Version 4.2 for Windows
New Features Manual

Eudora Pro®
Email

Acknowledgments

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.

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New Features Manual

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 Windows. They are as follows:

The following new features and functions have been added to Eudora in version 4.2

- **Automatic Name Completion.** In the To:, Cc:, or Bcc: fields of the message header, you can begin to enter the name of your message recipient, and Eudora will complete the name for you automatically. If there are multiple matches, you can choose the correct name from a drop-down list. The drop-down list consists of address book and history file entries.

- **Automatic Spell Check.** Misspelled words are now double-underlined automatically while you type in the composition window!

- **Reply with Selected Text.** You can now select text in a received message, click Reply, and the selected text is now quoted in the body of your reply message.

- **Speak Filter Action.** A new filter action can now *speak* the name and subject of an incoming message.

- **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 more mailboxes and folders. The new search function allows you to enter up to five levels of search criteria and includes a powerful regular expressions function.

- **Personality Selection.** You can now select the account you want to use right in the header of your outgoing email message.

- **IMAP Tasks Offline.** If you use an IMAP server as your incoming mail server, you can now disconnect from the server and perform certain tasks.

- **New IMAP Trash Mailbox.** Eudora gives you the option to create a Trash mailbox on the remote IMAP server that corresponds to your IMAP account. You can do this for each IMAP account you have.

- **Automatic Name Completion in Directory Services.** When you look up a name using Eudora's Directory Services, a drop-down history list now appears displaying the most current names you entered. Because of the history list, you can begin to enter the name to search, and Eudora will complete the name for you automatically.

- **SMTP Authentication.** You can now change a Eudora.ini setting to allow and require an SMTP server authentication sequence when sending mail, provided your SMTP server supports it.

- **Auto-wrapping Plain Text Messages.** The format=flowed feature allows a plain text message to adjust to your computer's display's width, as well as replied and forwarded messages.

■ **Paste Special.** Paste Special is a new option on the Edit menu. Using Paste Special, you can paste copied text as unformatted, Rich Text Format (RTF), Eudora standard, or Hyper Text Markup Language (HTML) text.

■ **Type to Select.** This feature allows you to find messages by name or subject in the Table of Contents portion of your opened mailbox. Just type the first few letters of a name or subject, and Eudora selects the message.

■ **Import option.** From the File menu, you can now import your address book and messages from other email programs.

■ **New Reply option.** In the Reply options window, you can indicate if you want to send a styled signature with plain text or not.

Using Automatic Name Completion

Similar to the "Finish Address Book Entry" command, Auto-Completion is a new Eudora feature that allows you to enter a portion of a name in the **To:**, **Cc:**, and **Bcc:** fields, and Eudora automatically completes the name for you. Just start typing and Eudora attempts to complete the name. If multiple recipients match the text you've entered, a list of names from your history file and address book appear in a drop-down name list (provided both the history file and address book are selected in the new Auto-Completion option window explained later in this section). Select the correct name, and the name and email address appear in the field.

The history file consists of names and email addresses of people you have previously sent, forwarded, or replied to messages within Eudora.

The address book consists of the nicknames you have entered for each person in your address book.

In the example below, you want to send Barb a message. Previously, you had to enter her nickname from your address book, or if she wasn't in your address book, her full email address. By using the auto-completion feature, just enter B in the To: field, and Eudora displays a drop-down name list with names beginning with "B" for you to choose from (you can also press [Ctrl] + x to prevent the drop-down name list from appearing). If you had typed BA, Eudora would have displayed a drop-down name list with all names beginning with "Ba." Scroll through the name list, click or press Enter to select the correct name. The name is now entered into the header field.

Name Auto-Completion in a new message
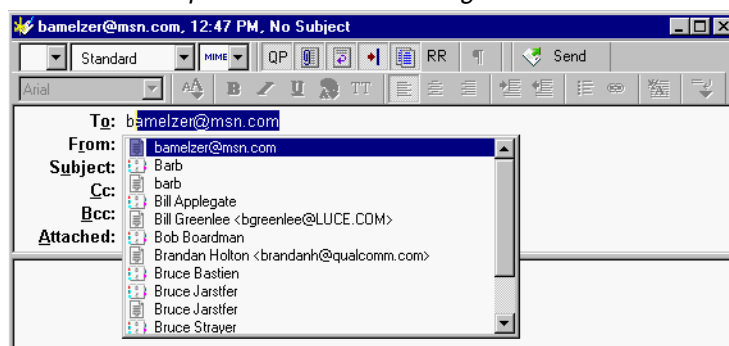
If you have only a "Barb" and a "Beth" as names in your address book or history file, Eudora completes the first alphabetical name. So when you type B, "Barb" would appear first on the list (if **Names should appear in alphabetical order** is selected in the Auto Completion options window explained later in this section).

indicates that the name came from your address book, and indicates that the name came from your history file. If the name is from your history file, both the username and email address appear in the drop-down name list as you type. If the name is from your address book, only the nickname appears in the drop-down name list.

