure 3.6. Quitting with queued messages.

If you quit with timed messages, Eudora will warn you if the messages are due to be sent within the next 12 hours, and give you the opportunity to send them.
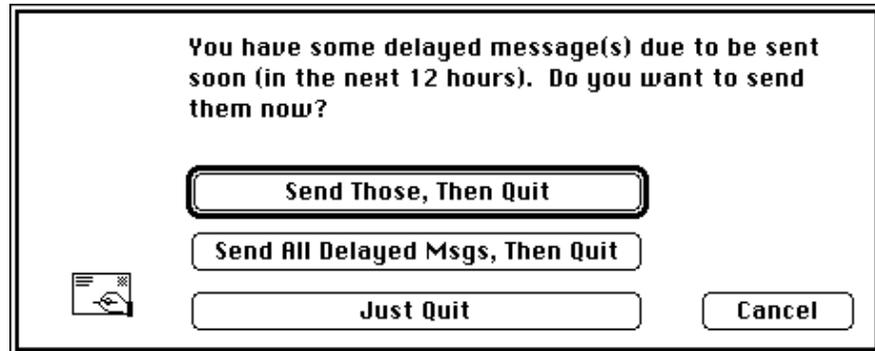

Figure 3.7. Quitting with timed messages.

Note: If you have both queued messages and timed messages that are due to be sent in the next 12 hours, you will be the lucky recipient of **both** *warnings.*

Editing a queued message

A message that is queued but as yet unsent may be un-queued with the "Change Queuing..." command found under the Message menu. This is the only way to change the message status from "queued" to "queueable" (i.e. "saved"). The message will be held in the Out mailbox until it is either deleted or re-queued and sent.

Note: You may also send a message immediately or change it to timed send with the "Change Queuing..." command.

If you choose to open a queued message for further editing, you may 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. The message will return to the Out mailbox with a queued status. If you close the changed message without choosing one of these, a dialog box will appear verifying that the additional changes should be included.

Keeping Copies of Outgoing Messages

Once a message is sent, it is put into the Trash mailbox, unless "Keep Copies" is selected in the "Switches..." dialog box or in the icon bar. In that case, the message is left in the Out mailbox, and is annotated with an "S" in the status column of the Out mailbox (see Figure 3.8).
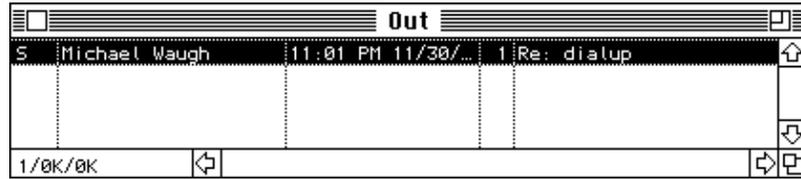
Figure 3.8. Copy of outgoing message saved in Out mailbox.

4. Password Protection

There is password protection on mail checks to the POP server. Each time the Eudora program is opened, your password will be requested prior to the first mail check, whether it is conducted automatically or manually (see Section 5). If automatic checking is set, upon first opening Eudora, a dialog box requesting your POP server account password will appear. If automatic checking is disabled, upon the first manual check, the same dialog box will appear, requesting your password.

Figure 4.1. Password dialog.

In either case, type in your password in the box at the insertion point and click the "OK" button. If you make a mistake before clicking "OK," simply backspace and re-enter the password correctly.

If your password is rejected, you will have to do a manual check for mail (i.e., choose "Check Mail" from the File menu) to have another chance to enter your password.
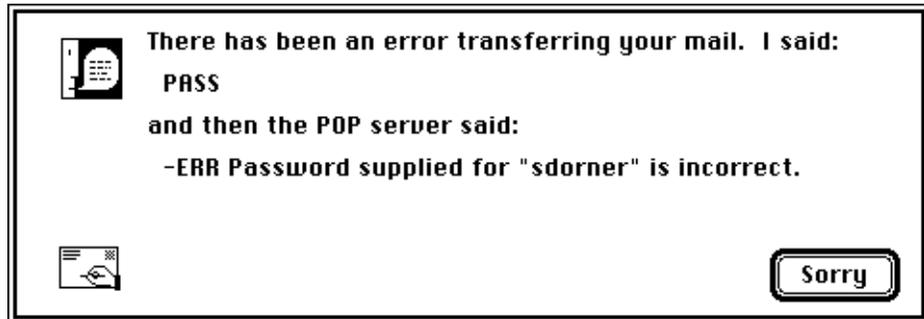
Figure 4.2. Oops. Wrong password.

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

Another password-related option is "Save Password" which is in the "Switches..." dialog box. This option makes Eudora remember your password from one session to the next (i.e. 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.

Please enter the new test@dorner.slip.uiuc.edu
password:

Password: [   ]

[Cancel] [OK]
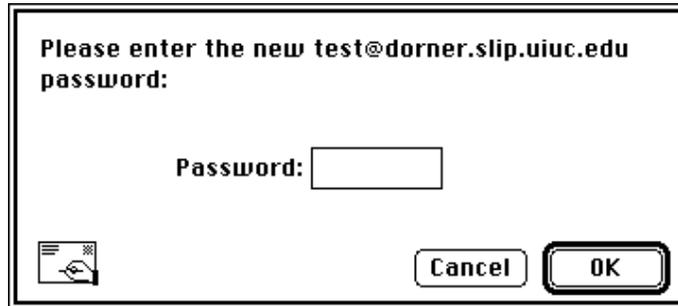
Figure 4.3. Changing a password with Eudora.

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

5. Checking For and Receiving Mail

The POP (Post Office Protocol) 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 "Configuration..." dialog (see Section 24).

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

There are two ways to check your designated POP server to see if new mail has arrived and have it forwarded to Eudora. One way is automatic and the other is manual. Before any checks are made, however, your POP account password will be requested (see Section 4).

Automatic Checking

Eudora provides for an automatic mail check whose frequency is determined by the "Check for mail every ? minute(s)" setting in the "Configuration..." dialog (see Section 24).   Leaving this setting empty disables the automatic check. Any other number entered here denotes the number of minutes between automatic checks to the POP server. An entry of "10" (for 10 minutes) is recommended as a good minimum time; checking mail more frequently may result in unnecessary load on your POP server.

An automatic check provides for polling of the POP server so that you can receive new mail without having to choose "Check Mail" from the File menu. Automatic checking works whenever Eudora is running, even if you are using other Macintosh applications. You can be notified of new mail in one or all of four different ways; an alert, a special sound, a flashing mail flag icon in the menu bar, or the opening of the In mailbox.

Figure 5.1. New mail icon in the menu bar.

To view the new mail message(s), switch to the Eudora program. Depending on the settings you have chosen in the "Switches..." dialog, the In mailbox may already be open for you. Otherwise, you will have to choose "In" from the "Mailbox" menu to see your new mail. Mail always arrives in the In mailbox. Unread messages in the In box are designated by a small black dot, or bullet, on the left side of the message summary (see Figure 5.2). Double-clicking on a message will open it. Incoming messages are saved indefinitely in the In mailbox unless they are deleted or transferred to another mailbox.
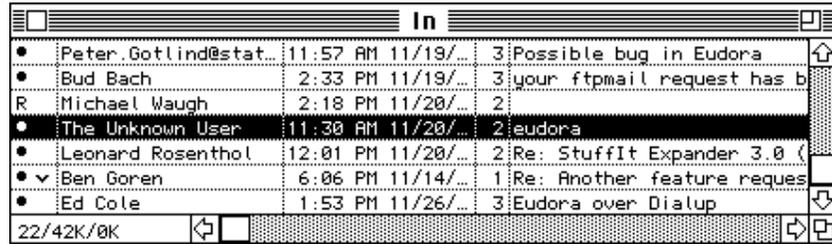
Figure 5.2. Mail arriving in the In mailbox.

*Note: If you choose to have the In mailbox opened for you when
mail arrives, the selection in that mailbox will be changed
to FUMLUB. FUMLUB is an acronym for "the First
Unread Message of the Last Unread Batch". That is,
Eudora selects the first unread message following the last
read message. The mailbox will, however, be scrolled to
the bottom, even if this means the selected message isn't
visible.*

If automatic checking is set, the "Check Mail" command under the File
menu will show the next time that an automatic check is scheduled to
occur.

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 will be prompted for it.

If the "Show Progress" option is selected in the "Switches..." dialog, the
Progress window will appear temporarily at the top of the screen as the
POP server is checked.
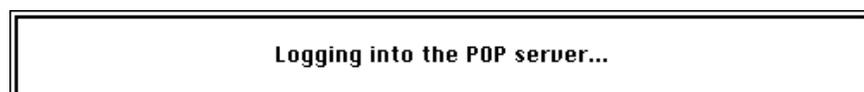
Figure 5.3. The Progress window during a mail check.

If there is no mail waiting at your account on the POP server, nothing

more will happen. You may check for mail again later. If there is a problem reaching the POP server, a dialog box with an error message will appear, such as the one in Figure 5.4. To rectify the problem, review your POP server settings in the "Configuration..." dialog for correctness. If there is no obvious error, contact your system administrator.
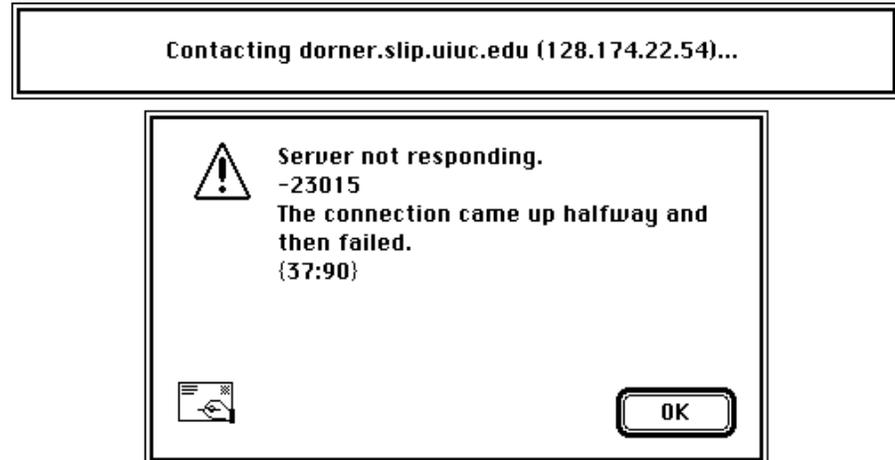
Figure 5.4. Error while checking mail.

If there is new mail, any messages will be transferred automatically from the POP server to Eudora on your Macintosh system. If you have checked the "Show Progress" option in the "Switches..." dialog box, the transfer of messages will be reflected in the progress window at the top of the screen.

Following this (depending on the settings you've chosen in the "Switches..." dialog), the new mail dialog may appear, stating that mail has arrived.

Depending on your settings, the In mailbox window may appear. Mail will always arrive in the In mailbox. Unread messages in the In box are designated by a small black dot, or bullet, on the left side of the message summary (see Figure 5.2). Double-clicking anywhere on a selected message summary will open the message on the screen. Incoming messages will be saved indefinitely in the In mailbox unless they are transferred to another mailbox or deleted.

"Leave Mail on Server" Option

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 "Switches..." dialog solves this dilemma. If this option is checked, Eudora will transfer 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 of the POP server. On the next mail check, Eudora will ignore the copies of previously read messages, and look for new ones.

If you have checked "Leave mail on server" in the "Switches..." dialog, you will see the following message on your screen, before Eudora transfers any new mail upon a manual check:

Figure 5.5. Progress window when "LMOS" is on.

When using your primary Macintosh system, you should uncheck the "Leave Mail on Server" option, so that all messages (new ones as well as copies of old ones you read through other Mac systems) will be 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 will have to cooperate for this to work; most do.

The "Skip Big Messages" Option
If you select the "Skip Big Messages" option from the "Switches..." dialog, Eudora will not download large messages. Instead, it will download only the first few lines of such messages, and add a note at the bottom stating that the whole message has not been transferred. This can be useful on slow connections.
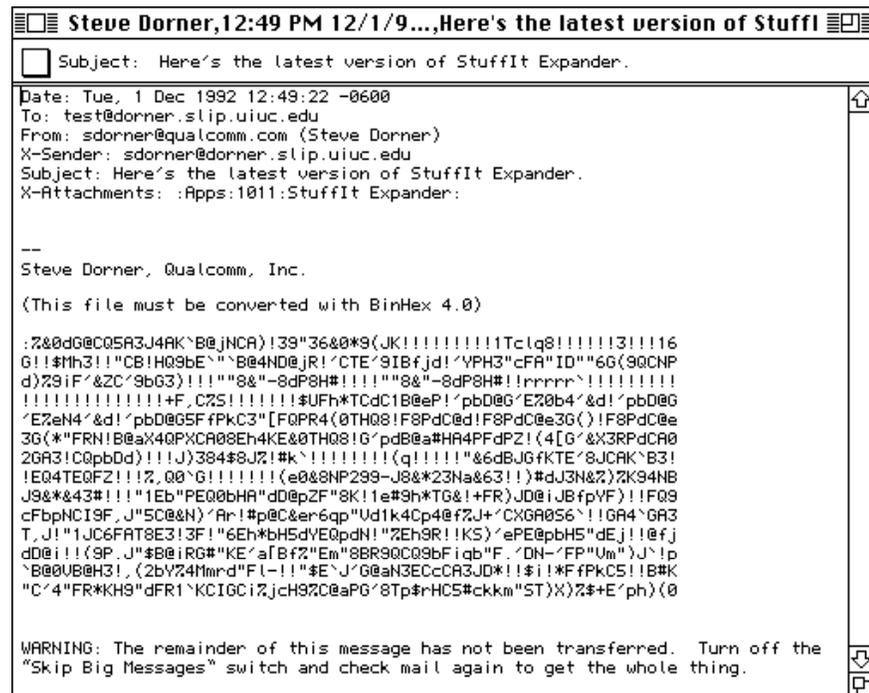
Figure 5.6. The rest of this message was skipped.

Turn "Skip Big Messages" off if you want to get all of the big message.

Note: *Eudora considers "big" to mean 40K. 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, just hold down the command (Apple) key and press period.

6. Anatomy of a Mailbox Window

Mailbox windows are one of the most important elements of Eudora. One is pictured in Figure 6.1.

Figure 6.1. 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, just click on it. There are several ways to select more than one summary. You can press on a summary and drag through the ones you want to select. You can click on one summary, hold down the shift key and click on another summary; this will select both summaries and all the summaries between them. Finally, you can hold down the command (Apple) key, and click on the messages you want to select; this allows you to make "disjoint" selections.
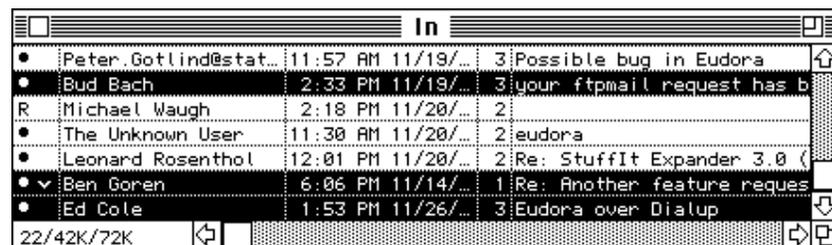

Figure 6.2. A disjoint selection in a mailbox window.

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 may be 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 by one of the following small icons:

ʌ̇   Highest priority

ʌ   High priority
    Normal (blank)
ᴠ   Low priority
ᴠ̦   Lowest priority

For more information on message priorities, see Section 19 of this manual.

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 (a "K" is 1024 bytes), and the **subject column** displays the subject of the message.

Resizing Columns
You can resize any column in mailbox windows. Move the mouse until it is over the dotted column divider to the right of the column you want to resize. The cursor will turn into the column resize cursor.
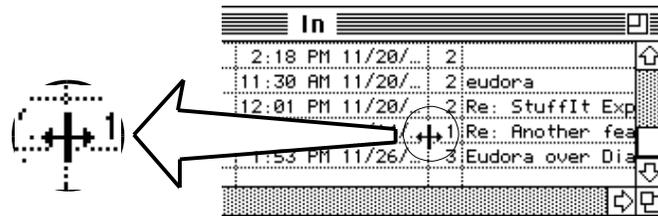
Figure 6.3. Column resize cursor.

Simply press the mouse button, drag the divider to the position you desire, and release the mouse button. The column divider will move to the new location, and the mailbox will be redrawn.
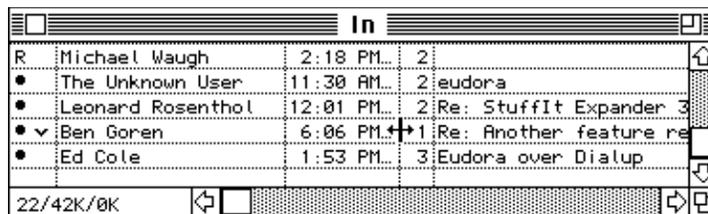
Figure 6.4. Mailbox after resizing column.

You can only drag a column divider as far as the divider to its left. If you do so, you will see a double divider line in place of the column, and the contents of the column will not be displayed. To make the column show again, just drag the right half of the double line to the right.
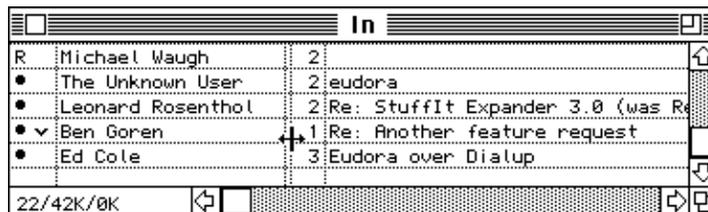
Figure 6.5. Mailbox window with a hidden column.

The 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. The third number is the amount of space that is wasted in the mailbox. Eudora will occasionally recover this wasted space; you can force Eudora to recover it earlier by choosing "Compact Mailboxes" from the Special menu.
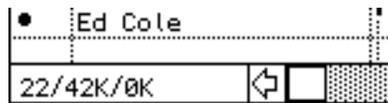
Figure 6.6. This mailbox has 22 messages in it, which take 42K of disk space.
No disk space is wasted in this mailbox.
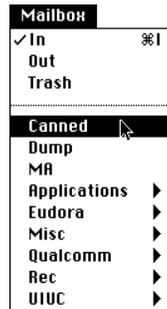
7. Opening a Mailbox to Read a Message

Under the Mailbox menu, select the desired mailbox from the list of
mailboxes. A mailbox window will be displayed. If any messages are
stored in this mailbox, they will be listed as individual message summaries
appearing in this window. A message summary usually includes the
message status and priority, the sender/recipient of the message, the
subject heading, the date it was received and its size. Double-click on any
message summary listed in the mailbox window to open the message on
screen. (You can also use the "Open..." command from the "File" menu, or
press the "enter" key.)
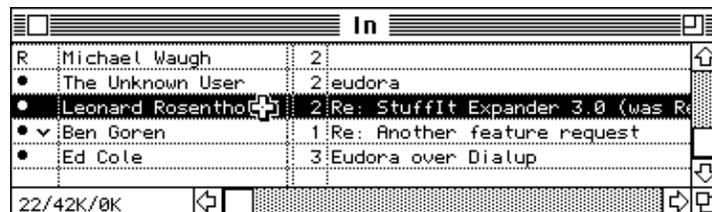
Figure 7.1. Double-click a message summary to open the message.

If you wanted to open a "nested" mailbox, that is, one that has been
contained within a mail folder, you would first select its outermost folder
from the Mailbox menu (folders are designated by an arrow next to their
names). This will yield a sub-menu of mailboxes and/or other folders
within it, from which you may select the desired mailbox (see Figure 6.3).

Mailbox

In	⌘I
Out	
Trash	

Canned
Design Issues
ftpmail
More Kudos
nil
Eudora   ▶
StuffIt   ▶

Alpha Comments
Bug Reports
Suggestions
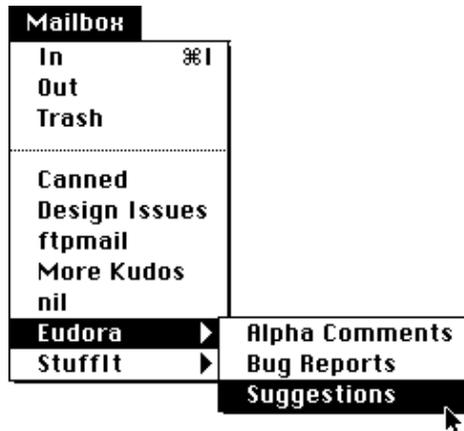
Figure 7.2. Opening a mailbox in a mail folder.

Message

New Message	⌘N
Reply	⌘R
Forward	
Redirect	
Send Again	
New Message To	▶
Reply To	▶
Forward To	▶
Redirect To	▶
Queue For Delivery	⌘E
Change Queueing...	
Attach Document...	⌘H
Delete	⌘D

8. 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 will not actually destroy the message, but transfer it to the Trash mailbox. To delete messages from the Trash mailbox, select "Empty Trash" from the Special menu. Quitting the program can also delete contents of the Trash mailbox, if you select "Empty Trash on Quit" in the "Switches..." dialog. Finally, if you want to delete just a few messages from the Trash, select them and choose "Delete" from the Message menu; deleting a message that's already in the Trash removes it from Eudora completely.

Also, unless you have set "Easy Delete" in the "Switches..." dialog box, any attempt to delete a message that you have never opened (or a Queued message you haven't sent) will result in Eudora asking for confirmation before proceeding with the deletion.

Figure 8.1. Warning for deleting unread or unsent messages.

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 will recover 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" command from the Special menu.

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.

9. Transferring a Message to a Different Mailbox

Messages may be transferred between any two mailboxes, with the exception that no messages may be transferred to the Out mailbox.

For any current message, select from the Transfer menu the mailbox to which the message should be transferred. The message will be removed from its previous location and stored in the specified mailbox.
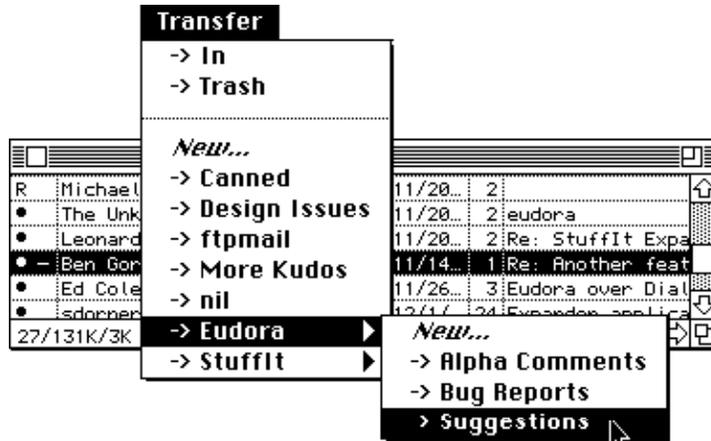
Figure 9.1. Transferring a message.

