MailCat vs 1.5Beta

Contents

INTRODUCTION

MailCat is an Internet EMail OLR - i.e. an Off Line Reader for internet email.   MailCat allows you to create messages in a comfortable windows environment, after which you give it the go-ahead - it connects to the internet, sends all your messages, reads any mail waiting for you, stores it on your PC and then disconnects.   This allows you to review and organise your mail at your leisure, without worrying about racking up those phone bills, or keeping the line engaged (Many a spouse's blood pressure has been saved by a OLR).

For your additional convenience there are many mail management tools, some of which are:

- Unlimited fully integrated Address book and Address Groups
- Unlimited Filing cabinets for storage of messages
- Auto Filing, Printing, Forwarding & Deleting of incoming mail by key words in any specified part of a message
- Selective highlighting of messages by key words
- Interactive and batch searching of messages
- Rich text support
- Integrated spell checker
- Full MIME Support
- Integrated Multimedia support
- Integrated file managment for attachments (Rename, Move, Copy, Delete)
- Integrated configurable file viewer/launcher
- Drag & Drop
- Easy install and setup
- Context Sensitive Menus
- Context Sensitive Speed Menus (Right click popup menus)
- Context Sensitive balloon help
- Context sensitive help
- Speedy message display regardless of size
- Unlimited message size
- Support for 16 bit Winsock diallers in 32 bit mode, even in Windows 95 and NT.   This means you can use Trumpet Winsock in Windows 95!
- For more features browse help file

Currently MailCat   is for EMail only, but News Groups will definitely be supported in the near future.

WHAT IS...

Email
[a Email Address](a%20Email%20Address)
[the Internet](the%20Internet)
Windows
[Windows 3.1](Windows%203.1)
[Windows 32s](Windows%2032s)
[Windows NT](Windows%20NT)
[Windows '95](Windows%20'95)
[a ISP (Internet Provider)](a%20ISP%20(Internet%20Provider))
[a System Adminstrator](a%20System%20Adminstrator)
[a POP Server](a%20POP%20Server)
[a SMTP Server](a%20SMTP%20Server)
MailCat
[MailCat features](MailCat%20features)
[an inbox](an%20inbox)
[an outbox](an%20outbox)
[a sent box](a%20sent%20box)
[a trash can](a%20trash%20can)
[an all box](an%20all%20box)
[a Filing Cabinet](a%20Filing%20Cabinet)
MIME
[A Signature File](A%20Signature%20File)
[A Split Window](A%20Split%20Window)
[Rich Text Format](Rich%20Text%20Format)
HTML
[Drag & Drop](Drag%20&%20Drop)
[Auto Filing](Auto%20Filing)
[A Kill List](A%20Kill%20List)
[Auto Highlighting](Auto%20Highlighting)
[Interactive & Batch Message Searching](Interactive%20&%20Batch%20Message%20Searching)
Multimedia
[a Carbon Copy](a%20Carbon%20Copy)
[a Blind Carbon Copy](a%20Blind%20Carbon%20Copy)
[a Mail Header](a%20Mail%20Header)
[Pending Mail Headers](Pending%20Mail%20Headers)

HOW TO PERFORM...

Message Procedures

Create a EMail Message

Send a EMail Message

Get your EMail Messages

Send a File

Print a Message

Find a Message

Preview pending Mail

Selectively download mail

Send a HTML Message

Reply with a Message Template

Filing Cabinet Procedures

Setup Filing Cabinets

Auto File Mail

Setup a "Kill" list

Auto Highlight Messages

Sort and Filter Messages

Address Book Procedures

Add Address Book Entries

Address a message to multiple recipients

Send "Blind Carbon Copies"

USER FRIENDLY & SPECIAL FEATURES

The most important characteristic of MailCat is that it comprehensively combines features available in other Mail Programmes along with speed, accuracy and compatibility of message development and transmittance.   It is designed to remain stable, self repairing and compatible across a broad range of both new and old platforms.   All features of MailCat remain active no matter what version of Windows you are running.

Split window viewing of filing cabinet message list and message

Completely resizeable - can resize windows to any size you want and still customize layout.

Change orientation of windows at the click of a button - right click e.g. horizontal to vertical, automatically resizes.

Shrinkable windows to give greater viewing of windows needed whilst still being able to scroll through messages, click buttons to view shrunk windows - can perform this from the window menus option as well.

To **delete unneeded messages** right click delete, multi-select by control and clicking.

All files kept in one data base, for ease of access, creation of new files and speed.

Unread messages highlighted in red, so you can get back and know what you haven't read.

Collate own address book of available correspondence by simple click on "To" button off message. MailCat doesn't let you put the same address in twice but if the address has changed it will automatically overwrite it and will also allow room for additional information.

Address book groups that allow you to send the same message to multiple people with one selection.

Auto quoting of selected text for reply messages.

Pop up or speed menus - right clicking allows you to go back to the parent message and select further text to reply to.   This also allows you to reply point by point to messages.

Mail Previewer allows you to selectively download your mail.

To **return to reply message** flip into windows or hit reply.

Multi-in line media enhancement - attach descriptive comments to files, send videos, photos, sounds and rich text.

Speedy display and transfer of any message no matter what the size.

New Mail Navigator   assists you in creating your first and following messages.

Easy to follow **Set-up Navigator** guides you through the install and configuration process.

Support for **16 bit Winsock diallers in 32 bit mode**, even in Windows 95 and NT.   This means you can use **Trumpet Winsock in Windows 95!**

..

UNIQUE FEATURES

Finger

This option allows you to "finger" a mail address and test whether it is valid.   After selecting and entering an EMail (or host) address, e.g. "test@fake.com" or "fake.com", MailCat will "finger" the address.   If found the plan for that EMail address will be displayed, or the users logged onto the host.

COMMANDS

Constantly Available Menu Commands (Always available no matter what Window is Active)

File
View
Online
Mail
Help

Message Editing Menu Commands   (Only available when adding or editing a Message)

Edit
Search
View
Format
Message
Window

Message List Menu Commands (Only available when a message list is displayed)

Edit
Search
View
Message
Window

Message Header List Menu Command (Only available when a message header list is displayed)

Actions

ToolBar

The toolbar is a list of buttons for quick one click access to MailCat functions.

- The cut command, any selected text is cut from a message to the clipboard
- The copy command, any selected text is copied to the clipboard
- The past command, the clipboard contents are pasted into a message
- The undo command, the last editing command is undone.
- The find command, either the message list or the current message is searched.
- The find again command, the last search is repeated.
- The print command, the currently selected messages are printed.
- The Get Messages command, MailCat attempts to read your messages off the Internet.
- The Send Messages command, MailCat attempts to send your outstanding messages
- The InBox (Incoming messages) are displayed.
- The OutBox (Outgoing messages) are displayed.
- The Filing cabinet is displayed.
- Create a new blank message.
- Reply to the currenlty selected message, quoting any selected text.
- Display file attachments for the currently displayed message.
- File (or refile) the currently selected messages
- Delete the currently selected messages
- Move to the previous message in the message list
- Move to the next message in the message list

- Display this helps contents

GLOSSARY

Mail Adminstrator
POP
SMTP
Mail Server
TimeZone
ISP
MailCat
Internet
OLR
Address Groups
Connect
Disconnect
Address Book
Interactive Searching
Rich Text Format
MIME
Integrated Multi-Media Support
Drag & Drop
Context Sensitive
Attachments
Blind Carbon Copies
Recipients
Kill List
Preview
Message Rules
Navigator
Fingering

EASY TO INSTALL AND SETUP

To install the 32 bit version of MailCat, run the **SETUP32.EXE** program.   To install the 16 bit version run **SETUP16.EXE**

See Also : Internet Setup Navigator

COMMON QUESTIONS AND ANSWERS

REGISTRATION

Before registering MailCat you <u>must</u> purchase a Registration number for Black Paw Software. For details on this see <u>Ordering MailCat</u>

To Register MailCat, choose the **Registration** option from the **File** menu.   The License terms and conditions will be displayed.   To accept them, click the **Accept** button.   The following Registration Window will be displayed.

Enter your MailCat Registration Number here.

The Name & Company must **<u>exactly</u>** match the Name & Company you purchased MailCat with.   **This includes the case of the letters.**

MailCat Registration	☒
Registration Name	Fred Smith
Reg. Company	Freds Companys
Reg. Number	
	OK Cancel Help

COMING ATTRACTIONS

Version 1.x (Free Upgrade)
- Retrieving mail with SMTP
- Support for the text/html MIME type (Hypertext Markup Language)
- Support for Microsoft Mail Rich Text
- UUE encode & decode, Mac BinHex and Apple Double/Single encodings for file attachments
- File Attachments embedded inline in messages

Version 2.0 (Upgrade fee)
- IMAP Support
- Nested Filing Cabinets
- Nested Folder layouts for Address Book
- Drag & Drop of messages to/from the filing cabinets
- Drag & Drop of messages and filing cabinets to the Win95 desktop
- Compuserve Mail
- OLE in messages

File

Open
Print
Print Setup
Page Setup
Preferences
Setup Filing Cabinets
Address Book
Mail Rules
       New Mail
       Message Highlighting
Templates/Canned Replies
Navigators
Purge Now
Reindex Now
Rebuild Now
Registration
Exit

Online

Finger
Check Mail
Send Mail
Get Mail Headers

Stop all Actions
Stop Mail Check
Stop Mail Send

AutoCheck
Auto Send

Mail

[Inbox](#)
[Outbox](#)
[Filing Cabinet](#)
[Sent](#)
[All](#)
[Trash](#)
[New Email](#)
[Headers](#)

Help
Help Menu

The Help menu provides access to the help system and the about dialog.

Contents   Help topic contents.

Edit (Message Editing)

Undo Undo the previous operation.
Cut   Delete selected text and move it to the clipboard.
Copy   Copy selected text to the clipboard.
Paste Move text from the clipboard to the current document.
Clear All   Delete all text in document.
Delete Delete selected text.

See Also : <u>Editing a Message</u>

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Search (Message Editing)

Search Menu

The Search menu provides commands to find and replace text when editing a message

Find   Find a pattern of text.
Replace   Replace one pattern of text with another.
Next   Find and/or replace the next occurrence of text pattern.

See Also : Editing a Message

Message (Message Editing)

<u>Properties</u>	- Set message properties
<u>Attachments</u>	- Attach files to a message
<u>ROT-13 (encryption method)</u>	- Select Encryption/Decryption of a message
Spell Check	- Spell Check the message
<u>Parent Message</u>	- Return to parent message

Enter the message subject here.

Window

Cascade   Resize and position all windows in an overlapping pattern.
Tile   Resize and position all windows in an non overlapping pattern.
Arrange Icons   Align all iconized windows along a grid.
Close All   Close all windows.

Actions

This menu is only displayed when the Pending Message Headers List is active (menu **Mail/Headers**).   It can be accessed from the Main menu or by right clicking on the Pending Message Headers list.   The actions specified here will be performed the next time messages are retrieved.

Download - Normal retrieval of the Mail Message
Hold - Keep the message but don't download it.
Delete - Delete the message without downloading

See Also : Get Mail Headers, Display Mail Headers

File Open Command

This menu command is used for importing messages to the outbox.   The file opened must be an ASCII file in the following format:

> **<field> : <field content>**
> **.**
> **.**
> **.**
> **<field n> : <field n content>**
> **<blank line>**
> **Message body ....**
> **. <period>**
> ... Next Message ...

Messages must be in RFC822 format. In periods at the start of a line in the message body must be pre-pended with a period, i.e. "**.**" becomes "**..**"
e.g.

> **To : fred@domain.com**
> **Subject:Test Message**
>
> **This is a imported message in RFC822 format**
> **.**
>
> **To : jane@domain.com**
> **Subject Test 2 Message**
>
> **This is another test message**
> **Line 2 of Test Message**
> **.. This line contains a period**
> **.**

File Preferences Command

This command displays a Tabbed Property Dialog where   the general settings for MailCat can be set.

Essential Settings

Some settings must be entered before MailCat can send and receive mail.   These are all in the **User** Tab of the preferences. They are:

Email Address   - Your address on the Internet
Password   - The password to your mail server
Retreive Mail Using   - How mail is retrieved from your mail server
POP Server   - The address of your ISP's POP Server on the Interenet

Setup Filing Cabinets

Filing cabinets are accessed via the Filing Cabinet list.   This is displayed by either choosing the **File/Setup Filing Cabinets** menu, the Filing Cabinets button from the toolbar or moving a message.

Adding

To add a filing cabinet, press the **Add** button. the <u>Filing Cabinet Settings</u> Screen will be displayed.

Editing

To edit a filing cabinet, select the cabinet in question and press the **Edit** button. the <u>Filing Cabinet Settings</u> Screen will be displayed.

Deleting

To delete a file cabinet, select it and press the **Delete** button.   MailCat will ask for the disposition of the messages in the cabinet to be deleted. Messages can be:

- deleted
- refiled to another filing cabinet
- refiled to the In/Out boxes, depending on whether they were incoming or outgoing messages.

See Also : <u>Filing Cabinet Settings</u>, <u>Filing Messages</u>, <u>What is a   Filing Cabinet</u>

Address Book

The address book is used for storing commonly used internet addresses. It can also store additional information such as home phone number, work phone and miscellaneous info.

The address book can be accessed either through the **File/Address Book** menu, or through clicking on the **To/From/CC/BCC** buttons in the message display window and the message editing window.

Address Book

Add Add a **Address book entry**
Edit Edit the selected Address book entry or Address Group
Delete Delete the selected Address book entry or Address Group
Add Group Add an **Address Group**

Address Book Entry

Real Name The person or organizations real world name, e.g. "Fred Smith"
Internet *Their internet address, e.g. "fred@fake.com" - *required*
CompuServe Their compuserve address
Home Phone Their Home phone number
Work Phone Their work phone number
Pager Their pager number
Fax Their Fax number
Notes Any general notes

Address Book Groups

Group Name The name of the group
Members The addresses in the group - to the right is the list of addresses not in the group
Add Add selected address(es) to the group.
Remove Remove selected address(es) from the group.
Comments Any general comments

See Also : Message Display, Editing a Message

Mail Rules

Mail rules are used for two purposes:

> To conditionally filter incoming mail (<u>New Mail</u>)
> To conditionally highlight existing messages (<u>Message Highlighting</u>)

A rule list can have as many rules as desired.   The list of rules are applied one at a time to a message until a match is made. Then the rule action is applied to the message, e.g for the folowing example rule from the New Mail rule list:

If a message is received **From** a mail address **irritating@person.com**, it will automatically be deleted without your having to read it.
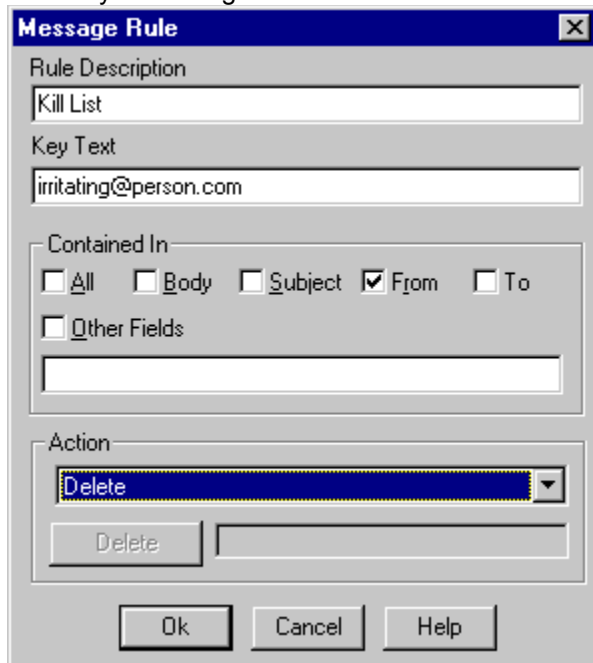
For the following example rule from the Message Highlighting rule list:
If a message in a message list contains the text "**lindsay**" in the "**To**" field, it will be prefixed with a bright red square.

New Mail

Use this option to maintain a list of Mail Rules to apply against incoming messages. This way new email can be automatically deleted or filed.

Adding A Rule

To add a new rule, just click the **Add** button, and fill in the Add Rule screen.

Editing A Rule

To Edit a existing rule, just click the **Edit** button, and fill in the Edit Rule screen.

