

# **New Features for Eudora Pro®**

## **Email 4.2 for Mac**

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

## **About the Name**

Why the name *Eudora*?

When looking for a name for this new Post Office Protocol mail program, we thought immediately of the title of the short story "Why I Live at the P.O.," and named the program after the author of the story, Eudora Welty.

"Why I Live at the P.O." can be found in a collection entitled *A Curtain of Green and other stories* (Harcourt Brace & Co.). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

## Introduction

Welcome to Eudora Pro Email 4.2! This manual describes the new features and functions being added to Eudora Pro Email 4.2 for Macintosh. They are as follows:

- **Automatic Speller.** Misspelled words are now double-underlined automatically while you type in the Subject field and composition window!
- **Internet Message Access Protocol (IMAP).** In Eudora Pro Email v. 4.2, you now have a choice of incoming server protocols, IMAP or POP. Previously, you could only use the POP protocol in Eudora. IMAP allows Eudora to access and manage e-mail messages on a server, and it permits manipulation of remote mailboxes so they function like local mailboxes.
- **Speak Filter Action.** A new filter action can now *speak* the name and subject of an incoming message.
- **Speak Option.** A new option, Speak, on the Edit menu lets Eudora read your messages to you!
- **Improved Search/Find.** A new and improved search feature is now included in Eudora. You can search for text in messages located in one or all mailboxes and folders. The new search function allows you to enter up to five levels of search criteria and includes the powerful Regular Expressions function. Background searching occurs and found messages appear in a mailbox-like display.
- **Format=flowed.** The format=flowed feature allows a received plain text message to adjust to your computer monitor's width.
- **Animate animated GIF images.** You can turn on this feature in the Fonts and Display dialog to display animated GIF images embedded in HTML messages.
- **Deliver Now button removed.** Now, Eudora automatically retrieves your mail, filters it, and delivers it to your specified mailboxes automatically and in the background.

## Using the Eudora Automatic Speller

Eudora includes a built-in spelling checker. It can be used to check for misspellings in outgoing messages, text files, and signature files.

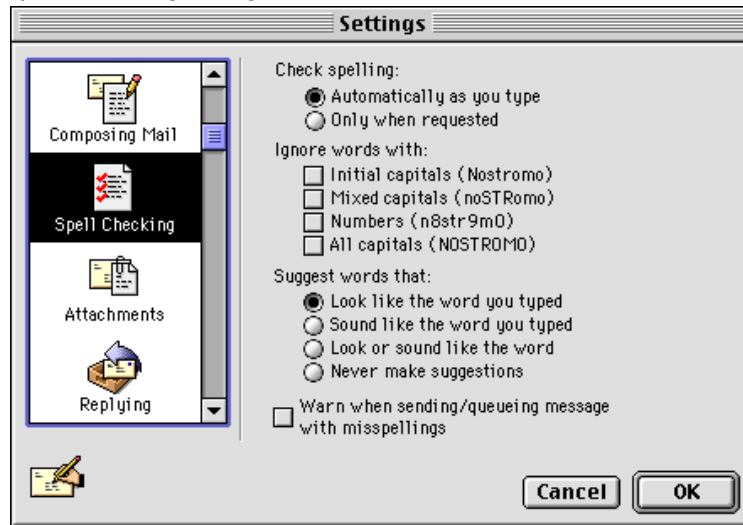
In outgoing messages, it checks the Subject line and the message body. In text files and signature files, it checks the complete file.

Before you can use the Eudora Automatic Speller, you need to make sure the **Check spelling: Automatically as you type** is turned on in the Spell Checking dialog (see procedure below), misspelled words are both highlighted and underlined in red as you type. You can correct the word now or later, after you finish writing your message.

Before you start using the automatic speller, you must turn this feature on.

To turn the automatic speller on, do the following.

- 1 From the **Special** menu, choose **Settings**.
- 2 Scroll and select **Spell Checking**. The Spell Checking dialog appears.

*Spell Checking dialog*

- 3 Select **Automatically as you type**.
- 4 Click **OK**. Your automatic speller should be on.

## To Check Your Spelling

- 1 In an open message window, text file, or signature file in Eudora, select **Edit>Spelling>Check Spelling**, or press **Command+6**. Or, click the **Check Spelling** button in the main toolbar.

Eudora scans your entire message (including the Subject line of outgoing messages), or the selected text, and highlights all the misspelled words in red text and with a red underline.

- 2 Double-click on a highlighted word or place the insertion point anywhere in the word to select it. Now either display the **Edit>Spelling** submenu, or hold down the **Control** key and press the mouse button down on the highlighted word to raise the spelling context popup menu. The submenu and the context popup menu each list Eudora's suggestions for the correct spelling of the misspelled or unknown word.

**Note.** The Control key works only if the Contextual Menu Manager is installed, which is included in Mac OS 8.5.

- 3 Choose your preferred spelling from the submenu or the context popup menu. Or, select **Add to Dictionary** from the submenu or the context popup menu (or press **Shift+Option+Command+6**) to add the new word to your custom user dictionary.
- 4 Go through the message or selection and correct each highlighted word, as desired, until you are finished the spelling check. To proceed through the message, either double-click on the next highlighted word, or select **Find Next Misspelling** from the **Edit>Spelling** submenu or the **Control** key context popup menu, or press **Option+Command+6**.

## Notes

- The spelling checker ignores any text that is preceded by a quote mark, which is normally an excerpt bar, also called a sidebar (|), but which in older versions of Eudora can also be an angle-bracket (>) for unstyled text. Eudora assumes that this quoted text was originally from another message, and therefore does not need to be spell-checked.
- The red-and-underline highlighting is not a style. It is a visual cue for you only, and is removed from the message when you send it or close it. It will not affect any other styles in your message.
- To correct a word marked as misspelled, you can place the cursor anywhere inside the word and then display the **Edit>Spelling** submenu or the **Control** key context popup menu. You do not have to double-click the word.
- If Eudora has no suggestions for the correct spelling of a misspelled word in any of its spelling dictionaries, then suggestions are not listed on the **Edit>Spelling** submenu or the **Control** key context popup menu. Suggestions are also not listed if the **Never make suggestions** option is turned on in the Spell Checking Settings (**Special>Settings...>Spell Checking**).
- To add any new word or variant spelling to your custom user dictionary, double-click the word to highlight it, and then select **Add to Dictionary** from the **Edit>Spelling** submenu or the **Control** key context popup menu, or press **Shift+Option+Command+6**.
- To remove any word from your custom user dictionary, select the word (double-click) and select **Remove from Dictionary** from either the **Edit>Spelling** submenu or the **Control** key context popup menu. (You can remove a word from Eudora's built-in spelling dictionary, but you must spell-check the message or file first.)

## Note to Spellswell Users

Pre-4.2 versions of Eudora Pro came with the Spellswell 7 Spelling Checker by Working Software, Inc. Users who still have Spellswell from these earlier Eudora versions can continue to use Spellswell to check their spelling. In fact, you can use Spellswell or Eudora's built-in spelling checker at any time: each is invoked in a different way.

Spellswell is invoked by selecting **Edit>Check Spelling** or pressing **Command+7**. If there is no Check Spelling command directly under the Edit menu, take the following steps to add the command to the menu (to be used only by Spellswell):

- 1 Select **Edit>Add Word Service...** to display a dialog instructing you to choose a Word Services application.
- 2 Browse through the dialog and find the Spellswell application on your hard drive.
- 3 Double-click on the Spellswell application. Or, click once on it to highlight it, and then click **Open**.

The **Check Spelling** command (shortcut **Command+7**) now appears directly under your Edit menu. Note that even though this command is named identically to the **Check Spelling** command under the **Edit>Spelling** submenu (shortcut **Command+6**), their functions are different. **Edit>Check Spelling** invokes Spellswell, and **Edit>Spelling>Check Spelling** invokes Eudora's built-in spelling checker.

Also note that Eudora's Spell Checking Settings (**Special>Settings...>Spell Checking**) apply only to the built-in spelling checker, and not to Spellswell. The spelling dictionaries in your Spelling Dictionaries folder (normally under Eudora Stuff in your Eudora Pro Application Folder, or in your System folder Eudora Folder if you've created one there) apply only to the built-in spelling checker, and not to Spellswell. Spellswell has its own user dictionary.

For more information on Spellswell, see the Eudora and Spellswell documentation that came with your earlier version of Eudora.

## Using IMAP

The Internet Message Access Protocol (IMAP) allows you to manage your e-mail messages, mailboxes and folders, on the server instead of on your computer. The advantage of using IMAP is that you can sign onto any computer and see your mailboxes and folders as you have set them up.

IMAP lets you pick up your e-mail from any computer, and manage that e-mail from any computer as well. Your mailboxes and mail folders are kept on the IMAP server. Wherever you log in to pick up your mail or manage it on the IMAP server, you can synchronize your mailboxes and your mail so that everything you do to your mail storage from all computers is coordinated and the status is "up to date" from every contact point.

Also, IMAP lets you retrieve only the messages you want, when you want. You can keep large messages and attachments on the IMAP server and retrieve them only when you want them. Likewise, when you check your mail, you can retrieve only the essential headers that tell you what each message is about; and then you can choose whether to retrieve the entire message in each case, with or without attachments.

If you are assigned an e-mail account on an IMAP server, you will be given a *user name* (also called a *login name*), and optionally a password. You will set up Eudora with your user name, and each time you check your mail on the IMAP server, all you need to enter is a password, if the account is password controlled. Further, you'll be able to check your mail from any Macintosh that has access to the IMAP server.

Once you have an IMAP e-mail account on an IMAP server, then in order to check your mail in that account, and to otherwise manage the mail, you must first establish a way to communicate with your IMAP account via Eudora. To do that, the first step is to create an IMAP personality in Eudora.

You may want to check with your E-mail Administrator or your ISP to see what the restrictions might be on mail storage and aging in your IMAP account. For example, quotas may dictate that messages must be deleted after a prescribed time period, such as 15 or 30 days. And that might be regardless of whether you've read the messages or not. It might also include attachments. Other sites might begin deleting older messages once you've reached a prescribed storage limit.

### Creating an IMAP Personality

To gain access to your IMAP account in Eudora to check mail and manage your mailboxes, you must first create an IMAP personality. The IMAP personality also serves as the "root folder" for your hierarchy of mailboxes and mail folders in which you store your e-mail on the IMAP server.