If you hold down the option key when you transfer a message, the message will be copied into the new mailbox, not transferred. This is useful if you want to file a message in more than one mailbox.

Creating Mailboxes During Transfers

You can create a mailboxes and transfer your message into it at the same time; just choose "New..." instead of the name of a mailbox. The following box will appear:

Figure 9.2. New mailbox dialog.

Type in the name and click the "OK" button. The mailbox will be created and added to the Mailbox and Transfer menus, and the current message

will be transferred into the new mailbox. (If you

check the "Don't transfer, just create" box, the mailbox will be created, but the message won't be transferred into it.)

You can also create mailboxes using the Mailboxes window (see Section 10). The Mailboxes window is most useful if you want to create several mailboxes, or want to create mailboxes but don't have any mail to transfer into them just yet.

Creating a New Mail Folder During Transfer

Some people may want greater flexibility in organizing and categorizing their incoming mail. 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. This hierarchical system of nested folders and mailboxes is easy to construct.

To create a new mail folder, follow the steps for creating a new mailbox above. Type the name you want the new mail folder to have, click on the "Make it a Folder" box and then click "OK" (see Figure 9.3).

Figure 9.3. Creating a mail folder.

The new folder name will appear at the bottom of the list of mailbox names that appear under the Mailbox and Transfer menus, with an arrow next to its 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, but only a folder. Therefore, the new mailbox dialog will appear again. Now, type the name of the mailbox you want to create and click "OK".

Figure 9.4. Creating a mailbox inside the new mail folder.

The mailbox will be created inside the folder you created in the previous step, and your message will be transferred into it.

Creating Within a Sub Folder

To create a new mailbox within a particular folder, choose "New..." from the sub-menu that appears when you select that folder from under the Transfer menu. The same dialog box as shown in Figure 9.1 will appear, requesting the name of the new mailbox, or mail folder, as you choose to make it.

Every folder listed in a menu will have its own sub menu with a "New..." command for creating new mailboxes or folders to be placed within it. Notice in the Figure 9.5 the selection of the mailbox "Suggestions," held in the "Eudora" folder that is listed under the "Transfer" menu.
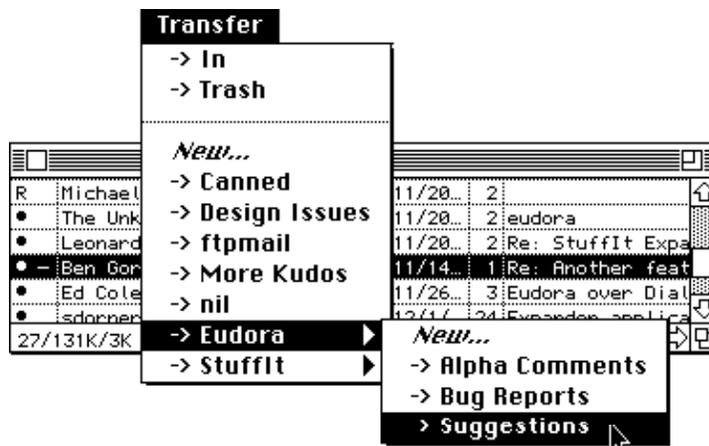
Figure 9.5. A mildly complex set of mailboxes.

Mailboxes in sub folders work exactly like other mailboxes; you can open them, read messages in them, and transfer mail into them

To remove, rename or move mailboxes and folders around in folders, see the next section for a discussion of the Mailboxes window.

```
┌─────────────────────────────┐
│ Special                     │
│ Ph                     ⌘U   │
│ ··························· │
│ Add as Recipient            │
│ Remove Recipient      ▶     │
│ ··························· │
│ Empty Trash                 │
│ Compact Mailboxes           │
│ Mailboxes          ▹        │
│ ··························· │
│ Configuration...            │
│ Switches...                 │
│ Communications...           │
│ Signature                   │
│ Nicknames              ⌘L   │
│ Make Nickname...       ⌘K   │
│ ··························· │
│ Forget Password             │
│ Change Password...          │
└─────────────────────────────┘
```

10. The Mailboxes Window

Mailboxes and mail folders provide a structured way for Eudora users to organize received messages. At some point, you will probably want to not only create new mailboxes and folders (one method for which was explained in Section 9), but remove them and rename them. You may also want to move mailboxes and folders from one folder to another one.

To accomplish any of these tasks, first choose "Mailboxes" from the Special menu. The Mailboxes window will appear.
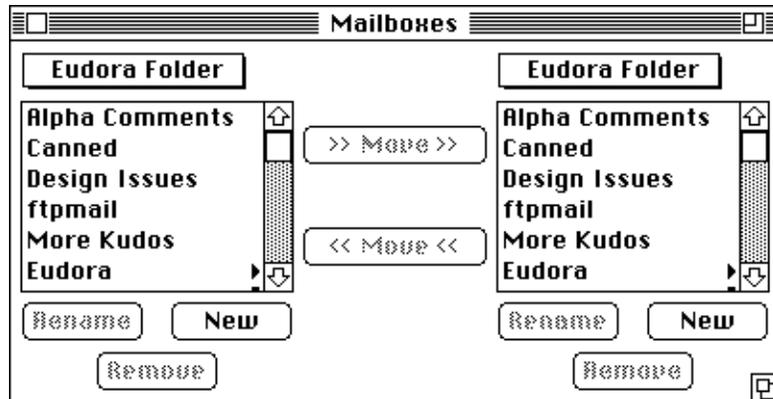
Figure 10.1. The Mailboxes window.

You will notice two identical list boxes with scroll bars, each entitled "Eudora Folder" (or whatever the name of the folder holding your mail is; see section 28).
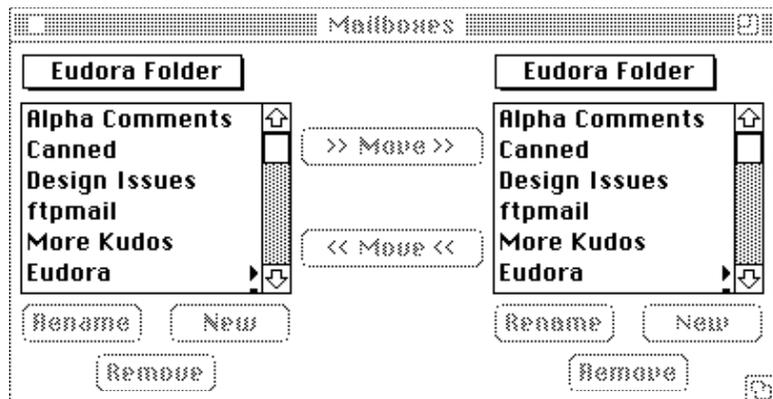
Figure 10.2. The list boxes.

These boxes show the names of mailboxes and folders you have created. This list is similar to that which appears under the normal Mailbox and Transfer menus, except that the In, Out and Trash mailboxes don't appear in the list. Underneath each of the boxes are buttons labeled "Rename," "New" and "Remove." Between the boxes are two additional buttons labeled "Move," each pointing from one box to the other.

Double-clicking on any of the mailboxes in a list box will open that mailbox window on the screen, and individual messages can be selected, opened and otherwise manipulated from there.
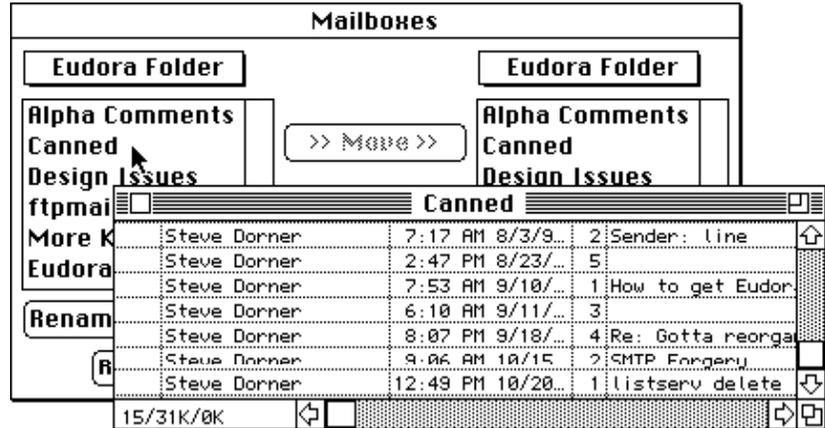
Figure 10.3. Opening a mailbox from the Mailboxes window.

Finding the Mailbox or Folder to be Manipulated

If the Mailbox window isn't big enough to display all of your created mailboxes and folders, use the scroll bars on the right side of either list box to peruse the rest of the mailboxes and folders.

Double-clicking on a folder (folders here, like under the normal Mailbox menu, are found at the end of the list and are denoted with arrows to the right of their names) will change the current title of the list box from "Eudora Folder" to that of the chosen folder. The contents of the list will also be changed to correspond to the names of mailboxes and sub-folders contained in the chosen folder (see Figure 10.4).
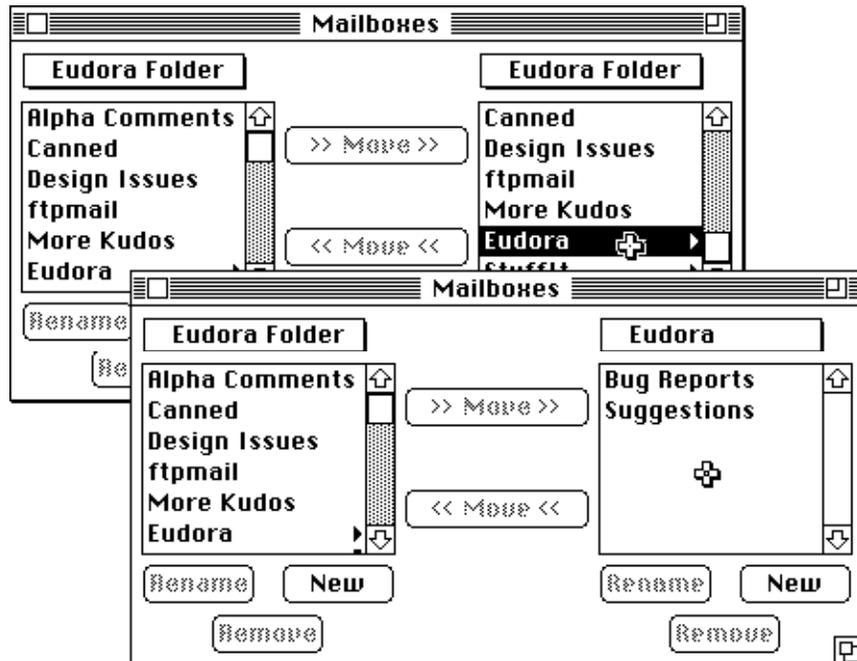
Figure 10.4. Opening a mail folder.

To move out from a sub-folder to the folder that contains it, press on the inner folder's title above the listing of its contents, and notice that a menu appears of the other outer folders available. Choosing one of these other folder names in the menu will change the list box to reflect that folder's name and contents.
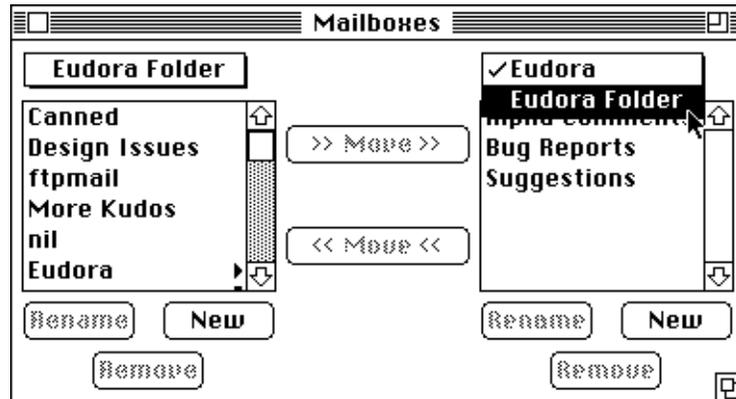
Figure 10.5. Moving back out of a mail folder.

Removing a Mailbox or Folder

With the Mailboxes window open on your screen, use the scroll bars and procedure described above (in the "Finding the Mailbox or Folder to be Manipulated" section) to locate the name of the mailbox or folder that you want to remove.

Click once on the desired mailbox/folder in one of the list boxes; this selects the mailbox or folder. Then click the "Remove" button shown below it.
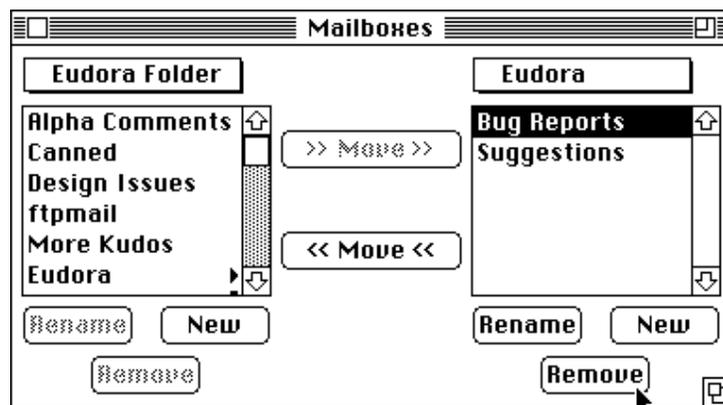
Figure 10.6. Starting to remove a mailbox.

A dialog box will then appear to confirm that you want to delete the mailbox. Click on the "Remove It" button to delete the mailbox.
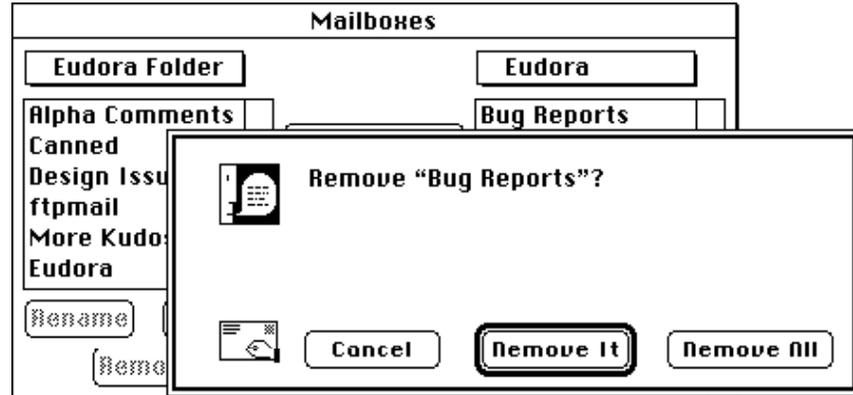
Figure 10.7. Mailbox removal dialog.

If you press the command (Apple) key while selecting from a list box, you can select more than one mailbox or folder simultaneously. When you click on the button labeled "Remove," the same dialog box will appear to verify the removal. The dialog will contain the name of the first mailbox you have selected. If you click on "Remove It," Eudora will remove that mailbox, and then present you with another dialog for the next mailbox, and so on. If you click on "Remove All," all of the selected items will be 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, a different dialog box will verify your intent to delete the mailbox/folder, which would also destroy all messages/mailboxes/folders contained therein.

Figure 10.8. Removing a mailbox with messages in it.

Renaming a Mailbox or Folder

With the Mailboxes window open on your screen, use the scroll bars and procedure described in "Finding the Mailbox or Folder to

be Manipulated" to locate the name of the mailbox/folder that you want to rename.

Click once on the desired mailbox/folder in the list. Then click on the "Rename" button that appears below it.

A dialog box will appear requesting the new name. Type in the new name, click on the "OK" button, and the mailbox or folder will be renamed.

Creating a New Mailbox or Folder

One way to create a new mailbox or folder was explained in Section 9. If you have many mailboxes and folder to create, you may want to use an alternative method.

With the Mailboxes window open on your screen, open the folder in which the new mailbox/folder is to be created, such that its name is displayed above one of the list boxes and its contents are displayed therein. If you are not sure how to do this, refer to the procedure described in "Finding the Mailbox or Folder to be Manipulated" sub-section above.

Click on the "New" button that appears below the list box.
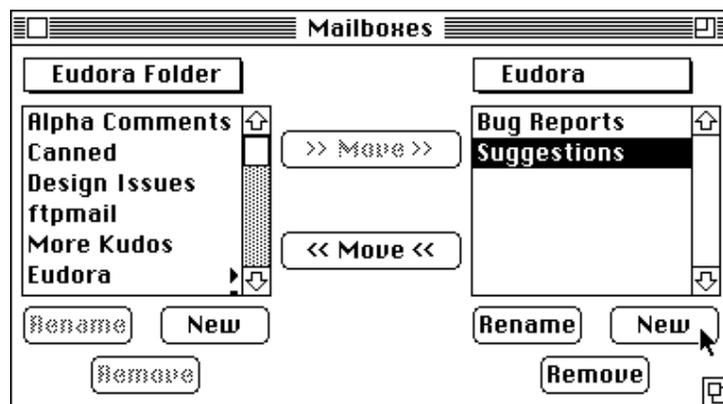
Figure 10.9. Starting to create a new mailbox.

A dialog box will appear requesting the name of the new mailbox.
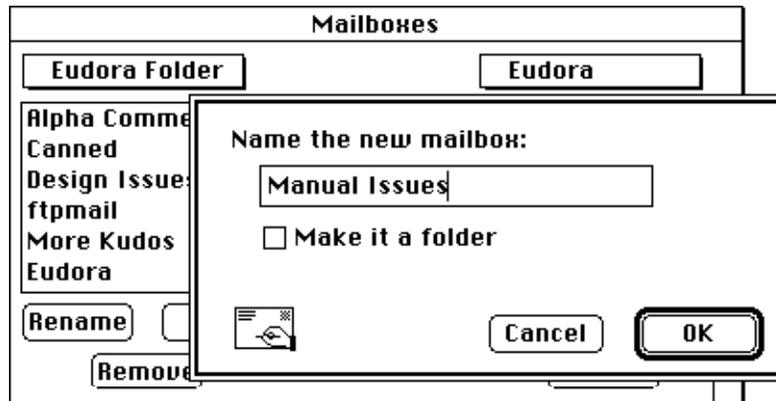
Figure 10.10. Naming a new mailbox.

Type in the new name, check the box marked "Make it a Folder" if you want to do so, and click "OK." The new mailbox/folder will appear in the designated folder's listing, and if you close the Mailboxes window, you will also be able to find the newly created mailbox/folder in the Mailbox and Transfer menus.
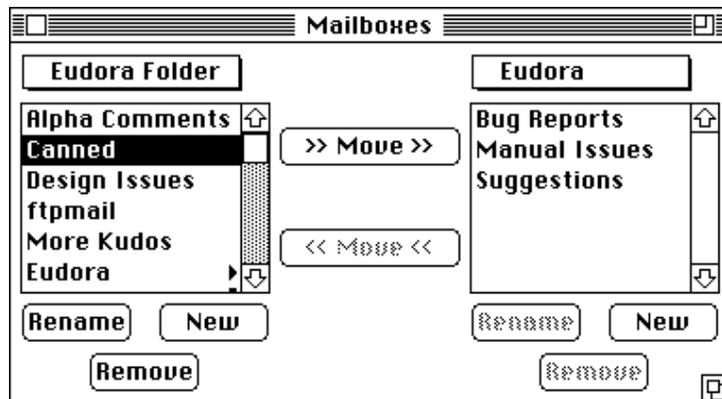
Figure 10.11. The new mailbox appears.

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

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

To begin, locate in one of the list boxes the folder or mailbox which you want to move. In the other list box, find and open (by double-clicking on the name) the destination folder such that its name is displayed above the box and its contents are displayed below it. Then, select the mailbox or folder you want to move. Now click on the "Move" button that points from the list box containing the item you want to move to the list box displaying the destination folder. The chosen mailbox/folder will be moved to its new location.
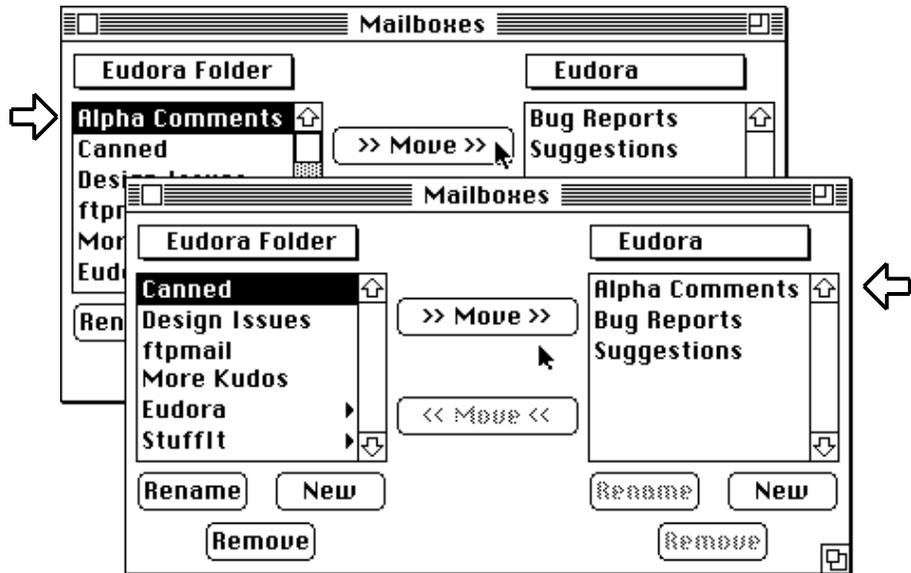
Figure 10.12. Moving a mailbox, before and after.

11. Attaching a Macintosh Document to an Outgoing Message

Any Macintosh document may be attached to and sent with a message generated with Eudora.

The outgoing message to which the document is to be attached must be open and the selected window.   Choose "Attach Document..." from the Message menu. A "Standard File" dialog will appear (see Figure 11.1). Once the desired document is located, select it (with the "Open" button or by double-clicking the mouse cursor on the document's name) and the document will be attached to the message.
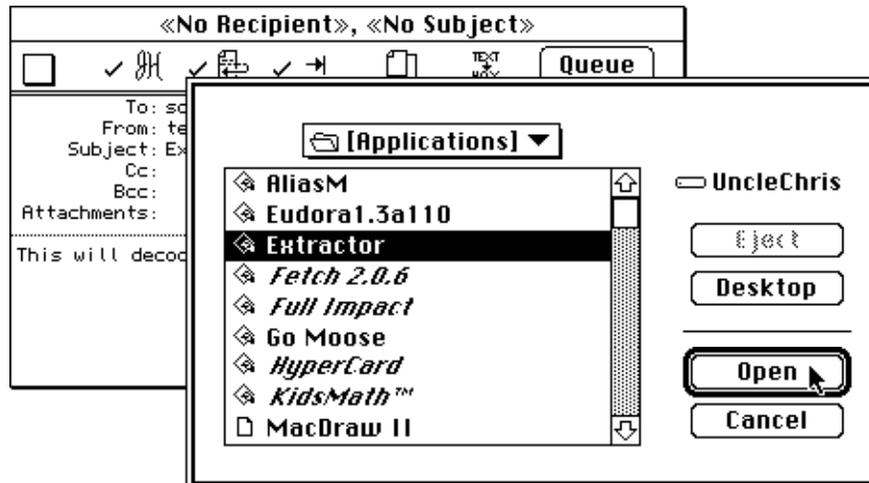
Figure 11.1. Attaching a document.

