

**Version 3.1 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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# Contents

<b>Getting Started .....</b>	<b>13</b>
System Requirements.....	13
Drag and Drop Requirements .....	13
Installing Eudora .....	13
Installing Connection Tools .....	17
Opening and Configuring Eudora .....	17
Registering Your Copy of Eudora .....	19
Quitting Eudora.....	20
<b>Getting Help.....</b>	<b>21</b>
Online Help .....	21
More Help .....	22
<b>Tutorial .....</b>	<b>23</b>
Introduction.....	23
Creating an Outgoing Message .....	23
Saving the Message.....	24
Sending the Message.....	25
Checking for and Receiving the Message.....	25
The Current Message .....	27
Replying to the Message .....	28
Transferring the Message Between Mailboxes.....	28
Deleting the Message .....	29
<b>Sending Messages.....</b>	<b>31</b>
Creating an Outgoing Message .....	31
Using the Composition Window.....	31
Title Bar .....	31
Icon Bar.....	32
Message Header .....	33
Message Body .....	34
Saving a Message for Later Changes.....	34
Using Signatures .....	35
Setting the Message Priority .....	36
Formatting Text.....	37
A Note on Styles .....	37

Other Formatting Options .....	37
Attaching a File to a Message .....	38
Sending Attachments to Non-Eudora Users .....	39
Inserting the Contents of a Text File into a Message.....	39
Including a URL in a Message.....	40
Sending or Queueing a Message.....	40
Sending a Message Immediately.....	40
Queueing a Message to Send Later.....	41
Queueing a Message to Send at a Certain Time .....	41
Editing a Queued Message.....	42
Taking a Message Out of the Queue.....	43
Sending Queued Messages When Checking Mail .....	43
Replying to a Message .....	43
Using the Reply Functions.....	43
Forwarding a Message .....	44
Redirecting a Message .....	45
Turbo Redirecting .....	45
Redirect and Signatures .....	46
Keeping Copies of Outgoing Messages .....	46
Sending Rejected Messages Again .....	46
<b>Receiving Messages.....</b>	<b>49</b>
Checking for Incoming Mail.....	49
Checking for Mail Automatically .....	49
Checking for Mail Manually.....	50
Stopping a Mail Check.....	50
Using Your Password.....	50
Changing Your Password.....	51
Receiving New Mail .....	51
The Incoming Message Window .....	52
Title Bar .....	52
Icon Bar.....	53
Message Body .....	54
Responding to a Request for Return Receipt .....	54
Receiving Attachments .....	55
Specifying an Attachment Folder .....	55
Editing Incoming Messages .....	57
Using Active URLs.....	57

Viewing HTML Text .....	58
Managing Your Mail on the POP Server .....	58
Leaving Mail on the Server.....	58
Deleting Mail from the Server .....	59
Skipping Messages Over a Certain Size .....	59
<b>Working with Mailboxes .....</b>	<b>61</b>
Opening a Mailbox.....	61
Opening Other Mailboxes.....	61
The Anatomy of a Mailbox.....	62
Message Summaries.....	62
Displaying and Resizing Columns.....	65
Using the Mailbox Size Display .....	65
Using the Title Bar Popup Menu .....	66
Creating Mailboxes and Folders .....	66
Creating a Mailbox or Folder Using the Mailbox Menu .....	67
Creating a Mailbox Within a Folder .....	67
Using the Mailboxes Window.....	68
Creating a New Mailbox or Folder .....	69
Renaming a Mailbox or Folder .....	69
Moving a Mailbox or Folder into Another Folder .....	69
Moving a Message from One Mailbox to Another .....	70
Removing a Mailbox or Folder.....	70
<b>Organizing Your Messages .....</b>	<b>71</b>
Deleting a Message .....	71
Automatically Deleting Attachments.....	71
Transferring Messages .....	72
Using the Transfer Menu .....	72
Dragging Messages .....	72
Creating a Mailbox or Folder During Transfer.....	73
Filtering Messages .....	73
Filter Criteria (the Match Area) .....	75
Filter Actions.....	77
Sorting Messages Within Mailboxes .....	79
Finding Text Within Messages .....	80
Finding Text in the Current Open Message .....	81
Searching for Text in Messages, Mailboxes, and Folders .....	81
Saving a Message to a File.....	83

Choosing an Application for Saved Messages.....	84
<b>Using the Address Book and Quick Recipient List .....</b>	<b>85</b>
Using the Address Book .....	85
Creating New Entries .....	86
Changing and Removing Entries .....	88
Including Nicknames on the Quick Recipient List .....	88
Addressing a Message from the Address Book .....	88
The “Make Address Book Entry” Command .....	89
The “Finish Address Book Entry” Command.....	91
Using Nicknames that were Not Created by Eudora .....	91
Saving Your Entries to a File.....	91
Using the Quick Recipient List.....	92
<b>Using Directory Services.....</b>	<b>93</b>
Opening Directory Services .....	93
Using Ph.....	93
Finding Ph Servers .....	94
Using Finger.....	94
Addressing a Message from the Directory Services Window .....	95
<b>Reference.....</b>	<b>97</b>
Using Eudora Plug-ins .....	97
Plug-in Software That Comes with Eudora .....	97
Installing and Using Eudora Plug-ins .....	98
Printing.....	99
Putting Multiple Users on One Macintosh.....	100
Troubleshooting .....	100
The Settings Dialog.....	105
Getting Started .....	105
Personal Information.....	107
Hosts.....	108
Checking Mail.....	109
Sending Mail .....	111
Attachments .....	113
Fonts & Display .....	114
Date Display.....	116
Getting Attention.....	117
Extra Warnings .....	118



Replying .....	119
OT/PPP and MacSLIP .....	121
Moving Around.....	122
Miscellaneous.....	123
Settings Icons .....	125
Mailbox Columns.....	125
Styled Text .....	126
Menu Commands .....	127
File .....	127
Edit .....	129
Mailbox .....	130
Message.....	131
Transfer .....	133
Special.....	134
Window.....	135
The Eudora Folder .....	135
Attachments Folder .....	135
Eudora Filters.....	135
Eudora Items .....	136
Eudora Log.....	136
Eudora Nicknames .....	136
Eudora Settings .....	136
Signature Folder.....	136
Spool Folder.....	136
In, Out, and Trash .....	136
Mailbox Aliases .....	136
The Eudora Light Application Folder.....	137
Extras .....	137
<b>Appendix A – Sources .....</b>	<b>139</b>
Anonymous ftp (ftp.eudora.com).....	139
Eudora Information .....	139
Obtaining a POP Server .....	139
Ph Server Source Code .....	139
Password Change Server.....	139
Kerberos .....	139
<b>Appendix B – Modifiers and Shortcuts .....</b>	<b>141</b>
Modifiers.....	141

Shortcuts.....	142
<b>Appendix C – Mail Transport .....</b>	<b>145</b>
Introduction.....	145
Outgoing Mail .....	146
Incoming Mail.....	146
More Information.....	146
<b>Appendix D – Dialup Eudora.....</b>	<b>149</b>
Introduction.....	149
Macintosh Requirements.....	149
Dialup Requirements.....	149
Navigation.....	149
Special Sequences in Navigation Resources.....	150
Replacements .....	151
Modifiers.....	152
Connecting to Servers .....	153
A Return By Any Other Name.....	153
An Example: Direct Connection To A UNIX Machine.....	153
Need More Options? .....	154
<b>Appendix E – Character Sets.....</b>	<b>155</b>
Introduction.....	155
Terminology.....	155
The US-ASCII Character Set.....	156
The Macintosh Character Set.....	157
The ISO Latin-1 Character Set.....	158
Quoted-Printable Encoding.....	159
Disabling Quoted-Printable Encoding .....	160
Transliteration Tables .....	161
More Tables .....	161
Default Tables .....	163
No Table At All.....	163
Summaries.....	164
Ph and Finger .....	164
Attachments .....	164
Creating New Tables.....	165
<b>Appendix F – Using UUCP .....</b>	<b>167</b>
Introduction.....	167

Settings Dialog for UUCP.....	167
POP Account.....	168
TCP/IP or Communications Toolbox .....	168
SMTP Server.....	168
Return Address.....	169
Operation.....	169
Internals.....	169
Mail Drop Format .....	169
Working Files.....	169
<b>Appendix G – MIME and Mapping.....</b>	<b>171</b>
What is MIME?.....	171
MIME Encodings.....	171
MIME Labeling.....	173
Practical Issues.....	173
Turning Off Quoted-Printable.....	173
Mapping Between MIME Types and Macintosh Types .....	174
Sending.....	174
Receiving .....	175
<b>Index.....</b>	<b>177</b>



# 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

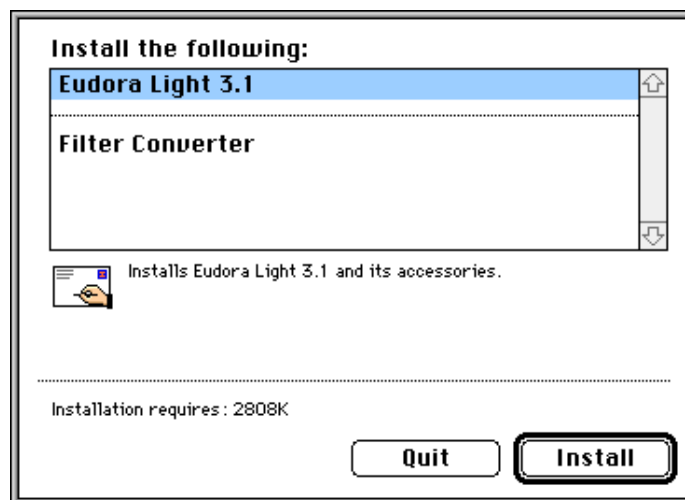
You can install this version of Eudora over an earlier version of Eudora Light. Just follow the instructions below, and when you open the new version of Eudora, your Settings, mailboxes, etc. will be updated for the new version.

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 via FTP on **ftp.eudora.com** or with your Web browser at **http://www.eudora.com**. (If you are installing from diskettes, skip to the next step.)
2. 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.”
3. If you are installing Eudora from diskettes, insert Eudora Light diskette 1 of 2 into your Macintosh diskette drive.
4. 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.*

5. 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).



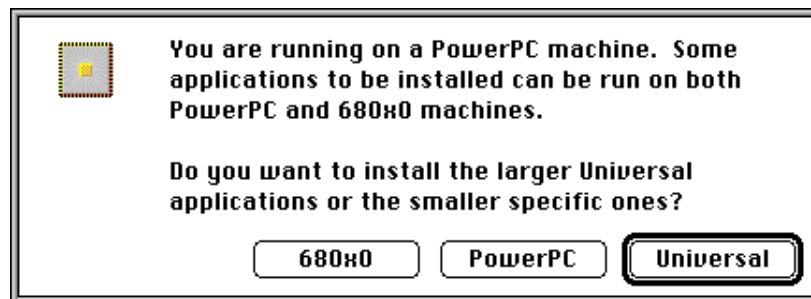
*Eudora Install dialog*

6. To install all of the items, select the default item **Eudora Light 3.1** 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 3.1 item is not selected), then click **Install**.

If you selected the Eudora Light 3.1 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.

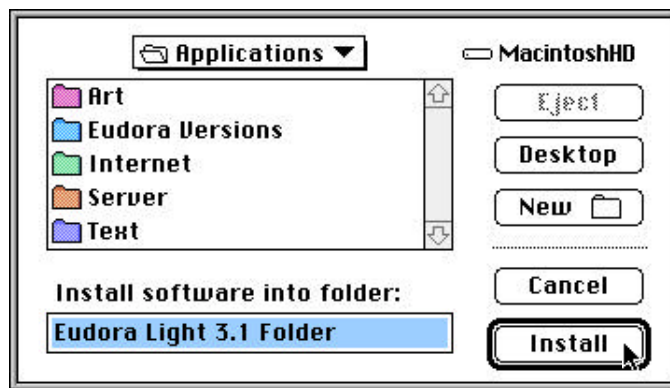
**PowerPC**

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

**Universal (or Fat)**

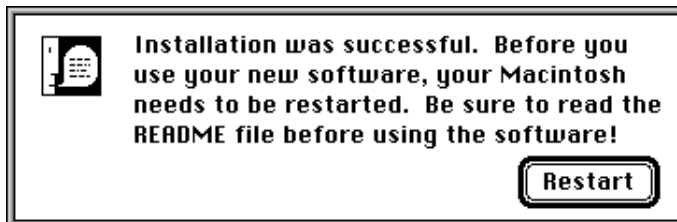
This version requires the most disk space. It runs on any Macintosh, and on a Power Macintosh runs as fast as the PowerPC version.

7. Select the version you want. A dialog is displayed asking you where you want to install the Eudora Light 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 master Eudora Folder that has just been installed in your System Folder (this will hold all your mail and other important files), as well as the Eudora Light Folder that you’ve just installed



in the destination dialog above, see their corresponding sections in the Reference chapter. The README referred to in the Restart alert is contained in your Eudora Light Folder.

*Note: Throughout most of this manual, the Eudora Light Folder is referred to as the **Eudora Light Application Folder**. This is the folder that contains your Eudora application.*

### Installing Connection Tools

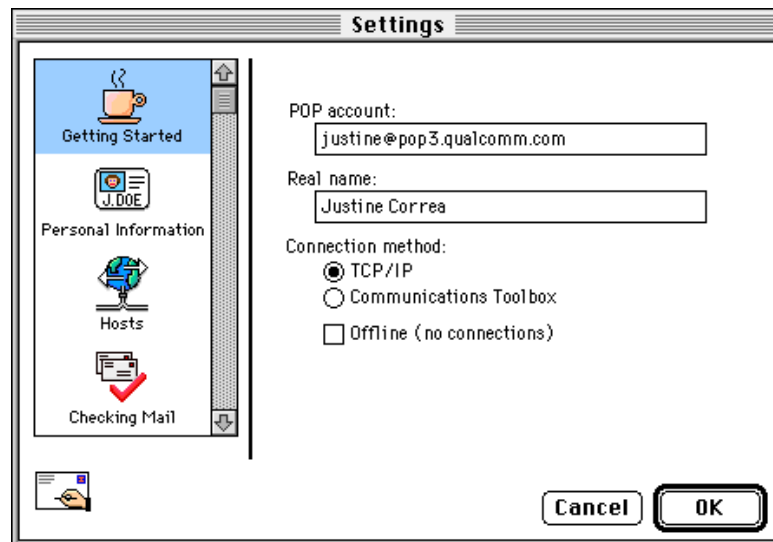
To use Eudora with the Communications Toolbox, the Apple Modem Tool and Serial Tool must be installed on your Macintosh. To do this, drag the Connection Tools folder onto your System Folder. The Connection Tools folder is found in the **Dialup** folder, within the **Extras** folder in the Eudora Light Application 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 Eudora picks them up and transfers them to 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. (See “Installing Connection Tools” above.)

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, which keeps 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.

**Register Eudora Light**

Register now to receive our free electronic newsletter which covers the latest news and information about the Eudora Division of QUALCOMM, our products, e-mail, messaging, and other interesting new applications and exciting services which can be delivered directly to your electronic mailbox.

All registration information will be kept in strict confidence.

First Name :  Last Name :

Company Name :

Title :

Address 1 :

Address 2 :

City :  State/Province :

Zip/Postal Code :  Country :

Phone :  Fax :

How do you use Eudora?

How many employees are in your entire organization?

*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

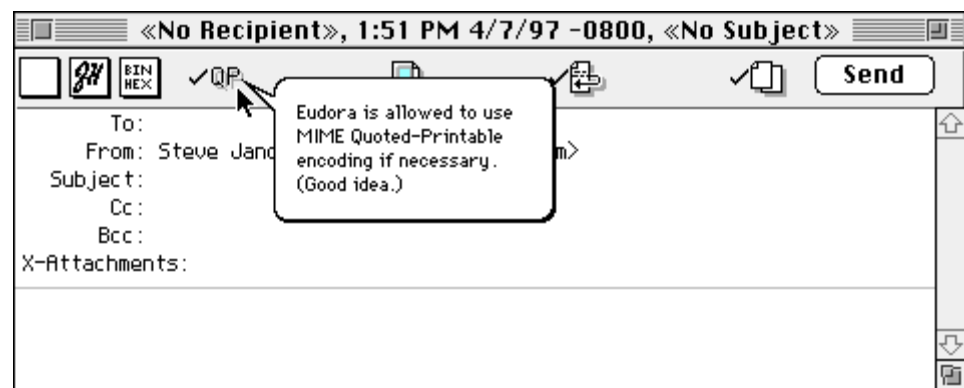
## Online Help

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, also known as the Apple Guide 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 newsgroup 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 newsgroup 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

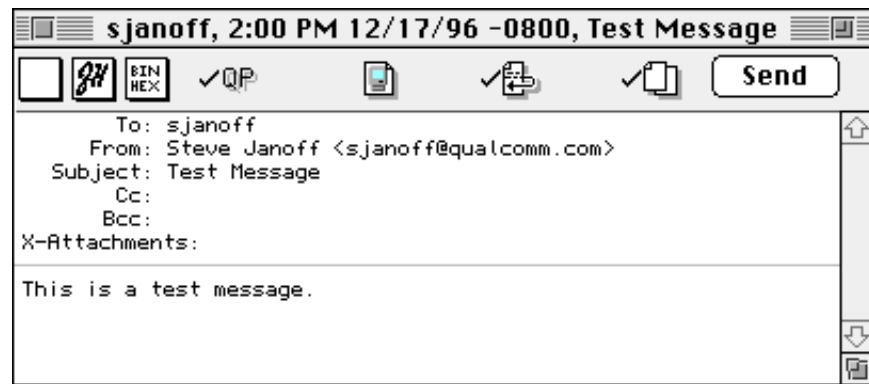
A good way to familiarize yourself with Eudora is to create an outgoing message. An outgoing message is one that you send to someone else.