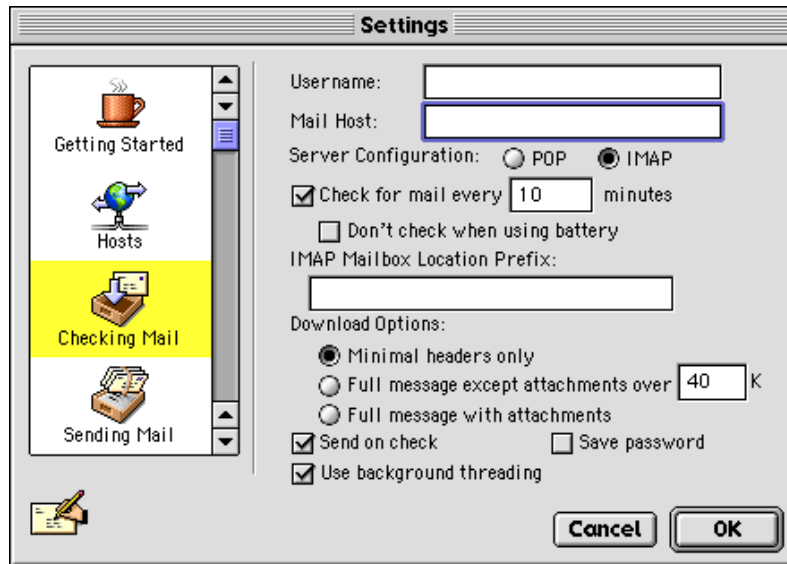


You can create an IMAP personality as your dominant personality or as an alternate personality.

To create an IMAP personality as your dominant personality, do the following:

- 1 Select **Special>Settings...** and click the **Checking Mail** icon on the left of the Settings dialog to display the Checking Mail Settings.
- 2 In the **Server Configuration** field, select **IMAP**.

*Checking Mail Settings with Server Configuration = IMAP*

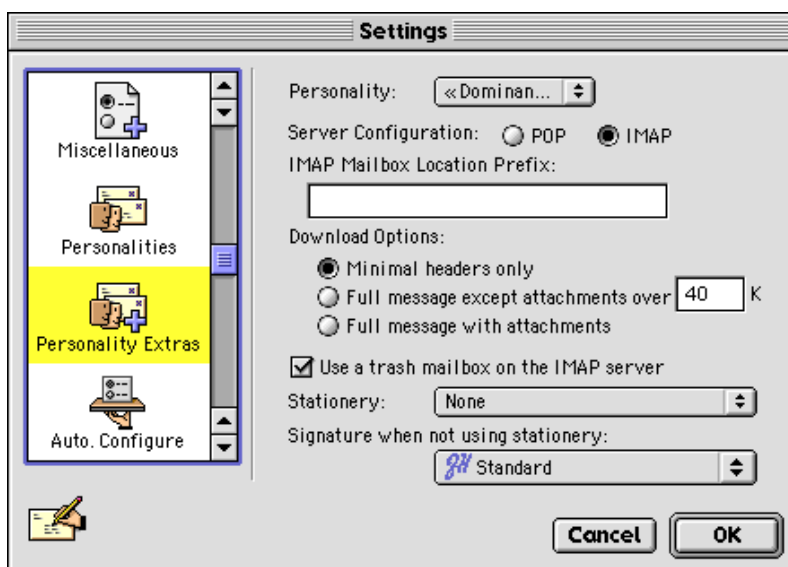


- 3 Fill in the rest of the fields of this panel as required. The IMAP-specific options are described below. For the remaining options, see the “Settings” chapter under “Checking Mail.”
- 4 Click **OK** to save your changes and close the Settings dialog.

To create an IMAP personality as an alternate personality, do the following.

- 1 Select **Special>Settings...** and click the **Personalities** icon on the left of the Settings dialog to display the Personalities Settings.
- 2 Click the **New** button and type an informal name for the new personality in the **Pers. Name** field (e.g., “My IMAP Mail”).
- 3 Fill in the remaining fields of the panel as required. For details, see the “Personalities” section of the “Settings” chapter, and also see “Using Personalities” in the “Creating and Sending Messages” chapter.
- 4 Click the **Personality Extras** icon in the Settings dialog to display that panel.
- 5 With the new personality selected in the Personality popup, select **IMAP** in the **Server Configuration** field.

### Personality Extras Settings with Server Configuration = IMAP



- 6 Make your remaining selections in this panel as required. The IMAP-specific options are described below. For the remaining options, see the “Settings” chapter under “Personality Extras.”
- 7 Click **OK** to save your changes and close the Settings dialog.

If you’ve created an alternate personality, select **Window>Personalities** and you will now see the new personality listed in the Personalities window. (Your dominant personality is displayed in this window by default, whether you select POP or IMAP as the server configuration.)

Select **Window>Mailboxes** and you will see the new IMAP personality (whether dominant or alternate) listed as a root mail folder in the Mailboxes window. This IMAP folder is now also listed under the Mailbox and Transfer menus, with its own submenu.

**Note.** Another way to create an IMAP personality is as follows: Select **Window>Personalities** to open the Personalities window. For your dominant personality, click the icon to select it, then click the **Edit** button, and then pick up from step 3 in the above procedure above. To create a new IMAP alternate personality, click the **New** button, type a name and press **Return**, then click the **Edit** button and pick up from step 3 in the second procedure above.

## IMAP Settings

The IMAP-specific options in the Checking Mail Settings and the Personality Extras Settings (when **Server Configuration** is set to **IMAP**) are as follows:

**IMAP Mailbox Location Prefix:** This tells Eudora where to look for your mail on the incoming IMAP mail server. Normally you enter a directory location representing the pathway to your mailboxes. An example mailbox location prefix is `/usr/mail`. If you are not sure what to enter in this field, ask your E-mail Administrator or your ISP. You might not have to enter anything here.

**Download Options:** When you check mail for this IMAP personality, these options (you must choose one) tell Eudora how much of each incoming message to retrieve from the IMAP server when a mailbox is resynchronized to your Macintosh. You can retrieve just the essential headers, or, alternately, the entire message and any attachments.

**Minimal headers only:** If this option is on, only a limited set of message headers, and nothing else, is retrieved for each incoming IMAP message for this personality. That means the remaining headers, the message body, and any attachments are *not* retrieved with the message, but are left on the server for you to retrieve later, if you want. The minimal headers represent the essential information that you would see in the message summary of a mailbox window. They tell you who the message is from, the date and time it was sent, and the subject. Once you have this information, you can then decide whether you want to retrieve the full message and any attachments, or delete the message or deal with it another way.

**Full message except attachments over ? K:** If this option is on, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are retrieved for each incoming IMAP message for this personality. Any attachments *larger* than the specified size are *not* retrieved with the message, but are left on the server for you to retrieve later, if you want.

**Full message with attachments:** If this option is on, the full message (full set of message headers and the message body) and all attachments without regard to size are retrieved for each incoming IMAP message for this personality.

**Use a trash mailbox on the IMAP server:** This option appears only in the Personality Extras Settings, and not in the Checking Mail Settings. If this option is on, Eudora will try to create a Trash mailbox on the IMAP server the first time you transfer or delete a message from any mailbox stored in this IMAP account. The purpose of the Trash mailbox is to let you have a storage place for deleted mail, as you would with a POP account. You can keep all your deleted mail in the Trash mailbox and either empty the mailbox at some point or retrieve deleted messages from that mailbox before they are removed from the IMAP server.

**Note.** The other options in the Checking Mail and Personality Extras Settings panels function the same under IMAP as they do under POP.

**Note.** Once you create a new IMAP personality, or convert your dominant personality to IMAP, if you later change its **Server Configuration** setting from **IMAP** to **POP** (in the Checking Mail Settings or the Personality Extras Settings), the local IMAP cache for that personality is deleted. This cache, which is stored on your Macintosh, is a reflection of your mailbox and folder structure on the IMAP server for that personality, and contains all mail you've retrieved from the server for that personality—both minimal header messages and full messages.

## Checking Your IMAP Account for New Mail

### The First Mail-Check

Now that you have set up an IMAP personality that will let Eudora communicate with your IMAP account, you can begin by checking your mail for the account.

To check your mail in the account, do the following.

- 1 Select **Window>Personalities** to open the Personalities window.
- 2 Select your IMAP personality by clicking the icon next to it.
- 3 Click the **Check Mail** button at the bottom of the Mailboxes window.
- 4 Enter your password if prompted.

Eudora checks your mail.

### **Subsequent Mail-Checks**

After your initial mail-check, you can check your mail for your IMAP account(s) using any of the following methods.

#### **Single Mailbox**

To check for new mail in a single IMAP mailbox:

- 1 Open the mailbox, either by double-clicking on its icon in the Mailboxes window (**Window>Mailboxes**), or by selecting it from the appropriate IMAP submenu under the Mailbox menu. (Select **This Mailbox** under the submenu to open an IMAP folder as a mailbox; or double-click on the folder's icon in the current mailboxes window. IMAP folders can contain messages as well as mailboxes and other folders.)
- 2 Enter your password if prompted.

Eudora checks your mail for that mailbox, resynchronizing the mailbox and updating it with new message headers from the IMAP server.

#### **Multiple Mailboxes**

To check your mail in multiple mailboxes, even across IMAP accounts:

- 1 Open the Mailboxes window (**Window>Mailboxes**) and select the desired mailboxes. You can make selections from different IMAP accounts if you want.
- 2 Press **Return**, or **double-click** on any selected item.
- 3 Enter your password(s) if prompted.

Eudora opens all selected mailboxes and checks your mail for all of them, resynchronizing them all and updating them with new message headers from the IMAP server(s).

#### **One or More IMAP Accounts**

To check for new mail in one or more IMAP accounts:

- 1 Select **Window>Personalities** to open the Personalities window.
- 2 Select the IMAP personalities for which you want to check mail. Use the normal selection methods in this window: click a single item to select it, use the **Shift** key for a contiguous group (or drag-select a group), and use the **Command** key to make disjoint selections.
- 3 Click the **Check Mail** button at the bottom of the window.
- 4 Enter your password(s) if prompted.

Eudora resynchronizes all mailboxes and folders in all of the selected IMAP accounts, updating each mailbox and folder with new message headers from the corresponding IMAP server.