Any attached document is like a "rider" to the e-mail message, and thus will not be seen by you (the sender) within the message text. Instead, the name of the document and the disk from which it was copied will appear automatically in the "Attachments:" field of the message header (see Figure 11.2).

```
╔═▉▒═════ «No Recipient», «No Subject» ═════▉╗
║  □   ✓ ╫  ✓ ▦  ✓ ⇥   ▢   TEXT  ( Queue )  ║
║                                    HQX           ║
║         To: sdorner@qualcomm.com           ⇧  ║
║       From: test@dorner.slip.uiuc.edu (I. M. Testing)║
║    Subject: Expander application              ║
║         Cc:                                   ║
║        Bcc:                                   ║
║ Attachments: :UncleChris:909:Extractor:        ║
║ ·············································· ║
║ This will decode Compactor archives.|          ║
║                                                ║
║                                            ⇩  ║
║                                            ▣  ║
╚════════════════════════════════════════════╝
```
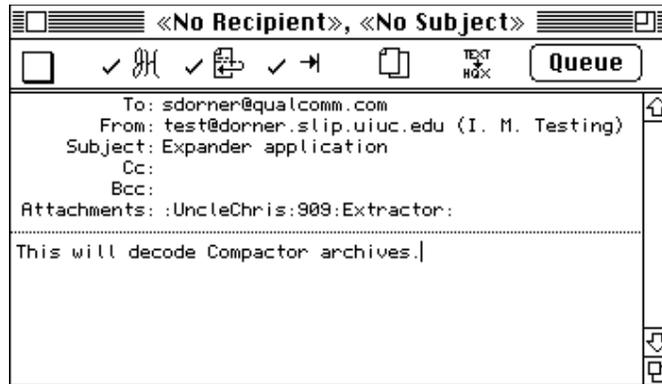
Figure 11.2. An outgoing message with an attached document.

*Note: A document can **not** be appended 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 will be formatted in BinHex 4.0 format 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 (and if you have not selected "BinHex 'TEXT'" in the "Switches..." dialog or in the icon bar), it will not be encoded in any special format before being sent, but rather will be added to your message as though you had typed it.

Multiple Attachments
Multiple documents may be sent with a single message, but the above process must be repeated separately for each document to be attached.

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 the "delete" key, or choose "Clear" from the "Edit" menu.
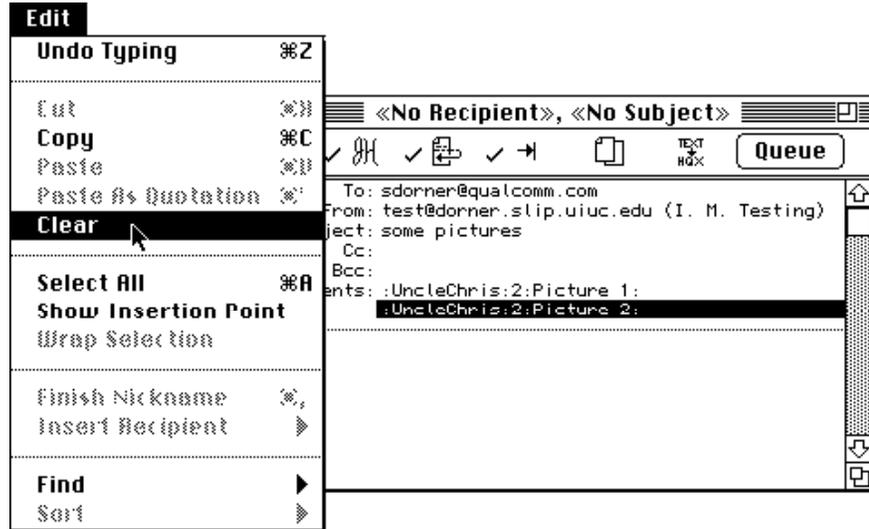
Figure 11.3. Removing an attachment from a message.

Receiving an Attached Document

There are two primary ways you can receive an attached document from another Eudora user. One way prompts you to choose in what folder the attachment should be placed as well as to assign the attachment's name, and the other way automatically receives all attachments in a pre-specified folder on your disk.

Manual Receive of Attachments

Unless you choose "Automatically save attachments to" in the "Configuration..." dialog box, whenever you receive a message with an attachment from another Eudora user, a "Standard File" dialog will appear. Use this dialog to choose where to put the document and what to call it.
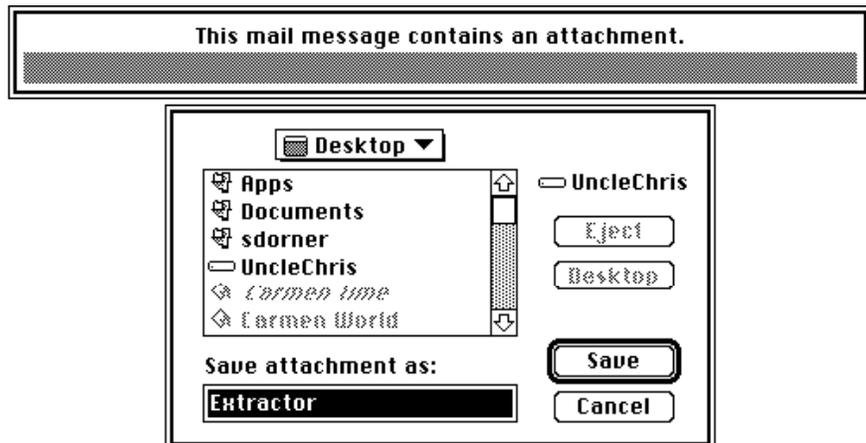
Figure 11.4. Manually receiving an attachment.

Eudora will automatically decode the attachment, and it will arrive on your disk just the way it left the sender's.

Not Saving an Attachment

You may choose not to save the attached document. This is done by clicking the "Cancel" button in the above dialog. In such a case, the attachment will appear in the body of the message. The document will have to be saved to a file and decoded manually to appear in its proper format.

Note: The application "StuffIt", among others, may be used to decode such documents.

Saving Attachments Automatically

The most convenient way to save attachments is to a pre-specified folder on your disk. To set this up, select "Configuration..." from the Special menu. Then, in the dialog box, click on the large blank button beneath "Automatically save attachments to:" (see Figure 11.5).
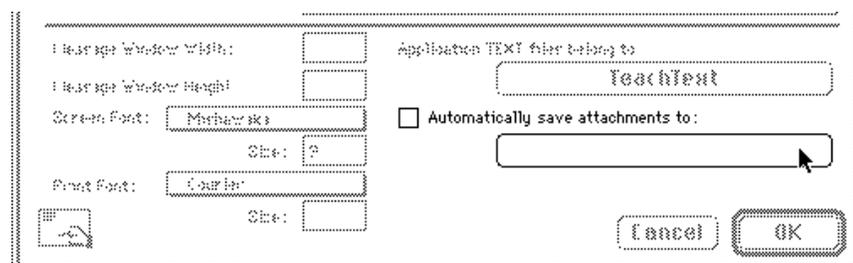
Figure 11.5. Starting to set an attachments folder.

Another dialog box will appear, through which you may choose the folder in which arriving attachments will be automatically saved.
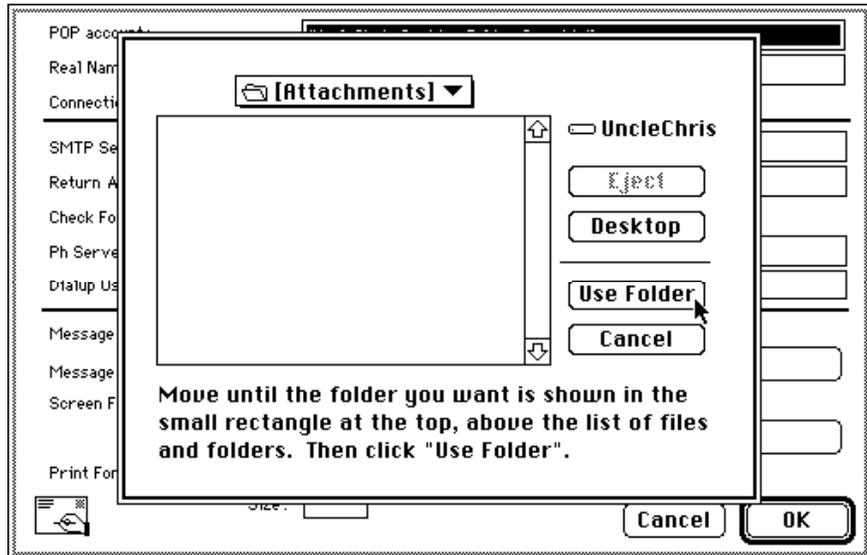
Figure 11.6. Choosing an attachments folder.

This is another "Standard File" dialog, but one that shows only folders. Move until the name of the folder into which you want Eudora to put attachments is shown in the menu at the top of the box. At this point, click on the "Use Folder" button to the right of the menu box, designating the folder as the one to receive attachments.

This dialog box will then close, leaving the "Configuration..." dialog displayed. Notice that the name of the folder you just selected to receive attachments is now shown in the button. If you ever want to specify a different folder to receive attachments, simply click on this button (showing the name of the presently chosen folder) and the associated dialog box for making a change will appear.

In order for the folder to be used, the small box to the left of "Automatically save attachments to:" must also be checked. Eudora will check this for you when you select a folder.
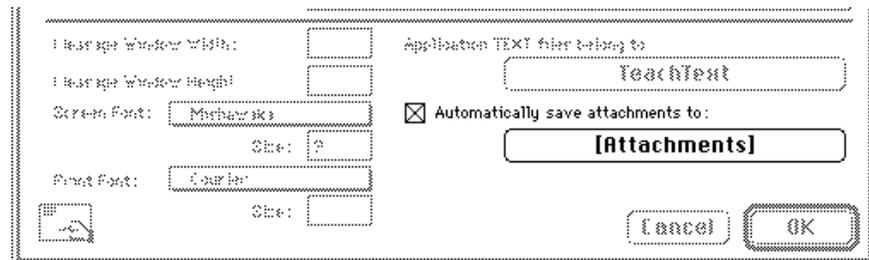
Figure 11.7. An attachments folder is now set.

Note: *If at some future time Eudora cannot find your selected folder (perhaps because the volume that contained it is not available), it will uncheck the "Automatically save attachments to:" box, but leave the name of the folder in the button.*

When invoking this option, attachments will be decoded directly into the folder, without intervention from you. The name given your attachments will be recorded in the message from which they came. If you receive multiple attachments with the same name, a number will be added to each attachment's name.

Non-Eudora Users Receiving Attachments

If you send an attachment to someone who doesn't receive e-mail with Eudora, the attached file will appear at the end of the message, in either ASCII or BinHex format, depending on how you chose to send it. If it is encoded in BinHex, it will not be usable until the recipient has decoded it.

Note: *The application "StuffIt", among others, may be used to decode such documents.*

```
┌─────────────────────────────┐
│ Message                     │
│ New Message          ⌘N     │
│ Reply             ⌀  ⌘R     │
│ Forward                     │
│ Redirect                    │
│ Send Again                  │
│                             │
│ New Message To        ▶     │
│ Reply To              ▶     │
│ Forward To            ▶     │
│ Redirect To           ▶     │
│                             │
│ Queue For Delivery   ⌘E     │
│ Change Queueing...          │
│                             │
│ Attach Document...   ⌘H     │
│                             │
│ Delete               ⌘D     │
└─────────────────────────────┘
```

12. Replying to, Forwarding or Redirecting an Incoming Message

Replying to a Message

To reply to a current message, select "Reply" from the Message menu. A new message window will appear, with the original sender's address automatically placed in the "To:" field of the header, making it the destination address of the new message. The original sender's text will also be automatically included in the beginning of the message (prefixed by ">" at the beginning of each line) for reference. This text may be edited as needed. Since it is fully selected in the new composition window, it can be easily deleted; just press the "delete" key. Additional text may be entered into the reply just as in any outgoing message. The reply then can be saved for further changes, or simply sent (see Figures 12.1).

```
┌──────────────────────────────────────────────────────┐
│  sdorner@qualcomm.c..., 9:44 PM 12/1/...,Expander    │
├──────────────────────────────────────────────────────┤
│ ☐  Subject:  Expander application                    │
├──────────────────────────────────────────────────────┤
│ To: test@dorner.slip.uiuc.edu (I. M. Testing)        │
│ From: sdorner@qualcomm.com                           │
│ Subject: Expander application                        │
│ X-Attachments: :UncleChris:909:Extractor:            │
│                                                      │
│ This will decode Compactor archives.                 │
└──────────────────────────────────────────────────────┘

┌──────────────────────────────────────────────────────┐
│ ▤▢▤ sdorner@qualcomm.com, Re: Expander application ▤▫▤│
├──────────────────────────────────────────────────────┤
│ ☐   ✓ ⌘H   ✓ ⊞   ✓ →|      ⧉      TEXT   ┌───────┐   │
│                                    HQX   │ Queue │   │
│                                          └───────┘   │
│            To: sdorner@qualcomm.com              ⇧   │
│          From: test@dorner.slip.uiuc.edu (I. M. Testing)│
│       Subject: Re: Expander application              │
│            Cc:                                       │
│           Bcc:                                       │
│   Attachments:                                       │
│ ─────────────────────────────────────────────────   │
│ >This will decode Compactor archives.            ⇩   │
│ >                                                    │
│ >                                                 ⊡  │
└──────────────────────────────────────────────────────┘
```

Figure 12.1. A message and a reply to it.

An incoming message for which the "Reply" command has been used will be marked by an "R" in its message summary.


```
▤▢▦▦▦▦▦▦▦▦▦▦ In ▦▦▦▦▦▦▦▦▦▦▤▦
R  ┆Michael Waugh      ┆ 2:18 PM 11/20… ┆ 2┆                    ⬆
•  ┆The Unknown User   ┆11:30 AM 11/20… ┆ 2┆eudora
•  ┆Leonard Rosenthol  ┆12:01 PM 11/20… ┆ 2┆Re: StuffIt Expa
•  ┆Ed Cole            ┆ 1:53 PM 11/26… ┆ 3┆Eudora over Dial
R  ┆sdorner@qualcomm.c…┆ 9:44 PM 12/1/… ┆ 1┆Expander applica   ⬇
21/39K/95K      ⬅▢▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦▦➡▢
```
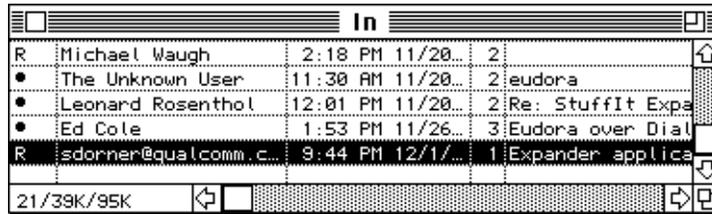
Figure 12.2. 'R' indicates that a message has been replied to.

Modified Forms of Reply

There are several variations of the reply command.

Reply all: If you hold down the "option" key when choosing "Reply," the message will be sent to everyone who received the original message, not just the person who sent the original message. This is useful for carrying on group discussions electronically. If you have the "Reply All" option selected in the "Switches..." dialog, reply all will be the default, and you must hold down the "option" key to reply only to the sender.

Don't include self: If the "Include Self" option is not selected in the "Switches..." dialog, Eudora will not include your return address when doing reply all.

Note: If you have more than one return address, create a nickname called "me", and put all your addresses in the "Address(es):" box (refer to section 13, Nicknames.

Quote selection only: If you hold down the "shift" key while replying to a message, only the text you currently have selected will be quoted in the new message.

Figure 12.3. A message to be replied to. Note that the line "This is a test." is selected.

	Quote whole message. (Default	Quote selection only. (Hold down "shift" key.)
Reply to sender. ☐ **Reply to All** or ☒ **Reply to All** + hold down "option" key	*John Noerenberg, Re: Eudora* To: jwn2@qualcomm.com (John Noerenberg) From: sdorner@qualcomm.com (Steve Dorner) Subject: Re: Eudora Cc: Bcc: Attachments: >This is a test. >This is only a test. >If this had been a real message, you would...	*John Noerenberg, Re: Eudora* To: jwn2@qualcomm.com (John Noerenberg) From: sdorner@qualcomm.com (Steve Dorner) Subject: Re: Eudora Cc: Bcc: Attachments: >This is a test.
Reply to all except self. ☒ **Reply to All** ☐ **Include Self** or ☐ **Reply to All** ☐ **Include Self** + hold down "option key"	*John Noerenberg, Re: Eudora* To: jwn2@qualcomm.com (John Noerenberg) From: sdorner@qualcomm.com (Steve Dorner) Subject: Re: Eudora Cc: vicki@qualcomm.com (Vicki Hutchison) Bcc: Attachments: At 7:17 PM 11/30/92 -0800, John Noerenberg wrote: >This is a test. >This is only a test. >If this had been a real message, you would...	*John Noerenberg, Re: Eudora* To: jwn2@qualcomm.com (John Noerenberg) From: sdorner@qualcomm.com (Steve Dorner) Subject: Re: Eudora Cc: vicki@qualcomm.com (Vicki Hutchison) Bcc: Attachments: At 7:17 PM 11/30/92 -0800, John Noerenberg wrote: >This is a test.

Reply to all including self.
☒ **Reply to All**
☒ **Include Self**
or
☐ **Reply to All**
☒ **Include Self**
+ hold down "option key"
	John Noerenberg, Re: Eudora
	To: sdorner@qualcomm.com,
	   jwn2@qualcomm.com (John Noerenberg)
	From: sdorner@qualcomm.com (Steve Dorner)
	Subject: Re: Eudora
	Cc: vicki@qualcomm.com (Vicki Hutchison)
	Bcc:
	Attachments:
	
	At 7:17 PM 11/30/92 -0800, John Noerenberg wrote:
	>This is a test.
	>This is only a test.
	>If this had been a real message, you would...
		John Noerenberg, Re: Eudora
		To: sdorner@qualcomm.com,
		   jwn2@qualcomm.com (John Noerenberg)
		From: sdorner@qualcomm.com (Steve Dorner)
		Subject: Re: Eudora
		Cc: vicki@qualcomm.com (Vicki Hutchison)
		Bcc:
		Attachments:
		
		At 7:17 PM 11/30/92 -0800, John Noerenberg wrote:
		>This is a test.

Figure 12.4. The six possible forms of reply.

```
Message
New Message     ⌘N
Reply           ⌘R
Forward       ▶
Redirect
Send Again
---------------------------
New Message To       ▶
Reply To             ▶
Forward To           ▶
Redirect To          ▶
---------------------------
Queue For Delivery  ⌘E
Change Queueing...
---------------------------
Attach Document...  ⌘H
---------------------------
Delete          ⌘D
```

Forwarding a Message

You may want to relay, or forward, information you receive via e-mail to other users. To do this, for any current received message, select "Forward" from the Message menu. This will transfer the body of the received message to a new message window. There you must fill in the empty "To:" field in the message header with the address of the person to whom the message should be forwarded. In addition, not only is the original message text included, but the header of that message is included

as well, all denoted with ">" markers at the beginning of each line. The existing text may be edited and more text may be added to the message. A forwarded message is marked (in the "From:" field) as coming from you.

Figure 12.5. Forwarding a message.

An incoming message for which the "Forward" command has been used will be marked by an "F" in its message summary. (see Figure 12.6).
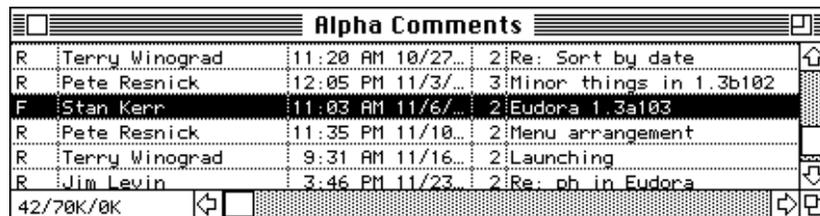
Figure 12.6. 'F' indicates that a message has been forwarded.

Redirecting a Message

Eudora provides a way to shunt messages that you decide were more appropriately sent to someone beside you. This is referred to as "redirecting" a message.

To do this for any current incoming message, select "Redirect" from the "Message" menu. A new message window will appear, and you should type in the appropriate recipient in the "To:" field of the header.   The address in the "From:" field will automatically be that of the person who originally sent the message, "by way of" your address. In addition, there will be no ">" markers at the beginning of each line of the original text. You may however edit or add more text to the message.
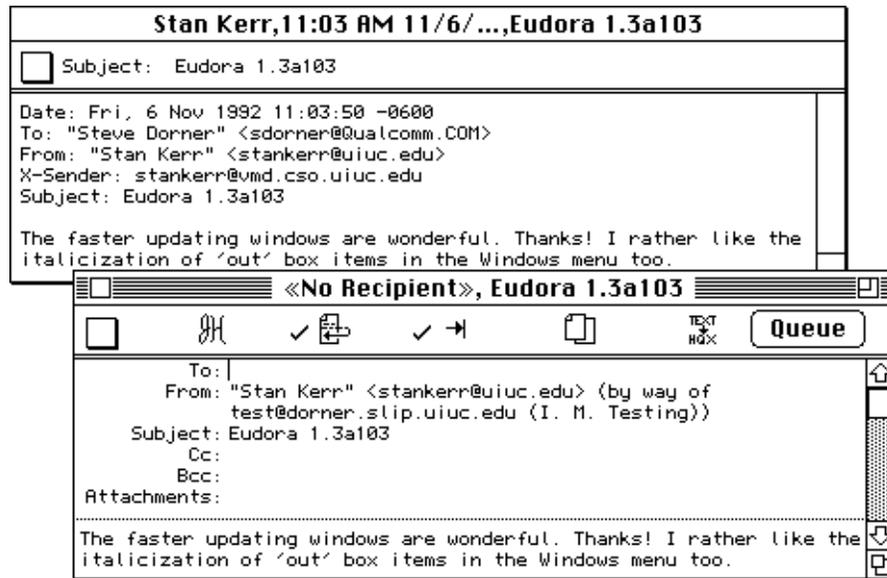
Figure 12.7. Redirecting a message.