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 is ready to be sent or queued (put in the queue of messages to be mailed).

Out				
	Who	Date	K	Subject
•	sjanoff	2:00 PM 12/17/96	1	Test Message
1/0K/0K				

*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.

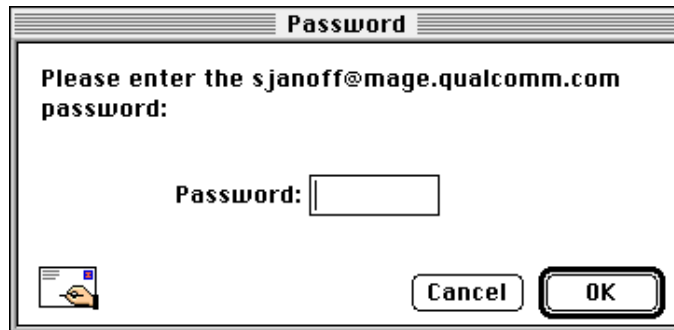
*Note: If the button says **Queue** instead of **Send**, select **Settings...** from the **Special** menu, then click on the Sending Mail icon in the Settings dialog. Turn on the **Immediate send** option by clicking in the checkbox next to it to put an "x" in the box. Then click the **OK** button to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

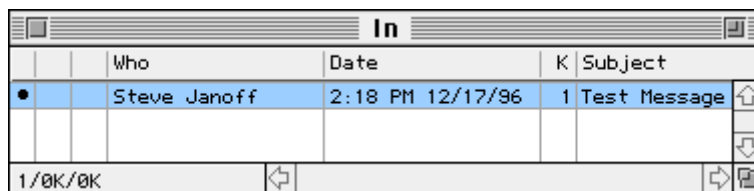
After you successfully enter your password, a progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made. If there is a network problem between your Macintosh and the POP server, an alert is displayed. Consult with your e-mail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

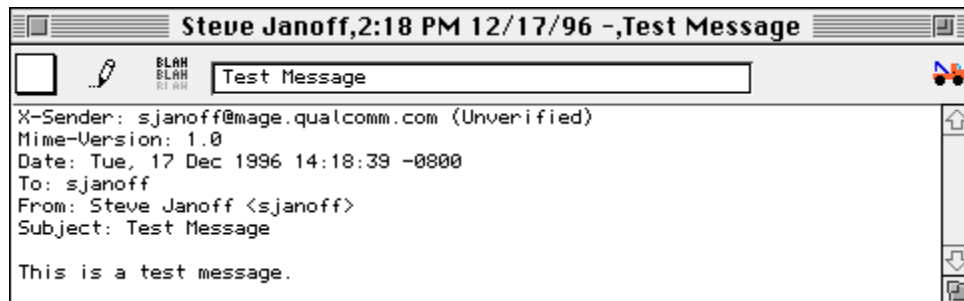
Click **OK**. The In mailbox window is displayed with your test message summary listed inside.



*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

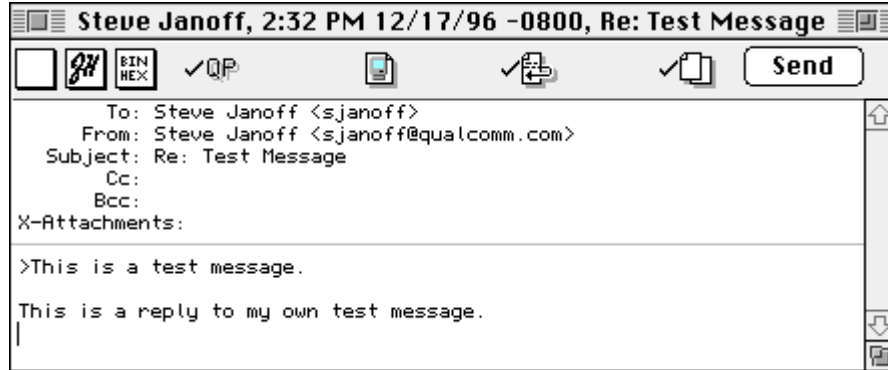
Most Eudora commands can be applied either to an open message window or to highlighted message summaries in a mailbox window. This lets you apply commands (such as Transfer, Forward, and Reply) to messages without opening them first. Whenever the term *current message* is used in this manual, it refers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

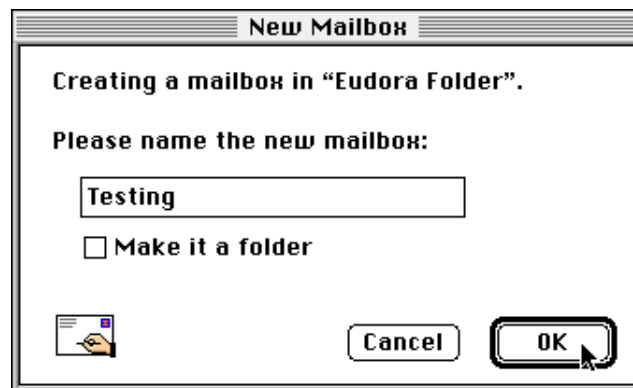


*A reply to a message*

## Transferring the Message Between Mailboxes

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

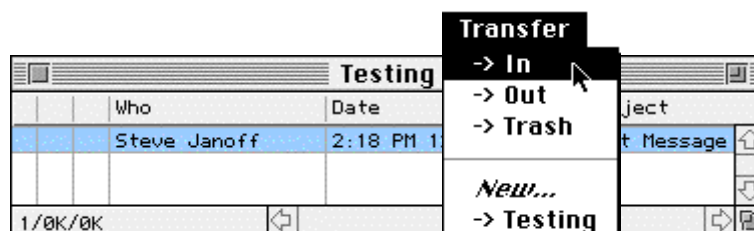
To create a new mailbox and transfer your test message into it, open the **In** mailbox, select your test message summary, and select **New...** from the **Transfer** menu. The New Mailbox dialog is displayed. Any name can be typed in the new mailbox title field, but for this example, type **Testing**.



*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 appears on the **Message** menu in place of **Delete** when you hold down the shift and option keys together while opening the 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. For more details, see the section "Deleting a Message" in the chapter "Organizing Your Messages."*

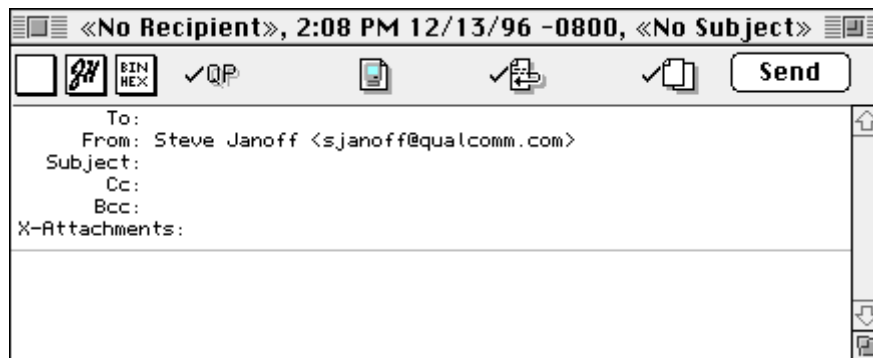
# Sending Messages

## 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.*

*Note: Holding down the command key and clicking on the title in the title bar opens a menu containing the mailbox and/or folder(s) 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 to another mailbox.



Send**Send or Queue**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 Queueing a Message.”

Other icons may appear on the icon bar that represent the visible means of using certain installed Eudora plug-ins. For more details, see the section “Using Eudora Plug-ins.”

**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 either press the delete key or select **Clear** from the **Edit** menu. This field can be left blank.

**Message Body**

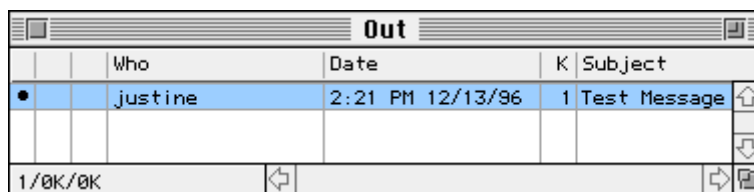
After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see the section “Formatting Text.”

**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 either the **To:** or the **Bcc:** field, the saved message is shown with a bullet (•) in the Status column. If both the **To:** and the **Bcc:** fields are empty, the Status column is blank. The bullet indicates that the message not only has been saved but is also ready to 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*

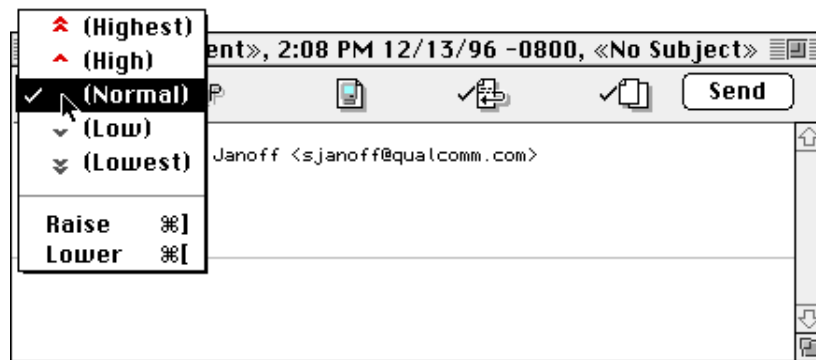
To include your **Standard** or **Alternate** signature in all of your outgoing messages, open the Sending Mail Settings and select **Standard** or **Alternate** from the **Signature** popup. You can change this for a particular message by selecting a different signature or **None** from the Signature popup in the composition window.

## 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 (expressed as a double-caret—see figure), 5 being the lowest (expressed as an inverted double-caret). 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 (**Normal**) 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 or pasting 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.

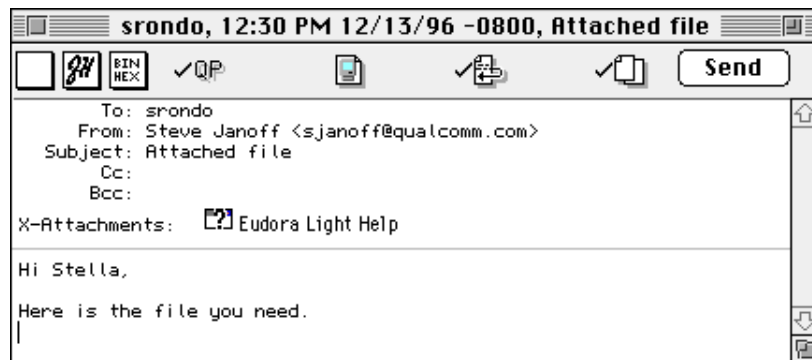
## Attaching a File to a Message

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.

*Note: Use the **Attach** submenu under the **Message** menu to attach files created with Eudora plug-ins. See the section “Using Eudora Plug-ins” for details.*



*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 or select **Clear** from the **Edit** menu.

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 e-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, Macintosh or PC. 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 the Contents of a Text 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 *hot link* in a message—also known as a URL, for Uniform Resource Locator—enclose it with *less than* and *greater than* signs (angle brackets) to ensure that your recipient's e-mail 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. The default highlighting is blue underlined text.



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 checked in the Sending Mail Settings.

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

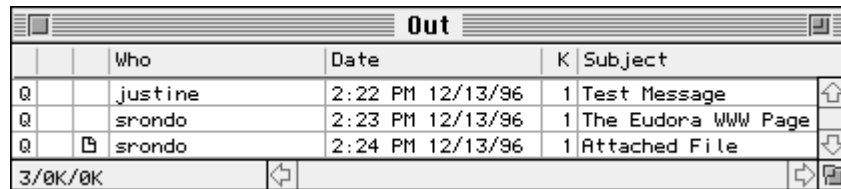
If you have the **Immediate send** option on, but want to put the current message in the queue, hold down the option key and click on the **Send** button. The Change Queueing dialog is displayed and you can set detailed instructions. For more details, see the section "Queueing a Message to Send at a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

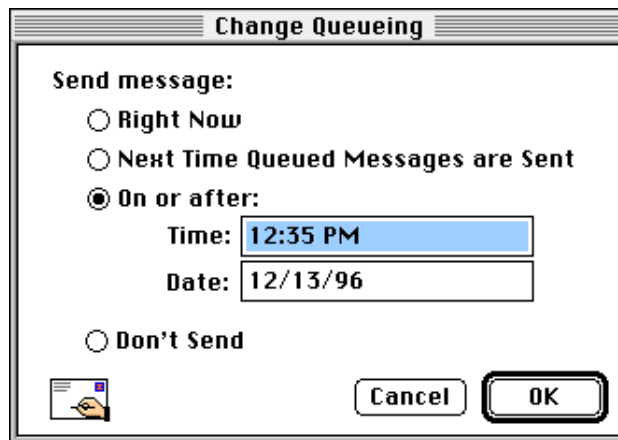
To send all of your queued messages, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

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, re-queued, or 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 recipient’s 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.

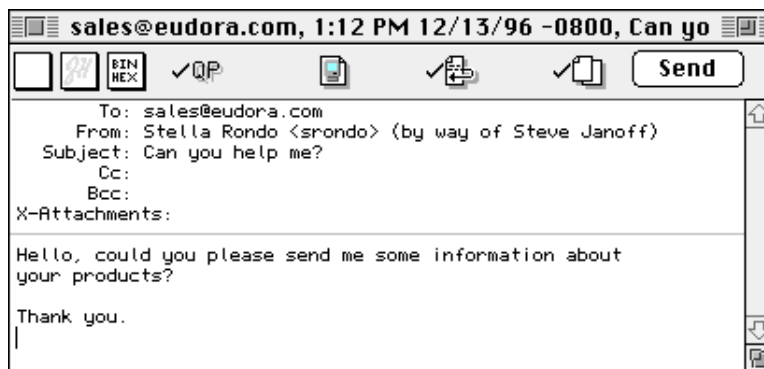
*Note: When you forward a message that contains styled text (e.g., bold), the style information is lost.*

## 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 of the above options 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.

The **Send Again** command is also useful for resending saved messages—from your Out box, for example—and messages you’ve copied to yourself, in order to save yourself some retyping. You can send the same message to another recipient to avoid having to retype the whole message, or you can send a different message to the same recipients to avoid having to retype the recipients’ addresses in the header fields.





# 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.

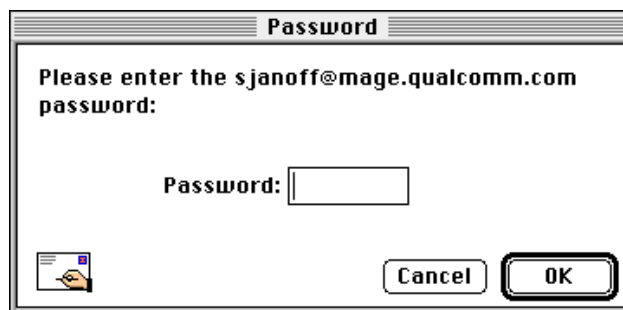
*Note: If automatic checking is on and you manually check for new mail, the next automatic mail check will happen at the specified number of minutes after the manual check.*

### 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. 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 restart Eudora. 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

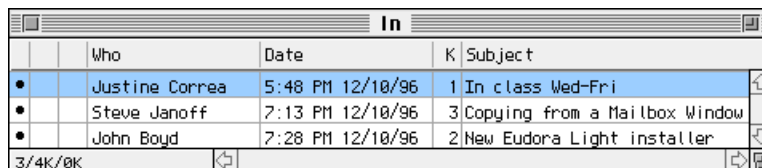
To change your POP account password, select **Change Password...** from the **Special** menu. (This command only works if your POP server is running a compatible password-change server. For information about these servers, see Appendix A.) You are prompted to enter your old password once, and your new 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

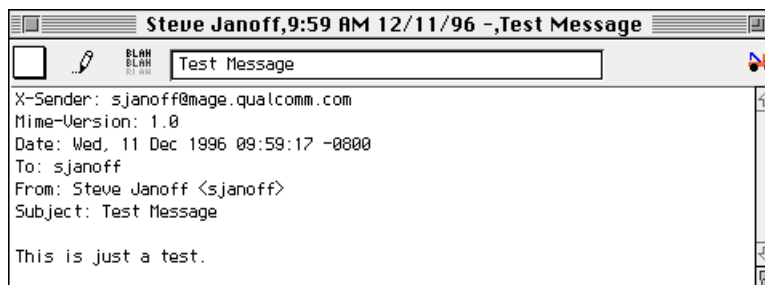
3/4K/0K

*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.

*Note: If you hold down the command key and click on the title in the title bar, a popup menu appears that lets you select the mailbox or mail folder containing the message. Selecting the mailbox opens that mailbox; selecting a folder opens the Mailboxes window and highlights that folder.*

## 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.”



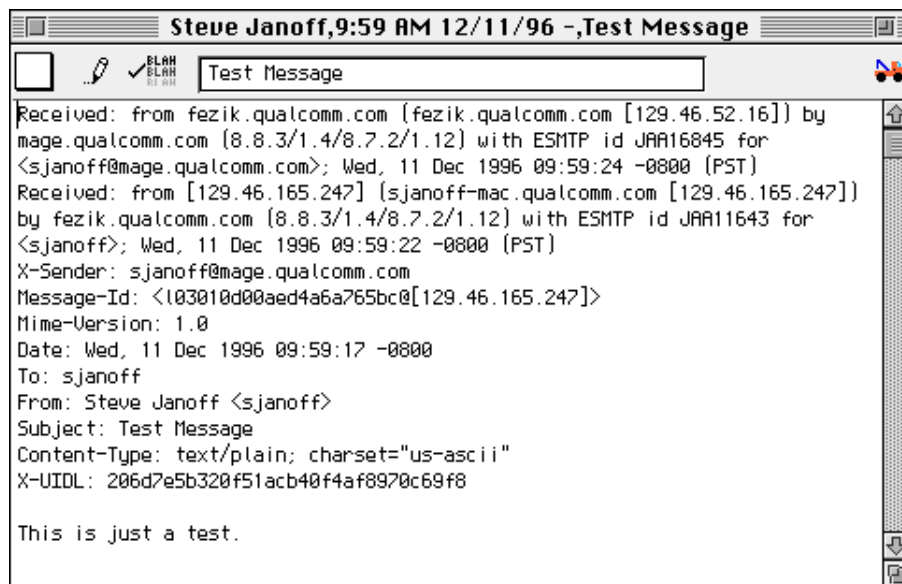
### Pencil

If this is on, you can edit the message body.



