

Anatomy of a Mailbox Window

.i.Mailbox:Mailbox window;Mailbox windows are one of the most important elements of Eudora.

A mailbox window

Message Summaries

.i.Message Summary;Each line in a mailbox window represents one message and is called a message summary. To select a message summary, single-click on it. There are several ways to select more than one summary. .i.Mailbox:Mailbox window:Range selection in;You can select a summary and drag through the ones you want to select. You can select one summary, hold down the shift key, and select another summary to select both summaries and all the summaries between them. Finally, you can hold down the [command] key and select individual summaries. This allows you to make .i.Mailbox:Mailbox window:Disjoint selection in;“disjoint” selections.

A disjoint selection in a mailbox window

Mailbox Window Columns

A mailbox window (and hence each message summary) is divided into five columns: Status/Priority, Sender/Recipient, Date, Size, and Subject.

The .i.Message Summary:Status of message;.i.Message Summary:Priority of messages;Status/Priority column displays two separate items. The first is the message status,

which is one of the following:

.i.Message Summary:Status of message:Unread;.i.Message Summary:Status of message:Sendable;.i. • message status;•

The message has not been read (all mailboxes except Out), or is queueable but has not been queued (Out mailbox only).

.i.Message Summary:Status of message:Read;.i.Message Summary:Status of message:Not sendable;<blank>

The message has been read (all mailboxes except Out), or is not yet able to be queued because it has no recipients (Out mailbox only).

.i.R message status;.i.Message Summary:Status of message:Replied;R
Reply has been chosen for the message.

.i.Message Summary:Status of message:Forwarded;.i.F Message status;F
Forward has been chosen for the message.

.i.D message status;.i.Message Summary:Status of message:Redirected;D
Redirect has been chosen for the message.

.i.S message status;.i.Message Summary:Status of message:Sent;S
The message has been sent (outgoing messages only).

.i.- message status;.i.Message Summary:Status of message:Unsent;-
The message was transferred from the Out mailbox before being sent.

The .i.Message Summary:Priority of messages;message priority is displayed as follows:

Highest priority

High priority

(blank)

Normal

Low priority

Lowest priority

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

The .i.Message Summary:Sender/Recipient in;Sender/Recipient column shows the sender of the message (for incoming messages) or the recipient or intended recipient (for outgoing messages).

Note:

Bugs in some POP servers/mail transport systems may result in Eudora displaying the sender of incoming messages as .i.???@???;???@???. This is because the required From: header is

missing.

The .i.Message Summary:Date in;Date column displays the date and time the message was sent, or, for timed messages, the date and time the message is scheduled to be sent.

Note:

The .i.Date format;date is formatted according to the short date format in current use by your Macintosh, and the time is formatted according to the current time format.

The .i.Message Summary:Size in;Size column displays the size of the message, in K (K = 1024 bytes).

The .i.Message Summary:Subject in;Subject column displays the subject of the message. This information was typed into the message header by the sender.

Resizing Columns

.i.Mailbox:Mailbox window:Resizing columns in;.i.Message Summary:Resizing columns in;You can resize any 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.

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.

Mailbox after resizing column

.i.Mailbox:Mailbox window:Double-line divider in;You can only shrink a column as far as its left divider. If you do so, 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.

Mailbox window with a hidden column

Mailbox Size Display

.i.Mailbox:Mailbox window:Size display in;The lower left corner of each mailbox window displays size information for that mailbox. Three numbers are displayed. The first is the .i.Mailbox:Number of messages in;number of messages in the mailbox; the second is the total amount of .i.Mailbox:Space messages require in;space those messages require; and the third is the amount of disk space that is wasted in the mailbox. Eudora occasionally recovers this .i.Mailbox:Waste space in;wasted space on its own. To force Eudora to recover this space from all mailboxes, select .i.Compact Mailboxes command;Compact Mailboxes from the Special menu. To compact an individual mailbox, hold down the [command] key and single-click on the mailbox size display.

This mailbox contains 43 messages,
which take 50K of disk space - 21K of which is wasted

Deleting a Message

.i.Message:Deleting;As a safeguard against inadvertent deletions, two steps are required to delete a message in Eudora. For any current message, choose .i.Delete command;Delete from the Message menu. This does not actually delete the message, but transfers it to the .i.Trash mailbox;Trash mailbox. To delete messages from the Trash mailbox, select .i.Empty Trash command;Empty Trash from the Special menu. .i.Quit command:And emptying Trash;Quitting the program also empties the contents of the Trash mailbox when .i.Empty Trash on Quit option;the Empty Trash on Quit option in the Settings dialog (Miscellaneous) is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, highlight them and select Delete from the Message menu. Deleting a message that's already in the Trash removes it

from Eudora completely.

.i.Message:Deleting:Unread/Queued;Note:

If the Requireconfirmation for delete option in the Settings dialog (Miscellaneous) is turned on, any attempt to delete a message that you have never opened (or a Queued message that hasn't been sent) results in Eudora asking for confirmation before proceeding with the deletion.

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