An incoming message for which the "Redirect" command has been used will be marked by a "D" in its message summary. (see Figure 12.8).
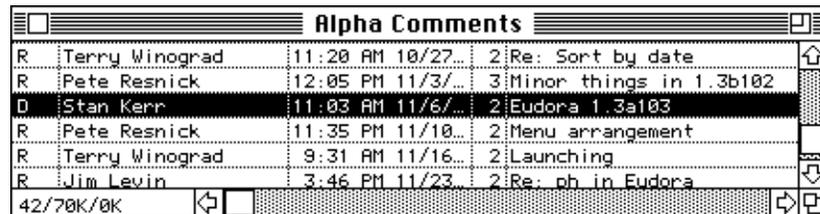

Figure 12.8. 'D' indicates a message has been redirected.

Redirect and Signatures

When you use "Redirect," your signature file (described in Section 23) will not be appended to the message when it is sent, unless the message was originally from you (an example of the latter case is explained in the Easy Repeat section below). Eudora considers the message to be originally from you if the address in the "From:" field exactly matches your return address setting (or if you have not entered a return address, your POP account setting) as entered in your Eudora Configuration; see Section 24.

Easy Repeat ("Canned") Messages

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, then use the "Transfer" menu to put it into another mailbox (named "Canned Messages," perhaps). When you want to send the message to someone, open

the message from the "Canned Messages" mailbox, choose "Redirect" from the "Messages" menu, fill in the "To:" field, and send the message. This can save you a lot of time and typing.
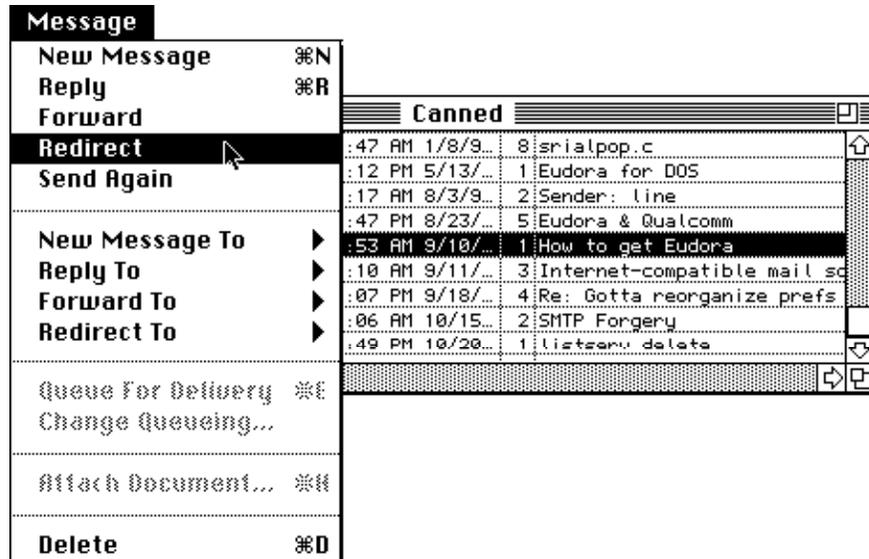
Figure 12.9. Using a mailbox for frequently sent messages.

Note: The "Reply," "Forward" and "Redirect" commands are different from the "Reply To," "Forward To" and "Redirect To" commands found under the same Message menu. The latter set of commands are used with a "quick" recipient list and are described in Section 14.
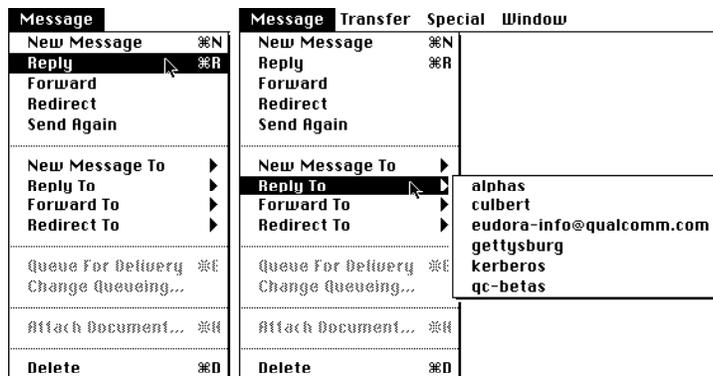
*Figure 12.10. Reply and Reply To are **not** the same.*

```
Special
  Ph                    ⌘U

  Add as Recipient
  Remove Recipient      ▶

  Empty Trash
  Compact Mailboxes
  Mailboxes

  Configuration...
  Switches...
  Communications...
  Signature
  Nicknames         ⌘L
  Make Nickname...  ⌘K

  Forget Password
  Change Password...
```

13. Creating and Using Nicknames

Nicknames, sometimes called aliases, can be used within Eudora. A nickname is an easily remembered, shorter substitute for an actual e-mail address or a 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, first select "Nicknames..." from the Special menu. The Nicknames window will appear. It is divided into three main sections: a list box (that shows all your nicknames), an "Address(es)" box (that shows the nickname's *expansion* —the addresses that a nickname represents), and a "Notes" box (for your private notes on a nickname). Command buttons also appear at the bottom of the window.
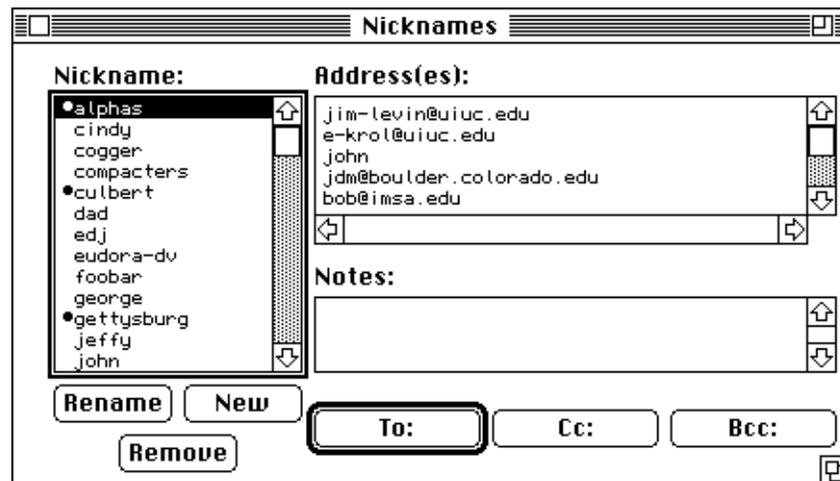
Figure 13.1. The Nicknames window.

Adding New Nicknames
To add a new nickname, click the "New" button. You will be asked for the name of the new nickname.
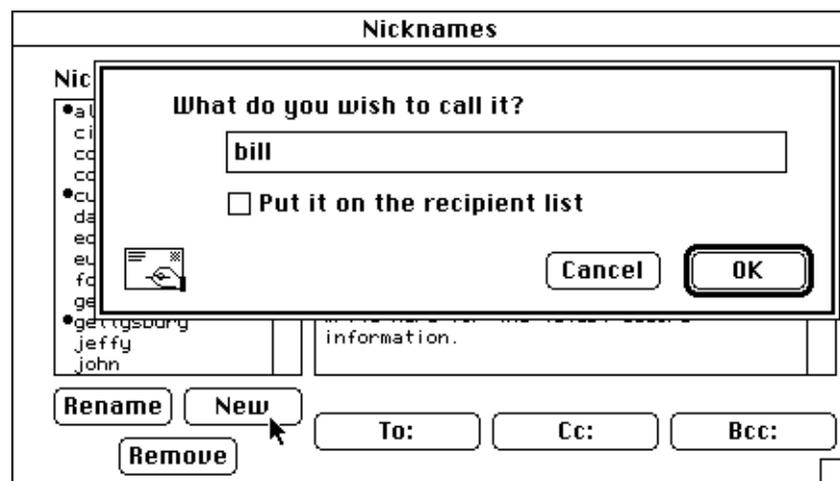
Figure 13.2. Naming a new nickname.

Type the name you want the nickname to have. If you want the nickname to show up on the "Quick Recipient" lists (see Section 14), click "Put it on the recipient list". Click "OK".

Your nickname will appear in the list box of the Nicknames window, and the insertion point will be placed in the "Address(es)" box. Type the complete e-mail address of the person to be represented by the nickname (see Figure 13.3).
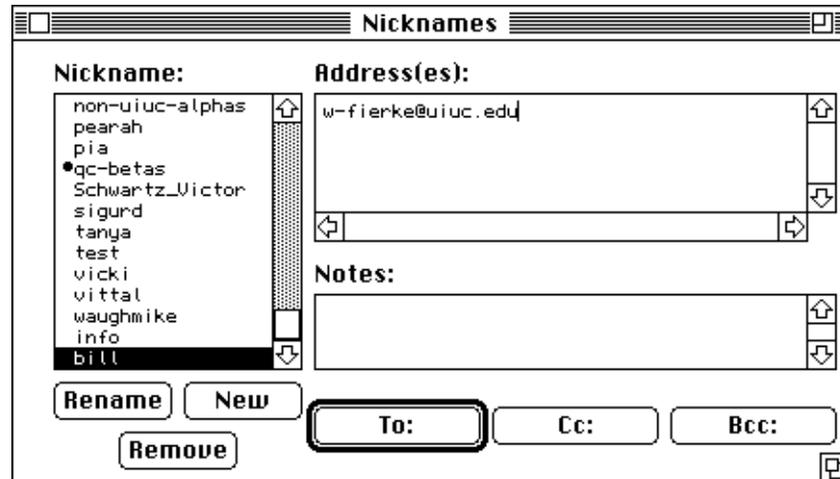
Figure 13.3. Entering an address for a nickname.

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; for example, "s-dorner@uiuc.edu (Steve Dorner)".
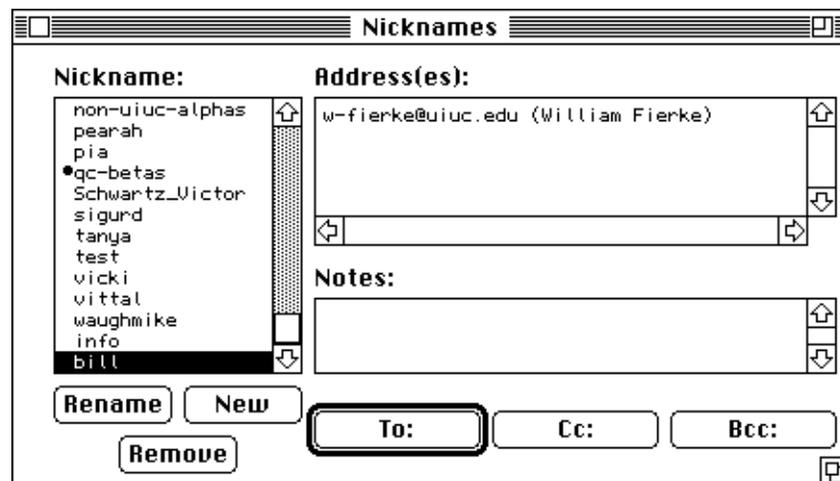
Figure 13.4. Entering a real name for a nickname.

Note: Be aware that such proper names will be put in your mail messages. "(My Boss Mush-For-Brains)" is probably not a good idea here.

You may also type a series of many e-mail addresses (and even other nicknames), separated by commas or returns, in the "Address(es)" box. These multiple addresses will be represented by the single entered nickname. In this way, a nickname can be used for a group mailing list (see Figure 13.5).
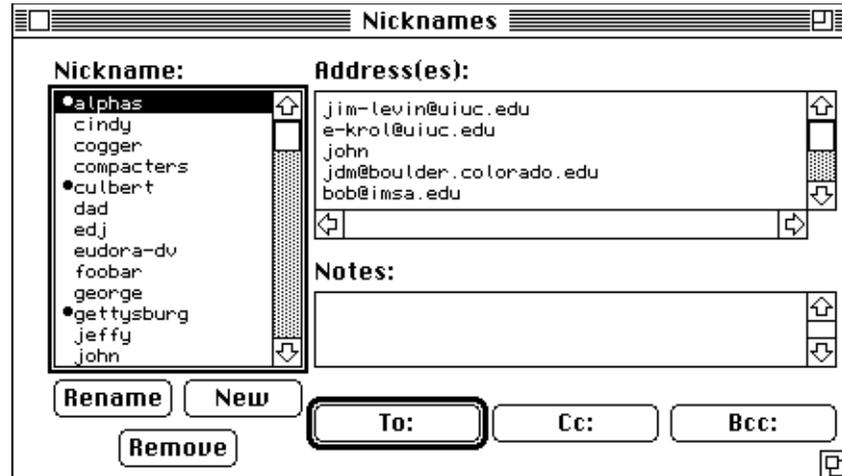
Figure 13.5. Using a nickname as a mailing list.

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

The Notes box may be used to enter any text you'd like to associate with a nickname, such as the addressee's company, title, or phone number. Click in it and type whatever you want.
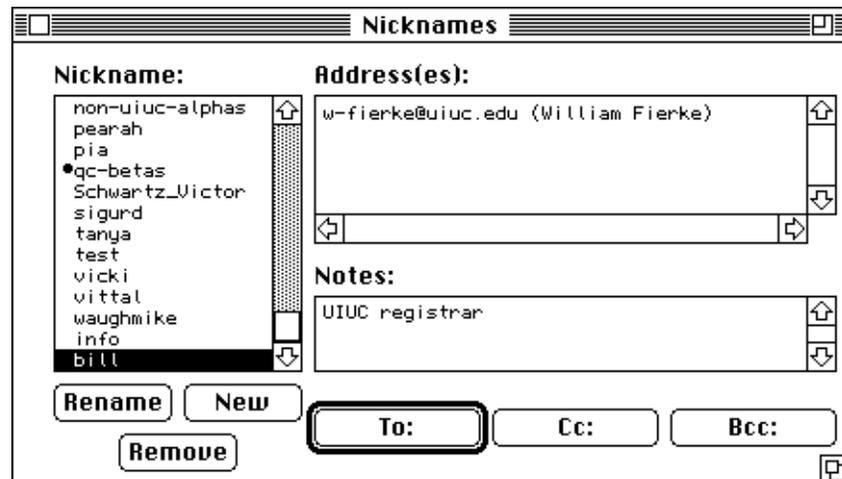
Figure 13.6. Entering notes for a nickname.

Note: What you type in the Notes box will not be put in mail you
send. This is the place to let old Mush-For-Brains have it.

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, "alphas" contains "john" in its expansion, and "john" is itself a nickname for "j-norstad@nwu.edu".

Figure 13.7. 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, close the Nicknames window. A dialog box will then appear asking whether the additions/changes you made to the nicknames should be saved or discarded.
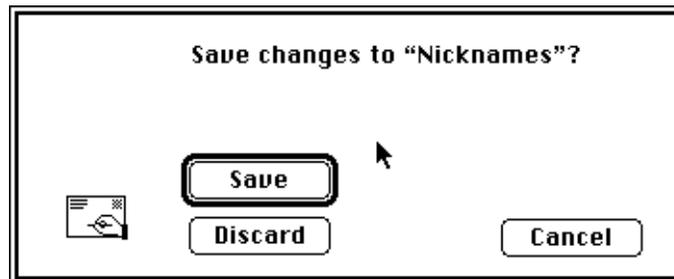
Figure 13.8. Saving changes to the nicknames.

Changing and Removing Nicknames

To remove a nickname or change it or its corresponding e-mail address(es), click on the nickname from the list box. The addresses and notes associated with the nickname will appear in the "Address(es)" and "Notes" boxes; these may be directly edited.
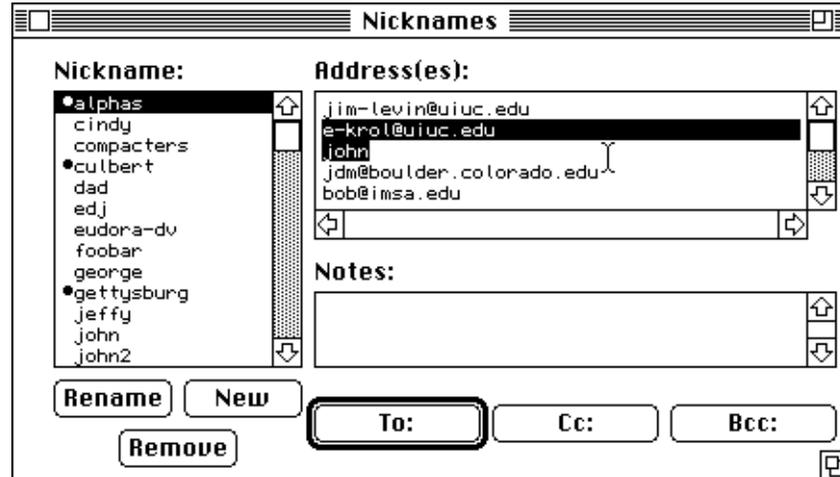
Figure 13.9. Changing a nickname expansion.

If you want to change the nickname itself, click the "Rename" button. A
dialog box will appear allowing you to change the nickname. You may
also add or remove the nickname from the "Quick Recipient" list with the
"Put it on the recipient list" check box. Click "OK" to accept your
changes.
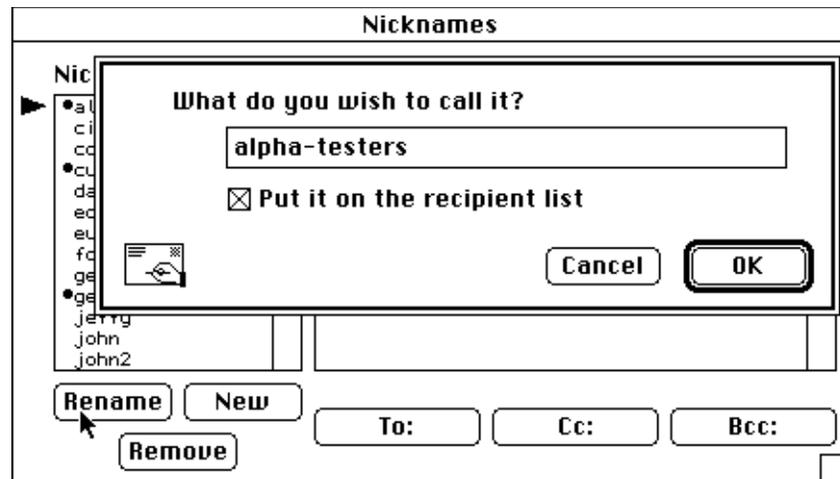
Figure 13.10. Renaming a nickname.

To remove the nickname, click the "Remove" button.

When finished editing or making deletions, close the Nicknames window.
A dialog box will appear asking if the changes should be saved or
discarded. You can also choose "Save" from the File menu to save the
nicknames.

```
┌─ Special ─────────────────┐
│ Ph                    ⌘U  │
│···························· │
│ Add as Recipient          │
│ Remove Recipient      ▶   │
│···························· │
│ Empty Trash               │
│ Compact Mailboxes         │
│ Mailboxes                 │
│···························· │
│ Configuration...          │
│ Switches...               │
│ Communications...         │
│ Signature                 │
│ Nicknames             ⌘L  │
│ Make Nickname...      ⌘K  │
│···························· │
│ Forget Password           │
│ Change Password...        │
└───────────────────────────┘
```
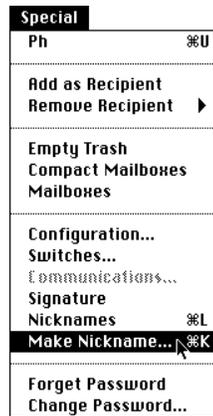
The "Make Nickname" Command

The "Make Nickname..." command under the Special menu can be used to make a nickname in two different ways.

From the Nicknames window itself, command-click to select several different nicknames, and then choose "Make Nickname". You will be asked for the name of the new nickname, and a nickname will be created with the selected nicknames as its addresses. This is an easy way to make a group nickname out of existing nicknames.
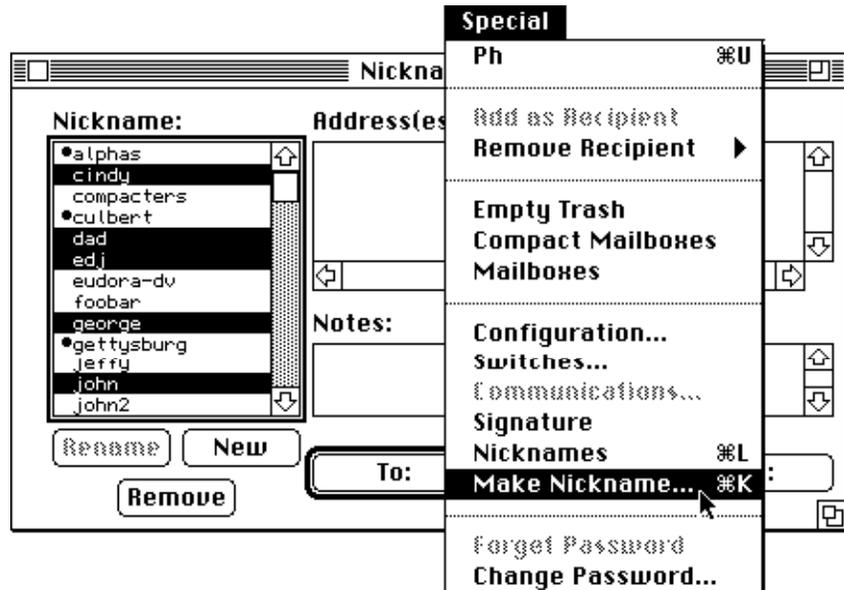
Figure 13.11. Using "Make Nickname..." to make a mailing list.

Alternately, you can make a nickname out of the address list of any current messages. With a message current, choose "Make Nickname". You will be asked for a name for the new nickname. If the current message is an outgoing message, its To:, Cc:, and Bcc: fields will be used for the nickname's expansion. If the current message is an incoming message, Eudora will use the "From:" field for the expansion. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses will be taken from each message, and all put in the new nickname's expansion.
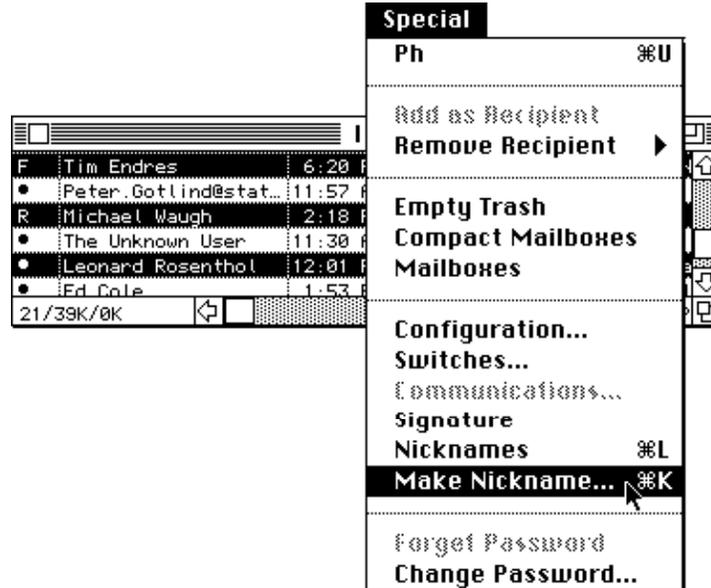
Figure 13.12. Making a nickname from current messages.