To complete the name in the field, select the correct name from the drop-down list. If you want to add another name in the To: field, type a comma (,) after the first recipient's name. Then you can begin to add another recipients name as shown in the example below.

Second Name Auto-Completion in the To: field
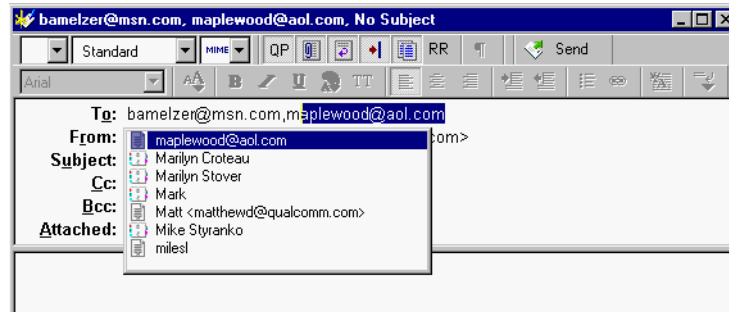
The example below shows auto-completion in the Cc: field.

Name Auto-Completion in the Cc: field
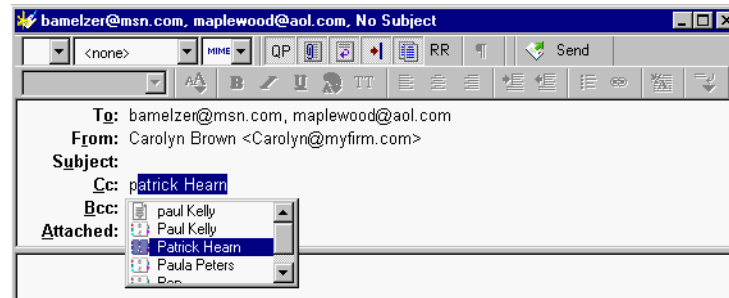
Note. To turn the name auto-completion feature off, go to the Tools menu, choose Options, and then select Auto-completion. Deselect **Address Book** and **History File** and click **OK**.

Auto-Completion Options Window

The Auto-Completion options determine how you will use the name auto-completion feature to complete names and email addresses in the To:, Cc: and Bcc: fields on the message headers of your outgoing messages. Eudora completes the names by looking for the names in either your history file or address book.

To display the Auto-Completion options window, do the following.

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Auto-Completion** icon. The Auto-Completion options window appears.

Auto-completion options window
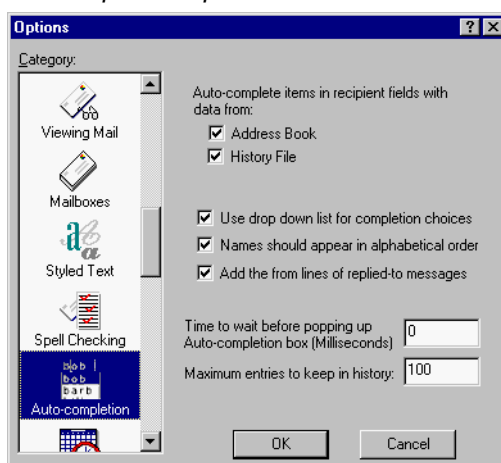
Listed below are the field descriptions for Auto-completion.

Address Book—Select to auto-complete nicknames you've previously set up in your address book in the To:, Cc:, and Bcc: fields in the message header. Deselect to not display nicknames from your address book in the drop-down name list.

History File—Select to auto-complete names from your history file in the To:, Cc:, and Bcc: fields in the message header. Deselect to not display names and email addresses from your history file in the drop-down name list.

The history file consists of names and email addresses that appear in the To: and Cc:, fields in the messages you send, reply to, or forward.

Use drop down list for completion choices—Select to display the drop-down name list when you begin to type a name in the To:, Cc:, or Bcc: fields. Deselect to not display the drop-down name list.

Names should appear in alphabetical order—Select to display names in the drop-down list in alphabetical order. Deselect to display names randomly.

Add the from lines of replied-to messages—Select to add the name appearing in the From: field from a received message that you replied to. This name and email address goes into your history file.

Maximum number of entries to keep in history:—Enter the number of names you want to keep in your history file at any given time. As you add names, the old entries are removed leaving the amount of names to equal the number entered here.

Using the Automatic Spell Check

Automatic spell check is a variation of the present inline spell check feature in Eudora. If automatic spell check is turned on, misspelled words are double-underlined after you press the spacebar after typing the word in the message body. You can correct the word or display a drop-down word list from which to choose the correct word by right-clicking on the underlined word.

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

To turn the automatic spell check on, do the following.