### 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 window, or to a mailbox icon in the Mailboxes window.

**Message Body**

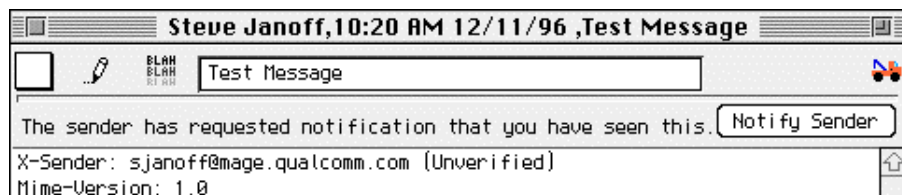
The message body contains the message header and text information, as well as the name and icon of each attachment. Attachments can be opened from within the message window by double-clicking on the attachment icon or name, or by holding down the command key and single-clicking on the item (see the section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

Attachments are displayed in the body of incoming messages as name-and-icon pairs.

To open an attachment from the message window, double-click on the attachment name or icon, or hold down the command key and single-click. If you have the application that the attachment was created in, that application launches and the attachment opens.

You can move the attachment into another folder on the Finder without leaving the message window. To do so, drag the attachment from the message window to the folder where you want it.

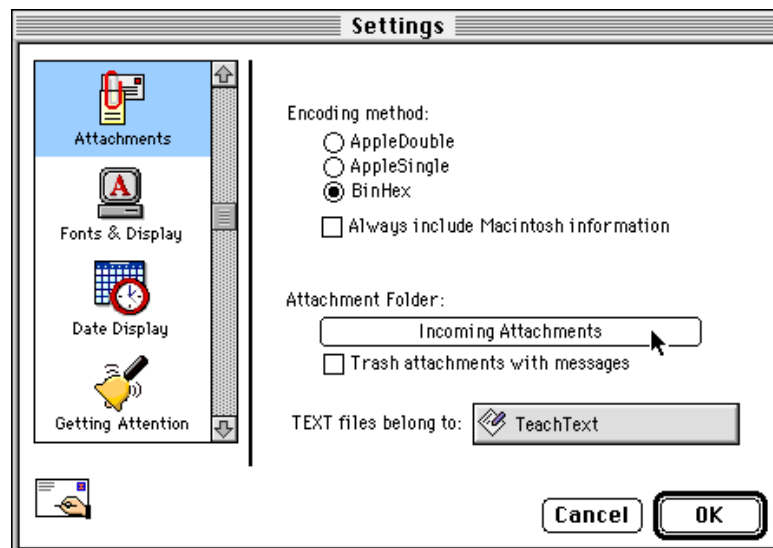
You can also copy the attachment into another folder on the Finder without leaving the message window. To do so, hold down the option key and drag the attachment from the message window to where you want the copy.

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 Attachments 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 until you see the message, "Extensions off"), 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 **Attachments Folder** in your Eudora Folder (in your System Folder) for attachments until you designate a new folder.*



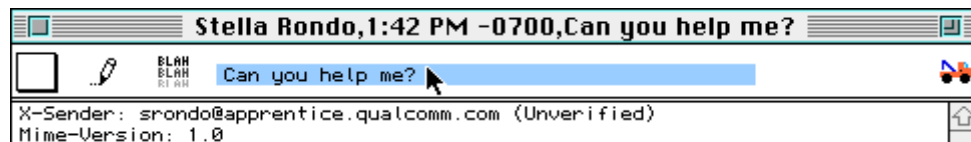
## Editing Incoming Messages

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.

To edit the subject of an incoming message, open the message (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, 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 URLs. Eudora won't highlight these text strings in blue and underline, but you can still use them as active 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.eudora.com/new.html>>. This will help Eudora and other software to recognize the hot link.

## Viewing HTML Text

Sometimes you may receive Web pages, or other HTML-formatted text, in e-mail messages. Eudora displays these messages as best it can, but if you want to display them in your World Wide Web browser, you can do so right from Eudora. Just open the message, or highlight its message summary in the mailbox window, and select **Open in Browser** from the **File** menu. Eudora uses the browser you have selected for use with active HTML hot links (see the section "Using Active URLs"). If you haven't yet selected a browser for HTML, Eudora will ask you to choose one.

## 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.

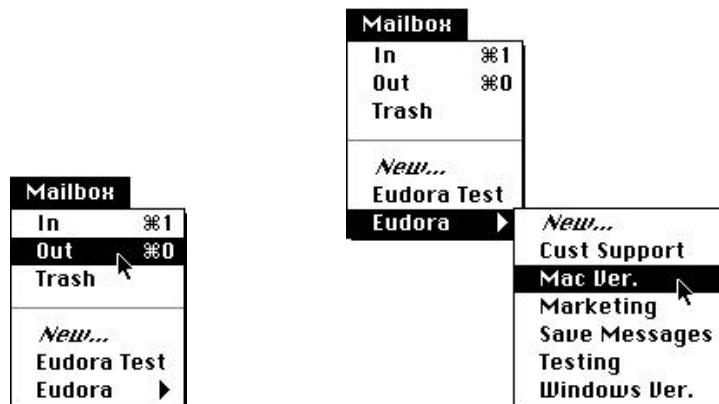
If you decide you don't want the message and want to delete it from the server, use the method above under "Deleting Mail from the Server."



# 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).



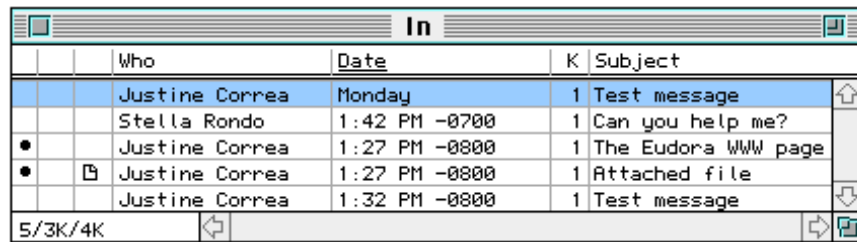
*Opening mailboxes*

## 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. The summaries are grouped as well as selected.
- 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 or 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 in the To: or Bcc: field (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. The summaries are grouped as well as selected. To ungroup them, perform a sort operation.

*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 kilobytes, or K, where 1K = 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.

### Using the Title Bar Popup Menu

In an open message or mailbox window, hold down the command key and click on the title in the title bar. A popup menu appears showing the hierarchy of mailboxes and folders containing that message or mailbox.

If you select a mailbox from the menu, the mailbox window opens for that mailbox. If you select a folder, the Mailboxes window opens and the folder is highlighted in the window.

## Creating Mailboxes and Folders

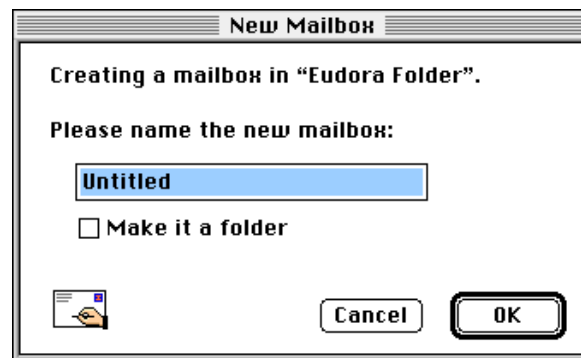
Eudora lets you create mailboxes to put messages in, and folders to put mailboxes (or more folders) in.

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

The Mailboxes window lets you create new mailboxes and mail folders, remove and rename them, move mailboxes among folders, and move messages among mailboxes. Mailboxes and folders that are underlined have unread messages in them.

To open the Mailboxes window, select **Mailboxes** from the **Special** menu.



*The Mailboxes window*

Three pushbuttons appear at the bottom of the window: New Mailbox, New Folder, and Remove. If the window is made narrow, the buttons appear without their titles.

The Mailboxes window can be placed anywhere on your desktop, and left open if you like. To move the Mailboxes window, drag it by the title bar, as you would with any Macintosh window.

To open a mailbox or mail folder, double-click on it. You can also open a mailbox by clicking on its icon and pressing return. You can move among the folders and mailboxes using the up and down arrow keys, and close or open folders by clicking on the triangle to the left. You can also start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected this way).

Select items in the following way: click once to select a single item; use shift-click to select a range of items; use command-click to add or remove individual items from a group selection; use drag-select to select a group.

*Note: You cannot select the Eudora Folder.*

Press **command+A** to select all items in the Mailboxes window except the Eudora Folder.

### Creating a New Mailbox or Folder

To create a new mailbox or folder in the Mailboxes window, click on the **New Mailbox** or **New Folder** button at the bottom of the window. An untitled mailbox or folder is created and placed in one of the following locations:

- If a folder is selected, the item is placed in that folder
- If a mailbox is selected, the item is placed in the folder containing that mailbox
- If nothing is selected, the item is placed in the root folder—the **Eudora Folder** (or the name of the folder holding your mail: see the section “The Eudora Folder” for details)

Type the new name into the name box and press return or click outside the box. Drag the new mailbox or folder into another folder if desired. The new mailbox or folder is added to the Mailbox and Transfer menus.

### Renaming a Mailbox or Folder

To rename a mailbox or folder, click on the name box. After a short pause, the name is highlighted for editing. Type in the new name and press return or click outside the name box. Press the escape key (**esc**) to cancel the rename.

*Note: You cannot rename the Eudora Folder or the In, Out, or Trash mailboxes.*

### Moving a Mailbox or Folder into Another Folder

To move a mailbox or folder into another folder, select the item you want to move and drag it to where you want it. If you drag it over a closed folder, the folder opens so you can see its contents. It closes when you drop the item or you drag it above the folder or out of the window.

To move a mailbox or folder into the root folder, drag it to the Eudora Folder at the top of the list.

*Note: You cannot move the Eudora Folder or the In, Out, or Trash mailboxes.*

### Moving a Message from One Mailbox to Another

To transfer an open message into a mailbox in the Mailboxes window, grab the message by the Tow Truck icon in the upper right-hand corner and drag it to the mailbox.

You can also drag one or more selected message summaries from an open mailbox window to a mailbox in the Mailboxes window.

If you drag messages over a closed folder, the folder opens so you can see its contents. It closes when you drop the messages or you drag them above the folder or out of the window.

### Removing a Mailbox or Folder

To remove a mailbox or folder, select the ones you want to remove and click the **Remove** button at the bottom of the Mailboxes window, or press the **delete** key. 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.

*Note: You cannot remove the Eudora Folder or the In, Out, or Trash mailboxes.*

Items removed from the Mailboxes window are also removed from the Mailbox and Transfer menus.

# 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!*

If you Nuke a message that has an attachment, the attachment is moved to the Trash on your desktop.

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, drag an open message's Tow Truck to an open mailbox, or drag a message to a mailbox icon in the Mailboxes window, if it is open on your desktop (see "Using the Mailboxes Window").

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.

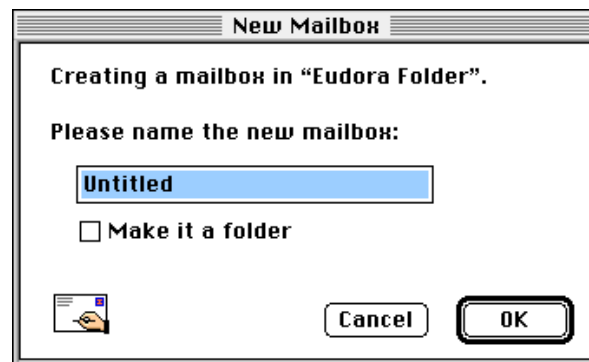
To drag a message summary to another mailbox, select the message summary (or summaries), place the cursor over the summary, and hold down the mouse button. The cross pointer will change to an arrow. Drag the summary into any open mailbox window, or onto a mailbox icon in the Mailboxes window if open on your desktop (see the section "Using the Mailboxes 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, or onto a mailbox icon in the Mailboxes window if open on your desktop. 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*

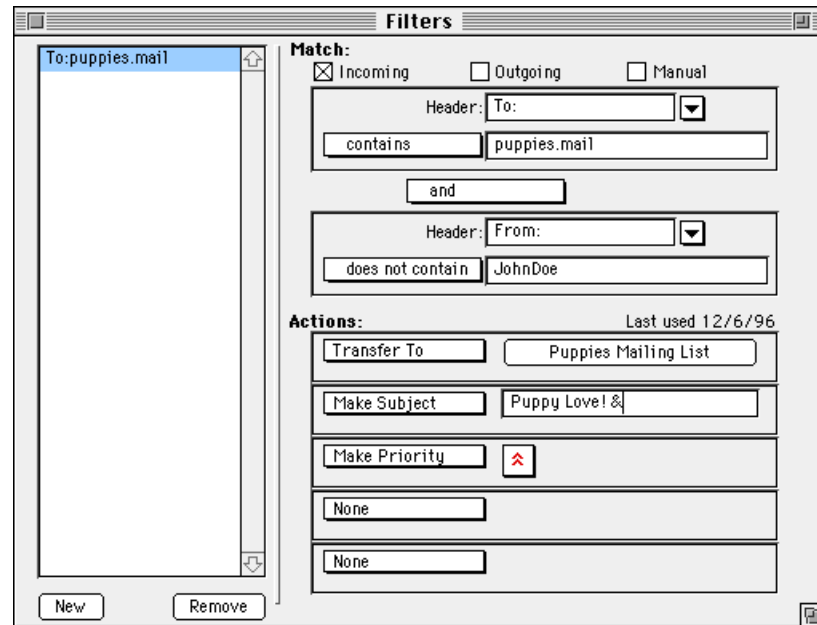
You can create a new mailbox or mail folder (for details, see the section “Creating Mailboxes and Folders”). When you are done, the current message is transferred into the new mailbox.

### 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 a sample 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 vertical dividing line to the right of the list, until the pointer changes to a resize cursor () , then hold down the mouse button 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: Be sure not to 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). As another example, note this Filters window Match Area:*

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, filter it *unless* the message also matches the second term, in which case *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 Personality (PRO Only)**

*In Eudora Pro, assigns the selected personality (e-mail account) 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 to stand for the old subject if you want to add the new subject to the old subject. For example, entering **New Subject [was &]** results in **New Subject [was 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.

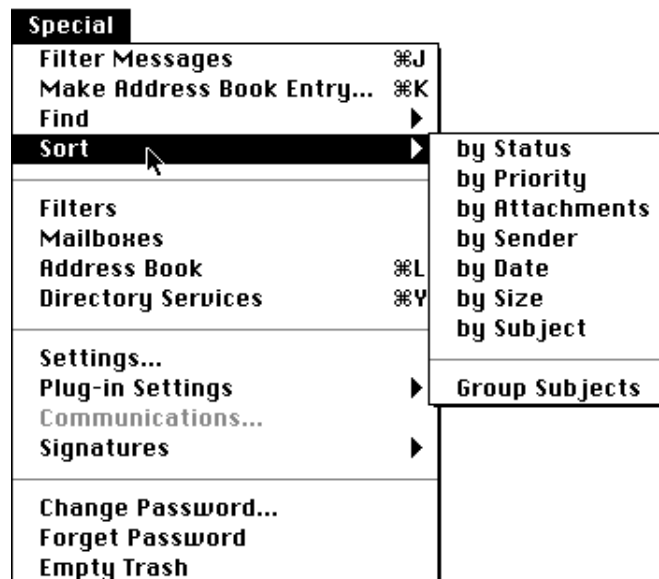
**Skip Rest**

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 be safely 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 under the **Special** menu.



*The Sort submenu*

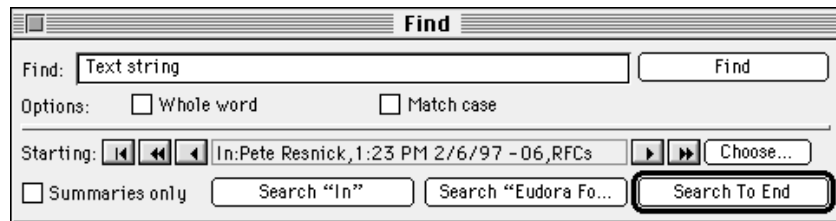
To sort in descending order, hold down the option key and select a sort option. The Sort submenu changes to **Sort Descending**.

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.

*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 a sample 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 in the dialog to find the text: **Find** and **Search**. Use the **Find**



button to find instances of the text in just the current open message, or use any of the **Search** buttons 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 the **Find** button (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 the **Find** button in the Find dialog, or select the **Find Again** command from the **Find** submenu.




To stop Eudora while it is looking for text, press the escape key (**esc**), or 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 and mail folders.

If a match is found, the appropriate message is opened and the matching text is highlighted.