Note: *When an incoming message is current, "Make Nickname"*
really 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
"Include Self" and "Reply All" options. That is, if you
have "Reply All" selected in the "Switches..." dialog (or
hold down the option key), the nickname will be made for
all the recipients of the messages plus the sender, not just
the sender. Similarly, if "Include Self" is not selected in
"Switches...", your address will not be included in the new
nickname's expansion.

Using the Nicknames Window to Address Mail

The other three buttons in the Nicknames window can be used to start mail
messages or to add addressees to existing messages. First, select the
nickname to which you want to address the mail (you can select multiple
nicknames by holding down the command [Apple] key and clicking on
each nickname). Then, click the "To:", "Cc:", or "Bcc:" button to insert
the nickname into the corresponding field.
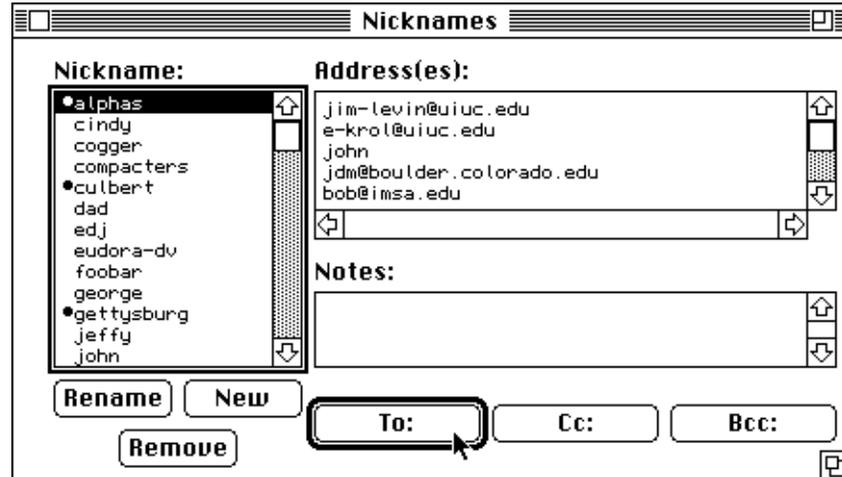
Figure 13.13. Starting a new message from the Nicknames window.

If the window beneath the Nicknames window is a composition window, the addresses will be added to it, including any necessary commas. If the window beneath is not a composition window, a new composition window will be started, and the addresses inserted into it.
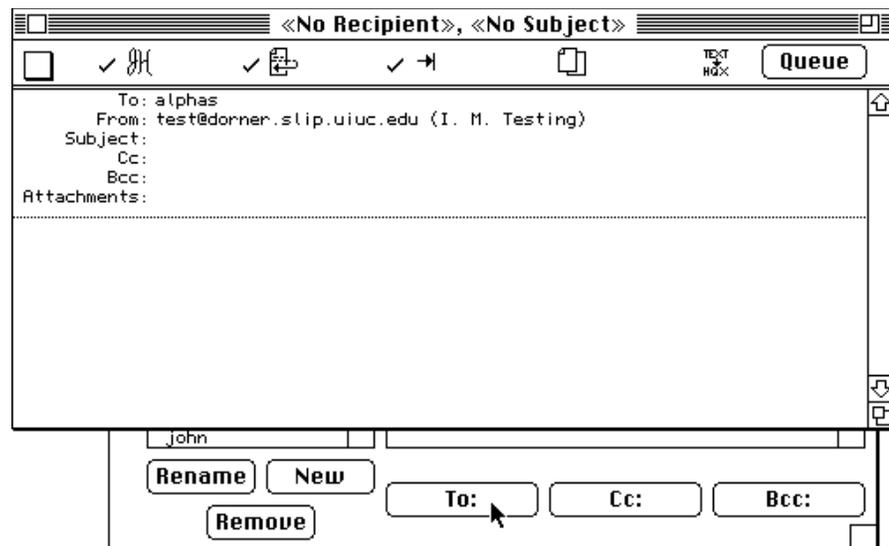
Figure 13.14. A message pre-addressed from the Nicknames window.

Type-to-Select in the Nicknames window

When the bold square is around the list box (indicating that the list box is selected), typing the first few letters of a nickname will select that nickname. If the bold square isn't around the list box, just click on it.
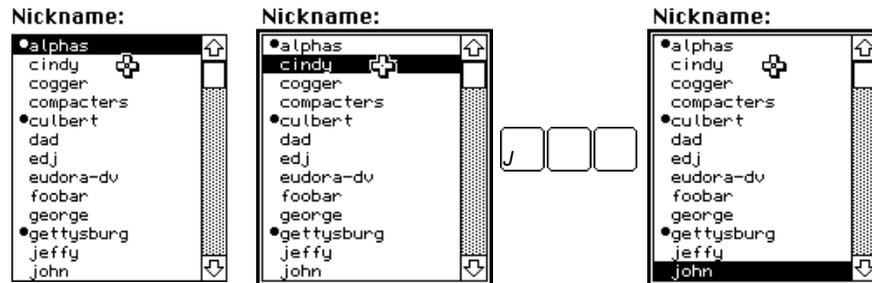
Figure 13.15. Type-to-select.

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 as a way to put addresses into a message by means of a menu. Nicknames need not be on the Quick Recipient list, and not everything on the Quick Recipient list need be a nickname.

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

Examine the list box in the Nicknames window. You will notice that there is a margin between the first letter of each nickname and the edge of the box. Now, select a nickname and place the mouse over the margin between the nickname and the edge of the box. The cursor will turn into a miniature picture of a menu.
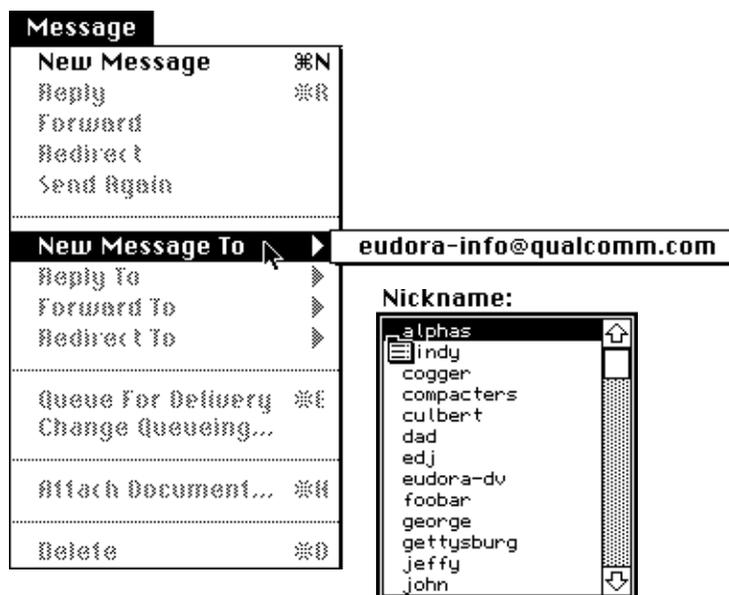
Figure 13.16. A nickname that isn't on the Quick Recipient list.

Click the mouse, and a bullet ("•") will appear in the margin area. this bullet indicates that the nickname has been put on the Quick Recipient list.
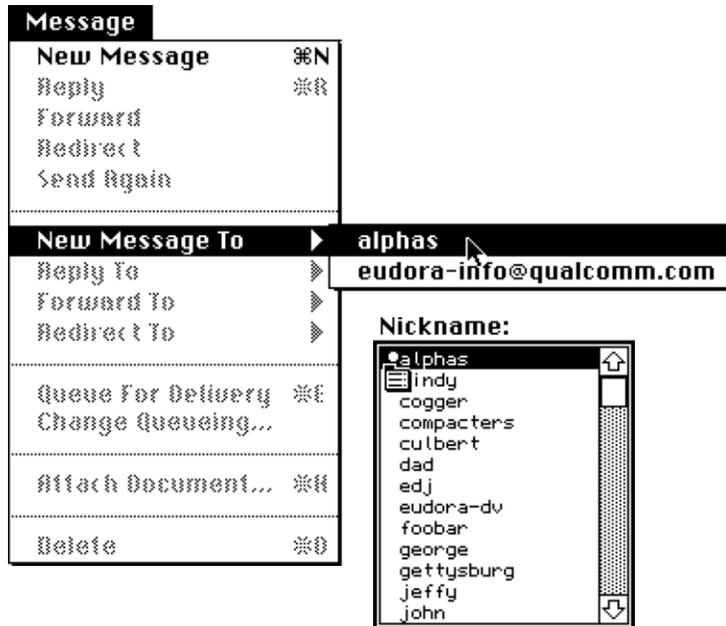
Figure 13.17. The nickname is now on the Quick Recipient list.

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

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

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

"Finish Nicknames" Command

There is yet another nickname-related function designed to save typing effort in header fields. It allows you to type only in a portion of a

nickname in a field of a message header, with Eudora completing the typing task.

To use this option, when entering a nickname in the "To:," "Cc:," or "Bcc:" fields of a message, it is only necessary to type in the number of characters in the nickname that make it unique with respect to other nicknames. Then select "Finish Nickname" from the Edit menu, and the partial text of the nickname will be automatically completed in the header field.

For example, given the list of nicknames shown in the Nicknames window of Figure 13.13, you could enter the characters "al" in the "To:" field of an outgoing message header, and then select "Finish

Nickname" from the "Edit" menu, which would insert the complete nickname "alphas" (see Figure 13.18).
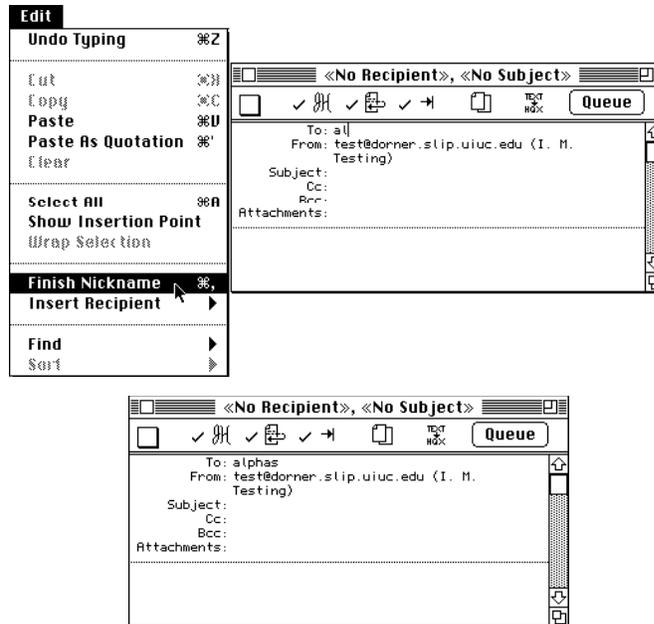
Figure 13.18 Finishing a nickname.

Note: If you hold down the option key while finishing a nickname, the nickname's expansion will be inserted, instead of the nickname itself.

14. Using the Quick Recipient List

You may more conveniently address a message by selecting a nickname or full address from a predetermined *Quick Recipient* list. Using it eliminates the need to type commonly used nicknames or addresses in the fields of outgoing message headers. By selecting (with the mouse) 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.
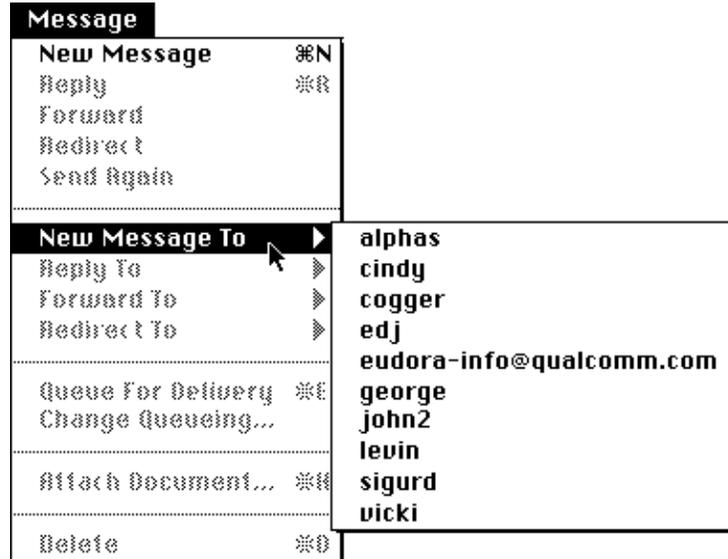
Figure 14.1. The Quick Recipient list.

Creating the Quick Recipient List

The Quick Recipient list should consist of the nicknames or addresses of common correspondents.

To put a nickname on this list, choose "Nicknames" from the Special menu (for a discussion on the Nickname feature, see Section 13). The Nicknames window will appear. Select the desired nickname or nicknames from list box on the left side of the window. Then, click in the margin between the first letter of the nickname and the left side of the list box. This will put a bullet in the margin of the window, and add the nickname to the Quick Recipient list.
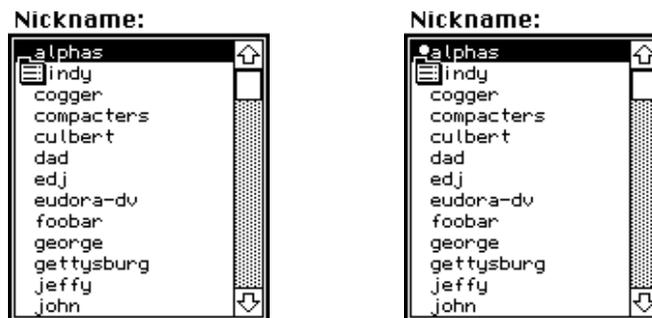
Figure 14.2. Adding a nickname to the Quick Recipient list.

To put a full e-mail address on the list, select the desired text that makes up the address from any message (see Figure 14.3), and then choose "Add As Recipient" from the Special menu.
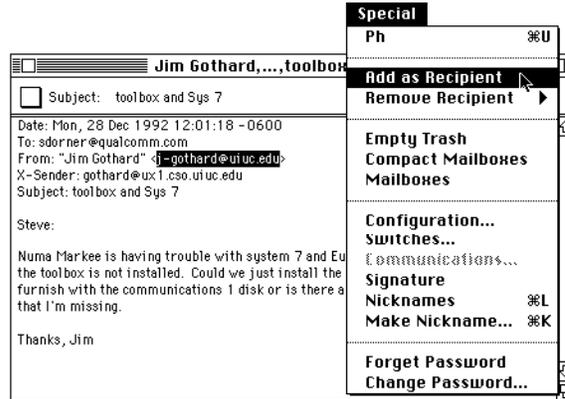
Figure 14.3. Adding an address to the Quick Recipient list.

Using the Quick Recipient List

The Quick Recipient list appears when you choose "New Message To," "Reply To," "Forward To," or "Redirect To" from the Message menu. Choosing a recipient on the Quick Recipient list of one of these commands will perform the action (new message, reply, forward, redirect) but with the chosen recipient automatically inserted in the "To:" field of that message.
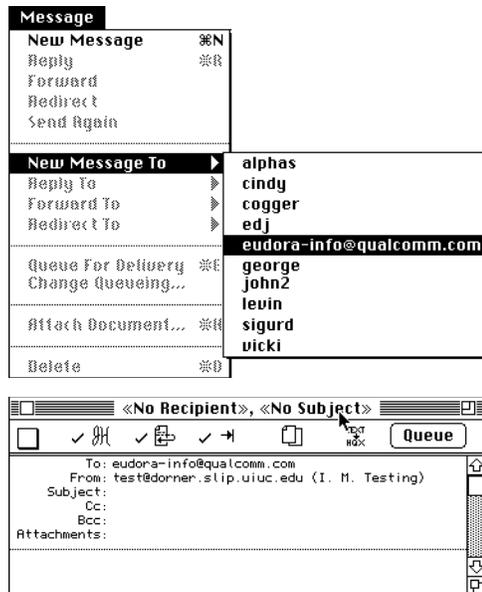
Figure 14.4. Starting a message with the Quick Recipient list.

More than one nickname or address from the Quick Recipient list can be added to the "To:" field of the same message, or to any field (i.e. "Cc:" and "Bcc:") of any message. To do this, first make sure that the blinking insertion point is placed in the field where you want the nickname/address to be inserted. Then select the desired

recipient from Quick Recipient list appearing under "Insert Recipient" in the "Edit" menu. The chosen nickname/address will be placed at the insertion point. A comma will be added (if necessary) to separate the new address from the ones in the field already.

Removing a Quick Recipient From the List

A nickname/address entry may be removed from the Quick Recipient list by selecting it from the "Remove Recipient" item from the Special menu.
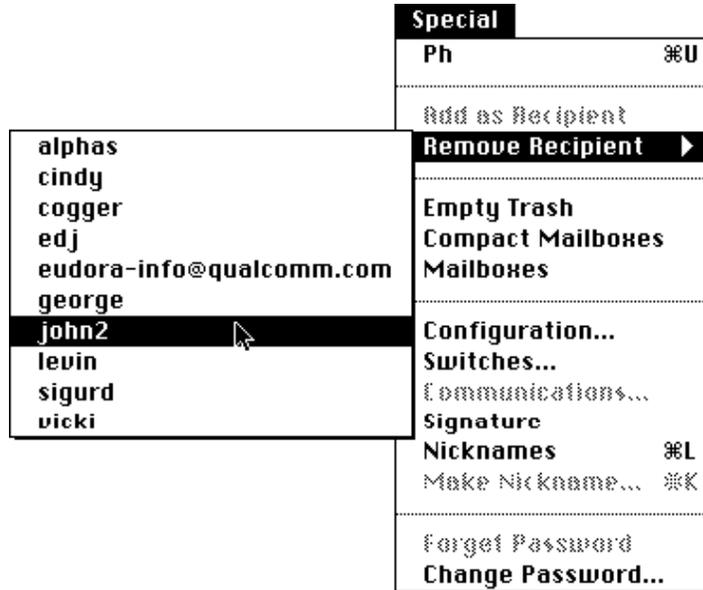
Figure 14.5. Removing a name from the Quick Recipient list.
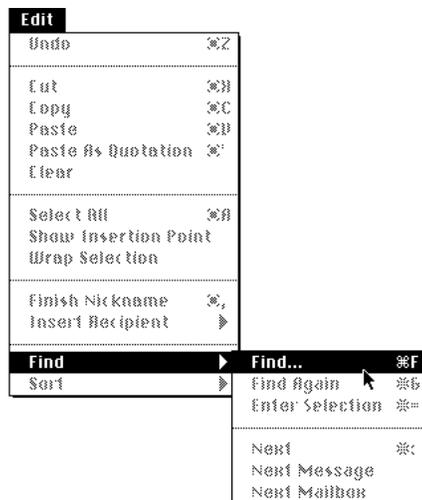
15. Finding Specified Text Within Messages

To quickly locate a bit of text within messages, use the "Find" command from the Edit menu. This will reveal a sub-menu of commands. These commands may be used to find specified texts within single messages,

multiple messages or even multiple mailboxes.

Finding Text Within One Message

To locate certain text within a message, first open that message from its mailbox. Then choose "Find-> Find..." from the "Edit" menu. ("Find->Find..." is shorthand for "the 'Find...' item from the 'Find' sub-menu.)

The "Find" dialog box will appear, with a blinking

insertion point in the box where you may type in the sought-after text.
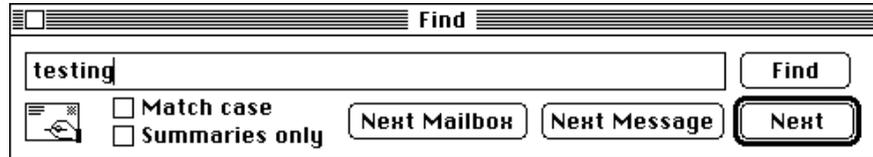
Figure 15.1. The "Find" dialog.

Alternatively, if you don't want to actually type in the text, you may select (highlight) it from another message, and then choose "Enter Selection" from the "Find" command sub menu (under the Edit menu). This will automatically insert the selected text at the insertion point in the "Find" dialog box.

Up to 255 characters may be entered in the blank box (the text will automatically scroll to the left if you type beyond the width of the box). If you want to search for the exact match of upper and lower case letters as you have entered them, check the option "Match case" in the "Find" dialog box. When finished entering the desired text, click the "Find" button.

Starting at the insertion point of the open message, Eudora will search the message for the specified text. If no match is found, the "not found" dialog will be shown.
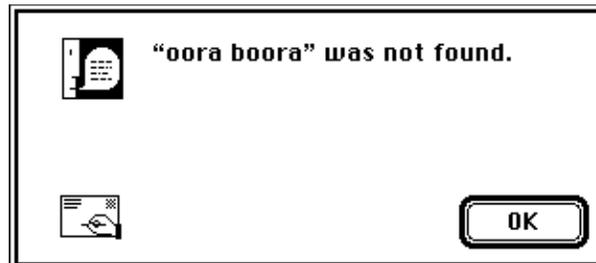
Figure 15.2. Unsuccessful search.

If the search is successful, the message will be scrolled to the first point where a match was found, and the matching text will be highlighted.
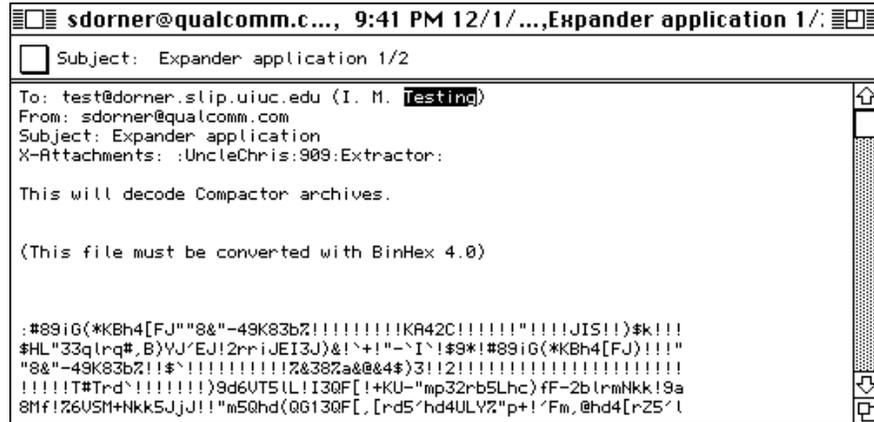
Figure 15.3. Successful search.