To check your mail in *all* of your IMAP accounts, without having to select anything, do the following:

- 1 Select **Window>Personalities** to open the Personalities window.
- 2 Without selecting anything in the window, hold down the **Option** key and click the **Check Mail** button at the bottom of the window.
- 3 Enter your password(s) if prompted.

Mail is checked for *all* of your IMAP accounts.

## Working with IMAP Messages

This section deals with the operations normally performed on individual messages, and selected groups of messages, noting the idiosyncrasies of using IMAP with each.

**Note.** Because outgoing mail is sent under a different Internet protocol, the Simple Mail Transfer Protocol (SMTP), IMAP is concerned with *incoming messages only*. There are a few exceptions, notably how outgoing responses are formatted based on the incoming IMAP messages to which you are responding. These are dealt with in this section.

### Viewing IMAP Messages

Remember that by default, when Eudora checks your mail for your IMAP account, it retrieves the **Minimal headers only** for any new incoming message. That means it does *not* retrieve the full message, and it does *not* retrieve any attachments included with the message. However, the messages and attachments not retrieved remain on the IMAP server.

To view a new incoming IMAP message, open the message from the mailbox window in which it arrived: **double-click** on the message summary. Or, select the summary and press **Return**. Or, if the preview pane is visible, select the message summary and view the message in the preview pane.

The message window opens, but only with a short initial message indicating that the full message will be retrieved. (Or, this notice appears in the preview pane if you are previewing the message.)

Eudora then begins retrieving the message. Once the message has been fully retrieved, Eudora then displays the message content in the message window or the preview pane. The message has now been transferred to your Macintosh, and you can read it and otherwise manipulate it.

See later in this section for more details on the finer points of retrieving attachments, as well as which Eudora operations will fully retrieve a message that currently has minimal headers only.

**Note.** If you are checking your mail while traveling, or if you want to avoid making a network connection for some other reason, switch to “offline” mode or do not open messages you haven’t yet retrieved. You can distinguish fully retrieved messages from minimally retrieved messages (essential headers only) by looking at the **Server Status**

column in the open mailbox window. If the column for a message summary contains a blank diamond, the message has not been retrieved. If the column contains a half-filled diamond, the message is retrieved, but not its attachments. If the column contains a totally filled diamond, the message and its attachment are retrieved.

### Responding to IMAP Messages

When using **Reply**, **Forward**, **Redirect**, or **Turbo Redirect** or any of their variants on an IMAP message that has only been partially retrieved, the incoming IMAP message is fully retrieved, and is excerpted as necessary in the response. Eudora notifies you that the retrieve is taking place.

If the incoming message has attachments and you initiate a **Forward**, **Redirect**, or **Turbo Redirect** or a variant, the attachments will accompany the message automatically. For more details, see “Downloading Attachments” later in this section.

### Transferring IMAP Messages

Here are a few points to keep in mind when transferring IMAP messages:

- You can perform transfers in the normal way: using the **Transfer** menu, or using drag and drop. You drag open messages by the Tow Truck icon. You drag message summaries by selecting them and dragging the selection.
- You can transfer messages from an IMAP mailbox to another IMAP mailbox, even across IMAP accounts. This action does not retrieve the messages to your Macintosh.
- You can transfer messages from an IMAP mailbox to a POP mailbox. This action retrieves the IMAP messages to your destination POP mailbox on your Macintosh.
- You can also transfer messages from a local POP mailbox on your Macintosh to an IMAP mailbox. This action physically removes the message from your Macintosh and uploads it to the destination mailbox on your remote IMAP server.
- When transferring IMAP messages (or when making a POP-to-IMAP transfer), you may first need to make a network connection in order to complete the transfer.
- The first time you transfer (or delete) a message from an IMAP mailbox, Eudora will try to create a Trash mailbox if the **Use a trash mailbox on the IMAP server** option is turned on for that IMAP account in the Personality Extras Settings. See “Creating and Using IMAP Trash Mailboxes” later in this chapter for details.

### Downloading Attachments

There are three times at which the attachments for an incoming IMAP message can be retrieved:

- When you check your IMAP mail and the message first comes in.
- When you open the message or perform some other action that retrieves it.
- When you manually retrieve the attachment.

The controlling factor that determines what will happen during each of the first two phases, as well as when you will be required to perform the third, is your selection for **Download Options** in the IMAP settings under the Checking Mail Settings (for your dominant person-

ality) and the Personality Extras Settings (for any of your IMAP personalities). The Download Options settings are only available when the **Server Configuration** field in those panels is set to **IMAP** for the relevant personality.

The three choices for Download Options are **Minimal headers only**, **Full message except attachments over 2 K**, or **Full message with attachments**. You can only have one of these options turned on at a time. We treat each case below.

### **Minimal Headers Only**

Assume that **Minimal headers only** is turned on in the **Download Options** field for your IMAP personality, as described above.

You check new mail for that IMAP personality by opening its **Inbox** or by opening any other mailbox that you anticipate would have new mail.

Opening the mailbox resynchronizes that mailbox and causes only the essential headers to be retrieved for each new message.

Now you double-click on the message summary of a new message to open that message (or you preview the message in the preview pane). Here's what happens:

- Eudora retrieves the full message, including all headers and the entire message body.
- Eudora retrieves all of the message's "inline" components, which includes graphic files inserted in the middle of the message, inserted hypertext links, inserted horizontal rules, and, for example, any internal HTML components from a transmitted web page. (These components, or "parts," when retrieved, are stored in your Parts folder in the System Eudora Folder.)
- Eudora *does not* retrieve any attachment files included with the message; instead, Eudora displays each attachment in the message (or preview pane) by its icon-and-name pair, with a small down arrow, called the "Fetch arrow," displayed next to the icon.

To retrieve an attachment that has a Fetch arrow, simply click the Fetch arrow: the attachment is retrieved and stored in your Attachment Folder, or whatever folder you have designated to receive attachments.

Once the attachment is retrieved, the Fetch arrow is removed for that attachment in the message window or preview pane, and the attachment is displayed in its normal fashion: either as an icon-and-name pair or as a picture in the message (if a graphics file and the proper settings are turned on).

Also once the attachment is retrieved, you can now perform all of the normal operations you can perform with retrieved attachments: drag (or copy) the file to a different folder, double-click (or **Command+click**) on the name, icon, or picture to open or launch the attachment file, **Command+Control+click** on the file to see what folder it's in, etc. In short, once the attachment is retrieved, it is now on your Macintosh, and you can treat it as you would treat an attachment retrieved from a POP server. For more details on working with incoming attachments, see "Receiving Attachments" in the "Receiving and Responding to Messages" chapter.

## Full Message Except Attachments Over ? K

Assume that **Full message except attachments over ? K** is turned on in the **Download Options** field for your IMAP personality, as described above, and that you have entered a number in the text entry field.

You check new mail for that IMAP personality by opening its **Inbox** or by opening any other mailbox that you anticipate would have new mail.

When you open the mailbox, that action resynchronizes the mailbox, and also causes the following information to be downloaded to your Macintosh for each new message:

- The full message is retrieved, including all headers and the entire message body.
- All of the message's "inline" components are retrieved: these include graphic files inserted in the middle of the message, inserted hypertext links, inserted horizontal rules, and, for example, any internal HTML components from a transmitted web page. (These components, or "parts," when retrieved, are stored in your Parts folder in the System Eudora Folder.)
- Any attachments within the specified size limit are downloaded to your Macintosh and stored in your Attachment Folder, or whatever folder you have designated for received attachments.
- Any attachments *above* the specified size limit are *not* retrieved, but are left on the server. You can manually retrieve these attachments later, if you want.

Now you double-click on the message summary of a new message to open that message, or you preview the message in the preview pane.

Any attachments that have been retrieved to your Macintosh appear as normal in the message window or the preview pane: they are displayed as an icon-and-name pair, or as a picture in the message (if a graphics file and the proper settings are turned on).

Any attachments that have *not* been retrieved to your Macintosh are displayed as an icon-and-name pair, with a small down arrow, called the "Fetch arrow," displayed next to the icon.

To retrieve an attachment that has a Fetch arrow, simply click the Fetch arrow: the attachment is retrieved to your Macintosh and stored in your Attachment Folder, or whatever folder you have designated to receive attachments. When the download is complete, the Fetch arrow is removed and the attachment is displayed in its normal fashion: either as an icon-and-name pair or as a picture in the message.

Once an attachment has been retrieved, either during the mail check (mailbox resynchronization) or manually by you with the Fetch arrow, the attachment is now on your Macintosh. You can now perform all of the normal operations you can perform with retrieved attachments: drag (or copy) the file to a different folder, double-click (or **Command+click**) on the name, icon, or picture to open or launch the attachment file, **Command+Control+click** on the file to see what folder it's in, etc. In other words, you can treat these retrieved attachments just as if you had retrieved them from a POP server. For more details on managing incoming attachments, see "Receiving Attachments" in the "Receiving and Responding to Messages" chapter.

**Note.** The number you enter in the text entry field for the **Full message except attachments over ? K** option is a size limit that applies to the *attachments only* and *not* to the message itself. Thus, if you specify an attachment size limit of 20K and the message itself is 100K,



then during a mail check the full 100K message will still be retrieved. In this case too, a 15K attachment would be retrieved during the mail check, but a 40K attachment would not, and would be displayed with a Fetch arrow so you could manually retrieve it later.

### **Full Message with Attachments**

When you select **Full Message with Attachments**, the entire message with headers are retrieved from the IMAP server as well as all attachments regardless of size.

### **Actions That Download IMAP Messages**

If the **Download Options** field is set to **Minimal headers only** for your IMAP account, then when you check new mail, only the essential headers are retrieved with new messages.

If you subsequently perform certain actions in Eudora, the full message is retrieved, any inline components are retrieved, and any attachments are *not* retrieved but are given a Fetch arrow for you to manually retrieve later. For more details, see "Downloading Attachments" earlier in this section.

The following Eudora actions performed on a partially retrieved IMAP message will fully retrieve the message from the IMAP server to your Macintosh. This is not a comprehensive list, but it shows the major Eudora actions that perform this download:

- Open the message
- Preview the message in the message preview pane
- Reply to the message
- Forward the message
- Redirect the message
- Send the message again (**Send Again** command)
- Transfer the message from an IMAP mailbox to a POP mailbox (an IMAP-to-IMAP transfer will not retrieve the message)

**Note.** A message is fully retrieved during one of these actions.

### **Working with IMAP Mailboxes**

Mailbox management on an IMAP server, at least from the Eudora end, is similar to management of mailboxes on your local Macintosh, for your POP account(s) mailbox structure. There are some important differences, however, due mainly to the fact that all IMAP mailboxes and folders are stored remotely, on the IMAP server, rather than locally, on your computer.