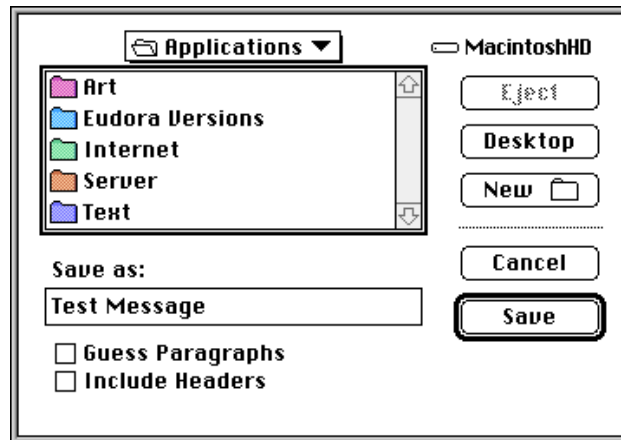
*Tip: Hold down the command key and click on the title bar of the open message to see what mailbox and folder the message is in, if you are searching multiple mailboxes and folders.*

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 press the escape key (**esc**), 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 each message is saved.

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

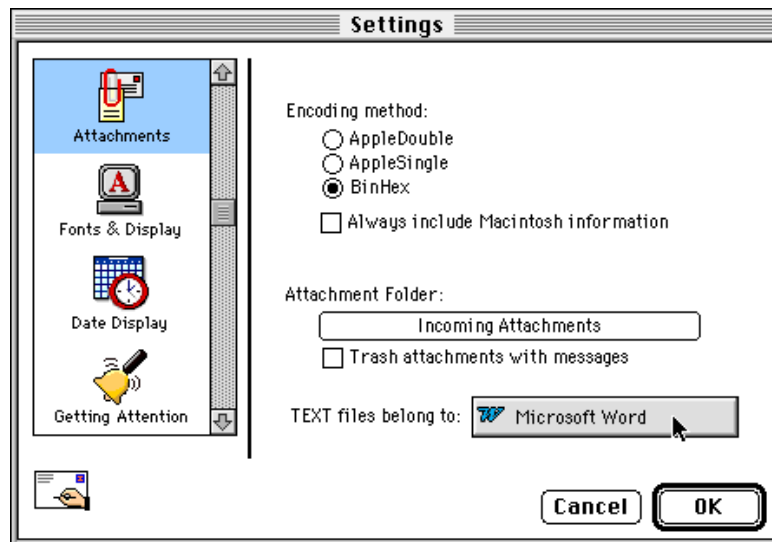
*Note: If an unread (•) message is saved to a file, its status changes to read, regardless of whether the message was opened.*

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.



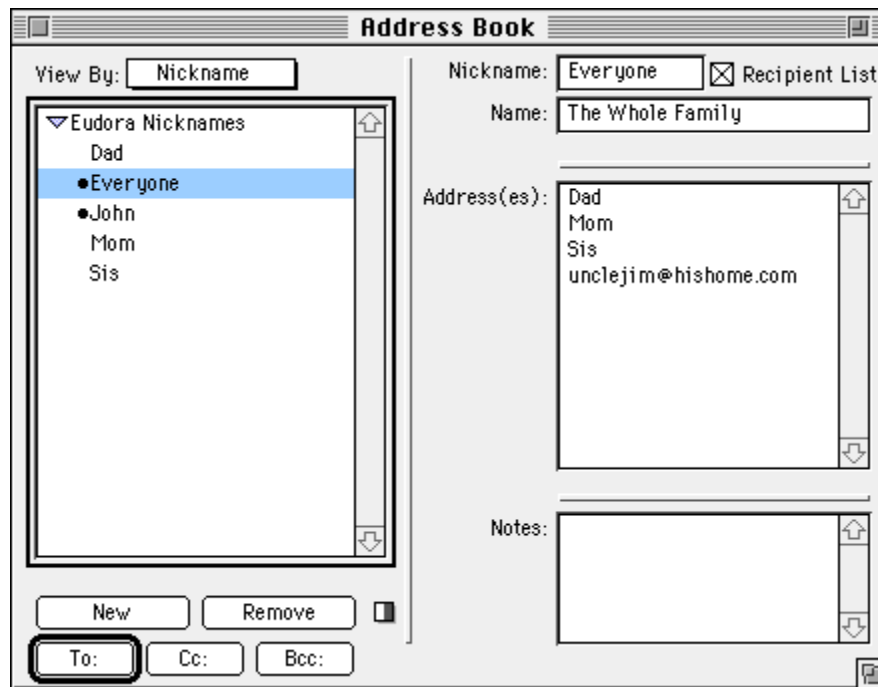
*The desired application is now selected*

# 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*

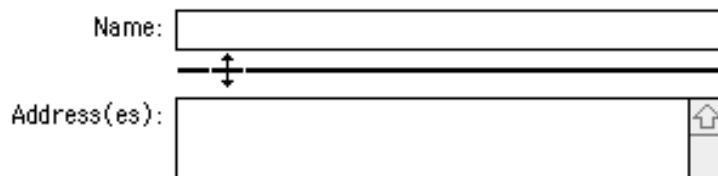
All of the Address Book entries are kept in the Eudora Nicknames file. To show the entries in this file, click on the arrow to the left of the file. When the arrow points down, all the entries for the file (all nicknames) are displayed.

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.



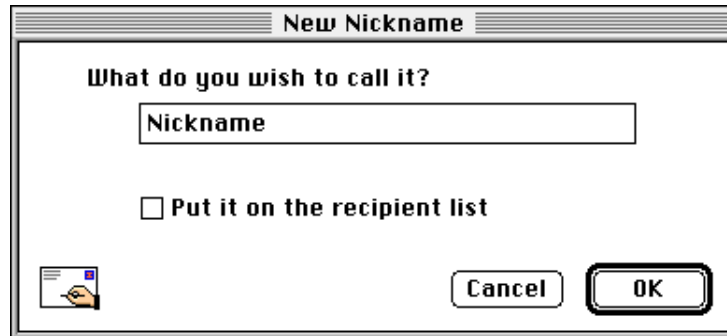
*Resizing the Address Book sections*

You can show or hide the right side of the Address Book by clicking on the **split-screen button** (■) next to the button cluster at the bottom left of the window. Hiding the right side is useful in saving desktop space when you keep the Address Book open to use nicknames.

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.

We recommend 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).*

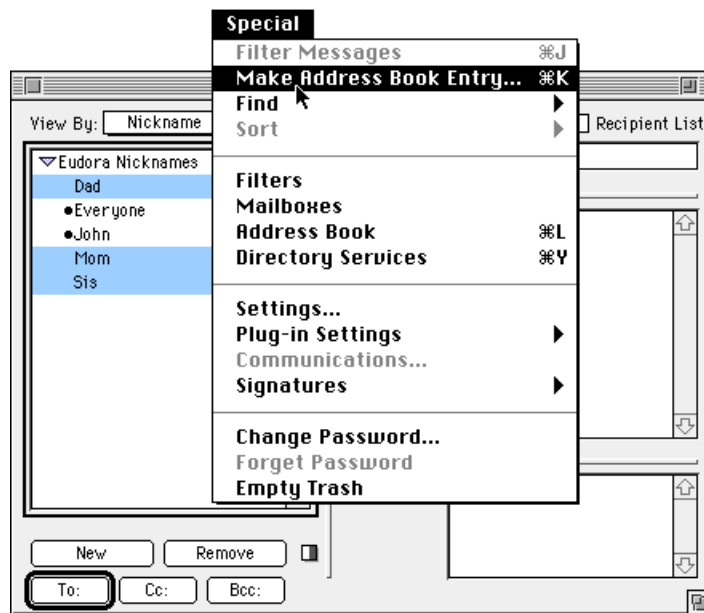
### The “Make Address Book Entry” Command

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, including open messages, 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 an open message window, select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. 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. See the note above about the Replying Settings.

