

**Version 3.1 for Macintosh
User Manual**

EUDORA MAIL
PRO

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Finally, thanks to all the users and testers of Eudora Pro, whose suggestions have made it a much better program than it would otherwise have been.

About the Name

Why the name "Eudora"?

When looking for a name for this new Post Office Protocol mail program, we thought immediately of the title of the short story "Why I Live at the P.O.," and named the program after the author of the story, Eudora Welty.

"Why I Live at the P.O." can be found in a collection titled *A Curtain of Green* (Harcourt Brace). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

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Getting Started

System Requirements

To use the Eudora Pro electronic mail (e-mail) application (hereafter referred to as Eudora), you must have the following:

- A Macintosh Plus or later model, with a high-density disk drive.
- Macintosh System 7.0 or later.
- A mail account with an Internet service provider or an Internet-style network account.
- Access to your mail account via modem or Internet-style network connection.

Note: Some Eudora plug-ins, such as QUALCOMM's PureVoice™ Player-Recorder, for recording and sending voice messages with your e-mail, require more advanced configurations, such as a Power Macintosh and System 7.5 or later, and/or additional equipment such as a sound card and speakers. Be sure to check the README for each such Eudora plug-in before you use it. Also see the section "Using Eudora Plug-ins."

Drag and Drop Requirements

If you do not have Macintosh® Drag and Drop running on your Macintosh, certain features may be disabled. Macintosh Drag and Drop is included in System 7.5 and System 7 Pro, but is not in earlier versions of System 7.

Macintosh Drag and Drop requires that Finder 7.1.3 or newer is running for the Drag and Drop extensions to work properly. Installing the Drag and Drop extensions with an older Finder has been shown to cause strange behavior, and is not recommended.

If you are running a system version with a Finder that is older than 7.1.3, you will be able to drag and drop within the Eudora application. However, you will not be able to drag between Eudora and other running applications.

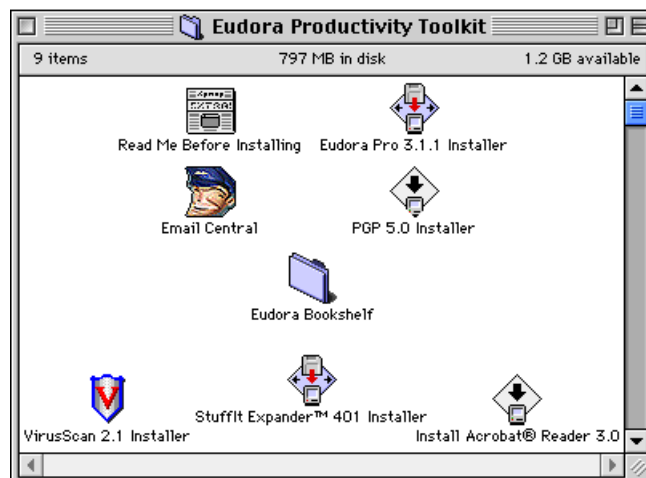
Installing Eudora

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

To install Eudora, do the following:

1. Restart your Macintosh while holding down the shift key. This turns off your Macintosh extensions. You must hold down the shift key until you see the message “Extensions off.”
2. If you are installing Eudora from CD-ROM, insert the Eudora Pro CD into your Macintosh CD-ROM drive.
3. If you are installing the Eudora Pro and Eudora Productivity Toolkit™ bundle, the Eudora Productivity Toolkit window is displayed. Double-click on the Eudora Pro 3.1.1 Installer icon to continue. The Eudora Pro splash screen is then displayed.

Note: If you are installing Eudora Pro and do not have the Eudora Productivity Toolkit, the Eudora Productivity Toolkit window is not displayed. Double-click on the Eudora Pro 3.1.1 Installer icon to display the Eudora Pro splash screen.



The Eudora Productivity Toolkit window

4. Click **Continue** to display the Eudora Pro README window.

Note: The contents of the README window can be printed or saved to a file for later review.