1   From the **Tools** menu, choose **Options**,

2   Scroll and select **Spell Checking**. The Spell Checking options window appears.

Spell Checking options window
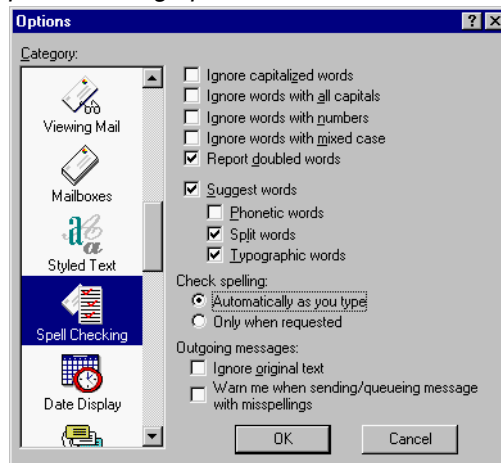
3   Select **Automatically as you type**.

4   Click **OK**. Your automatic spell check should be on.

When you type in your message and misspell a word, the word is immediately underlined after you press the spacebar as shown in the example.

New message with automatic spell check
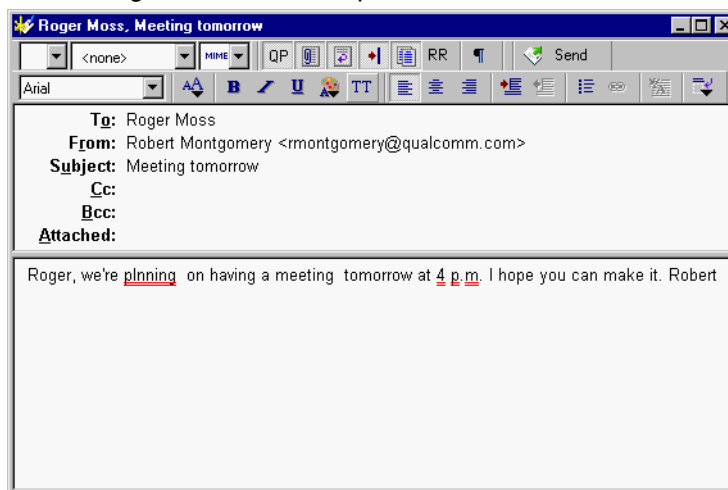
5 If you want to choose the correct word from the drop-down word list, right-click and the drop-down word list appears as shown below.

Drop-down word list
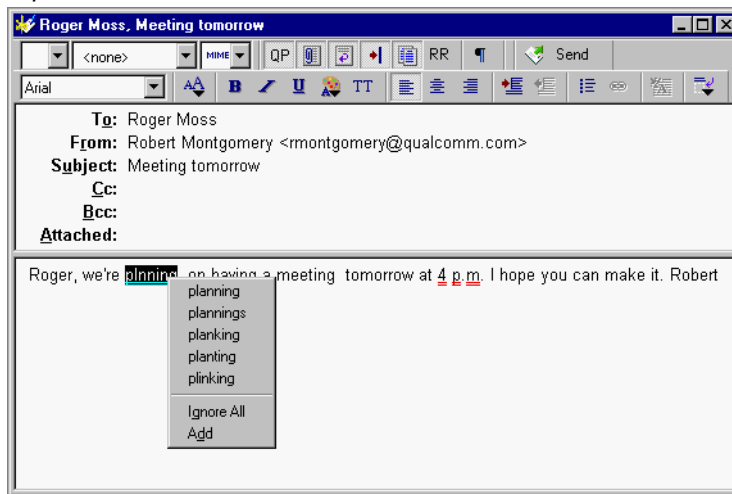
6 From the drop-down word list, choose the correct word. Your misspelled word is replaced by the correct word.

Note. Notice in our example that "4 p.m." is double-underlined indicating that it's misspelled according to the spell checker. From the drop-down word list, you can choose **Ignore All** to ignore the perceived error or **Add** to add the word to your dictionary. If you add the word, it will not display as a misspelled word in future messages.

Reply with Selected Text

If you receive a message from someone, and you would like to reply to this message by using a selected part of the message, you can do so by just highlighting the text you want to appear in your reply.

To select text to include in a reply, do the following.

1   In a received message, click and drag to highlight the text you want to include in your reply, as shown in the following example.

Text highlighted in a received message
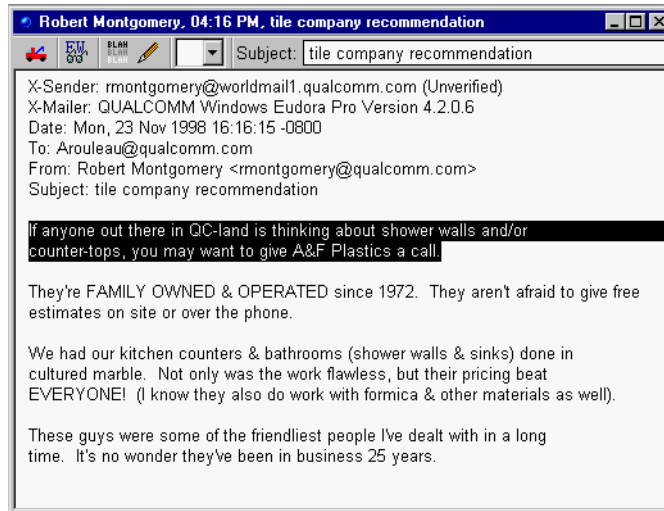
2   Once the selected text is highlighted, choose **Reply** from the Message menu or click

. The selected text now appears in your message reply, as shown.

