Summary of Eudora Menu Commands

File
This menu provides basic file and mail program functions.

ew Text Document
Create a new text file.
Open...
Open the selected message summary, or open a
text file, or open a Eudora Settings file.
Close
Close the current window.
Save
Save changes to the contents of the topmost window.
This applies to composition windows, text windows,
and the Nicknames window.
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...
Print the current message(s), text window, or Ph window.
Print Selection...
Print the current selection from a message, text window, or Ph window.
Quit
Quit the Eudora application.

Edit
This menu provides text editing and sorting tools.

ndo
Reverses the last editing action taken on a piece of text.
Cut
Delete selected text and place it on clipboard.
Copy
Copy selected text and place it on clipboard.
Paste

Place contents of clipboard at chosen insertion point
in message.
Paste as Quotation
Place contents of clipboard at insertion point, with '>'
characters at the beginning of each line to denote quoted text.
Clear
Delete selected text.
Select All
Select entire contents of message or mailbox.
Show Insertion Point
Scroll selection or insertion point into view.
Wrap Selection
Insert returns into the current selection, in the same way as Eudora does when it sends mail.
With the [option] key, unwrap text the way Save As... does when Guess Paragraphs is turned on.
Finish Nickname
Complete the partial text of a nickname in the field of a message header.
Insert Recipient
Insert the chosen nickname/address from the Quick Recipient list at the insertion point.
Find
Search for designated text or a character string within message(s).

Sort sub menu
Sorts message summaries in a mailbox.   Hold down the [option] key to reverse the order of the sort.

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

n
Open mailbox where incoming messages are stored
until deleted or transferred to another mailbox.
Out
Open mailbox where messages you compose are stored,
and where queued messages are held until actually sent, and
where copies of sent messages may be initially stored.
Trash
Open mailbox where deleted messages are stored.
[Your Mailboxes]
Mailboxes you create are also displayed in this menu.

Message
This menu lets you create and delete messages.

ew Message
Open new message composition window.
Reply
Reply to the sender of the current message.
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.
Reply To
Reply to the current message, but send the reply to
someone on the Quick Recipient list.
Forward To
Forward the current message to someone on the Quick Recipient list.
Redirect To
Redirect the current message to someone on the Quick Recipient list.
Queue For Delivery
Save the message in the Out mailbox and mark it as queued, or ready to be delivered.
Change Queueing...
Queue a message, unqueue a queued message, or set a message for timed send.
Attach Document
Attach file(s) to the current message.
Delete
Transfer the current message to the Trash mailbox; also used for deleting messages from the
Trash mailbox.

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

n
Transfer the current message(s) to the In mailbox.
Trash
Transfer the current message(s) to the Trash mailbox.
New...
Display New Mailbox dialog to create a new mailbox;
current message(s) may be transferred into that mailbox.
[Your Mailboxes]

Transfer the current message(s) to the selected mailbox
that was previously created by you.

Special
This menu provides additional Eudora functions.

ake Nickname...
Create a nickname for an address or
addresses in the current message.
Add As Recipient
Add selected text to the Quick Recipient list.
Remove Recipient
Select a recipient from this menu and the
recipient is removed from the Quick Recipient list.
Empty Trash
Delete all messages from the Trash mailbox.
Compact Mailboxes
Reclaim unused space in mailboxes.
Settings...
Display the Settings dialog.
Communications...
Display the Communications Toolbox settings
(not needed when using MacTCP).
Forget Password
Make Eudora ask for your password the next
time it checks for mail.
Change Password...
Change your password on the POP server computer.   This requires a special server.

Window
All Eudora window titles are listed in this menu.
Select one to open it or bring it to the front.

ailboxes
Display the Mailboxes window.
Nicknames
Display the Nicknames window.
Ph
Display the Ph window.
Signature
Display the Signature window.
Send to Back
Send the topmost current window to the back of all displayed windows.

[Mailbox Windows]
Toggle between open mailboxes.