

**Version 3.0 for Macintosh
User Manual**

**EUDORA MAIL
LIGHT**

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

About the Name

Why the name "Eudora"?

When 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 titled *A Curtain of Green* (Harcourt Brace). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

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Getting Started

System Requirements

To use the Eudora Light electronic mail (e-mail) application (hereafter referred to as Eudora), you must have the following:

- A Macintosh Plus or later model, with a high-density disk drive.
- Macintosh System 7.0 or later.
- A mail account with an Internet service provider or an Internet-style network account.
- Access to your mail account via modem or Internet-style network connection.

Drag and Drop Requirements

If you do not have Macintosh® Drag and Drop running on your Macintosh, certain features may be disabled. Macintosh Drag and Drop is included in System 7.5 and System 7 Pro, but is not in earlier versions of System 7.

Macintosh Drag and Drop requires that Finder 7.1.3 or newer is running for the Drag and Drop extensions to work properly. Installing the Drag and Drop extensions with an older Finder has been shown to cause strange behavior, and is not recommended.

If you are running a system version with a Finder that is older than 7.1.3, you will be able to drag and drop within the Eudora application. However, you will not be able to drag between Eudora and other running applications.

Installing Eudora

You can install this version of Eudora over an earlier version of Eudora Light. Just follow the instructions below, and when you open the new version of Eudora, your Settings, mailboxes, etc. will be updated for the new version.

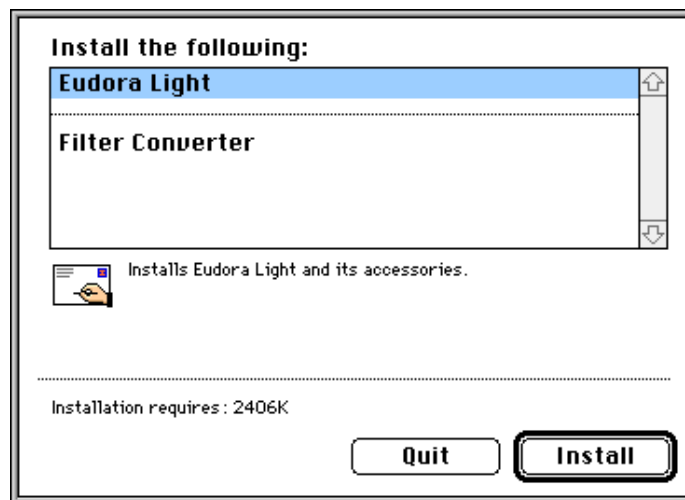
To install Eudora, do the following:

1. Copy the Eudora Light software onto your hard disk. The latest version of Eudora Light for the Macintosh can be found on ftp.eudora.com. (If you are installing from diskettes, skip to the next step.)

- Restart your Macintosh while holding down the shift key. This turns off your Macintosh extensions. (You must hold down the shift key until you see the message “Extensions off.”)
- If you are installing Eudora from diskettes, insert Eudora Light diskette 1 of 2 into your Macintosh diskette drive.
- Double-click on the Eudora Light Installer icon to start the installation program. The Eudora Light splash screen is displayed. Click **Continue** to display the Eudora README window.

Note: The contents of the README window can be printed or saved to a file for later review.

- Once you have reviewed the contents of the README window, click **Accept**. The Eudora Install dialog is displayed, allowing you to select which items you want to install. To see a description of an item, click on the item (the description is displayed just below the selection area).



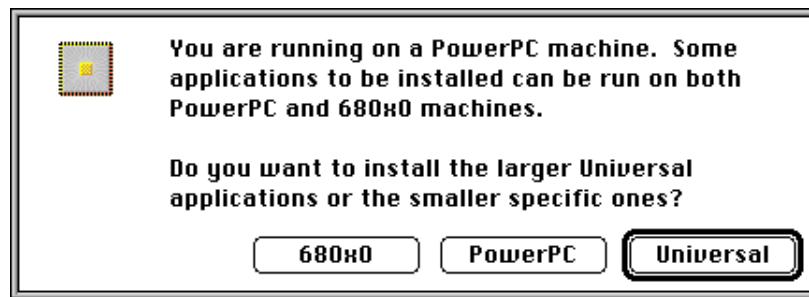
Eudora Install dialog

- To install all of the items, select the default item **Eudora Light** and click **Install**.

To install just the items you want, select them by clicking on each one (hold down the command key to select multiple items, and be sure that the Eudora Light item is not selected), then click **Install**.

If you selected the Eudora Light installation item, the Restart dialog is displayed, informing you that your Macintosh will need to be restarted at the end of the installation. Click **Yes**.

The Eudora Version Selection dialog is displayed, allowing you to select which version you want to install.



Eudora Version Selection dialog

The Eudora Version Selection dialog allows you to select from the following versions:

680x0

This is the smallest version. It runs on any Macintosh, including Power Macs, but on Power Macintoshes it is not as fast as the PowerPC or Universal versions.

PowerPC

This version runs only on Power Macintoshes. It does not run on standard 680x0 machines.

Universal (or Fat)

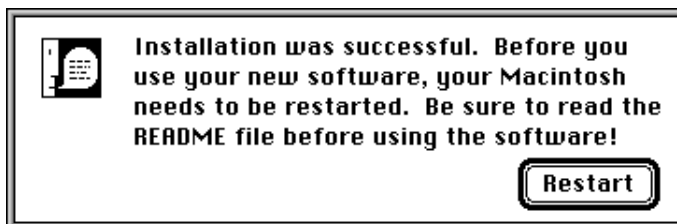
This version requires the most disk space. It runs on any Macintosh, and on a Power Macintosh runs as fast as the PowerPC version.

7. Select the version you want. A dialog is displayed asking you where you want to install the Eudora Light 3.0 Folder.



Eudora destination dialog

8. Select the destination folder and click **Install**. The install program begins installing the items you selected onto the appropriate locations on your disk.
9. If you are installing Eudora from diskettes, insert the appropriate installation diskette when you are prompted.
10. Once the installation is complete, you are prompted to restart your Macintosh. Click **Restart**.



The Restart alert

This completes the installation of the Eudora Light software. To find out how to set up Eudora so that you can send and receive e-mail, see the section “Opening and Configuring Eudora.” For details about the files in the Eudora Folder (in your System Folder) and the Eudora Light Application Folder, see their corresponding sections in the Reference chapter.

Installing Connection Tools

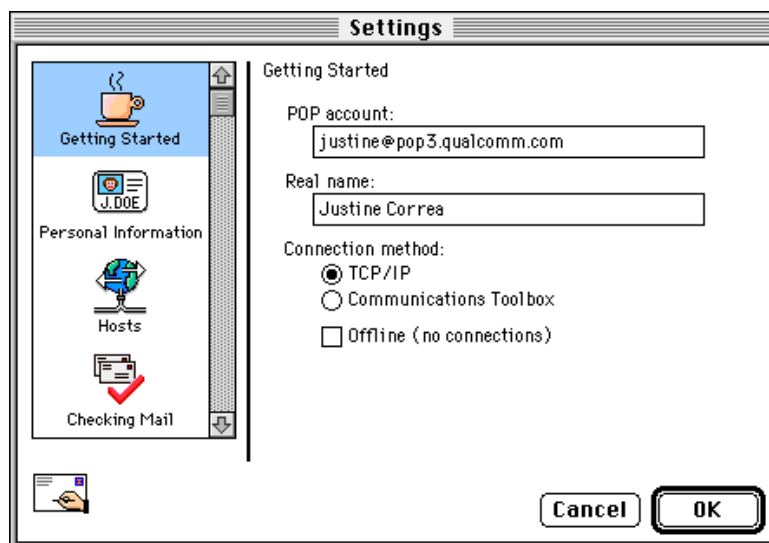
To use Eudora with the Communications Toolbox, the Apple Modem Tool and Serial Tool must be installed on your Macintosh. To do this, drag the Connection Tools folder onto your System Folder.

Opening and Configuring Eudora

After you have installed Eudora, double-click on the application icon to open Eudora. If you are installing Eudora for the first time, the Getting Started Settings are displayed.

To send and receive messages, you must have an account on a computer running a POP (Post Office Protocol) server, and access to a computer running an SMTP (Simple Mail Transfer Protocol) server. Your incoming e-mail messages are delivered to your POP account, where you pick them up and transfer them to Eudora on your Macintosh. Your outgoing messages are sent to the SMTP server to deliver to your recipients.

You have to provide basic information about your account, servers, and network connection before you can send and receive messages. To do this, use the **Getting Started** Settings (if this is not open, select **Settings...** from the **Special** menu and click on the Getting Started category).



An example Getting Started Settings

In the **POP account** field, type your login name for this account, an “@” sign, and the full name of the computer. For example, if your assigned login name is “justine,” and the name of the computer where you receive e-mail is “pop3.qualcomm.com” type “justine@pop3.qualcomm.com” in this field.

*Note: Your POP account may or may not be the same as your e-mail address. If your e-mail address differs from your POP account, put the e-mail address in the **Return address** field of the **Personal Information Settings**.*

In the **Real name** field, type your real name. It is included in the **From** field of your outgoing messages.

Specify a connection method. If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select **TCP/IP**. If you are using Eudora without TCP/IP software, select **Communications Toolbox**, click **OK**, then select **Communications...** from the **Special** menu and choose the appropriate modem/serial communications settings.

If your POP and SMTP servers are on the same computer, you do not need to specify an SMTP server. If they are not on the same computer, click on the **Hosts** settings category and enter in the **SMTP** field the full name of the computer running the SMTP server.

You are now ready to go. For a quick introduction to Eudora’s basic functions, see the “Tutorial” chapter; for detailed explanations of all the available functions, see the appropriate chapters.

Registering Your Copy of Eudora

Registering your copy of Eudora Light puts you on the mailing list to receive our free electronic newsletter keeping you informed of the latest news and information about Eudora, e-mail, messaging, and other related topics. All information you supply is kept in strict confidence. Registration is optional, not mandatory.

After you send the first message with your new version of Eudora Light, you are prompted to register.

Example of Registration Screen

Complete the registration form and click **Register**. The registration is put in the queue in your Out mailbox and is sent the next time you send queued messages.

If you don't want to register at that time, you can choose **Not Now** to be prompted 7 days later, or **Never Register** to never be prompted again. At any time, you can choose **Register Eudora...** from the Help menu to display the registration form. The Help menu, also known as the Apple Guide menu, is accessed from the question-mark-in-the-balloon icon at the top right corner of your screen.

Quitting Eudora

To quit Eudora, select **Quit** from the **File** menu. If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them (see the section "Queueing a Message to Send Later").

The Trash mailbox is emptied if the **Empty Trash on Quit** option is on in the Miscellaneous Settings.

Getting Help

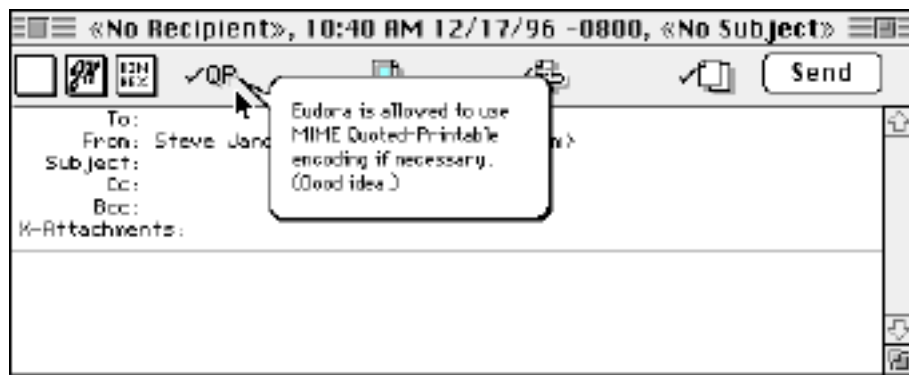
Online Help

Eudora has an Online Help feature that provides quick-reference instructions for accomplishing many of Eudora's operations. To display an Online Help window, select the topic you want from the Macintosh **Help** menu.



Eudora Help menu

Eudora also has extensive Balloon Help. To turn Balloon Help on, select **Show Balloons** from the Macintosh **Help** menu. Move the mouse pointer to a Eudora menu selection or item on the screen to display a brief description of that item.



Balloon Help

You can use Balloon Help even when a dialog is displayed.

To turn Balloon Help off, select **Hide Balloons** from the Macintosh **Help** menu.

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

More Help

If after reviewing all of the available materials—this user manual, the README files, the online help, and the balloon help—you still need help, contact your e-mail administrator (your Internet service provider or your company’s Eudora support coordinator), or check out the Eudora Usenet news group comp.mail.eudora.mac. Because of the similarity of Eudora between Macintosh and Windows platforms, you may also find your answer on the Eudora Usenet news group comp.mail.eudora.ms-windows.

Tutorial

Introduction

This tutorial introduces Eudora's basic functions. There are a host of other operations not described here. For detailed explanations of all available Eudora functions, see the following chapters.

Creating an Outgoing Message

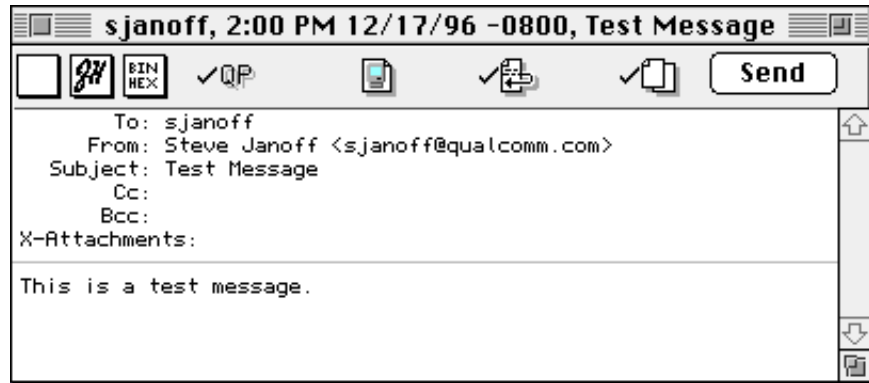
A good way to familiarize yourself with Eudora is to create an outgoing message. An outgoing message is one that you send to someone else.

From the **Message** menu, select **New Message**. A new *composition window* is displayed. Since it is easiest to experiment with Eudora by sending a message to yourself, type your own e-mail address in the **To** field.

The **From** field has been automatically filled in and can't be altered. This is your real name and return address (as entered in the **Real name** and **Return address** fields in the Personal Information Settings).

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

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

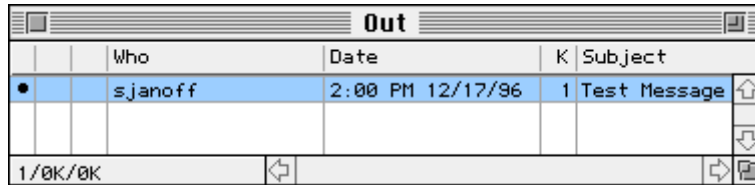


Example test message

Saving the Message

To save any current outgoing message, such as your test message, select **Save** from the **File** menu. This saves the message in its current state in the Out mailbox, which holds all outgoing mail.

After you save your test message, select **Out** from the **Mailbox** menu to view the message summary. The bullet (•) in the Status column of the message summary indicates that the message has been saved and can be sent or queued.



A message saved in the Out mailbox

Sending the Message

Notice the **Send** button in the upper right hand corner of the composition window (see the note below if this button says **Queue**). To send the message, simply click on this button.



Sending the message

The composition window immediately closes, and the progress window is momentarily displayed at the top of the screen. The progress window shows you the progress of lengthy operations.

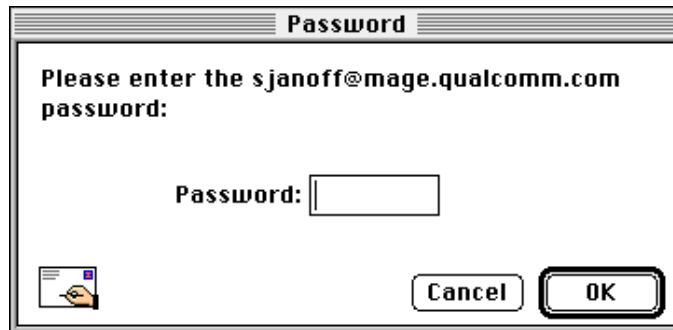
*Note: If the button says **Queue** instead of **Send**, select **Settings...** from the **Special** menu, click on the **Sending Mail** icon in the **Settings** dialog, turn on the **Immediate send** option by clicking in the checkbox next to it to put an "x" in the box, then click the **OK** button to save the setting. The button in the composition window changes to **Send**.*

Checking for and Receiving the Message

There are two ways to check your POP server to see if you have any new incoming mail. One way is to set up Eudora to automatically check for mail every so often. The other way is to check for mail manually whenever you want to by selecting **Check Mail** from the **File** menu. Do this manual check now.

Your password is requested for the first mail check after Eudora is opened, whether it is an automatic check or a manual check.

Note: Your POP account password is provided by your e-mail administrator.



The Password dialog

Type in your password and click **OK**. If you make a mistake before clicking **OK**, simply backspace and re-enter the password correctly. If your password is rejected, select **Check Mail** from the **File** menu again and re-enter your password.

Note: Your Eudora password is case-sensitive, so the uppercase and lowercase letters must be typed in exactly. Be sure caps lock is off.

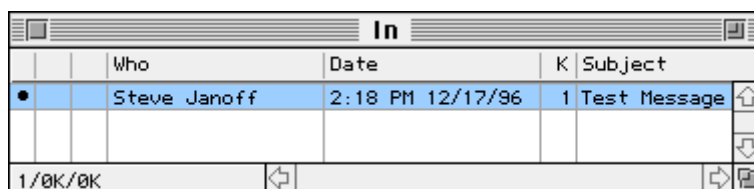
After you successfully enter your password, a progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made. If there is a network problem between you and the POP server, an alert is displayed. Consult with your e-mail administrator to solve the problem.

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

Keep selecting **Check Mail** from the **File** menu until your test message arrives. If the message doesn't arrive in a minute or two, notify your e-mail administrator.

When mail is found in your POP account, it is transferred to your Macintosh and the progress window lets you monitor the transfer. This is followed by the **You have new mail** alert.

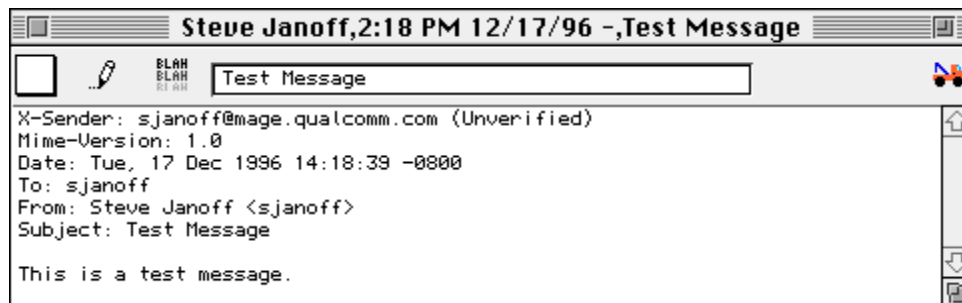
Click **OK**. The In mailbox window is displayed with your test message summary listed inside.



The test message listed in the In mailbox

The mailbox window shows a summary of each message in the mailbox. Incoming messages are stored indefinitely in the In mailbox until they are deleted or transferred to another mailbox (as described later in this tutorial).

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



The incoming test message

The Current Message

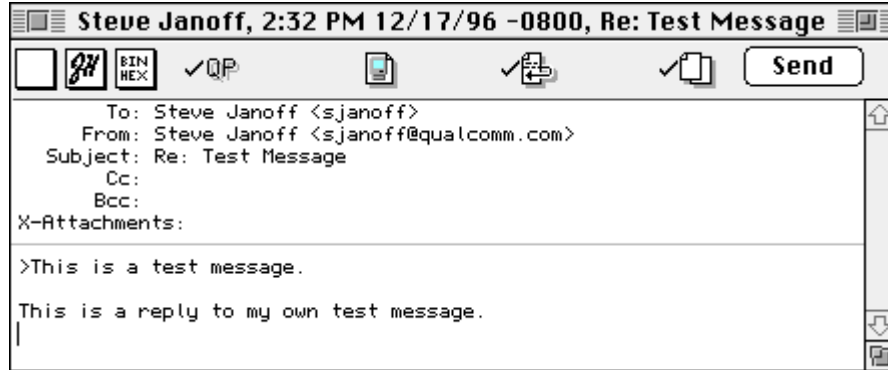
Most Eudora commands can be applied either to an open message window or to highlighted message summaries in a mailbox window. This lets you apply commands (such as Transfer, Forward, and Reply) to messages without opening them first. Whenever the term *current message* is used in this manual, it refers to a message that is open and is in the topmost window or whose message summary is highlighted within a mailbox window.

Replying to the Message

You can easily reply to the sender of an incoming message without having to create a new message from scratch.

With the test message current, select **Reply** from the **Message** menu to initiate a reply to the message.

A new composition window is displayed, with the sender's address (in this case, your own) automatically placed in the **To** field of the header. The original sender's text is automatically included in the body of the message. You can edit this text as needed (or it can be deleted by pressing the delete key). You can enter more text in the reply message just as in any outgoing message. In your test reply, move the insertion point to the area below the original message and type in some additional text. To send this message, click **Send**.

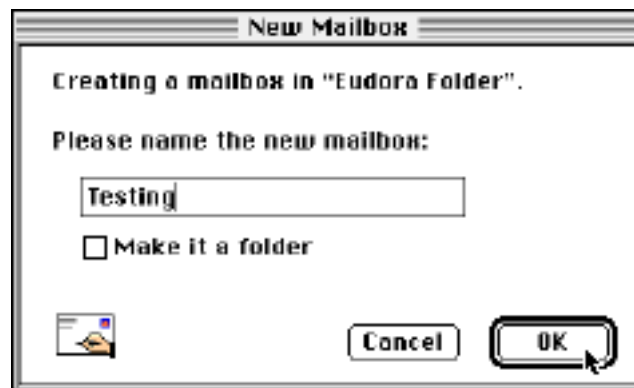


A reply to a message

Transferring the Message Between Mailboxes

You can organize your incoming mail by creating new mailboxes and easily transferring messages among them.

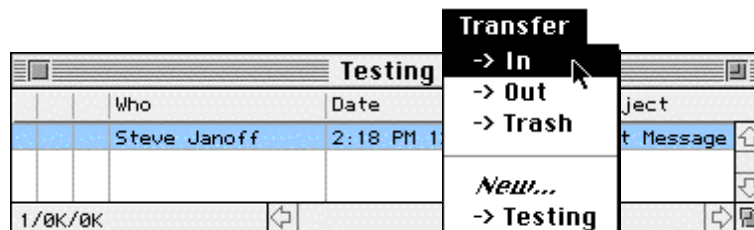
To create a new mailbox and transfer your test message into it, open the In mailbox, select your test message summary, and select **New...** from the **Transfer** menu. The New Mailbox dialog is displayed. Any name can be typed in the new mailbox title field, but for this example, type **Testing**.



New Mailbox dialog

Click **OK** to create the new mailbox. Because your test message was highlighted when you selected **New...** from the Transfer menu, it is automatically transferred into the Testing mailbox. To see this, select **Testing** from the **Mailbox** menu.

You can also transfer messages among existing mailboxes. To do this, select your original test message from the Testing mailbox and then select **In** from the **Transfer** menu.



Transferring the test message

Deleting the Message

Messages are stored indefinitely in any mailbox until they are deleted or transferred to another mailbox. Any current message can be deleted.

To delete your test message, open it or select it in the In mailbox. Then, select **Delete** from the **Message** menu. As a safeguard, the Delete command doesn't actually delete messages, but instead transfers them to the Trash mailbox. So, if you suddenly realize that you deleted a message you want to keep, you can transfer it out of the Trash into another mailbox.