Selected text in reply message
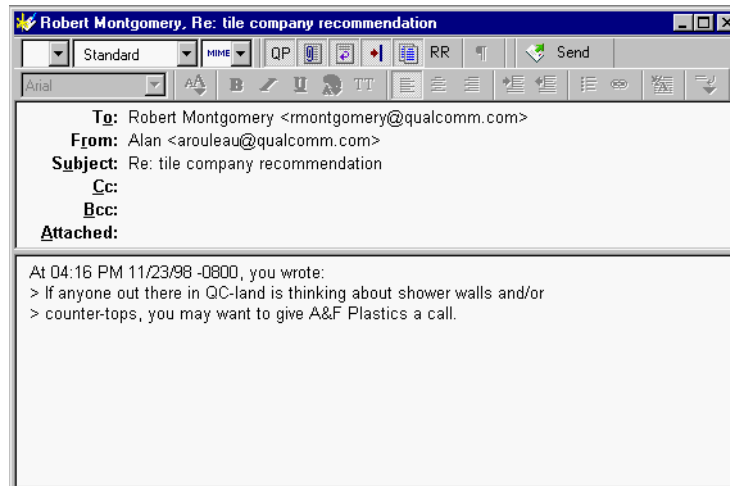
3   Add more response, if needed.

4   To send, click **Send** (or **Queu**e).

Using the Speak Filter Action

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

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

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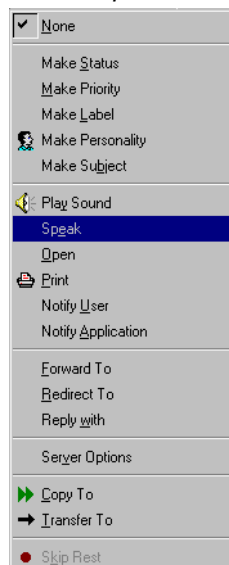
If you set up a filter using the **Speak** option, a voice makes you aware when a certain email message is retrieved. The voice can read the name of the sender and the subject line of the message, if you so choose. Also, you can select the type of voice you prefer from a drop-down list that appears.

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

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

Filter window showing Speak action selected
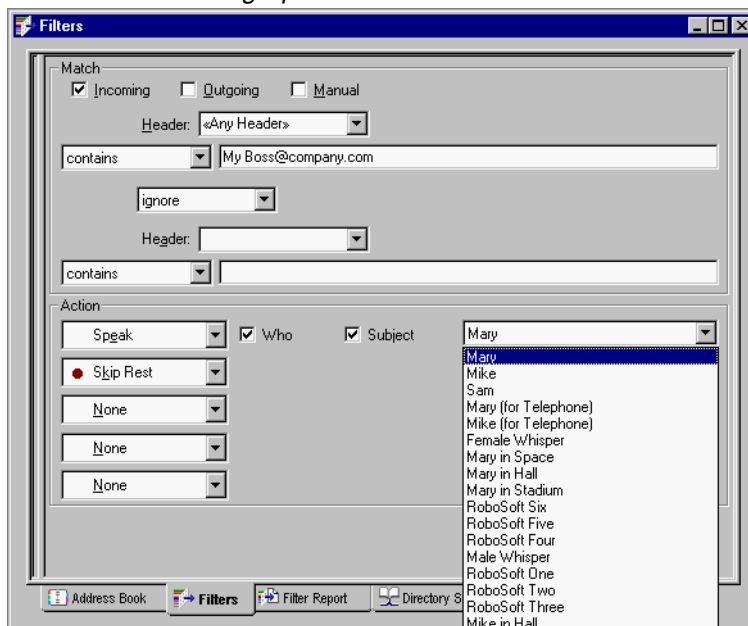
2 Choose and enter match criteria. (See "Filtering Messages" in the *Eudora Pro Email User Manual*.)

3 From the Action drop-down list, choose **Speak**.

Note. After you select Speak, the Who and Subject fields and a drop-down voice list appear. If these fields are grayed out, you need to install Microsoft's Speech Application Programming Interface (SAPI) and a SAPI-compliant text-to-speech engine, such as Microsoft's. See the Eudora Pro Readme.txt file for information on where to find installers for these components.

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 drop-down list, choose the type voice you'd like to hear.

7 When finished, close the Filters window and save the filter.

Find Messages

A powerful new search function has been added to Eudora. This functionally-rich feature lets you perform complex searches through messages in all or a selected number of mailboxes or folders. Once your search is complete, you can preview, sort, delete, and view the resulting messages. You can search for a specific piece of information in all your mail or just search for a particular item that matches the criteria you set. Set up the criteria for your search by selecting options from the drop-down lists and by entering text.