This section covers some of the idiosyncrasies of working with IMAP mailboxes and folders. The basic operations are discussed, along with the IMAP-related differences in the Mailboxes window and in the Mailbox and Transfer menus.

For more information on working with mailboxes in general, and the use of the Mailboxes window beyond what is discussed here, see the chapter “Working with Mailboxes.” That chapter focuses primarily on management of POP mailboxes and folders, with some important overlaps for IMAP.

**Note.** You may find that some mailboxes on your IMAP server were created by others and made accessible to you. You may have both “read and write” permission for some of these mailboxes: that is, not only can you read the messages stored in them, but you can also change or delete these messages. But for other such mailboxes you may only have “read” permission: that is, you can read the messages in them, but you cannot change or delete them. Find out from your E-mail Administrator or your ISP what particular permissions you have for such mailboxes that you share with others.

### Using the Mailboxes Window with an IMAP Account

The methods for creating, renaming, and removing IMAP mailboxes and folders from this window are discussed later in this section.

Here are some important IMAP-related items to keep in mind when working with IMAP mailboxes and folders in this window:

- Each IMAP personality has its own top-level folder, also called a “root folder,” in the Mailboxes window. The name of the folder is the personality name associated with the personality. All POP personalities, on the other hand, are kept under *one* root folder, called the **Eudora Folder** by default.
- After your first mail-check for your IMAP account, you will see an **Inbox** under that account’s root folder in this window. The Inbox is the assigned In box for all new mail coming in to your IMAP account. Each IMAP account has its own **Inbox**.
- IMAP folders may be given a unique icon to distinguish them from POP folders. This is because IMAP folders may contain not only mailboxes and other folders but also messages. (POP folders can contain mailboxes and other folders but not messages.)
- To show or hide the contents of an IMAP folder in the Mailboxes window, click the triangle button next to the folder icon, as you would with POP folders. However, **double-clicking** on an IMAP folder opens the folder as a mailbox, so that you can view the messages contained in the folder. (Double-clicking on a POP folder, by contrast, shows or hides the folder contents in the window.)
- If the incoming mail server for at least one of your personalities is an IMAP server, then an additional button is displayed at the bottom of the Mailboxes window: the **Refresh** button. This button is used to refresh (update) the list of IMAP mailboxes and folders for one or more of your IMAP accounts. See “Refreshing Your List of IMAP Mailboxes and Folders” later in this chapter for more details.
- When moving mailboxes in the Mailboxes window via drag-and-drop, you cannot drag a mailbox from one IMAP account to another. You *can* drag a mailbox to a different folder within the same IMAP account.

### Using the Mailbox and Transfer Menus with an IMAP Account

Use of the Mailbox and Transfer menus is generally the same in this case, as described elsewhere in this manual. Here are some important IMAP-related points to keep in mind:

- The root folder for an IMAP account is listed at the bottom of the Mailbox and Transfer menus, after all of the top-level POP items. A separator separates the POP section from the IMAP section. Remember that the name of a root IMAP folder is the personality name for that account. If you have more than one IMAP personality, each one is represented at the bottom of the menus. Each root folder menu item has its own submenu that lets you access the remaining folders and mailboxes in that account.
- After your first mail-check for an IMAP account, an **Inbox** mailbox item is added to that IMAP submenu on the Mailbox and Transfer menus. The Inbox is the assigned In box for all new mail coming in to your IMAP account. Each IMAP account has its own **Inbox**.
- Each IMAP submenu under the Mailbox and Transfer menu contains a **New...** command for creating new mailboxes in the account. (See “Creating New IMAP Mailboxes and Folders” later in this section.)
- IMAP submenus under the Mailbox and Transfer menu may have a command called **This Mailbox**. Selecting this command opens the containing IMAP folder as a mailbox, so that you can view the messages contained in that folder. Remember that, unlike POP folders, IMAP folders may contain not only mailboxes and other folders but also messages.

### Creating New IMAP Mailboxes and Folders

Creating an IMAP personality, as you did at the beginning of this chapter, adds a root IMAP folder to your mailbox and folder structure. The root folder carries the name of the personality, and is available on the Mailbox and Transfer menu and in the Mailboxes window. You can now create new mailboxes and folders under that root IMAP folder.

To create new IMAP mailboxes and folders, use the same methods as you do with POP:

- Use the **New...** command on the IMAP submenu under the Mailbox and Transfer menu.
- Use the **New Mailbox** and **New Folder** buttons at the bottom of the Mailboxes window (**Window>Mailboxes**).

When you create new IMAP mailboxes and folders, these items are added to the Mailbox and Transfer menus and to the folder structure in the Mailboxes window. See the example of IMAP mailboxes and folders below.

### Example of IMAP Mailbox and Folder structure



For more information on these mailbox and folder creation methods, see the “Working with Mailboxes” chapter. Here are some IMAP-related points to keep in mind:

- If an IMAP folder is selected in the Mailboxes window when you click the **New Mailbox** or **New Folder** button, Eudora creates the new mailbox or folder inside the selected folder.
- When you create a new IMAP mailbox or folder, the mailbox list is refreshed for that IMAP account, and is updated in the Mailboxes window and on the Mailbox and Transfer menus. (See “Refreshing Your List of IMAP Mailboxes and Folders” later in this section for more details.)

### Renaming IMAP Mailboxes and Folders

To rename an IMAP mailbox or folder, use the same procedure as you would with a POP item:

- 1 Select **Window>Mailboxes** to open the Mailboxes window.
- 2 Click on the name box for the item you want to rename. After a brief pause the name is highlighted for editing.
- 3 Type the new name and press **Return**.

The new name is also reflected on the Mailbox and Transfer menus.

### Moving an IMAP Mailbox or Folder into Another Folder

In the open mailboxes window (**Window>Mailboxes**), you can move IMAP mailboxes and folders into other folders using the same method as with POP: drag and drop.

However, take note: You can drag mailboxes and folders into other folders within the same IMAP account, but you *cannot* drag IMAP mailboxes and folders into a folder in a *different* IMAP account.

## Removing IMAP Mailboxes and Folders

To remove (delete) one or more IMAP mailboxes or folders, use the same procedure as you would with POP items:

- 1 Select **Window>Mailboxes** to open the Mailboxes window.
- 2 Select the item(s) you want to remove, and click the **Remove** button at the bottom of the Mailboxes window, or press the **Delete** key on the keyboard. A dialog is displayed asking you to confirm the removal.
- 3 Click **Remove It** to remove the item. If you selected more than one item, you are prompted to delete each item. Click **Remove It** to delete the items one at a time, or click **Remove All** to delete all of the items in one stroke, without further prompts.

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

Here's what happens when you remove an IMAP mailbox or folder:

- The item is deleted from the IMAP server.
- The item is removed both from the Mailboxes window and from the Mailbox and Transfer menus.  
**Note.** Unlike with POP items, deleted IMAP items *cannot* be recovered. In particular, they are *not* moved to the Finder's Trash.
- The mailbox list is refreshed for that IMAP account, and is updated in the Mailboxes window and on the Mailbox and Transfer menus. (See "Refreshing Your List of IMAP Mailboxes and Folders" later in this section for more details.)

### Note on Removing the Root IMAP Folder (Removing an IMAP Personality)

You cannot delete a root IMAP folder using the above step-by-step procedure for removing IMAP mailboxes and folders, since this is tantamount to deleting a personality.

You must delete the IMAP personality from the Personalities window (**Window>Personalities**, select the item and click **Remove**) or from the Personalities Settings (**Special>Settings...>Personalities**, select the item and click **Remove**).

When you delete an IMAP personality, you also delete all of its local cache folder in the IMAP Folder.

You cannot delete your Dominant personality, whether IMAP or POP. But you can convert your Dominant personality's **Server Configuration** setting from **IMAP** to **POP**, in the Checking Mail Settings or the Personality Extras Settings. This removes your local cache folder for the IMAP account.

For more information on personalities, see "Using Personalities" in the "Creating and Sending Messages" chapter.

### Opening an IMAP Folder as a Mailbox

Because an IMAP folder can contain messages as well as mailboxes and other folders, you want to have a way to open an IMAP folder as a mailbox, so that you can view and manage the messages in that folder. Eudora provides two ways to do this.

In the Mailboxes window (**Window>Mailboxes**):

- **Double-click** on the folder icon. A mailbox window opens for that folder. (To show or hide the list of mailboxes and folders contained in that folder, click the triangle button next to the folder icon.)

On the Mailbox or Transfer menu:

- Select the command **This Mailbox** under the submenu for that folder. A mailbox window opens for the folder, containing the messages in that combination folder/mailbox.

### Resynchronizing an IMAP Mailbox or Folder

At the beginning of this chapter we used an example in which the IMAP server was in one city — that contained all your mailboxes and mail — and you had several computers in different cities, from each of which you could log in to your IMAP account on the server and check your mail and otherwise manage your mail and mailboxes.

On a local level, you might have one Macintosh at work, another at home, a third at school, and a fourth — a laptop — that you carry around with you for travel.

For this example, let's say that you have only one mailbox in your IMAP account: an **Inbox**, where you receive all your mail. Suppose you're at one Macintosh and you check your new mail, which results in new messages being transferred to the Inbox. Then you go to another Macintosh and delete some of the messages in your Inbox. Then you go to a third Macintosh and change the status of some of the messages in your Inbox.

None of the Macintoshes have any idea what you've done to your Inbox from any other Macintosh until you *resynchronize* the mailbox, which updates all operations performed on the mailbox from all computers that have access to the mailbox. In fact, in some cases, other users might be able to access your mailboxes (or at least some of them), which adds an additional variable of change to the equation.

Resynchronization is done on a mailbox-by-mailbox basis. You can also resynchronize an IMAP folder as a mailbox, if it contains messages.