All messages stored in the Trash mailbox are automatically deleted when you quit Eudora (although you can turn this option off). To manually delete messages in the Trash mailbox, select **Empty Trash** from the **Special** menu.

Warning: *An extreme version of the **Delete** command is the **Nuke** command, which you can select by holding down the shift and option keys while pulling down the **Message** menu. **Nuke** deletes the message without first transferring it to the Trash mailbox—that is, it permanently removes the message from your Macintosh. Be sure you know what you're doing when using **Nuke**! You **cannot** undo a **Nuke** operation!*

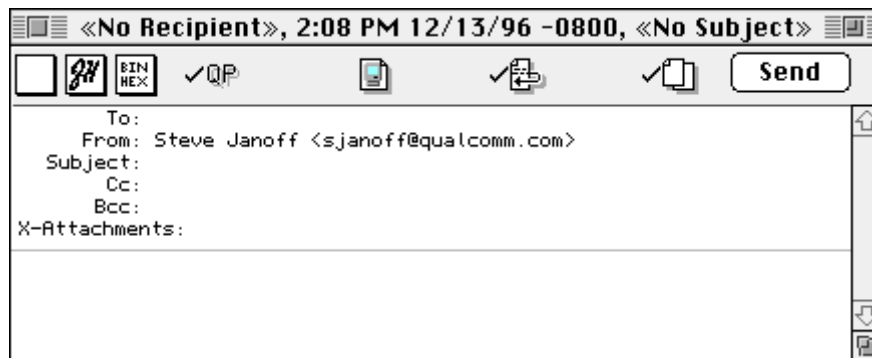
Sending Messages

Creating an Outgoing Message

An outgoing message is a message you send to someone else. To create an outgoing message, select **New Message** from the **Message** menu. A new message window is displayed, called the *composition window*. The section below describes how to use the composition window.

Using the Composition Window

The composition window consists of the title bar, the icon bar, the message header, and the message body.



The composition window

Title Bar

The title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

Note: Double-clicking on the title bar opens the mailbox that the message resides in.

Icon Bar

The icon bar consists of a series of objects that are displayed just under the title bar. It allows you to control the priority of your message, override some of your default settings for the current message, and send or queue the message. Each icon can be turned on or off for the current message by clicking on it. A checkmark symbol next to the icon means the icon is on. The popup menus and icons are described below.

You can set the defaults for the icon bar in the Sending Mail Settings and the Attachments Settings.



Priority Popup

This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section “Setting the Message Priority.”



Signature Popup

This lets you automatically append one of your signatures to the end of a message. For details, see the section “Using Signatures.”



Attachment Type Popup

This lets you select the encoding format for attachments. For details, see the section “Attaching a File to a Message.”



Quoted-Printable Encoding

If this is on, quoted-printable encoding is used when sending messages or plain text attachments that contain long lines of text or special characters. It is recommended that this always be on.



Include Macintosh Information

If this is on, the Macintosh file-type and resources are included in AppleDouble and AppleSingle attachments. For details, see the section “Attaching a File to a Message.”



Word Wrap

If this is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.



Keep Copy

If this is on, a copy of each sent message is kept in the Out mailbox. These messages are saved there until they are deleted or transferred.

Send**Send or Queue**

These let you send a message immediately or put it in the queue to send later. If the **Immediate send** option in the Sending Mail Settings is on, the button is labeled Send. If the option is off, the button is labeled Queue. For details, see the section “Sending or Queuing a Message.”

Queue**Message Header**

Outgoing mail headers consist of six fields: **To**, **From**, **Subject**, **Cc**, **Bcc**, and **X-Attachments**. Each field is described below. The **To**, **Subject**, **Cc**, and **Bcc** fields can be directly edited. To move the cursor from field to field, press the tab key or click in the desired field with the mouse.

To

The intended recipients’ e-mail addresses, or nicknames you have defined (see the chapter “Using the Address Book and Quick Recipient List”). Multiple addresses and nicknames must be separated by commas.

From

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

Subject

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

Cc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses must be separated by commas. This field can be left blank. Cc stands for “carbon copy.”

Bcc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the **To** or **Cc** fields will not know that a copy went to these addresses. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses must be separated by commas. This field can be left blank. Bcc stands for “blind carbon copy.”

X-Attachments

A list of documents being attached to and sent along with the message. See the section “Attaching a File to a Message” for instructions on how to add attachments. To delete an attachment from an outgoing message, select it and press the delete key. This field can be left blank.

Message Body

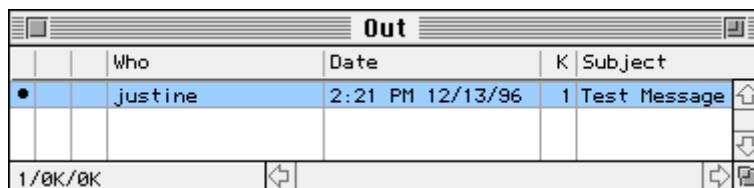
After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see the section “Formatting Text.”

Saving a Message for Later Changes

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

To save the current message, select **Save** from the **File** menu. To save all of the messages that you have open, hold down the option key and select **Save All** from the **File** menu.

Saved messages are put in the Out mailbox, and if at least one recipient is entered in the **To:** field or the **Bcc:** field, the saved message is shown with a bullet (•) in the Status column. If the **To:** and **Bcc:** fields are both empty, the Status column is blank. The bullet indicates that the message not only has been saved but can also be sent or queued.



A saved (and sendable) message in the Out mailbox

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

Using Signatures

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You can have two signatures: your **Standard** signature and your **Alternate** signature.

Note: Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.

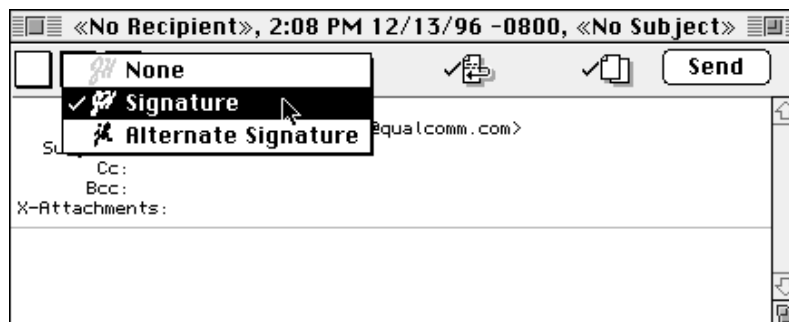
To create or modify your **Standard** signature, select **Signatures**→**Standard** from the **Special** menu. The Standard signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.



Creating the Standard signature

To create or modify your **Alternate** signature, select **Signatures**→**Alternate** from the **Special** menu. The Alternate signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.

To include a signature in an outgoing message, select the signature you want from the Signature popup on the icon bar.



Setting the signature for a particular message

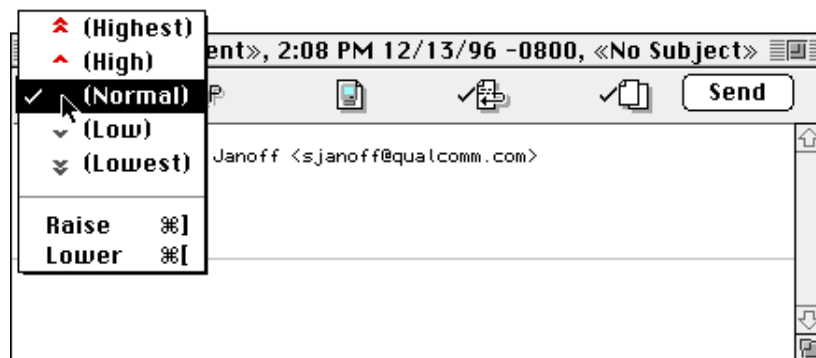
To include your **Standard** signature in all of your outgoing messages, open the Sending Mail Settings and check the **Use signature** option. You can turn this off for a particular message by selecting **Alternate Signature** or **None** from the Signature popup.

Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients—it does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest, 5 being the lowest. Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Priority 3 is used for messages that have no assigned priorities, and it is not displayed. The **high** and **highest** priority symbols are red. You can also use **Raise** or **Lower** to set the priority one level higher or lower, instead of setting a particular priority level.

New messages are created with a Normal priority. To change the priority of the current message, use the Priority popup.



Changing the priority of a message using the Priority popup

*Note: To set up Eudora to always use the sender's priority on your replies, turn on the **Copy original's priority to reply** option in the **Replying Settings**. You can always change the priority in the message window.*

Formatting Text

A Note on Styles

Eudora Light supports the viewing and copying of styled text in incoming messages but not the creation of styled text in outgoing messages.

If you copy styled text from an incoming message using the **Copy** command on the **Edit** menu, the style information is preserved. You can then paste the styled text into another application, and you will see the styles, depending on which ones the application (and the computer) supports. But if you try to paste that text into a new outgoing message, the style information will be lost.

Similarly, if you drag styled text from an incoming message and drop it into a new outgoing message, the style information is lost. (Dragging styled text to another application preserves the styles depending on the application and your computer.) Style information is also lost if you **Reply** to, **Forward**, or **Redirect** an incoming message that has styled text.

The Styled Text Settings let you specify how you want to receive styled text.

Other Formatting Options

To copy styled text without taking the styles, hold down the shift key and select **Copy Without Styles** from the Edit menu.

If you turn on the **Word Wrap** icon in the composition window, you do not need to use carriage returns in the body of your message. When you send the message, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on the recipient’s computer.

To manually wrap text, select the text you want, then select **Wrap Selection** from the **Edit** menu. To unwrap text, select the text you want, then hold down the option key and select **Unwrap Selection** from the **Edit** menu.

To copy wrapped text without taking the carriage returns, hold down the option key and select **Copy & Unwrap** from the Edit menu.

To copy wrapped and styled text without taking the carriage returns or styles, hold down the shift and option keys and select **Copy Without Styles & Unwrap** from the Edit menu.

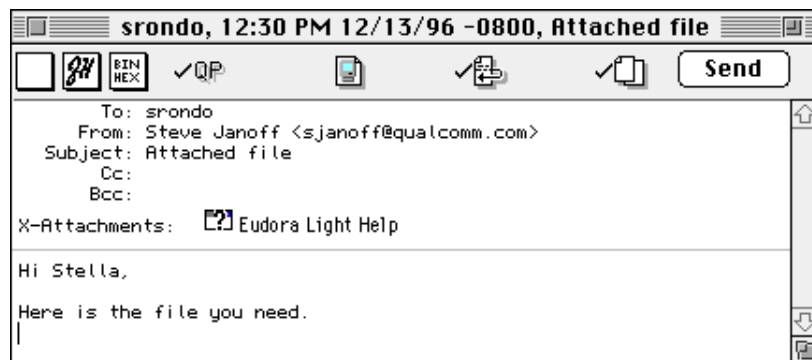
To move text around in your messages or text files, or to move text from other application windows into your Eudora windows, use the Macintosh standard Drag and Drop functions.

Attaching a File to a Message

Any Macintosh file can be attached to and sent with a Eudora message. An attached document functions like a “rider” to the e-mail message, and does not appear within the message text. Instead, the name of the document and its icon are displayed automatically in the **X-Attachments** field of the message header.

To attach a file to a current outgoing message, select **Attach Document...** from the **Message** menu. A standard file dialog is displayed. Once the desired document is located, select it and click on the **Attach** button to attach the document to the message. You can add as many attachments as you want.

You can also drag one or more files from the Desktop onto the message window to attach them.



An outgoing message with an attached document

To detach a document before the message is sent, select the document in the **X-Attachments** field, then press the delete key.

When the message is sent, if the chosen document is not a plain (ASCII) text file, it is encoded in the selected attachment type. This allows you to send any kind of document through the mail, even Macintosh applications.

The MIME (Multipurpose Internet Mail Extensions) standard uses Base64 encoding. It is the newest form of encoding and is a good choice for sending files to either platform. However, since it is a new standard, only use this method if you know your recipient is using a mailer that supports MIME.

The attachment types include the following:

 **AppleDouble**

This is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using. For more information on MIME, see Appendix G.

 **AppleSingle**

This works for recipients with MIME-compliant e-mail readers on Macintoshes. Do not use this type if your recipient is using a PC.

 **BinHex**

This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.

If you want to include the Macintosh file-type and resources with an AppleDouble or AppleSingle attachment, be sure the **Include Macintosh Information** icon is checked. This can be important in maintaining the integrity of the file for another Macintosh, but will confuse other operating systems.

If the chosen document is a plain text file, it is not encoded in any special format before being sent, but the **Include Macintosh Information** icon can be used to force the document to be encoded with the chosen encoding.

Sending Attachments to Non-Eudora Users

If you send an attachment to someone who doesn't use Eudora, the attached file may be included at the end of the message in the chosen attachment format (AppleDouble, AppleSingle, or BinHex). Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method you used when you sent the message.

Inserting a File into a Message

The contents of a text file can be inserted directly into a message (and then edited if desired). To insert a text file into a message, put the cursor where you want the text inserted, and select **Attach Document...** from the **Message** menu. Then select the text file you want and click on the **Insert** button. The text from the file is inserted into your message and you can edit it as normal.

Including a URL in a Message

To include a URL (Uniform Resource Locator) in a message, enclose it with *less than* and *greater than* signs to ensure that your recipient's application can identify it as a URL. For example, <<http://www.eudora.com>>. The URL is automatically highlighted as an active URL in your message window.



A URL in an outgoing message

Sending or Queueing a Message

After you compose a message, you can send it immediately, or put it in a queue to be sent sometime later or at a specified time.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is on in the Sending Mail Settings.

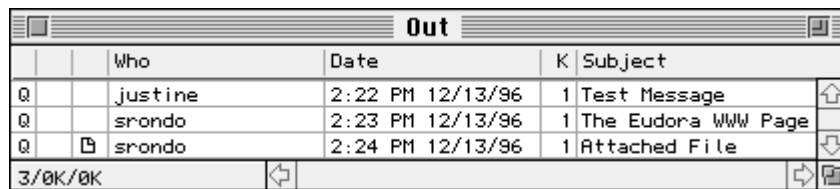
To send the current message, click on the **Send** button or select **Send Message Now** from the **Message** menu. A progress window is displayed to show the progress of the transmission.

If you have the **Immediate send** option on, but want to put the current message in the queue, hold down the option key and click on the **Send** button. The **Change Queueing** dialog is displayed and you can set detailed instructions. For more details, see the section "Queueing a Message to Send at a Certain Time."

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is off in the Sending Mail Settings.

To put the current message in the queue, click on the **Queue** button or select **Queue Message** from the **Message** menu. The message window is closed (if it was open) and the message is saved in the Out mailbox marked **Q** (meaning it's ready to be delivered).



Out					
	Who	Date	K	Subject	
Q	justine	2:22 PM 12/13/96	1	Test Message	↑
Q	srondo	2:23 PM 12/13/96	1	The Eudora WWW Page	
Q	srondo	2:24 PM 12/13/96	1	Attached File	↓

3/0K/0K

Queued messages in the Out mailbox

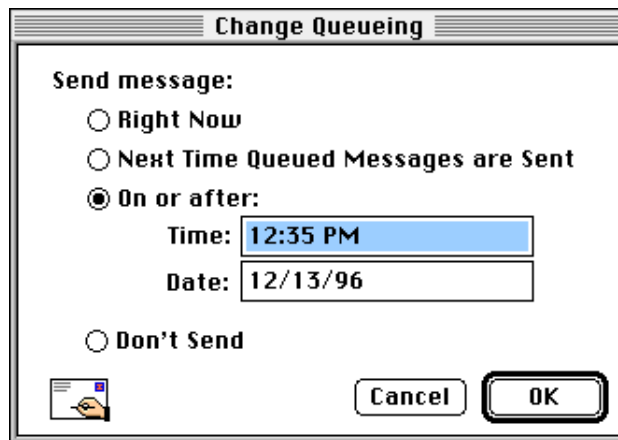
To send all of your queued messages, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the option key and click on the **Queue** button. The **Change Queueing** dialog is displayed and you can select the **Send message Right Now** option.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn those options on in the Extra Warnings Settings.

Queueing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, select **Change Queueing...** from the **Message** menu. The **Change Queueing** dialog is displayed.



The Change Queueing dialog

If you choose **Right Now**, the message is sent immediately when you click **OK**. If you choose **Next Time Queued Messages are Sent**, the message is sent the next time queued messages are sent.

If you choose **On or after**, you can use the **Time** and **Date** fields to fill in the time and date when the message should be sent. The message is saved in the Out mailbox with a **T** in the status column, and is sent when the specified time arrives.

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

If you choose **Don't Send** for a message that has never been queued, nothing happens. If the message has been queued already, the message status is changed from queued (Q) to sendable (•). The message is held in the Out mailbox until it is either deleted or re-queued and sent.

Editing a Queued Message

To edit a queued message, open the Out mailbox and double-click on the message summary. Make the necessary edits and save them. The message is returned to the Out mailbox. If you close the changed message without saving it, an alert is displayed asking you to verify the changes.

Taking a Message Out of the Queue

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

Sending Queued Messages When Checking Mail

If the **Send on check** option in the Sending Mail Settings is on, every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Replying to a Message

To reply to the current message, select **Reply** from the **Message** menu. A new message window is displayed, with the original sender's address automatically placed in the **To** field of the header. All of the sender's original text is quoted in the message body, with each line prefixed by a greater-than symbol (>).

```
>This is a test message. Could you please reply  
>So that I can be sure you received it?
```

Quoted text in a reply

This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

Messages that have been replied to are identified with an "R" in the Status column of their message summary.

Note: When you reply to a message that contains styled text (e.g., bold), the style information is lost.

Using the Reply Functions

There are several options that you can use when replying to messages.

To quote only some of the sender's text, select the text you want, then hold down the shift key and select **Reply Quoting Selection** from the **Message** menu.

To include everyone who received the original message, hold down the option key and select **Reply To All** from the **Message** menu. Or, turn on the **Reply to all By default** option in the Replying Settings and the Message menu option changes to **Reply To All**. In this case, you must hold down the option key to create a reply to only the original sender.

To include yourself as a recipient, turn on the **Include yourself** option in the Replying Settings. This only works if you are using **Reply To All**.

*Note: To determine who you are, Eudora uses the “me” nickname, if you create one for yourself. If not, Eudora uses the contents of the **POP account** and **Return address** fields from the Personal Information Settings.*

To put the addresses of the other recipients of the original message in the **Cc** field (instead of the **To** field), turn on the **Put original To recipients in Cc field, not To field** option in the Replying Settings. Only the original sender’s address is put in the **To** field. This only works if you are using **Reply To All**.

To copy the original message’s priority to your replies, turn on the **Copy original’s priority to reply** option in the Replying Settings.

Forwarding a Message

Any message can be forwarded to someone else. To forward the current message, select **Forward** from the **Message** menu. A new message window is displayed with your address in the **From** field and the original sender’s text quoted in the message body (each line is prefixed by a greater-than symbol, >). Make any changes you want, and enter the recipients’ address in the **To** field. The message can then be sent or saved for further changes.

To forward a message with just the original text without quote characters, hold down the option key and select **Forward** from the **Message** menu.

Messages that have been forwarded are identified with an “F” in the Status column of their message summary.

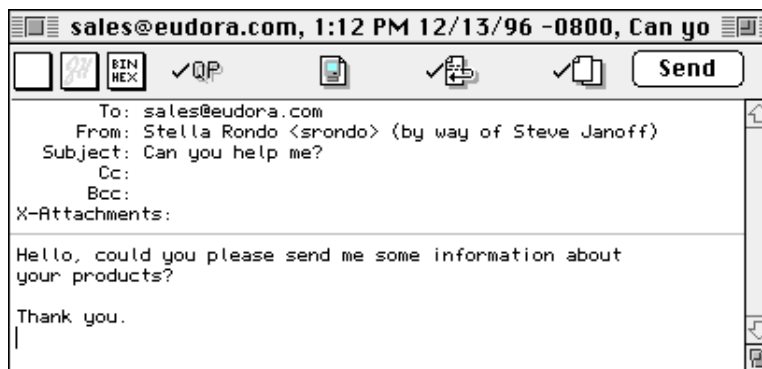
Note: When you forward a message that contains styled text (e.g., bold), the style information is lost.

Redirecting a Message

Incoming messages can be sent to a new recipient “by way of” you, maintaining the original sender’s address in the **From** field. This is called redirecting.

To redirect the current message, select **Redirect** from the **Message** menu. A new message window is displayed with the original sender’s address in the **From** field with the statement “by way of *your name*,” and the original sender’s text in the message body. Make any changes you want, and enter the recipient’s address in the **To** field. The message can then be sent or saved for further changes.

Note: You may want to enclose any changes in brackets ([]) so that you don’t confuse the recipient about who wrote what.



A redirected message

Messages that have been redirected are identified with a “D” in the Status column of their message summary.

Note: When you redirect a message that contains styled text (e.g., bold), the style information is lost.

Turbo Redirecting

You can redirect one or more messages to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command. To do this, hold down the option key and select **Turbo Redirect To→Recipient** from the **Message** menu.

To Turbo Redirect a message without deleting the original, hold down the shift and option keys and select **Turbo Redirect Without Delete To→Recipient**.

To make Turbo Redirect the default menu option, turn on the **Turbo redirect by default** option in the Miscellaneous Settings. To do a regular redirect with this option on, hold down the option key and select **Redirect To**.

Redirect and Signatures

When you use Redirect, your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the **From** field exactly matches your return address or one of the addresses belonging to your nickname called “me.”

Keeping Copies of Outgoing Messages

There are two ways to keep copies of your outgoing messages.

To put a copy of every outgoing message in the Out mailbox, turn on the **Keep copies of Outgoing Mail** option in the Sending Mail Settings.

To put a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** icon in the icon bar (there should be a checkmark next to it).

In each case, when the messages are sent they are put in the Out mailbox with an **S** in the Status column, indicating that the message has been sent.

If neither option is used, outgoing messages are put into the Trash mailbox.

Note: You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See the section “Filtering Messages” for more information.

Sending Rejected Messages Again

If for some reason an e-mail message can’t be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient’s address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it. To do this for the current message, select **Send Again** from the **Message** menu. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

Receiving Messages

Checking for Incoming Mail

The POP server is where your mail is received and stored until it is transferred to Eudora on your Macintosh. Your POP server account is specified in the Getting Started Settings.

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

There are two ways to check your POP server and transfer mail to your Macintosh: automatically or manually. These are described in the sections below.

Checking for Mail Automatically

You can set up Eudora to automatically check your POP server and transfer new mail every so often. To do this, select **Settings...** from the **Special** menu, and select the Checking Mail Settings. Turn on the **Check for mail every ? minutes** option, and enter the number of minutes that you want between mail checks (Eudora must be running, but you can be using other applications on your Macintosh). For example, if you type in 15, Eudora checks for mail every 15 minutes. In fact, 15 minutes is a good minimum interval, because checking mail more frequently puts an unnecessary load on your POP server.

Eudora will check for mail at the intervals you have requested, unless you're actively using Eudora (e.g., when you're typing a message, or reading mail). You must leave Eudora alone for at least a minute before it will check for mail.

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

Checking for Mail Manually

You can check for mail manually at any time by selecting **Check Mail** from the **File** menu. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it. A progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made.

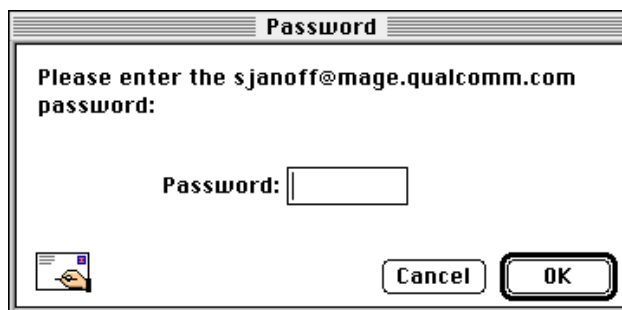
Note: If automatic checking is on and you manually check for new mail, the next automatic mail check will happen at the specified number of minutes after the manual check.