To set up criteria for a message search, do the following:

1 From the **Edit** menu, choose **Find** or press [Ctrl] + F. The Find submenu appears.

2 From the Find submenu, choose **Find Messages**. The Find Messages dialog box appears.

Find Messages dialog box
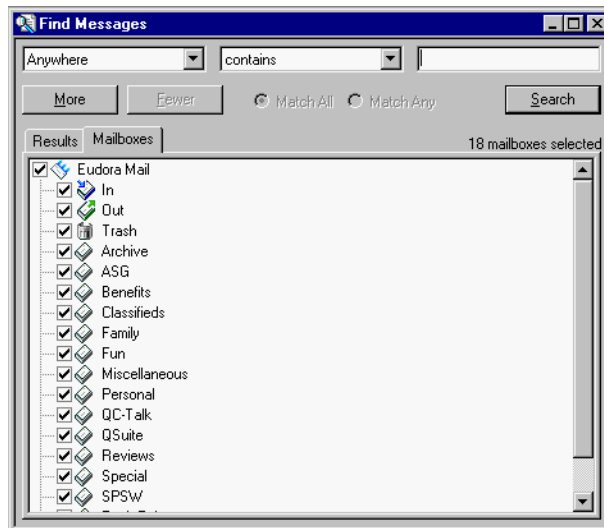
In the Find Messages dialog box, your mailboxes display along with checkboxes. If the boxes are checked, Eudora will perform a search in these mailboxes according to the criteria you are about to set up. To omit a mailbox from the search, just deselect the box.

Note. If you see a gray check in the checkbox for a specific mailbox or folder, this indicates that the mailbox's sub-folders and sub-mailboxes are not checked.

The top part of the dialog box is where you select and enter criteria for your search. Each search can use up to five "terms" and "conjunctions" as its criteria, connecting them as appropriate. The drop-down and conjunction lists displaying the criteria you can select is shown, as follows.

Find Messages drop-down and conjunction options lists

3   In the drop-down criteria list (**Anywhere** is the default), choose where in the message you want Eudora to search for text. Following is a description of each option.

Anywhere—Choose this option to search everywhere in the message including all header fields and message body.This includes headers that are normally exposed only with the Blah Blah Blah icon button turned on.

Headers—Choose this option to search only in the header fields of the message. This includes headers that are normally exposed only with the Blah Blah Blah icon button turned on.

Body—Choose this option to search only in the body of the message.

Attachment Name(s)—Choose this option to search only attachment names in the message.

Summary—Choose this option to search text entered in only the header From: and Subject: fields of the message.

Status—Choose this option to search for messages by status. A status drop-down options list displays (the default is Unread). You can choose from Unread, Read, Replied, Forwarded, or Redirected. The conjunction field defaults to **is**.

Priority—Choose this option to search for messages by priority. A priority drop-down options list displays (the default is Highest). You can choose from Highest, High, Normal, Low, or Lowest. The conjunction field defaults to **is**.

Attachment Count—Choose this option to search the number of attachments joined to each message. A counter appears for you to select the desired number, or you can type the number in the text box. The conjunction field defaults to **is**.

Label—Choose this option to search for messages by label. Choose Label, and the labels drop-down options list displays (the default is None). You can choose from the labels you previously set up. The conjunction field defaults to **is**.

Date—Choose this option to search for messages by date. Once selected, today's date appears. Click the down arrow to display the current month's calendar. Using the arrows on the calendar, you can display the preceding or proceeding months and years. Choose the date to or from where you want the search to begin.

Size—Choose this option to search for messages by their file size (in kilobytes). A counter appears for you to select the desired number of kilobytes, or you can type the number in the text box. The conjunction field displays **is**.

Age—Choose this option to search for messages by age (in days). A counter appears for you to select the desired number of days, or you can type the number in the text box. The conjunction field displays **is**.

Personality—Choose this option to search for messages by account. A drop-down list displaying your previously set up personalities appears. Select the desired personality.

Mailbox Name—Choose this option to search for messages in a specific mailbox. Enter the name of the mailbox in the text box.

To—Choose this option to search text entered in only the To: header field of the message.

From—Choose this option to search text entered in only the From: header field of the message.

Subject—Choose this option to search text entered in only the Subject: header field of the message.

CC—Choose this option to search text entered in only the Cc: header field of the message.

BCC—Choose this option to search text entered in only the Bcc: header field of the message.

Any recipient—Choose this option to search text entered in only the To:, Cc:, and Bcc: header fields of the message.

In the example below, Headers was selected from the drop-down options list as the first criteria.

4 After you select the option from the drop-down list, select a conjunction to link the first option with the text you will be searching for. The conjunction drop-down lists are shown below.