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
```

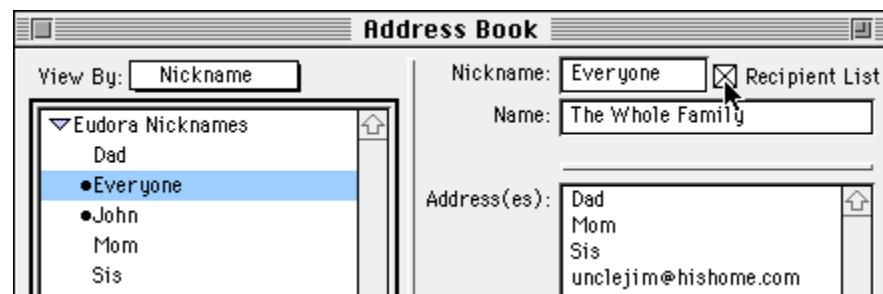
You will need to quit and restart Eudora to see your new entries in the Address Book.

### 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

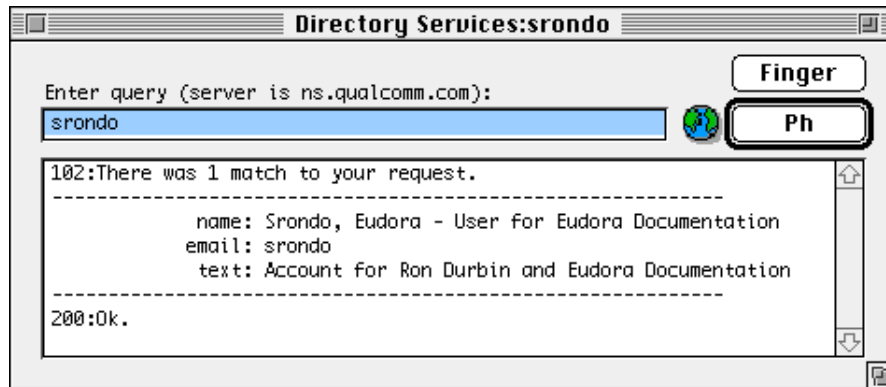
## Opening Directory Services

Eudora can access two different online 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 (someone's name or e-mail address, for example), 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.





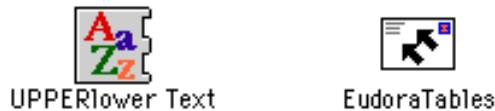
# Reference

## Using Eudora Plug-ins

Eudora plug-ins are software programs and resources developed by QUALCOMM Incorporated, and by third-party vendors in conjunction with QUALCOMM, to extend the standard Eudora program.

There are two kinds of Eudora plug-ins.

*Message plug-ins* are system extension files whose icons often look like puzzle pieces. *Resource plug-ins* are system preference files whose icons often look like a stamped envelope with two arrows on it.



*Sample message plug-in (left) and resource plug-in (right)*

The Eudora software includes both message and resource plug-ins, described further below.

Additionally, you can purchase third-party Eudora plug-ins. For information on plug-in software that's available for use with Eudora, visit the World Wide Web site <<http://www.eudora.com>>, or send e-mail to <[eudora-rep@eudora.com](mailto:eudora-rep@eudora.com)>.

To use Eudora plug-ins, you must install them. Installation instructions appear below.

If you would like to write a Eudora message plug-in, you can obtain the Software Developer's Kit (SDK) for the Extended Messaging Services Application Programming Interface (EMSAPI) by anonymous ftp at **<ftp.eudora.com>**.

### Plug-in Software That Comes with Eudora

When you install Eudora, the following three message plug-ins are automatically installed in the **Eudora Stuff** folder contained in your Eudora Light Application Folder (the folder containing your Eudora application). These message plug-ins operate on text in open outgoing and incoming messages:

- **Rot13 Text** — Scrambles message text by rotating the letters 13 places through the alphabet. Your recipient must apply Rot13 at the receiving end in order to unscramble the text and read the message.
- **Space & Tab Converter** — Converts multiple spaces in message text to tabs, or vice versa.
- **Upper/Lower Text** — Converts message text to either all upper case, all lower case, initial word capitals, or initial sentence capitals.

When you start Eudora, these conversion services appear on the **Message Plug-ins** submenu under the **Edit** menu. To use one of the services, open an outgoing or incoming message, then select the service from the **Message Plug-ins** submenu. The conversion is performed on the entire text in the message. If text is selected in the message when you choose the service, the conversion is performed only on that text.

For more information on these three message plug-ins, see their READMEs in the Eudora Stuff folder.

Also when you install Eudora, a number of resource plug-ins are automatically placed in the **Plugins** folder that resides under the **Extras** folder, in your Eudora Light Application Folder. *These resource plug-ins, however, are not installed.* To use them, you must install them—see the installation instructions below.

For more information on these resource plug-ins, see the section “The Eudora Light Application Folder,” and also see the README in the Plugins folder itself.

### Installing and Using Eudora Plug-ins

The procedure for installing a message plug-in and a resource plug-in is the same:

First, quit Eudora. Next, drag the message or resource plug-in file into the **Eudora Stuff** folder contained in the Eudora Light Application Folder. When you next start Eudora, the message or resource plug-in will become available as described below.

*Note: You can also install both message and resource plug-ins in the Eudora Light Application Folder itself, or whatever folder you keep the Eudora application in. Further, message plug-ins can be installed in your system Extensions folder, and resource plug-ins can be installed in your system Preferences folder, or in the Eudora Folder in your System Folder.*

Message plug-ins, once installed, become available in one of the following places in Eudora, depending on the kind of function they perform:

- As commands on the **Message Plug-ins** submenu, under the **Edit** menu
- As icons on the icon bar of outgoing message windows or in the message body of incoming message windows
- As commands on the **Attach** submenu, under the **Message** menu
- As commands at the bottom of the **Special** menu
- Some message plug-ins may not be available through the menus or in message windows because they perform their functions automatically, behind the scenes

Resource plug-ins, once installed, can appear in a variety of places within Eudora, including in a dialog, a menu, a string of text, or a picture. A resource plug-in may also operate behind the scenes without your input.

To change the settings for those installed message plug-ins that have settings, select the message plug-in from the **Plug-in Settings** submenu under the **Special** menu.

To see which message plug-ins are currently installed, select **About Message Plug-ins...** from the Apple Menu (generally in the upper left corner of your screen, with the Apple logo). The dialog that displays shows all installed message plug-ins including those not visible on menus or as icons. Click **OK** to close the dialog.

To remove a message or resource plug-in, simply quit Eudora and drag the plug-in file out of your **Eudora Stuff** folder or the other folder in which you installed it. The next time you start Eudora, the Eudora plug-in will no longer appear in its former location in the menu system or in windows or dialogs.

## 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** from the **File** menu.

## 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. You will need to quit and restart Eudora to switch users.

To have multiple users on one Macintosh, 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 Light 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
Eudora displays the following error when you try to send or queue mail: <b>“There has been an error transferring your mail. I said: DATA and then the SMTP server said: 503 Need RCPT (recipient)”</b>	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 <b>Mickey</b> in the To: field and to have a nickname entry for <b>Mickey</b> in your Address Book but no address associated with that nickname.
Eudora displays the following alert when you try to launch the program: <b>“Memory is tight. You may need to close some windows, clean up your In, Out, and Trash mailboxes, or increase Eudora’s memory size”</b>	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 <b>Get Info</b> from the <b>File</b> menu, and increase the Preferred Size for the application.
Eudora displays the following alert when you try to launch the program: <b>“Eudora cannot continue. Error opening your settings file.”</b>	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.

Symptom	Corrective Action
<p>Eudora displays the following error when you try to check mail:</p> <p><b>“-ERR Maildrop lock busy”</b></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><b>“There has been an error transferring your mail. I said: PASS and then the POP server said: -ERR Password supplied for “&lt;username&gt;” is incorrect.”</b></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
Eudora displays the following alert: <b>“Mailbox &lt;mailboxname&gt; has a damaged table of contents. Shall I build a new one?”</b>	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.
Eudora displays the following error message when you try to check mail: <b>“Connection came up halfway then failed.”</b>	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.
Eudora displays the following error message when you try to check or send mail: <b>“A TCPClose command was already issued, so there is no more data to send on this connection.”</b>	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.

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 <b>OK</b> (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

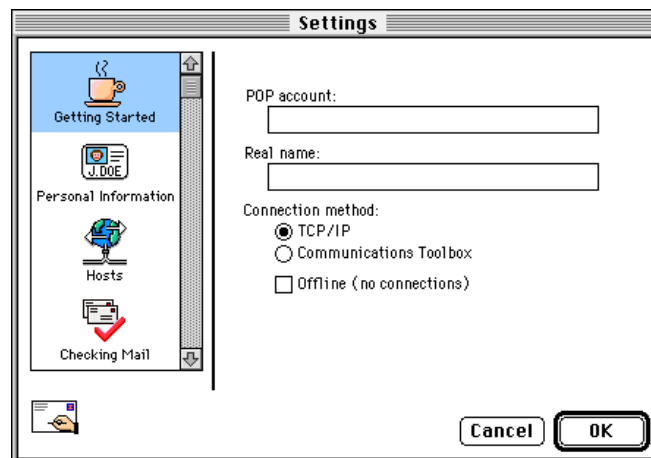
The Settings dialog lets you specify how you want to use Eudora. To display the Settings dialog, select **Settings...** from the **Special** menu.

The Settings dialog contains many categories, which are described below. The default setting for each option is listed in square 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 in which it appears.*

### 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]**

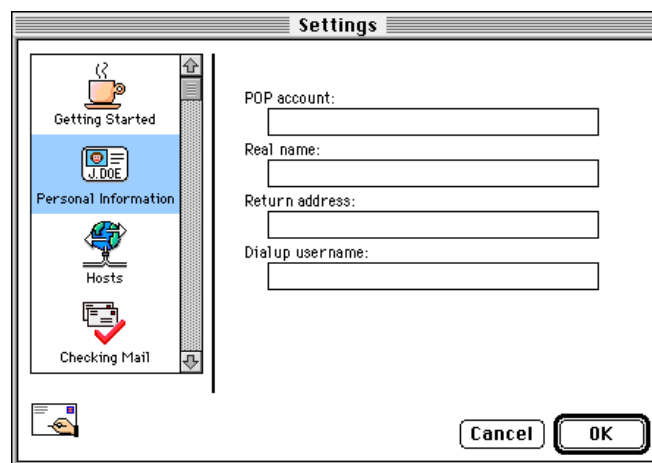
The text you enter here (generally your first and last name) is included in the **From** field of outgoing mail.

**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 a manual mail check.

## 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.

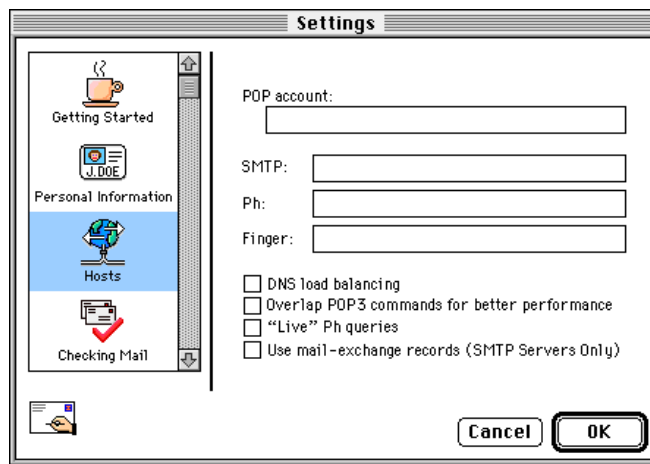
*Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able reply to your mail.*

### **Dialup username [none]**

This is your username for dialup connections. If you use Eudora with the Communications Toolbox, and you have a secondary username 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). Network administrators: 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]**

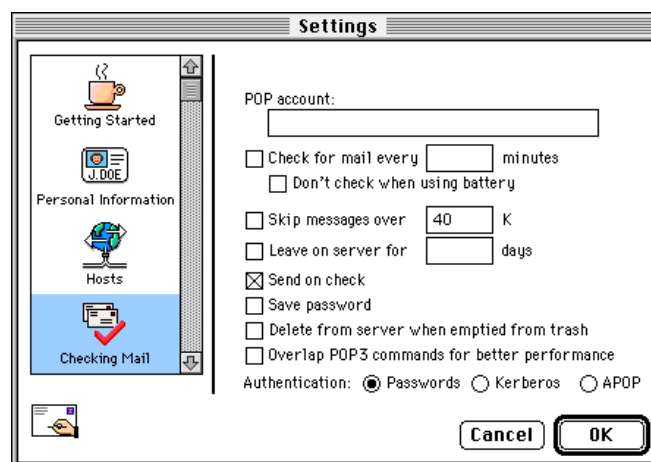
If this is on, the connection with your server is kept open with the Directory Services window. Ph queries are automatically sent to the server when you finish typing the query text.

**Use mail-exchange records (SMTP Servers Only) [off]**

If this is on, then when Eudora makes an SMTP connection, it asks your domain name server to tell it which host would be best for accepting your mail. See your system administrator before turning this setting on. The setting works only with Open Transport.

**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 often 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, whether 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]**

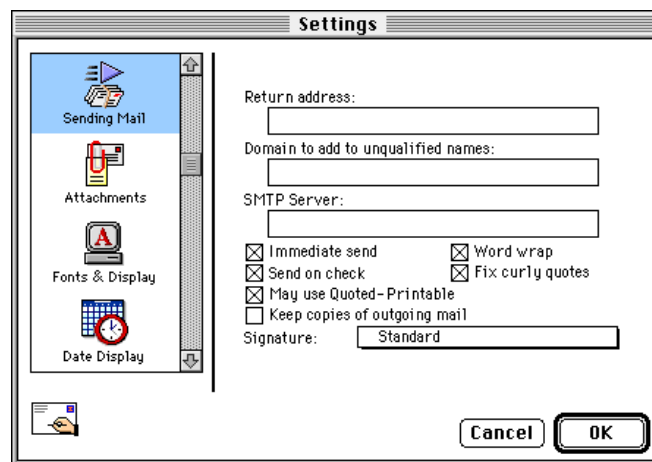
If this is on, commands are sent immediately to your server, instead of waiting for a previous command to be completed. This is faster, but your POP server may not be able to handle it.

**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, whether automatically or manually.

**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.

**Signature [Standard]**

The default signature (select one from the popup). Eudora automatically attaches the selected signature (**Standard** or **Alternate**) to the end of outgoing messages. Select **None** for no signature. You can override this setting with the Signature popup in the composition window. For more details, see the section "Using Signatures."

**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]**

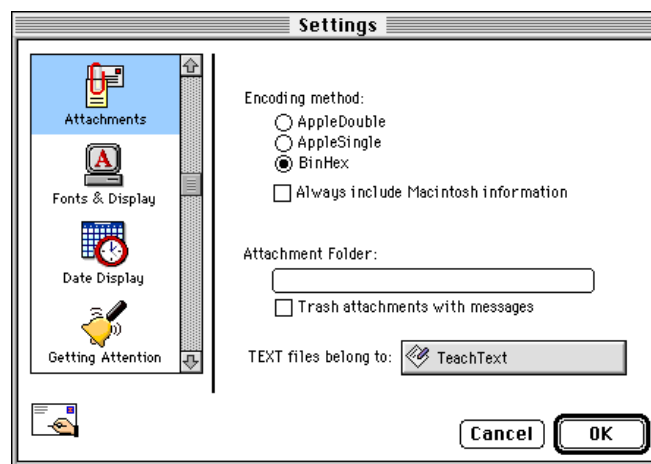
If this is on, Eudora replaces all "curly" quotation marks in message text or attachments with "conventional" quotation marks prior to sending the message. It also replaces bullets (•) and en/em dashes (—/—). These marks are special characters, and this option allows messages to be sent without using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

*Note: If your recipients have MIME, there's no reason to use the **Fix curly quotes** 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. If you do not select an attachment folder, Eudora stores your incoming attachments in the **Attachments Folder** in your Eudora Folder, contained in your System Folder. See the section “Receiving Attachments.”

**Trash attachments with messages [off]**

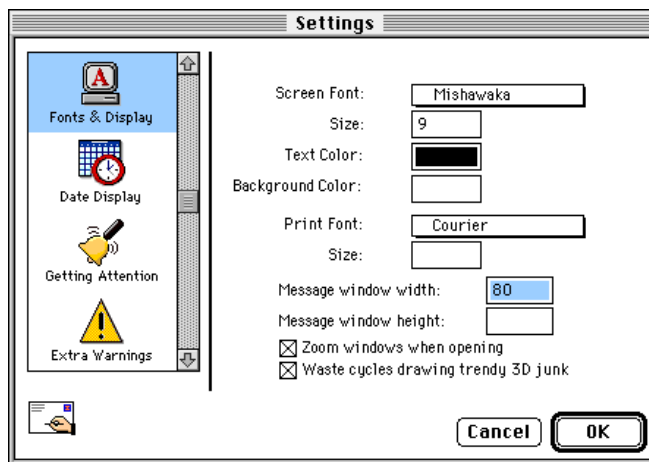
If this option is on, Eudora automatically deletes an attachment received with a message when that message is deleted. The attachment must still be in the folder defined as the Attachment Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn this 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, point 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 point 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, Eudora uses the default value of 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 “0” character.*

**Message window height [none]**

This specifies the height of new and received message windows (in lines). If you leave this field blank, Eudora uses a default value of 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]**

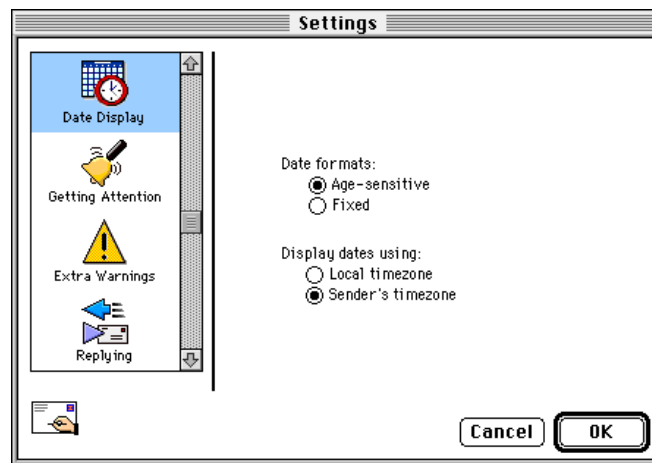
If this is on, new mailbox and message windows automatically open to their “zoomed” size. The zoomed size is computed on a window-by-window basis. For mailbox windows, zoomed size is just wide enough to display the widest summary, and just long enough to display all the summaries (but no longer than 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. If this is off, interface items are displayed in 2D.

## Date Display

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



*The Date Display Settings*

### Date formats [Age-sensitive]

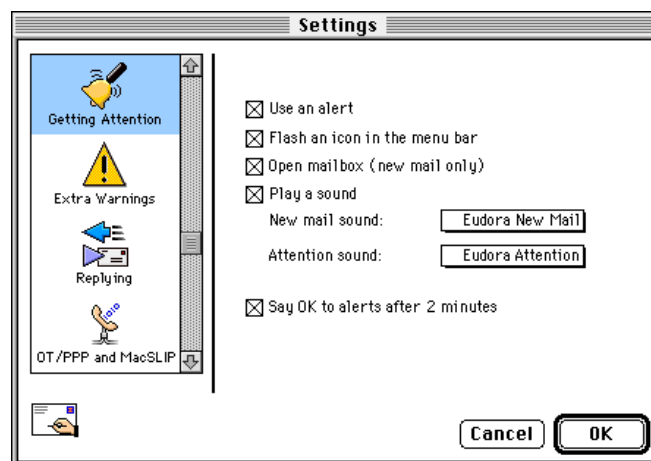
This specifies how to display the date. If **Age-sensitive** is selected, messages dated today are displayed with the time, messages dated within the last six calendar days are displayed with the day of the week, and messages dated seven calendar days or more ago are displayed with the date. If **Fixed**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

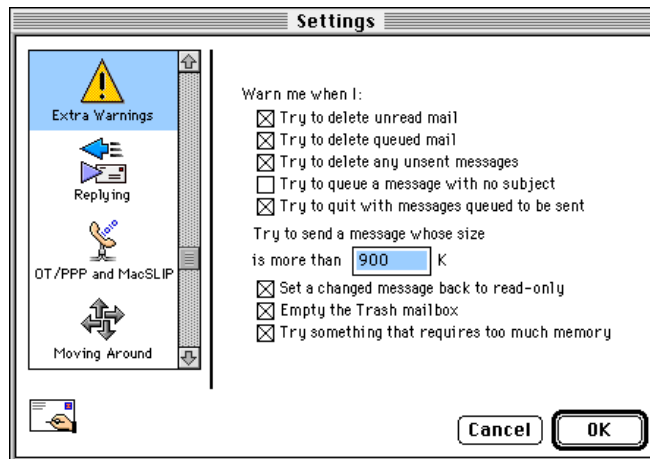
**Say OK to alerts after 2 minutes [on]**

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]**

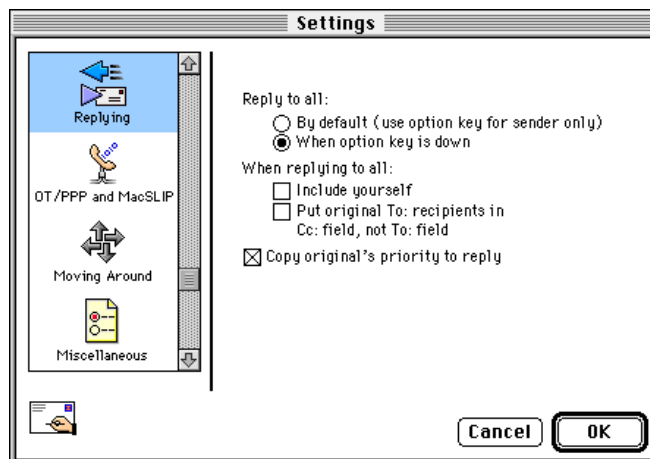
If this is on, you are warned if you try to empty the Trash mailbox. Once messages are deleted from the Trash, they are completely gone.

**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 (use option key for sender only)** 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**

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 (the default), 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 default is off), 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 your Personal Information Settings.*

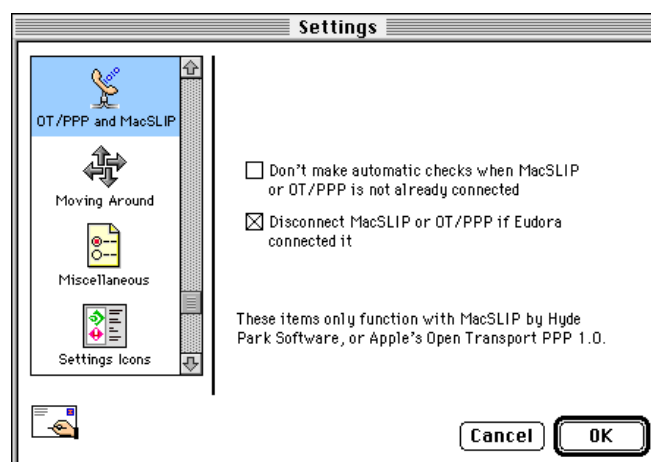
**Copy original's priority to reply [on]**

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



## OT/PPP and MacSLIP

The OT/PPP and MacSLIP Settings determine what Eudora does when you are connecting to your service provider using MacSLIP From Hyde Park Software or Apple's Open Transport PPP 1.0. Normally, when Eudora or any other application tries to make a connection, MacSLIP or OT/PPP 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 OT/PPP and MacSLIP Settings*

### **Don't make automatic checks when MacSLIP or OT/PPP is not already connected [off]**

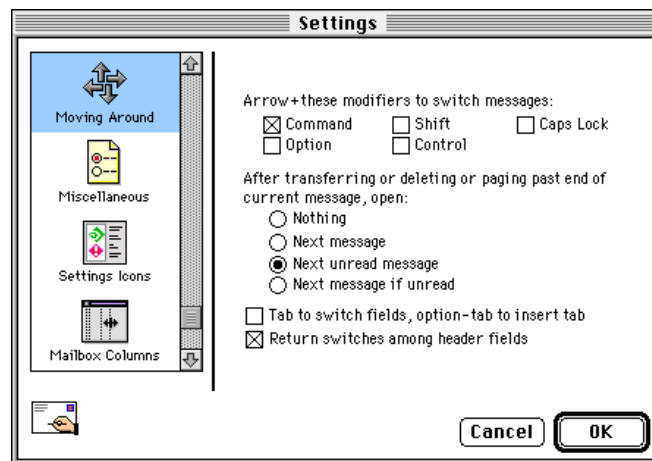
If this is on, automatic mail checks are not done unless your MacSLIP or OT/PPP connection is currently running (this avoids unnecessary connections to your service provider).

### **Disconnect MacSLIP or OT/PPP if Eudora connected it [on]**

If this is on, MacSLIP or OT/PPP 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 or OT/PPP 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 (could be way down the list). **Next message if unread** means the very next message in the mailbox is opened but only if it's unread.