5. Once you have reviewed the contents of the README window, click **Accept**. The User Code dialog is displayed.

A screenshot of a dialog box titled "User Code dialog". The text inside reads: "Enter your User Code (from the inside cover of your user manual, or from your on-site Eudora Support Coordinator). If you do not have your User Code, leave this field blank." Below the text is a single-line text input field. At the bottom center of the dialog is a button labeled "Continue".

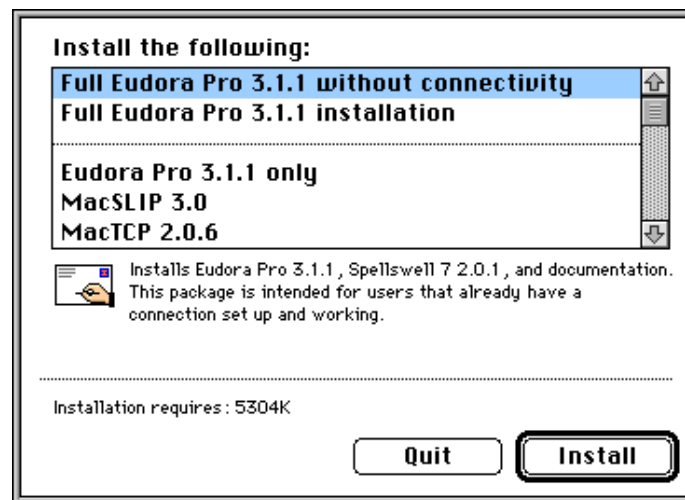
User Code dialog

Your five-digit User Code is printed on the inside cover of this manual, or, if you are part of a multiple-user site, it should be provided to you by your organization's Eudora support coordinator. If you purchased Eudora by electronic distribution, the User Code is in the e-mail message you received when you purchased the product.

6. Type your User Code in the **User Code** field and click **Continue**.

Note: If you cannot determine your User Code, you may leave this field blank.

The Eudora Install dialog is displayed, allowing you to select which items you want to install. To see a description of an item, click on the item (the description is displayed just below the selection area).

*Eudora Install dialog*

7. To install all of the items except for the connectivity software, be sure the default item **Full Eudora Pro 3.1.1 without connectivity** is selected and click **Install**.

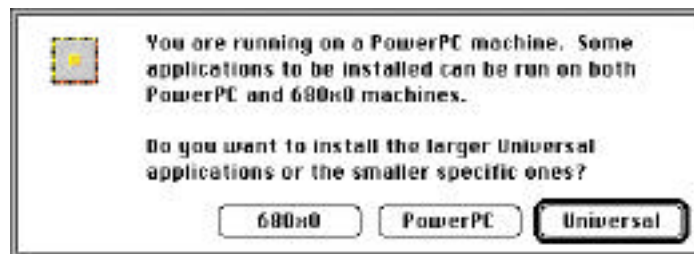
To install all of the items including the connectivity software, select **Full Eudora Pro 3.1.1 installation** and click **Install**.

Note: Do not use this option if you are already connected to a TCP/IP network. If you are getting an Internet connection for the first time, and your Internet service provider does not provide TCP/IP software, you can use this item to install MacSLIP and MacTCP.

To install just the items you want, select them by clicking on each one (hold down the command key to select multiple items, and be sure that neither Full installation item is selected), then click **Install**.

If you selected either of the Full installation items, MacSLIP, or MacTCP, the Restart dialog is displayed, informing you that your Macintosh will need to be restarted at the end of the installation. Click **Yes**.

The Eudora Version Selection dialog is displayed, allowing you to select which version you want to install.



Eudora Version Selection dialog

The Eudora Version Selection dialog allows you to select from the following versions:

680x0

This is the smallest version. It runs on any Macintosh, including Power Macs, but on Power Macintoshes it is not as fast as the PowerPC or Universal versions.