Conjunction drop-down lists

Anywhere
Headers
Body
Attachment Name (s)
Summary
Mailbox Name
To
From
Subject
CC
BCC
Any Recipient

Status
Label
Personality

Date

Age
Size
Priority
Attachment Count
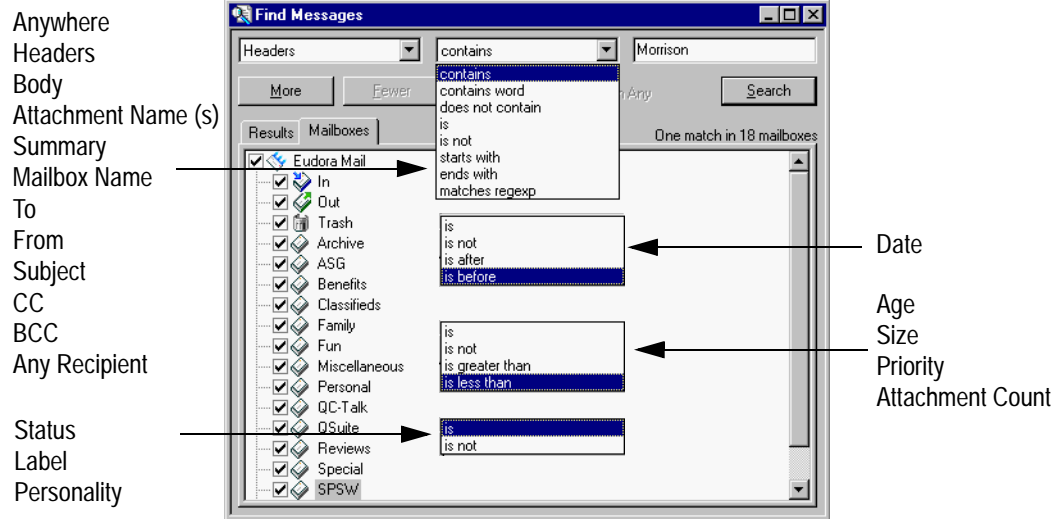
Following is a description of each conjunction option in the drop-drop list.

contains—If the specific item contains the text string, search and display those messages.

contains word—If the specific item contains the exact word, search and display those messages.

does not contain—If the specific item does not contain the text string, search and display those messages.

is—If the specific item is an exact match, search and display those messages.

is not—If the specific item is not an exact match, search and display those messages.

starts with—If the specific item starts with the text string, search and display those messages.

ends with—If the specific item ends with the text string, search and display those messages.

matches regexp—If the specific item matches the regular expressions characters, search and display those messages. Regular Expression is a search string that uses special characters to match text characters. For example, if you are searching for messages sent to you by two people, choose **From** in the first drop-down options list, then choose **matches regexp**, then type their usernames between brackets separated by a vertical slash, e.g., (bobclark)|(janedoe) in the text box. Eudora searches and displays all messages from these two people. For more information, see "Regular Expressions" on page 21.

Note. Regular Expressions is an advanced and complex method of searching for text.

is after/is before (Date only)—If the date is after or before the date displayed, search and display those messages.

is greater than/is less than (Age, Size, Priority, Attachment Count only)—If the specific item is greater than or less than the number indicated, search and display those messages.

5 Once you have chosen the conjunction, enter the text string in messages you are searching for, or choose a value from the drop down list if one displays. In the text box, you can enter as much text as you want. In the following example, a username was entered.

Example of search criteria for a one level search
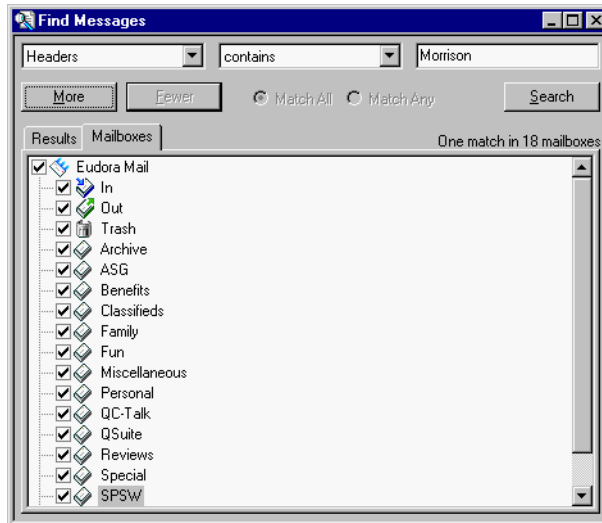
In the above example, if you click **Search**, Eudora will search through all of your mailboxes for every message that contain the text `Morrison` anywhere in the header portion of the message.

6 To continue adding a second level of criteria (you can add up to five levels), click **More**. Choose and enter more criteria to further streamline the search as in the following example. You can also select **Match All** or **Match Any** to include or differentiate the criteria from one level to the other.

