

# Reference

## Introduction

This chapter provides detailed explanations of all available Eudora functions.

## Creating an Outgoing Message

*.i.Message:Outgoing:Creating;.i.Message:Outgoing;*An outgoing message is a message you send to someone else.

To create an outgoing message, select *.i.New Message command;New Message* from the Message menu. A new *.i.Composition window;composition window* entitled <<No Recipient>>, <<No Subject>> is displayed with the blinking insertion point situated at the start of the To: *.i.Field,field*. 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 *.i.Title bar;*provides information about incoming and outgoing messages, including the name of the sender (if it is an incoming message) or addressee (if it is an outgoing message), the time and date the message was delivered or sent, and the message subject. New messages are labeled <<No Recipient>>, <<No Subject>> until they are sent or queued. Messages get time stamps when they are sent, or if they are queued for timed delivery.

#### Icon Bar

The *.i.Icon bar;icon bar* consists of a series of objects that are displayed just under the composition window title. It allows you to control your message's priority, override some of your preference settings for that message only, and send or queue the message. There is one popup menu and five icons. Each of the five icons may be turned on or off for the current

message by clicking on it. A check mark symbol appearing next to the icon denotes that the icon has been turned on. The popup menu and icons are described below.

## The Icon Bar

Note:

The default settings for the icon bar are determined in the Settings dialog (see the “Settings Dialog” section).

### Priority/Attachment Type Popup

The leftmost object in the icon bar is the Priority/Attachment Type popup menu.

## Priority/Attachment Type popup menu

The Priority portion of this popup menu is on top. If you want to indicate that your message is of a higher or lower priority than a normal message (blank), use this menu to make the desired selection. Priorities are discussed in the “Message Priorities” section.

The Attachment Type portion of this menu allows you to select what format documents that you attach to outgoing messages are encoded in: AppleDouble, AppleSingle, or Bin Hex. AppleDouble is best for recipients with Multipurpose Internet Mail Extensions (MIME);

AppleSingle is best for sending applications or other Macintosh-specific files; and Bin Hex is most compatible with old Macintosh mailers and previous versions of Eudora.

The Always As Documents option should be selected when sending attachments between Macintoshes, as this keeps the attachments in their original Macintosh format. However, when sending a document to another platform, de-selecting this option allows Eudora to convert the attachment into the format most likely to be understood by other platforms.

#### Signature

**.i.Icon bar:Signature; .i.Signature:Icon in icon bar**; If this icon is checked, your signature file is automatically attached to the end of each message you send. Signatures are discussed in the “Creating a Signature” section.

#### Word Wrap

**.i.Icon bar:Word-Wrap; .i.Word Wrap:Icon in icon bar**; If this icon is checked, a carriage return is not required at the end of each line you type in an outgoing message; Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line.

#### Tabs in Body

**.i.Icon bar:Tabs in Body; .i.Tabs:Icon in icon bar**; If this icon is checked, hitting the [tab] key within the message body results in **.i.Tabs:Replaced with spaces**; Eudora inserting enough spaces to move the insertion point to a multiple of 8 characters from the start of the line. This mimics the way tabs work on many terminals. **.i.Tab key:Switching fields with**; If this icon is not checked, hitting the [tab] key returns the cursor to the To: field of the message header.

#### **.i.Tabs:And pasting; Note:**

This icon also controls the handling of tabs in text that is pasted into the message window and in plain text attachments that are sent as documents (not binhexed). If Tabs in Body is checked, tab spacing is replaced by blank spaces; otherwise, the tabs are included in the text.

#### Keep Copy

**.i.Icon bar:Keep Copy; .i.Keep Copies:Icon in icon bar**; If this icon is checked, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an “S” in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.

#### Quoted-Printable Encoding

**.i.Quoted-Printable:Icon in icon bar; .i.Icon bar:Quoted-Printable**; If this icon is checked, quoted-printable encoding may be used when sending messages that contain long lines of text or special characters. When selected, it is used for all plain text attachments. It is recommended that this icon always be checked.

## Send or Queue

[.i.Icon bar:Send button;](#)[.i.Icon bar:Queue button;](#)

If the Immediate Send option in the Settings dialog (Sending

Mail) is turned on, the rightmost button in the icon bar is labeled Send.

Clicking the Send button immediately sends the message. Otherwise, this button is labeled Queue, and has the same function as the Queue for Delivery command under the Message menu (upon clicking this button, the message window closes and the message is held in the Out mailbox, marked ready for delivery).

## Message Header

[.i.Message:Outgoing:Header;](#)[.i.Message:Outgoing:Body;](#)Outgoing message headers consist of six fields: To:, From:, Subject:, Cc:, Bcc:, and Attachments:. Each field holds a different piece of information. The To:, Subject:, Cc:, and Bcc: fields can be directly edited.

[.i.Tab key:Switching fields with;](#)To move the insertion point from field to field, press the [tab] key or click in the desired field with the mouse. When entering information into the fields, use the standard Macintosh text-editing tools provided under the Edit menu.

[Here is a brief description of the intended contents of each field:](#)

### To:

[.i.Message:Outgoing:To: field;](#)The intended recipient's E-mail address, or a nickname you have defined (see the "Creating and Using Nicknames" section). Multiple addresses are allowed, but must be separated by commas.

### From:

[.i.Message:Outgoing:From: field;](#)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 desired address in the Return Address field of the Settings dialog (Personal Information).

### Subject:

[.i.Message:Outgoing:Subject: field;](#)Brief text indicating the contents of the message. This field can be left blank (though it is a breach of E-mail etiquette to do so).

### Cc:

[.i.Message:Outgoing:Cc: field;](#)E-mail address or nickname of person to whom a copy of the message is to be sent. Multiple addresses are allowed but must be separated by commas. This field may be left blank.

### Bcc:

[.i.Message:Outgoing:Bcc: field;](#)"Blind" carbon copy. Like addresses listed in the Cc: field, addresses listed here receive copies of the message. Unlike addresses listed in the Cc: field, addresses listed here do not appear in the message header of the recipients. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses are allowed but must be separated by commas. This field can be left blank.

#### Attachments:

.i.Message:Outgoing:Attachments: field;List of documents being sent along with the message. Specify these through the Attach Document command under the Message menu (see the “Attachments” section). To delete an attachment from a message, select it and press [delete]. You cannot enter information directly into this field. This field can be left blank.

#### Message Body

.i.Message:Outgoing:Body;After filling in the fields, move the insertion point to the space below the message header. Type the body of the message here. Feel free to use the standard Macintosh text-editing tools provided under the Edit menu (see the “Summary of Menu Commands” section).

.i.Word Wrap;If the Word Wrap icon on the icon bar is checked (or the Word wrap option in the Settings dialog [Sending Mail] is turned on), you don’t need to press [return] at the end of each line of text. The text wraps to the next line automatically. If this option is not set, be sure to type a [return] at the end of each line or your message may not be legible on the recipient’s computer. To use tabs in the message body, check the Tabs in Body icon in the icon bar.

[Return to Table of Contents](#)