Deleting A Rule

To delete an existing rule, select it and click **Delete**

Moving Rules Up or Down in the List

Rules are applied in top to bottom order, and the first rule that matchs is applied, then processing (for that message) stops. Therefore rule order can make a substantional difference. To move rules up & down in the list, just select the rule & click the **Up** or **Down** buttons.

HINT: If a rule has blank key text, then it will always match a message, therefore it may be useful to have a "catchall" rule at the bottom of the list.

See Also : How to Autofile Mail

Message Highlighting

Use this option to maintain a list of <u>Mail Rules</u> to apply against displayed messages.   This way messages can be automatically highlighted with colors or text prefixes..

Adding A Rule

To add a new rule, just click the **Add** button, and fill in the <u>Add Rule screen</u>.

Editing A Rule

To Edit a existing rule, just click the **Edit** button, and fill in the <u>Edit Rule screen</u>.

Deleting A Rule

To delete an existing rule, select it and click **Delete**

Moving Rules Up or Down in the List

Rules are applied in top to bottom order, and the first rule that matches is applied, then processing (for that message) stops. Therefore rule order can make a substantional difference. To move rules up & down in the list, just select the rule & click the **Up** or **Down** buttons.

HINT   :   If a rule has a blank key text, then it will <u>always</u> match a message, therefore it may be useful to have a "catchall" rule at the bottom of the list.

Purge Now

This option empties the Trash Can and optionally packs message memory fields.   For large message databases that have not been purged for a while, this can recover much disk space.

Reindex Now

This rebuilds MailCats indexes.   Normally this should not need to be redone, as MailCat will detect the need automatically

Rebuild Now

This rebuilds MailCats filing cabinet message totals and sort ordering

Normally this should not need to be redone, as MailCat will detect the need automatically

Exit

This closes MailCat.

Check Mail

Menu   **: Online|Check Mail**

Toolbar   : Get

Shortcut   **: F2**

This option directs MailCat to connect to your Mail server and retrieve waiting mail.

See Also : Preferences, User, Preferences, System

Send Mail

Menu   : **Online|Send Mail**

Toolbar   : Send

Shortcut   **:Ctlr-F2**

This option directs MailCat to connect to your Mail server and send any unsent mail.

See Also : <u>Preferences, User</u>, <u>Preferences, System</u>

Get Mail Headers

This option directs MailCat to connect to your Mail server and retrieve the waiting mail headers.   The mail will not be deleted from the server even if "**Preferences, System - Delete Mail**" is checked.

Once mail headers have been retrieved, they can be reviewed by choosing **Headers** from the **Mail** menu. There they can be marked for retrieval, holding or deletion

See Also : Preferences, User, Preferences, System, Mail/Headers

Stop all Actions

This option cancels all current Fingers, Mail Send's & Mail Get's

Stop Mail Check

This cancels a mail retrieval

Stop Mail Send

This cancels a mail send.

Inbox

Menu   **: Mail|InBox**

Toolbar   :

This displays the InBox - all unfiled incoming mail.

See Also: What is the InBox, Message Display

Outbox

Menu   **: Mail|OutBox**

Toolbar   :

This displays the OutBox - all Unsent mail.

See Also: <u>What is the OutBox</u>, <u>Message Display</u>

Mail, Filing Cabinet

This menu command displays the Filing Cabinet window. This consists of three window panes:

- **The Filing Cabinet List**
  A list of the current filing cabinets.   They can be added/edited/deleted by choosing <u>File/Setup Filing Cabinets</u>

- **The Message List**
  This displays a list of the messages in the currently selected filing cabinet.   Messages can be moved (<u>Filing Messages</u>) or deleted (<u>Delete Messages</u>)

- **The Current Message**
  This displays the currently selected message from the message list.   If multiple messages are selected, the last one selected will be displayed.

Right clicking anyone of the window panes will display a context sensitive speed menu.
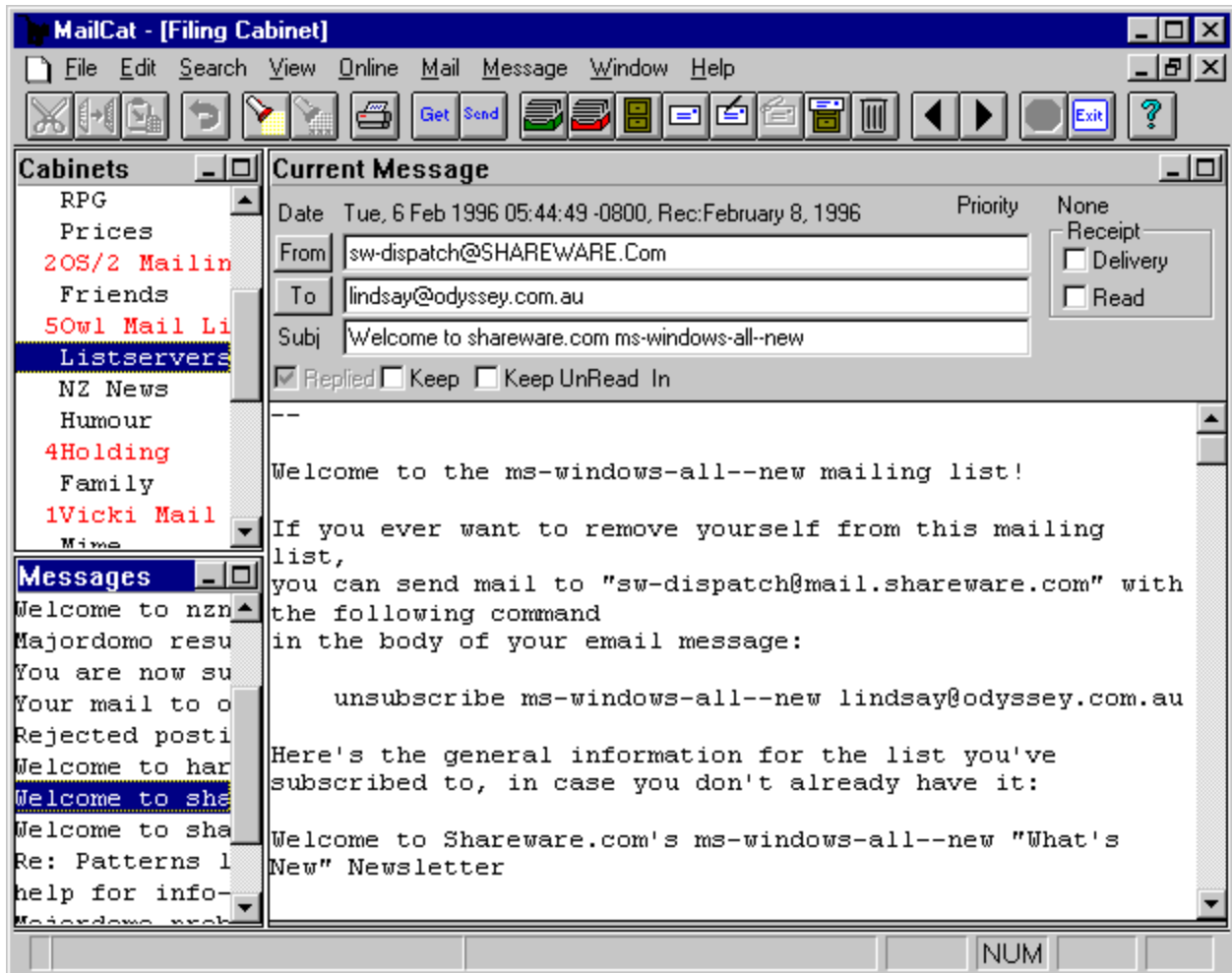
Sent

This displays the OutBox - all unsent mail.

See Also: <u>What is the OutBox</u>, <u>Message Display</u>

Mail, New Email

This menu option starts a new email message. See <u>Message Editing</u>

Headers

This displays the Pending Message Headers list.   Once displayed pending messages can be marked for Holding, Downloading or Deletion

See Also : [Get Mail Headers](#), [Actions](#)

Read Receipt
The Sender has marked the message for a Read Reciept, i.e. if the receivers mail program supports it, a reciept will be sent to the sender when the message is read by the recipient.

Edit (Message List)

Copy

Copy any selected text to the clipboard

Search (Message List)

Find

There are two different search mechanisms available, depending on which <u>split window pane</u> is active.   If the current message pane is active, a standard <u>message text search</u> can be performed.

If the message list pane is active, then the message list can be searched:

```
┌─────────────────────────────────────────┐
│ 🐾 Find Message                      [X] │
├─────────────────────────────────────────┤
│ │fred                                  │ │
│ ┌─Contained In───────────────────────┐  │
│ │ ☐ All   ☐ Body  ☐ Subject ☑ From ☐ To │
│ │ ☑ Other Fields                      │  │
│ │ │reply-to                          │ │  │
│ └────────────────────────────────────┘  │
│                                          │
│ ☐ Batch Mode                             │
│ [  Find  ] [Find Next] [ Cancel ] [ Help ]│
└─────────────────────────────────────────┘
```
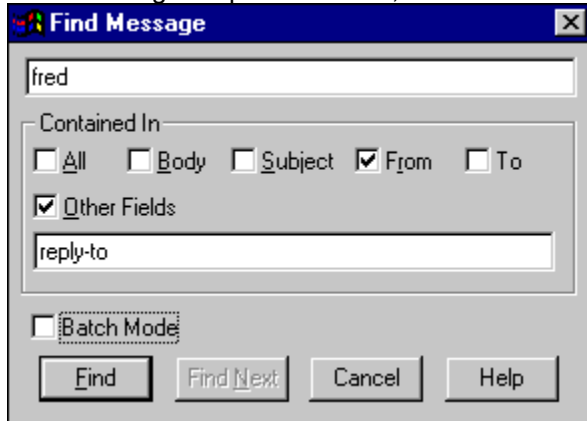
Next

Find the next message that matches the search criteria.

Message (Message List)

Previous   - Move to the previous message
Next   - Move to the Next Message
Attachments
Show all fields - Displays the message fields (To/From etc) as well as the message text.
Sort/Filter
Reply/Edit
Reply using template
Forward
Forward and Quote
Delete
Move
Resend/Unsend/Read/Unread
Properties
Decrypt
Decode UUE
Virtual On

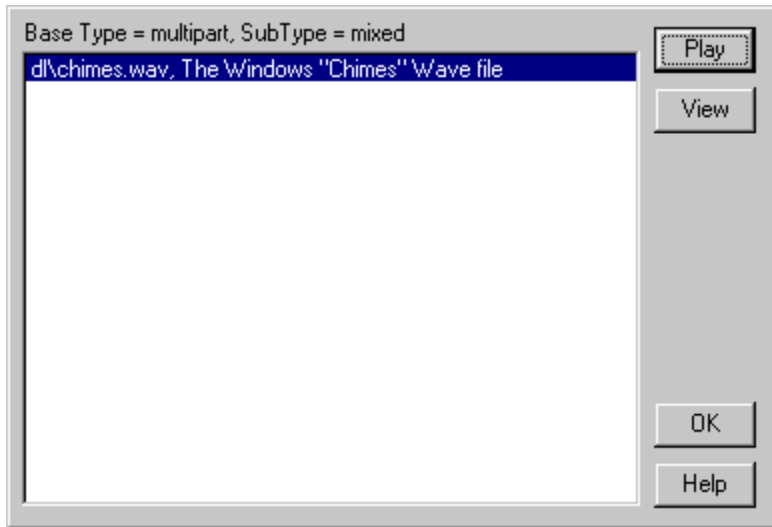# Attachments (Display Message)

If a message has any file attachments, then this option displays them.

Base Type = multipart, SubType = mixed	
dl\chimes.wav, The Windows "Chimes" Wave file	Play
	View
	OK
	Help

Sort/Filter

These options control the display order of the message list.

Set Filter   Only activated for the **Subject, From** or **To** sort orders.   Only messages whose fields start with the filter specified will be displayed. e.g:

```
Sort Order  = Subject
Filter= "RE"
```

That means only messages where the Subject field start with "RE" will be displayed at this time.

```
Sort Order  = From
Filter= "FRED"
```

Only messages where the From field starts with "FRED" will be displayed.

Unsorted   Messages are displayed in descending order by Date received
Subject   Messages are displayed in ascending order by Subject
From   Messages are displayed in ascending order by the From field.
To   Messages are displayed in ascending order by the To Field

Displays this help

The list off attachments. Displays the downloaded location of the attachment, and any comments.

See Also : Preferences, System

Closes the attachment list

Indicates the underlying MIME type of the message.

View the attachment using Notepad.

Launch/Play

If the attachment is a supported multimedia file, then this button will be "Play", otherwise it will be "Launch"

Launch Attempts to launch the attachment using whatever windows associations are setup. e.g. .TXT files may be loaded in Notepad, if that is what is configured for your system (usually the case)

Play Plays the multimedia file, i.e Audio files are played through the speakers, AVI video files are displayed. This requires a PC with multimedia installed.

Reply

Creates a new reply message with the **To** field filled in with the address of the sender.   The **Subject** field will be filled in with the senders **Subject**.

If any text in the selected message is selected, it will be enclosed in >> << and placed in the new messages body. This is called "**Quoting**" the original message.

See Also : <u>Editing a Message</u>

Forward

This creates a new message with the contents of the selected message.   The new message can be addressed to anyone.

See Also : Editing a Message

Forward and Quote

This creates a new message with the **quoted** selected parts of the selected message.   The new message can be addressed to anyone.

See Also : Editing a Message, Replying to a Message

Delete

This option will delete all the selected messages.   Delete messages are placed in the <u>Trash Can</u>

Move

This option will move all selected messages to the desired <u>filing cabinet</u>

See : <u>Setup Filing Cabinets</u>, <u>Filing Messages</u>,   <u>Auto Filing Mail</u>

Resend/Unsend/Read/Unread

This option has different actions, depending on the type of selected messages.

If the Message(s) are outgoing messages, then they will either be **Unsent** (placed in the SentBox) or **Resent** (Placed in the OutBox)

If the Message(s) are incoming messages, then they will either be **Unread** (marked as unread) or **Read** (marked as read).

Properties

This option displays the <u>properties</u> of the current message.   Some of the properties can be modified this way, they are:

Sent/Read
Filing Cabinet

See Also : Message Display

Decrypt

This option decrypts an encrypted message.   If the message was encrypted with Blowfish then a password will be required.

See Also : [Message Display](#), [Editing a Message](#)

Virtual On

This option is normally off.   When it is on, message lists will be displayed using Virtual Mode, which is faster, but means the scroll bar is less accurate, and messages cannot be multiple selected by dragging with the mouse (they can still be multiple selected using the Mouse & the Ctrl or Shift Keys).

This is useful for large message lists, which may take a while to load otherwise.

See Also : <u>Preferences, Filing Cabinets</u>

Specify **Receive** or **Read** receipts for this message.

A Receive receipt is generated when a message is received by the recipient(s) mail host. This does not mean the recipient has retrieved the message.

A Read receipt is generated when a message is retrieved and <u>read</u> by the recipient(s)

See Also: [Message Display](), [Message Properties]()

Click this button, to specify **BCC** address(es) from the Address Book. **BCC** means "Blind Carbon Copy". A copy of the message will be sent to each address in the BCC list. However the BCC addresses will not be displayed in the message (To and CC addresses are).

See Also : Address Book

The text to look for in a message

Addresses which are not in the address book can be manually entered here.

Click this button, to specify **CC** address(es) from the Address Book. **CC** means "Carbon Copy". A copy of the message will be sent to each address in the CC list.

See Also : Address Book

Window (Message List)

Cascade   Resize and position all windows in an overlapping pattern.
Tile   Resize and position all windows in an non overlapping pattern.
Arrange Icons   Align all iconized windows along a grid.
Close All   Close all windows.
Window Panes

            Vertical   If Checked, displays the window panes in a vertical orientation, otherwise a horizontail orientation.

            Zoom Cabinets   Maximise or minimise the cabinets window pane

            Zoom Messages   Maximise or minimise the message list window pane

            Zoom Current Message   Maximise or minimise the current message window pane

            Show Captions   If checked displays a caption and min/max buttons over each window pane.

See Also : [Split Windows](#), [Message Display](#)

View

Tool Bar, Status Bar   Selecting either one of these options will either check or uncheck it. When unchecked the relevant bar will <u>not</u> be displayed. e.g. if the Tool Bar option is unchecked, the MailCat Tool Bar will not be displayed. This leaves more space for message display.