To resynchronize or “synch up” any IMAP mailbox, do one of the following:

- Open the IMAP mailbox, either by selecting it from the **Mailbox** menu, or by double-clicking on its icon in the open mailboxes window (**Window>Mailboxes**). To open an IMAP folder as a mailbox, select **This Mailbox** from the folder's submenu on the **Mailbox** menu, or double-click on the folder icon in the open Mailboxes window.
- Check mail for the IMAP personality: Open the Personalities window (**Window>Personalities**), select the personality item (click the icon), and click the **Check Mail** button at the bottom of the window. Alternately, if the personality is configured in the Personalities Settings (**Special>Settings...>Personalities**) to check mail during manual or automatic mail checks, select **File>Check Mail** or simply wait for the next automatic mail check.

When you resynchronize a mailbox, its contents are completely updated according to all operations that have been performed on the mailbox from all computers that have access to it.

## Refreshing Your List of IMAP Mailboxes and Folders

Refreshing is a somewhat simpler concept than resynchronization.

Resynchronization deals with changes at the message level, coordinating all changes made to the messages in a particular mailbox from any number of different computers. Refreshing, on the other hand, deals at the mailbox and folder level, coordinating all changes made to the list of mailboxes and folders for that particular IMAP account, from any number of computers, as mailboxes and folders are added, deleted, renamed, and otherwise changed.

Because the mailboxes and folders in your IMAP account are stored remotely, on the IMAP server, you can change any of these from other computers, and in fact other users who have access to these items can change them as well.

The Mailboxes window does not reflect the “real-time” status of the mailbox and folder list for your IMAP account(s), and between mail checks, a disparity can grow between what appears in a particular IMAP list and what is actually on that IMAP server, as new mailboxes are added to the account and existing ones are changed or removed.

To refresh the list of mailboxes and folders for one or more of your IMAP accounts, so that the Mailboxes window (and the Mailbox and Transfer menus) shows the latest update of what is actually on each IMAP server, do the following:

- 1 Select **Window>Mailboxes** to open the Mailboxes window.
- 2 Click on the icon of the root IMAP folder whose list of items you want to refresh. If you want to refresh more than one list, select your desired multiple root IMAP folders, using standard multi-selection methods.
- 3 Click the **Refresh** button at the bottom of the Mailboxes window to refresh the list of mailboxes and folders for each selected IMAP account.

To refresh the mailbox and folder lists for *all* of your IMAP accounts at once, do the following:

- 1 Select **Window>Mailboxes** to open the Mailboxes window.
- 2 Without making any selections, hold down the **Option** key and click the **Refresh** button.

When you refresh the list for an IMAP account, the list of mailboxes and folders is updated according to what actually appears on that account’s IMAP server at that time. The Mailbox and Transfer menus are also updated to show the current IMAP mailbox and folder hierarchy.

## Creating and Using IMAP Trash Mailboxes

Eudora gives you the option to create a Trash mailbox on the remote IMAP server corresponding to your IMAP account. You can do this for each IMAP account you have.

Keeping a Trash mailbox on your IMAP server lets you manage your discarded IMAP messages exactly the way you would manage messages in a local (POP) Trash mailbox.

When you delete messages in that IMAP account with the **Trash mailbox on the IMAP server** option off, the messages are marked for deletion but they remain in their mailboxes. If you then want to remove them from the IMAP server, you must open each

mailbox that contains deleted messages, and either hold down the **Option** key and select **Special>Remove Deleted Messages**, or click the mailbox size display at the bottom left of that mailbox's message summary list. In short, without a Trash mailbox on the IMAP server, removal of messages marked for deletion must be done on a mailbox-by-mailbox basis.

If you have a Trash mailbox on your IMAP server, on the other hand, then when you delete messages in that IMAP account, the messages are moved (transferred) to the Trash mailbox. You now have your deleted messages gathered together in one place, and you can either examine them in the Trash mailbox to see which ones you want to permanently remove from the IMAP server, or you can remove all of them en masse, with one command.

Some people like to use a Trash mailbox as a message warehouse of sorts, going in periodically to see which messages to revive or throw away, but having them around in case they want to resurrect them later. Others like to use the Trash mailbox as a waste can, emptying it of discarded messages every day, or after every session.

Usually, the **Use a trash mailbox on the IMAP server** is already turned on by default. However, to turn on this feature and use a Trash mailbox on the IMAP server for one of your IMAP accounts, do the following.

- 1 Select **Special>Settings...>Personality Extras** to display the Personality Extras Settings.
- 2 Select your desired IMAP personality from the **Personality** popup.
- 3 Check the **Use a trash mailbox on the IMAP server** box to turn it on.
- 4 Click **OK** to save your changes and close the Settings dialog.

The first time you delete or transfer a message from a mailbox in that IMAP account, Eudora will try to create a trash mailbox on each server. If it fails, Eudora will prompt you to select a trash mailbox manually. You can also select the **New...** command under the IMAP submenu of the mailbox selection menu to create a new mailbox to be used as the Trash mailbox on that IMAP server.

If you use a Trash mailbox for any of your IMAP accounts, then emptying the Trash is accomplished using a variation of the **Empty Trash** command under the **Special** menu.

Here are three variations of this command and what they each accomplish. Assume that you have either IMAP accounts only or a mixture of IMAP and POP accounts.

- Selecting **Special>Empty Trash** empties your local (POP) Trash mailbox along with any remote (IMAP) Trash mailbox for any IMAP server you've connected to recently.
- Holding down the **Option** key and selecting **Special>Empty All Trash Mailboxes** empties both the local (POP) Trash mailbox and all IMAP Trash mailboxes you have created on the IMAP servers for your IMAP accounts.
- Holding down the **Shift** key and selecting **Special>Empty Local Trash Mailbox** empties the local (POP) Trash mailbox only.

When you empty an IMAP Trash mailbox, the messages in the mailbox are completely removed from both your Macintosh (the corresponding cache folder in the IMAP Folder) and the IMAP server. For more details on deleting IMAP messages, see "Deleting IMAP Messages" earlier in this chapter.



**Note.** If the **Empty Trash on Quit** option is turned on in your Miscellaneous Settings (**Special>Settings...>Miscellaneous**), then when you quit Eudora, your local (POP) Trash mailbox is emptied, along with any remote (IMAP) Trash mailbox for any IMAP account whose server you have been recently connected to. That is, **Empty Trash on Quit** performs what selecting **Special>Empty Trash** would perform.

If the **Use a trash mailbox on the IMAP server** option is turned off in the Personality Extras Settings for a particular IMAP account, then to remove deleted messages in that account, you must do the following, as described above: For each mailbox in that account that contains deleted messages, open the mailbox and either hold down the **Option** key and select **Special>Remove Deleted Messages**, or click on the mailbox size display at the bottom left of the mailbox's message summary list.

### Deleting IMAP Messages

If you have the **Use a trash mailbox on the IMAP server** option turned off, all new messages are delivered to your IMAP server and are kept there until you actively delete them.

Also, whenever you retrieve a message, either in part or in full, from the IMAP server to your Macintosh—either during a mail check or from another activity that retrieves messages—a copy of the message is kept on the IMAP server until you actively delete it.

Therefore, to delete an IMAP message, you must delete it from the IMAP server. To delete messages, you must perform two steps:

- First mark the message for deletion
- Remove all messages marked for deletion.

### To Mark a Message for Deletion

If the **Use a trash mailbox on the IMAP server** option is turned off for that IMAP account in the Personality Extras Settings (**Special>Settings...>Personality Extras**), you can mark the message for deletion using one of these methods:

- Select or open the message and select **Message>Delete**.
- Select or open the message and click the **Delete** toolbar button on the main toolbar.
- Select the message summary and press the **Delete** key. (Not available when the message is open.)
- Select or open the message and select **Message>Change>Server Options>Mark as Deleted**.
- Select the message summary, hold down the mouse button on the Server Status column, and select **Mark as Deleted** from the popup menu.

There are three indications that an IMAP message has been marked for deletion:

- An icon is displayed in the Server Status column of the message summary for that message, in the mailbox window.
- A checkmark appears next to the **Message>Change>Server Options>Mark as Deleted** command when the message is open or selected.

- A hollow diamond appears next to the **Mark as Deleted** option on the Server Status column popup for the selected message.

### To Unmark a Message for Deletion

If you mark an IMAP message for deletion and then change your mind, you can unmark the message so that it won't be deleted from the IMAP server. You must unmark the message before you perform an operation that removes all messages marked for deletion.

To unmark an IMAP message that is marked for deletion, first open the IMAP mailbox or folder containing the message, then do one of the following:

- Select or open the marked message and again select **Message>Change>Server Options>Mark as Deleted**.
- Select the message summary for the marked message, hold down the mouse button on the Server Status column, and again select **Mark as Deleted** from the popup menu.

The small icon in the Server Status column indicating the "marked for deletion" status of the message is removed. The checkmark next to the **Message>Change>Server Options>Mark as Deleted** command is removed for the open or selected message, and the hollow diamond next to the **Mark as Deleted** option on the Server Status column popup is also removed for the selected message.

### To Remove All Messages Marked for Deletion

To remove all messages marked for deletion in a particular IMAP mailbox, open the mailbox and then do one of the following:

- Click on the mailbox size display (the "compact mailbox" button) at the lower left corner of the message summary list.
- Hold down the **Option** key and select **Special>Remove Deleted Messages** (normally the **Empty Trash** command).

When you perform either of the above actions, all messages marked for deletion in that mailbox are permanently removed from the mailbox. They are completely removed both from the IMAP server and from your Macintosh.

**Note.** Once you remove marked messages using the above methods, these messages are completely gone and cannot be recovered.

### Automatically Deleting IMAP Attachments

When you delete IMAP messages, you can have their attachments automatically deleted. To do this, take these steps:

- 1 Turn on the **Trash attachments with messages** option in the Attachments Settings (**Special>Settings...>Attachments**).
- 2 Make sure the attachments, if retrieved, are still in the **Attachment Folder** (or the folder you have specified for attachments).

If you have these options turned on and you want to delete an IMAP message but save its attachment, move the attachment into another folder before deleting the message.

**Important.** If you delete a message from the IMAP server whose attachments have not been totally or partially retrieved, the attachments will be deleted from the server.

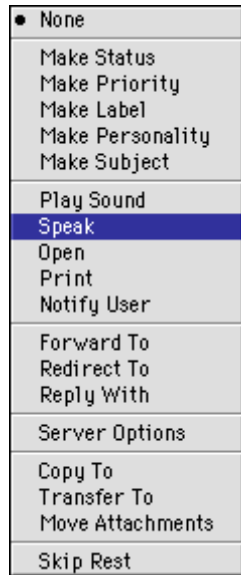
## Using the Speak Filter Action

You can now set up a filter that alerts you verbally if an e-mail you need to know about is being retrieved by Eudora.