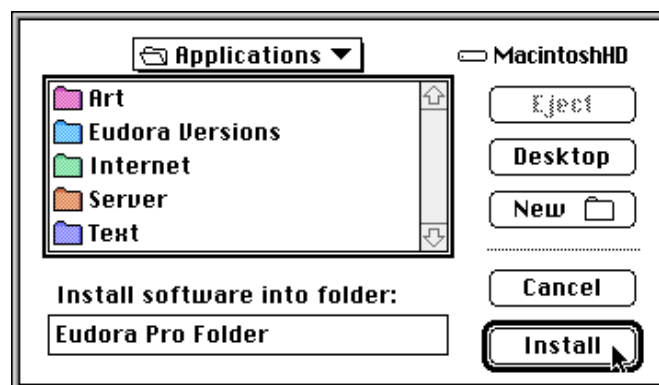
PowerPC

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

Universal (or Fat)

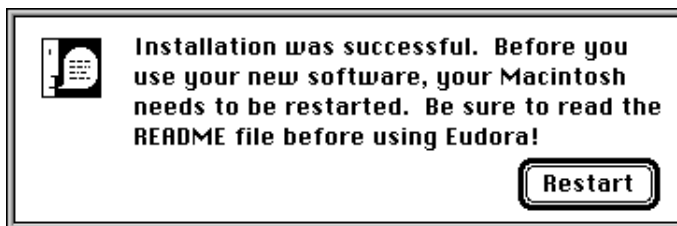
This version requires the most disk space. It runs on any Macintosh, and on a Power Macintosh runs as fast as the PowerPC version.

8. Select the version you want. A dialog is displayed asking you where you want to install the Eudora Pro Folder.



Eudora destination dialog

9. Select the destination folder and click **Install**. The install program begins installing the items you selected onto the appropriate locations on your disk.
10. Once the installation is complete, you are prompted to restart your Macintosh. Click **Restart**.



The Restart alert

This completes the installation of the Eudora Pro software. To find out how to set up Eudora so that you can send and receive e-mail, see the section “Opening and Configuring Eudora.” For details about the files in the master Eudora Folder that has just been installed in your System Folder (this will hold all your mail and other important files), as well as the Eudora Pro Folder that you’ve just installed in the destination dialog above, see their corresponding sections in the Reference chapter. The README referred to in the Restart alert is contained in your Eudora Pro Folder.

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

Installing Connection Tools

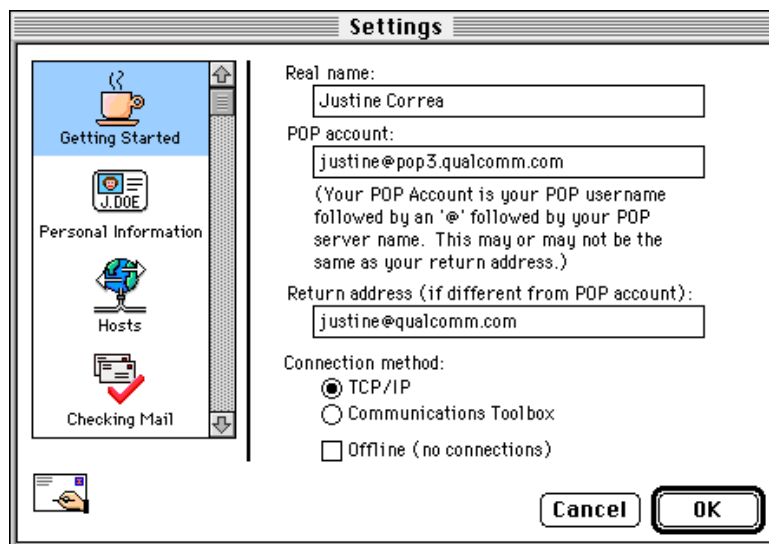
To use Eudora with the Communications Toolbox, the Apple Modem Tool and Serial Tool must be installed on your Macintosh. To do this, drag the Connection Tools folder onto your System Folder. The Connection Tools folder is found in the **Dialup** folder, within the **Extras** folder in the Eudora Pro Application Folder.