Displays the selected "To" addresses

Click this button, to specify **To** address(es) from the Address Book

See Also : [Address Book](#)

The default font for display and editing of messages.

NOTE : If the message is in RTF format then any RTF fonts will override this font.

View (Message)

Tool Bar, Status Bar   Selecting either one of these options will either check or uncheck it.   When unchecked the relevant bar will <u>not</u> be displayed. e.g. if the Tool Bar option is unchecked, the MailCat Tool Bar will not be displayed.   This leaves more space for message display.

30% - 400%, Custom   Choosing the desired percentage will Reduce or Enlarge the message by that amount.   The actual text point size will remain displayed, it is merely being zoomed.   This allows users to adjust text display size to their own tastes.

See Also : <u>Editing a Message</u>

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Auto Send

This option causes MailCat to automatically send a new message when it is queued.

NOTE : MailCat "remembers" this option between sessions.

See Also: Send Mail, Edit Message

Auto Check

This option causes MailCat to automatically check for mail every <n> minutes, where <n> is set by the user.   To cancel this, just reselect this menu option.

NOTE : MailCat "remembers" this option between sessions.

See Also: <u>Check Mail</u>

Trash

This displays the TrashCan - all deleted mail.

See Also: <u>What is the TrashCan</u>, <u>Message Display</u>

All

This displays the AllBox - all mail except the trash (deleted mail)

See Also: <u>What is the AllBox</u>, <u>Message Display</u>

Format Message

The following options are <u>only</u> available when RTF is <u>On</u>

Font	Specify the font (Face, Size, Bold, Italic etc) for the currently selected text.
Paragraph	Specify the paragraph attributes (Alignment, Line spacing etc) for the currently selected paragraphs
Frame	Specify borders for the select paragraphs. This is not yet enabled.

See Also : Editing a Message

Delivery Receipt
The sender specified a Delivery Recept. If the Mail receipents Mail Server supports it, a receipt will be sent to the sender when the message is recieved by the Mail Server. This does <u>not</u> mean that the recipent has retrieved the message from the Mail Server.

Sent/Read

If an Outgoing (OutBox) message indicates wether the message has been sent, Other indicates wether the message has been read.

When displaying messages can be used to resend a message or mark it unread.

Message Properties

These settings control how the message is transmitted and in what form. Some of these settings (such as Sent) have different meanings, depending on whether the message is an outgoing (OutBox) message or an incoming (InBox) message.

See Also : <u>Editing a Message</u>, <u>Message Display</u>

The standard message fields to check for the search text. Body means the message text itself. All means all fields and body text.

Message Attachments (Editing)

This option allows the sending of File Attachments, e.g. mailing files to another user. These files can be in any format. An alternative to using this option is to <u>drag and drop files</u> onto a message

Attachments

Add   Add a attachment to the attachment list
Edit   Change the selected file attachments properties
Remove   Remove the file attachment from the attachment list. This <u>does not</u> delete the actual file itself!

Add/Edit Attachment

Browse   Clicking this button will summon a standard windows file selection dialog
File   The name and location of the file attachment
Comment   A free form comment relevant to the file
File Type   The type of the file. The standard ones are:

> **Application** (Binary)   - Any file
> **Sub Types**   **-** octet-stream (Any binary data)
> - Postscript Files
> - <u>Custom</u>
>
> **Image**   - Image data, such as JPG or GIF
> **Sub Types**   - GIF, JPEG
>
> **Audio**   - Audio data, such as WAV
> **Sub Types**   - Basic
>
> **Video**   - Video data, such as AVI or MPG
> **Sub Types**   - MPEG

Encoding   The transport encoding used for the file. Since the majority of the internet can only handle 7-bit data, and files are 8-bit, the files must be encoded for safe transmission. The recommended encoding is **Base64**. It is <u>not</u> recommended to use 8-bit encoding, as this requires the sending host, the receiving host and <u>all</u> intermediate hosts to support 8-bit transmission.

ROT-13 Command

Swap each selected character for the 13th character on in the alphabet. Not secure at all, used to prevent casual reading of messages

Parent Message

When replying to a message, the message being replied to is know as the "Parent Message". Choosing this menu option returns you to the parent message, where you can review it, and perhaps select text for further quoting in the reply.

A special type of window that is used extensively in Windows 95, and is becoming increasingly common in other systems (such as Windows 3.1). It is a window that contains multiple pages, that can be flicked between by clicking on their tabs, much like a Rolodex. This allows more information to be easily accessed and edited.

Preferences System Dialog

Settings that effect overall system behaviour are entered here.

Preferences

WinSock	Dial-Up	Message

User	**System**	Log	Sig	Filing Cabinets	Fonts

Query Mail > `32` K (1024 bytes)

Dictionary `American`

Custom `linz.dic`

☑ Delete Mail after retreiving

☑ Bugs Off

Word Wrap `76`

Download Dir `dl`

[Ok] [Cancel] [Help]

Preferences, User, EMail Address

Must be Entered

This where your <u>EMail address</u> is entered. MailCat needs this to fill in the "From" file in your outgoing mail, and to connect to your <u>ISP</u>'s mail server.

Preferences, User, Full Name

Option,

Enter your full name here, then is desired it can be automatically appended to messages using a <u>EMail Signature</u>

Preferences, User, Organisation

Optional

Enter your Company or organisation here. This can then be automatically appended to your messages (if you want) in the Email Signature.

Preferences, User, Return Address

Must be Entered if Return Address different form EMail Address

If your return EMail Address is different from your sending <u>EMail Address</u> (as can be the cause in large organisations) then this field **must** be filled in. Otherwise when people reply to your mail, their message may go to the wrong address.

Otherwise this field can be left blank.

Preferences, User, Password

Must be Entered

Enter your Mail Server password password here. If unsure of your password, contact your <u>Mail Adminstrator</u> or <u>ISP</u>

Preferences, User, Time Zone

Optional

This is where your Time Zone is entered. Put in the number of Hours & Minutes your Time Zone differes from Greenwhich Mean Time (GMT), in the format +/-HHMM

e.g, if you live in Queensland, Australia, your Time Zone would be +10000, i.e. 10 hours and zero minutes ahead of GMT

Preferences, User, POP/SMTP

Must be Entered

Set whether your mail is retreived using POP or SMTP (mail is always sent with SMTP). This depends on your ISP, but is usually POP. If unsure set to POP and/or contact your Mail Adminstartor or ISP.

Preferences, User, POP Server

Must Be Entered

Enter here the location of the POP mail server (e.g. mail.eznet.com). If unsure of your POP server location, contact your Mail Adminstrator or ISP. This is need for retreiving mail.

Preferences, User, SMTP Server

Enter here the location of the SMTP mail server (e.g. mail.eznet.com). If unsure of your SMTP server location, contact your Mail Adminstrator or ISP. This is needed for sending mail.

Note : Often the SMTP server has the same address as the POP server.

Preferences Ok

Click the Ok button to save Preferences changes.

Preferences Cancel

Click the Cancel button to abandon changes to   Preferences.

Glossary, ISP

An acronym for "Internet Service Provider".   A commercial organisation that provides Internet connections to individuals and/or organisations.   Typically they will also provide <u>Mail Servers</u> (<u>POP</u>/<u>SMTP</u>) plus many other Internet services.

What is an Email Address

An email address is a persons unique identifier on the internet - just like your postal address, you can have an email address !

Internet EMail addresses follow a prescribed format - *username@host.*

Username refers to the persons name (usually), *host* refers to the the host computer or server they access the internet. *Host* breaks down into *subdomain, domain type* and *country code*

       jane@uninet.edu.nz

refers to user "jane", her host is "uninet.edu.nz".

       SubDomain   - uninet, usually the name of the ISP.
       Domain Type   - edu, indicates a educational institution
       Country Code - nz, New Zealand

If there is no country code, then that usually (but not always) means the address is in the USA.

Your ISP will supply you with an email address.

Print

Print the selected message(s)

Glossary, Mail Adminstrator

If your system has a Mail Administrator (Not neccessary at all), that is the person to contact for details on your network setup, e.g. your mail address, the mail server address etc.

Alternatively contact your <u>ISP</u> for these details.

Glossary Time Zone

Your TimeZone is your local time relative to Greenwich Mean Time (GMT), e.g Brisbane is 10 hours ahead of GMT, so its TimeZone is GMT +10.

POP

An acronym for "Post Office Protocol". This is a standard Internet protocol for the retrieval of mail.

SMTP

An acronym for "Simple Mail Transfer Protocool".   This is a standard Internet protocol for the transfer of mail.   Its usually used for sending mail, and sometimes for retrieving it.
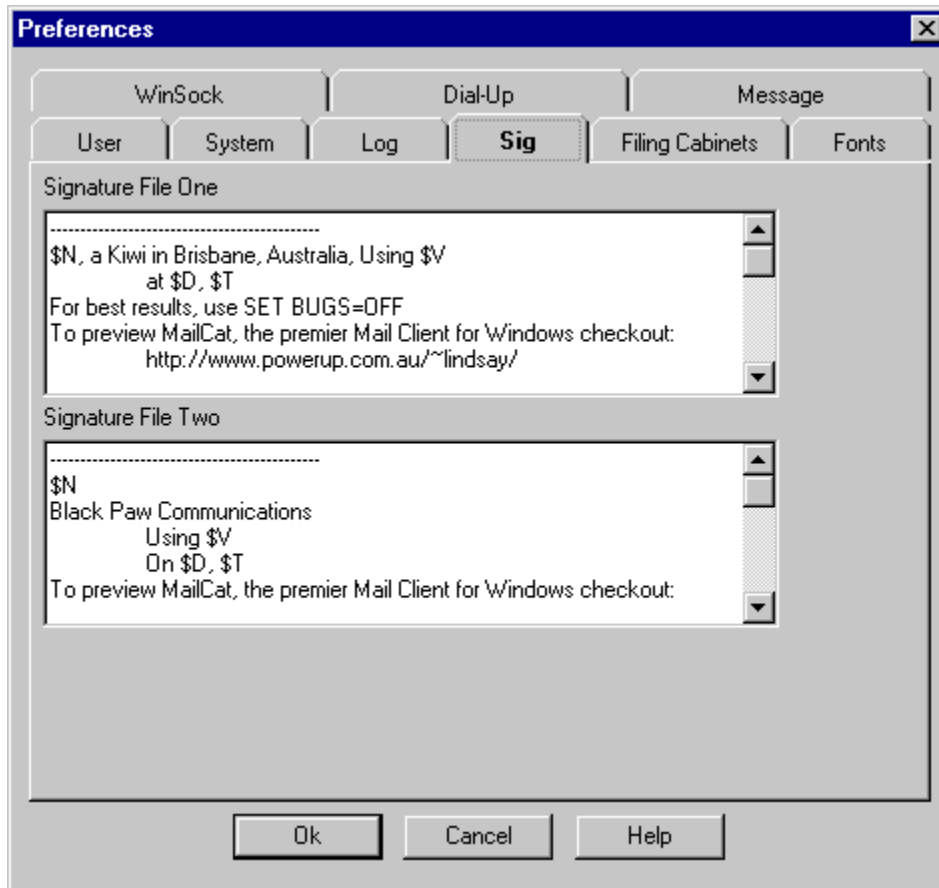
Preferences, LOG Dialog

Controls wether internet sessions are logged to disk (POP.LOG & SMTP.LOG). These files can be useful if trying to debug problems with the internet connection. If not doing this, then logging should be turned off, as it slows system performance and takes up disk space.

Note: the "Show Log Windows" & "Kill Log Windows" options are now redundant.
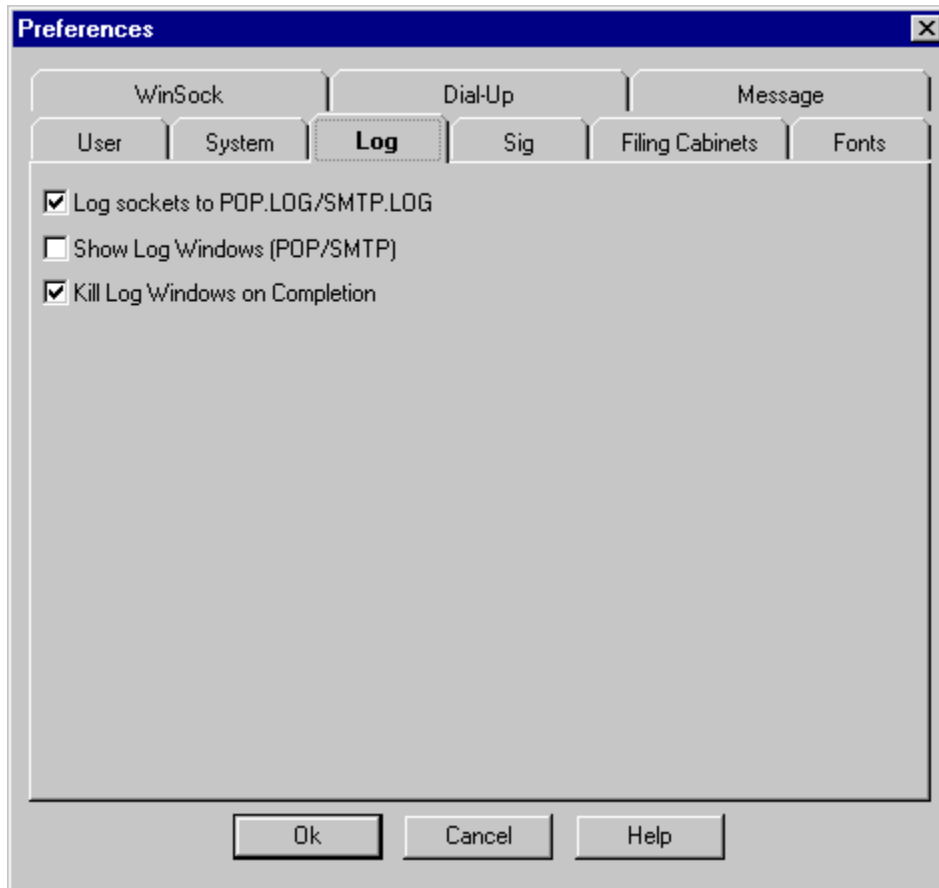
Preferences, Signatures Dialog

Messages can optionally have one of two <u>signature files</u>

Preferences ☒

| WinSock | Dial-Up | Message |

| User | System | Log | **Sig** | Filing Cabinets | Fonts |

Signature File One

```
---------------------------------------
$N, a Kiwi in Brisbane, Australia, Using $V
         at $D, $T
For best results, use SET BUGS=OFF
To preview MailCat, the premier Mail Client for Windows checkout:
         http://www.powerup.com.au/~lindsay/
```

Signature File Two

```
---------------------------------------
$N
Black Paw Communications
         Using $V
         On $D, $T
To preview MailCat, the premier Mail Client for Windows checkout:
```

| Ok | Cancel | Help |

Preferences, Purging Dialog

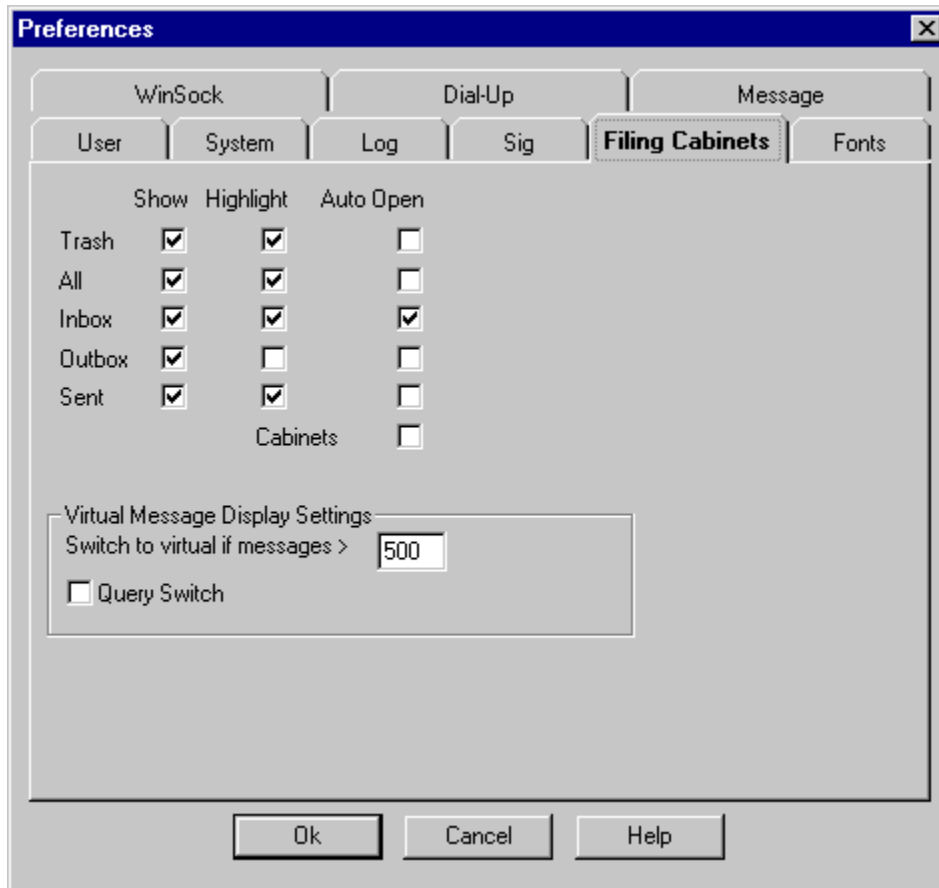This controls how often MailCat purges old messages. After the entered amount of days, the next time MailCat is exited it will delete messages that have aged according the settings for the Filing Cabinets