Stopping a Mail Check

If you want to stop a mail check in the middle, click on the **Stop** button in the progress window, or hold down the command key and type a period (.), or press the escape key (marked **esc**).

Using Your Password

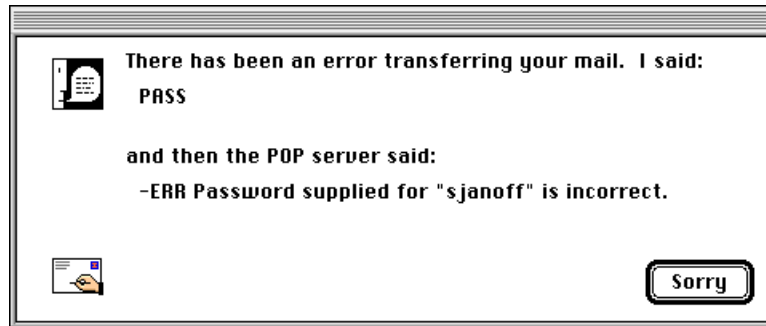
Each time you open Eudora and check mail for the first time, you need to enter your password. In the Password dialog, type in your password and click **OK**. If you make a mistake before clicking **OK**, simply backspace and re-enter the password correctly.



Entering your password

Note: Your POP account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly.

If your password is rejected, an error message is displayed indicating that you have entered the wrong password.



Wrong password

Select **Check Mail** from the **File** menu to redisplay the password dialog.

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

You can also make Eudora remember your password from one session to the next, which means you never have to enter your password again, even if you quit and open Eudora again. You only want to do this if your Macintosh is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on **Save password** in the Checking Mail Settings.

Changing Your Password

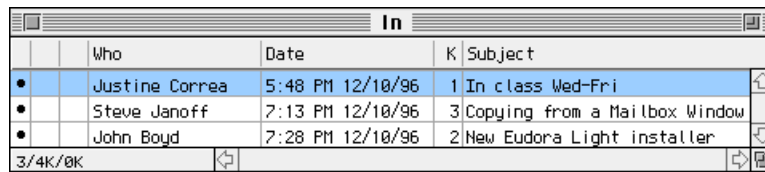
To change your POP account password, select **Change Password...** from the **Special** menu. (This command only works if your POP server is running a compatible password-change server. For information about these servers, see Appendix A.) You are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some servers require at least one number or symbol in your password, and you may want to do that even if it is not required.

Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways: an alert dialog, a flashing mail icon in the menu bar, the opening of the mailboxes to which new mail is delivered, and a special “New Mail” sound. These options are turned on or off in the Getting Attention Settings.

When you receive notice that new mail has arrived, select Eudora from the applications menu. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, select **In** from the **Mailbox** menu. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet (•) in the Status column of the message summary.



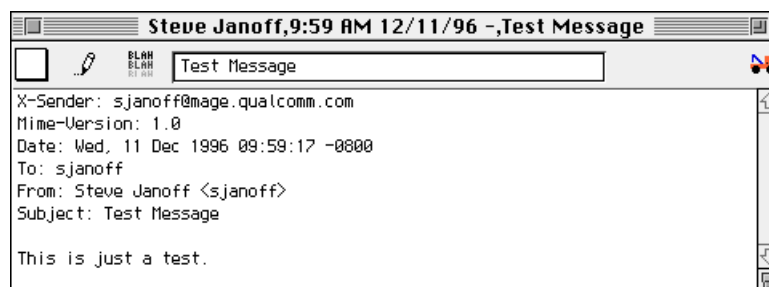
	Who	Date	K	Subject
•	Justine Correa	5:48 PM 12/10/96	1	In class Wed-Fri
•	Steve Janoff	7:13 PM 12/10/96	3	Copying from a Mailbox Window
•	John Boyd	7:28 PM 12/10/96	2	New Eudora Light installer

Unread messages in the In mailbox

Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

The Incoming Message Window

To open an incoming message, double-click on its message summary in a mailbox window, or, if the message summary is current (highlighted), select **Open Selection** from the **File** menu or press the space, enter, or return key.



An incoming message window



The incoming message window consists of the title bar, the icon bar, and the message body.

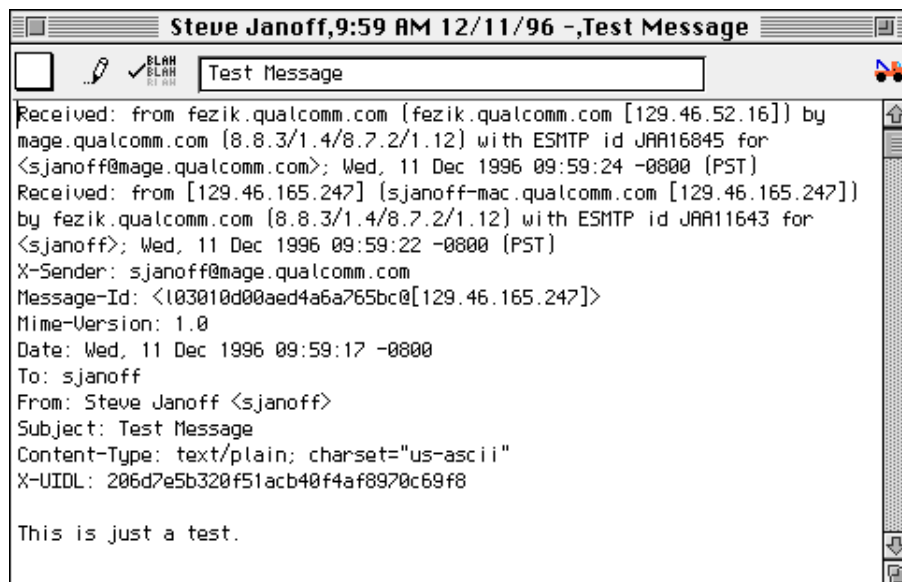
Title Bar

The Title bar provides information about the message, including the name of the sender, the time and date the message was delivered, and the message subject.

Icon Bar

The Icon bar consists of a series of objects that are displayed just under the title bar. To turn an icon on, click on it to put a checkmark next to it.

- Priority Popup**
This lets you indicate that the message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section "Setting the Message Priority."
-  **Pencil**
If this is on, you can edit the message.
-  **BLAH BLAH BLAH**
If this is on, all the message headers are displayed.



Incoming mail with all headers displayed

Subject

This is the subject that was assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see the section “Editing Incoming Messages.”

**Fetch**

If this is on, the message is transferred in full the next time you check mail. This icon is only displayed if the message was originally transferred in part. For details, see the section “Managing Your Mail on the POP Server.”

**Tow Truck**

This can be used to drag any current message into a different mailbox. Just hold the mouse button down on the icon and drag it to an open mailbox.

Message Body

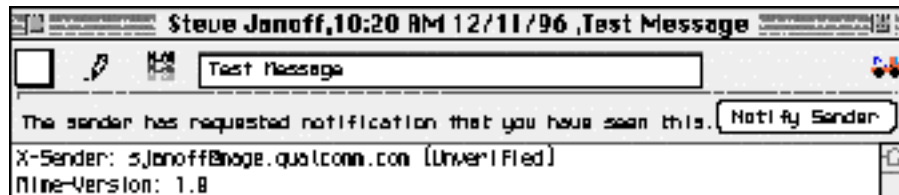
The message body contains the message header and text information, as well as the name and icon of each attachment. Attachments can be opened from within the message window by double-clicking on the attachment icon, or by holding down the command key and single-clicking on the icon (see the section “Receiving Attachments”).

You can specify what kind of text styles you want or don’t want displayed in incoming messages. In the Styled Text Settings, just turn off the option for a style that you don’t want to receive (e.g., bold text). All of the possible styles are on by default.

Responding to a Request for Return Receipt

Eudora Light supports the Return Receipt option generated in Eudora Pro messages.

Eudora Pro users who send you messages can request that you notify them when you have seen their message. When you receive such a message and open it, in addition to hearing a short beep, you see under the icon bar a line of text requesting that you notify the sender that you have seen the message, along with a **Notify Sender** button. If you click on the **Notify Sender** button, the sender receives a message telling them when you displayed their message.



A request for notification

If you receive a message with a request for notification of receipt, you can click on **Notify Sender** to send the notification, or you can just ignore it. To remove the request without sending the notification, hold down the option key and click on **Notify Sender**.

If you close the message without taking action, each time you open the message you will hear the short beep and see the notification request until you respond to the request, clear it without responding, or delete the message.

Receiving Attachments

Unless you have specified a particular folder for your incoming attachments (see the section “Specifying an Attachment Folder”), they are automatically decoded and saved in the **Attachment Folder** in your Eudora Folder (which is in your System Folder). If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they are received.

Attachment names and icons are displayed at the bottom of incoming messages. To open an attachment from the message window, double-click on the attachment name or its icon (you can also hold down the command key and single-click on the attachment name or its icon). If you have the application that the attachment was created in, that application launches and the attachment opens.

To move the attachment from one folder to another, highlight the attachment in the message, then drag it to where you want it.

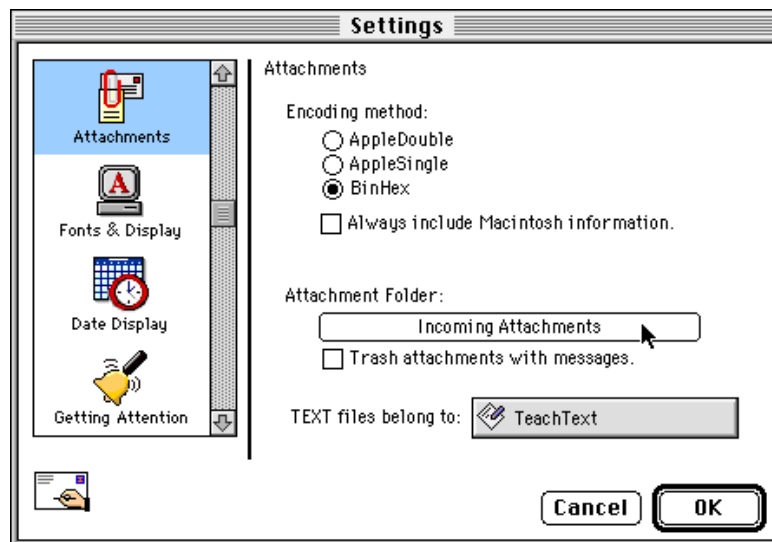
To copy the attachment to another folder, highlight the attachment in the message, hold down the option key, then drag it to where you want it.

To find out where the attachment is located on your Macintosh, hold down the control and command keys, then click on the attachment in the message. The folder that holds the attachment is opened and the attachment is highlighted.

Specifying an Attachment Folder

If you do not want to use the default Attachment Folder to receive your attachments, select **Settings...** from the **Special** menu and select the Attachments Settings. Then click on the large button beneath the Attachment Folder prompt. A standard file dialog is displayed.

Double-click on the name of the folder you want to use (its name should be displayed in the menu above the list), then click the **Use Folder** button. The dialog closes, leaving the Settings dialog displayed. The name of the folder you just selected is now displayed in the **Attachment Folder** button.



An attachments folder is selected

If this does not work, you may have a conflicting system extension. To get around this problem, restart your Macintosh with all of the extensions turned off (hold down the shift key while restarting), then open Eudora and set the Attachment Folder again. You should be able to restart your Macintosh with all of your extensions on and still maintain the specified folder.

Note: If at any time Eudora cannot find your selected folder, an alert is displayed at startup informing you that the Attachment Folder is unavailable. Eudora will use the Attachment Folder in the Eudora Folder (in your System Folder) for attachments until you designate a new folder.

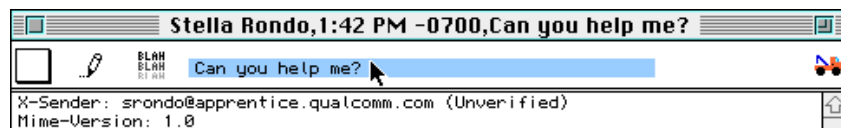
Editing Incoming Messages

You can edit the message body in an incoming message if you turn on the Pencil icon in the icon bar. With the Pencil icon on or off, you can also edit the Subject in the icon bar (this is the subject shown in the message summary).

To edit an incoming message, click on the Pencil icon to turn it on, then edit the message body. When you are done, save your changes and close the message. You may want to turn off the Pencil icon before closing the message, so that you don't make accidental changes.

To edit the subject of an incoming message, open it (remember that the Pencil icon can be on or off) and edit the subject in the icon bar (not the subject in the message body). When you are done, click somewhere else in the message, or close it. The new subject is displayed in the message summary. The contents of the **Subject** field of the message header remain unchanged.

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



Editing the subject of an incoming message

Using Active URLs

Any string of text that Eudora recognizes as a "hot link," also known as a URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.), is active. Active URLs are normally highlighted in blue text and underlined (also in blue), and are often enclosed by less-than and greater-than signs, "<>." You can hold down the command key and click on a URL (or just double-click on it) to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc.

To specify what Internet application you want to use for a URL type, hold down the option key and double-click on the URL. A standard file dialog is displayed. Select the application you want, then click on **Open**. The application is opened and goes to the selected URL. The next time you select a URL of that type, the same application is automatically used.

Sometimes users will send you messages containing hot links that are poorly formatted, so that Eudora won't recognize them as hot links. Eudora won't turn these text strings to blue and underline them, but you can still use them as hot links. Simply select the entire string of text that you think is a hot link, and choose **Open Selection** from the **File** menu, or hold down the command key and click on the selection.

We recommend that you encourage your correspondents to enclose hot links in angle brackets, <>, like this: <<http://www.somebody.company.com/heythere/>>. This will help Eudora and other software to recognize the hot link.

Managing Your Mail on the POP Server

During a mail check, your incoming messages are normally transferred from your account on the POP server to your Macintosh, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more Macintoshes, and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server. These options are available in the Checking Mail Settings.

Leaving Mail on the Server

To transfer all of your new messages from the POP server to the Macintosh you are on, and also leave copies of those messages on the server, turn on the **Leave on server** option in the Checking Mail Settings. You can set the number of days the copies should be kept, or leave the field blank to store the copies indefinitely.

At the next mail check from that Macintosh, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

*Note: The **Leave on server** option should be used with care, since it can result in a buildup of messages on the POP server.*

Deleting Mail from the Server

To delete messages that have been left on the server (without retrieving them again), turn on the **Delete from server when emptied from trash** option in the Checking Mail Settings. Any messages you transfer to the Trash mailbox are permanently deleted from the server when you select **Empty Trash** from the Special menu or, if the **Empty Trash on Quit** option is turned on in the Miscellaneous Settings, automatically when you quit Eudora.

*Note: The **Delete from server when emptied from trash** option should be used with care, since messages deleted this way can never be recovered.*

Skipping Messages Over a Certain Size

To stop Eudora from transferring incoming messages that are too large, turn on the **Skip messages over ? K** option in the Checking Mail Settings, and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred.

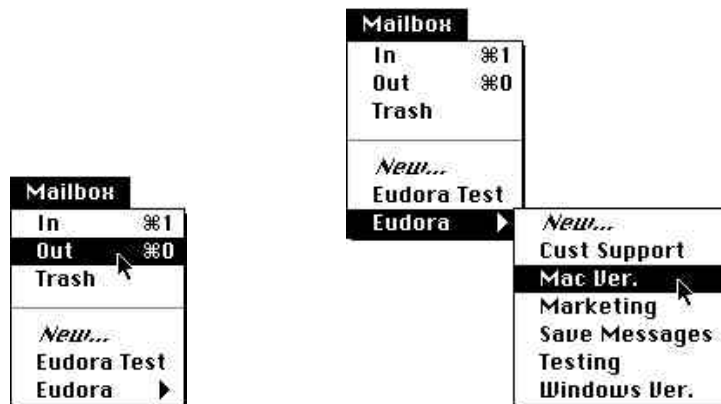
If you decide you want to transfer the whole message, click on the **Fetch** icon in the incoming message window, then check mail again.

If you decide you don't want the message and want to delete it from the server, use the method above under "Deleting Mail from the Server."

Working with Mailboxes

Opening a Mailbox

To open a mailbox, select it from the **Mailbox** menu. To open a mailbox that is within a folder (referred to as a “nested” mailbox), select the folder in the **Mailbox** menu, then select the mailbox from the submenu (or continue selecting subfolders until the mailbox can be selected).



Opening mailboxes

Opening Other Mailboxes

You can open a mailbox that is located outside the Eudora Folder (on a different network volume, for example). To do this, make an alias of the mailbox file and place the alias in the Eudora Folder (in your System Folder) or a subfolder within the Eudora Folder. Then, start up Eudora and the mailbox will appear on the Mailbox menu (or a submenu). As long as the alias is in the Eudora Folder or a subfolder within the Eudora Folder, the mailbox will remain on the Mailbox and Transfer menus indefinitely, even if you quit and restart Eudora.

The Anatomy of a Mailbox

Mailbox windows are one of the most important elements of Eudora. They contain all of your incoming and outgoing message summaries.

	Who	Date	K	Subject
	Justine Correa	Monday	1	Test message
	Stella Rondo	1:42 PM -0700	1	Can you help me?
•	Justine Correa	1:27 PM -0800	1	The Eudora WWW page
•	Justine Correa	1:27 PM -0800	1	Attached file
	Justine Correa	1:32 PM -0800	1	Test message

A mailbox window

Message Summaries

Each line in a mailbox window represents a message and is called a *message summary*. To select one or more message summaries, use one of the following options:

- To select one summary, click on it.
- To select two summaries and all the summaries between them, click on a summary, hold down the shift key, and click on another summary.
- To make “disjointed” selections, hold down the command key and click on summaries.
- To select all the summaries that are from or to the same person, hold down the option key and click on a summary.
- To select a summary that best matches the letters you type, type the first few letters of a sender or recipient’s name (or the subject, if this mailbox is currently sorted by subject).

Each message summary is divided into columns: Status, Priority, Attachments, Sender/Recipient, Date, Size, and Subject. You can show or hide these columns using the Mailbox Columns Settings.

A message’s Status and Priority can be changed directly in the mailbox window. To do this, click on the message summary column you want to change. The pointer displays as the popup menu symbol (☰). Hold down the mouse button and select an option from the popup menu.

You can copy one or more message summaries. To do so, select the summaries and then select **Copy** from the **Edit** menu. The information in each selected summary is copied. This information can be pasted into a new message or a text file for recordkeeping or later use.

The Status Column

This column displays the message status, which is one of the following:

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


The Priority Column

This column displays the message priority. You can use the popup to set a particular priority, or to raise or lower the priority.

- ⚡ Highest priority.
- ^ High priority.
- <blank> Normal priority.
- ▼ Low priority.
- ⚡ Lowest priority.
- Raise Raise the priority one level.
- Lower Lower the priority one level.

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

The Attachments Column

This column displays the attachment icon () if a message has attached documents.

The Sender/Recipient Column

This column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

To select all the message summaries from a particular sender or recipient, hold down the option key and click on one of the message summaries from that person.

*Note: Bugs in some POP servers/mail transport systems cause Eudora to display the sender of incoming messages as ???@???. This is because the required From: header is missing. If you encounter such a message, see your e-mail administrator. Administrators can obtain a copy of **qpopper** from ftp.eudora.com to correct the problem (see Appendix A).*

The Date Column

This column displays the date and time the message was composed, or, for timed outgoing messages, the date and time the message is scheduled to be sent. Eudora uses two methods of displaying date information in mailbox windows, **Age-sensitive** and **Fixed** (this is set in the Date Display Settings). If Age-sensitive is selected, mail that arrives today has a time stamp, mail that arrived within the last six calendar days is stamped with the day of the week, and mail that arrived prior to the previous week is stamped with the date. If Fixed is selected, all mail messages are stamped with the date and time, with the date formatted according to the short date format in current use by your Macintosh and the time formatted according to the current time format.

The Size Column

This column displays the size of the message in K (K = 1024 bytes).

The Subject Column

This column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it (see the section “Editing Incoming Messages”).

Displaying and Resizing Columns

To specify which columns you want to be displayed in your mailboxes, select **Settings...** from the **Special** menu, click on **Mailbox Columns** and be sure the columns you want to see are on. You can also turn the separator lines on and off.

To resize a column in a mailbox window, move the mouse pointer until it is over the dotted column divider to the right of the column you want to resize. The pointer turns into the column resize cursor (**+**).

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

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

Using the Mailbox Size Display

In the lower left corner of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; the third is the amount of disk space that is wasted with the mailbox.

		Justine Correa
		Stella Rondo
•		Justine Correa
•	☐	Justine Correa
		Justine Correa
5/3K/4K		↶

A mailbox with 5 messages that takes up 3K and wastes 4K of disk space

Wasted space is created when messages are deleted from a mailbox. This wasted space is automatically removed when the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5% of the free space on the volume that contains it.

To manually clean up the wasted space in a mailbox, hold down the command key and click on the mailbox's size display. Or, to clean up all your mailboxes, hold down the option and command keys and click on any mailbox size display.

Creating Mailboxes and Folders

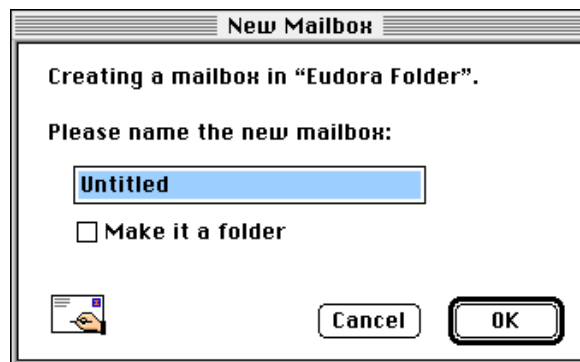
Eudora lets you create mailboxes to put messages in, and folders to put mailboxes (or more folders) in.

There are three ways to create mailboxes and folders:

- Using the **New** option from the **Mailbox** menu and folder submenus.
- Using the **Mailboxes** window from the **Special** menu (see the section “Using the Mailboxes Window”). The Mailboxes window is most useful if you want to create several mailboxes at one time.
- Using the **New** option from the **Transfer** menu (see the section “Transferring Messages”).

Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder, select **New...** from the **Mailbox** menu. The New Mailbox dialog is displayed.



New Mailbox dialog

To create a mailbox, type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus.

To create a mail folder, type the name of the new mail folder and check the **Make it a folder** option. Click **OK** to create the folder. The New Mailbox dialog is displayed again. Type the name of a mailbox to create within the new folder, then click **OK**. The new folder and its mailbox are displayed in the Mailbox and Transfer menus.

Creating a Mailbox Within a Folder

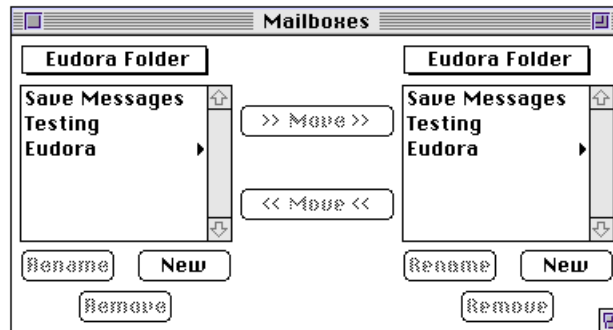
To create a new mailbox within a particular folder, select that folder from under the **Mailbox** menu and choose **New...** from the submenu that is displayed.

The New Mailbox dialog is displayed. Type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus. You can also create a subfolder—just check the **Make it a folder** option in the New Mailbox dialog.

Using the Mailboxes Window

Mailboxes and mail folders provide a structured way for you to organize messages. The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders.