**Important.** You must have PlainTalk installed and active to take advantage of Eudora's speech capabilities. If your version of Mac OS System Software does not include PlainTalk built-in, you can download an installer from <http://www.apple.com>.

In the Action section of the **Filters** window is a new option called **Speak**, as shown.

*Action popup menu showing Speak option selected*

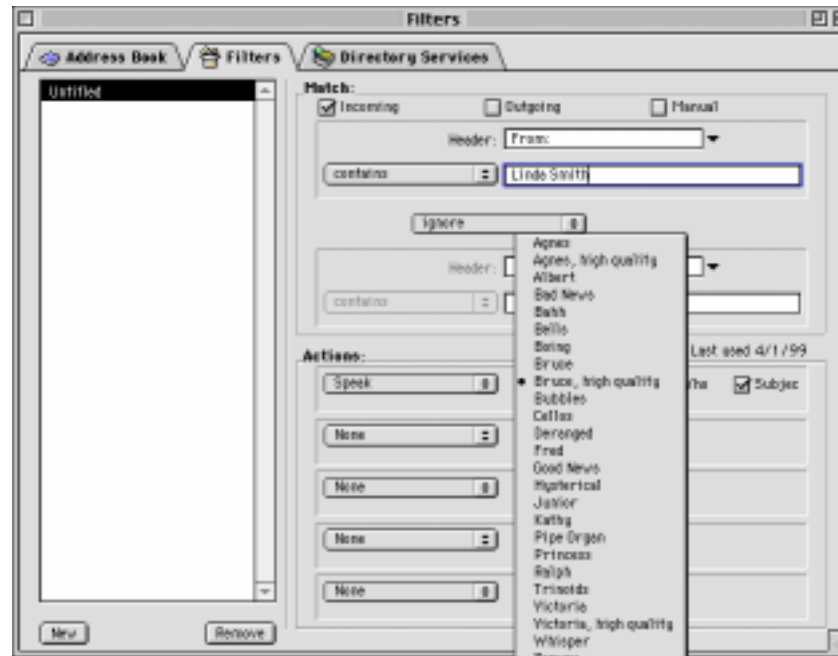


If you set up a filter using the **Speak** option, a voice makes you aware when a certain e-mail message is retrieved. The voice can read the name of the sender and the subject line of the message, if you so choose. Also, you can select the type of voice you prefer from a popup list that appears.

To set up a filter using the Speak action, do the following.

- 1 From the **Windows** menu, choose **Filters**. The Filter window appears.

*Filter window showing Speak action selected*



- 2 Choose and enter match criteria. (See “Filtering Messages” in the *Eudora Pro Email User Manual*.)
- 3 From the Action popup menu, choose **Speak**.  
**Note.** After you select Speak, the Who and Subject fields and a popup voice menu appear. If these fields are grayed out, text-to-speech capabilities are either not installed or not currently active in the Speech control panel.
- 4 If you want to hear who the message is from, select **Who**.
- 5 If you want to hear the subject of the message, select **Subject**.
- 6 From the popup list, choose the voice you’d like to hear.
- 7 When finished, close the Filters window and save the filter.

## Using the Speak Function

A new option, Speak, on the Edit menu allows you to have Eudora read your messages aloud. Basically, if a message window is open, the voice can read the text of that message, including either the To or From field as well as Subject field.

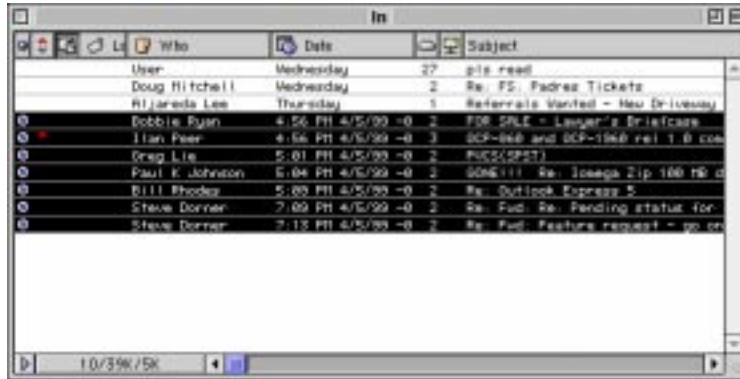
Also, you can select a range of messages in a mailbox’s Table of Contents, select Speak from the Edit menu, and the messages will be read to you, one at a time. The voice will say “Next message” when switching messages.

**Important.** You must have PlainTalk installed and active to take advantage of Eudora’s speech capabilities. If your version of Mac OS System Software does not include PlainTalk built-in, you can download an installer from <<http://www.apple.com>>.

To have Eudora read your e-mail message(s), do the following.

- 1 Highlight the message summary(ies) in the Table of Contents, as shown, or open a message.

*Highlighted message in Table of Contents*



- 2 From the Edit menu, choose **Speak**.

*Edit menu*



Eudora will read the message(s) to you.

**Note.** Eudora can read a message in any mailbox including the Out and Trash mailboxes. However, in the Out mailbox, the voice will read the To and Subject fields.

If you have a message from someone else (not the sender) embedded in the message, the voice will say “quote”, read that portion of the message in a higher pitch, and say “unquote” when finished.

## Finding Messages

The Search window is a powerful new feature introduced with version 4.2 of Eudora Pro Email. You can search through any combination of your full collection of mailboxes and folders for all messages that contain a certain piece of information: either text or other items such as a particular priority, label, message status, attachment count, and much more.

You can even specify multiple search criteria that let you perform needle-in-a-haystack searching at the finest granularity, or broader searching for a large number of “hits” on specific items of information. So, for example, you can find that one bibliographic reference buried somewhere in tens of thousands of messages in hundreds of mailboxes, just by knowing that the title contained the word “psilocybin,” or you can look to gather together all messages sent to you since last Tuesday. The new Search feature is a powerful tool indeed.

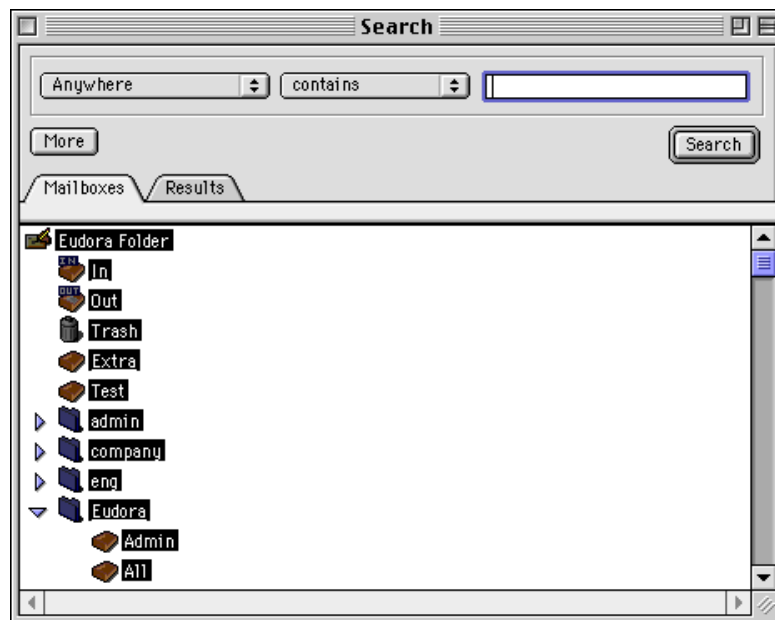
In this section we show you how to perform searches that will get you just the information you want, extracted from anywhere from a few messages to your entire Mail Folder containing as much as hundreds of megabytes of data.

## The Basic Search Procedure

To search through your mailboxes and mail folders for one or more messages that contain the information you’re seeking, perform these steps:

- 1 Open the Search window: Select **Special>Find>Search**, or press **Command+F**. (See later in this section for variations on this action.)

*Default Search window (sample mailboxes)*



- 2 Set the match conditions for your search. Click the **More** button if you want to specify additional conditions. Click **Fewer** to remove these additional conditions if you change your mind. (See “Setting Up the Search Conditions” below for more details.)
- 3 Set the additional conditions if you have them, and then specify whether all of the conditions must be matched or only one condition must be matched, by selecting **Match all** or **Match any** from the popup. (This popup appears only if you have multiple search conditions.)

- 4 In the Mailboxes tab, select the mailboxes and folders in which you want to search. (Depending on how you invoke the search, some or all of your mailboxes may already be selected. If you use the **Search** command, all of your mailboxes are automatically selected.) See “Using the Mailboxes Pane” below for more details.
- 5 When everything is set up the way you want, click the **Search** button, or press **Return**. (The **Search** button changes to **Stop** once the search is underway.)
- 6 Allow the search to continue to completion, or stop it at any time by clicking the **Stop** button, or by pressing **Escape (Esc)** or **Command+. (period)** if the Search window is on top.
- 7 Examine the results in the Results tab, and work with the messages if desired. (See “Working with the Search Results in the Results Tab” below for more details.)
- 8 If you want to perform an additional search on the messages found so far, click the **Search results** checkbox, change your search conditions to fit the new search, and click the **Search** button. Eudora will search only those messages that appear in the Results tab.
- 9 Continue as before, working with the new results if desired, performing additional searches on the results, or conducting new searches with new search conditions and/or mailboxes.
- 10 When you are finished, close the Search window.

**Note.** You can perform multiple searches at once. To do this, you open a new Search window for each search operation, by selecting **Special>Find>Search** (or its variants) for each one, or pressing **Command+F** (or variants), and setting up and running the searches separately.

**Note.** The **Search** command opens the Search window and selects all of your mailboxes in the Mailboxes pane. To perform a “Turbo Search,” select some text in an open Eudora window and select **Search All**, **Search Mailbox**, or **Search Mailfolder**. More on Turbo Searches below.

## Using Search All

The **Search All** command gives you a quick way to “Turbo Search” through all mailboxes using selected text:

- 1 In an open Eudora window, select the text that you want to search for.
- 2 Select **Special>Find>Search All**.