Example of search criteria for a two level search

In the above example, if you click **Search**, Eudora will search for every message through every mailbox that contains the word `meeting` anywhere but only if the text `Morrison` is somewhere in the header.

7 To continue adding a third level or criteria, click **More**. Choose and enter more criteria to further reduce the search. Click **Search** to display the messages that contain the criteria you entered. Although this example shows three levels of criteria, you can click **More** to continue entering more criteria; click **Fewer** to return you one level back.

Example of search criteria for a three level search with results

In the above example, if you click **Search**, Eudora will search for every message through every mailbox that contains the word meeting in either the message header and body but only if the text Morrison is somewhere in the header. However, it will skip the messages that contain the word March in the message body.

The messages that fulfill the search criteria appear in the Results window.

Important. The Search feature will not work if you have any text boxes blank. You can click **Fewer** to reach a level where all text boxes are filled to conduct your search.

Search context menu (right-click)
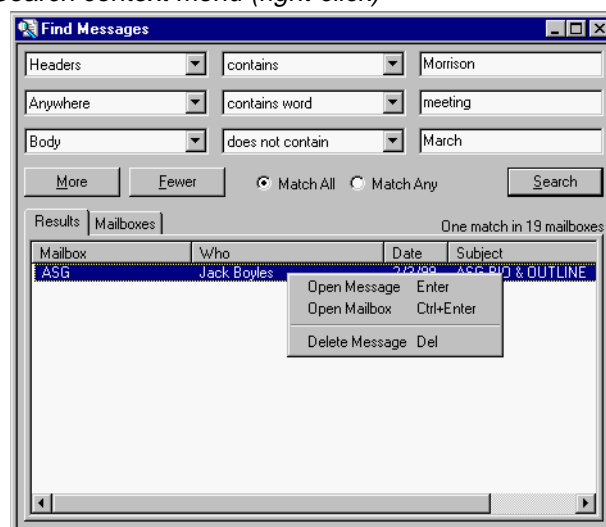
To sort the messages, click the column headings to sort by that column. To sort in descending order, click the column header again.

To open a message, select and double-click the message, or right-click to display the context menu. Choose **Open Message**.

To open the mailbox where this message resides, highlight the message, right-click to display the context menu. Choose **Open Mailbox**.

To delete a message, highlight the message and press the Delete key, or right-click to display the context menu. Choose **Delete Message**.

Regular Expressions

Important. Regular Expressions is a complex search function. It has been designed for advanced Eudora users.

A Regular Expression is a pattern of characters that describes a set of text strings. For those of you familiar with UNIX, it corresponds to the UNIX regular expression commands. For the search condition, if the target matches your string value according to the rules of grep; that is considered a match. grep generally lets you use wildcard characters, such as the asterisk (*) and question mark (?).

Regular Expressions are included in Eudora's new Find Messages search feature. See "Find Messages" on page 15. Also, for more information on Regular Expressions, you can go to several web sites, for example:
`http://www.robelle.com/library/smugbook/regexpr.html`

Below are Regular Expression characters, their descriptions, and examples.

Character	Description	Example
.	Represents any single character	`a-z, A-Z, 0-9, ?><,.!@#$%` and so on.
[ ]	Represents any one of the characters contained in the brackets.	`b[aeiou]d` matches bad, bed, bid, bod, and bid (but not baed, bead, and so on.)
{ }	Represents a number that specifies an exact number of the previous character.	
^	Represents the beginning of a line.	
[^]	Represents any characters except the character(s) after the caret symbol in the brackets.	`h[^u]t` matches hat, hit, hot, but not hut.
$	Represents the end of a line.	`end$` only matches "end" when it's the last word on a line, and `^end` only matches "end" when it's the first word on a line.
*	Represents none or more of the preceding characters.	`ba*c` matches bc, bac, baac, baaac, and so on.
?	Represents the preceding characters at least once and is optional.	`ho?p` matches hop and hp, but not hoop.
+	Represents the preceding characters one or more times.	`ho+p` matches hop and hoop, but no hp.

Character	Description	Example
\	Represents is an espace character indicating that the next character will not have any meaning.	`100$` matches `100` at the end of a line, but `100\$` matches the character string 100$ anywhere in a message.
|	Separates entities. It requires that the joined expressions have parentheses around them.	`(bobclark)|(suejones)`
\<	Represents the start of a word.	
\>	Represents the end of a word.	
[:alpha:]	Represents any alphabetic letter.	
[:digit:]	Represents any single-digit number.	
[:blank:]	Represents a space or tab.	

Selecting a Personality in a Message Header

You can now select the account you want to use right in the header of your outgoing email message. Just click the arrow to the left of the From: field, and a drop-down list appears showing your different personalities. Select the personality you want to use for this message. See the following example.