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



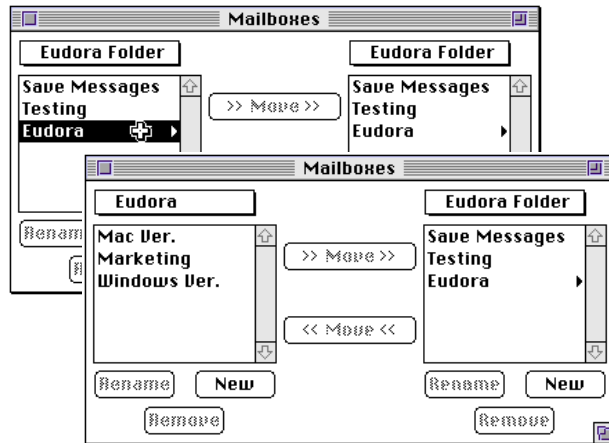
The Mailboxes window

The Mailboxes window has two identical lists of mailboxes and folders, each entitled **Eudora Folder** (or the name of the folder holding your mail—see the section “Mail Storage” for details). These list the names of the mailboxes and folders you have created (folders are identified by an arrow to the right of the name). Each list is similar to that displayed under the Mailbox and Transfer menus, except that the In, Out, and Trash mailboxes aren’t included.

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

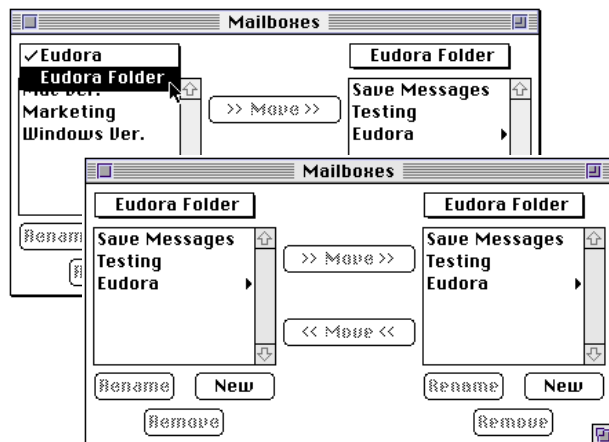
Note: Double-clicking on any of the mailboxes in a list opens that mailbox. Messages can be selected, opened, and otherwise manipulated from there.

Double-clicking on a folder opens that folder and displays its contents in the list, and puts the folder name in the title popup.



Opening a mail folder

To move back out of a folder, select another folder from the title popup.



Moving up out of a mail folder

Creating a New Mailbox or Folder in the Mailboxes Window

To create a new mailbox or folder in the Mailboxes window, be sure one of the lists is displaying the folder you want to put the new item in. Then click on the **New** button below that list. The New Mailbox dialog is displayed requesting the name of the new mailbox or folder.

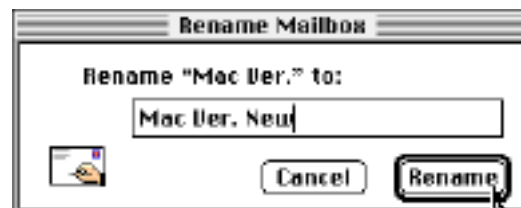


Naming a new mailbox

Type in the new name, check the **Make it a folder** option if you want to, and click **OK**. The new mailbox or folder is displayed in the lists, and added to the Mailbox and Transfer menus.

Renaming a Mailbox or Folder

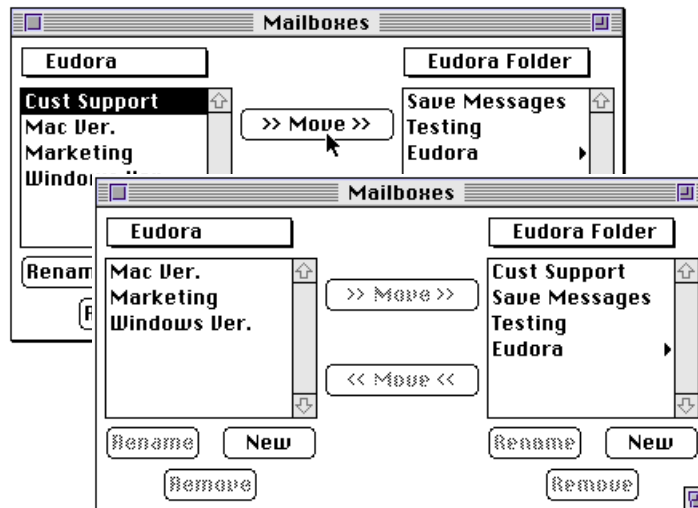
To rename a mailbox or folder, select the one you want to rename (from either list) then click on the **Rename** button under that list. The Rename Mailbox dialog is displayed requesting the new name. Type in the new name and click **Rename** to rename the mailbox or folder.



Renaming a mailbox or folder

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

To move a mailbox or folder from one folder to another, select the one you want to move (from either list). In the other list, open the destination folder so that its name is displayed above the list. Click on the appropriate **Move** button to move your selection to the other folder.



Moving a mailbox, before and after

Removing a Mailbox or Folder

To remove a mailbox or folder, select the ones you want to remove (from either list) then click on the **Remove** button under that list. A dialog is displayed asking you to confirm the removal. Click on the **Remove It** button to remove the mailbox. If you selected more than one mailbox or folder, you are prompted for each one of them. Click on the **Remove All** button to remove all of them without further prompts.

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

Organizing Your Messages

Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your Macintosh: first you put the message in the Trash, then you empty the Trash.

To put a message in the Trash, select the message then select **Delete** from the **Message** menu, or select **Trash** from the **Transfer** menu, or press the delete key. The message is transferred to the Trash mailbox.

To delete the messages in the Trash mailbox (removing them permanently from your Macintosh), select **Empty Trash** from the **Special** menu.

To delete a message permanently without sending it to the Trash first, select the message, hold down the shift and option keys, and select **Nuke** from the **Message** menu (or use any of the deleting options).

***Warning:** You cannot undo a **Nuke** operation!*

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings Settings to turn on those options.

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash on Quit** option in the Miscellaneous Settings is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, select them, then select **Delete** from the **Message** menu or press the delete key. Deleting a message from the Trash removes it completely.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted. To do this, turn on the **Trash attachments with messages** option in the Attachments Settings, and be sure the attachments are still in the **Attachments Folder** (or the folder you have specified for attachments). If you have this option on, and want to delete a message but save its attachment, move the attachment into another folder before deleting the message.

Transferring Messages

You can transfer messages to any of your mailboxes. There are several ways to do this: use the **Transfer** menu, drag a message summary to an open mailbox, or drag an open message's Tow Truck to an open mailbox.

To put a copy of a message in another mailbox (instead of transferring the message), hold down the option key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert is displayed informing you that some header information may be removed from the message during transfer. Click **Yes** to transfer the message.

*Note: You can undo mailbox transfers using the **Undo** command under the **Edit** menu.*

Using the Transfer menu

The Transfer menu is one way to transfer messages among your mailboxes. With a current message open, or message summaries selected, select a mailbox from the **Transfer** menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

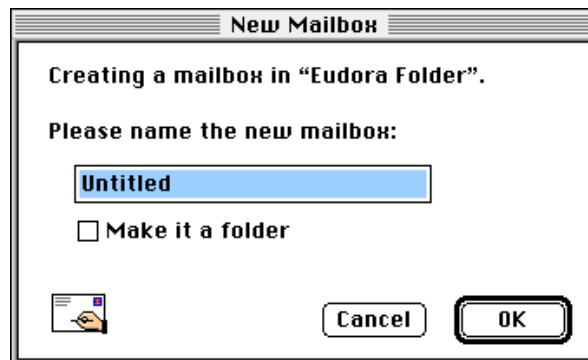
You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open window.

To drag a message summary to another mailbox, select the message summary (or summaries), place the cursor over the summary, and hold down the mouse button. The cross pointer will change to an arrow. Drag the summary into any open mailbox window. When you release the mouse button, the message is transferred.

To drag an open message to another mailbox, hold down the mouse button over the Tow Truck icon and drag the message into any open mailbox. When you release the mouse button, the message is transferred.

Creating a Mailbox or Folder During Transfer

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



New Mailbox dialog

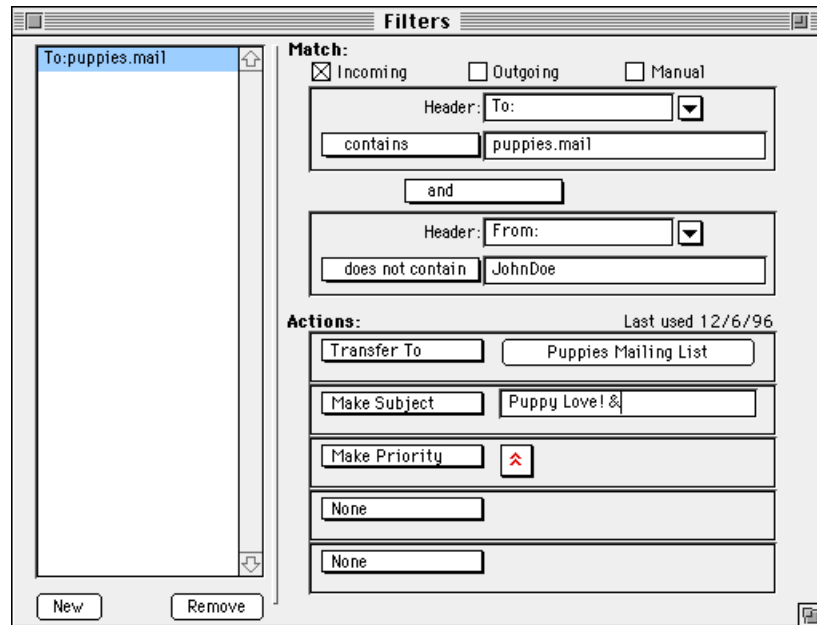
You can create a new mailbox or mail folder (for details, see the section “Creating Mailboxes and Folders”). When you are done, the current message is transferred into the new mailbox.

Filtering Messages

Note: The first time Eudora Light reads in a filter file containing filters that were created in Eudora Pro, a warning message is displayed indicating that some of the filters may not work as they did in Eudora Pro. Since Eudora Light supports only a subset of the filtering features that Eudora Pro offers, advanced filter actions will be displayed in the Filters window but not executed. See “Filter Actions” below for more information.

A number of e-mail management functions in Eudora Light can be done automatically using filters. For example, you can transfer all the messages from your children into a Personal mailbox, and raise the priority of all the messages from your customers to Highest Priority.

To open the Filters window, select **Filters** from the **Special** menu. The Filters window is displayed, and any filters you have created are listed on the left.



The Filters window with an example filter

To create or modify a filter, first click on the **New** button or select an existing filter.

Second, select the options for how you want the filter to be used: as an automatic filter to be invoked on any **Incoming** and/or **Outgoing** mail, and as a **Manual** filter that can be invoked when you select **Filter Messages** from the **Special** menu. Any combination of these options works.

Third, define the criteria for the filter: use the header item popups and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible (see the section “Filter Criteria”).

Fourth, define the action to be taken on messages that fit the criteria (see the section “Filter Actions”) and save the filters.

When the filters are invoked (automatically or manually), each message is matched against each filter, and messages that meet a filter’s criteria are acted on as specified until a **Transfer To** or **Skip Rest** action is done. At that point, the next message is filtered.

Note: Filters are automatically named based on the criteria for the filter. They are invoked in order from top to bottom, and you can re-order them by dragging a filter up or down in the list.

To print your filters, open the Filters window and select **Print** from the **File** menu. The standard Print dialog is displayed so that you can make your print selections.

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the black line to the right of the list and drag the line to the left or right.

Filter Criteria (the Match Area)

Each filter can use one or two “terms” as its criteria, connecting them as appropriate with the conjunction popup.

Use the **Header** field to specify which message header items you want the filter to search. You can select an option from the popup menu or enter one yourself (this is helpful if you want to search for a header item that does not appear on the menu, such as X-Priority). The selections are as follows:

- To
- Cc
- From
- Subject
- Reply-To
- «Any Recipient»
- «Any Header»
- «Body»

The «Any Recipient» option searches all possible recipient items (To, Cc, Bcc); the «Any Header» option searches all message headers (including hidden headers that are shown with the **BLAH BLAH BLAH** option); and the «Body» option searches the message body.

Use the **Match Type popup** to control how the header item is matched with the text string in the text field. The match options are:

contains or does not contain

If the specified header item contains or does not contain the text string, filter the message.

is or is not

If the specified header item is or is not a complete match of the text string, filter the message.

starts with or ends with

If the specified header item starts with or ends with the text string, filter the message. The **starts with** item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or does not appear

If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain.

intersects nickname

If the text string is included in a nickname (whether it is a full address or a nickname within the nickname), filter the message.

Use the **Text** fields to specify the text strings that the filter is searching for.

Note: It is recommended that the contents of this field be kept as specific and brief as possible. The greater the complexity, the less the likelihood of a match.

*Note: Do not enter a header label in the **Text** field as part of the text string (e.g., “To:,” “From:,” “Bcc:”). For example, to filter all messages from “Justine,” do not enter “From: Justine” in the **Text** field. Rather, select “From:” in the **Header** field, and enter simply “Justine” in the **Text** field (choosing, for example, “contains” from the **Match Type** popup). Another example:*

The screenshot shows a window titled "Match:" with three radio buttons: "Incoming" (checked), "Outgoing", and "Manual". Below are two filter rule sections. The first section has a "Header:" dropdown set to "To:" and a "Text" field containing "puppies.mail". The "Match Type" dropdown is set to "contains". The second section has a "Header:" dropdown set to "From:" and a "Text" field containing "JohnDoe". The "Match Type" dropdown is set to "does not contain". An "and" button is located between the two sections.

Sample Match Area in Filters window

Use the **Conjunction** popup to link the two terms. The conjunction options are:

ignore

Ignore the second term; if the message matches the first term, filter the message.

and

If the message matches both the first and second terms, filter it.

or

If the message matches either term, filter it.

unless

If the message matches the first term but not the second term, filter it; if the message matches the first term *and* the second term, do not filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

All messages that match the filter criteria are acted on as specified with the **Actions** popups. Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message (for example, **Copy To** can be used twice, but not **Transfer To**).

The Actions options are as follows:

Note: Actions appended with “(PRO Only)” and greyed out on the Actions popup menus are available in Eudora Pro but not in Eudora Light. Filters created in Eudora Pro are displayed in Eudora Light, and those actions that are not “PRO Only” will work in Eudora Light. Although “PRO Only” actions will not work in Eudora Light, their information is preserved, so that they will work if you go back to Eudora Pro. Brief descriptions of the “PRO Only” actions are given below, in italics.

None

No action.

Make Status (PRO Only)

In Eudora Pro, assigns the selected status to messages.

Make Priority

Assigns the selected priority level to messages. If you select a set level, messages are set to that priority. If you select **Raise** or **Lower**, messages are raised or lowered one priority level based on their pre-filter level.

Make Label (PRO Only)

In Eudora Pro, assigns the selected label to messages.

Make Subject

Assigns the new subject to messages. If you choose this option, the entire subject of the message is replaced with the new subject. Use the “&” symbol if you want to add the new subject to the old subject. For example, entering **New Subject:&** results in **New Subject:Old Subject**.

Play Sound (PRO Only)

In Eudora Pro, plays the selected sound when messages are received.

Open (PRO Only)

In Eudora Pro, opens the Mailbox and/or Message when a message is received.

Print (PRO Only)

In Eudora Pro, prints one copy of each message.

Notify User (PRO Only)

In Eudora Pro, notifies you As normal and/or In report when messages are received.

Forward To (PRO Only)

In Eudora Pro, forwards messages to the e-mail address given.

Redirect To (PRO Only)

In Eudora Pro, redirects messages to the e-mail address given.

Reply With (PRO Only)

In Eudora Pro, replies to messages with the selected stationery message.

Server Options (PRO Only)

In Eudora Pro, sets the message's server action to Fetch and/or Delete.

Copy To

Copies messages to the selected mailbox.

Transfer To

Transfers messages to the selected mailbox.

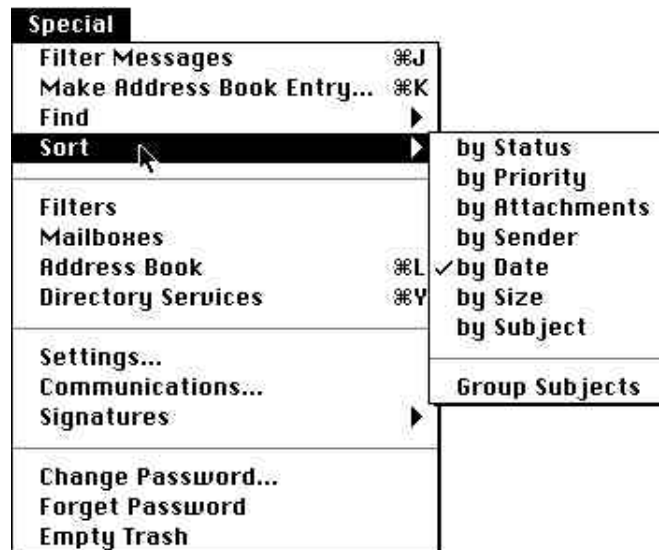
Skip Rest

Stops filtering for the message (the message is not matched to the rest of the filters in the filter list).

The **Last used** field displays the date the filter was last used on a message. This helps you identify filters that are no longer useful and can safely be deleted.

Sorting Messages Within Mailboxes

The message summaries in mailboxes are automatically sorted by date, in ascending order (the newest messages at the bottom of the mailbox). To change this, select the appropriate command from the **Sort** submenu from the **Special** menu.



The Sort submenu

This sorting method is “sticky,” meaning that each sort is based on the previous state of the mailbox. For example, if a mailbox is sorted by date, and then you sort by sender, the messages are grouped by sender and each group is in order by date.

You can change this by holding down the shift key and sorting by another column. The original sort remains intact, but it is now grouped with the new selection. For example, if the mailbox is sorted by sender with each group of messages in order by date, and then you hold down the shift key and sort by size, the messages are still grouped by sender but the groups are now in order by size.

To sort in descending order, hold down the option key and select a sort option.

To keep messages with the same subject together all the time, select the **Group Subjects** option from the Sort submenu. If this is checked, messages with the same subject are kept together in the mailbox regardless of whether you sort by

date, sender, etc. A bullet next to the Subject column heading tells you that the Group Subjects option is active.

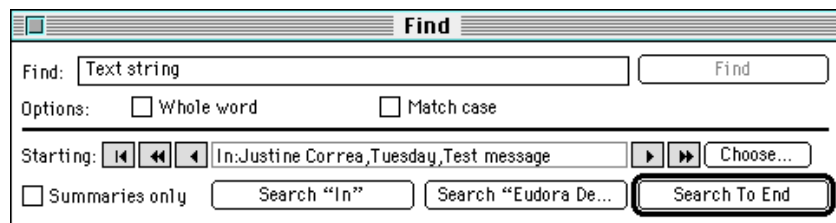
Sticky sorting places an underline under the column heading for the sorted column. To remove this underline (and turn off the sticky sort), repeat the sort for the same column. Incoming mail that arrives in a mailbox with an underlined column heading is automatically sorted by that column (subject to the restrictions above). For example, if a mailbox is sorted by sender and a new message comes in from Justine, it will be grouped with other messages from Justine.

To always put just-arrived mail at the bottom of your mailbox, be sure the **Date** column heading is not underlined. To sort by date and time, be sure **Date** is underlined. For example, a message dated yesterday at 10:00am arrived today at 11:00pm. If Date is underlined, that message is way back in your mailbox with yesterday morning's mail.

Note: Sometimes sorting by Date can be incorrect. This usually happens if the messages have incorrectly formatted date fields, or unknown or incorrect time zones.

Finding Text Within Messages

You can find a word or a string of text anywhere in your Eudora messages, your Address Book, or your Filters. To do this, select **Find** from the **Special** menu, and **Find...** from the submenu. The **Find** dialog is displayed.



The Find dialog with an example search

Enter the word or string of text that you want to find in the **Find** field. Or, if you don't want to type in the text, you can highlight the text in an existing message, then select **Enter Selection** from the **Find** submenu. The selected text is automatically inserted in the **Find** field of the **Find** dialog.

If you need to specify how the text should appear, use the **Whole word** and **Match case** options:

Whole word

If this option is on, the text is found only if it appears by itself and is not part of another word. For example, if the text is “info” then the word “information” will be passed over.

Match case

If this option is on, exact matches of the text are found, taking the capitalization into account.

When the **Find** field is filled in and the appropriate options are set, you can use one of two functions to find the text: **Find** and **Search**. Use the **Find** option to find instances of the text in just the current open message, or use any of the **Search** options to find instances of the text by searching mailboxes or mail folders.

Finding Text in the Current Open Message

To find text in the current message, verify that the **Find** field and options are filled in correctly, then click **Find** (or select the **Find Again** command from the **Find** submenu) to find the text.

Eudora begins looking for the text at the insertion point (where the cursor is) in the message. If a match is found, the matching text is highlighted in the open message. If no match is found, the **not found** alert is displayed.

To find the next occurrence of the text in the current message, click **Find** in the Find dialog, or select the **Find Again** command from the **Find** submenu.






To stop Eudora while it is looking for text, hold down the command key and type a period (.).

Searching for Text in Messages, Mailboxes, and Folders

To search for text in a certain mailbox or mail folder, first verify that the **Find** field and options are filled in correctly. Then use the **Starting** field to specify where you want the search to start.

Your folders and mailboxes are searched in order as they appear in your **Mailbox** menu, and your messages are searched in order as they appear in your mailboxes. The display area tells you where you are in that order using the following format: Folder:Mailbox:Message headers (if a mailbox is directly under the Eudora Folder, the folder name is not shown).

To change where you are in your mailboxes and messages, you can use the arrows in the **Starting** field or the **Choose...** button:

-  Go to the first mailbox that has messages in it, and to the first message in that mailbox.
-  Go back to the previous mailbox that has messages in it, and to the first message in that mailbox.
-  Go back one message, regardless of what mailbox it is in.
-  Go forward one message, regardless of what mailbox it is in.
-  Go forward to the next mailbox that has messages in it, and to the first message in that mailbox.

Use the **Choose...** button to select a mailbox from the Mailbox menu and go to the top of the mailbox you selected.

Once you've specified where the search should start, you can specify how to search:

Summaries only

If this is checked, only the sender and subject fields of message summaries are searched. The search is much faster when this option is checked.

Search Mailbox

Search all messages in the mailbox shown in the display area.

Search Mailfolder

Search all messages in the folder shown in the display area (even if there are multiple mailboxes).

Search To End

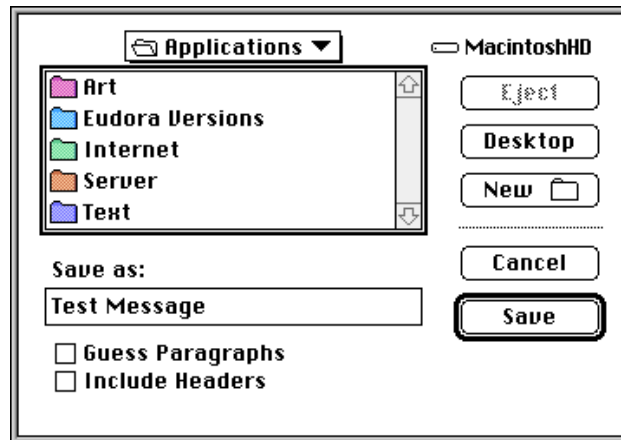
Start at the message shown in the display area and search the rest of the messages in the current and subsequent mailboxes.

If a match is found, the appropriate message is opened and the matching text is highlighted. Select any of the Search options to search for other instances of the text (or use the **Find** option to find more instances in just the current open message).

To stop Eudora from continuing a search, click on the **Stop** button in the progress window, or hold down the command key and type a period (.).

Saving a Message to a File

You can save a message to a separate text file on your Macintosh. To do this, open or select the messages you want to save to text. Then, select **Save As...** from the **File** menu. The Save As dialog is displayed allowing you to choose a name and location for the file.



The Save As dialog

Enter the name you want to give the text file, and select the appropriate options.

Guess Paragraphs removes extraneous carriage returns from the message, leaving returns only at the ends of paragraphs, and converts multiple spaces into tabs.