Eudora performs a “Turbo Search” for the selected text through all mailboxes: The Search window is opened, all of your mailboxes are selected in the Mailboxes pane, the selected text is entered into the text field of the one search condition (**Anywhere contains <selected text>**), and the search is performed. The results are displayed in the Results pane.

**Note.** If no text is selected when you select **Special>Find>Search All**, the result is the same as with the **Search** command: The Search window is opened, all of your mailboxes are selected in the Mailboxes pane, and Eudora waits for you to specify your search conditions.

## Using Search Mailbox

The **Search Mailbox** command gives you a quick way to search through a single mailbox:

- 1 With a message window or mailbox window currently open, select **Special>Find>Search Mailbox**, or press **Option+Command+F**.
- 2 Set your match conditions and conduct the search as described under “The Basic Search Procedure” above.

When you select **Search Mailbox**, the Search window is opened, and the current mailbox — the one containing the current message or the one corresponding to the current mailbox window — is selected in the Mailboxes pane. This lets you search through that mailbox only.

If you select **Search Mailbox** while text is currently selected in a current message window, Eudora performs a “Turbo Search” on that text, looking through that mailbox only: The Search window is opened, the containing mailbox is selected in the Mailboxes pane, the selected text is entered into the text field of the one search condition (**Anywhere contains <selected text>**), and the search is performed. The results are displayed in the Results pane.

**Note.** If you select **Search Mailbox** while no message window or mailbox window is currently open, the Search window opens with all of your mailboxes selected in the Mailboxes pane.

## Using Search Mailfolder

The **Search Mailfolder** command gives you a quick way to search through a single mail folder:

- 1 With a message window or mailbox window currently open, select **Special>Find>Search Mailfolder**, or press the key combination **Shift+Option+Command+F**.
- 2 Set your match conditions and conduct the search as described under “The Basic Search Procedure” above.

When you select **Search Mailfolder**, the Search window is opened, and the current mail folder — the one containing the current mailbox window, or the one containing the mailbox that contains the current message — is selected in the Mailboxes pane, along with all mailboxes and folders contained in that folder. This lets you search through the entire mail folder, and only that mail folder.

If you select **Search Mailfolder** while text is currently selected in a current message window, Eudora performs a “Turbo Search” on that text, looking through the current mail folder only: The Search window is opened, the containing mail folder is selected in the Mailboxes pane (along with all mailboxes and folders in that folder), the selected text is entered into the text field of the one search condition (**Anywhere contains <selected text>**), and the search is performed. The results are displayed in the Results pane.

**Note.** If you select **Search Mailfolder** while a top-level mailbox is open (a mailbox directly under your **Eudora Folder**), or while a message from such a mailbox is open, then the Search window opens with your Eudora Folder and all of its contents selected in the Mailboxes pane.



**Note.** If you select **Search Mailfolder** while *no* message window or mailbox window is currently open, the Search window opens with all of your mailboxes and folders selected in the Mailboxes pane.

## Using Enter Selection with Search

Earlier in this chapter we encountered the **Enter Selection** command and its use to change, “behind the scenes,” the text you are looking for via the Find dialog.

The **Enter Selection** command can also be used with the Search feature. You use it to change the search text in the Search window, also behind the scenes.

Here’s how to use this command:

- 1 With the Search window closed, select any word or text string in an open window in Eudora.
- 2 Select **Special>Find>Enter Selection**, or press the **Command+=** shortcut.

The selected text is automatically inserted into the text field of the first search condition in the Search window (**Anywhere contains <selected text>**). Now when you open the Search window using any of the Search functions (**Search**, **Search All**, **Search Mailbox**, or **Search Mailfolder**), the text will be available for performing your search.

Text you enter in the Search window using the **Enter Selection** command remains in the Search window even after you close it. Further, it remains in the Search window until you change the text using **Enter Selection**, or until you perform a Turbo Search (a **Search All/Mailbox/Mailfolder** with selected text), or until you quit Eudora.

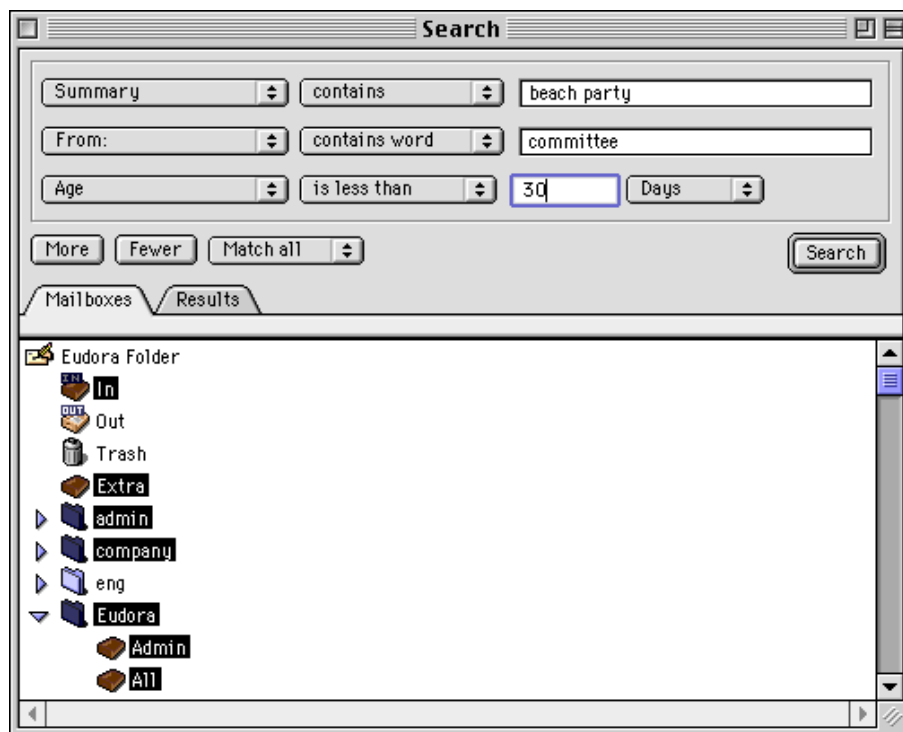
The next time you perform a Turbo Search (select **Search All**, **Search Mailbox**, or **Search Mailfolder** while text is selected in an open window), the text you entered with **Enter Selection** is replaced with the text selected for the Turbo Search.

**Note.** When you select **Enter Selection**, the selected text is automatically inserted into both the Find dialog (Find field) and the Search window (text field of first search condition). In this way you can use the same text for both a Find and a Search.

## Setting Up the Search Conditions

The figure below shows a sample Search window set up to perform a search.

## Search window with sample search setup



A *search condition* is a single line in the Match area, and consists of selections you make from one or more popups, along with text you enter in text fields, if they appear. A message will match that line during a search if it matches the condition expressed in that line.

The default Search window opens with one search condition, **Anywhere contains <blank>**, where **<blank>** refers to the blank text-entry field that you then fill in with your desired search text, if this is the condition you want to use.

You can add additional search conditions by clicking the **More** button. Each time you click **More**, another search condition is added. If you have two or more search conditions, the **Fewer** button is displayed next to the **More** button. Click the **Fewer** button to remove additional search conditions one at a time, from the bottom up.

Also if you have two or more search conditions, the **Match all/any** popup is displayed next to the **More** and **Fewer** buttons. Select **Match all** from the popup if you want a search to be successful only if *all* of the conditions you specify are matched for that message. Select **Match any** from the popup if you want the search to be successful even if only *one* of the conditions you specify is matched for that message. If you specify **Match any**, a message will be considered a match if it matches any combination of one or more of your specified conditions: that means if it matches only one condition, or if it matches some but not all conditions, or if it matches all conditions.

In the material below we describe all possibilities in the popups and text fields of search conditions. Your selection in the first (leftmost) popup, which we'll call the *Target popup*, determines what popups and other fields will appear in the remainder of the search condition, as well as what contents they contain. Typically the Target popup is followed by

another popup that we'll call the *Comparison popup*, and that is usually followed by a text field that we'll call the *Value field*. But there are a number of variations of this scheme, and we describe all of them below.

### Using the Target Popup

The Target popup specifies the target area within a message where you want Eudora to look for the search text, if you are looking for text, or the target message characteristic you want Eudora to examine in the message, if you are searching for non-text attributes. The default target selection is **Anywhere**.

#### Anywhere

Eudora looks through all text in the headers and message body of a message. This includes text in hidden headers that are normally only exposed with the Blah Blah Blah icon on the icon bar. It also includes the header labels themselves.

#### Headers

Eudora looks through all text in the headers of a message, including header labels. This includes text in hidden headers that are normally only exposed with the Blah Blah Blah icon on the icon bar.

#### Body

Eudora looks through all text in the body of a message (the area below the headers).

#### Attachment Name(s)

Eudora looks through all text in the file names of attachment files included with a message.

#### Summary

Eudora looks through all text in the Who, Subject, and Date columns of the message summary. **Note:** Text in the Who column might not encompass all of the text in the From field of an incoming message or the To field (or other recipient fields) of an outgoing message. Also, the text in the Subject column might not encompass all of the text in the internal Subject field of the message. In particular, the Subject column might contain an edited Subject for an incoming message; in this case, the two Subjects might be entirely different, or substantially different. See the descriptions of the **From:**, **To:**, and **Subject:** targets below.

#### Status

Eudora compares the value of the status of the message. Note that the Comparison popup values change to **is** and **is not**, and you must choose the status value from the Status popup that is displayed next to the Comparison popup.

#### Priority

Eudora compares the value of the priority of the message. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must choose the priority value from the Priority popup that is displayed next to the Comparison popup. Higher priorities have higher values.

#### Attachment Count

Eudora compares the number of attachments sent with the message against the match value. A message with no attachments has an attachment count of 0. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must enter the count value (a whole number) into the text field that is displayed next to the Comparison popup.

### Label

Eudora compares the value of the message's label. Note that the Comparison popup values change to **is** and **is not**, and you must choose the label value from the Label popup that is displayed next to the Comparison popup.

### Date

Eudora compares the value in the message's Date field: the date the message was sent or composed. Note that the Comparison popup values change to **is**, **is not**, **is after**, and **is before**, and you must choose the date value from the Date selection field that is displayed next to the Comparison popup. To change the value in the Date field, click on the month, day, or year (two-digit number), and then click the up or down arrow, or enter the date values in the text field.