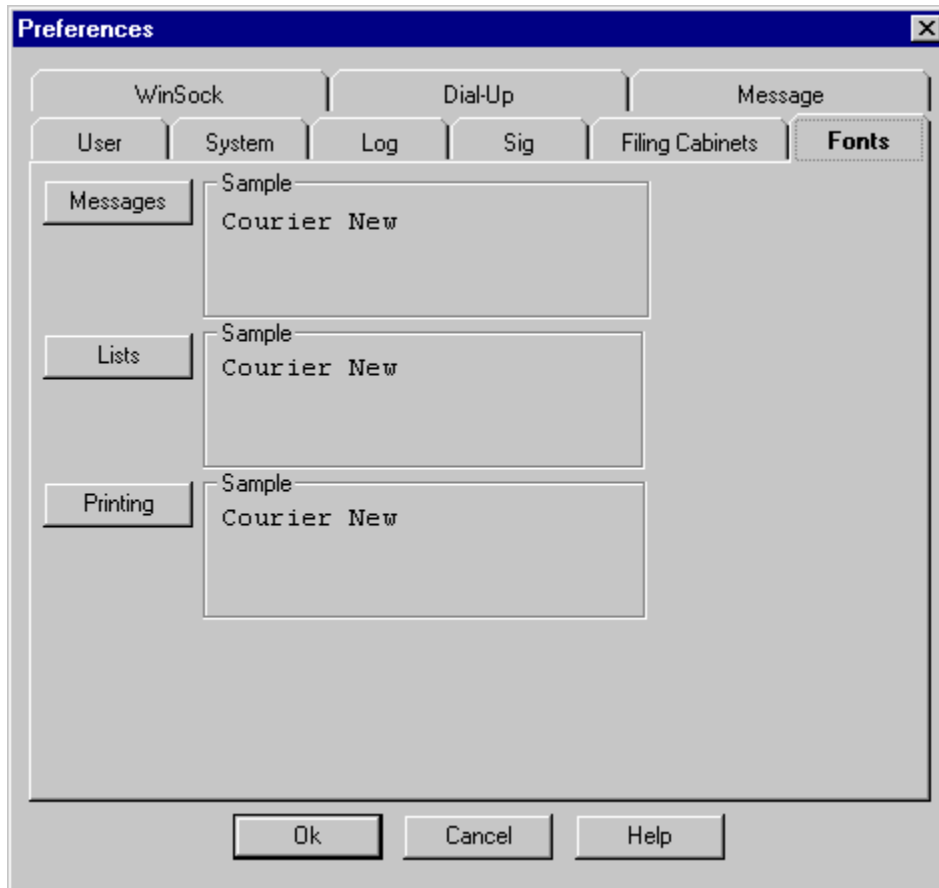| Preferences	☒

Fonts	WinSock	Message

User	System	Log	Sig	**Purging**	Filing Cabinets

Auto purge every [0] Days

[Ok]   [Cancel]   [Help]
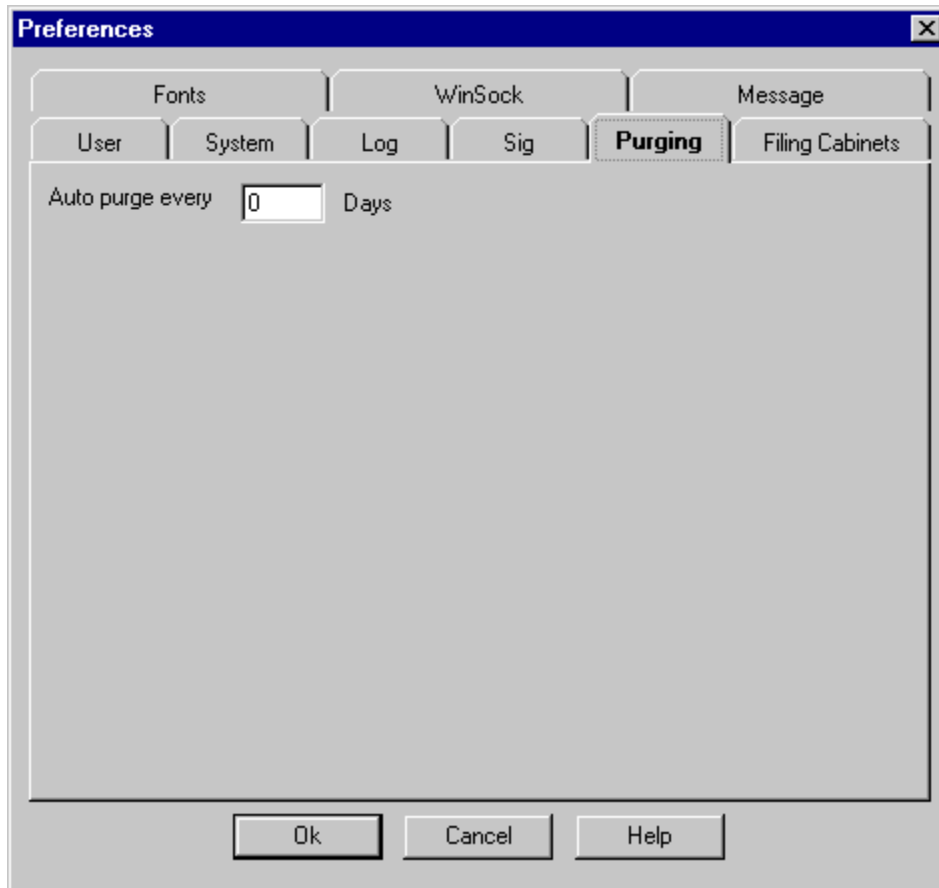
Preferences, Filing Dialog

Preferences, Fonts Dialog

These setting control what fonts are used to for display in MailCat

---

Preferences

WinSock	Dial-Up	Message

User	System	Log	Sig	Filing Cabinets	**Fonts**

Messages

Sample
Courier New

Lists

Sample
Courier New

Printing

Sample
Courier New

Ok   Cancel   Help

Preferences, WinSock Dialog

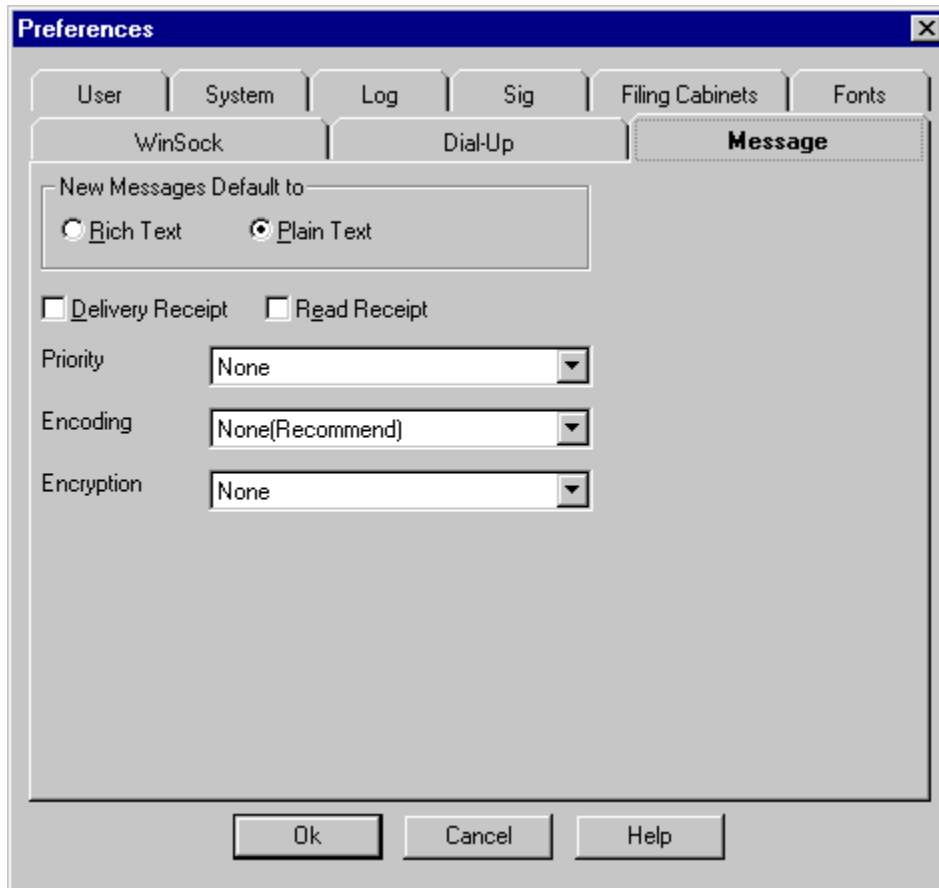This is where the MailCat TCP/IP access is specified

If using the Win 95' or Win NT dialup access, then these entries can be ingnored.
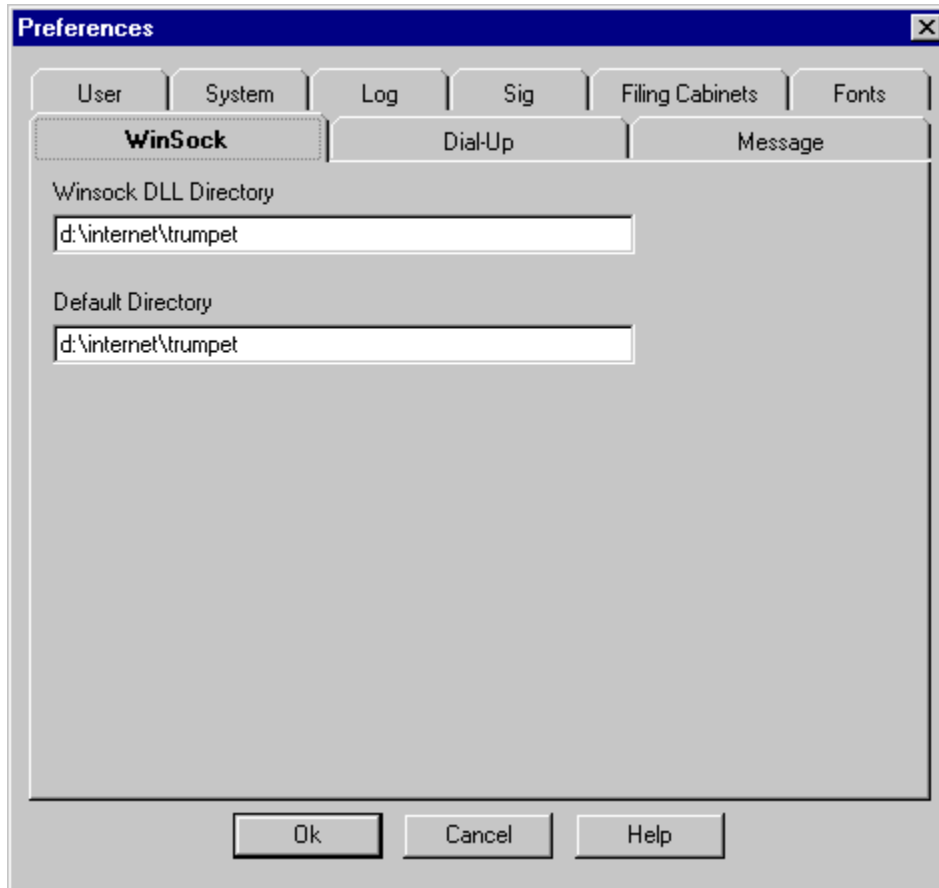
See Also : <u>Dial-Up</u>

Preferences, Message Dialog

Specify the default options for new messages.

Preferences

| User | System | Log | Sig | Filing Cabinets | Fonts |

| WinSock | Dial-Up | **Message** |

New Messages Default to

○ Rich Text   ● Plain Text

☐ Delivery Receipt   ☐ Read Receipt

Priority   `None ▼`

Encoding   `None(Recommend) ▼`

Encryption   `None ▼`

[Ok]   [Cancel]   [Help]

When the number of messages in a message llist exceeds this entry then message lists will be displayed using Virtual Mode, which is faster, but means the scroll bar is less accurate, and messages cannot be multiple selected by dragging with the mouse (they can still be multiple selected using the Mouse & the Ctrl or Shift Keys).
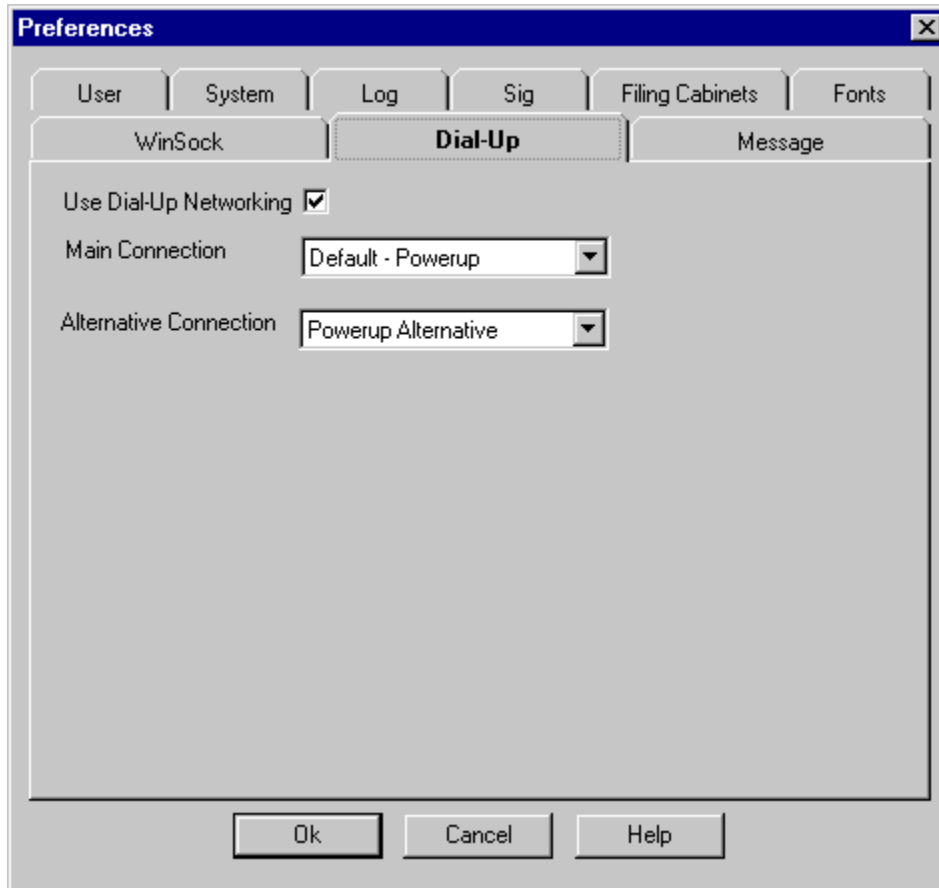
This is useful for large message lists, which may take a while to load otherwise.

See Also : [Virtual On](#)

Preferences, DialUp, Dialog

Windows 95, Windows NT Only

If you have dialup access enabled and working, then specifiy the dialers here.