Note: The mailbox containing the message will be checked in the
*   "Mailboxes" menu.*

To continue searching in the same message for the next occurrence of the
text, again click the "Find" button in the "Find" dialog box, or
alternatively select "Find-> Find Again" from the Edit menu. These
commands are equivalent and limit the search to the same message.
Repeating these commands will cycle through the matches in the open
message only.
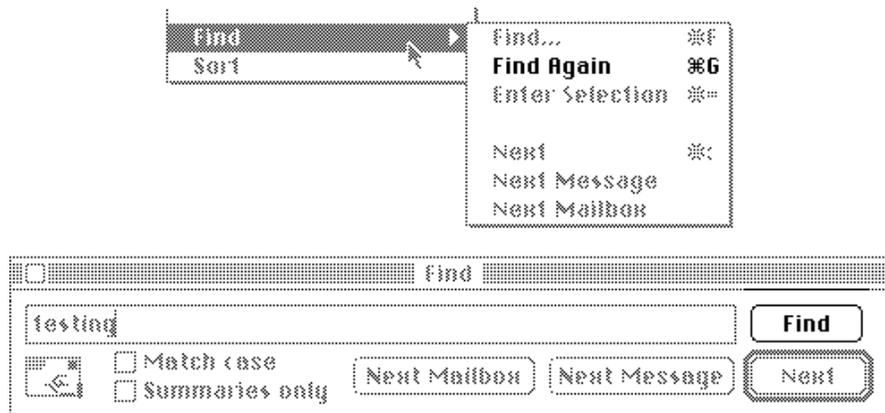
Figure 15.4. Use the "Find" button or "Find Again" command to search
within the topmost message only.

Finding Text Among Multiple Messages and Mailboxes

The "Next" command is found either in the "Find" sub menu (under the
Edit menu) or as a button in the "Find" dialog box (resulting from "Find
-> Find..." under the Edit menu). Selecting it will search for the next
match of the specified text until it can be found either in the same message
or among all messages in the mailbox.
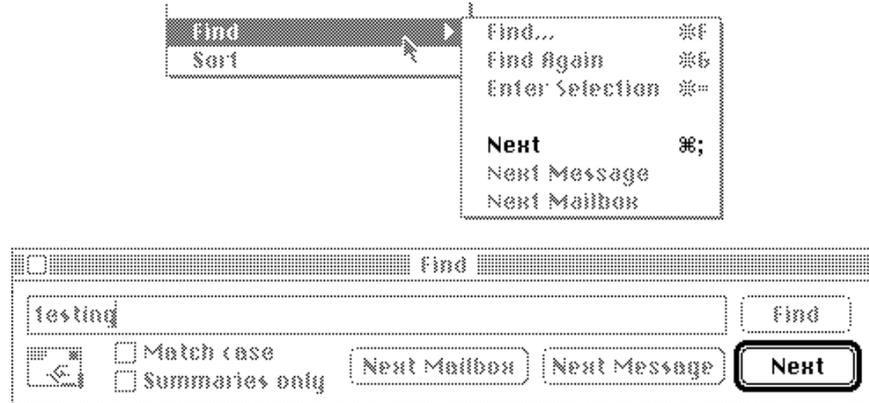
Figure 15.5. Use the "Next" command or button to find the next occurrence in or after the topmost message.

Alternatively, selecting the "Next Message" command will begin the search at the message after the current message. Eudora will continue to search until it finds a matching message, even if it has to open more than one message or a new mailbox.
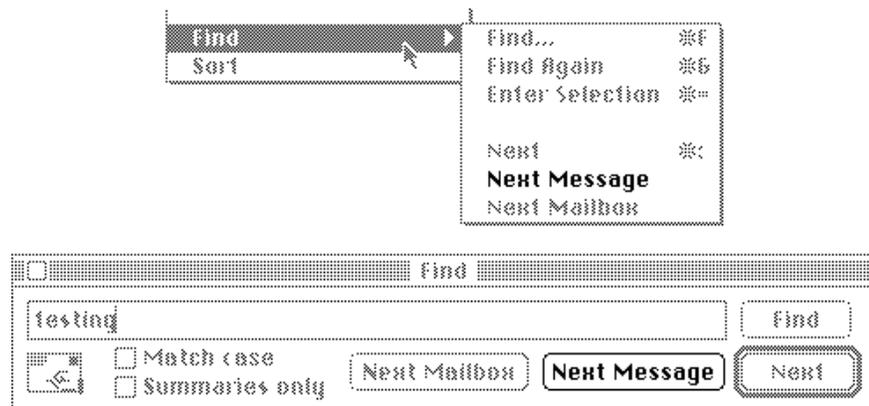
Figure 15.6. Use the "Next Message" command or button to skip the rest of the occurrences in the topmost message.

The "Next Mailbox" command will begin the search for the specified text in the mailbox following the current mailbox. The search will be conducted among all messages in that mailbox or any subsequent mailboxes.
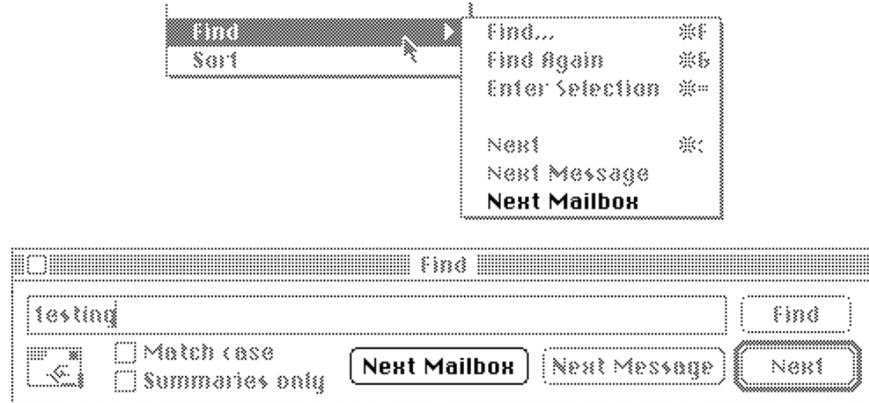
Figure 15.7. Use the "Next Mailbox" command or button to skip the rest of the occurrences in the mailbox containing the topmost message

Note: The "Find" command initiated on an open mailbox (even with message[s] selected) will search for the specified text among all messages contained in that mailbox; the search does not begin with, nor is it limited to, the selected messages.

Summaries Only, Match Case

If you know the text you're looking for appears in a message summary, you can click the "Summaries Only" check box. This will make Eudora look for the text only in the sender and subjects of messages as they appear in mailbox windows. Eudora searches much faster when this option is checked.
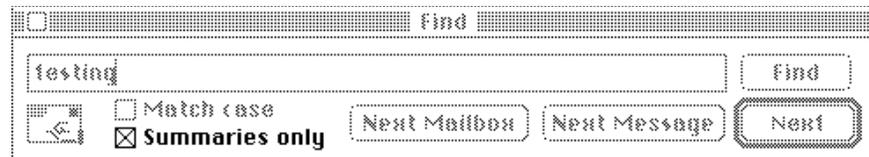
Figure 15.8. The "Summaries only" option makes Eudora search only message summaries, not bodies, which is much faster.

Normally, Eudora ignores capitalization when searching. If you want Eudora to consider capitalization when searching, check the "Match case" box.
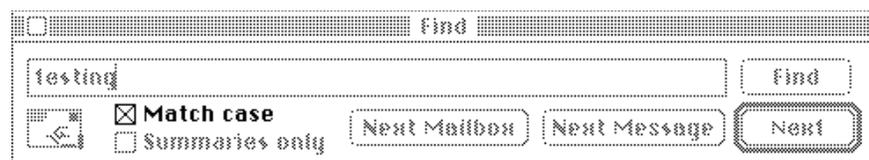
Figure 15.9. Making Eudora care about capitalization.

Stopping a Find

If you want to stop Eudora from continuing a search, just hold down the command (Apple) key and press period.

```
Edit
 Undo Typing          ⌘Z

 Cut                  ⌘H
 Copy                 ⌘C
 Paste                ⌘U
 Paste As Quotation   ⌘'
 Clear

 Select All           ⌘A
 Show Insertion Point
 Wrap Selection

 Finish Nickname      ⌘,
 Insert Recipient     ▶

 Find                 ▶
 Sort                 ▶   Sort by Status
                          Sort by Priority
                          Sort by Sender
                          Sort by Date
                          Sort by Subject
```
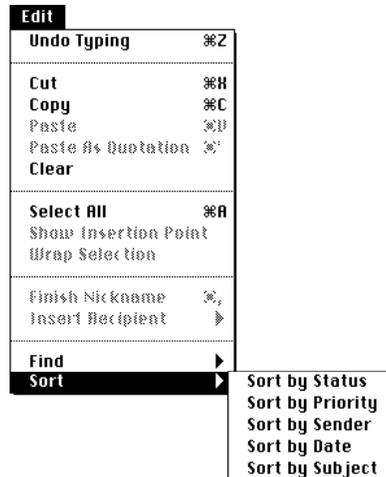
16. Sorting Messages Within Mailboxes

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 sub menu "Sort" in the Edit menu.

To use any of these commands, first open the mailbox to be sorted. Then choose the appropriate command from the Sort sub menu to rearrange the order of the mailbox's listed messages.

Eudora normally 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. The practical upshot of this is that you can sort 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, you first choose "Sort by Date", then "Sort by Subject".*

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

```
┌─────────────────────────────────┐
│ File                            │
├─────────────────────────────────┤
│ New Text Document               │
│ Open...                      ⌘O │
│.................................│
│ Close                        ⌘W │
│ Save                         ⌘S │
│ Save As...                      │
│.................................│
│ Send Queued Messages         ⌘T │
│ Check Mail (11:10 AM)        ⌘M │
│.................................│
│ Page Setup...                   │
│ Print...                     ⌘P │
│ Print Selection...              │
│.................................│
│ Send to Back                 ⌘B │
│.................................│
│ Quit                         ⌘Q │
└─────────────────────────────────┘
```

17. Saving A Message to a File

Eudora allows you to save the current message(s) to a separate text file on your Macintosh system.

Choose "Save As..." from the File menu. A "Standard File" dialog will be displayed which will allow you to choose a name and location for the file.
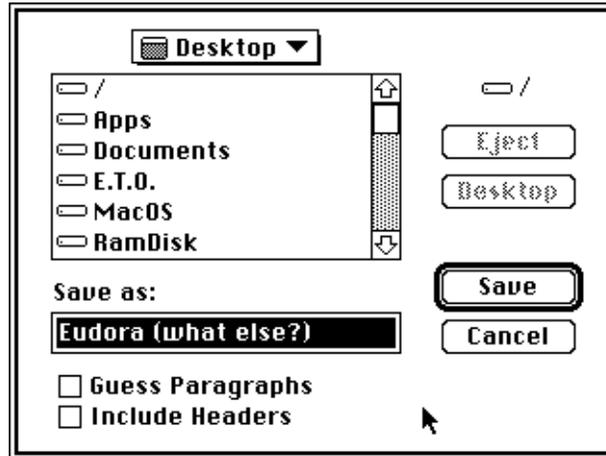
Figure 17.1. Saving a message to a plain text file.

Note the two options at the bottom of the dialog box. "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 TAB characters.
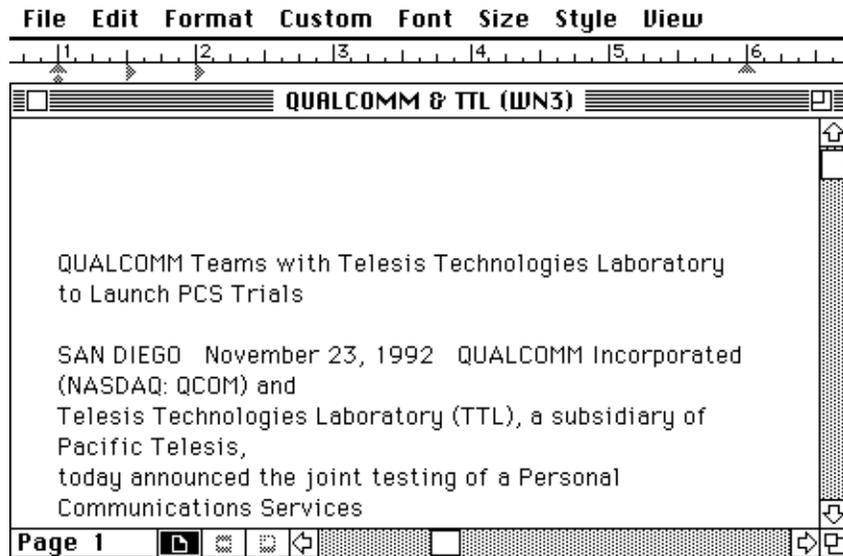
Figure 17.3. "Save As..." without "Guess Paragraphs." Note lines don't reflow evenly.

File   Edit   Format   Custom   Font   Size   Style   View

Qualcomm & TTL.gp (WN3)

QUALCOMM Teams with Telesis Technologies Laboratory
to Launch PCS Trials

SAN DIEGO November 23, 1992 QUALCOMM Incorporated
(NASDAQ: QCOM) and Telesis Technologies Laboratory
(TTL), a subsidiary of Pacific Telesis, today announced
the joint testing of a Personal Communications Services
(PCS) system in San Diego. The system operates in the
1850-1990 MHz band using QUALCOMM's Code Division

Page 1

Figure 17.4. "Save As..." with "Guess Paragraphs." Note proper reflow of lines.

The other option, "Include Headers," instructs Eudora to retain the message's header information (i.e., the "To:." "From:," etc., fields) in the saved document. If this is unchecked, only the body of the message will be saved. While these options may be selected and de-selected with each message you save to a file, their default settings are determined by the "Guess Paragraphs" and "Include Headers" options in the "Switches..." dialog (see Section 25).

Having made all of your choices, click on the "Save" button in the dialog box. If you select multiple messages from a mailbox window and choose "Save As...", all of the messages will be saved to a single file.

File	
New Text Document	
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘T
Check Mail	⌘M
Page Setup...	
Print...	⌘P
Print Selection...	
Send to Back	⌘B
Quit	⌘Q

In

Peter.Gotlind@stat...	3	Possible bug in Eudora	
Michael Waugh	2		
The Unknown User	2	eudora	
Leonard Rosenthol	2	Re: StuffIt Expander 3.0 (wa	
Ben Goren	1	Re: Another feature request	
Ed Cole	3	Eudora over Dialup	
sdorner@qualcomm.c...	24	Expander application 1/2	
sdorner@qualcomm.c...	23	Expander application 2/2	

/131K/3K

Figure 17.5. 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.

Special
Ph	⌘U
Add as Recipient	
Remove Recipient	▶
Empty Trash	
Compact Mailboxes	
Mailboxes	
Configuration...	
Switches...	
Communications...	
Signature	
Nicknames	⌘L
Make Nickname...	⌘K
Forget Password	
Change Password...	

Choosing the Application for Saved Messages

When you save a message to a file with the "Save As..." command, the new text file will be formatted as basic ASCII text in a Macintosh document. The document type is determined by the program you choose through the "Application TEXT Files Belong To" setting in the "Configuration..." dialog.

To do this, choose "Configuration..." from the Special menu. The "Configuration..." dialog box will appear. Near the bottom, click the large button beneath the option "Application TEXT Files Belong To".

A "Standard File" dialog will appear. Search through your disk to find the application (probably your favorite word-processing program) which you want to use to open messages saved as text files. Click on the application, and click on the "Open" button.
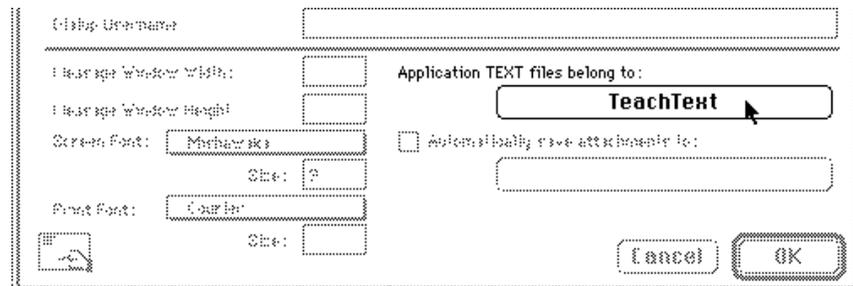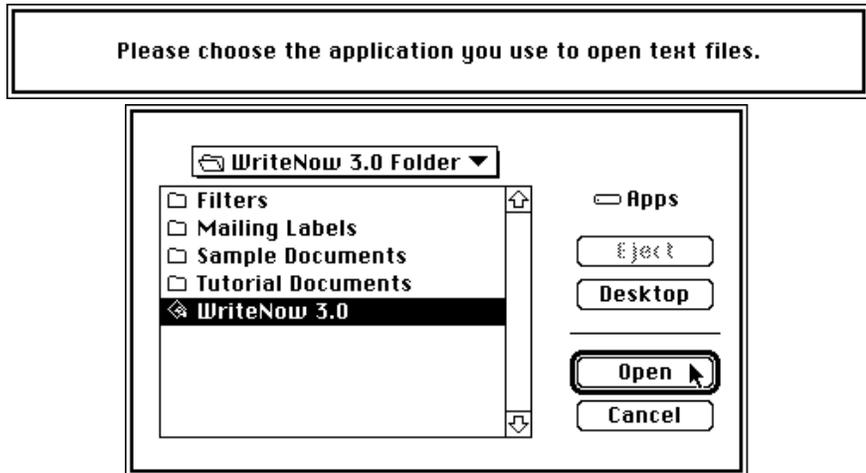
Figure 17.6. Choosing an application to open the files "Save As..." creates.
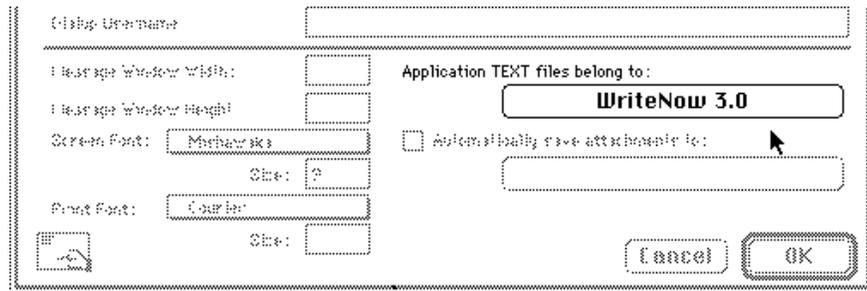
Figure 17.6. Choosing an application to open the files "Save As..." creates. (continued)

18. Re-Sending 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 a given intended recipient, these programs will return the message to the original sender. A message will typically be 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 from which you may be able to discern the reason for the message being rejected. It also includes the text of the original message.

```
▤▯▤▤▤▤  Mail Delivery Subs...,...,Returned mail: Host unknown ▤▤▤▤▯◳▤

☐  Subject:  Returned mail: Host unknown

554 <jwn2@qualcomm.comm>... 550 Host unknown (Authoritative answer from name
server)

    ----- Recipients of this delivery -----
Bounced, cannot deliver:
    <jwn2@qualcomm.comm>

    ----- Unsent message follows -----
Received: from dorner.slip.uiuc.edu by uxc.cso.uiuc.edu with SMTP id AA03680
   (5.67a/IDA-1.5 for <jwn2@qualcomm.comm>); Fri, 4 Dec 1992 10:06:12 -0600
Received: from [0.0.0.0] (dorner.slip.uiuc.edu) by dorner.slip.uiuc.edu with
SMTP id AA01137
   (5.65c/IDA-1.4.4 for jwn2@qualcomm.comm); Fri, 4 Dec 1992 10:06:42 -0600
Message-Id: <199212041606.AA01137@dorner.slip.uiuc.edu>
Date: Fri, 4 Dec 1992 10:06:46 -0600
To: jwn2@qualcomm.comm
From: test@dorner.slip.uiuc.edu (I. M. Testing)
X-Sender: test@dorner.slip.uiuc.edu (Unverified)
Subject: Qualcomm & TTL PCS

QUALCOMM Teams with Telesis Technologies Laboratory to Launch PCS Trials

SAN DIEGO November 23, 1992 QUALCOMM Incorporated (NASDAQ: QCOM) and
```

Figure 18.1. A rejected message.

Eudora allows you to strip out the error message and excess text, and recover the original message so that you can make any

corrections and re-send it. To do this for the current message, choose "Send Again" from the Message menu. This will eliminate the inserted extra text and reformat the message as it originally appeared.   Changes and additions may then be made, followed by another attempt to send the message if you so want.
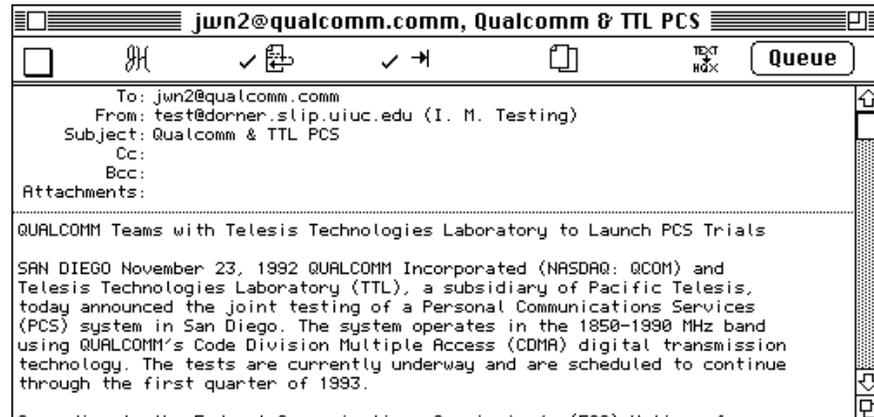
Figure 18.2. A rejected message, redeemed.

19. Message Priorities

Eudora allows you to set priorities on your messages. These priorities are for your reference on incoming messages, and as hints to your recipients on outgoing messages. There are five priority levels available, each represented by a small icon (see Figure 19.1). Priorities range from 1 (highest) to 5 (lowest). Priority 3 is assumed for messages that have no assigned priorities, and is not displayed.

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

Note: *Priorities don't mean anything to the mail transport system; your mail won't arrive any faster or slower if you change its priority. Priorities are for reference purposes only.*

To change the priority of a message, open the message, and choose the desired priority from the menu that pops up when you press on the box on the left side of the icon bar. The priority icon will then appear in the priority box, and the message's priority will be changed.

Figure 19.1. Assigning a priority to a message.
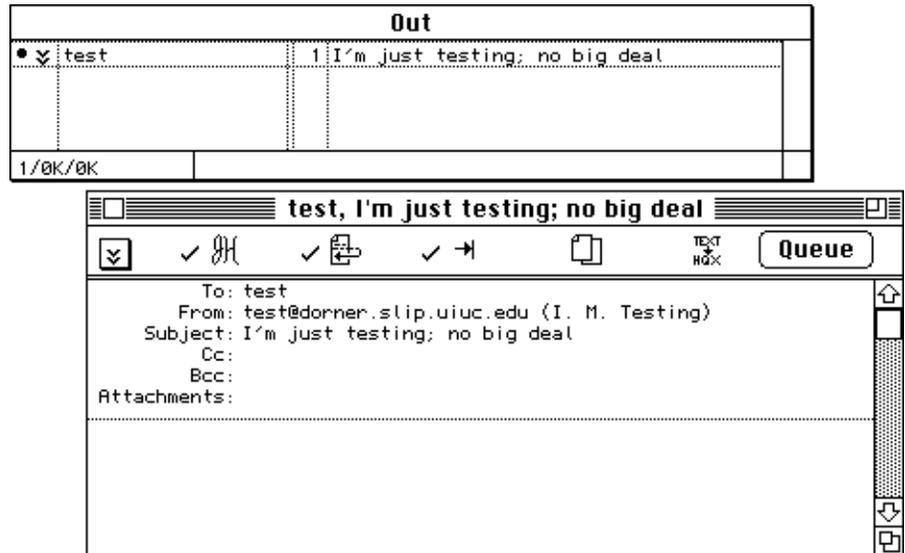
Figure 19.2. A message with a priority assigned to it.