Personality drop-down list in a message header
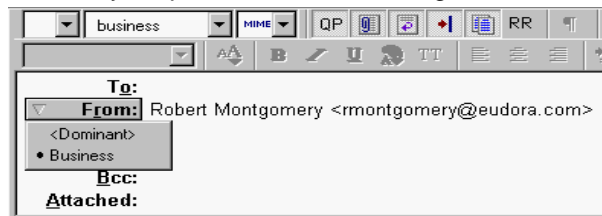
Using IMAP Offline

If you use IMAP as your incoming server, tasks you perform offline have been changed. Being offline is a preferred method when you are using a laptop away from home or office.

When you are offline, you are disconnected from the server.

To go offline, do the following:

1 Move your mouse pointer to the taskbar and right-click. A context drop-down menu appears.

2 From the context menu, choose **Offline**. You are now disconnected from your IMAP server.

When offline, you can:

■ Disable timed mail checks.

■ Manually check for mail.

■ Transfer and delete messages after they are retrieved. However, a dialog box appears asking you to connect for as long as it takes to transfer and delete your messages. Once the tasks are completed, you immediately disconnect from the server.

Automatic Name Completion in Directory Services

When looking up names in Eudora's Directory Services, Eudora now remembers the name and places it in a directory services history file. So whenever you begin typing a name, a drop-down list of names from your history file display alphabetically. Just select the desired name from the list, and the name's information appears. Below is an example of the auto name completion function.

Directory Services Auto Name Completion
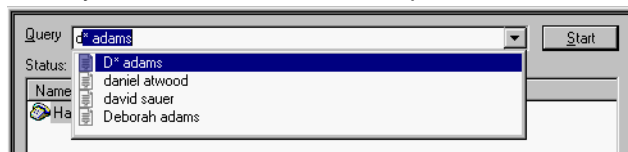
SMTP Authentication

In Eudora, you can now set authentication when gaining access to an SMTP server when sending mail. Challenge-Response Authentication Mechanism-Message Digest 5 (CRAM-MD5) is the most current authentication type you can set up in Eudora. Once set, you get a dialog box prompting you to enter a password. Also, you can set whether the authentication is required or not. If set, you must enter a password when the prompt appears. If not set, you can close the prompt dialog box and still access the SMTP server.

To set a required authentication for your SMTP server, do the following:

1   Go to your Eudora ini folder (located in the Eudora Pro files).

2   At the **SMTPAuthAllowed** entry, change the 0 to **1**.

3   At the **SMTPAuthRequired** entry, change the 0 to **1**.

4   Save and close the Eudora ini folder.

Note. If by chance, these entries are not in the ini file, you may add them.

Auto-wrapping Plain Text Messages

Eudora engineers have created a new Internet standard for sending text, format=flowed, which is being introduced in this version of Eudora. This new standard lets you send text with returns that occur only at the ends of paragraphs, which is more convenient for reading messages on small or unconventional screens displays.

Format=flowed works by sending your mail wrapped and with normal quote characters (>'s) or excerpt bars, just like before. The only difference is that whenever Eudora wraps your text, it adds a single space to the end of the line. This allows Eudora to reconstruct the original text exactly, taking out all the line breaks that were added and presenting legible mail to the reader no matter how wide or narrow the window is.

Along with format=flowed comes increased use of excerpt bars in Eudora. Excerpt bars are used with format=flowed text is that the text rewraps itself "on the fly" to your window width. Inserting and removing '>' characters is slow and somewhat clumsy in such a dynamic environment. When your message is sent, it is wrapped, and the excerpt bars are converted back into '>' characters for transmission, so that even if your recipient has a simple mailer, your message will look normal.

For a full description of the format=flowed proposed standard, please see:

<ftp://ftp.isi.edu/internet-drafts/draft-gellens-format-06.txt>

Using Paste Special

Paste Special is a new option on the Edit menu. Using Paste Special, you can paste copied text as unformatted, Rich Text Format (RTF), Eudora standard, or Hyper Text Markup Language (HTML) text.

Eudora determines the format of the text on the clipboard and displays the available formats in the Paste Special dialog box.

To use Paste Special to paste text from the clipboard, do the following:

1   Move and place the cursor where you want to paste the text.

2   From the **Edit** menu, choose **Paste Special**. The Paste Special dialog box appears.

Paste Special dialog box
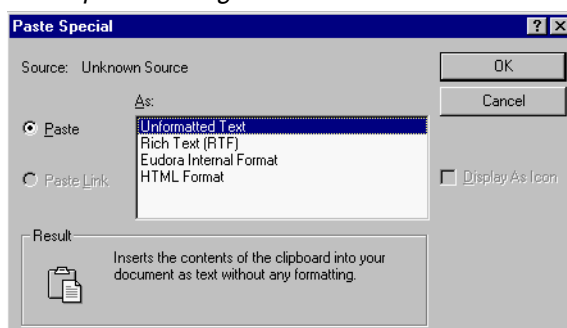
3   Under **As:** select the format for the text you want to paste. Choose from the formats that appear.

4   Click **OK**. The text should be pasted as you indicated.

Note. The **Paste Link** and **Display As Icon** functions are not available.