Include Headers retains each message's header information in the saved document. If this is not checked, only the body of the messages is saved.

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

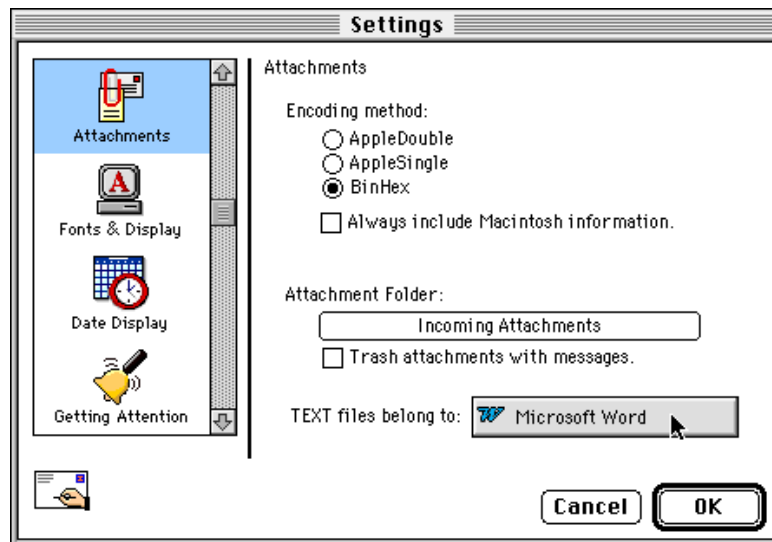
Note: If an unread (•) message is saved to a file, its status changes to read, regardless of whether the message was opened.

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

Choosing an Application for Saved Messages

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

To do this, select **Settings...** from the **Special** menu. The Settings dialog is displayed. Then, select the Attachments Settings. Near the bottom of the dialog, click the **TEXT files belong to** button. A standard file dialog is displayed. Using this dialog, search through your disk to locate the desired application (probably your favorite word processing program). Select the application and then click **Open**. The selected application is displayed in the button.



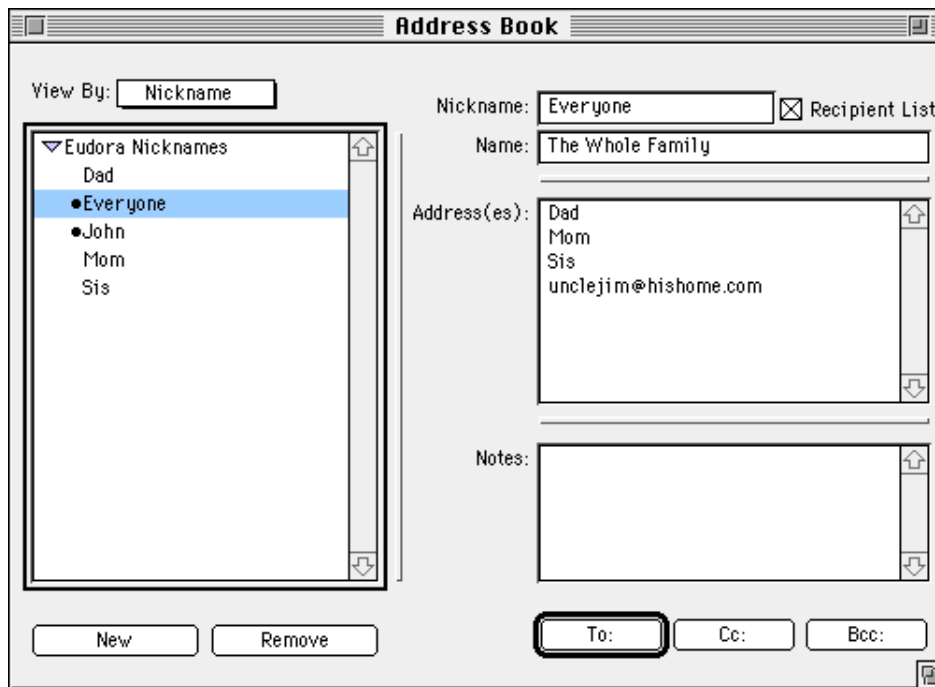
The desired application is now selected

Using the Address Book and Quick Recipient List

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

To open your Address Book, select **Address Book** from the **Special** menu.



The Address Book with example entries

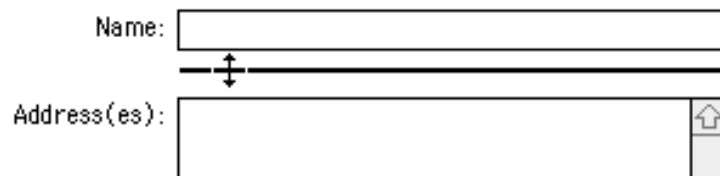
All of the Address Book entries are kept in the Eudora Nicknames file. To show the entries in this file, click on the arrow to the left of the file. When the arrow points down, all the entries for the file (all nicknames) are displayed.

You can use the **View By** option to display the entries using any of the fields except the **Notes** field. For example, if you want to view the entries by nicknames, select **View By Nickname**. If you view by a field that doesn't contain any data, the entry is displayed with «».

You can find and select an entry by typing the first few letters of the entry. The list of entries must be active (to make the list active, click once somewhere in the list).

You can page up and down in the list of entries, use the arrow keys to move up and down through the entries, or hold down the command key and use the arrow keys to move from top to bottom of the list and to open and close the list.

You can also resize the Address Book sections using the dividers between them. Put your cursor over a line, and drag the line where you want it. This lets you hide or display fields.

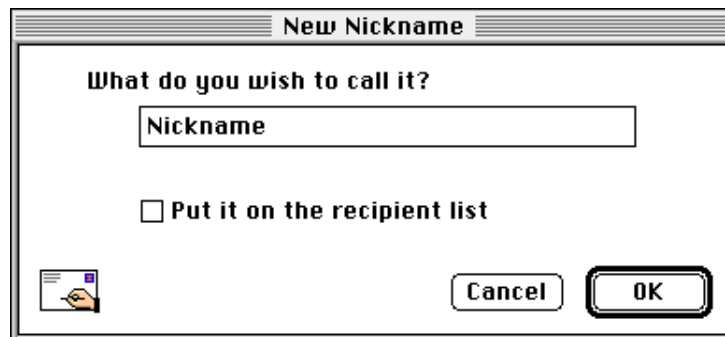


Resizing the Address Book sections

To print your Address Book entries, select the entries you want and select **Print** from the **File** menu. The standard Print dialog is displayed.

Creating New Entries

To create a new Address Book entry, click on **New**. A dialog is displayed asking what you want to call it.



Creating a new Address Book entry

Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the **To**, **Cc**, and **Bcc** fields of outgoing messages.

Select the **Put it on the recipient list** option if you want the nickname on your recipient list. Click on **OK** to create the entry. Then you can enter the information for that entry.

In the **Address(es)** field, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.

In the **Name** field, enter the real name of the person or group. If there is just one address for the entry, the real name and the address is included in the **To** field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the **To** field for your recipients—they do not see the whole list of recipients.

In the **Notes** field, you can enter any notes to yourself. This information is not included in outgoing messages.

It is recommended that you have at most 2,000 nicknames in the Eudora Nicknames file. If the file is too large, it may appear collapsed in the Address Book, but you can still use all the nicknames when addressing messages. If you

have a large number of entries, you may want to consider using a Ph server (for information, see Appendix A).

To save your changes to the Address Book, select **Save** from the **File** menu.

Changing and Removing Entries

To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

***Important:** If you change a nickname, be sure to correct any entries that reference that nickname.*

To remove an entry, select it from the list and click on the **Remove** button. You cannot remove the Eudora Nicknames file.

To save your changes, select **Save** from the **File** menu.

Including Nicknames on the Quick Recipient List

To include a nickname on the Quick Recipient List, select the appropriate Address Book entry from the list and click on the **Recipient List** option (next to the **Nickname** field). The nickname for the selected entry is included on the Quick Recipient List. If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see the section “Using the Quick Recipient List.”

Note: You can add multiple nicknames to the Quick Recipient List by selecting multiple entries. Hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections.

To save your changes, select **Save** from the **File** menu.

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons, or by dragging one or more entries to an open message.

To create a new message from the Address Book, select the entry to which you want to address the mail (hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections). Then click on **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

*Note: You can also double-click on one entry to enter that nickname in the **To** field, or double-click on one of many selected entries to enter those nicknames in the **To** field.*

Once the composition window is displayed, you can use the **To**, **Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields. Or, you can drag the appropriate entries to those fields: Click once on an entry, then drag it to the appropriate field, or double-click an entry to add it to the **To** field. (If you drag an entry, the full e-mail address is inserted instead of the nickname.)

*Note: If you hold the shift key down when using the **To**, **Cc**, and **Bcc** buttons, the Address Book remains current (topmost).*

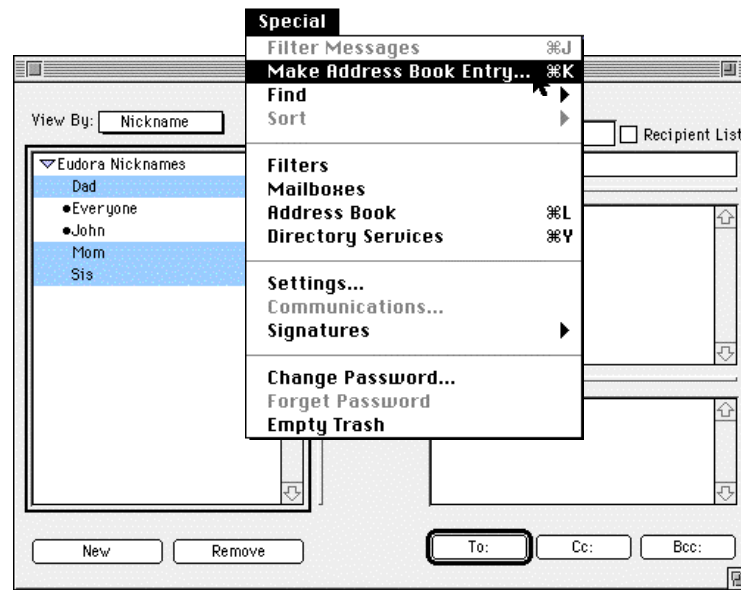
The “Make Address Book Entry” Command

The **Make Address Book Entry** command is used to create entries in your Address Book, and is especially helpful for making group entries. You can use this command from anywhere in Eudora, including the Address Book, mailboxes, open messages, and the Directory Services window.

From anywhere in Eudora you can highlight the addresses you want, then hold down the shift key and select **Make Address Book Entry From Selection** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The new entry’s **Address(es)** field will include all of the addresses that you selected.

Note: If the new nickname has the same name as an existing nickname, a prompt is displayed asking if you want to add the selected names to the existing nickname or replace the existing nickname with the new selection.

In the Address Book, highlight several different entries (hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections), then select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.



Using the “Make Address Book Entry” command from the Address Book

In a mailbox, highlight the message(s) you want and select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. Follow the instructions for creating a new entry. If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

*Note: The Make Address Book Entry command uses the Replying Settings. If the **Reply to all By Default** setting is turned on (or you hold down the option key), the new entry will include all of the recipients of the messages plus the sender. Or, if the **Include yourself** setting is turned off, your address is not included in the new entry.*

In the Directory Services window, finish a Ph query and select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. The real name and e-mail address are included in the new entry.

The “Finish Address Book Entry” Command

With the **Finish Address Book Entry** command, you can enter a unique portion of a nickname in the **To**, **Cc**, or **Bcc** fields of a message, then select **Finish Address Book Entry** from the **Edit** menu, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, joan and john, you would have to enter “joa” or “joh” for Eudora to complete them.

To insert the real addresses for the entry, instead of the nickname, hold down the option key and select **Finish & Expand Address Book Entry** from the **Edit** menu.

Using Nicknames that were Not Created by Eudora

To use a nickname file that was not created in Eudora, remove the Eudora Nicknames file from your Eudora Folder (in your System Folder), put the new file in its place, renaming it to Eudora Nicknames, and be sure the format of the file is correct: One nickname on each line with the word “alias,” a space, the nickname, a space, and the real addresses separated by commas. For example,

```
alias joe joe@wow.com  
alias group joe@wow.com,lisa@wow.com,bill@wow.com
```

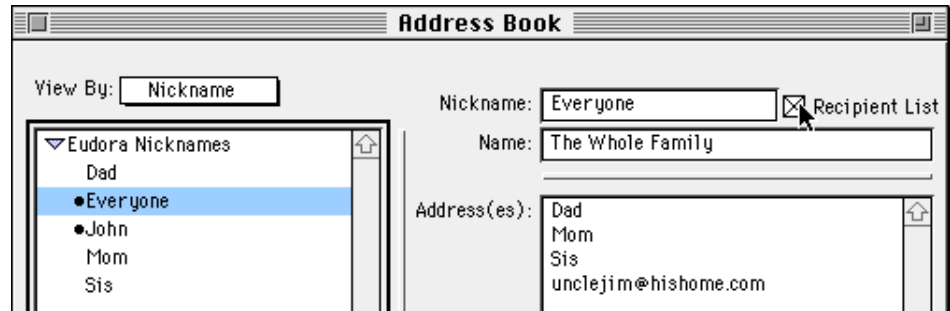
You will need to quit and re-open Eudora to see your new entries in the Address Book.

Saving Your Entries to a File

To save your Address Book entries as a text clipping with tab-delimited entries, select the entries you want and hold down the option key while dragging them to the finder. To save them as a text clipping with the standard nickname format, use the same process but do not hold down the option key.

Using the Quick Recipient List

The Quick Recipient List is your list of often-used nicknames. If you have checked the **Recipient List** option in an Address Book entry, the entry’s nickname is included in the list.



The Recipient List option

To open a new message addressed to someone on your Quick Recipient List, select **New Message To**, **Forward To**, or **Redirect To** from the **Message** menu, and select the nickname from the displayed list.

To insert a nickname into a message that you have already opened, put the cursor where you want the nickname and select **Insert Recipient** from the **Edit** menu.

To insert the real address(es), instead of the nickname, hold down the option key and select **Insert & Expand Recipient** from the **Edit** menu.

More than one nickname from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the Insert Recipient command, commas are added where necessary.

Using Directory Services

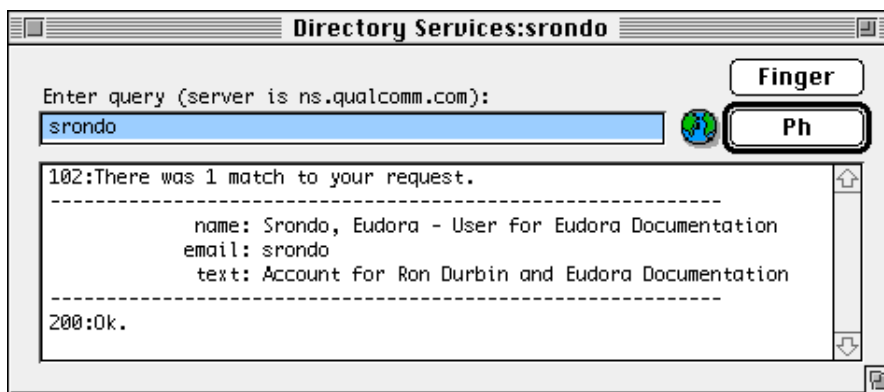
Opening Directory Services

Eudora can access two different directory services, **Ph** and **Finger**. To use these services, you must put the name of the host machines for the Ph and finger servers in the Hosts Settings.

To use the directory services, select **Directory Services** from the **Special** menu. The active Ph or finger server (defined in your Hosts Settings) is displayed above the query field. Or, you can select a string of text (presumably someone's name), hold down the shift key, and select **Directory Services** from the **Special** menu. This opens the window and inserts the string of text into the query field.

Using Ph

To look someone up using Ph, enter your query and click on **Ph**. The query is sent to your Ph server, and the response is displayed in the lower section of the window.



A Ph query and its response

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

If the “**Live**” **Ph queries** option is on in your Hosts Settings, the connection with your server is kept open and Ph queries are automatically sent to the server when you finish typing the query text.

*Note: To add the results of your Ph query to your Address Book, select **Make Address Book Entry** from the **Special** menu (for details on how to use this command, see the section “The ‘Make Address Book Entry’ Command”). This may not work if your Ph server is not set up for it.*

Finding Ph Servers

Some Ph servers keep a list of other Ph servers that are available on the Internet. This is not always a comprehensive list of every Ph server out there, but it can be helpful.

To get the list of servers from the active server (the active server is displayed above the query field), click on the globe in the Directory Services window (next to the Ph button). A list of servers is displayed in the results area. To go to one of those servers and do a query, hold down the command key and click on the server’s URL, or just double-click on the URL.

Using Finger

To use the **Finger** protocol, enter your query and click **Finger**. The query should be in the form “name@domain.” If you omit the “@domain” segment, the host name displayed above the query field is used (this is the SMTP host from your Hosts Settings). The finger query is sent to the finger server, and the response is displayed in the lower section of the window.



A Finger query and its response

Addressing a Message from the Directory Services Window

To address a message with the query results in the Directory Services window, open a new message (or make an existing message active), open the Directory Services window, do the Ph or Finger query, then select the e-mail address from the results and drag it into the appropriate field of the outgoing message.

Reference

Extended Messaging Services

The Extended Messaging Services Application Programming Interface (EMSAPI) lets you plug other software into Eudora. For example, you could use language conversion software to translate a message to another language, security software to automatically secure a message, or compression software to compress a message and its attachments.

To make plug-in software available to Eudora, put the software in the Eudora Stuff folder contained in your Eudora Light Application Folder, then restart Eudora. Some plug-in software items show up in the **Extended Services** submenu in the **Edit** menu, others show up as icons in message windows.

For information about available plug-in software, send e-mail to <quest-rep@eudora.com> or visit the World Wide Web site <<http://www.eudora.com>>.

Printing

You can print the current message or messages, a plain text window, selected text within a message or text window, the contents of the Directory Services window, and your filters, signatures, and Address Book entries. Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

To print the current message or item, select **Print...** from the **File** menu.

To print just the selected text, hold down the shift key and select **Print Selection** from the **File** menu.

To print one copy and bypass the standard Print dialog, select **Print One Copy**.

Putting Multiple Users on One Macintosh

You can set up Eudora so that more than one user can be on a single Macintosh. This also works if you have multiple e-mail accounts, or want to store your mail in a folder other than your System Folder.

To do this, for each user make a copy of the Eudora Folder that resides in the System Folder. The copies can be named whatever the users want, and put anywhere they want, including on a floppy disk or network volume.

Each user can open Eudora by double-clicking on the Eudora Settings file within their assigned folder. They can make changes to the Settings, create new mailboxes, nicknames, and filters, etc., and not affect other users on the Macintosh.

Note: To give users easy access to their mail, you can create aliases for their Eudora Settings files and put them wherever you want on the Macintosh (the Apple Menu Items folder is a good option).

Troubleshooting

Occasionally, you may encounter a problem or bug when using Eudora (as indicated by an error message or some other type of symptom).

Make sure that you have the current maintenance release of Eudora. To do this, first locate the Eudora application in your Eudora Light Application Folder. Click once on the application to highlight it, and select **Get Info** from the Finder **File** menu. Look for the Eudora version number in the dialog, and make a note of this number (a lowercase “L” in the version number stands for “Light”). Next, using your World Wide Web browser, go to the Eudora Web site, <<http://www.eudora.com>>, and check to see what the latest version of Eudora is. If that version is later than the one you have, download it and install it as described in the “Getting Started” section. This may solve the problem or bug you’ve encountered.

If you do have the latest version of the Eudora software, check the current README file for potential known conflicts. The README may also contain suggestions on how to resolve some of these problems.

The following troubleshooting table provides the corrective action for some of the most common error messages or symptoms.

Symptom	Corrective Action
<p>Eudora displays the following error when you try to send or queue mail:</p> <p>“There has been an error transferring your mail. I said: DATA and then the SMTP server said: 503 Need RCPT (recipient)”</p>	<p>Either the message you are trying to send, or the first message queued in your Out mailbox, has one of these two problems: (1) It doesn't have anything in the To: or Bcc: field, or (2) All it has in the To: or Bcc: field is a nickname that doesn't point to an address. An example of the second problem is to have the word Mickey in the To: field and to have a nickname entry for Mickey in your Address Book but no address associated with that nickname.</p>
<p>Eudora displays the following alert when you try to launch the program:</p> <p>“Memory is tight. You may need to close some windows, clean up your In, Out, and Trash mailboxes, or increase Eudora's memory size”</p>	<p>Mail stored in Eudora's In, Out, Trash, and any open mailboxes increases the amount of memory Eudora needs to operate (mail stored in other mailboxes does not). If you have a large amount of mail in these mailboxes, try transferring them to other mailboxes to decrease Eudora's memory requirements. If that does not stop the alert from appearing, increase Eudora's memory size from the Finder: First, quit Eudora. Then, highlight the Eudora application icon, select Get Info from the File menu, and increase the Preferred Size for the application.</p>
<p>Eudora displays the following alert when you try to launch the program:</p> <p>“Eudora cannot continue. Error opening your settings file.”</p>	<p>If this happens, Eudora automatically switches to your backup settings file “Eudora Settings.bkup.” Quit Eudora and open it again. If the problem is not resolved, you must throw away the “Eudora Settings” and “Eudora Settings.bkup” files, as they are not repairable. When you start Eudora again, a new Eudora Settings file will be created for you and you will need to reconfigure Eudora.</p>

Symptom	Corrective Action
<p>Eudora displays the following error when you try to check mail:</p> <p>“-ERR Maildrop lock busy”</p>	<p>This usually happens after your Macintosh has “hung” during a mail check and you are now attempting to re-connect to the mail server. Try checking your mail again in ten minutes. If the problem persists, the best thing to do is to contact your e-mail administrator and tell them that you have a POPper process that needs to be disconnected.</p> <p><i>Note: If you are a System Administrator, you might also want to try the QUALCOMM popper. It has a timeout that will reset the mailbox if the connection closes abnormally. You can ftp it anonymously from ftp.eudora.com in the quest/unix/servers/popper directory.</i></p>
<p>Eudora displays the following error when you try to check mail:</p> <p>“There has been an error transferring your mail. I said: PASS and then the POP server said: -ERR Password supplied for “<username>” is incorrect.”</p>	<p>First, verify the correct spelling of your POP account in the Settings dialog (Getting Started). Make sure the account address is complete, paying particular attention to the part of the address before the ‘@’ symbol, and ensuring throughout the address that uppercase and lowercase letters are entered correctly. Second, verify that you are entering your password correctly (make sure the caps lock key is off). Contact your e-mail administrator if the problem persists.</p>

Symptom	Corrective Action
<p>Eudora displays the following alert: “Mailbox <mailboxname> has a damaged table of contents. Shall I build a new one?”</p>	<p>If a table of contents file for a particular mailbox should become corrupt for one reason or another, Eudora will not be able to open the mailbox until it is rebuilt. If this happens to you more than once with a given mailbox, quit Eudora, then check your Eudora Folder (in your System Folder) for a .toc file for that mailbox, and if you have such a file, delete it. You will not lose any mail, though you will lose the status information for the messages. If the problem persists, you may want to have your Macintosh checked for possible problems.</p>
<p>Eudora displays the following error message when you try to check mail: “Connection came up halfway then failed.”</p>	<p>This message indicates that TCP/IP did its “half” to open the connection, but the other end didn’t respond. Although it could indicate a network problem, it usually indicates that your mail server does not support POP3 or that your POP3 server is not currently available. You should contact your e-mail administrator and inquire about the status of the POP3 service if the problem persists.</p>
<p>Eudora displays the following error message when you try to check or send mail: “A TCPClose command was already issued, so there is no more data to send on this connection.”</p>	<p>This is a problem with your SMTP or POP3 server. It is dying shortly after startup. Contact your e-mail administrator if the problem persists.</p>

Symptom	Corrective Action
Random display problems.	Rebuild your desktop: While holding down the command and option keys, restart your Macintosh, and continue to hold down the command and option keys until an alert appears asking if you're sure you want to rebuild the desktop file on your hard drive. Click OK (you can release the command and option keys at this point). If this doesn't help, you may want to have your Macintosh checked for possible problems.
Correspondents are complaining that lines in the messages you send are not wrapping correctly (lines are broken in funny places).	The best solution is to turn on the Word wrap option in the Settings dialog (Sending Mail) and only press return when you want to start a new paragraph. Eudora will take care of breaking your paragraphs into lines.
Your mail server complains that you do not have a Date header in your mail.	Eudora will not put a Date header on your mail if you haven't set the correct time zone information on your Macintosh. You can set the time zone using the Map control panel, or, if you have System 7 Pro or System 7.5, the Date & Time control panel. Remember to change your time zone for Daylight Savings Time so that Eudora can set the Date header correctly.
You received a message containing columns and the columns are not lining up correctly	Your screen font is probably a proportional font. Change your display font to a non-proportional font (such as Courier) in the Settings dialog (Fonts & Display).