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

When Eudora sends mail with a priority other than Normal, it adds an X-Priority header to the mail. The header lists the numerical priority, and a description in words. When mail arrives in Eudora with such a header, Eudora assigns the given priority to the message.
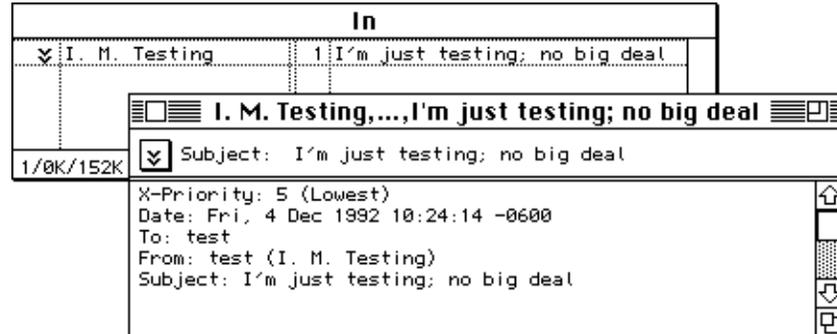
Figure 19.3. An incoming message with a pre-assigned priority.

*Note: All new messages are created with Normal priority, even
          replies to messages whose priority you have changed. The
          exception to this rule is that, if the sender of a message
          gave it a priority other than normal, Eudora will insist on
          giving your reply the same priority as the sender gave
          his /her message. This occurs even if you reassign the
          priority of the sender's message. You can, however,
          override the priority by one of the methods listed above.*

20. Editing Subjects

Sometimes the subject of an incoming message is not descriptive. Eudora
allows you to change the subject as it appears in message summaries. For
this to work, the "Icon Bar" option must be checked in the "Switches..."
dialog.

To change 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, by
clicking and typing in it. When you're done making changes, hit the
"Enter" key or close the message. The new subject will be displayed in
the message summary. (The subject as it appears in the message itself,
however, is unchanged.)

```
                                    In
  --|I. M. Testing          | 1|I'm just testing; no big deal

 1/0K/152K
```

```
 ▤□▤▬▬▬▬  I. M. Testing,...,I'm just testing; no big deal  ▬▬▤◨▤
 --| Subject:  Test mail ][
 X-Priority: 5 (Lowest)                                              ⇧
 Date: Fri, 4 Dec 1992 10:24:14 -0600
 To: test
 From: test (I. M. Testing)
 Subject: I'm just testing; no big deal
                                                                    ⇩
                                                                    ▯
```
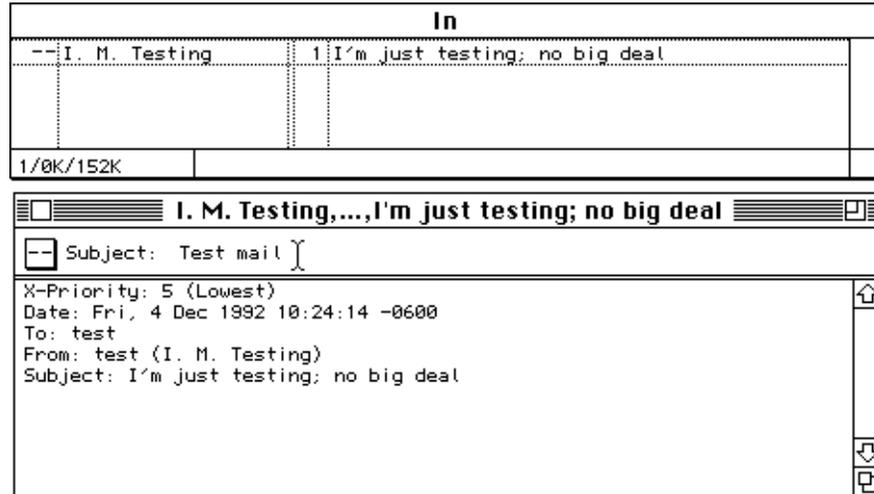
Figure 20.1. Editing the subject of a message.

```
                                    In
  --|I. M. Testing          | 1|Test mail

 1/0K/152K
```

```
 ▤□▬▬▬▬▬▬▬▬  I. M. Testing,...,Test mail  ▬▬▬▬▬▬◨▤
 --| Subject:  Test mail
 X-Priority: 5 (Lowest)                                              ⇧
 Date: Fri, 4 Dec 1992 10:24:14 -0600
 To: test
 From: test (I. M. Testing)
 Subject: I'm just testing; no big deal
                                                                    ⇩
                                                                    ▯
```
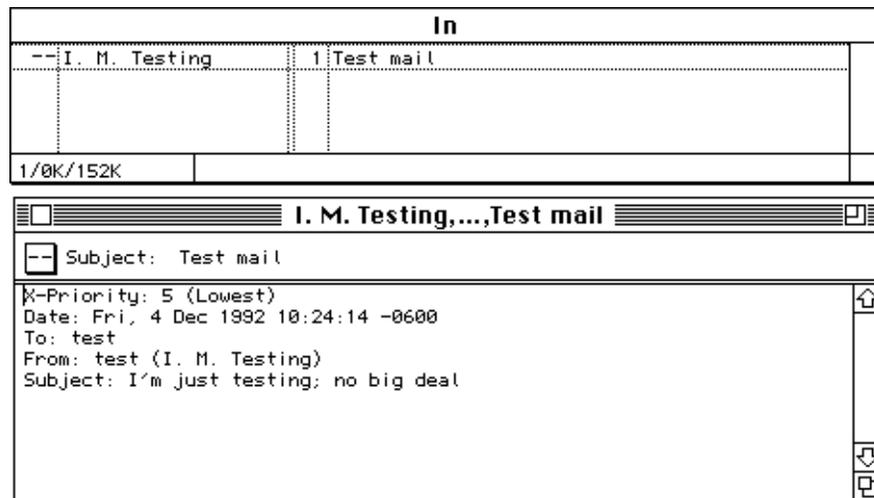
Figure 20.2. After Editing the subject.

Note: If you reply to the message, the original subject will be 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.

```
 File 
New Text Document
Open...                    ⌘O

Close                      ⌘W
Save                       ⌘S
Save As...

Send Queued Messages  ⌘T
Check Mail (11:10 AM)  ⌘M

Page Setup...
Print...              ⌘P
Print Selection...

Send to Back               ⌘B

Quit                       ⌘Q
```

21. Printing

Eudora can print the current messages, or a plain text window, or the
contents of the ph window. Simply choose "Print..." from the

"File" menu, like in any other Macintosh application. If you have text selected in the window, you can print just the selected text using the "Print Selection..." menu item.

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

```
Special
Ph                    ⌘U
.......................................
Add as Recipient
Remove Recipient      ▶
.......................................
Empty Trash
Compact Mailboxes
Mailboxes
.......................................
Configuration...
Switches...
Communications...
Signature
Nicknames             ⌘L
Make Nickname...      ⌘K
.......................................
Forget Password
Change Password...
```

22. Using the Ph Window

Eudora can access two different directory services, "Ph" and "Finger", by means of the Ph window. To open the Ph window, choose "Ph" from the Special menu.
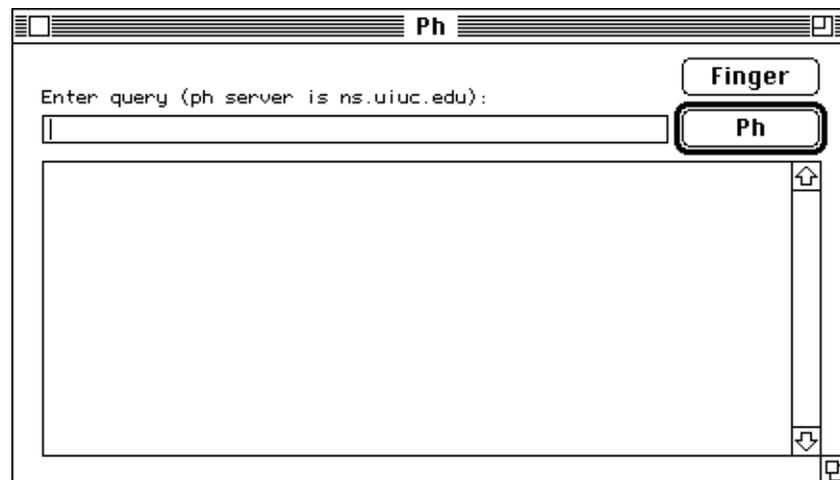
Figure 22.1. The "Ph" window.

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

Note: If you press return or enter, Eudora will perform whichever

button has the bold outline, which will be whichever button you last used.

Using Ph

To use the "Ph" protocol, you must first type the name of a "Ph" server into the "Ph Server" box in the "Configuration..." dialog.

Type the name you want to look up in the query box, and press the "Ph" button. The server's response will be printed in the response box.
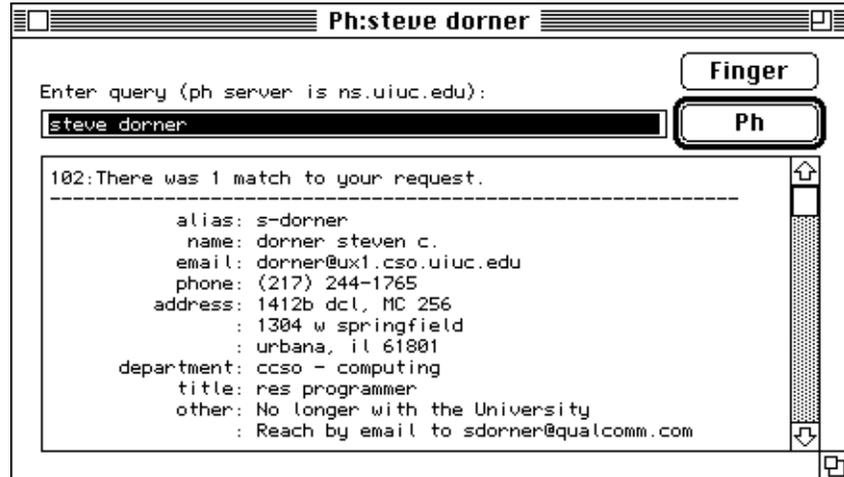
Figure 22.2. A "Ph" query and its response.

Note: You can type any ph command in the query box, except login commands, or commands requiring login. For more information about "Ph", see Appendix A.

Using Finger

To use the "Finger" protocol, type your query into the query box. This query should be of the form "name@domain". If you omit the "@domain" part, Eudora will assume you mean your SMTP server host. Click the "Finger" button.

The finger query will be sent to the host specified in the "@domain" part, and the response will be put in the response box.
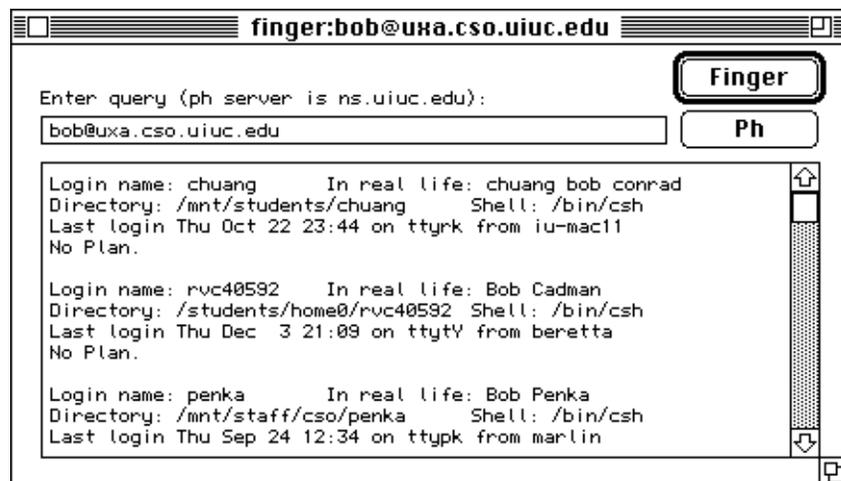
Figure 22.3. A "Finger" query and its response.

Note: Finger servers return a wide variety of information. Expect the unexpected.

```
Special
Ph                    ⌘U

Add as Recipient
Remove Recipient    ▶

Empty Trash
Compact Mailboxes
Mailboxes

Configuration...
Switches...
Communications...
Signature
Nicknames            ⌘L
Make Nickname...    ⌘K

Forget Password
Change Password...
```

23. Creating a Signature

A "signature" is a *brief* piece of text automatically appended 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 sometimes included.
An example of a "signature" is seen in the message shown in Figure 22.1.

```
≡□≡≡≡≡≡≡≡≡≡≡≡ Steve Dorner,..., ≡≡≡≡≡≡≡≡≡≡□≡
□ Subject:

Date: Fri, 4 Dec 1992 10:54:18 -0600                          ⇧
To: sdorner@qualcomm.com
From: sdorner@qualcomm.com (Steve Dorner)
X-Sender: sdorner@dorner.slip.uiuc.edu


--
Steve Dorner, Qualcomm, Inc.
                                                              ⇩
                                      I                       ⬘
```
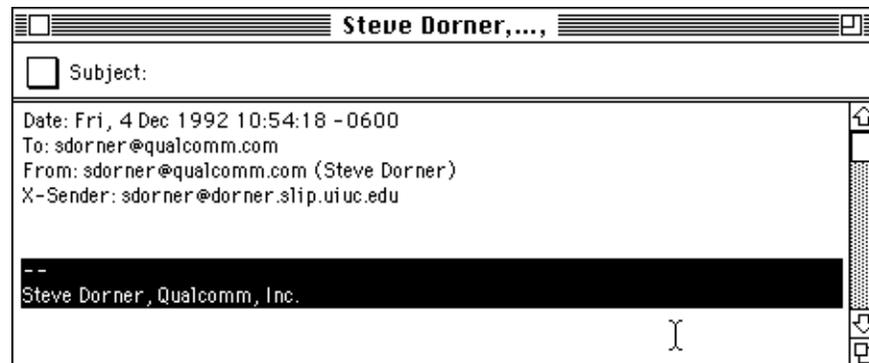
Figure 23.1. A signature.

To create a signature, choose "Signature" from the Special menu. A blank
Signature window will then appear; enter you signature text in this
window. An example is shown in Figure 22.2.
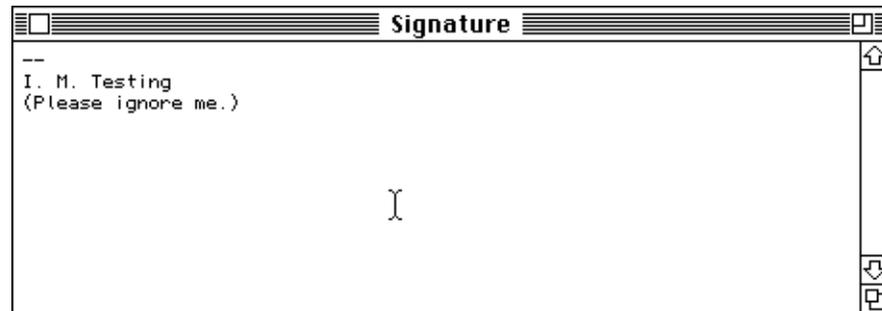
Figure 23.2. Editing a signature.

When you are finished editing, close the Signature window; a dialog will appear to verify your additions or changes.

You will not see this signature text at the end of messages you create, although your recipient(s) will see the signature at the end of your messages.

In order to activate your signature on all outgoing messages, be sure to select the "Use Signature" option in the "Switches..." dialog (see Section 25). If you use the icon bar (see Section 1), you may override that option and select or de-select the signature option for each message you send.
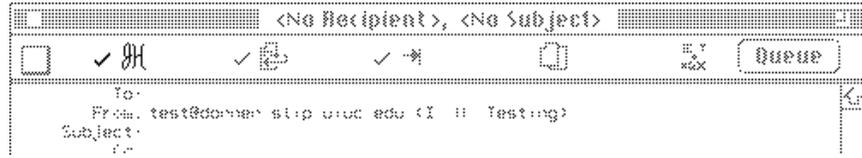
Figure 23.3. Your signature is used if the icon is checked in the icon bar.

You may select "Signature" from the Special menu at any time to change your signature file.
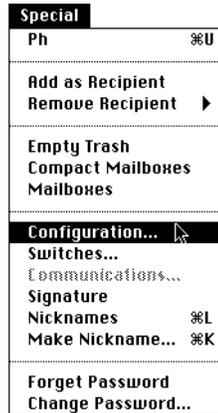
24. The "Configuration..." Dialog

In order for Eudora to work correctly, you must configure the program by giving it some basic though important information elements. To enter this information, first select "Configuration..." from the Special menu. A large dialog box will appear.

Note: There are many settings in this dialog; new users can safely ignore all of those below the first horizontal line.
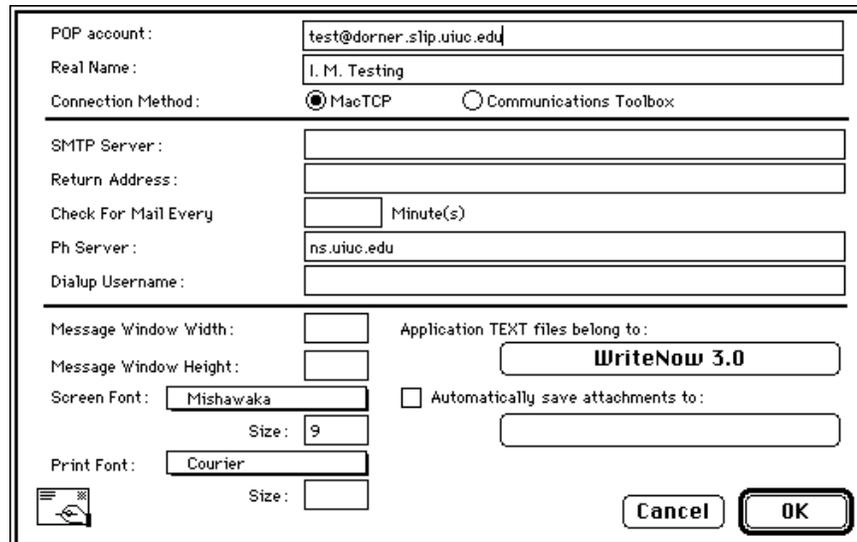
Figure 24.1. The "Configuration..." dialog.

Each of these settings is described below. The default setting, if it exists, is listed in brackets after the name of each Configuration setting.

POP account: [none]

To receive mail with Eudora, you must have an account on a computer that runs a POP 3 (Post Office Protocol) 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" box, enter your login name for this account and the (domain) name of the computer, separating them with an "@" sign.

For example, if your login name for your POP account is "carolyn", and the name of the computer was "uxh.cso.uiuc.edu", you would enter "carolyn@uxh.cso.uiuc.edu" in this box.

Note: This item is used differently if you use UUCP as your mail transport. See Appendix F for details.

Real Name: [none]

Enter your real name here. It will be put in parentheses after your return address in your outgoing mail.

Connection Method: [MacTCP]

If you are using Eudora via network connections, "MacTCP" should be selected (meaning you are using MacTCP software for communications). If you are using Eudora via a modem, "Communications Toolbox" should be selected (meaning you are using Communications Toolbox software for communications).

SMTP Server: [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; you simply must have access to it through your network. If the computer on which you have your POP account is also an SMTP server, you need not put anything in this box. Otherwise, specify here the name of the computer which you want to use as your SMTP server.

Note: This item is used differently if you use UUCP as your mail transport. See Appendix F for details.

Return Address: [none]

If you need to use a different return address than your POP account, enter it here.

Normally, Eudora uses your POP Account as your return address. Some sites have special provisions for forwarding mail (e.g., addresses based on "ph" aliases). In such a case, the e-mail address you would give to people won't be the same as your POP account address.

Important: *If you do put an address here, first test the address to be sure that mail sent to it will indeed be delivered to you. If you use an invalid return address, no one will be able to reply to your mail, even to notify you that you made a mistake.*

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

If you enter a number in this box, Eudora will check your POP server at regular intervals, and transfer any mail it finds to your Macintosh. The number you enter specifies the number of minutes between checks to the

POP server. It's a good idea to set this at no less than 10 minutes; checking mail more frequently than that is an

unnecessary drain on your POP server. This option only works when Eudora is running. Leave it empty to disable automatic checking.

Ph Server: [none]
Enter the host name of your "Ph" name server here.

Note: For more information on "Ph", see Appendix A.

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 for details on how this user name may be used.

Message Window Width: [none]
The width (in characters) you would like message windows to be. If you leave this empty, Eudora will assume a value of 80. This setting affects only the width of new and zoomed message windows; it 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 will set the window width based on the width of the "0" character.

Message Window Lines: [none]
The number of lines you would like message windows to display. The default number is 20. (If you have the "Icon Bar" option turned on, you will get fewer lines.)

Screen Font, Size: [Mishawaka]
Pressing this item will pop up a menu of screen fonts, from which you may choose one for displaying the text of your Eudora messages and mailbox windows on screen. Type the size (in points) of the font you want to use in the "Size" box.

Printer Font, Size: [Courier]
Same as above, but this font and size is used when messages are printed using the "Print..." command.

Application TEXT files belong to: [TeachText]
When you choose "Save As..." from the File menu, Eudora creates a Macintosh document that will "belong" to the application named in the button beneath. That is, when you double-click the saved file, this application will open. You will probably want to set this option to your favorite word processing program. To change the setting, click on the button, and a dialog will appear, allowing you to choose the application.