Glossary, Mail Server

A mail server is a program running on a computer connected to the Internet, that holds mail until it is retrieved by the person it is intended for.   ISP's will usually run a POP mail server for retrieval of Mail, and a SMTP mail server for sending of mail.

Preferences, System, Query Mail

This option is used to control the download of large mail messages. Since a message can be very long, or can have file attachments, downloading it can take a while - this delays the retrieval of other, possibly more important mail. Also it may be preferable to download large messages at a later time of day.

If a mail message is larger than the entered size (default = 16K), then just its header information (Subject, sender etc) is downloaded, and the actual message is left on the mail server. Then to preview the message, choose **Headers** from the **Mail** menu.This displays the Pending Mail Headers list. The message can then be either downloaded and read, or deleted.

Note : 16K is approximately equal to 10 standard A4 pages of text.

If the check box for the relevant system cabinet is checked, then the cabinet will be automatically opened when MailCat is started.

Preferences, System, Dictionary

Controls which language is used for spell checking mail messages

Preferences, System, Custom Dictionary

Controls the name of the custom spell dictionary used for spell checking messages

Preferences, System, Delete Mail

When retrieving mail from the Mail Server, it can be left on the server or deleted. If it is left on the the mail will be retrieved each time a Check Mail is done. It is usual to check this option.

Preferences, System, Bugs Off

An advanced option, this ensures that all fixed bugs do not eventuate.

If the check box for the relevant system cabinet is checked, then the Message Highlighting rules will be applied to that message list.

See Also : Message Highlighting rules

Preferences, System, Word Wrap

This option <u>does not</u> effect the display of mail in MailCat. What it does do is control how mail is formatted for other systems. When mail is sent, lines will be "wrapped" according to the values enetered here, e.g. lines will be no longer than 76 characters. This ensures that older systems that cannot handle lines greater than a certain length will display the message properly.

Note: <u>MIME</u> <u>Quoted Printable</u> encoded messages handle their own line wrapping, hence this option is not revelant to them.

Preferences, System, Download Directory

This option controls where downloaded files are placed. Any message file attachments will be placed in the specified directory.

If the check box for the relevant system cabinet is checked, then that cabinet will be displayed in the Filing Cabinet List

The system cabinets can always be accessed through the mail menu.

See Also : Filing Cabinets

Preferences, Help

Displays this help

What Is MIME

MIME is an acronym for MultiPurpose Internet Mail Extensions.   It is an Internet standard for the compatible exchange of files and messages across a variety of PC's and Platforms.

MIME allows you to send any text and binary data (e.g. formatted text and pictures) to any MIME compatible server.   Attempting to transfer a file directly across the Internet will very likely result in corruption of the data unless both the sender and receiver have MIME compatibility.

When MIME encodes files it uses a transporting coding method, the base ones are:

None - no encoding is performed, **this is not recommended**.

Quoted Printable - Suitable for text messages only.   The advantage of this is that it can be read by non MIME compatible Mail Clients.

Base64 - This is the recommended encoding for files as the binary data will not be mangled in anyway. Text messages encoded with this will need a MIME compatible Mail Client to be read.

When creating messages and sending files MailCat will automatically choose the best encoding methods so that message readability will be maintained even for NON MIME readers.   You have the choice to override these encodings if you wish. (see message **[Properties]** button, when editing a message)

See Also : Editing a Message

What is Email

Electronic Mail, or EMail at its most fundamental, is the sending of text messages from one computer to another. A person in Madrid can send email to a person in Russia almost instantly.

There are also more advanced forms of EMail such as supporting the sending of files as <u>Attachments</u>, <u>Rich Text Format</u>, various <u>send & receive options</u> and <u>Multimedia</u>.

MailCat covers all these aspects of EMail and more....

What Is the Internet

The reason it is called the Internet is because it is the Net of Nets.   This   means that the Internet is a loose conglomeration of networks which contain any number of computers that interact co-operatively to exchange data from one end of the world to the other.   This data can be anything from an EMail message to a video file contained in a World Wide Web page.   In essence, it is a smorgasbord of choices that rely on a co-operative individual will.

What Is an Internet User

What Is Windows

Windows is a "GUI" (Graphical User Interface) produced and marketed by Microsoft. There are several different varieties, <u>Windows 3.1</u>, <u>Windows32s</u>, <u>Windows NT</u>, and <u>Windows 95'</u>. MailCat will work under all these versions of Windows.

What Is Windows 3.1

Windows 3.1 is the 16 bit version of windows, and it can only run 16 bit programs, therefore only the 16 bit version of MailCat (**mailct16.exe**) will run on it. There is an add on extension for Windows 3.1 callled <u>Win32s</u> that enables some 32 bit programs to run on Windows 3.1

It is recommended that you run the 32 bit version of MailCat.

What Is Windows 32s

Win32s is a 32 bit extension add on for <u>Windows 3.1</u>. Installing this add on (Available from Microsoft and many sites on the Internet) enables some 32 bit programs to run. This is desirable as there are features of 32 bit progarms which can make them faster, and more stable.

What Is Windows '95

Windows 95 is the successor to Windows 3.1, with a revamped Interface, better 32 bit & multi-tasking support, and built-in Internet support. The 16 bit & 32 Bit versions of MailCat will run under Windows 95', though the 32 bit version is recommended.

What Is MailCat

MailCat is an Internet Mail **Client** - that is, it connects to Mail **Servers** on the internet and retrieves/sends mail from/to them. It is also a mail management tool - with MailCat you can manage large amounts of mail with ease.

More MailCat features

MailCat's features are:

- **Offline Operation** - mail can be read & created offline, then received and/or sent in one simple operation. Under Windows 95 or Windows NT Dialup Networking or Remote Access Services can be used for "hands free" automatic connects and disconnects.
- **Ease of use** - All features are logically & intuitively integrated. Most are a single mouse click away.
- **Message Management** - MailCat has powerful tools for managing your mail.
- **MIME Support** - MailCat will automatically decode MIME encoded mail.
- **Integerated Spell Checker** - ensures complete accuracy.
- **Rich Text Support** - enables fully formatted text and pictures to be transmitted.
- **Drag & Drop Support** - enables you to drag files from file manager into MailCat.
- Integrated **file managment for attachments** (Rename, Move, Copy, Delete)
- Integrated **configurable file viewer/launcher**

What Is Rich Text Format

Rich Text Format (RTF)   is a format defined by Microsoft for specifying general word processing information such as: fonts, bold, borders, indents etc.

MailCat uses this for the standard exchange of formatted text.

See Also : Editing a Mail Message, What is HTML

What Is MailCat's performance

Auto Filing

Auto filing is the automatic placement of incoming messages in Filing Cabinets. Messages can also be auto deleted.

This is all done by setting up Mail Rules (menu **File|Mail Rules|New Mail**). Messages can be automatically filed or deleted based on their content or headers (Subject/From/To etc).

See Also : Mail Rules, Filing Cabinets, New Mail, Message Highlighting

What Is an inbox

The InBox is a system filing cabinet where all unfiled incoming mail is stored. Whenever mail is retrieved from the mail host it is placed here, unless <u>auto filed</u>

What Is an outbox

The OutBox is a system filing cabinet where all unsent mail is stored. When the mail is sent it is placed in the SentBox

The OutBox is displayed by choosing "**OutBox**" from the **Mail** menu, or clicking on the ToolBar.

What Is a Sent Box

The SentBox is a system filing cabinet where all unfiled sent mail is stored.   Once here, sent mail can be filed to any filing cabinet

What Is a Trash Can

The TrashCan is a system filing cabinet where all deleted mail is stored.   Once here the mail slots are reused for new messages as they are added.   It can be emptied by selecting **Purge Now** from the **File** menu.

What Is an All Box

The AllBox is a system filing cabinet where all mail (filed or unfiled, InBox, OutBox & Sent) is displayed.

Deleting Messages

To delete messages, just select the messages in question. Messages can be multiple selected by holding the shift or ctrl keys and clicking on more messages. Once the messages are selected choose **Delete** from the **Message** menu or press the delete button from the toolbar.

Incoming messages can be autodeleted, by using the New Mail rules.

See Also : Auto Filing Mail

If this option is checked when a message list is about to switch to Virtual Mode, then the user is asked to confirm the switch.

See Also : [Virtual On](#)

Preferences, LOG

Check this, to set socket logging On.

These options are redundant

What Is a Signature File

A signature file is text file that can be automatically appended to the EMail message you are creating. Typically they contain such information as your real name, phone number, even a witticism.

MailCat has some predefined macros that can be placed in signature files, that will be automatically expanded when mail messages are saved. They are:

$$ - the $ symbol
$N - Your Full Name, as set in <u>Preferences/User</u>
$V - MailCat's version number
$D - The Current Date
$T - The Current Time
$W - The version of Windows currently running
$S - The version of DOS currently running

Two signature files can be setup in <u>Preferences/Signatures</u>. Which signature file is used is set when <u>Editing the mail message</u>

Note: It is good Nettiqette to keep signatures short!

Editing A Mail Message

Below is a new email message window.
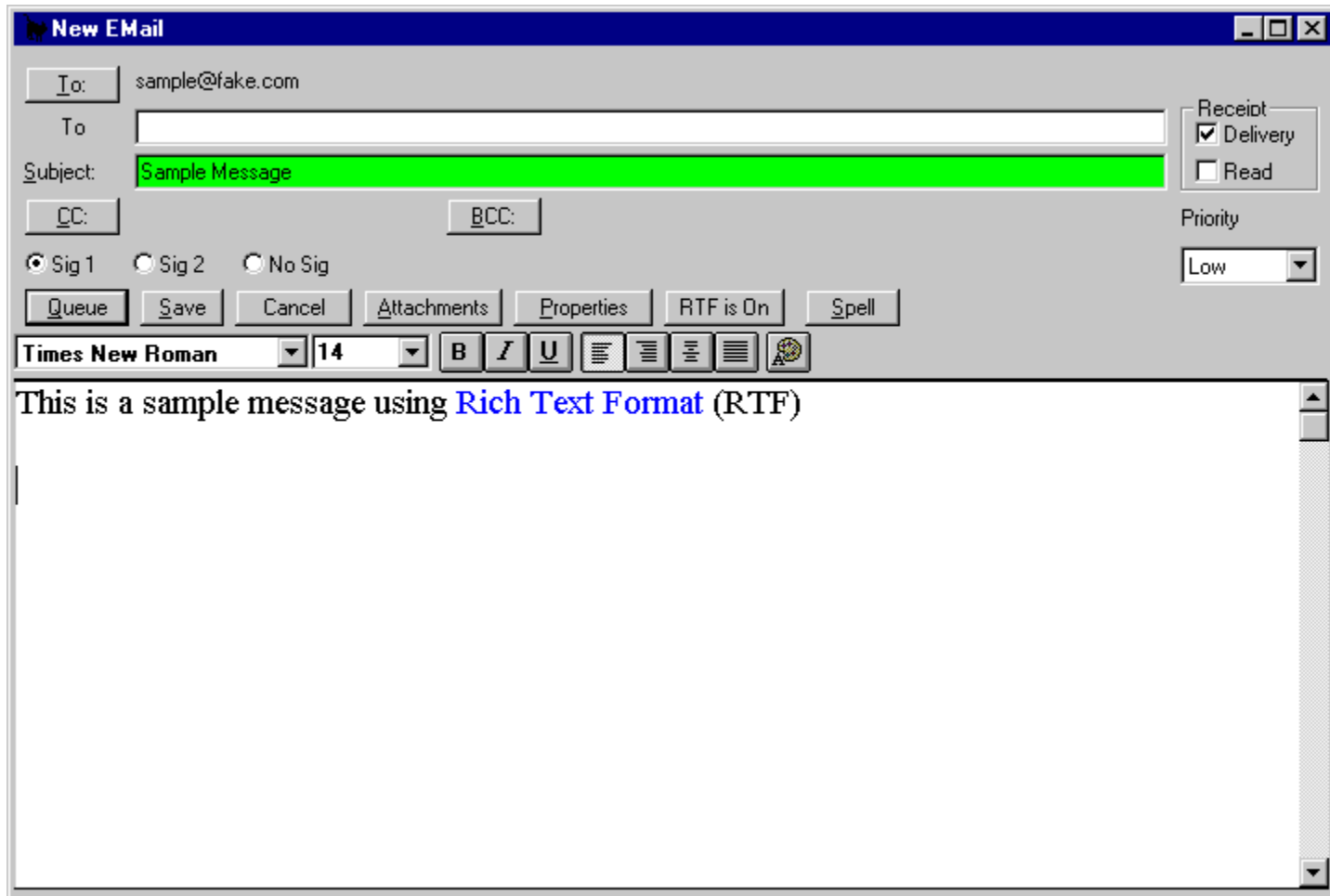
See Also : New Message Navigator, Creating a Message

Filing Cabinet Settings

This option is accessed via the Filing Cabinets list, and clicking the Add or Edit button. Here can be set:

Description

The filing cabinets decription, e.g. "Mail From Jane"

Highlight

If this option is checked, then message highlighting rules will be applied to the messages in this filing cabinet. You may wish to uncheck this option, as filed messages are usually already categorised.

See Also : <u>SetUp Filing Cabinets</u>, <u>Filing Messages</u>

Filing Messages

To file messages, just select the messages in question. Messages can be multiple selected by holding the shift or ctrl keys and clicking on more messages. Once the messages are selected choose **Move** from the **Message** menu or press the file button from the toolbar.

The Filing Cabinet List will be displayed, choose a Filing cabinet from the list and press the **Ok** button. The messages will be moved to that filing cabinet.

Incoming messages can be autofiled, by using the <u>New Mail rules</u>.

See Also : <u>Setup Filing Cabinets</u>, <u>Auto Filing Mail</u>

What is a   Filing Cabinet

A filing cabinet is place where mail can be stored separately from other mail.   There are no limits on the number of filing cabinets in the full MailCat version.   Messages can be manually or automatically filed into filing cabinets.

To display filing cabinets, either chose **Filing Cabinet** from the **Mail** menu, or click on the button on the toolbar.

See : <u>Setup Filing Cabinets,</u> <u>Filing Messages,</u>   <u>Auto Filing Mail</u>

The Filing Cabinet List

The currently select Filing Cabinet

The currently selected messsage

The messages contained in the currently selected filing cabinet

The MailCat ToolBar

The description of this rule. Anything can be placed here.

The key text which will be compared against the indicated fields in the message Comparisons are <u>not</u> case sensitive

The fields in the message which will be searched for the key text. The comparison is not case sensitive

Any other fields that can be used for the key match. Just type in the fields separated by spaces., e.g. "X-Sender CC"

The action which will be taken if a match is made. For incoming messages, valid actions are:

**Delete** - Delete the message. Send it to the trash can.

File - File the message to the indicated filing cabinet.

The action that will be performed if the key text matchs any of the indicated fields. Valid actions for message highlighting are:

Highlight - The message be prefixed with a square of the indicated color

Prefix - The message will be prefixed with the indicated text.