### **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

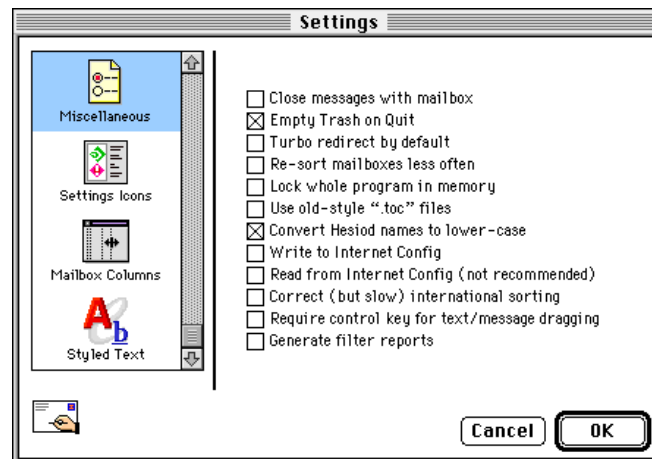
insertion point. If this option is off, the tab key inserts a tab, and the option and tab keys together move the cursor to the **To** field.

#### **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 are not otherwise categorizable.



*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 later versions of Eudora). If you have upgraded to version 3.0 or later, 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 provides to Eudora the name of your mail server. Hesiod is used at 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]**

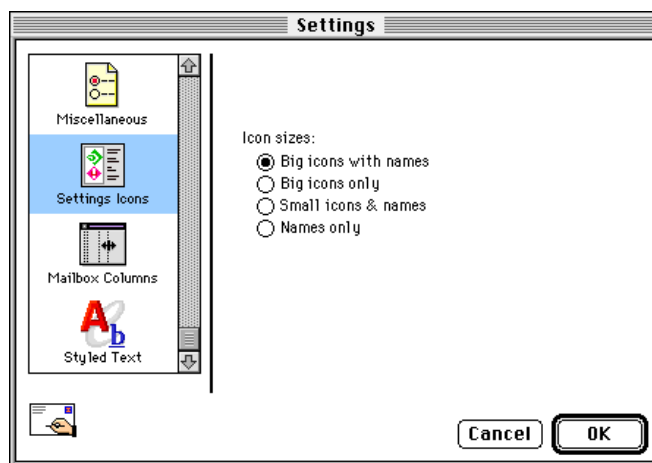
If this is on, you can only drag items when the control key is down.

**Generate filter reports [off]**

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

## Settings Icons

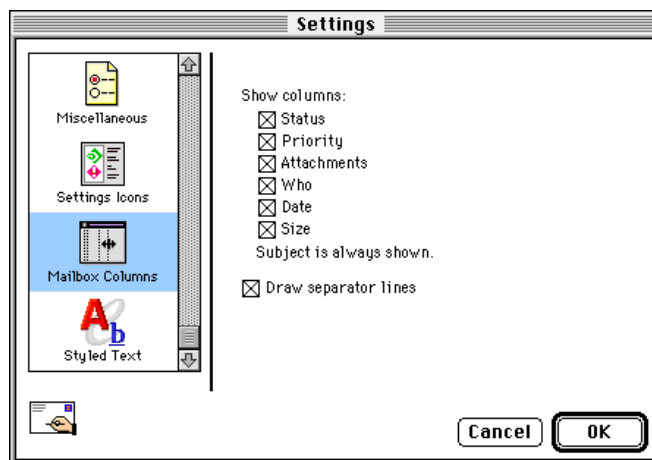
The Settings Icons Settings determine the display of category names and icons in the Settings dialog.



*The Settings Icons Settings*

## 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]**

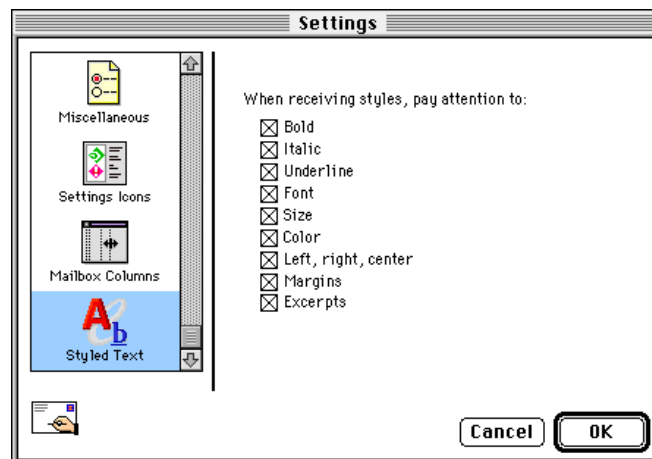
If any of these options are on (all are on by default), that column is displayed in mailbox windows. The Subject is always displayed.

**Draw separator lines [on]**

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

**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 (all are on by default), that style is displayed in your incoming messages (if the sender allows it). “Excerpts” refers to excerpt bars (sidebars) included at the left of quoted text containing styles.

## Menu Commands

### File

This menu provides basic file and mail functions.

File	
New Text Document	
Open...	⌘O
Open Selection	
Open in Browser	
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘-
Check Mail (1:26 PM)	⌘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, attachment, URL, or mailbox (from the Mailboxes window).

#### Open in Browser

Open a selected (highlighted) message summary, or an open message, in your World Wide Web browser. Used for enhanced display of messages containing HTML-formatted text (e.g., Web pages).

#### 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.

<b>Edit</b>	
<b>Undo Typing</b>	⌘Z
<b>Cut</b>	⌘H
<b>Copy</b>	⌘C
<b>Paste</b>	⌘U
<b>Paste As Quotation</b>	⌘'
<b>Clear</b>	
<b>Select All</b>	⌘A
<b>Wrap Selection</b>	
<b>Finish Address Book Entry</b>	⌘,
<b>Insert Recipient</b>	►
<b>Message Plug-ins</b>	►

### 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, or detach the selected attachment (in the X-Attachments field) before sending the message.

### 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.

**Message Plug-ins**

Use on-request or on-demand plug-ins to modify text in outgoing and incoming messages. See the section “Using Eudora Plug-ins.”

**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	
<hr/>	
New Message To	▶
Forward To	▶
Redirect To	▶
<hr/>	
Attach Document...	⌘H
Attach	▶
Send Immediately	⌘E
Change	▶
<hr/>	
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****[option]-[shift] Turbo Redirect Without Delete To or Redirect To****[shift] Redirect To or Turbo Redirect Without Delete 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.)**Attach Document...**

Attach a Macintosh file or application to the current message.

**Attach**

Use attachment plug-ins to create and attach special files to the current message. See the section “Using Eudora Plug-ins.”

**Send Immediately or Queue For Delivery****[option] Change Queueing...**

Send the message immediately, or queue the message in the Out mailbox.

Display the Change Queueing dialog.

**Change**

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

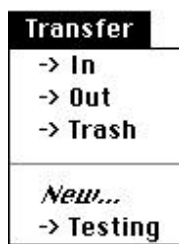
**Delete****[option]-[shift] Nuke**

Transfer the current message into the Trash mailbox.

Delete the current message permanently. The message is removed from your Macintosh, and any attachments are moved into the Trash on your desktop. **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.

Special		
Filter Messages		⌘J
Make Address Book Entry...		⌘K
Find	▶	
Sort	▶	
Filters		
Mailboxes		
Address Book		⌘L
Directory Services		⌘Y
Settings...		
Plug-in Settings	▶	
Communications...		
Signatures	▶	
Change Password...		
Forget Password		
Empty Trash		

### 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

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

### Sort

#### [option] Sort Descending

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.

### Plug-in Settings

Set the preferences for settable message plug-ins. See the section “Using Eudora Plug-ins.”

### Communications...

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

### Signatures

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**

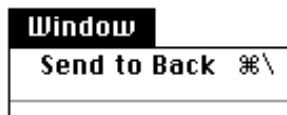
Delete all messages from the Trash mailbox.

**[Plug-in Names]**

Use special plug-ins. These menu items are added to the bottom of the menu when certain Eudora plug-ins are installed. See the section "Using Eudora Plug-ins."

**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.

**Attachments Folder**

Incoming attachments are saved in the **Attachments Folder** until you specify another folder in the Attachments Settings.

**Eudora Filters**

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

### **Eudora Items**

The **Eudora Items** folder contains special files and folders for use with Eudora. The **Plugins** folder (different from the Plugins folder in the Eudora Light Application Folder) contains settings and information files for your Eudora plugins.

### **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**. “Signature” contains your Standard signature.

### **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 new message 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 installing message plug-ins 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 resource 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, resource plug-in files for accessing service providers (see the README for more details). To use a Eudora resource plug-in file, first quit Eudora, then drag the plug-in file into your Eudora Stuff folder, or into your Preferences Folder or your Eudora Folder (both are located inside your System Folder), and then restart Eudora.

**Plugins**

To use a Eudora resource plug-in file, first quit Eudora, then drag the plug-in file into your Eudora Stuff folder, or into your Preferences Folder or your Eudora Folder (both are located inside your System Folder), and then restart Eudora.

The Plugins folder contains the following (all plug-in files are resource plug-ins):

- 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](ftp://ftp.eudora.com))

QUALCOMM's Eudora Division has an anonymous ftp server, [ftp.eudora.com](ftp://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 **serialpop** 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](mailto: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](ftp://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](ftp://ftp.indiana.edu).

## Ph Server Source Code

A server for the Ph protocol is available via anonymous ftp from [ftp.eudora.com](ftp://ftp.eudora.com).

## Password Change Server

Three sample UNIX servers for Eudora's **Change Password...** command (on the **Special** menu) are available via anonymous ftp from [ftp.eudora.com](ftp://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](ftp://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.

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

<b>option + Transfer</b>	Put a copy of the current message in the selected mailbox and leave the original where it is.
<b>command + click on mailbox size display</b>	Compact the current mailbox.
<b>option + command + click on mailbox size display</b>	Compact all mailboxes.
<b>option + close window</b>	Close all open Eudora windows.
<b>shift + Print...</b>	Print the current selection.
<b>shift + Make Address Book Entry...</b>	Make an Address Book entry (nickname) from the current selection.
<b>command + click on the title bar of an open message or mailbox window</b>	Open or highlight the mailbox or folder in which that item resides.

## Shortcuts

The keyboard shortcuts for Eudora commands and functions are as follows:

<b>command + .</b>	Stop the current action
<b>command + 0</b>	Out (open Out mailbox)
<b>command + 1</b>	In (open In mailbox)
<b>command + -</b>	Send Queued Messages
<b>command + =</b>	Enter Selection (into Find window)
<b>command + \</b>	Send to Back (move current window to the back)
<b>command + '</b>	Paste As Quotation
<b>command + ,</b>	Finish Address Book Entry (finish nickname)
<b>command + ;</b>	Search Again
<b>command + [</b>	Lower priority
<b>command + ]</b>	Raise priority
<b>command + A</b>	Select All

<b>command + C</b>	Copy
<b>command + D</b>	Delete
<b>command + E</b>	Send Immediately, or Queue For Delivery
<b>command + F</b>	Find... (open Find window to search for text string)
<b>command + G</b>	Find Again
<b>command + H</b>	Attach Document...
<b>command + J</b>	Filter Messages
<b>command + K</b>	Make Address Book Entry... (make nickname)
<b>command + L</b>	Address Book (open it)
<b>command + M</b>	Check Mail
<b>command + N</b>	New Message
<b>command + O</b>	Open...
<b>command + P</b>	Print...
<b>command + Q</b>	Quit
<b>command + R</b>	Reply
<b>command + S</b>	Save
<b>command + V</b>	Paste
<b>command + W</b>	Close (close window or message)
<b>command + X</b>	Cut
<b>command + Y</b>	Directory Services (open the window)
<b>command + Z</b>	Undo
<b>arrows</b>	Move from one message to another in a mailbox (depends on your Moving Around Settings).
<b>return, or enter</b>	Select the outlined button in any dialog, alert, or window, or open the selected messages.

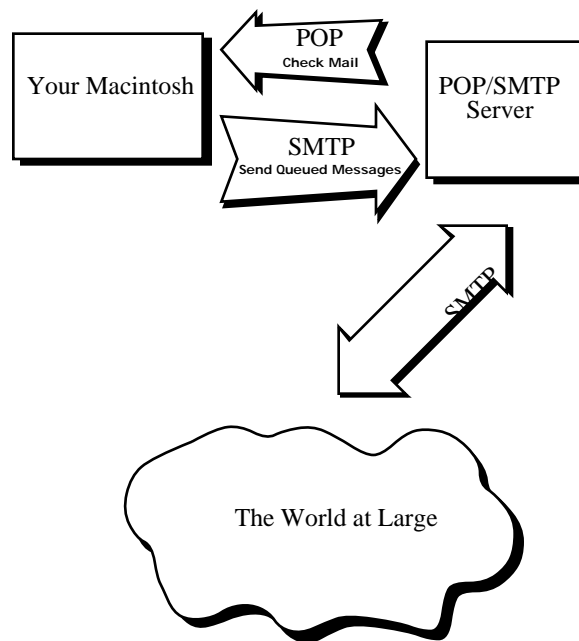
<b>space</b>	Open a selected message summary or close the current message. For long messages, scroll the message down one page.
<b>esc</b>	Stop any operation currently in progress.
<b>help</b>	Turn Balloon Help on or off.
<b>F1</b>	Undo.
<b>F2</b>	Cut.
<b>F3</b>	Copy.
<b>F4</b>	Paste.
<b>home</b>	Scroll the window to the beginning.
<b>end</b>	Scroll the window to the end.
<b>page up, page down</b>	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 **ds.internic.net**, in the **rfc** directory. Or, in your Web browser, go to **<http://ds.internic.net/ds/dspg1intdoc.html>**. 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.”

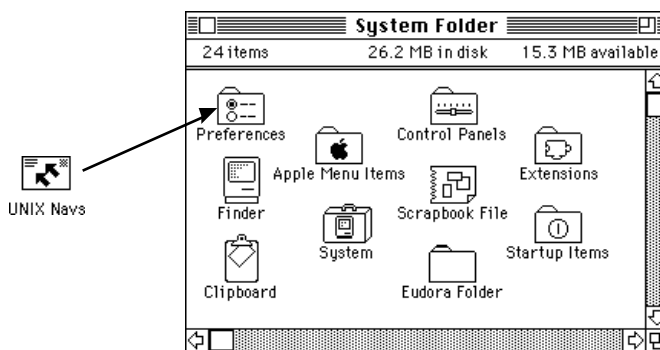
Eudora uses a list of strings that it sends out the serial port one at a time. After each string, it waits until there is no output from the remote system for 2 seconds

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 Dial-in user name.
- \P Dial-in 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 dial-in 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

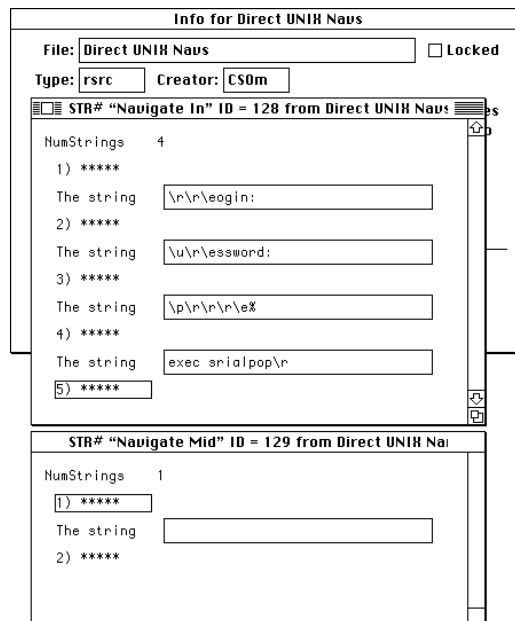
When Eudora is communicating with your POP or SMTP server, it’s important that they agree on what constitutes a line. The Internet specification stipulates that a line ends with a carriage return followed by a linefeed. Most UNIX systems will “helpfully” translate carriage returns into linefeeds. If 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:

- 3:     \r\r\r\r\r\re%
- 4:     exec srialpop\r
3.    Put one empty string in the “Navigate Mid” resource.



*Resources for dialing directly in to a UNIX machine*

Serialpop takes care of the terminal settings for you.

*Note: A plug-in with these strings in it is part of the Eudora distribution. The file name is “Direct UNIX Navs.”*

## Need More Options?

If Eudora’s scripting isn’t adequate for you, one alternative is the Calypso connection tool. It lets you use CCL scripts for the connection/disconnection process. Calypso can be found on major Macintosh archive sites.

# 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	25	)	57	9	73	I	89	Y	105	i	121	y
10	lf	26	*	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	29	-	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	25	41	)	57	9	73	I	89	Y	105	i	121	y
10 lf	26	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	29	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 ¬		210 ¨		226 ,		242	Ů
131 È	147 ì	163 £		179		195		211 " ' "		227 " ' "		243	Ù
132 Ñ	148 î	164 §		180 ¥		196 f		212 `		228 %		244	Û
133 Ö	149 ï	165 •		181 µ		197		213 ´		229 Â		245	ı
134 Ü	150 ñ	166 ¶		182		198		214 ÷		230 Ê		246	^
135 á	151 ó	167 ß		183		199 «		215		231 Ã		247	~
136 à	152 ò	168 ®		184		200 »		216 Ÿ		232 Ë		248	-
137 â	153 ô	169 ©		185		201 ...		217 Ÿ		233 Ì		249	˘
138 ä	154 ö	170 ™		186		202		218 /		234 Í		250	·
139 å	155 õ	171 ´		187 ª		203 Ä		219 α		235 Î		251	•
140 ä	156 ú	172 ¨		188 °		204 Å		220 <		236 Ï		252	,
141 ç	157 û	173		189		205 Õ		221 >		237 Ñ		253	˙
142 é	158 ü	174 Æ		190 æ		206 Œ		222 fi		238 Ó		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 “AndrĬ,” 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	25	41	)	57	9	73	I	89	Y	105	i	121	y
10	26	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	29	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	Ú	234	ê	250	ú
139	155	171	«	187	»	203	Ë	219	Û	235	ë	251	û
140	156	172	¬	188	¼	204	Ì	220	Ü	236	ì	252	ü
141	157	173	­	189	½	205	Í	221	Ý	237	í	253	ý
142	158	174	®	190	¾	206	Î	222	Ë	238	î	254	ë
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 precedes 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.

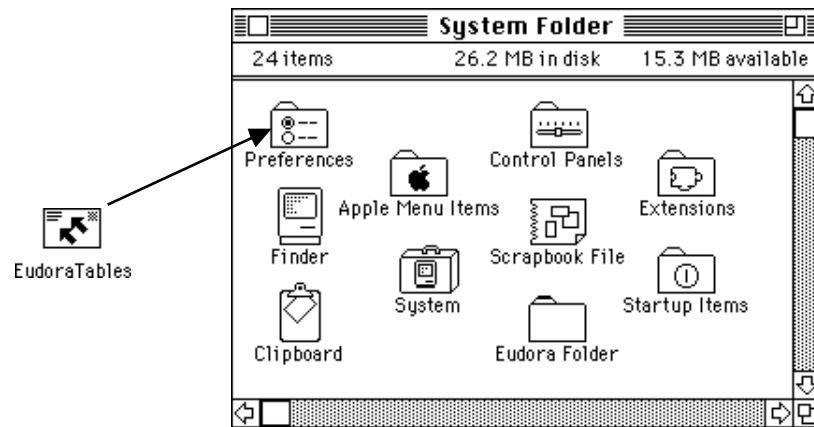
This process is controlled by “transliteration tables” (“tables” for short) that are stored as ‘taBL’ resources. A table consists of 256 numbers. Tables are used by using the character code to be transliterated as an index into the table, and replacing it with the value found at that position in the 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.

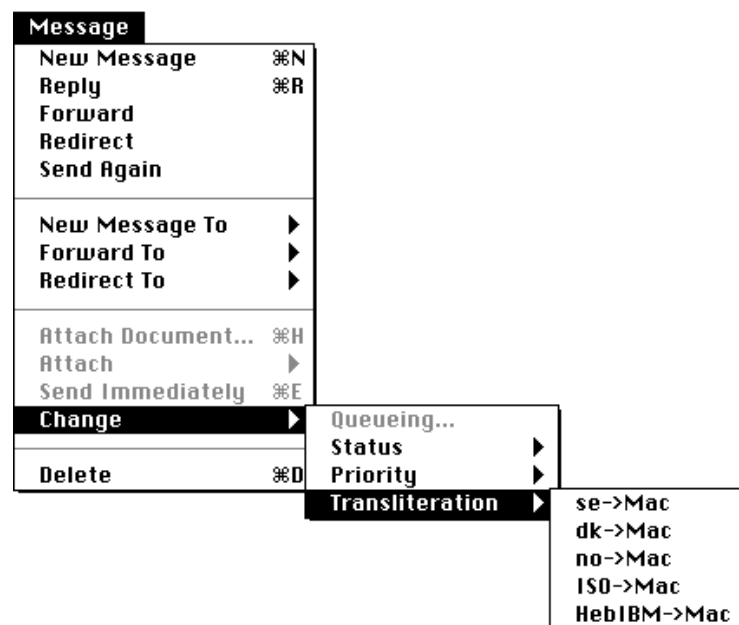
### More Tables

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:

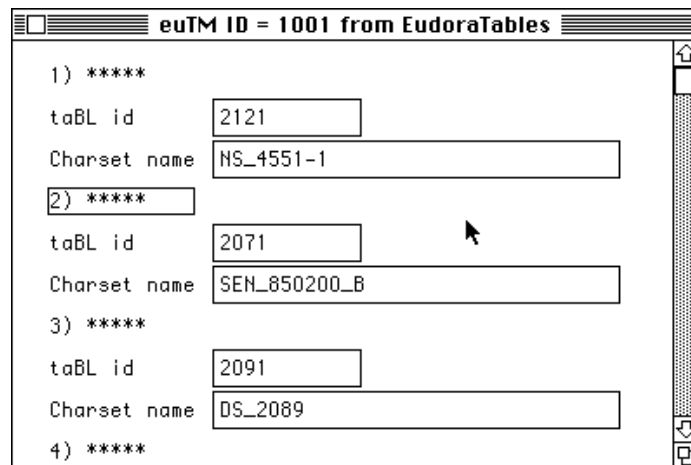
10\*7 (seven is the country code for Sweden) + 2000 + 1 (since the table is used for receiving mail), or 2071.

### 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.

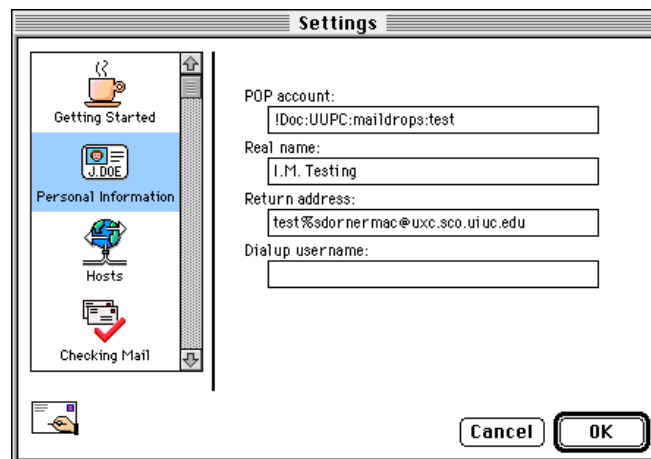
# Appendix F – Using UUCP

## Introduction

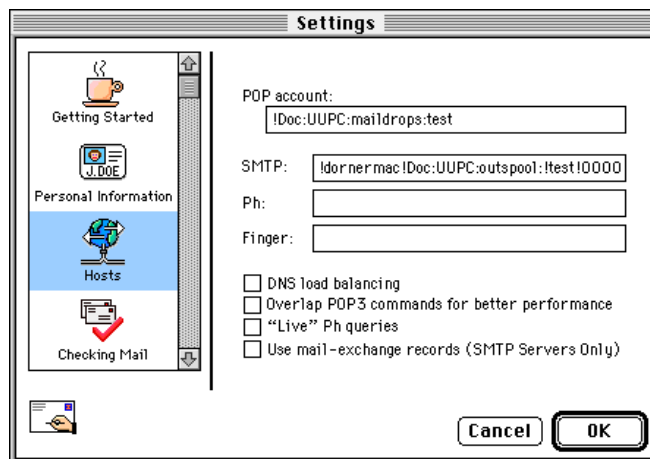
Eudora works with UUCP in almost exactly the same way as it works with the POP and SMTP servers. Attachments are supported, as is regular mail checking and the other features. It is possible to mix methods; for example, you can use UUCP for reading mail but SMTP for sending it.

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.

EuOM ID = 128 from Eudora 2.0	
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.



# Index

## Symbols

“me” nickname, for personal identification 44, 46, 120  
-, in the Status column 63  
6000.17 153  
7400.13 153  
???@??? 64  
\\^ 151  
\\a 151  
\\b 152  
\\c 151  
\\D 152  
\\e 152  
\\h 151  
\\n 151  
\\p 151, 152  
\\r 151  
\\s 151  
\\u 151  
\\ 151  
•, in the Status column 24, 34, 42, 43, 51, 63  
µAccess 167

## A

About Message Plug-ins command 99  
Address Book  
    adding nicknames to the Quick Recipient List 88  
    Address(es) field in 87  
    addressing a message from 89  
    changing entries in 88  
    creating a message from 88  
    creating new entries in 86  
    displaying entries in 86  