The Settings Dialog

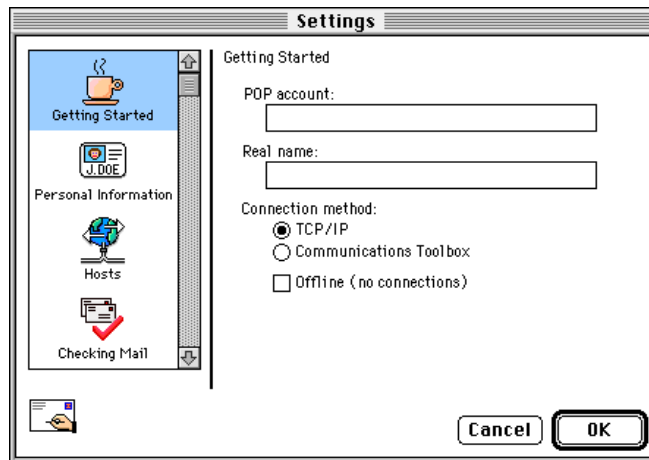
The Settings dialog lets you specify how you want to use Eudora. To display the Settings dialog, select **Settings...** from the **Special** menu.

The Settings dialog contains many categories, which are described below. The default setting for each option is listed in brackets after the name of the option.

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

Getting Started

The Getting Started Settings determine the minimum user information necessary to send and receive mail.



The Getting Started Settings

POP account [none]

This is the address for your account on the POP server. Enter your login, an “@” sign, and the full domain name of the computer. For example, if your assigned login is “justine,” and the name of the computer where you receive e-mail is “pop3.qualcomm.com” type “justine@pop3.qualcomm.com” in this field.

*Note: Your POP account may or may not be the same as your e-mail address. If your e-mail address differs from your POP account (suppose, in this example, Justine’s e-mail address is “justine@qualcomm.com”), then put the e-mail address in the **Return address** field of the Personal Information Settings.*

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

Real name [none]

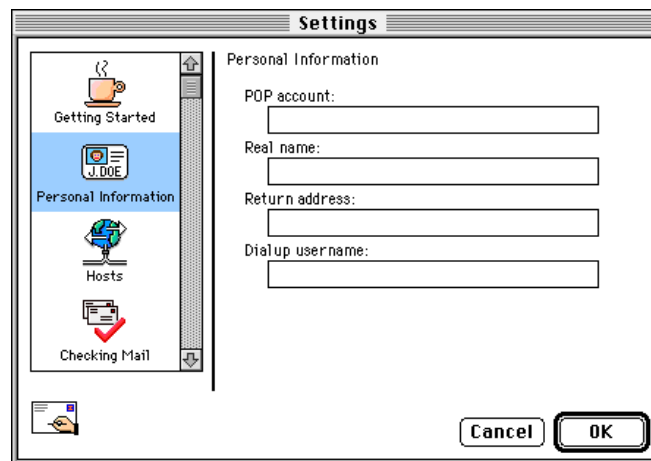
The text you enter here (generally your first and last name) is included in the **From** field of outgoing mail.

Connection method [TCP/IP]

This specifies how you are connecting to the network. If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select **TCP/IP**. If you are using Eudora without TCP/IP software, select **Communications Toolbox** (meaning you are using the Communications Toolbox software for communications). If you don’t want Eudora to attempt to make any connections, select **Offline**. (With **Offline** on, Eudora does not attempt to make automatic mail checks and warns you when you attempt to make manual mail checks.)

Personal Information

The Personal Information Settings determine your personal identity on the POP and mail servers, for incoming and outgoing mail.



The Personal Information Settings

POP account [none]

This is the address for your account on the POP server.

Real name [none]

The information you put in this field (generally your first and last name) is included in the **From** field of outgoing mail.

Return address [none]

This is your e-mail address. It is included in the **From** field of outgoing messages, and when a recipient replies, this address is used. Your POP account is used if you do not enter an address here.

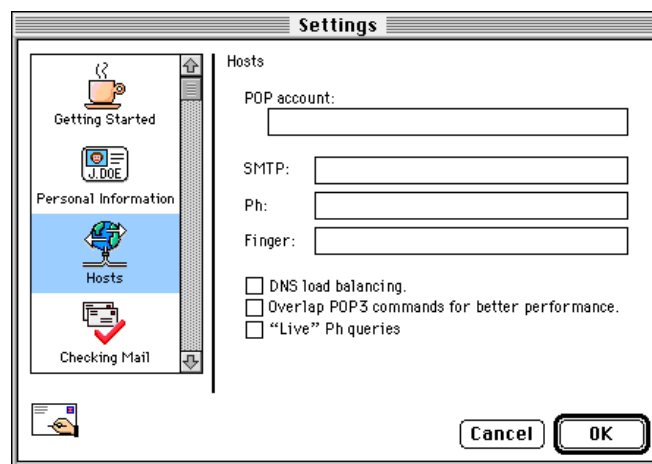
Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able reply to your mail.

Dialup username [none]

This is your dialup username. If you use Eudora with the Communications Toolbox, and you have a secondary user name for use during the dialup process, enter it here (e.g., your login name on a terminal server). See Appendix D for details regarding how this field can be used.

Hosts

The Hosts Settings determine what servers to use, and how to use them.



The Hosts Settings

POP account [none]

This is the address for your account on the POP server.

SMTP [none]

This is the name of your SMTP server. If the computer that your POP account is on also runs an SMTP server, you can leave this field blank.

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

Ph [none]

This is the name of your Ph server. It is necessary for doing Ph queries in the Directory Services window.

Finger [none]

This is the name of your finger server. If you leave this blank, Eudora uses your SMTP server as your finger server.

DNS load balancing [off]

If this is on, the workload of a community of Eudora users is spread over several host computers. Turn this on if your network administrator tells you to.

DNS Load Balancing works by making Eudora choose a random address from the list of addresses returned by the DNS (without DNS load balancing, Eudora will always choose the first address from the list). If you have several machines that

can perform the exact same service, list all their IP addresses under one domain name, then instruct your users to use that domain name and to turn on DNS Load Balancing. Now the users are equally likely to use any one of the “balanced” machines for the service.

Overlap POP3 commands for better performance [off]

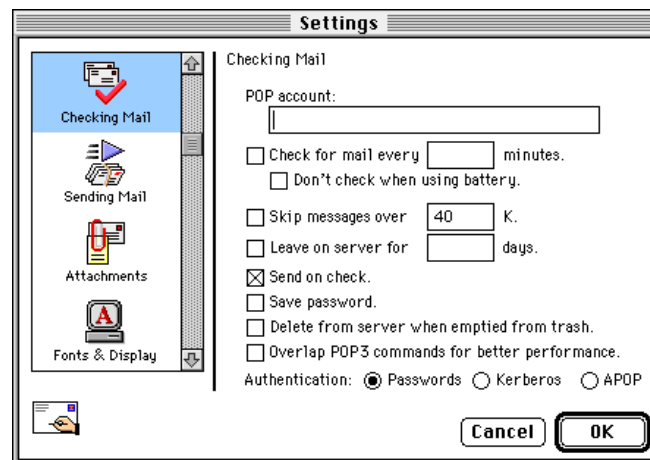
If this is on, commands are sent immediately to your server, instead of waiting for a previous command to be completed. This is faster, but your POP server may not be able to handle it.

Live Ph queries [off]

If this is on, the connection with your server is kept open with the Directory Services window. Ph queries are automatically sent to the server when you finish typing the query text.

Checking Mail

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



The Checking Mail Settings

POP account [none]

This is the address for your account on the POP server.

Check for mail every ? minutes [off, none]

If this is on and you enter a number, Eudora automatically checks your POP server for new mail at regular intervals and transfers to your Macintosh any mail addressed to you. The number you enter specifies the number of minutes between

checks. It's a good idea to set this at no less than 15 minutes. Checking mail more frequently puts an unnecessary drain on your POP server. This option only works when Eudora is running. Leaving this field empty disables automatic checking (even if the box is checked).

Don't check when using battery [off]

If this is on and your Macintosh is running on battery power, mail is not automatically checked (even if you have the check mail option on).

Skip messages over ? K [off, 40]

If this is on, messages over the specified size are downloaded only in part. These messages include the first few lines, and a statement that says the message is not complete. This can be useful on slow connections. For details, see the section "Managing Your Mail on the POP Server."

Leave on server for ? days [off, none]

If this is on, Eudora copies incoming messages to your Macintosh and leaves the message on the POP server for the specified number of days. If you leave it blank, your mail is left on the server indefinitely. For details, see the section "Managing Your Mail on the POP Server."

Send on check [on]

If this is on, any messages that are queued in the Out mailbox are sent when mail is checked (automatically or manually).

Save password [off]

If this is on, your password is remembered even if you quit and restart Eudora, so you'll never be prompted to enter it. Only use this option if your Macintosh is in a secure place.

Delete from server when emptied from trash [off]

If this is on, any messages that are deleted from your Trash mailbox are also deleted from the POP server. For details, see the section "Managing Your Mail on the POP Server."

Overlap POP3 commands for better performance [off]

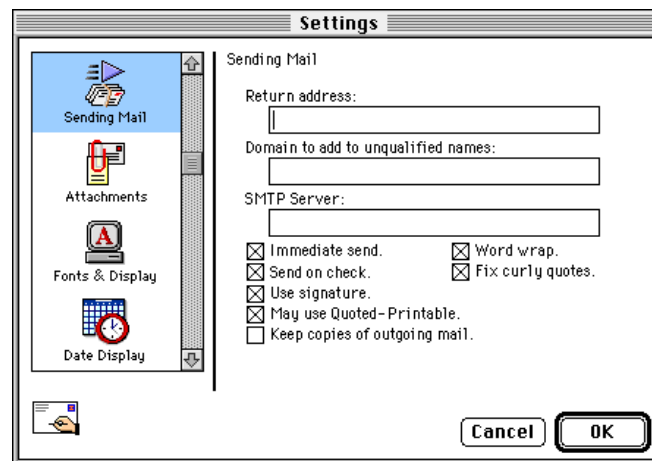
If this is on, commands are sent immediately to your server, instead of waiting for a previous command to be completed. This is faster, but your POP server may not be able to handle it.

Authentication [Passwords]

This specifies which authentication technology to use: Passwords, Kerberos, or APOP. Ask your e-mail administrator which one to use.

Sending Mail

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



The Sending Mail Settings

Return address [none]

This is your e-mail address.

Domain to add to unqualified names [none]

This is the domain name that Eudora automatically adds to an unqualified name. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain.

SMTP Server [none]

This is the name of your SMTP server. If the computer that your POP account is on also runs an SMTP server, you can leave this field blank.

Immediate send [on]

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

Send on check [on]

If this is on, any messages that are queued in the Out mailbox are sent when mail is checked (automatically or manually).

Use signature [on]

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

May use Quoted-Printable [on]

If this is on, Eudora uses quoted-printable encoding when necessary, such as when sending messages that contain long lines of text or special characters. If this option is off, quoted-printable encoding is never used. We recommend that you leave this option on.

Keep copies of outgoing mail [off]

If this is on, a copy of each message you send is kept in the Out mailbox. If this option is off, outgoing messages are put in the Trash mailbox after they are sent.

Word wrap [on]

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

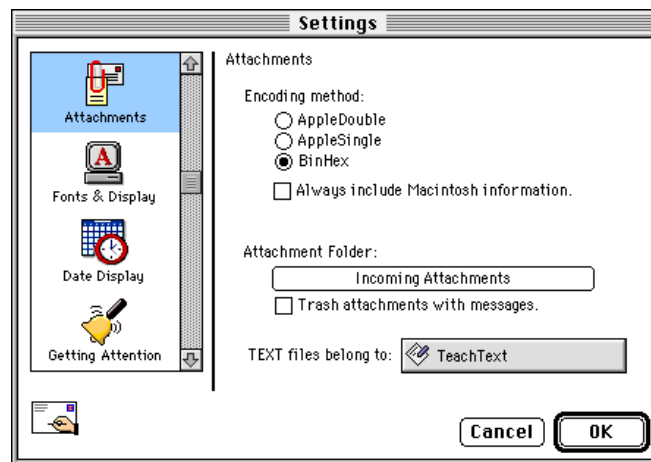
Fix curly quotes [on]

If this is on, Eudora replaces all “curly” quotation marks in message text or attachments with "conventional" quotation marks prior to sending the message. It also replaces bullets (•) and en/em dashes (—/—). These marks are special characters, and this option allows messages to be sent without using quoted-printable encoding.

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

Attachments

The Attachments Settings determine how Eudora sends and receives attachments.



The Attachments Settings

Encoding method [BinHex]

This specifies what Encoding Method to use for attached documents. To change the method for just the current message, use the Attachment Type popup in the outgoing message window. For details, see the section “Attaching a File to a Message.”

Always include Macintosh information [off]

If this is on, Macintosh resources and types are included in attachments if they are basic MIME types. It may be advisable to turn this off when sending attachments to non-Macintosh users. For more information, see the section “Attaching a File to a Message,” and also see Appendix G.

Attachment Folder [none]

This specifies what folder to put incoming attachments into. To specify a folder, single-click on the folder name button. A dialog is displayed prompting you to select a folder.

Trash attachments with messages [off]

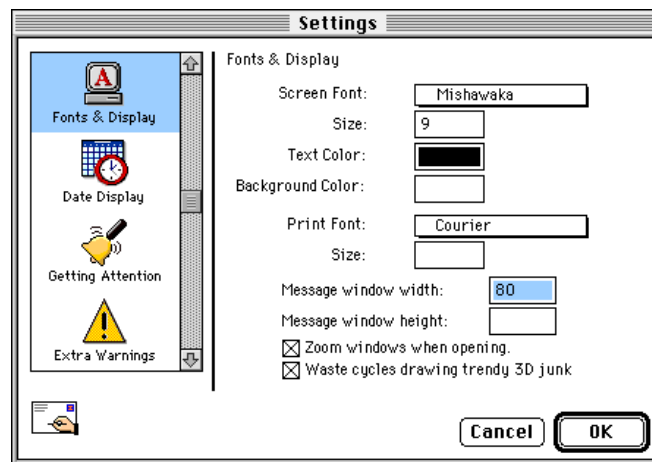
If this option is on, Eudora automatically deletes an attachment received with a message when that message is deleted. The attachment must still be in the folder defined as the Attachment Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn this option off.

TEXT files belong to [TeachText]

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

Fonts & Display

The Fonts & Display Settings determine how Eudora displays windows and text.



The Fonts & Display Settings

Screen Font, Size, and Text Color [Mishawaka, 9, black]

These options specify the font, size, and color to be used for text displayed in Eudora messages and mailbox windows. Select the color using the Macintosh color wheel.

Background Color [white]

This specifies a background color to be used in Eudora messages and mailbox windows. Select the color using the Macintosh color wheel.

Print Font and Size [Courier, none]

The Print Font popup menu lets you select a font to be used when you print messages using the Print command. Enter a size in the box.

Message window width [80]

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

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

Message window height [none]

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

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

Zoom windows when opening [on]

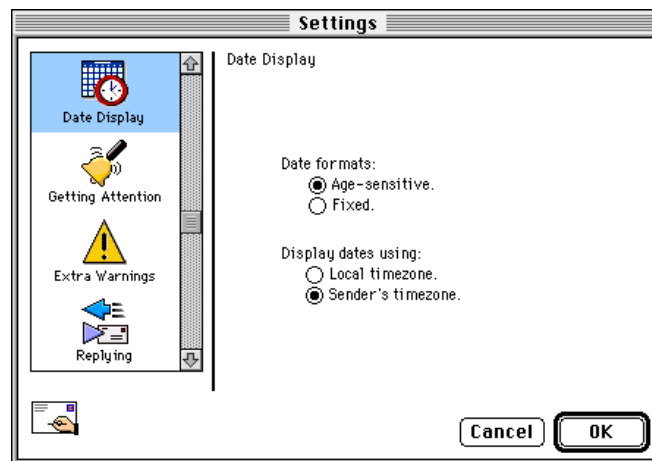
If this is on, new mailbox and message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For mailbox windows, zoomed size is just wide enough to display the widest summary, and just long enough to display all the summaries (but no longer than the Macintosh display screen). For message windows, zoomed size is just long enough to display all of the message (but no longer than the Macintosh display screen), and as wide as the Message window width setting. Composition windows zoom to the height specified by the Message window height setting.

Waste cycles drawing trendy 3D junk [on]

If this is on, interface items are displayed in 3D.

Date Display

The Date Display Settings determine how the date is displayed in message summaries.



The Date Display Settings

Date formats [Age-sensitive]

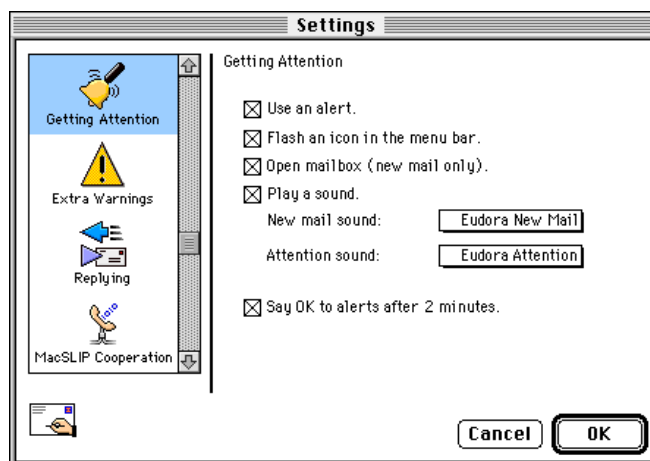
This specifies how to display the date. If **Age-sensitive** is selected, messages dated today are displayed with the time, messages dated within the last six calendar days are displayed with the day of the week, and messages dated 7 calendar days or more ago are displayed with the date. If **Fixed** is selected, all messages are displayed with the time and date.

Display dates using [Sender's timezone]

This specifies what time zone to use. If **Local timezone** is selected, messages are displayed with your time and date. If **Sender's timezone** is selected, messages are displayed with the sender's time and date.

Getting Attention

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



The Getting Attention Settings

Use an alert [on]

If this is on, an alert dialog notifies you when new mail is received.

Flash an icon in the menu bar [on]

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



The new mail and attention icons

Open mailbox (new mail only) [on]

If this is on, mailboxes are automatically opened when new mail arrives in them, and the first unread message of the last unread batch of messages is selected.

Play a sound [on]

If this is on, a sound is played when Eudora needs attention. There are two different sounds, the New mail sound (played when new mail arrives) and the Attention sound (played for everything else). Popup menus next to these titles let you select the sound you want from the available sounds on your Macintosh.

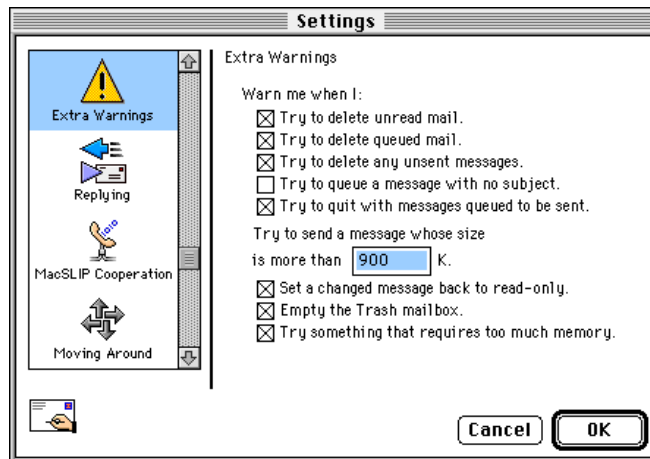
Say OK to alerts after 2 minutes [on]

If this is on, any alerts that announce a problem sending and receiving mail automatically go away after two minutes. Many network problems are temporary, so this allows Eudora to try the communication again. This is most useful if you have automatic mail checking enabled.

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

Extra Warnings

The Extra Warnings Settings determine if you are warned before making a possible mistake. Most of the warnings are displayed with an option to stop that warning from being displayed again. If you chose that option, you can turn the warning back on using the Extra Warnings Settings.



The Extra Warnings Settings

Try to delete unread mail [on]

If this is on, you are warned if you try to delete unread mail.

Try to delete queued mail [on]

If this is on, you are warned if you try to delete queued mail.

Try to delete any unsent messages [on]

If this is on, you are warned if you try to delete unsent messages.

Try to queue a message with no subject [off]

If this is on, you are warned if you try to queue a message with no subject.

Try to quit with messages queued to be sent [on]

If this is on, you are warned if you try to quit Eudora and you have queued messages.

Try to send a message whose size is more than ? K [on, 900]

If this is on, you are warned if you try to send a message whose size is more than the specified number. This number must be between 0 and 1000000.

Set a changed message back to read-only [on]

If this is on, you are warned if you try to make an edited incoming message uneditable.

Empty the Trash mailbox [on]

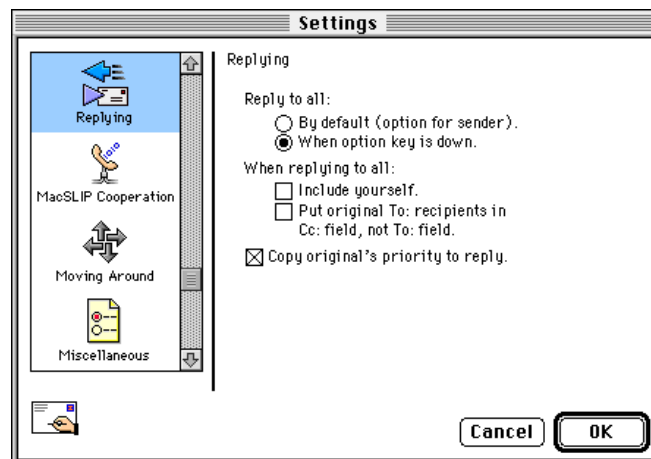
If this is on, you are warned if you try to empty the Trash mailbox. Once messages are deleted from the Trash, they are completely gone.

Try something that requires too much memory [on]

If this is on, you are warned if you try to do something that might take more memory than you have available.

Replying

The Replying Settings determine how replies are created.



The Replying Settings

Reply to all [When option key is down]

This specifies which recipients to include in a reply. Reply to all **By default** creates a reply addressed to the sender and all the recipients of the original

message. You can hold down the option key to create a reply to only the sender. Reply to all **When option key is down** creates a reply addressed to only the sender. You can hold down the option key to create a reply addressed to the sender and all the recipients of the original message.

When replying to all [off]

This specifies how to address a reply. If **Include yourself** is on, when you Reply to all (as described above) your address is left in the address list of the new message and you receive a copy of your own reply. If this option is off, your address is removed from the reply message and you do not receive a copy of the reply. If **Put original To: recipients in Cc: field, not To: field** is on, the addresses of the original message recipients are moved from the **To** field to the **Cc** field of the reply to all message. Only the address of the original sender is placed in the **To** field.