Message Display
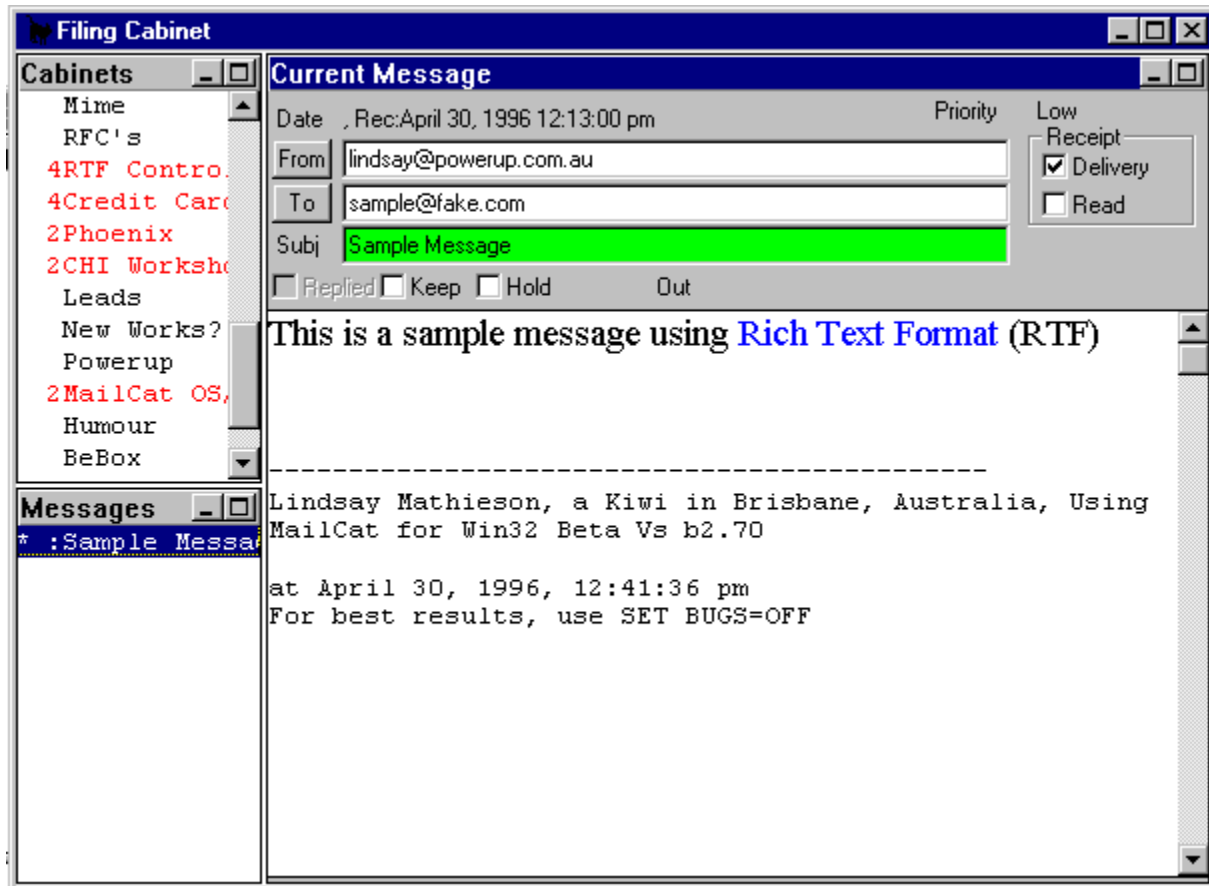
This window pane displays the filing cabinets. To view the messages in a cabinet just select it. To Add, Remove or Edit a filing cabinet select the cabinet in question and then right click it with the mouse.

Alternatively choose **File/Setup Filing Cabinets** from the file menu.

The Min/Max buttons in each window pane of a <u>Split Window</u>

This window pane displays the messages for the current filing cabinet. To view a particular message select it with the mouse and the message will be displayed in the current message window pane. Unread messages are sorted to the top and displayed in red.

Right clicking on the message list will popup a menu of allowable options.

The text of the current message.

The date the current message was **sent**

This displays the address of the preson who sent the message

This displays the address's of the messages receiver(s)

The subject of the message

Clicking on this button will optionally add the address of the sender to the address book.

Clicking on this button will optionally add the address of the receiver(s) to the address book.

The priority of the current message. Message priorities can be **None, Low, Medium** or **High**.

See Also: Message Editing, Message Properties

Displays whether **Receive** and **Read** receipts were specified for this message.

A Receive receipt is generated when a message is received by a recipients mail host. This does not mean the recipient has retrieved the message.

A Read receipt is generated when a message is retrieved and <u>read</u> by the recipient.

See Also: [Message Editing](#), [Message Properties](#)

This only applies to incoming messages. It indicates whether a reply to this message has been sent.

This option is redundant.

In/Out
This displays whether a message is outgoing (OutBox) or incoming (InBox)

Hold/Keep Unread
This option is **Hold** for outgoing (OutBox) messages, and **Keep Unread** for incoming (InBox) messages. When checked a outgoing message will have a line across it in the OutBox, and will be ignored when mail is sent.

Incoming messages will be kept unread (highlighted in red in the message lists) and sorted to the top of message lists.

The Minimise/Maximise/Close buttons for this **set** of window panes.

Split Windows

Messages in MailCat are displayed in "Split Windows".   These are special windows that are divided up in two or more **window panes**.   Each window pane can be resized, swapped and minimsed or maximised. Also they can be flipped between horizontal or vertical orientations.

To resize a window pane, move the mouse over the border separating it from the other window panes. The cursor will change to a vertical or horizontal arrow.   Hold down the left mouse button and drag the border to the desired size.   Release the left mouse button and all the windows panes will resize.

To swap window panes, move the mouse over the border separating it from the other window pane, and right click.   The window panes will be swapped.

To minimise or maximise a window pane just click the mouse on the ▲ or
▼ (
◻ in Windows 95') of the pane in question.   The other window panes will be resized to accommodate. If "**Show Captions**" is on, a bar at the top of the window panes will show the minimised window panes. To restore the panes to their normal state click on
⬍ (
▣ in Windows 95').

Minimising, Maximising and "Show Captions" can also be accessed via the "**Window Panes**" sub-menu from the **Window** main menu, or by right clicking on any window pane for the speed menu.

NOTE: Do not confuse the window pane minimise/maximise buttons with the main windows buttons.

Message Priority

The message can be marked for these Priorities:

None - Message subject has a normal background

Low - Message subject has green background

Medium - Message subject has a blue background

High - Message subject has a read background

Filing Cabinet
Indicates which cabinet the message is filed in. When viewing properties for a displayed message (<u>not</u> one being edited) this can be changed to refile a message

Encoding

The transport encoding method to use for <u>MIME</u> messages. If:

      - no encoding is specified
      - there are no file attachments
      - RTF is Off
      - there is no encryption

then the message will be sent as plain text (Not MIME)

Encryption

Specify a encryption method for the message. The methods are:

None No Encryption!

ROT-13 Swap each character for the 13th character on in the alphabet. Not secure at all, used to prevent casual reading of messages

Blowfish Use the blowfish encryption algorithm (a block cypher). Very secure. When saving the message a password is required. When editing or displaying the message the password must be used to decrypt it.

MIME compliant PGP and Signed PGP will be added in the near future.

Ok

Save any change to the message properties

Cancel

Cancel any change to the message properties

Help

This help

What Is Drag and Drop

Custom MIME Application Sub Types

Custom application sub types can be defined for mailcat by editing or creating the **"APPTYPE.TXT"** file in the MailCat directory. This file has the following format:

> <MIME subtype>, <File Extension>, <Description>

e.g.

> **msword,DOC,MS Word Files**
> **zip,ZIP,PK Zip Files**
> **X-INI,INI,Windows INI File**

When adding custom subtypes, unless the subtype is regisitered with IANA, it must be prefixed with "X-", as the INI example has been.

To search any other fields besides the standard fields, just eneter them here, seperated by spaces.e.g.
reply-to sender

Whether to search in Batch Mode. If Batch mode is off, then clicking **Find** or **Find Next** will find the first or next message that matches the search criteria.

If Batch Mode is on, then **Find** will change to **Generate**. Clicking on **Generate** will search the entire message list and create a new message list containing the messages matching the search criteria.

Start the search

Find the next message

The priority of the this message. Message priorities can be **None, Low, Medium** or **High**.

See Also: [Message Display](#), [Message Properties](#)

Click either **Sig 1** or **Sig 2** to specifiy which one of the signature files will be appended to the message.

See Also : Preferences, Signatures, What is a Signature File

Click this button to queue the message in the OutBox. If **Auto Send** is checked, MailCat will attempt to send the message immediatley.

See Also : Auto Send, OutBox

Click this button to save and hold the message in the OutBox. The message will be ignored until it is Queued

See Also : [OutBox](#)

Click this button to cancel changes to this message.

RTF Is Off, RTF is On
This button controls whether the message is a RTF (Rich Text Format) message. If RTF is on, then messages can contain formatting properties such as Fonts, Bold, Italic etc. The RTF text is sent in standard <u>MIME</u> format (application/rtf)

The recipient must have a Mail Reader that understands MIME RTF format. If they don't, then a MIME reader should still be able to strip out the RTF formatting. If their mail reader is also incapable of that, then (harmless) garbage characters will be displayed at the end of the message.

If RTF is Off, the text button bar will not be displayed.

Spell checks the selected text. If no text is selected spell checks the entire message.

See Also : Preferences, System

Set the font for the currently selected text

Set the font size for the currently selected text

Set bold on or off for the currently selected text

Set Italic on or off for the currently selected text

Left justify the selected paragraphs

Set Underline on or off for the currently selected text

Center the selected paragraphs

Right justify the selected paragraphs

Fully justify the selected paragraphs

Set the fore color for the selected text. To set the back color, hold down the <Ctrl> key before clicking the button.

The body text for the message.

The font used for the display of any list of items - Message Lists, the Filing Cabinet, the Address book, etc.

The default font for printingof messages.

NOTE : If the message is in RTF format then any RTF fonts will override this font.

This option controls whether new messages are RTF or plain text.

See Also : [Editing a Message](#)

Specify the default Message Reciepts for new messages

See Also : **Message Properties**

Specify the default priority for messages

See Also : [**Message Properties**](#)

Specify the default Transport Encoding for messages

See Also : **Message Properties**

Specify the default Encryption method for messages

See Also : **Message Properties**

Enter the directory where your windows TCP dialer winsock.dll is. Often this can be left blank, but this depends on the PC's setup. If in doubt, leave blank.

Enter the directory where your windows TCP dialer winsock.dll is. Often this can be left blank, but this depends on the PC's setup. If in doubt, leave blank.
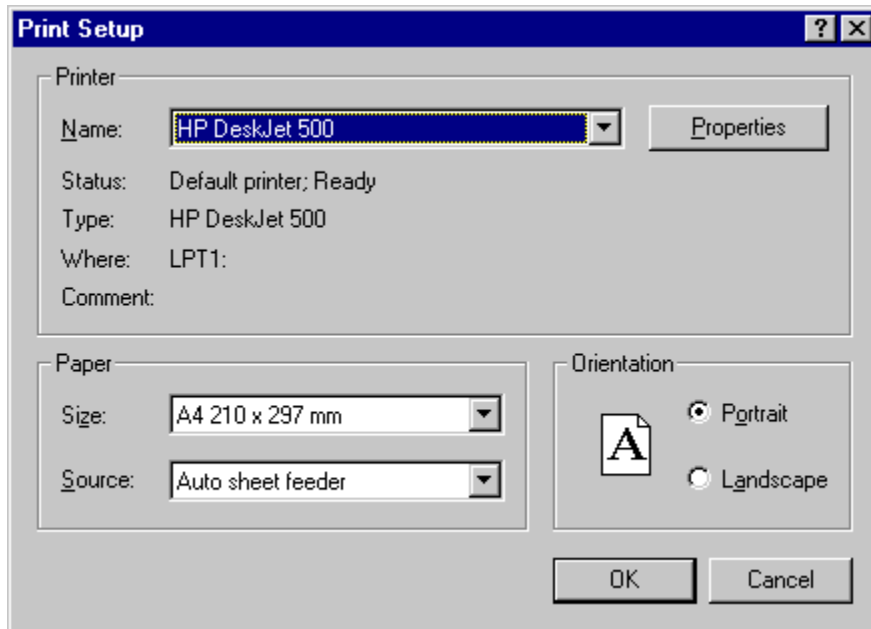
Checking this box causes MailCat to use the dialup conections specfied below. If unchecked MailCat will use whatever connections are active.

The Primary DialUp Connection. When going online MailCat will try this connection first.

The Secondary Dial Up connection, when going online MailCat will try the Main Connection first, if that fails for any reason (line busy, no answer etc), then MailCat will try this connection.

Print Setup

Choose the default printer settings
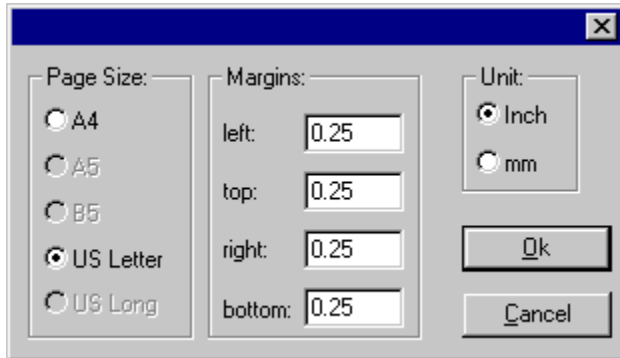
Print Setup

Printer

Name:	HP DeskJet 500

Status: Default printer; Ready
Type: HP DeskJet 500
Where: LPT1:
Comment:

Paper

Size: A4 210 x 297 mm

Source: Auto sheet feeder

Orientation

- Portrait
- Landscape

OK   Cancel

Properties

Page Setup

Set the page size of your printer here.

Page Size:	Margins:	Unit:
○ A4	left: `0.25`	● Inch
○ A5	top: `0.25`	○ mm
○ B5	right: `0.25`	
● US Letter	bottom: `0.25`	**Ok**
○ US Long		**Cancel**

Navigators
New Message

This navigator creates a basic new message quickly and easy. It will guide the user through:

1. Addressing a Message (To)
2. Filling in the Message Subject
3. Filling in the Message Text
4. Queuing or Sending   the Message

Internet Setup

This navigator guides the user through the essential internet setup steps. It automatically runs the first time MailCat is started, and can be re-run using the **File/Navigator/Internet Setup** menu option.

ISP (Internet Provider)

Any computer that allows connection via it, to the Internet is known as a <u>server</u>.   Many company's provide access to servers for a fee, they are generally known as **ISP**'s (Internet Service Providers).

They are your first point of access to the Internet. They usually also provide Mail services in the form of <u>POP</u> & <u>SMTP</u> Servers - these are used for receiving and sending your mail.

POP Server

A POP server is a program running on your <u>ISP</u>'s server, that your incoming mail is stored on.   MailCat needs a valid POP server address before it can receive mail, a typical POP address might look like this : "*mail.fake.com*"

A POP server also requires a valid password before it will deliver your mail.

SMTP Server

An SMTP server is a program running on your <u>ISP</u>'s server, which your outgoing mail can be sent via. MailCat needs a valid SMTP server address before it can send mail, a typical SMTP address might look like this :   "*mail.fake.com*"

System Adminstrator

A System Adminstrator is the person responsible for administrating the Mail setup on your ISP. Typically they will be the person to contact, to find out your <u>EMail address</u>, <u>Password</u>, <u>POP address</u> and <u>SMTP address</u>.

What is a Attachment

An Attachment is a file than has been "***attached***" to a email message. This is a way of sending files or documents from one person to another. In MailCat this is done by clicking on the the <u>Attachments</u> button when <u>editing a message</u>, or by <u>Drag & Drop</u>

Drag & Drop

Drag & Drop is a term describing the action of selecting and "dragging" files from File Manager or Explorer and "dropping" it on an application.

If files are dropped onto a message being edited in MailCat, then they will be "<u>Attached</u>" to that message, otherwise a new message with the file(s) attached will be created.

What Is Multimedia

Multimedia is a loose term, but generally means the integration of video, images, sound and music. MailCat supports the sending of multimedia files via file <u>attachments</u>. Additionally if the computer supports multimedia, MailCat can "<u>play</u>" multmedia files inline.

Windows NT

Windows NT is a true 32 bit multi-tasking version of Windows. It is more stable, and supports better built in Internet access. MailCat will run well on Windows NT

A Kill List

A "Kill List" is Internet jargon for a list of people you do <u>not</u> want to hear from, either a junk mailer, some annoying nuisance or whatever...

In MailCat, to ignore mail from these people just set up a <u>mail rule</u> that deletes that message.   This can be done by setting the rule key text to their address (e.g. "junk@remialer.com") and the key field to "From"

See Also : <u>Mail Rules</u>

What Is Auto Highlighting

Auto highlighting is the automatic highlighting of a messages based on the content, e.g. Mail from a particular person can be highlighted in any colour of your choice or prefixed with some text.   The mail rules for this are exactly the same as for Auto Filing, just with different actions (i.e. highlighting)

This is done by setting up Message Highlighting rules (menu **File|Mail Rules|Message Highlighting**).

See Also : Mail Rules, Auto Filing

What Is Interactive & Batch Message Searching

Message lists (InBox, Filing Cabinets etc) can be searched either interactively, or by batch.   The **Interactive** search jumps from one message to the next as you press **Find/Find Next**.   The **Batch** search processes the entire message list and generates a **new list** of messages that match your search criteria when you press **Generate**.

See Also : [Search Message List](#)

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PLEASE NOTE :   The Name & Business name you register MailCat with are <u>NOT</u> changeable. Registration information cannot be changed once set.