    dragging entries to another file in 88  
    make address book entry command from 89  
    maximum entries in 87  
    Name field in 87

New button in 86  
Notes field in 87  
paging up and down in 86  
printing 86  
Recipient List option 88  
removing entries from 88  
resizing 86  
saving changes to 88  
saving entries to a file 91  
showing/hiding right side 86  
type to select entries in 86  
using non-Eudora nicknames 91  
View By option 86  
Address Book command 85, 134  
Address(es) field 87  
After transferring or deleting or paging past end of current message, open option 122  
Aliases  
    mailboxes 136  
    Settings files 100  
Always include Macintosh information option 113  
and option 77  
Any Header field 75  
Any Recipient field 75  
APOP option 111  
appears option 76  
Apple Guide menu 20, 21  
AppleDouble encoding 39  
AppleSingle encoding 39  
Arrow+these modifiers to switch messages option 122  
Attach Document command 38, 39, 132  
Attach submenu 38, 99, 132  
Attachment Folder option 55, 113  
    conflicts with 56  
Attachment plug-ins 38  
Attachment type popup 32  
Attachments  
    Always include Macintosh information option 113

- and UUCP 167
- attaching files to outgoing mail 38
- Attachment Folder 113
  - changing 55
  - conflicts with 56
- Attachments Folder 55
- automatically deleting 71
- copying 55
- decoding 39
- detaching from a message 38
- dragging to attach 38
- encoding 38
- Encoding method option 113
- moving 55
- opening 55
- receiving 55
- showing location 55
- TEXT files belong to option 114
- Trash attachments with messages option 114
- Attachments column 64
- Attachments Folder 55, 71, 113, 135
- Attachments Settings 113
  - Always include Macintosh information option 113
  - Attachment Folder option 113
  - Encoding method option 113
  - TEXT files belong to option 114
  - Trash attachments with messages option 71, 114
- Authentication option 111

## B

- Background Color option 115
- backslash 151
- Balloon Help 22
- Bcc button
  - in the Address Book 88
- Bcc field
  - in outgoing mail 23, 33
- BinHex encoding 39
- BLAH BLAH BLAH icon 53
- blank, in the Status column 63
- Blind copy

- with Bcc field 33
- with Name field in Address Book 87
- Body field 75
- Bounced mail 46
- Break 152

## C

- Carriage return 151, 153
  - And dialups 149
- Cc button
  - in the Address Book 88
- Cc field
  - in Filters 75
  - in outgoing mail 23, 33
- Change Password command 51, 135
- Change Queueing command 41, 43, 132
- Change Queueing dialog 40, 41
- Change submenu 132
- Check for mail every ? minutes option 49, 110
- Check mail
  - automatically 49, 110
  - Check for mail every ? minutes option 49
  - Check Mail command 50
  - Delete from server when emptied from trash option 59
  - entering password 50
  - Fetch icon 59
  - Forget Password command 51
  - Leave on server option 58, 110
  - manually check 50
  - minimum interval 49
  - Save password option 51
  - Skip messages over ? K option 59, 110
  - stopping 50
- Check Mail command 25, 26, 49, 50, 127
- Checking Mail Settings 58, 109
  - Authentication option 111
  - Check for mail every ? minutes option 49, 110
  - Delete from server when emptied from trash option 59, 110
  - Don't check when using battery option 110
  - Leave on server option 58, 110
  - Overlap POP3 commands option 111

- POP account option 110
- Save password option 51, 110
- Send on check option 110
- Skip messages over ? K option 59, 110
- Checkmark on icon bar 32
- Choose button 81
- Clear command 34, 38, 129
- Close All command 127
- Close command 127
- Close messages with mailbox option 123
- Command-click on title bar 31
- Communications command 18, 134
- Communications Toolbox 149
- Communications Toolbox option 18
- Compact
  - all mailboxes 66
  - one mailbox 66
- Composition window 23, 31
- Connecting to servers with dialup 153
- Connection method option 18, 106
- Connection tool 150
- Connection Tools 17
- contains option 76
- Convert Hesiod names to lower-case option 124
- Copy & Unwrap command 37, 129
- Copy blind
  - with Bcc field 33
  - with Name field in Address Book 87
- Copy command 63, 129
  - and styled text 37
- Copy original's priority to reply option 36, 44, 120
- Copy To action 79
- Copy Without Styles & Unwrap command 37, 129
- Copy Without Styles command 37, 129
- Copying a message to a mailbox 72
- Copying message summaries 63
- Correct (but slow) international sorting option 124
- Creating a new mail folder 69
- Creating a new mailbox 69
- CSOm 150
- Current maintenance release
  - how to determine 100
- Current message 27
- Cut command 129

## D

- D, in the Status column 45, 63
- Date column 64
- Date Display Settings 116
  - Date formats option 116
  - Display dates using option 116
- Date formats option 116
- Delay 152
- Delete command 29, 71, 132
- Delete from server when emptied from trash option 59, 110
- Delete key 70
- Detaching attachment 38
- Dial-in password 151
- Dial-in username 151
- Dialup 149
- Dialup username option 107
- Direct UNIX Nats 154
- Directory Services
  - addressing a message from 95
  - finding Ph servers 94
  - Finger button 93
  - Finger option 108
  - Finger queries 94
  - Live Ph queries option 109
  - Ph button 93
  - Ph option 108
  - Ph queries 93
  - with the shift key 93
- Directory Services command 93, 134
- Disconnect MacSLIP or OT/PPP if Eudora connected it option 121
- Display dates using option 116
- DNS load balancing option 108
- does not appear option 76
- does not contain option 76
- Domain to add to unqualified names option 111
- Don't check when using battery option 110
- Don't make automatic checks when MacSLIP or OT/PPP is not already connected option 121
- Don't Send option 42, 43
- Draw separator lines option 126

**E**

- Echo and dialups 149
- Edit
  - incoming mail 57
- Edit menu 129
  - Clear command 34, 38
- Empty the Trash mailbox option 119
- Empty Trash command 30, 59, 71, 123, 135
- Empty Trash on Quit option 20, 59, 71, 123
- Encoding method option 113
- Encoding methods
  - AppleDouble 39
  - AppleSingle 39
  - BinHex 39
- ends with option 76
- Enter key 52
- Enter Selection command 80
- Eudora Folder
  - Attachments Folder 135
  - Eudora Filters file 135
  - Eudora Items folder 136
  - Eudora Log file 136
  - Eudora Nicknames file 136
  - Eudora Settings file 136
  - In file 136
  - Mailbox Aliases 136
  - Out file 136
  - Signature Folder 136
  - Spool Folder 136
  - Trash file 136
- Eudora Information 139
- Eudora Items folder
  - Plugins folder 136
- Eudora Light Application Folder 17
- Eudora Light Folder 16, 17, 137
  - Extras Folder 137
    - Dialup Folder 137
    - Plugins Folder 138
  - README file 137
- Eudora Stuff folder 97, 98, 99
- Excerpt bars 126
- Expect 152
- Extra Warnings Settings 41, 118
  - Empty the Trash mailbox option 119

- Set a changed message back to read-only option 119
- Try something that requires too much memory option 119
- Try to delete any unsent mail option 71
- Try to delete any unsent messages option 118
- Try to delete queued mail option 71, 118
- Try to delete unread mail option 71, 118
- Try to queue a message with no subject option 118
- Try to quit with messages queued to be sent option 119
- Try to send a message whose size is more than ? K option 119

- Extras folder 98

**F**

- F, in the Status column 44, 63
- Fetch icon 54, 59
- File menu 127
  - Open in Browser command 58
  - Quit command 20
- Filter Messages command 74, 134
- Filters
  - and option 77
  - appears option 76
  - automatically named 74
  - Conjunction field 77
  - contains option 76
  - Copy To action 79
  - does not appear option 76
  - does not contain option 76
  - ends with option 76
  - Forward To action 78
  - Generate filter reports option 124
  - header field 75
  - ignore option 77
  - Incoming option 74
  - intersects nickname option 76
  - invoked from top to bottom 75
  - is not option 76
  - is option 76
  - Last used field 79

- Make Label action 78
  - Make Personality action 78
  - Make Priority action 78
  - Make Status action 78
  - Make Subject action 78
  - Manual option 74
  - Match Type field 75
  - Matching Text field 76
  - None action 78
  - Notify User action 78
  - Open action 78
    - or option 77
  - Outgoing option 74
  - Play Sound action 78
  - Print action 78
    - re-ordering 75
  - Redirect To action 78
  - Reply With action 78
  - resizing the list 75
  - Server Options action 78
  - Skip Rest action 79
    - starts with option 76
  - Transfer To action 79
    - unless option 77
  - Filters command 73, 134
  - Filters window 73
    - New button in 74
  - Find Again command 81
  - Find button 80, 81
  - Find command 80
  - Find dialog 80
  - Find submenu 134
  - Finding text
    - Match Case option 80
    - Search mailbox option 82
    - Search mailfolder option 82
    - Search To End option 82
    - Summaries only option 82
      - within a message 81
      - within mailboxes and folders 81
  - Finger button 93, 94
  - Finger option 108
  - Finish & Expand Address Book Entry command 91, 129
  - Finish Address Book Entry command 91, 129
  - Fix curly quotes option 112
  - Flash an icon in the menu bar option 51, 117
  - Fonts & Display Settings 114
    - Background Color option 115
    - Message window height option 115
    - Message window width option 115
    - Print Font and Size options 115
    - Screen Font, Size, and Text Color options 114
    - Waste cycles drawing trendy 3D junk option 115
    - Zoom windows when opening option 115
  - Forget Password command 51, 135
  - Formatting text
    - Copy & Unwrap 37
    - Copy Without Styles 37
    - Copy Without Styles & Unwrap 37
    - dragging text 37
    - Require control key for text/message dragging option 124
    - Unwrap Selection 37
    - When receiving styles, pay attention to option 126
    - Wrap Selection 37
  - Forward
    - quoting original text 44
  - Forward command 44, 131
    - and styled text 37, 44
    - with the option key 44
  - Forward To action 78
  - Forward To submenu 92, 131
  - Forwarded (F) status 44
  - From field
    - in a forwarded message 44
    - in Filters 75
    - in outgoing mail 23, 33
    - in redirected message 45
  - ftp.eudora.com 139
- G**
- Generate filter reports option 124
  - Getting Attention Settings 117
    - Flash an icon in the menu bar option 51, 117
    - Open mailbox option 51, 117

- Play a sound option 51, 117
- Say OK to alerts after 2 minutes option 118
- Use an alert option 51, 117
- Getting Started Settings 17, 105
  - Communications Toolbox option 18
  - Connection method option 18, 106
  - POP account 49, 106
  - POP account option 18
  - Real name option 18, 106
  - TCP/IP option 18
- globe 94
- gnuucp 167
- Guess Paragraphs option 83

## H

- Help
  - what to do if all else fails 22
- Help menu 20, 21
  - Hide Balloons command 22
  - Register Eudora command 19
  - Show Balloons command 22
- Hesiod, definition 124
- Hide Balloons command 22
- Hide the recipient list
  - with Bcc field 33
  - with Name field in Address Book 87
- Hosts Settings 93, 108
  - DNS load balancing option 108
  - Finger option 108
  - Live Ph queries option 109
  - Overlap POP3 commands option 109
  - Ph option 108
  - POP account option 108
  - SMTP option 18, 108
  - Use mail-exchange records (SMTP Servers Only) option 109
- Hot link
  - in incoming mail 57
  - in outgoing mail 40
- HTML text
  - how to view 58

## I

- Icon bar
  - in incoming mail 53
  - in outgoing mail 32
- ignore option 77
- Ignoring previously read messages 58
- Immediate send option 33, 40, 41, 112
- In command 130, 133
- In mailbox 51
- Include Headers option 83
- Include Macintosh information icon 32, 39
- Include yourself option 44
- Incoming message window
  - icon bar 53
    - BLAH BLAH BLAH icon 53
    - Fetch icon 54
    - pencil icon 53
    - priority popup 53
    - Subject field 53
    - Tow Truck icon 54
  - message body 54
  - title bar 52
  - zooming the window 115
- Incoming option 74
- Insert & Expand Recipient command 92, 130
- Insert button 39
- Insert Recipient command 92, 130
- Inserting a file 39
- Installation 13
  - Connection Tools 17
- Internet Config
  - read from option 124
  - write to option 124
- intersects nickname option 76
- is not option 76
- is option 76

## K

- Keep copies of outgoing mail option 46, 112
- Keep copy icon 32, 46
- Kerberos 139
- Kerberos option 111

**L**

Last used field 79  
 Leave on server for ? days option  
     and UUCP 169  
 Leave on server option 58, 59, 110  
 Linefeed 151, 153  
 Live Ph queries option 94, 109  
 Lock whole program in memory option 124

**M**

Mail drop 168  
 Mail drop format 169  
 Mail folders  
     creating during transfer 73  
     creating in the Mailboxes window 69  
     creating using Mailbox menu 67  
     Make it a folder option 67  
     moving in the Mailboxes window 69  
     New command 67  
     removing in the Mailboxes window 70  
     renaming in the Mailboxes window 69  
 Mail Storage 135  
 Mailbox Columns Settings 65, 125  
     Draw separator lines option 126  
     Show columns options 126  
 Mailbox menu 130  
 Mailboxes  
     Close messages with mailbox option 123  
     compacting all 66  
     compacting one 66  
     creating during transfer 73  
     creating in folders 67  
     creating in the Mailboxes window 69  
     creating using Mailbox menu 67  
     displaying columns 65  
     Draw separator lines option 126  
     Make it a folder option 67  
     message summaries 62  
     moving in the Mailboxes window 69  
     New command 67  
     number of messages 65  
     opening 61  
     opening other 61

    removing in the Mailboxes window 70  
     renaming in the Mailboxes window 69  
     resizing columns 65  
     Show columns options 126  
     size display 65  
     sorting messages in 79  
     space messages require 65  
     space wasted 65  
     transferring messages among 72  
     zooming windows 115  
 Mailboxes command 68, 134  
 Mailboxes window 68  
     New Folder button 69  
     New Mailbox button 69  
     Remove button 70  
 Make Address Book Entry command 89, 90, 91, 94, 134  
     from a mailbox 90  
     from an open message window 90  
     from Directory Services 91  
     from selection 89  
     from the Address Book 89  
 Make Address Book Entry From Selection  
     command 89, 134  
 Make it a folder option 67  
 Make Label action 78  
 Make Personality action 78  
 Make Priority action 78  
 Make Status action 78  
 Make Subject action 78  
 Managing mail on the server  
     Delete from server when emptied from trash  
     option 59, 110  
     Fetch icon 59  
     Leave on server option 58, 110  
     Skip messages over ? K option 59, 110  
 Manual option 74  
 Match case option 80  
 May use Quoted-Printable option 112  
 Message body  
     in incoming mail 54  
     in outgoing mail 23, 34  
 Message header  
     in incoming mail 54  
     in outgoing mail 33

- Message menu 131
  - Message plug-ins 97
  - Message Plug-ins submenu 98, 99, 130
  - Message priority
    - how to set 36
  - Message summaries 62
    - Attachments column 64
    - changing the subject of 57
    - copying 63
    - Date column 64
    - Priority column 63
    - resizing columns 65
    - selecting 62
    - Sender/Recipient column 64
    - Size column 64
    - Status column 63
    - Subject column 65
  - Message window height option 115
  - Message window width option 115