### Size (K)

Eudora compares the value of the size of the message, in kilobytes (K). 1 kilobyte = 1024 bytes. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must enter a size value (whole number, representing the number of K) in the text field.

### Age

Eudora compares the value of the age of the message, measured from the date and time it was sent (or composed) to the current system date and time, but subject to the qualifications described below. Note that the Comparison popup values change to **is**, **is not**, **is greater than**, and **is less than**, and you must enter a whole number value in the adjacent text field and then select one of the values **Minutes**, **Hours**, **Days**, **Weeks**, **Months**, or **Years** from the selection popup that is displayed next to the text field. Here's what we mean by these age values:

- **Minutes** — If the search is conducted during the 60 seconds between minute 3 and minute 4 of this hour, for example, then a message with a seconds value anywhere between minute 2 and minute 3 just a moment ago is considered one minute old.
- **Hours** — If the search is conducted at any time between 11 and 12 o'clock, for example, than any message with a time between 10 and 11 o'clock of that same half-day is considered one hour old.
- **Days** — No matter what time of day the search is conducted (Tuesday, for example), any message dated the previous day (Monday), no matter what time, is considered one day old. Thus, if the search is conducted at 12:01 a.m. Tuesday, a message dated 11:59 p.m. Monday is still considered one day old.
- **Weeks** — No matter what day of the week this is (Tuesday, for example), a message dated the previous week (Monday through Sunday) is considered one week old.
- **Months** — No matter what day of the month this is (February, for example), a message from any day of the previous month (January) is considered one month old. That holds true if you conduct the search on February 29 and the message is from January 1, or if you conduct the search on February 1 and the message is from January 31.
- **Years** — No matter when in this year (e.g., 1999) you conduct the search, a message from any day in the prior year (1998) is considered one year old. A message from the current year (1999) is considered less than a year old. If the search is conducted on January 1, a message from yesterday, December 31 of the previous year, is still considered one year old.

**Personality**

Eudora compares the value of the personality name for the personality associated with the message. Note that the Comparison popup values change to **is** and **is not**, and you must select the personality name value from the Personality popup that is displayed next to the Comparison popup. The Personality popup lists all of your existing personalities.

**To:**

Eudora looks through all text in the To field of the message header, even if it extends beyond one line or includes hundreds of addresses.

**From:**

Eudora looks through all text in the From field of the message header (generally a real name and an e-mail address).

**Subject:**

Eudora looks through all text in the Subject field of the message header, even if it extends to multiple lines. Note that because Eudora lets you edit the Subject of an incoming message (here we mean the Subject that appears in the message summary, not the internal Subject header), a search on **Subject:** may yield a different result from a search on **Summary** for a particular message. See the description of the **Summary** target above for more information.

**Cc:**

Eudora looks through all text in the Cc field of the message header, even if it extends beyond one line or includes hundreds of addresses.

**Bcc:**

Eudora looks through all text in the Bcc field of the message header (works for outgoing messages only), even if it extends beyond one line or includes hundreds of addresses. This includes Fcc (folder carbon copy) text, which is generated when you select a mailbox from the Fcc menu (normally the Transfer menu) while the cursor is in the Bcc field of the open outgoing message composition window.

**Any Recipient**

Eudora looks through all text in all of the recipient fields of the message header: To, Cc, and Bcc, as described above.

**Using the Comparison Popup**

The values on the Comparison popup may change depending on your selection in the Target popup. The values on the default Comparison popup (when the Anywhere target is selected) are described below. This is the default for most target selections. Where the values for this popup change for a particular target, those values are described in the corresponding target description above. The **is** and **is not** values, however, generally mean the same thing on those popups as well. (The Comparison popup changes for all targets in the middle section of the Target popup, except Summary.)

**contains**

The target must contain the specified text in order to be a match, but does not have to exactly equal the text.

**contains word**

The target must contain the specified text as a separate word in order to be a match. If the target contains the specified text as part of another word, that is not considered a match. For example, the text "info" is a match if it appears by itself, but not as part of the word "information".

**does not contain**

If the target *does not* contain the specified text, that is considered a match.

**is**

If the target exactly equals the specified text (or attribute, if a non-attribute target), then that is considered a match.

**is not**

If the target does *not* exactly equal the specified text (or attribute, if a non-attribute target), then that is considered a match.

**starts with**

If the target begins with the specified text, then that is considered a match.

**ends with**

If the target ends with the specified text, that is considered a match.

**matches regexp**

This stands for “matches regular expression,” and corresponds to the UNIX regular expression commands, for those familiar with UNIX. You can enter any expression in the text field that would be recognized by the UNIX command. For the search condition, if the target matches your string value, it’s a match. Regular Expressions generally lets you use wildcard characters, such as the asterisk (\*) and question mark (?). For more information on how regular expression commands are used, and thus how you may enter text in the text field for this Comparison value, point your web browser to <http://www.robelle.com/library/smugbook/regexp.html>.

**Using the Value Fields**

For any Target selection that presents a text-entry field, you may enter any string of alphanumeric characters in the text field. Some Targets, such as Age, will only result in a meaningful search if you enter a numeric value in the text field. It doesn’t make much sense to look for all messages older than “a” days.

When using the **matches regexp** value on the Comparison popup, note that some characters may take on special meaning when you enter them in the text field. These include, for example, the asterisk (\*) and the question mark (?), which serve as wildcards. See the description of the **matches regexp** Comparison value above.

**Working with Multiple Search Conditions**

As mentioned above, click the **More** button to add additional search conditions. Each time you click **More**, another condition is added to the bottom of your condition list.

When you have more than one search condition, the **Fewer** button appears next to the **More** button. Click **Fewer** to remove search conditions from your list, from the bottom up.

Also when you have more than one search condition, the **Match all/any** popup appears next to the **More** and **Fewer** buttons. Select **Match all** if you want the search to capture a message only if that message satisfies *all* of your search conditions. Select **Match any** if you want the search to capture a message if that message satisfies *at least one* of your search conditions.

When using **Match all**, the more conditions you have, the finer your search; and you can reach a point where the search returns nothing. A common error is to specify too many conditions, too-specific search values, and **Match all**. If such a search returns nothing, try backing off on your search by using fewer conditions, or less-specific search values, or switch to **Match any**.

By contrast, a **Match any** search with multiple conditions can result in too many “hits” to make the search useful. Try working with fewer conditions in this case, or making the search text (or other value) more specific, or switching to **Match all**.

Every search is different, and everyone’s mail collection is different, and you may need to experiment based on the mailboxes you want to look through, the amount of mail in each one, the kind of data you’re looking for, and the crudeness or specificity of your search conditions.

## Using the Mailboxes Pane

Click the **Mailboxes** tab to bring the Mailboxes pane to the front of the Search window.

In the Mailboxes pane, select the mailboxes and folders you want to search through (if your desired mailboxes are not already selected automatically).

Standard selection methods apply in this pane. The pane is a replica of the Mailboxes window (**Window>Mailboxes**). It duplicates your mailbox and folder structure, and also shows underlines for those mailboxes and folders in which there is unread mail. This can be useful if you want to target your search based on the Read or Unread status of messages.

Click on an item in the Mailboxes pane to select it. Use the **Shift** key to select a contiguous range of items (or drag-select), and use the **Command** key to make disjoint selections, adding or removing items in a group selection. Press **Command+A** to select all of your mailboxes and folders. To deselect an entire selection, click somewhere outside the selection.

One important point: When you click on a folder to select it, all mailboxes and folders contained in that folder are also selected. This is one difference from selection rules in your Mailboxes window.

Your selection in the Mailboxes pane determines where Eudora will look when conducting the search. Eudora will look at all messages contained in the selected mailboxes and folders.

## Starting and Stopping the Search

Once you have set up your search — set up your search conditions in the Match area, selected **Match all** or **Match any** for multiple conditions, and selected your desired mailboxes and folders in the Mailboxes pane — click the **Search** button to start the search, or press **Return**.

Eudora begins searching through the selected mailboxes and matching messages against your search conditions.

As soon as the search begins, the **Search** button changes to **Stop**. Also, the Results pane is brought to the front of the Search window. And third, the **Mailboxes** and **Results** tabs are temporarily hidden, and are replaced with the status message “Searching: \_\_\_\_\_,” where the blank is filled in with the name of the mailbox currently being searched. Eudora dynamically runs through these names as the search progresses, and they can change rapidly.

**Note.** Eudora searches your selected folders and mailboxes in the order in which they appear in the Mailboxes pane, and searches your messages in the order in which they appear in the mailboxes.

When Eudora encounters a message that matches the conditions of the search, that message is displayed in the Results pane, and the counter at the lower left of the message summary list (similar to a mailbox size display) is increased by one.

Messages continue to be added to the bottom of the message list in the Results pane (if they are successful matches), and the counter continues to roll upward, until the search is complete.

When the search is finished, the **Stop** button changes back to **Search**, the **Mailboxes** and **Results** tabs reappear, and the **Search results** checkbox is displayed next to the **More** button (or, with multiple conditions, next to the **More** and **Fewer** buttons and the **Match all/any** popup).

To stop a search at any time, click the **Stop** button in the Search window, or, if the Search window is currently on top, press **Escape** (Esc) or **Command+** (period). The search stops, and any results are preserved in the Results pane. The button behavior is the same as described above (as if the search had completed).

You can also stop a search, using any of the above methods, when a desired result appears in the Results pane. If you need to look no further, that might be a convenient time to stop the search.

Closing the Search window terminates the search without preserving your results.

**Note.** For optimum search speed, keep the Search window on top until the search is completed. Searches run in the background tend to be a bit slower.

**Note.** To perform multiple searches, begin one search, then select **Special>Find>Search** (or press **Command+F**), set up the second search in the new Search window, and begin the second search. Continue with additional searches if you like. Eudora can perform all of these searches in tandem. You can also start a search and then move to other tasks, and Eudora will perform the search in the background.

## Saving a Search Results

Once you have performed a search, you can save the search results to display or to conduct additional searches later.

To save a search results, do the following:

- 1 Perform the search.
- 2 From the **File** menu, choose **Save As**. The Save As dialog appears showing **Search Folder** as the folder to where the search results window is to be saved.



- 3 In the **Save As** dialog, type the name of the search results window and click **OK**. The search results window is saved in the Search folder.

To retrieve the saved search results window: from the **Special** menu, choose **Find**, and the name of the search results window is listed at the bottom of the **Find** submenu. Select it and the saved search window will display.