What is Multimedia

Multimedia is perhaps a much overused term.   In this context it means the integeration of Sound, Images & Video files.

See Also : <u>Attaching Files</u>

What is a Carbon Copy

A Carbon Copy is a copy of a EMail that is sent to other people besides the primary recipients.   Unlike Blind Carbon Copies, all recipients can see the addresses of the other recipients.

See Also : Editing a Message

What is a Blind Carbon Copy

A Blind Carbon Copy is a copy of a EMail that is sent to other people besides the primary recipients. Unlike <u>Carbon Copies</u>, no other recipients can see the addresses of the BCC recipients.

See Also : <u>Editing a Message</u>

What Is a Mail Header

A Mail Header contains all the information in a message such as **Subject**, **Date**, who it is **From** etc.   It does not contain the actual message text.   MailCat has the facility to download just the headers of waiting mail, so that you can scan them, and optionally delete, hold or download the entire message based on information such as the message subject or sender.

See Also : Get Mail Headers, Message Headers, Actions

What Is Pending Mail Headers

Pending Mail Headers are the list of waiting messages generated by a previous Get Mail Headers scan. They can be reviewed and marked for Retrieval, Holding or Deletion.

See Also : Get Mail Headers, Message Headers, Actions

How To Create a EMail Message

To create a new email message you must:

1   **Start the message**
      Chose the **Mail|New EMail** menu **or**

      Click the button from the toolbar.

2.   **Address it**
      Click the **[To]** button and choose address(es) from the <u>Address Book</u> or
      Enter addresses manually in the **To** field.

3.   **Enter the subject line** (optional - but recommeded)

4.   **Enter the message text** (optional - but highly recommend <g>)

5.   **Queue the Message**
      Click the **[Queue]** Button.
      This will queue the message in the <u>OutBox</u>, but it will not be sent until you <u>Send Messages</u>

See Also : <u>Send Messages,</u> <u>OutBox,</u> <u>Address Book</u>

How to Send a EMail Message

To send an email message it must first be created and queued in the OutBox. Then:

1. **Start the internet connection**. Often MailCat can do this automatically. (MailCat has been tested with WinTrumpet, Windows 95 dialup networking and Windows NT remote access services).
Connecting to the Internet

2. **Send the Mail**
Choose **Online|Send Mail** or
Click the button on the tool bar.

Assuming your network connections are configured correctly, MailCat will connect to the Mail Server and send your mail.

See Also : Connecting to the Internet, OutBox

Connecting to the Internet

Before MailCat can send or retrieve any mail, the must be a active connection to the Internet. Some PC's will have a continuous network connection, but more often they will have a dialup connection (i.e. via a modem & telephone).

Usually this connection will be activated through third party dialing software such as **WinTrumpet** or through the operating software itself - **Dialup Networking (DUN)** in Windows 95', **Remote Access Services (RAS)** in Windows NT.

Often MailCat can automatically start and stop this connection, if both are configured properly.

Using a Third party Dialer:

If you are using Windows 3.1 then you must take this route.

- The software must be able to Auto connect/disconnect, and its WINSOCK.DLL must be able to load its own dialer. WinTrumpet is capable of this. Check your software manual/help if unsure.

- Make sure the third part dialer is connecting to the internet, and that internet software such as MailCat or Web browsers work with it.

- In MailCat choose **File|Preferences|WinSock**.
- Uncheck the "Load Windows default winsock" check box
- Click on the browse button. Choose the location of the Dialer's winsock.dll, this is usually either in the Dialers own directory, or in the windows system directory.

Click on **[Ok]** to save the changes.

Using Dialup Networking (DUN) or Remote Access Services (RAS)

Make sure that DUN (Win 95') or RAS (Win NT) are working correctly.

- In MailCat choose **File|Preferences|Dial-Up**.
- Check the "Use Dial-Up Networking" checkbox
- Choose the Main Connection and the Alternative Connection (if any) from the drop down lists.

Click on **[Ok]** to save the changes.

See Also : File|Preferences|WinSock, File|Preferences|Dial-Up.

How to Get your EMail Messages

To receive EMail messages

1.   **Start the internet connection**.   Often MailCat can do this automatically.

2.   **Get the Mail**
        Choose **Online|Check Mail** or
        Click the button on the tool bar.

Assuming your network connections are configured correctly, MailCat will connect to the Mail Server and get your mail.   To view the maill check the InBox.

See Also : Connecting to the Internet, InBox

How to Send a File

To send a file with MailCat it must be <u>attached</u> to a message.   You can do this by <u>dragging & dropping</u> the file onto a message that is being edited, or by clicking on the **[Attachments]** button in the message.

How To Print a Message

To print a message, select it from the message list (multiple messages can be selected) and choose **File| Print**.

How to Find a Message

To find a message, first open the message list (e.g. InBox) or filing cabinet it is in.   If unsure of that, open the AllBox (**Mail|All**) which lists all messages.   Click in the message list pane, and:

•   Choose **Edit|Find** or

•   Click the button on the toolbar.

The Find Message window will be displayed.   Enter the search text and its location in the message (Subject line, Body text etc) and click the **[Find]** button.

See Also : Search Message List, AllBox

How To Preview pending Mail

Most Mail Clients have no dicretion when downloading mail, that is <u>all</u> is downloaded.   If there are large messages waiting, or a large number of junk messages this may not be desirable behaviour.   All that mail can take time to downlaod, and time is money.   MailCat allows you to preview the <u>headers</u> of waiting messages, and selectively download, delete or hold them.

To preview the mail headers choose **Online|Get Mail Headers**.   MailCat will connect and scan the waiting messages.   Once it has finished choose **Mail|Headers**.   This will display the headers of any waiting mail.

See Also : <u>Mail Header Actions</u>, <u>Message Headers</u>

How To Auto File Mail

Incoming Mail can be automatically filed (based on its content) to a Filing Cabinet by setting up **New Mail Rules**.   The following example will automatically file mail from jane@test.com to the "Mail from Jane" filing cabinet

1.   Start the New Mail Rule Manager
        - Choose **File|Mail Rules|New Mail**

2.   Add a new rule
        Click the **[Add]** button

3.   Give the rule a description
        Type the description in the description field, e.g. "Mail from Jane"

4.   Enter the key text for the rule.
        Type "jane@test.com" in the Key Text field.

5.   Set where to look for the key text in messages.
        Check the **[From]** checkbox. (Checking the **[All]** checkbox would cause the rule to check the entire contents of messages).

6.   Set the action for the rule
        Choose "**File**" from the Action drop down list
        Click the **[File To]** button and choose the desired <u>filing cabinet</u>.

7.   Save the rules
        Click the **[Ok]**   button.

This creates a rule which will automatically file any mail that is **From jane@test.com**.   Multiple rules can be created.

See Also : <u>New Mail Rules</u>, <u>Setup Filing Cabinets</u>

How To Selectively download mail

Most Mail Clients have no dicretion when downloading mail, that is <u>all</u> is downloaded.   If there are large messages waiting, or a large number of junk messages this may not be desirable behaviour.   All that mail can take time to download, and time is money.   MailCat allows you to preview the <u>headers</u> of waiting messages, and selectively download, delete or hold them.

1.	Get the Mail Headers (**Online|Get Mail Headers**)

2.	Display the mail headers list (**Mail|Headers**).

3.	Set the actions (Download, Delete or Hold) for each message (**Actions** menu). Messages can be multiple selected.

The next time you retrieve mail, the messages will be downloaded, deleted or held as specified.

See Also : [Message Header Actions,](#) [Message Headers,](#) [Checking Mail](#)

How To Setup a Kill List

A "Kill List" is Internet jargon for a list of people you <u>do not</u> wish to receive mail from - they may be junk mailers, flamers or just plain irritating.

Setting up a "Kill List" in MailCat is a similar process to auto filing.

1.   Start the New Mail Rule Manager
     - Choose **File|Mail Rules|New Mail**

2.   Add a new rule
     Click the **[Add]** button

3.   Give the rule a description
     Type the description in the description field, e.g. "Ignore mail from Junk Mailer"

4.   Enter the key text for the rule, e.g. "junk@spam.com"
     Type "junk@spam.com" in the Key Text field.

5.   Set where to look for the key text in messages.
     Check the **[From]** checkbox.   (Checking the **[All]** checkbox would cause the rule to check the entire contents of messages).

6.   Set the action for the rule
     Choose "**Delete**" from the Action drop down list

7.   Save the rules
     Click the **[Ok]**   button.

This creates a rule which will automatically delete any mail that is **From junk@spam.com**.   Multiple rules can be created.

See Also : <u>New Mail Rules</u>, <u>Setup Filing Cabinets</u>

How To Auto Highlight Messages

Messages in message lists (Inbox, Out Box, Filing Cabinets etc) can be selectively highlighted by setting up Highlighting Mail Rules.   The following example will highlight mail from jane@test.com in red.

1.   Start the Message Highlighting Rule Manager
        - Choose **File|Mail Rules|Message Highlighting**

2.   Add a new rule
        Click the **[Add]** button

3.   Give the rule a description
        Type the description in the description field, e.g. "Mail from Jane"

4.   Enter the key text for the rule.
        Type "jane@test.com" in the Key Text field.

5.   Set where to look for the Key Text in messages.
        Check the **[From]** checkbox.   (Checking the **[All]** checkbox would cause the rule to check the entire contents of messages).

6.   Set the action for the rule
        Choose "**Highlight**" from the Action drop down list
        Click the **[Colour]** button and choose the desired color.

7.   Save the rules
        Click the **[Ok]**   button.

This creates a rule which will automatically prefix mail that is **From jane@test.com** with a red highlight. Multiple rules can be created.

See Also : <u>Highlighting Mail Rules</u>, <u>Message Highlighting</u>

How To Sort and Filter Messages

All MailCat message lists (InBox, OutBox, Filing Cabinets etc) can be sorted by Date, Subject, From or To. They can also be filtered by a sort key.   The following example will sort the <u>InBox</u> by **Subject** and only display those messages's whose subject starts with "RE:"

1.   Display the InBox
        Choose **Mail|InBox** or
        Click ⬛ on the tool bar

2.   Set The Sort Order to Subject
        Choose **Message|Sort/Filter|Subject**

3.   Filter the messages by "RE:"
        Choose **Message|Sort/Filter|Filter**
        Enter "RE:" in the Filter field.

4.   Click **[Ok]**

The InBox will be sorted by Subject with only messages whose Subject filed starts with "RE" (or "re:") being displayed.

How To Add Address Book Entries

The address book is used to store commonly used internet addresses.   Addresses can be added to it either manually or automatically.

To Add an Address Manually

1.   Open the Address Book
        Choose **File|Address Book**

2.   Add a new blank address
        Click the **[Add]** button

3.   Enter the address details
        At a minimun you must fill in the Internet field with the address, e.g. "jane@test.com".

4.   Save the Address
        Click **[Ok]**

To Add an Address Automatically

The internet mail addresses contained in messages can be automatically added to the address book.

1.   Display the message which contains the desired address

2.   Click on the button (**[From]** or **[To]**) which contains the desired address.

3.   If there is more than one address in **To** field then they will be displayed in a list.   Choose the desired address from that list.   If there is only one address in the **To** field then this step will be skipped.

4.   The screen from Step 3 (Add an Address Manually) - Add Address, will be displayed with the Internet address field automatically filled in.   Fill in any other desired details such as **Real Name**.

5.   Save the Address.

See Also : Address Book, Message Display

How To Address a message to multiple recipients

Internet addresses can be sent to more than one person at once.   The following example will address a message to two people, "jane@test.com" & "fred@test.com"

First, create a new message (**Mail|New EMail)**

Manual Addressing

Type the addresses in the **To** field, seperated by comma's, e.g.
        "jane@test.com, fred@test.com"

Using the Address Book

If the addresses are in the address book, it can be used.   Click the **[To]** button, and multiple select the address from the address book.   Then Click **[Ok]**.

You can manually enter addresses in the **To** field and use the address book.

See Also : <u>Address Book</u>, <u>Message Display</u>

How To Send "Blind Carbon Copies"

When addressing new messages, they can be sent to multiple recipients by using the **To** & **CC** fields.   All recipients of the message can see the address of all the other recipents in these fields.   If you wish to send the message to recipients and <u>do not</u> wish other recipients to know of this then you must use the **BCC** field.

1.   Create the Message (**Mail|New EMail**)

2.   Set the public addresses (if any) in the **To** and **CC** fields.

3.   Set the private addresses
           Click the **[BCC]** button. Choose the addresses from the address book.

See Also : <u>Address Book</u>, <u>Message Display</u>

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Support

For technical support please send e-mail to 106027.3131@compuserve.com.

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1) When can I send EMail?

EMail can be sent any time you can get a connection to the internet via your <u>ISP</u>.

See Also : <u>Connecting to the Internet</u>

2) What do I need to send EMail?

To send EMail you Need:

- An EMail Client Program, e.g. MailCat!

- An Internet Connection. This is usually provided by an ISP.   The connection is either made via a modem and your telephone (a Dialup connection) or via a direct connection (ISDN etc).

3) Why can't I send EMail?

You may not be able to send EMail for a variety of reasons:

- No Internet connection
  - It may need manual starting - See <u>Connecting to the Internet</u>
  - Your <u>ISP</u>'s phone lines could be engaged

- Incorrect setup Information
  - Have your entered the correct setup information, to send mail you need the mail server address, and your internet address. See <u>User Preferences</u>, <u>Setup Navigator</u>

- Server Down
  - Even if you have an active internet connection & the correct setup information, your ISP's mail server mail be down!   In that case, contact the ISP to see when it will be activated.

4) Why can't I receive EMail?

You may not be able to send EMail for a variety of reasons:

- No Internet connection
  - It may need manual starting - See <u>Connecting to the Internet</u>
  - Your <u>ISP</u>'s phone lines could be engaged

- Incorrect setup Information
  - Have you entered the correct setup information, to send mail you need the mail server address, your internet address and your <u>POP Server</u> password. See <u>User Preferences</u>, <u>Setup Navigator</u>

- Server Down
  - Even if you have an active internet connection & the correct setup information, your ISP's mail server mail be down! In that case, contact the ISP to see when it will be activated.

5) How do I switch the RTF off?

RTF can only be activated when editing messages.   To switch it off click the **[RTF Off]** button.   The button will change to **[RTF On]**

See Also : Editing a Message

6)   My EMail does not file automatically?

The most likely problem with EMail not filing automatically is:

Rules not set correctly

Before a message can be auto-filed by a rule action, the rule must first match the message.   This is done by matching the key text specified in the rule with text in the message. e.g. A rule may specify "File the message which contains 'jane@test.com' in the 'From' field".   If there is a typo in the rule key text, e.g. "hane" instead of "jane" then the match will not be made, and the message will not be filed.

Equally important is <u>where</u> in the message you specify to look for the key text.   If you specify "File the message which contains 'jane@test.com' in the '<u>Subject</u>' field", then the match will not be made unless 'jane@test.com' is entered in the subject field.

A previous rule is activating first

The rules are processed in the order specified in the <u>Rule Manager</u>.   Once a match is made, processing stops.   So if two rules both match a message, only the first rule will be applied.

See Also : Mail Rules

7) Why can't I open my attached files?

If the launch button does not open the attached files for a message, then most probably there are no associated applications for opening that file type.   You will have to either:

•   Launch the application yourself and open the file from within it
•   Create a programme association for the file type - this can be done from File Manager

8) Can I change my EMail registration?

No - Registration Numbers, Name & Business Name are unchangeable.   The only way to get different ones it to purchase a fresh registration.

9) Can I edit in the outbox?

No - the message lists (Inbox, OutBox etc) are view only.   To edit messages displayed in the OutBox either:

- Double click the message subject in the message list
- Select the message subject in the message list and choose **Message|Edit**
- Select the message subject in the message list, right click and choose **Edit** from the speed menu.

10) Can I send my EMail anywhere in the world?

Yes.   EMail is only limited by the need for the reciever to have an email account!

11) I can't send my EMail to a given address?

If you are sending email to an address and are getting return messages to the effect that delivery was not made, then the address is probably incorrect.

Some people have a return address that is different from their sending address (the one that appears in the 'From' field).   If they have not set their 'Reply-To field to reflect this, then when you reply your mail will be sent to the wrong address.   The only way around this is to find out the correct return address and mail to that.

12) Can I tell if my EMail has been received and read?