Automatically save attachments to: [off, none]

If this option is checked, Eudora will automatically put file attachments that come with messages in a folder of your choice (you can change the folder designated for attachments by clicking on the button below). If you choose a folder, the name of it will be displayed in the button. This option is discussed in greater detail in Section 11.

```
┌─────────────────────────┐
│ Special                 │
│ Ph                  ⌘U  │
│                         │
│ Add as Recipient        │
│ Remove Recipient     ▶  │
│                         │
│ Empty Trash             │
│ Compact Mailboxes       │
│ Mailboxes               │
│                         │
│ Configuration...        │
│ Switches...          ⬚  │
│ Communications...       │
│ Signature               │
│ Nicknames           ⌘L  │
│ Make Nickname...    ⌘K  │
│                         │
│ Forget Password         │
│ Change Password...      │
└─────────────────────────┘
```

25. The "Switches..." Dialog

You may tailor many aspects of Eudora to your own needs and preferences. Some of these are set with the "Configuration..." dialog described in the previous section. The others are set with the "Switches..." dialog. (It's easy to know where to look for a particular setting; if the setting can be either on or off, it's in "Switches..."; if a choice beyond "on" or "off" is required, it's in "Configuration...".) Choose "Switches..." from the Special menu, and the dialog will appear.

```
┌────────────────────────────────────────────────────────────────────┐
│ Composition:          Transport:            Switch Messages With:   │
│ ⊠ Icon Bar            ⊠ Show Progress       ☐ Plain Arrows          │
│ ☐ Live Nicknames      ⊠ Send On Check       ⊠ Cmd-Arrows            │
│ ⊠ Word Wrap           ☐ Save Password                               │
│ ⊠ Tabs In Body        ☐ Leave Mail On Server Miscellany:            │
│ ⊠ Use Signature       ☐ Auto-Ok            ☐ Show All Headers       │
│ ☐ BinHex 'TEXT'       ☐ Skip big messages  ☐ Zoom Windows          │
│ ⊠ Immediate Send                           ☐ Easy Delete            │
│ ☐ Keep Copies         Get Attention By:    ☐ Mailbox Superclose     │
│ ☐ Reply to All        ⊠ Alert              ⊠ Empty Trash on Quit    │
│ ☐ Include Self        ⊠ Sound              ⊠ Easy Open              │
│                       ⊠ Flash Menu Icon                             │
│ Save As:              ⊠ Open "In" Mailbox                           │
│ ⊠ Guess Paragraphs       (Mail arrival only)                        │
│ ⊠ Include Headers                                                   │
│                                                                     │
│ ┌──┐                                   ┌────────┐ ┌──────────┐      │
│ │🖹 │                                   │ Cancel │ │    Ok    │      │
│ └──┘                                   └────────┘ └──────────┘      │
└────────────────────────────────────────────────────────────────────┘
```

Figure 25.1. The "Switches..." dialog.

Under the sub-title "Composition:"
Icon Bar: [on]
If on, the icon bar will be displayed in the windows of all outgoing

messages, and the subject editing area will be displayed in the windows of all incoming messages. The icon bar (discussed in Section 1) allows you to easily override some of your option settings for the message at hand (the initial settings for these are defined in the "Switches..." dialog). The options (discussed below) represented by symbols in the icon bar are Use Signature, Word-Wrap, Tabs in Body, Keep Copy, and BinHex 'TEXT.' The icon bar also allows you to change a message's priority (Section 19), or send or queue the message (Section 3). On incoming messages, the subject edit area allows you to change the subject of the message as it appears in the message summary (see Section 20).

Live Nicknames: [off]

If this option is on and the Nicknames window is open, the Nicknames window will indicate (with a small triangle) which

nickname best matches the text that you are currently typing. You must stop typing for a moment before the Nicknames window will react. This option is most useful in conjunction with the "Finish Nickname" command under the "Edit" menu since it shows what nickname you would get if you were to use "Finish Nickname".

Word Wrap: [on]

If this option is on, you do not need to enter a carriage return at the end of each line of text you type in an outgoing message. Your message will be formatted with line breaks at about 76 characters per line. This makes your mail more legible to recipients using line-oriented mail systems. It is strongly suggested that you check this box.

Tabs in Body: [on]

If on, hitting the TAB key when in the message body will result 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. Otherwise hitting the TAB key will advance the cursor to the "To:" field of the message header.

This option also controls the handling of tabs in text that are pasted into the message window and in plain text attachments that are not binhexed. If Tabs in Body is on, tabs in such texts will be replaced with the above mentioned number of spaces, as though you had typed them in.

Finally, this option also controls what Eudora does with tab characters that appear in mail downloaded from your POP server. If the option is on, Eudora will replace these with the appropriate numbers of spaces, like it does for typed or pasted text.

It is suggested that you keep this option turned on; otherwise, you may get messy results when receiving mail that contains tab characters.

Use Signature: [on]

If Use Signature is on, Eudora will automatically attach your signature file (if you have one) to the end of any outgoing message.

BinHex 'TEXT': [off]

If this option is on, plain ASCII text files that you send as attachments will be encoded in BinHex format; otherwise they will be appended to the body of the message without being encoded.

Immediate Send: [on]

If on, choosing "Queue for Delivery" from the Message menu will result in the mail being sent immediately. Also, the rightmost button in the icon bar will be labeled "Send," allowing for the immediate sending of outgoing messages by clicking the button.

Keep Copies: [off]

If Keep Copies is on, Eudora will leave copies of your sent messages in the Out mailbox. The messages will have an "S" in the Status/Priority column of the Out mailbox window, to indicate that they have been sent. If this setting is unchecked, Eudora will move messages you send into the Trash mailbox after they have been sent.

Reply to All: [off]

If this option is on, choosing "Reply" from the "Message Menu" will create a message addressed not only to the sender of the original message, but also to all of its recipients. If the option is off, "Reply" will address the new message only to the sender.

You can use the option key to reverse this setting for any given reply. That is, if "Reply to All" is off, holding down the option key while choosing "Reply" will reply to all, and vice-versa.

This option also applies to the "Make Nickname" command (see Section 13).

Include Self: [off]

If this option is on when you do a reply all (see above), your address will be left in the address list of the new message. If the option is off, your address will be removed.

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 boxes from the "Configuration..." dialog.

This option also applies to the "Make Nickname..." command (see Section 13).

Under the sub-title "Save As:"
Guess Paragraphs: [on]

Most mail you receive will consist of many short lines separated by carriage returns. Most Macintosh word processors prefer to have carriage returns only at the ends of paragraphs. When you choose "Save As..." from the File menu to save a message to a text file and this option is on, Eudora will remove carriage returns that aren't at the ends of paragraphs in the message.

Note: Eudora can only "guess" where paragraphs end. It's a good guesser, but it will occasionally remove a carriage return that it shouldn't have, or leave one in that should have been removed. Some manual clean-up may be necessary.

Include Headers:

When saving messages to text files through the "Save As..." command, you have the choice of whether to include the message headers (e.g., the "To" and "Subject" fields) in the text files or not. Turning this switch on will include the header information.

Under the sub-title "Transport:"
Show Progress: [on]
When this option is on, Eudora will display a small window, called the Progress window, at the top of your screen to show you what it's doing when making a network connection or some other long operation.

Send on Check: [on]

If on, Eudora will automatically send any messages with "queued" status whenever it checks for new mail at the POP Server.

Save Password: [off]

If this option is on, you will no longer have to enter your password to check your mail, even if you quit Eudora and restart it again. Only use this option if your Macintosh is in a safe place.

Leave Mail on Server: [off]

Eudora normally transfers your messages from the POP server to your Macintosh, and deletes them from the POP server. If this setting is on, Eudora will transfer incoming messages to Eudora on your Macintosh, but keep copies of those messages on the POP server. See Section 5 for more details.

Auto-Ok: [on]

Many networking problems are temporary. When a problem occurs while Eudora is transferring or checking your mail, you will be notified (in the way you select from the "Get Attention By" section of the "Switches..." dialog, described below). If this setting is on, such notifications will automatically go away after a couple of minutes. This allows Eudora to try the communication again. This setting is most useful if you have a non-zero value for the setting "Check for mail every ? minute(s)."

Skip Big Messages: [off]

If this option is on, Eudora will not download the entire texts of very large messages, but will only download the first few lines. This can be useful on slow connections. See Section 5 for details.

Under sub-title "Get Attention By:"

These options control what Eudora does when it is running in the background and wants your attention, or when new mail arrives.

Alert: [on]

If on, Eudora will use an alert box.

Sound: [on]

If Sound is on, Eudora will make noise when it needs you. There are two different sounds; one for the arrival of mail, and one for everything else.

Flash Menu Icon: [on]

If this option is checked, Eudora will flash 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.

Figure 25.2. The new mail and envelope menu bar attention icons.

Open "In" Mailbox: [on]

This option applies only to the arrival of new mail. If on, Eudora will open the In mailbox when mail arrives, scroll the mailbox to the end, and select the FUMLUB (See Section 5 if you want to know what in heck a FUMLUB is). If the option is not on, Eudora won't do anything special to the In box when mail arrives, except add the mail to it.

Under sub-title "Switch Messages With:"
Plain Arrows: [off]

If this option is on and there is a message window open on the screen, the arrow keys can be used to close the current message and open the next or previous one. The up and left arrows open the previous message, whereas the down and right arrows open the next message. If this option is off, the arrow keys can be used to move the insertion point around in messages.

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

Cmd-Arrows: [on]

This option allows message switching when the command key is held down while the arrow keys are pressed. As above, up and left open the previous message, while down and right open the next message.

Note: Cmd-Arrow key presses do work on composition windows.

Under the sub-title "Miscellany:"
Show All Headers: [off]

Normally, Eudora hides a lot of the routing information that is contained in a mail message. If you really want to see such things, check this setting.

Note: If you want to see all headers for just one message, hold down the option key when opening the message.

Zoom Windows: [off]

When this setting is on, new mailbox and message windows will 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. For message windows, zoomed size is just long enough to display all of the message, and as wide as the Message Window Width setting. Composition windows zoom to the height specified by the Message Window Height setting.

Easy Delete: [off]

Normally, Eudora warns you with a dialog (see Figure 8.1) if you delete messages you haven't read, or transfer queued messages out of the Out mailbox (which keeps them from being sent). If you turn this option on, you won't get those warnings.

Mailbox Superclose: [off]

If Mailbox Superclose is on, closing a mailbox window will close any open messages from that mailbox.

Empty Trash on Quit: [on]

When Eudora quits, it empties the Trash mailbox. If you are fond of your trash, turn this option off; Eudora will only empty the Trash when you choose "Empty Trash" from the "Special" menu.

Note: If you want to remove some messages from the trash, but don't want to empty it entirely select the summaries you want to delete and choose "Delete" from the "Message" menu. The selected messages will be obliterated.

Easy Open: [on]

If Easy Open is on, deleting or transferring the topmost message will open the next message, if the next message has not been read.

26. Balloon Help

Eudora has balloon help for almost all of its windows and menus. If you're confused about what something means or what it's supposed to do, choose "Show Balloons" from the Help menu.
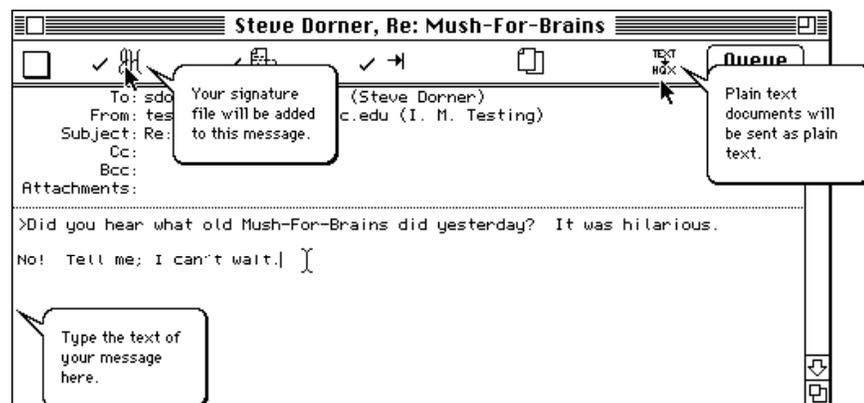
Figure 26.1. Help balloons.

Then, put the mouse over the item you need help with. You can leave balloon help on while you use Eudora. To turn Balloon Help off, choose "Hide Balloons" from the "Help" menu.

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

27. 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 will be asked if you want to send them (see "Quitting with Queued Messages" in Section 3.)

28. Mail Storage

When you first start Eudora, it will create a folder named "Eudora Folder" in your System Folder. In that folder, you will find several files. While you don't normally need to know anything about these files, it can sometimes help to know what's going on.

Eudora Settings
Your Configuration... and Switches... information is kept here, as well as your Quick Recipient list, signature, and the list of windows you have open (so Eudora can reopen them the next time you start the program).

Eudora Nicknames
Your nicknames are saved here.

Note: This file is a plain TEXT file in UNIX ".mailrc" format.
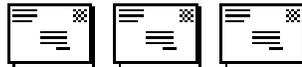
In, Out, and Trash
These files hold your mail. You'll see files like this for every mailbox you create.

Note: These files are in UNIX mail format.

In.toc, Out.toc, and Trash.toc
These files are "tables of contents" for your mailboxes. They make it much faster for Eudora to access your mail.

Eudora Log, Old Log
Eudora keeps records of the mail it transfers. Those records are kept in these files. Eudora keeps each file less than about 100K.

System 7 Aliases
You may make aliases for mail boxes and .toc files, and put those aliases in your Eudora Folder. Do not put aliases to other folders in your Eudora Folder.
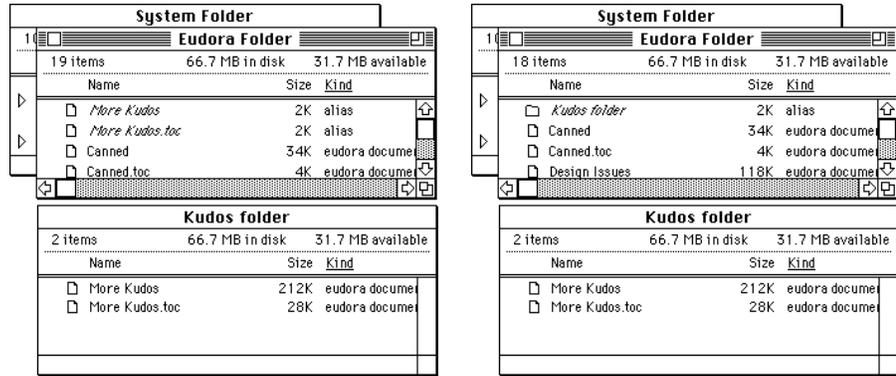
Right   **Wrong**

Figure 28.1. The right way and the wrong way to use System 7 aliases in the Eudora Folder.

Sharing a Macintosh with Other People

If you are sharing a Macintosh with other users, make a copy of a 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.
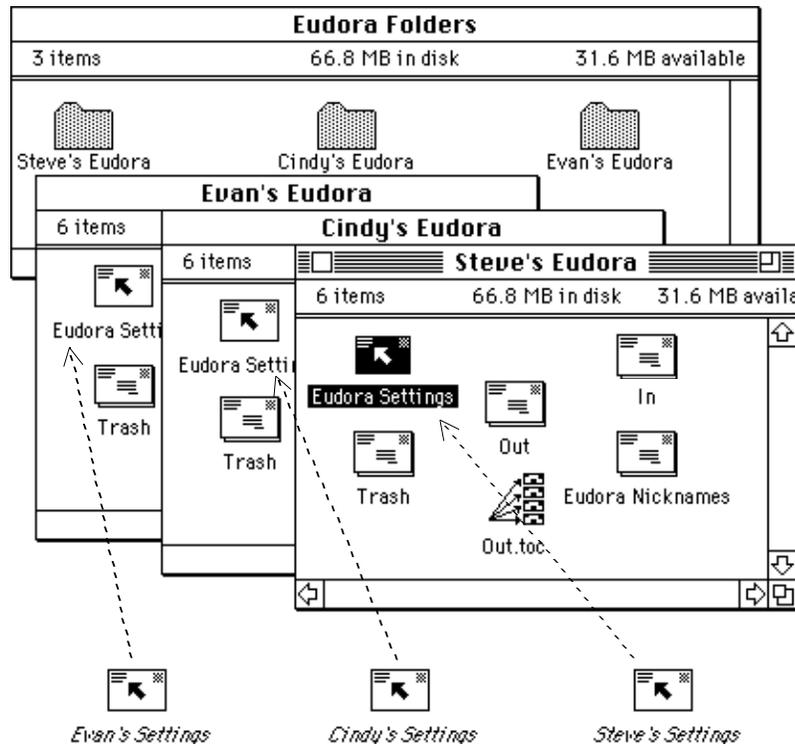
Figure 28.2. Sharing one Macintosh among multiple Eudora users.

29. A Word About Memory

Sometimes, Eudora tells you it needs more memory.
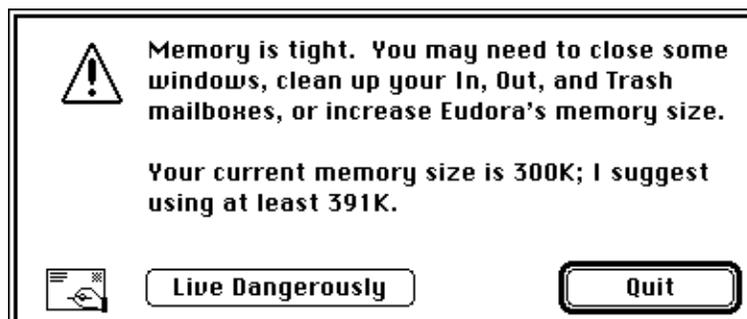
Figure 29.1. A low memory warning.

The best thing to do is click "Quit", and give Eudora more memory. You can do this by selecting the Eudora application, and choosing "Get Info" from the Finder's File menu. Type the amount of memory you want Eudora to have in the "Current size" box, close the window, and then launch Eudora again.
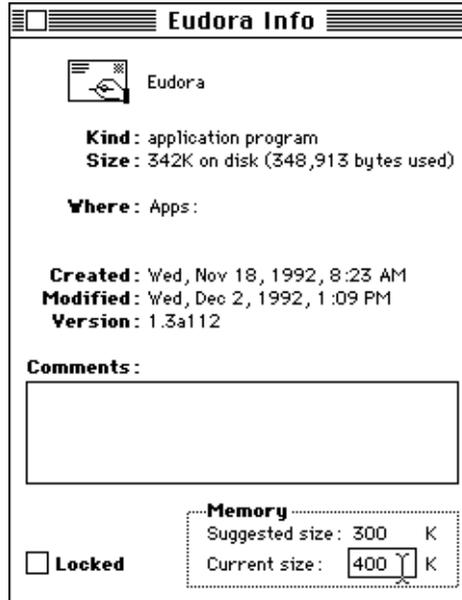
Figure 29.2. Changing Eudora's memory size.

You can see Eudora's estimate of how much memory it needs at any given time by choosing "About Eudora..." from the Apple menu. 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; 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 RDA" when it suggests memory size.

30. Summary of Menu Commands

File Edit Mailbox Message
New Text Document
Open...   ⌘O
Close   ⌘W
Save   ⌘S
Save As...
Send Queued Messages ⌘T
Check Mail (11:10 AM) ⌘M
Page Setup...
Print...   ⌘P
Print Selection...
Send to Back   ⌘B
Quit   ⌘Q

File
Basic file and mail program functions.

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 any 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 messages, text window, or Ph window.

Print Selection...

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

Send to Back

Move topmost window behind all others.

Quit

Exit Eudora.

```
 Edit
  Undo Typing        ⌘Z

  Cut                ⌘X
  Copy               ⌘C
  Paste              ⌘U
  Paste As Quotation ⌘'
  Clear

  Select All         ⌘A
  Show Insertion Point
  Wrap Selection

  Finish Nickname    ⌘,
  Insert Recipient     ▶

  Find                 ▶
  Sort                 ▶
```

Edit

Text-editing and sorting tools.

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

Inserts returns into the current selection, in the same way as Eudora does when it sends mail. With the option key, unwraps 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.

Insert Recipient

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

Find

Search for designated text or 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 will also appear in this menu.

```
┌─────────────────────────┐
│ Message                 │
├─────────────────────────┤
│ New Message        ⌘N   │
│ Reply              ⌘R   │
│ Forward                 │
│ Redirect                │
│ Send Again              │
│·························│
│ New Message To       ▶  │
│ Reply To             ▶  │
│ Forward To           ▶  │
│ Redirect To          ▶  │
│·························│
│ Queue For Delivery  ⌘E  │
│ Change Queueing...      │
│·························│
│ Attach Document...  ⌘H  │
│·························│
│ Delete             ⌘D   │
└─────────────────────────┘
```

Message

This menu lets you create and delete messages.

New Message

Create a message from scratch.

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 and mark it as "queued," or ready to be delivered.

Change Queueing...

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

Attach Document

Send file(s) along with the current message.

Delete

Transfer the current message to the Trash mailbox; also used for destroying messages in the Trash mailbox.

```
┌─────────────────────────┐
│ Special                 │
│ Ph                  ⌘U  │
│ ·························│
│ Add as Recipient        │
│ Remove Recipient     ▶  │
│ ·························│
│ Empty Trash             │
│ Compact Mailboxes       │
│ Mailboxes               │
│ ·························│
│ Configuration...        │
│ Switches...             │
│ Communications...       │
│ Signature               │
│ Nicknames           ⌘L  │
│ Make Nickname...    ⌘K  │
│ ·························│
│ Forget Password         │
│ Change Password...      │
└─────────────────────────┘
```

Transfer

Choose a mailbox from this menu, and the current message(s) will be transferred into it.

Special

If it doesn't fit anywhere else, it goes in here.

```
┌─────────────────────────────┐
│ Special                     │
│ Ph                      ⌘U  │
│ ···························· │
│ Add as Recipient            │
│ Remove Recipient        ▶   │
│ ···························· │
│ Empty Trash                 │
│ Compact Mailboxes           │
│ Mailboxes                   │
│ ···························· │
│ Configuration...            │
│ Switches...                 │
│ Communications...           │
│ Signature                   │
│ Nicknames               ⌘L  │
│ Make Nickname...        ⌘K  │
│ ···························· │
│ Forget Password             │
│ Change Password...          │
└─────────────────────────────┘
```
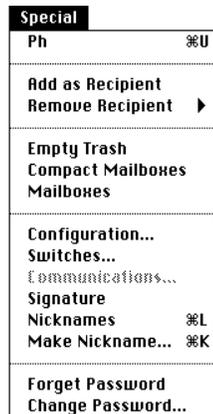
Ph...
Use the "ph" or "finger" directory services.

Add As Recipient
Add selected text to the Quick Recipient list.

Remove Recipient
Choose a recipient from this menu, and the recipient will be removed from the Quick Recipient list.

Empty Trash
Destroy all messages in the Trash mailbox.

Compact Mailboxes
Reclaim unused space in mailboxes.

Mailboxes
Create, move, rename or remove mailboxes or mail folders.

Configuration...

Change program settings, including accounts, host names, connection method, and visual attributes. Settings in this dialog require more choice than just on and off.

Switches...

Turn options on and off.

Communications...

Communications Toolbox settings. Not needed when using MacTCP.

Signature

Create or change the text added to the end of all your messages.

Nicknames...

Create abbreviations for addresses.

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.
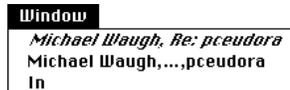
Window

All Eudora window titles are listed in this menu; choose one to bring it to the front. Composition window titles are italicized to help distinguish them from other windows.