  - Messages
    - transferring to a mailbox in the Mailboxes window 70
  - Miscellaneous Settings 123
    - Close messages with mailbox option 123
    - Convert Hesiod names to lower-case option 124
    - Correct (but slow) international sorting option 124
    - Empty Trash on Quit 71
    - Empty Trash on Quit option 20, 123
    - Generate filter reports option 124
    - Lock whole program in memory option 124
    - Re-sort mailboxes less often option 124
    - Read from Internet Config option 124
    - Require control key for text/message dragging option 124
    - Turbo redirect by default 46
    - Turbo redirect by default option 123
    - Use old-style “.toc” files option 124
    - Write to Internet Config option 124
  - Moving Around Settings 122
    - After transferring or deleting or paging past end of current message, open option 122
    - Arrow + these modifiers to switch messages option 122
    - Return switches among header fields option 123
    - Tab to switch fields, option-tab to insert tab option 122
  - Multiple accounts on one Macintosh 100
- N**
- Name field 87
  - Navigate
    - In 150, 153
    - Mid 150
    - Out 150
    - special characters 150
  - New button in Address Book 86
  - New button in Filters window 74
  - New command 28, 67, 73, 130, 133
  - New Mailbox dialog 28, 67, 73
  - New Message command 23, 31, 131
  - New Message To submenu 92, 131
  - New Text Document command 127
  - Next Time Queued Messages are Sent option 42
  - Nicknames 87
    - “me” 44, 46, 120
    - adding to the Quick Recipient List 88
    - creating in the Address Book 86
  - None action 78
  - Notes field 87
  - Notification
    - Flash an icon in the menu bar option 117
    - Open mailbox option 117
    - Play a sound option 117
    - Say OK to alerts after 2 minutes option 118
    - Use an alert option 117
  - Notify Sender button 54, 55
  - Notify User action 78
  - Nuke command 30, 71, 132
- O**
- On or after option 42
  - Online Help 21
  - Open action 78
  - Open command 127



- Open Eudora 17
- Open in Browser command 58, 127
- Open mailbox option 51, 117
- Open Selection command 52, 127 or option 77
- OT/PPP and MacSLIP Settings 121
  - Disconnect MacSLIP or OT/PPP if Eudora connected it option 121
  - Don't make automatic checks when MacSLIP or OT/PPP is not already connected option 121
- Out command 130, 133
- Out mailbox 42, 43, 72
- Outgoing message window
  - icon bar 32
    - attachment type popup 32
    - include Macintosh information icon 32
    - keep copy icon 32
    - priority popup 32
    - Queue button 33
    - quoted-printable icon 32
    - Send button 33
    - signature popup 32
    - word wrap icon 32
  - message body 34
  - message header 33
    - Bcc field 33
    - Cc field 33
    - From field 33
    - Subject field 33
    - To field 33
    - X-Attachments field 34
  - title bar 31
  - zooming the window 115
- Outgoing option 74
- Overlap POP3 commands for better performance option 109, 111

## P

- Page Setup command 127
- Password
  - changing 51
  - server source code for 139
  - Dialup 152
    - entering 25, 50
    - forgetting 51
      - After failed expect 152
    - remembering 51
    - Saving 51, 110
- Passwords option 111
- Paste as Quotation command 129
- Paste command 129
- Pencil icon 53, 57
- Personal Information Settings 107
  - Dialup username option 107
  - POP account option 107
  - Real name option 107
  - Return address option 18, 33, 107
- Ph
  - button 93
  - option 108
  - query 93
  - server source code 139
- Ph button 93
- Play a sound option 51, 117
- Play Sound action 78
- Plug-in Settings submenu 99, 134
- Plug-ins 97, 150
  - attachment 38
  - how to purchase third-party Eudora plug-in software 97
  - how to remove 99
  - included with Eudora 97
  - message 97
  - resource 97
  - Rot13 Text 98
  - Space & Tab Converter 98
  - Upper/Lower Text 98
- Plugins
  - Esoteric Settings 138
  - Eudora Tables 138
  - Forward934 138
  - Kerberos Settings 138
  - Synch I/O 138
  - Toshiba 138
- Plugins folder 98
- POP Account hostname 151
- POP account option 18, 49, 106, 107, 108, 110 and UUCP 168

- POP Account password 151
- POP Account username 151
- POP server 49, 58, 139, 145
  - UNIX 139
  - VAX/VMS 139
- POP version 3 145
- Popper 139
- Popup menu
  - title bar 66
- Print
  - current item 99
  - selection only 99
- Print action 78
- Print command 75, 99, 128
- Print Font and Size options 115
- Print One Copy command 100, 128
- Print Selection command 128
- Priority column 63
- Priority popup
  - default for replies 36
  - in composition window 36
  - in incoming mail 53
  - in outgoing mail 32
  - levels 36
  - Raise and Lower 36
- Progress window 25
- Put it on the recipient list option 87
- Put original To recipients in Cc field option 44

## Q

- Q, in the Status column 41, 42, 43, 63
- Queue button 25, 33, 41
- Queue For Delivery command 41, 132
- Queue mail 41
  - Change Queueing command 41, 43
  - Change Queueing dialog 41
  - Don't Send option 42, 43
  - editing before sending 42
  - for a certain time 41
  - Immediate send option 41
  - Next Time Queued Messages are Sent option 42
  - On or after option 42

- Queue button 41
- Queue For Delivery command 41
- Right Now option 42
- Send message Right Now option 41
- Send Queued Messages command 41
- sending queued mail when checking mail 43
- taking mail out of the queue 43
- Queued (Q) status 41
- Quick Recipient List
  - Forward To submenu 92
  - Insert & Expand Recipient command 92
  - Insert Recipient command 92
  - New Message To submenu 92
  - putting nicknames on 88
  - Recipient List option 92
  - Redirect To submenu 92
- Quit command 20, 128
  - Empty Trash on Quit option 123
- Quoted text
  - in forwarded messages 44
  - in replies 43
- Quoted-printable icon 32

## R

- R, in the Status column 43, 63
- Re-sort mailboxes less often option 124
- Read from Internet Config option 124
- Real name option 18, 106, 107
- Recipient List option 88, 92
- Redirect
  - automatically put new message in the queue 45
  - no signature 46
  - Redirect command 45
  - Redirect To submenu 46
  - Turbo redirect by default option 46, 123
  - Turbo Redirect To submenu 45
  - Turbo Redirect Without Delete To submenu 45
- Redirect command 45, 131
  - and styled text 37, 45
- Redirect To action 78
- Redirect To submenu 46, 92, 132
  - with the option key 45
- Redirected (D) status 45

- Register Eudora command 19
  - Registration 19
  - Rejected mail 46
  - Remove All button 70
  - Remove It button 70
  - Renaming a mail folder 69
  - Renaming a mailbox 69
  - Replied (R) status 43
  - Reply
    - Copy original's priority to reply option 44
    - Include yourself option 44
    - Put original To recipients in Cc field option 44
    - quoting original text 43
    - Reply command 43
    - Reply Quoting Selection command 43
    - Reply to all By default option 44
    - Reply To All command 44
  - Reply command 28, 43, 131
    - and styled text 37, 43
  - Reply Quoting Selection command 43, 131
  - Reply Quoting Selection To All command 131
  - Reply to all By default option 44
  - Reply To All command 44, 131
  - Reply to all option 119
  - Reply With action 78
  - Reply-To field 75
  - Replying
    - Copy original's priority to reply option 120
    - Reply to all option 119
    - When replying to all option 120
  - Replying Settings 119
    - Copy original's priority to reply 120
    - Copy original's priority to reply option 36, 44
    - Include yourself 44
    - Put original To recipients in Cc field 44
    - Reply to all By default 44
    - Reply to all option 119
    - When replying to all option 120
  - Require control key for text/message dragging option 124
  - Requirements 13
  - resize cursor (⌘) 65
  - Resource plug-ins 97
  - Return address option 18, 33, 107, 111
    - and UUCP 169
  - Return key 52
  - Return receipt
    - how to remove request without sending 55
    - how to send 54
  - Return switches among header fields option 123
  - RFCs 147
  - Right Now option 42
  - Rot13 Text plug-in 98
  - rsrc 150
- S**
- S, in the Status column 46, 63
  - Save All command 34, 127
  - Save As command 83, 127
  - Save command 24, 34, 88, 127
  - Save mail as text
    - as a single file 83
    - Guess Paragraphs option 83
    - Include Headers option 83
    - TEXT files belong to option 84
  - Save password option 51, 110
  - Saving messages 34
  - Say OK to alerts after 2 minutes option 118
  - Screen Font, Size, and Text Color options 114
  - Scripting 154
  - Scripting, and dialups 149
  - Search button 80
  - Search mailbox option 82
  - Search mailfolder option 82
  - Search To End option 82
  - Searching for text
    - in messages, mailboxes, and folders 81
  - Select All command 129
  - Send Again command 46, 131
  - Send button 25, 33, 40
  - Send Immediately command 40, 132
  - Send mail
    - all at once 41
    - at a certain time 41
    - Change Queueing dialog 40
    - Immediate send option 40, 41, 112
    - keeping copies of outgoing mail 112

- May use Quoted-Printable option 112
- replies 43
- Send button 40
- Send Immediately command 40
- Send message Right Now option 41
- Send on check option 110, 112
- Send Queued Messages command 41
- sending queued mail when checking mail 43
- Signature option 112
- Send message Right Now option 41
- Send on check option 43, 110, 112
- Send Queued Messages command 41, 127
- Send to Back command 135
- Sendable (•) status 24, 34, 42, 43
- Sender/Recipient column 64
- Sending Mail Settings 111
  - Domain to add to unqualified names option 111
  - Fix curly quotes option 112
  - Immediate send 40, 41
  - Immediate send option 33, 112
  - Keep copies of outgoing mail 46
  - Keep copies of outgoing mail option 112
  - May use Quoted-Printable option 112
  - Return address option 111
  - Send on check 43
  - Send on check option 112
  - Signature option 36, 112
  - SMTP Server option 111
  - Word wrap option 112
- Sent (S) status 46
- Server Options action 78
- Set a changed message back to read-only option 119
- Settings command 17, 105, 134
- Settings Icons Settings 125
- Sharing a Macintosh 100
- Show Balloons command 22
- Show columns options 126
- Sidebars, in quoted text 126
- Signature option 112
- Signature popup 32, 36
  - in composition window 35
- Signatures
  - and redirect 46
  - creating or modifying the Alternate 35
  - creating or modifying the standard 35
  - including in a message 35
  - including in all messages 36
  - Signature option 112
- Signatures command 35
- Signatures submenu 134
- Simple Mail Transfer Protocol 145
- Size column 64
- Skip messages over ? K option 59, 110
- Skip Rest action 74, 79
- SMTP 145, 146
- SMTP option 18, 108
- SMTP Server
  - and UUCP 168
- SMTP server hostname 151
- SMTP Server option 111
- Sort Descending submenu 79, 134
- Sort submenu 79, 134
- Sorting 79
  - Correct (but slow) international sorting option 124
  - Group Subjects option 80
  - in descending order 79
  - Re-sort mailboxes less often option 124
- Space & Tab Converter plug-in 98
- Space bar 52
- Special menu 134
  - Communications command 18
  - Settings command 17
- Split-screen button 86
- Srialpop 153
- Starting field 81
- starts with option 76
- Status
  - , never sent 63
  - <blank>, read or unsendable 63
  - D, redirected 45, 63
  - F, forwarded 44, 63
  - Q, queued 41, 42, 43, 63
  - R, replied 43, 63
  - S, sent 46, 63
  - T, timed 42, 63
  - , sendable or unread 24, 34, 42, 43, 51, 63
- Status column 63

- Styled text
  - dragging 37
  - pasting 37
  - viewing and copying 37
- Styled Text Settings 37, 54, 126
  - When receiving styles, pay attention to option 126
- Subject column 65
- Subject field
  - changing in message summaries 57
  - in Filters 75
  - in incoming mail 53
  - in outgoing mail 23, 33
- Summaries only option 82
- T**
- T, in the status column 42, 63
- Tab key
  - switching fields with 33
- Tab to switch fields, option-tab to insert tab option 122
- Tabs
  - and the Save As command 83
  - inserting 122
  - switching fields 122
- TCP/IP option 18
- TEXT files belong to option 84, 114
- Timed (T) status 42
- Timeout 152
- Title bar
  - for incoming mail 52
  - for outgoing mail 31
- Title bar popup menu 66
- To button
  - in the Address Book 88
- To field
  - in a reply 43, 44
  - in Filters 75
  - in outgoing mail 23, 33
- Tow Truck icon 54, 70
- Transfer menu 133
- Transfer To action 74, 79
- Transferring mail to another mailbox
  - and creating a mailbox or folder 73
  - by dragging it 72
  - by dragging the Tow Truck icon 72
  - using the option key 72
  - using the Transfer menu 72
- Transferring mail to the Out mailbox 72
- Trash attachments with messages option 71, 114
- Trash command 130, 133
- Trash mailbox 46, 71
- Troubleshooting 100
  - “-ERR Maildrop lock busy” 102
  - “A TCPClose command was already issued” 103
  - “Connection came up halfway then failed” 103
  - “Error opening your settings file” 101
  - “Mailbox has a damaged table of contents” 103
  - “Memory is tight” 101
  - “Message columns don’t line up” 104
  - “Messages not wrapping correctly” 104
  - “Need recipient” 101
  - “No Date header in your mail” 104
  - “Password is incorrect” 102
  - “Random display problems” 104
  - and README file 100
- Try something that requires too much memory option 119
- Try to delete any unsent mail option 71
- Try to delete any unsent messages option 118
- Try to delete queued mail option 71, 118
- Try to delete unread mail option 71, 118
- Try to queue a message with no subject option 118
- Try to quit with messages queued to be sent option 119
- Try to send a message whose size is more than ? K option 119
- Turbo redirect by default option 46, 123
- Turbo Redirect To submenu 45, 132
  - with the option key 46
  - with the shift key 45
- Turbo Redirect Without Delete To submenu 45, 132

**U**

- Undo command 129
- unless option 77
- Unqualified name, adding domain 111
- Unread (•) status 51
- Unwrap Selection command 37, 129
- Upper/Lower Text plug-in 98
- URL
  - choosing an application 57
  - in incoming mail 57
  - in outgoing mail 40
- Use an alert option 51, 117
- Use Folder button 56
- Use mail-exchange records (SMTP Servers Only) option 109
- Use old-style “.toc” files option 124
- UUCP 167
  - Working files 169
    - D.mac0 ###
    - X.mac0 ###
- UUCP/Connect 167
- uupc 167

**V**

- View By option 86

**W**

- Warnings
  - Empty the Trash mailbox option 119
  - Set a changed message back to read-only option 119
  - Try something that requires too much memory option 119
  - Try to delete any unsent mail option 71
  - Try to delete any unsent messages option 118
  - Try to delete queued mail option 71, 118
  - Try to delete unread mail option 71, 118
  - Try to queue a message with no subject option 118
  - Try to quit with messages queued to be sent option 119

- Try to send a message whose size is more than ? K option 119

- Waste cycles drawing trendy 3D junk option 115
- When receiving styles, pay attention to option 126
- When replying to all option 120
- Whole word option 80
- Window menu 135
- Windows
  - sending to the back 135
  - zooming 115
- Word wrap icon 32, 37
- Word wrap option 112
- Wrap Selection command 37, 129
- Wrapped text 32, 37
- Write to Internet Config option 124

**X**

- X-Attachments field
  - in outgoing mail 23, 34, 38

**Y**

- You have new mail alert 26
- You have no new mail alert 26

**Z**

- Zoom windows when opening option 115