Yes - When creating your email message check the **Delivery** and **Read** receipt check boxes.

This is not   100% guarenteed, as it relies on the cooperation of the recipients Mail Server and their Mail Client.   The Mail Server sends receive receipts, the Mail Client sends read receipts.   Unfortunately there is no way of enforcing either to do this, though most do.

See Also **Editing a Message**

13) What do I do if MailCat Crashes?

In the unlikely <g> event of MailCat crashing, try and record the circumstance causing it, and mail these to Black Paw Communications.   Then restart MailCat, it will detect that a crash occurred and reindex data files.

14) Why did the person I send to receive plain text and not Rich Text?

When MailCat sends a Rich Text Message it actually sends a plain text version as well.   This is neccesary for compatibilty with other mail clients that do not support Rich Text Format.   If the recipients Mail Client does not support RTF, then it can display the plain text.

15) Why did my messages take so long to download?

Connections can vary in speed, particularly when using dialup connections which are subject to the vaguries of telephone connections, so this can be a cause of slow downloads.

Also if you are using <u>Get Mail Headers</u> to selectively download messages, this will slow message retrieval as the message headers effectively have to be downloaded twice for comparison.

16) Why did my message take so long to be received?

This is dependent largely on the process by which it gets received at the other end.   If the intervening nodes are slow in passing on mail then it will take longer to get there.

17) Can I continue to carry out other functions on my computer while my Email is being sent and received?

Yes.   Caution should be used with Windows 3.1 as it is not a very efficent multitasker, and other CPU intensive applications can interfere with the internet connection.   This is <u>much</u> less of a problem in Windows 95 & NT.

MailCat

MailCat is this program which is an Offline Reader see <u>What is MailCat</u>

Internet

The Net of nets see <u>What is the Internet</u>

OLR

Off Line Reader is an EMail product that downloads rapidly on-line, without being read and which enables you to read and write mail on your computer while disconnected from your modem.

Address Groups

A user specified collection of addresses see Address Book

Connect

Forming a connection to the Internet.

Disconnect

Breaking a connection with the Internet.

Interactive Searching

Searches and displays each message in turn, to locate particular search parameters see <u>What is Interactive and Batch Message Searching</u>

Rich Text Format

RTF or a specification for formatted text see <u>What is Rich Text Format</u>

MIME

MultiPurpose Internet Mail Extensions see <u>What is MIME</u>

Integrated MultiMedia Support

MailCat can play multi-media files without assistance see <u>What is Multimedia</u>

Context Sensitive

Where a command is sensitive to its context, whether it be a menu or pop-up help, it depends on its total environment.

Subdomain

Domain Type

Blind Carbon Copies

BCC.   Transmitting copies of messages without the recipients knowing who else received the message.

Recipients

The people who receive an EMail Message.

Kill List

A list of people you do not wish to receive mail from see <u>What is a Kill List</u>

Preview

A cursory scan of data e.g. Previewing Mail Headers.

Message Rules

A collection of user defined rules for organising mail.

Navigator

A helpful guide for implementing some MailCat procedures.

Fingering

Used to test an Internet Address or Node.

Attachments

Files that are attached to an EMail Message.

ACKNOWLEDGEMENTS

DISCLAMER

This software is provided "as is" without representation or warranty of any kind, either expressed or implied, including without limitation, any representations or endorsements regarding the use of, the results of, or performance of the software, its appropriateness, accuracy, reliability, or correctness.   The entire risk as to the use of this software is assumed by the user.   In no event will Black Paw Communications be liable for any damages, direct, indirect, incidental or consequential resulting from any defect in the software, even if Black Paw Communications has been advised of the possibility of such damages.   This disclaimer shall supersede any verbal or written statement to the contrary.   If you do not accept these terms you must cease and desist using this software immediately.

HISTORY

Current Version Numbers
You can check these with File Manager (select the file in question, then File|Properties)

File	Description	Version	System
mailct32.exe	MailCat Program	1.5Beta	32 Bit
mcpop32.exe	POP Server	1.08	32 Bit
mcsmtp32.exe	SMTP Server	1.08	32 Bit
mcsprv32.exe	SMTP Receive Server	1.1.1.1	32 Bit
mailct16.exe	MailCat Program	1.06	16 Bit
mcpop16.exe	POP Server	1.08	16 Bit
mcsmtp16.exe	SMTP Server	1.08	16 Bit

Version 1.5Beta
- Beta release (32 Bit Only).
- Added options to "Connections" page for leaving the Dialup connection open or prompting for closing it.
- Fixed Bug in Text Wrapping display of plain text messages
- Fixed focus bug is display of plain text messages - caused problems when trying to select and copy from messages

Version 1.40 (Unreleased)
- Implemented Generation of HTML Messages
- If first message in the OutBox was "held", MailCat would freeze - fixed
- If not set, message priorites had a random value - fixed
- Sending of messages occasionally generated a "BAD SYS record number" error

Version 1.30 (Unreleased)
- Implemented limited UUE Decoding - can't handle split files

Version 1.20 (Unreleased)
- Implemented reading of HTML Messages
- Added support for different rich text formats to Message Properties dialog (RTF, HTML, TX)

Version 1.10 (Unreleased)
- Implemented Message Templates
- Condensed various connection option into one "Connection" page in **File|Preferences**

Version 1.06
- Fixed bug in "Online|Get Mail Headers" - it wasn't working. Bug was introduced in 1.05

Version 1.05
- Speeded up highlighting rules processing some more
- Changed message field display (Show Fields) to alphabetical order.

Version 1.04
- 16 Bit Release
- Speeded up highlighting rules processing
- Removed mccfg32.dll & mctls32.dll

Version 1.03
- Fixed quirk in Preferences saving, which caused message display to be messed up.
- Fixed bug in Finger (was causing GDI errors), and re-enabled.

Version 1.02
- Changed mail server startup to asynchronous notifications - improved response time for slower machines
- Added keyboard support for deleting messages (use Delete key)
- Print Page Setups can now be saved.
- Return key behaved inconsistently in the Preferences Property Sheets
- Setting preferences in Win32s could cause random crashes ...
- Finger server was causing problems - disabled while investigating

Version 1.01
- Reduced EXE size and memory overhead
- Fixed bug in editing encrypted messages
- Improved starting of mail servers
- Changed font defaults to Courier New, point size 10

Version 1.0
- Initial Release

TECHNICAL SUPPORT

Technical support is **only** available for <u>Registered</u> versions of MailCat.

Compuserve

Messages can be posted on the MailCat Support section (15) of the Internet Resource Forum (GO INETRESOURCE). Black Paw communications monitors this section regularly and will answer any questions and/or problems there. Also other MailCat users can provide peer support.

Internet

Email to 106027.3131@compuserve.com

CONTACTING BLACK PAW COMMUNICATIONS

The home page for Black Paw Communications is:

http://www.powerup.com.au/~lindsay

Enquires can be sent to **106027.3131@compuserve.com.au**.

The latest versions & news of MailCat can be retrieved from our home page or compuserve forum INETRESOURCE, Section 15   MailCat Support.

The online help for this beta release has yet to be updated, so there are a number of new features and modifications which are only documented here.

New Features

Message Templates

Now messages can be automatically generated using message templates. Powerful inline macros allow personalisation of templates.

Mail Retrieval with SMTP

Perhaps the most demanded feature. Now mail can be retrieved via SMTP, as well as sent.

HTML Support

MailCat can now send and retrieve messages in HTML, the format of the World Wide Web. Decoding and encoding is complety transparent. Support for RTF has been retained, and an additional propritaty binary format (TX) that is highly efficient has been added.

UUE Decoding

Now embedded UUE encoded files can be decoded with a simple menu choice. Once decoded they can be manipulated as easily with MailCat's built in file handling. Currently files split across multiple messages cannot be decoded.

Modifications

File|Preferences

The **WinSock** & **Dialup** pages have been removed. They are replaced by one page, **Connections**. This save hunting through several different pages for connection settings. The options for the **Connections** page are:

Winsock

- **Load windows default winsock**
  If checked MailCat will use the whichever winsock windows supplies, otherwise it uses the one specified in the folowing option.

- **Winsock DLL Directory**
  Allows you to specify which winsock to use, rather than the windows default one.

Dialup Networking (RAS/DUN) - Win 95/NT Only

- **Use Dialup Networking**
  If DUN (Win 95) or RAS (Win NT) are installed, checking this option causes MailCat to use the built in windows dialers to automatically dial and/or hangup connections

- **Close Connection when finished**
  If checked, MailCat will close (Hangup) the connection when mail services are finished. Otherwise the connection will be left open.

- **Ask Before Closing**
  If checked, MailCat will ask wether to close (hangup) the connection when mail services are finished.

- **Main Connection**
  The primary dialup connection (MailCat tries this one first)

- **Alternate Connection - Optional**
  The alternative Dialup Connection - MailCat tries this one if the Main connection fails for any reason.

Mail Servers

- **Use 16 Bit Winsock (32 Bit Mailcat Only**
  Causes MailCat to laod and use a 16 bit winsock, rather than a 32 bit connection. Unless you are using a 16 bit dialer, such as WinTrumpet 2.x, or the compuserve dialer, this is not recommended.

- **Display**
  Causes the mail servers to be displayed. This can be useful for debugging purposes.

- **Minimise**
  Causes the Mail Servers to be started in an iconized state.

- **Close on finish**
  Automatically close the mail servers.

The **Log** page has been removed - the log options are set under the **System** page now.

Templates/Canned Replies
File|Templates/Canned Replies

Templates (or Canned Replies) are a powerful message generation features. Using them you can:
- **Insert Standard text** when editing a message, with standard <u>inline macros</u>
  How To : When <u>Editing a Message</u>, Select **Message|Insert Template**, and choose a template to insert.

- **Create standard message replies** to selected message(s), with <u>personalised fields</u>
  How To : Select the message(s) from a message list, select **Message|Reply Using Template**, then choose a template to reply with.

- Automatically generate personalised replies using the new message rule action, "Reply with Template"
  How To : Create a <u>New Message Rule</u>, set an appropriate rule, and select a template to reply with in the action page.

Personalised fields are inserted into the template using <u>inline macros</u> such as ${Subject}, ${From}, $D etc.

Templates are accessed via the Template list.   This is displayed choosing **File|Templates/Canned Replies**.

Adding
To add a message template click the **[Add]** button. The <u>Add Message Template</u> screen will be displayed

Editing
To Edit a message template select the template in question and   click the **[Edit]** button. The <u>Edit Message Template</u> screen will be displayed.

Deleting
To Edit a message template select the template in question and   click the **[Delete]** button.

Inline Macros
Inline macros can be placed in a message template, and are expanded when a message is generated from the template. The Standard Macros are always available, these are:

$$	-	the $ symbol
$N	-	Your Full Name, as set in <u>Preferences/User</u>
$V	-	MailCat's version number
$D	-	The Current Date
$T	-	The Current Time
$W	-	The version of Windows currently running
$S	-	The version of DOS currently running

Additionally, if the template is being used to reply to a message (either manually or automatically) the thos message fields are available, just enclose the field name in ${}, e.g. ${Subject} to include the subject of the message. Any message field can be enclosed this way, either common fields to include could be ${from}, ${sender} etc.

Edit Message Template
Editing a message template is straight forward. The **Description** field is only displayed in the template
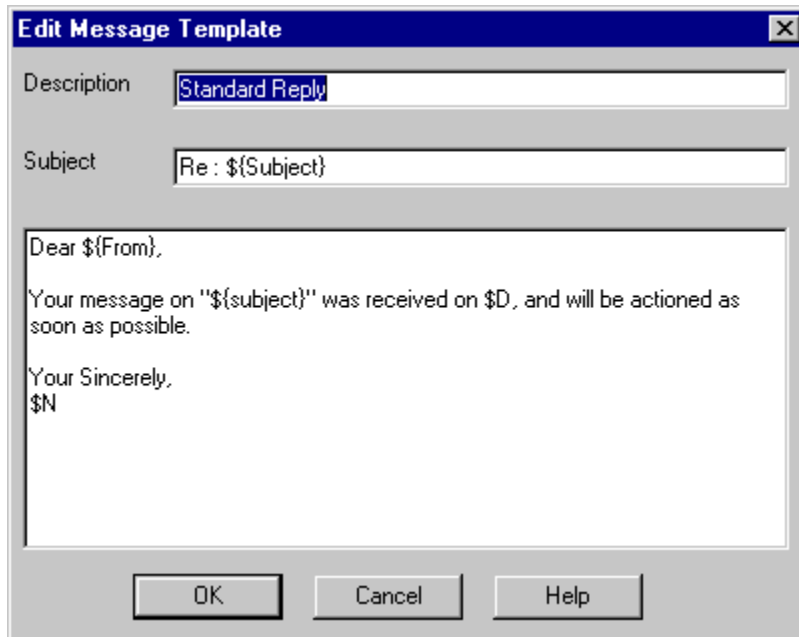
list. The **Subject**   and **Body** text are used placed into the message generated.

If this sample template below was used to generate a reply to a message, it might look something like this:

Subject : Re : How do templates work?
Dear Fred Smith <fred@test.com>,

Your message on "How do templates work?" was received on October 29, 1996, and will be actioned as soon as possible.

Your Sincerely,
Black Paw Communications

Edit Message Template

Description	Standard Reply
Subject	Re : ${Subject}

```
Dear ${From},

Your message on "${subject}" was received on $D, and will be actioned as
soon as possible.

Your Sincerely,
$N
```

[OK]   [Cancel]   [Help]

See Also : How to Reply with a Message Template

Describes the template. Is only displayed in the template list.

Template Subject. Is used to set the **Subject** of the generated message. All <u>Inline Macros</u> can be used here

Template Body. This is used for the body text in the generated message. All <u>Inline Macros</u> can be used here.

Decode UUE
Message|Decode UUE

UUE is an Internet standard for the safe encoding and transmission of files across the internet. It predates MIME, and is largly outdated by it, hoever it is still common to receive files that are UUE encoded. Unlike MIME, they are embedded in the message text, and will typically look like this:

```
begin 666 testfile.doc
M0F5Y;VYD(%!A8VME9"!!=='1R:6)U=&5S```+0514*```````4F4Z('!R=%-T
M<F5A;2!V,RXP````````````````````````````````````````````````
M```````````````````````````````````````````````````````````
M`$5R:6,@11&E5;``````````````````````````````````````````````
```

Unfortunatley, they are harder to automatically detect in messages (again, unlike MIME), so MailCat can be forced to decode a UUE file out of a message.

If successful the file will be decoded to the Download Directory, and added to the attachment list for the message. Then it can be viewed, copied, moved etc via the **[Attachments]** button, or the **Message| Attachments** menu.

Large UUE encoded files are sometimes split across multiple messages, this is because many mail readers could not copy with large messages (MailCat can). This release of MailCat cannot decode files split across multiple messages.

How To Send a HTML Message

To send a HTML message, you must set its <u>properties</u> to include HTML. While editing the message, click on **[Properties]** and under "Rich Text Transmission Option", check the HTML box.

NOTE: You must <u>also</u> ensure that RTF is On.

See Also : <u>Message Properties,</u> <u>What is HTML,</u> <u>What is Rich Text Format</u>

How To Reply with a Message Template

To reply to a message using a template, select the message in question, choose **Message|Reply using template**, and choose a template from the template list. A new message will be created, based on the mix of the template and the selected message. It will be placed in the OutBox

What is HTML

HTML (Hyper Text Markup Language), is a standard for the description of World Wide Web pages. Browsers such as Netscape or Internet Explorer display web pages, which are written in HTML.

It can also be used for the transmission of rich text messages, though it is lacking in some standard rich text functionality - for example HTML currently has no support for justified paragraphs. However it is widely supported, and a number of EMail programs are beginning to support it (Currently to our knowledge, MailCat and Microsoft Internet Mail).

See Also : Rich Text Format, Message Properties

DEMON INTERNET USERS

Users of Demon Internet (a UK based ISP), must use SMTP to receive their mail, <u>not</u> POP. The SMTP receive address is taken from the domain of their email address, e.g if your email address is "**fred@camden.demon.co.uk**", then you should enter "**camden.demon.co.uk**" in the "Receive Server" field of **File|Preferences|User**. Also the "Retrieve Mail Using SMTP" button should be checked.

The address for <u>sending</u> mail **must** be different from the receive address, for Demon Internet it is usually "**post.demon.co.uk**".