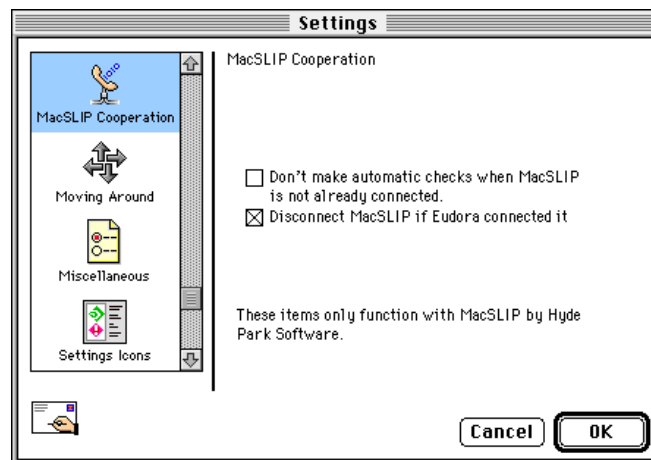
*Note: To determine who you are for the **Include yourself** option, Eudora uses the “me” nickname, if you create one for yourself. If you do not have a “me” nickname, Eudora uses the contents of the **POP account** and **Return address** fields from the Personal Information Settings.*

Copy original's priority to reply [on]

If this is on, your replies use the same priority as the original message.

MacSLIP Cooperation

The MacSLIP Cooperation Settings determine what Eudora does when you are connecting to your service provider using MacSLIP From Hyde Park Software. Normally, when Eudora or any other application tries to make a connection, MacSLIP will automatically dial your provider and establish a connection. This connection remains open until you close it or a timeout period elapses. The settings below modify this behavior.



The MacSLIP Cooperation Settings

Don't make automatic checks when MacSLIP is not already connected [off]

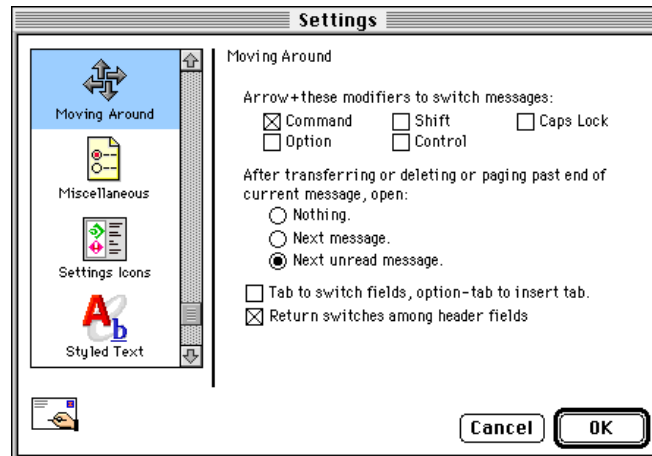
If this is on, automatic mail checks are not done unless your MacSLIP connection is currently running (this avoids unnecessary connections to your service provider).

Disconnect MacSLIP if Eudora connected it [on]

If this is on, MacSLIP disconnects at the end of a mail check when it was connected by Eudora, but it does not disconnect at the end of a mail check when it was connected by another application. If this option is off, MacSLIP will not automatically disconnect at the end of a mail check, even if it was connected by Eudora. Use this option to minimize the time you are connected to your service provider.

Moving Around

The Moving Around Settings determine how you open messages and switch fields in Eudora.



The Moving Around Settings

Arrow+these modifiers to switch messages [Command]

If any of these are on and there is a message window open, you can hold down all of the keys you have selected and use the Macintosh keyboard arrows to close the current message and open the next or previous message in the mailbox. The up and left arrow keys open the previous message; the down and right arrow keys open the next message. The arrow keys can be used by themselves to move the insertion point in messages.

After transferring or deleting or paging past end of current message, open [Next unread message]

This specifies whether to automatically open the next message after you delete or transfer the current message. **Nothing** means nothing is opened. **Next message** means the next message in the mailbox is always opened. **Next unread message** means the next unread message in the mailbox is always opened.

Tab to switch fields, option-tab to insert tab [off]

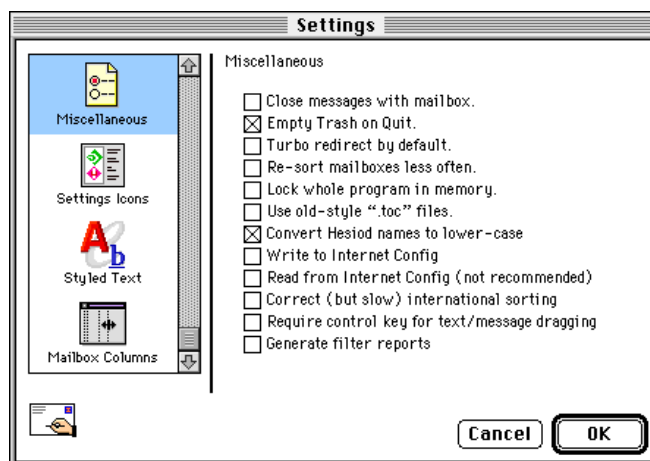
If this is on and your cursor is in the body of a message, the tab key moves the cursor to the **To** field, and the option and tab keys together insert a tab at the insertion point. If this option is off, the tab key inserts a tab, and the option and tab keys together move the cursor to the **To** field.

Return switches among header fields [on]

If this is on, the return key moves the cursor to the next header field in outgoing messages. If this is off, the return key inserts a carriage return into outgoing message headers.

Miscellaneous

The Miscellaneous Settings determine assorted Eudora functions that do not neatly fit into other settings categories.



The Miscellaneous Settings

Close messages with mailbox [off]

If this is on, closing any mailbox window (except Out) closes all the open messages from that mailbox.

Empty Trash on Quit [on]

If this is on, the Trash mailbox is emptied when you quit Eudora. If this is off, the Trash is only emptied when you select Empty Trash from the Special menu.

Turbo redirect by default [off]

If this is on and you select Turbo Redirect To, a redirected message is created with the specified recipient, the message is queued, and the original message is deleted. You can hold down the option key to do a regular Redirect.

Re-sort mailboxes less often [off]

If this option is on, mailboxes are only sorted when they are opened or mail is added to them.

Lock whole program in memory [off]

If this is on, the whole program is loaded into memory and kept there until you select Quit. This takes more memory, but runs a little faster. This option is only for 68k versions.

Use old-style “.toc” files [off]

If this is on, each mailbox stores its table of contents in a “*mailbox.toc*” file, instead of in its resource fork (the default in 3.0 and future versions of Eudora). If you have upgraded to version 3.0, this is automatically on. You should turn this off at some point so that your mailboxes convert to using resource forks.

With this option, each mailbox is converted as it is used. To convert your mailboxes all at once (either to .toc files or to resource forks), use the TOC converters provided with Eudora. The TOC README file explains the differences between the two formats and how to use the TOC converters.

Convert Hesiod names to lower-case [on]

If this is on, Hesiod results are converted to lower-case, except for user names.

Note: Hesiod, developed at MIT under Project Athena, is server software that furnishes to Eudora the name of your mail server. Hesiod is used at very few sites.

Write to Internet Config [off]

If this is on, preferences are written to Internet Config. Internet Config is not supported, so this is not recommended.

Read from Internet Config (not recommended) [off]

If this is on, preferences are read from Internet Config. Internet Config is not supported, so this is not recommended.

Correct (but slow) international sorting [off]

If this is on, slower but internationally correct string comparisons are used.

Require control key for text/message dragging [off]

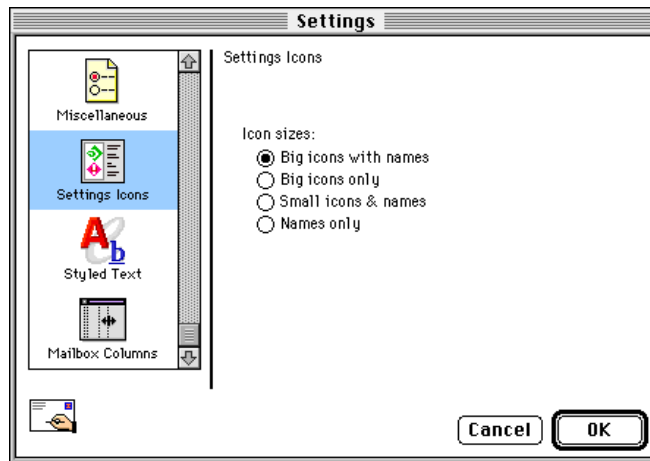
If this is on, you can only drag items when the control key is down.

Generate filter reports [off]

If this is on, a filter report is generated when messages are filtered from the In mailbox.

Settings Icons

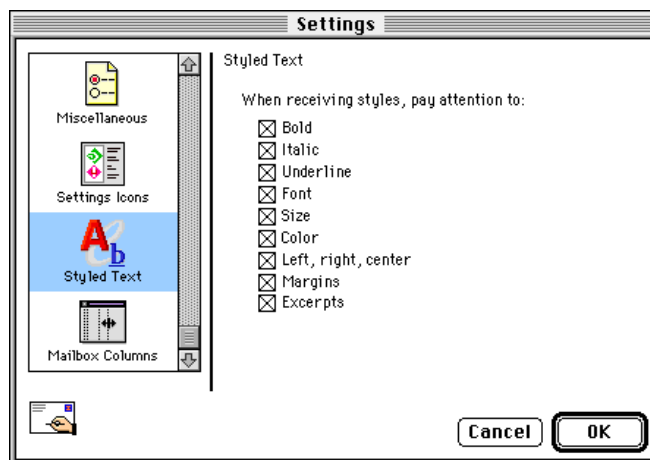
The Settings Icons Settings determine the display of category names and icons in the Settings dialog.



The Settings Icons Settings

Styled Text

The Styled Text Settings determine when to use style information in incoming messages.



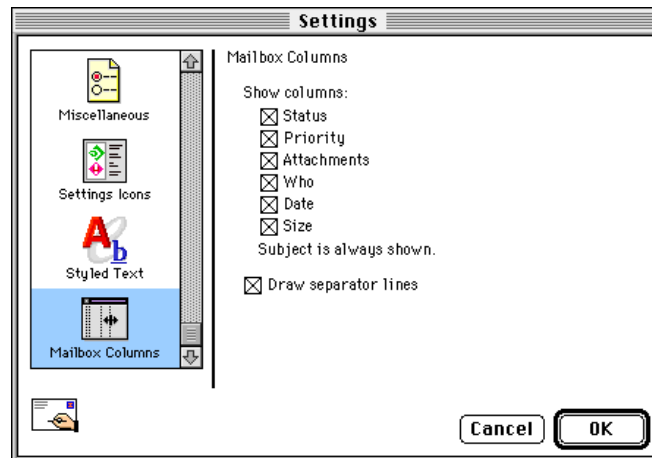
The Styled Text Settings

When receiving styles, pay attention to [Bold, Italic, Underline, Font, Size, Color, Left/right/center, Margins, Excerpts]

If any of these options are on, that style is displayed in your incoming messages (if the sender allows it). “Excerpts” refers to excerpt bars included at the left of quoted text containing styles.

Mailbox Columns

The Mailbox Columns Settings determine which columns are displayed in mailbox windows.



The Mailbox Columns Settings

Show columns [Status, Priority, Attachments, Who, Date, Size]

If any of these options are on, that column is displayed in mailbox windows. The Subject is always displayed.

Draw separator lines [on]

If this is on, separator lines are drawn in mailbox windows.

Menu Commands

File

This menu provides basic file and mail functions.

File	
New Text Document	
Open...	⌘O
Open Selection	
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘-
Check Mail	⌘M
Page Setup...	
Print...	⌘P
Print One Copy	
Quit	⌘Q

New Text Document

Create a new text file.

Open...

Open a selected (highlighted) message summary, a text file, or a Eudora Settings file.

Open Selection

Open a selected (highlighted) message summary, an attachment, a URL, or a mailbox (from the Mailboxes window).

Close

[option] Close All

Close the current window.

Close all windows.

Save

[option] Save All

Save the changes to the topmost window.

Save the changes to all open windows.

Save As...

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

Send Queued Messages

Send all messages that have been queued for delivery.

Check Mail

Pick up new mail from the POP server.

Page Setup...

Set printing options.

Print...

[shift] Print Selection...

Print the current message(s), or window.

Print just the selected text.

Print One Copy

Print one copy of the selection (bypass the Print dialog).

Quit

Quit the Eudora application.

Edit

This menu provides text editing tools.

Edit	
Undo Typing	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Paste As Quotation	⌘'
Clear	
Select All	⌘A
Wrap Selection	
Finish Address Book Entry	⌘,
Insert Recipient	▶
Extended Services	▶

Undo

Reverse the last action taken.

Cut

Delete the selected text and place it on the clipboard.

Copy

[option] Copy & Unwrap

[shift] Copy Without Styles

[option]-[shift] Copy Without Styles & Unwrap

Copy the selected text and place it on the clipboard.

Copy it without carriage returns.

Copy it without the text styles.

Copy it without text styles or carriage returns.

Paste

Paste the contents of the clipboard. Style information is removed.

Paste as Quotation

Paste the contents of the clipboard as quoted text. Style information is removed.

Clear

Delete the selected text.

Select All

Select the entire contents of a message or a mailbox.

Wrap Selection

[option] Unwrap Selection

Insert carriage returns into the selection, as appropriate.

Remove the carriage returns from the selection.

Finish Address Book Entry
[option] Finish & Expand Address Book Entry
Complete the partial text of a nickname.
Complete it and expand it to its real address.

Insert Recipient
[option] Insert & Expand Recipient
Insert the chosen nickname.
Insert the real address of the nickname.

Extended Services submenu
Use Extended Messaging Services.

Mailbox

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



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

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

Trash
Open the mailbox where deleted messages are stored.

New...
Display the New Mailbox dialog to create a new mailbox.

[Your Mailboxes]
Open the selected mailbox that you have created.

Message

This menu lets you create, send, and delete messages.

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

New Message

Open a new message composition window.

Reply or Reply To All

[option] Reply To All or Reply

[shift] Reply Quoting Selection or Reply Quoting Selection To All

[option]-[shift] Reply Quoting Selection To All or Reply Quoting Selection

Reply to the sender of the current message.

Reply to the sender and all the original recipients.

Reply and quote only the selected text from the sender.

Reply to all and quote only the selected text from the sender. (Based on the **Reply to all** option in the Replying Settings.)

Forward

Forward the current message to someone else.

Redirect

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

Send Again

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

New Message To

Send a message to someone on the Quick Recipient List.

Forward To

Forward a message to someone on the Quick Recipient List.

Redirect To or **Turbo Redirect To**
[option] Turbo Redirect To or **Redirect To**
[shift] Redirect To or **Turbo Redirect Without Delete To**
[option]-[shift] Turbo Redirect Without Delete To or
Redirect To

Redirect the message to someone on the Quick Recipient List. Redirect it, queue it, and delete the original message. Redirect it, queue it, and keep the original message. (Based on the **Turbo redirect by default** option in the Miscellaneous Settings.)

Send Message Now or **Queue Message**
[option] Change Queueing...

Send the message immediately, or queue the message in the Out mailbox.
Display the Change Queueing dialog.

Attach Document...

Attach a file to the current message.

Change submenu

Change the queueing, status, or priority of a message.

Delete

[option]-[shift] Nuke

Transfer the current message into the Trash mailbox. Delete the current message permanently. (**Warning:** There is no way to undo a **Nuke** operation.)

Transfer

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



In

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

Out

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

Trash

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

New...

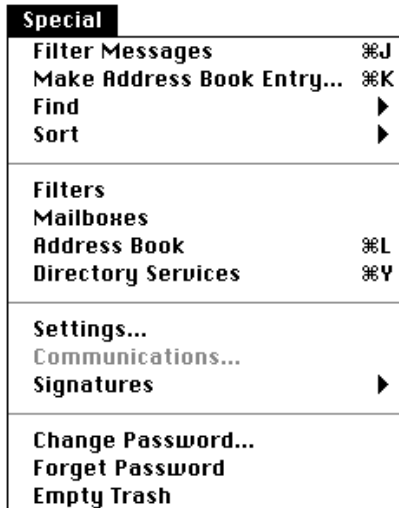
Display the New Mailbox dialog to create a new mailbox, then transfer the current message(s) into that mailbox.

[Your Mailboxes]

Transfer the current message(s) to the selected mailbox that you have created.

Special

This menu lets you use additional Eudora functions.



Filter Messages

Run the manual filters for the current message(s).

Make Address Book Entry...

[shift] Make Address Book Entry From Selection...

Create an Address Book entry (nickname) from the current message.

Create an entry from the selected addresses.

Find submenu

Search for the designated character string within a message, messages, or mailboxes.

Sort submenu

[option] Sort Descending submenu

Sort the message summaries in a mailbox in ascending order. Sort them in descending order.

Filters

Display the Filters window.

Mailboxes

Display the Mailboxes window.

Address Book

Display the Address Book window.

Directory Services

Display the Directory Services window.

Settings...

Display the Settings dialog.

Communications...

Display the Communications Toolbox settings (not needed when using TCP/IP—see the Getting Started Settings).

Signatures submenu

Display the Standard or Alternate signature windows.

Change Password...

Change your password on the POP server.

Forget Password

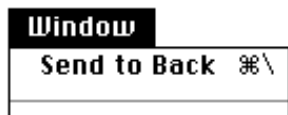
Make Eudora forget your password so mail can't be checked.

Empty Trash

Delete all messages from the Trash mailbox.

Window

This menu lets you work with Eudora windows.



Send to Back

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

[Eudora Windows]

Bring the selected window to the front of all displayed windows.

The Eudora Folder

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

Eudora Filters

Filters are saved in the **Eudora Filters** file.

Eudora Log

Mail transfers and errors are logged in the **Eudora Log** file. When the file reaches 100k in size, it is saved as Old Log (replacing any existing Old Log file) and a new Eudora Log file is created.

Eudora Nicknames

Address Book entries are saved in the **Eudora Nicknames** file.

Eudora Settings

Settings information is saved in the **Eudora Settings** file.

Signature Folder

Signatures (Signature and Alternate) are kept in the **Signature Folder**.

Spool Folder

The **Spool Folder** is used to store attachments created especially for Eudora. This can occur, for example, if you drag a file from a StuffIt™ archive directly into a Eudora composition window.

In, Out, and Trash

Mail is saved in the **In**, **Out**, and **Trash** mailbox files. Mailboxes that you create are also saved in files like these. These files are in Unix spool format.

Mailbox Aliases

Eudora supports the use of aliases for mailboxes that, for some reason, you have moved to a location outside the Eudora Folder. This allows you to use these mailboxes from within Eudora. Place the mailbox aliases in the Eudora Folder or a subfolder within the Eudora Folder.

The Eudora Light Application Folder

During the installation, the Eudora Light folder is installed on your hard drive in the location you specify. This folder contains the following:

- Eudora Light, the Eudora Light application.
- Eudora Stuff, the folder to use for EMSAPI and resource plug-ins that you want available in Eudora.
- Extras, the Extras folder.
- ObjectSupportLib, a system library used by Eudora running on a Power Macintosh.
- README, the text file with important information and instructions that are not provided in this manual.

Extras

The Extras folder contains the following items:

- Dialup, the folder with files to be used for direct serial dialup.
- Plugins, the folder with various Eudora plug-ins.

Dialup

The Dialup folder contains the following:

- Direct UNIX Navs, a plug-in file for direct UNIX dialups.
- README, the Dialup folder README text file.
- srialpop.shar, a program for use on UNIX systems to ensure that Eudora can transfer mail.
- GV Modem Definitions, Apple Modem Tool 1.5 settings for all current Global Village Modem products.
- Connection Tools, the Connection Tools folder containing the Apple Modem and Serial Tools for the Communications Toolbox (see the section “Installing Connection Tools”).
- Internet Service Providers, plug-in files for accessing service providers. To use a Eudora plug-in file, drag it into your Eudora Stuff folder, or into your Preferences Folder or your Eudora Folder (both are located inside your System Folder), and then start Eudora.

Plugins

To use a Eudora plug-in file, drag it into your Eudora Stuff folder, or into your Preferences Folder or your Eudora Folder (both are located inside your System Folder), and then start Eudora.

The Plugins folder contains the following:

- README, the Plugins folder README text file.
- Esoteric Settings, a plug-in file that adds extra settings screens to the Eudora Settings dialog. Only recommended for use by the most advanced users.
- EudoraTables, a plug-in file for use with the Eudora transliteration function (see Appendix E).
- Forward934, a plug-in file that makes Eudora do RFC 934-style forwarding.
- Kerberos Settings, a plug-in file that adds the settings necessary for using Kerberos with Eudora. Consult with your Kerberos administrator prior to using this file.
- Synch I/O, a plug-in file that turns on synchronous I/O, which can improve compatibility with problem extensions and disk drivers.
- Toshiba, a plug-in file for use with a certain model of Toshiba PowerBook hard drives, to prevent the drives from corrupting Eudora mailboxes.

Appendix A – Sources

Anonymous ftp (ftp.eudora.com)

QUALCOMM's Eudora Division has an anonymous ftp server (ftp.eudora.com) that has information and software related to Eudora. These are located within the "quest" directory. Included are POP3, Ph, and password changing servers, the srialpop program, current product information, dialup files, and more.

Eudora Information

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

Obtaining a POP Server

If you would like to run a POP server on your own UNIX system, we suggest you use "popper." Popper is available via anonymous ftp from ftp.eudora.com. Popper versions are available for a number of UNIX systems.

VAX/VMS systems may try the "Multinet" package from TGV, or IUPOP3, available via anonymous ftp from ftp.indiana.edu.

Ph Server Source Code

A server for the "Ph" protocol is available via anonymous ftp from ftp.eudora.com.

Password Change Server

Three sample UNIX servers for Eudora's **Change Password...** command are available via anonymous ftp from ftp.eudora.com.

Kerberos

To learn more about the Kerberos authentication system that is supported in this version of Eudora, anonymous ftp to athena-dist.mit.edu and begin in the pub/kerberos subdirectory.

Appendix B – Modifiers and Shortcuts

Modifiers

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

If you use a modifier key while you pull down a Eudora menu, the menu shows the modified commands. For a description of each command and its modifications, see the section “Menu Commands.”

The following list shows modifiers that are not reflected in Eudora’s menus.

shift + Open Eudora	Open Eudora but do not check for mail, even if a mail checking interval is set.
shift + Delete/Transfer	Do not open the next message after deleting or transferring the current message.
shift + Sort	Resort within the current sort.
shift + To: /Cc: /Bcc:	From the Address Book, do not bring the composition window to the front after inserting the nickname.
shift + Directory Services	Open Directory Services with the selected text in the query field.
option + Forward	Forward the message without using quote characters.
option + Queue/Send	Open the Change Queueing dialog.
option + double-click URL	Display a file dialog to select an application to use for that URL type.
control + command + click Attachment	Open the folder on your Macintosh that holds the attachment, and highlight the attachment.
option + Notify Sender	Remove the request but do not notify the sender.

option + Transfer	Put a copy of the current message in the selected mailbox and leave the original where it is.
command + click on mailbox size display	Compact the current mailbox.
option + command + click on mailbox size display	Compact all mailboxes.
option + close window	Close all open Eudora windows.
shift + Print	Print the current selection.
shift + Make Address Book Entry...	Make an Address Book entry (nickname) from the current selection.

Shortcuts

The keyboard shortcuts for Eudora functions are as follows:

command + .	Stop the current action
command + 0	Open Out mailbox
command + 1	Open In mailbox
command + -	Send queued messages
command + =	Enter selection into Find window
command + \	Move current window to the back
command + ' 	Paste as quotation
command + ,	Finish address book entry (nickname)
command + ;	Search again
command + [Lower priority
command +]	Raise priority
command + A	Select all
command + C	Copy
command + D	Delete

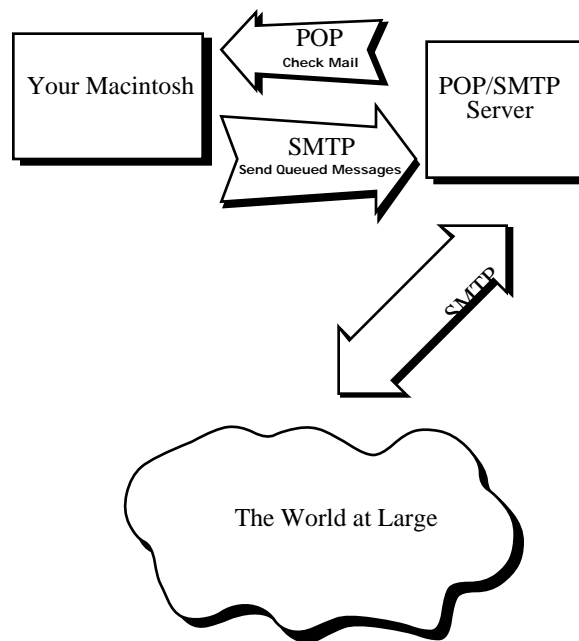
command + E	Send or Queue message
command + F	Find window (search for message)
command + G	Find again
command + H	Attach document
command + J	Filter messages
command + K	Make address book entry (nickname)
command + L	Address Book
command + M	Check mail
command + N	New message
command + O	Open file
command + P	Print
command + Q	Quit
command + R	Reply
command + S	Save
command + V	Paste
command + W	Close window
command + X	Cut
command + Y	Directory Services
command + Z	Undo
arrows	Move from one message to another in a mailbox (depends on your Moving Around Settings).
return, or enter	Select the outlined button in any dialog, alert, or window, or open the selected messages.
space	Open a selected message summary or close the current message and open the next message. For long messages, scroll the message down one page.
esc	Stop any operation currently in progress.

help	Turn Balloon Help on or off.
F1	Undo.
F2	Cut.
F3	Copy.
F4	Paste.
home	Scroll the window to the beginning.
end	Scroll the window to the end.
page up, page down	Scroll up or down through the window.

Appendix C – Mail Transport

Introduction

Eudora uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing mail to your SMTP server machine, which in turn uses SMTP to send your mail to the world at large. Mail from the world at large arrives on your Post Office Protocol (POP) server, where it waits for Eudora to pick it up with POP version 3. The mail Eudora sends and receives is constructed in accordance with RFC 822 and RFC 1521 (MIME).



Eudora mail transport overview

Outgoing Mail

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

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

Incoming Mail

When somebody sends you mail, other computers use the SMTP protocol to deliver the mail to your POP server. Your POP server puts mail in your "mail drop," where it stays until the Eudora program picks it up. When you check your mail, Eudora uses POP version 3 to pick up your mail and move it to your Macintosh.

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

More Information

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

If you want to know more about SMTP, RFC 822, POP version 3, and MIME, the official standards are:

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

RFC 822, "Standard for the Format of Internet Text Messages," by Dave Crocker

RFC 1225, "Post Office Protocol, Version 3," by Marshall Rose

RFC 1341, “Multipurpose Internet Mail Extensions,” by Ned Freed and Nathaniel Borenstein

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

Appendix D – Dialup Eudora

Introduction

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

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

Macintosh Requirements

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

Dialup Requirements

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

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

Navigation

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

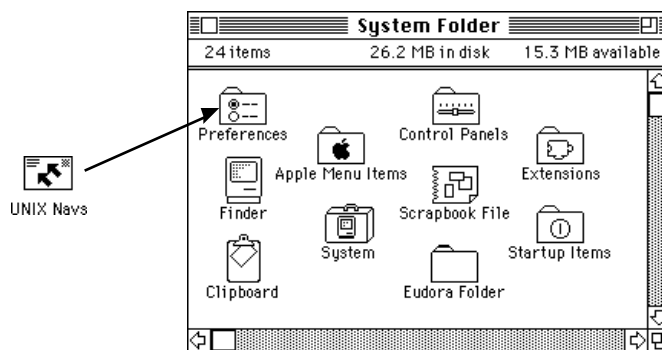
Eudora uses a list of strings that it sends out the serial port one at a time. After each string, it waits until there is no output from the remote system for 2 seconds

or until a given string is matched, after which Eudora continues with the next string.

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

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

Navigation resources can be in the Eudora application itself, in your Eudora Settings file, or in a resource *plug-in* file. The latter is a file with type “rsrc” and creator “CSOm” placed in your Preferences folder; use of a plug-in file is highly recommended.



Plug-In files go in the Preferences folder

Special Sequences in Navigation Resources

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

Replacements

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

\u POP account user name.

\h POP account host name.

\p POP account password.

\s SMTP server host name.

\U Dialin user name.

\P Dialin password.

\n A linefeed (ASCII 10).

\r A carriage return (ASCII 13).

\\ A single backslash character.

\^ Enter a prompt for the \a modifier.

\a Ask the user for something.

\c Cancel if a string appears.

When \^ appears, all the text after it (up until the end of the string or the next '\') goes into a prompt string that will be used with the \a modifier.

When \a appears, a dialog will be used to ask the user to type something. What the user types will be used where the '\a' appears.

Example: \^Enter the SecureId code below:\a\r

This will put up a dialog with the prompt “Enter the SecureId code below:”, and then wait for the user to type in the code. The code will then be sent, along with a carriage return.

\c is used to enter text that will abort the navigation process. The text is valid *only* for the duration of the particular string it appears in. If you wish to look for it in another string, you must specify it again.

Example: \P\r\accepted\cdenied

Eudora will send the dialin password and a return, then wait until it sees either “accepted” (in which case the navigation process will continue) or “denied” (which will abort the navigation process and the mail transfer).

Modifiers

`\b` Hide from Progress window.

`\D` Delay.

`\B` Break.

`\e` Expect something.

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

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

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

`\e` – Makes Eudora expect to see a specific string in the output from the dialup server. Eudora sends whatever comes before the `\e`, and then waits for whatever comes after it to occur in the data sent from the host. There are two caveats to this. First, Eudora only matches on the first 7 bits; the high bit of each character is ignored for matching. This is needed for systems that use parity. Second, Eudora’s matching is fast and sloppy; highly repetitive data streams and long expect strings might fool it (for example, Eudora wouldn’t see “Login:” if your server said: “LogLogin:”).

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

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

Connecting to Servers

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

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

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

A Return By Any Other Name

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

An Example: Direct Connection To A UNIX Machine

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

1. Install the srialpop program on your UNIX system. Source to this is part of the Eudora distribution.
2. Put the following strings in the “Navigate In” resource.
 - 1: \r\r\eogin:
 - 2: \u\r\essword:

Appendix E – Character Sets

Introduction

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

Terminology

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

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

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

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

1	A	10	J	19	S
2	B	11	K	20	T
3	C	12	L	21	U
4	D	13	M	22	V
5	E	14	N	23	W
6	F	15	O	24	X
7	G	16	P	25	Y
8	H	17	Q	26	Z
9	I	18	R		

A Simple Character Set

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

The US-ASCII Character Set

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

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

The US-ASCII Character Set

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

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

The Macintosh Character Set

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

0	16	32	space	48	0	64	@	80	P	96	`	112	p		
1	17	33	!	49	1	65	A	81	Q	97	a	113	q		
2	18	34	"	50	2	66	B	82	R	98	b	114	r		
3	19	35	#	51	3	67	C	83	S	99	c	115	s		
4	20	36	\$	52	4	68	D	84	T	100	d	116	t		
5	21	37	%	53	5	69	E	85	U	101	e	117	u		
6	22	38	&	54	6	70	F	86	V	102	f	118	v		
7	23	39	'	55	7	71	G	87	W	103	g	119	w		
8	24	40	(56	8	72	H	88	X	104	h	120	x		
9	tab	41)	57	9	73	I	89	Y	105	i	121	y		
10	lf	42	*	58	:	74	J	90	Z	106	j	122	z		
11	27	43	+	59	;	75	K	91	[107	k	123	{		
12	28	44	,	60	<	76	L	92	\	108	l	124			
13	cr	45	-	61	=	77	M	93]	109	m	125	}		
14	30	46	.	62	>	78	N	94	^	110	n	126	~		
15	31	47	/	63	?	79	O	95	_	111	o	127	~		
128	Ä	144	ê	160	†	176		192	¿	208	-	224	‡	240	Ⓐ
129	Å	145	ë	161	°	177	±	193	¡	209	-	225	•	241	Ï
130	Ç	146	í	162	¢	178		194	ª	210	"	226	,	242	Û
131	È	147	ì	163	£	179		195	»	211	"	227	,	243	Ü
132	Ë	148	ï	164	§	180	¥	196	f	212	`	228	‰	244	Ù
133	Ö	149	î	165	•	181	µ	197		213	'	229	À	245	ı
134	Û	150	ñ	166	¶	182		198		214	÷	230	Ê	246	ˆ
135	á	151	ó	167	ß	183		199	«	215		231	Ë	247	˜
136	à	152	ò	168	©	184		200	»	216	ÿ	232	Ï	248	-
137	â	153	ô	169	©	185		201	...	217	ÿ	233	Ë	249	˘
138	ä	154	ö	170	™	186		202	/	218	/	234	Í	250	•
139	ã	155	õ	171	´	187	ª	203	À	219	α	235	Î	251	•
140	å	156	ú	172	¨	188	°	204	Ã	220	<	236	Ï	252	˘
141	ç	157	ù	173		189		205	Ö	221	>	237	Ï	253	˘
142	é	158	û	174	Æ	190	æ	206	Œ	222	fi	238	Ô	254	˘
143	è	159	ü	175	Ø	191	ø	207	œ	223	fl	239	Ô	255	˘

The Macintosh Character Set

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

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

The ISO Latin-1 Character Set

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

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

0	16	32	space	48	0	64	@	80	P	96	`	112	p
1	17	33	!	49	1	65	A	81	Q	97	a	113	q
2	18	34	"	50	2	66	B	82	R	98	b	114	r
3	19	35	#	51	3	67	C	83	S	99	c	115	s
4	20	36	\$	52	4	68	D	84	T	100	d	116	t
5	21	37	%	53	5	69	E	85	U	101	e	117	u
6	22	38	&	54	6	70	F	86	V	102	f	118	v
7	23	39	(55	7	71	G	87	W	103	g	119	w
8	24	40)	56	8	72	H	88	X	104	h	120	x
9	tab	41	*	57	9	73	I	89	Y	105	i	121	y
10	lf	42	+	58	:	74	J	90	Z	106	j	122	z
11	27	43	,	59	;	75	K	91	[107	k	123	{
12	28	44	-	60	<	76	L	92	\	108	l	124	
13	cr	45	.	61	=	77	M	93]	109	m	125	}
14	30	46	/	62	>	78	N	94	^	110	n	126	~
15	31	47		63	?	79	O	95	_	111	o	127	
128	144	160	nbsp	176	°	192	À	208	Ð	224	à	240	ð
129	145	161	ı	177	±	193	Á	209	Ñ	225	á	241	ñ
130	146	162	¢	178	²	194	Â	210	Ò	226	â	242	ò
131	147	163	£	179	³	195	Ã	211	Ó	227	ã	243	ó
132	148	164	¤	180	´	196	Ä	212	Ô	228	ä	244	ô
133	149	165	¥	181	µ	197	Å	213	Õ	229	å	245	õ
134	150	166	¦	182	¶	198	Æ	214	Ö	230	æ	246	ö
135	151	167	§	183	·	199	Ç	215	×	231	ç	247	÷
136	152	168	¨	184	,	200	È	216	Ø	232	è	248	ø
137	153	169	©	185	¹	201	É	217	Ù	233	é	249	ù
138	154	170	ª	186	º	202	Ê	218	Û	234	ê	250	ú
139	155	171	«	187	»	203	Ë	219	Ü	235	ë	251	û
140	156	172	¬	188	¼	204	Ì	220	Û	236	ì	252	ü
141	157	173	­	189	½	205	Í	221	ı	237	í	253	ý
142	158	174	®	190	¾	206	Î	222	fi	238	î	254	ÿ
143	159	175	¯	191	¿	207	Ï	223	ß	239	ï	255	ÿ

The ISO Latin-1 Character Set

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

Quoted-Printable Encoding

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

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

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

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

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

Disabling Quoted-Printable Encoding

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

Don't Use International Characters

The simplest way to avoid quoted-printable is to not use any international characters. Avoid "André," and Eudora won't use quoted-printable. When Eudora sends plain text attachments and the **Always include Macintosh information** switch is off (in the Attachments Settings), Eudora samples the first 16 Kbytes of the attachment file, and if that text contains no long lines or international characters, Eudora does not use quoted-printable.

Use Fix Curly Quotes

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

Use the US-ASCII Transliteration Table

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

Turn Off the QP Icon

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

Turn Off the May Use QP Switch

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

Transliteration Tables

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

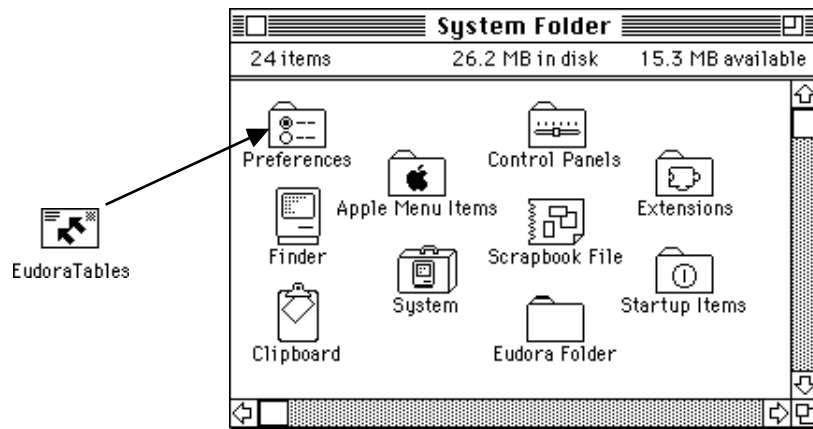
This process is controlled by “transliteration tables” (“tables” for short) that are stored as ‘taBL’ resources. A table consists of 256 numbers. Tables are used by using the character code to be transliterated as an index into the table, and replacing it with the value found at that position in the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

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

- 1001 ISO Latin-1 to Macintosh. This table is used to transliterate from character codes in ISO Latin-1 to character codes in the Macintosh character set.
- 1002 Macintosh to ISO Latin-1. This table is used to transliterate from the Macintosh character set to the ISO Latin-1 character set.
- 1003 Identity table. This table is provided as a reference for people who wish to write their own tables.
- 1004 Fix curly quotes table. This table is used by the Fix Curly Quotes switch, for people who would rather stick to US-ASCII where possible.
- 1005 US-ASCII. This table is used to transliterate file names for attachments.

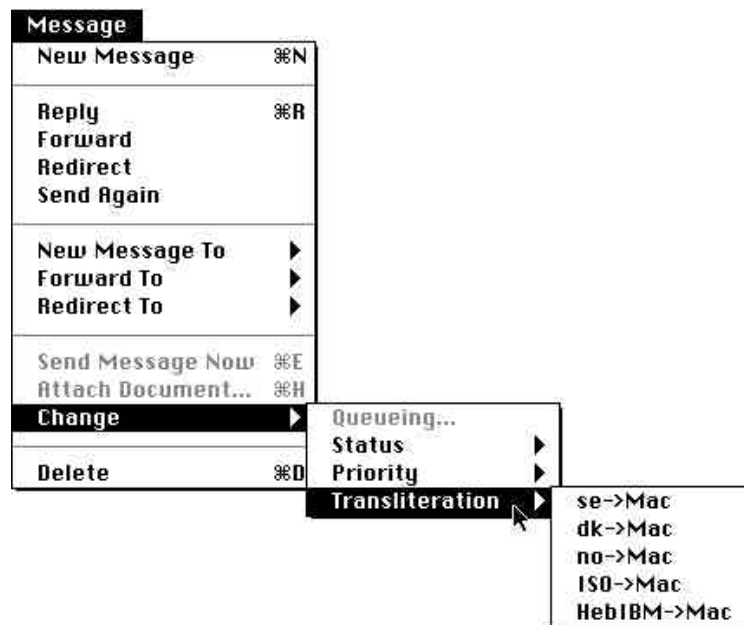
More Tables

If ISO Latin-1 is not the character set for you, it is possible to get Eudora to offer you more choices. Simply drag the EudoraTables document into your Preferences folder within your System Folder:



Installing the EudoraTables document

Once EudoraTables has been installed, launch Eudora. The Change submenu under the Message menu now has some new choices. These choices allow you to control how your mail is transliterated.



Menus with Transliteration Tables

Incoming Messages

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

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

Outgoing Messages

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

To change the table that is used to send the message, select the table you want to use from the Transliteration submenu.

Default Tables

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

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

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

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

No Table At All

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

Summaries

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

Ph and Finger

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



Controlling transliteration in the Directory Services window

What you type is transliterated with the "Query Table," and the server's response is transliterated with the "Result Table."

Attachments

Transliteration tables are normally not used when sending or receiving attachments, unless those attachments are plain text documents. If the attachments are plain text documents, they will be transliterated if the **Always include Macintosh information** option is turned off in the Attachments Settings, or if the **AppleDouble** attachment type is chosen.

Creating New Tables

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

Choosing Resource Id's

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

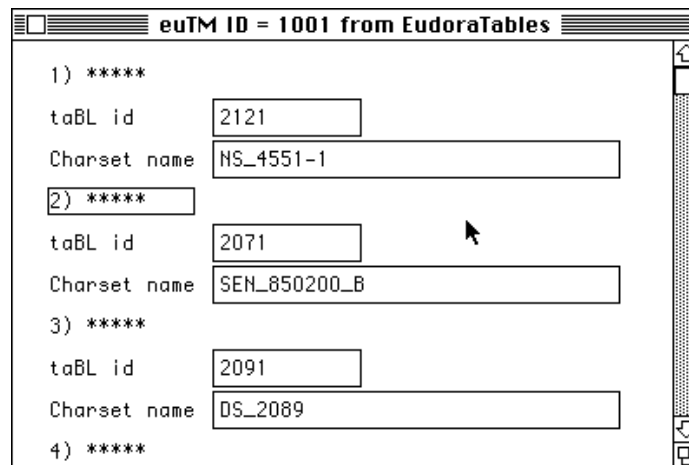
10*7 (seven is the country code for Sweden) + 2000 + 1 (since the table is used for receiving mail), or 2071.

Creating the 'taBL' Resources

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

Creating an euTM

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



Part of an euTM Resource

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

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

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

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

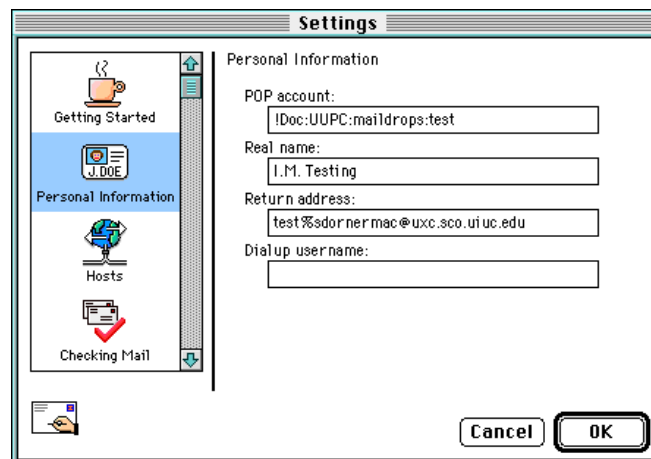
Appendix F – Using UUCP

Introduction

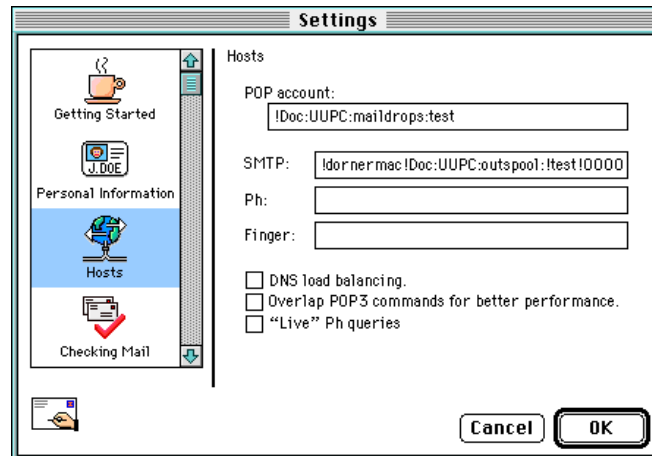
Eudora works with UUCP in almost exactly the same way as it works with the POP and SMTP servers. Attachments are supported, as is regular mail checking and the other features. It is possible to mix methods; for example, you can use UUCP for reading mail but SMTP for sending it.

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

Settings Dialog for UUCP



Personal Information Settings for UUCP



Hosts Settings for UUCP

POP Account

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

TCP/IP or Communications Toolbox

This setting (**Connection method** in the Getting Started Settings) doesn't matter if you're doing pure UUCP mail. If you're trying to mix UUCP with SMTP or POP, set this to whatever is appropriate for your SMTP or POP connection.

SMTP Server

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

mac - the UUCP name of your Macintosh.

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

user - your user name on your Macintosh.

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

Return Address

If you use UUCP for reading your mail, you *must* put your correct return address in the **Return address** field. It is absolutely vital that this address be correct. If

it's wrong, no one is able to reply to your mail and the mail transport system is unable to tell you your mail can't be delivered.

Operation

Almost all Eudora features work normally with UUCP. The one exception is the **Leave on server for ? days** option in the Checking Mail Settings. When Eudora is used with POP and this option is on, only unread mail is downloaded. With UUCP, however, Eudora does not distinguish between read and unread mail; it downloads all the mail at each check. This results in duplicate messages, unless you use some other means to clean out your mail drop between Eudora checks. It is suggested that this option remain off when using UUCP.

Internals

Mail Drop Format

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

Working Files

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

D.mac0####

The message itself is put in this file. As distributed, Eudora uses returns for new lines in this file. That can be changed by editing the last characters of STR# resource id 8000, string 5; Eudora will use whatever nonprintable characters are at the end of the string. The mail begins with a UUCP envelope. The “####” stands for the four-digit sequence number mentioned above in the section “SMTP Server.” It increments as each message is sent.

X.mac0####

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

U user mac

 ; identifies you (STR# id 8000, string 1)

F D.mac0####

 ; this file contains your message (8000,2)

I D.mac0####

; use your mail for input (8000,3)

C rmail recipient...

; all recipients of the mail are listed here (8000,4)

Appendix G – MIME and Mapping

What is MIME?

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

MIME Encodings

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

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

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

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

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

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

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

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

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

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

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

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

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

MIME Labeling

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

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

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

The major content types are as follows:

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

Practical Issues

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

Turning Off Quoted-Printable

Eudora automatically uses quoted-printable encoding if your mail or your plain text attachments contain special characters. If your recipients don’t have MIME, quoted-printable can hurt more than it helps. If that’s the case, just turn off the QP icon in the outgoing message icon bar when you are sending text files to those recipients.

Mapping Between MIME Types and Macintosh Types

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

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

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

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

Sending

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

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

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

Finally, “May suppress resource fork?” is used in conjunction with Eudora’s **Always include Macintosh information** option (in the Attachments Settings). If you set this to 1, and **Always include Macintosh information** is off, Eudora won’t send Macintosh type and creator information with the file, and won’t send the resource fork. Instead, it will just send the data fork with the MIME information attached to it.

Content Type	application
Content SubType	postscript
Filename suffix	.eps
Creator Code	
Type	EPSF
Newline conversion?	<input checked="" type="radio"/> 0 <input type="radio"/> 1
May suppress resource	<input type="radio"/> 0 <input checked="" type="radio"/> 1

An Example Map in an EuOM Resource

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

Receiving

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

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

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

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

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

Content Type:
Content SubType:
Filename suffix: .eps
Creator Code: dPro
Type: EPSF

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

Content Type: application
Content SubType: postscript
Filename suffix: .eps
Creator Code: dPro
Type: EPSF

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

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