Opening and Configuring Eudora

After you have installed Eudora, double-click on the application icon to open Eudora. If you are installing Eudora for the first time, the Getting Started Settings are displayed.

To send and receive messages, you must have an account on a computer running a POP (Post Office Protocol) server, and access to a computer running an SMTP (Simple Mail Transfer Protocol) server. Your incoming e-mail messages are delivered to your POP account, where Eudora picks them up and transfers them to your Macintosh. Your outgoing messages are sent to the SMTP server to deliver to your recipients.

You have to provide basic information about your account, servers, and network connection before you can send and receive messages. To do this, use the **Getting Started** Settings (if this is not open, select **Settings...** from the **Special** menu and click on the Getting Started category).



An example Getting Started Settings

In the **Real name** field, type your real name as you wish it to appear in the **From** field of all your outgoing messages. This lets your recipients know who the mail is from.

In the **POP account** field, type your login name for this account, an “@” sign, and the full name of the computer. For example, if your assigned login name is “justine,” and the name of the computer where you receive e-mail is “pop3.qualcomm.com” type “justine@pop3.qualcomm.com” in this field. Your Eudora administrator can provide you with your login name and your POP server name if you do not know these.

Your POP account may or may not be the same as your return address, which is the address at which you normally receive e-mail. If your return address is different from your POP account, put the return address in the **Return address** field.

Specify a connection method. If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select **TCP/IP**. If you are using Eudora without TCP/IP software, select **Communications Toolbox**, click **OK**, then select **Communications...** from the **Special** menu and choose the appropriate modem/serial communications settings. (See “Installing Connection Tools” above.) If you are not sure what connection method to use, see your Eudora administrator.

If your POP and SMTP servers are on the same computer, you do not need to specify an SMTP server. If they are not on the same computer, click on the **Hosts** settings category, and in the **SMTP** field enter the full name of the computer running the SMTP server.

You are now ready to go. For detailed explanations of all of Eudora’s available functions, see the appropriate chapters.

Registering Your Copy of Eudora

Depending on the software license you have for Eudora, you may be eligible for technical support directly from the Eudora Technical Support group. To receive technical support, you must register your copy of Eudora Pro in accordance with the terms defined in your license Agreement. If you have a previous version of Eudora Pro, you need to register this new version.

*Note: If you are part of a site license, you do not need to register.
Contact your organization’s e-mail administrator for support.*

If you are eligible for technical support, you are prompted to register after you send the first message with your new version of Eudora Pro.

Register Eudora Pro

You must register in order to receive technical support in accordance with the terms defined in your License Agreement. All registration information will be kept in strict confidence.

First Name: Last Name:

Company Name:

Title:

Address 1:

Address 2:

City: State/Province:

Zip/Postal Code: Country:

Phone: Fax:

Registration #: Eudora Part #:

☒ Yes, I would like to receive news and information directly from QUALCOMM about e-mail and interesting new applications you can use with Eudora.

Never Register **Not Now** **Register**

Example of Registration Screen

Complete the registration form and click **Register**. The registration is put in the queue in your Out mailbox and is sent the next time you send queued messages.

If you don't want to register at that time, you can choose **Not Now** to be prompted 7 days later, or **Never Register** to never be prompted again. At any time, you can choose **Register Eudora...** from the Help menu to display the registration form. The Help menu, also known as the Apple Guide menu, is accessed from the question-mark-in-the-balloon icon at the top right corner of your screen.

Quitting Eudora

To quit Eudora, select **Quit** from the **File** menu. If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them (see the section "Queueing a Message to Send Later").

The Trash mailbox is emptied if the **Empty Trash on Quit** option is on in the Miscellaneous Settings.

Getting Help

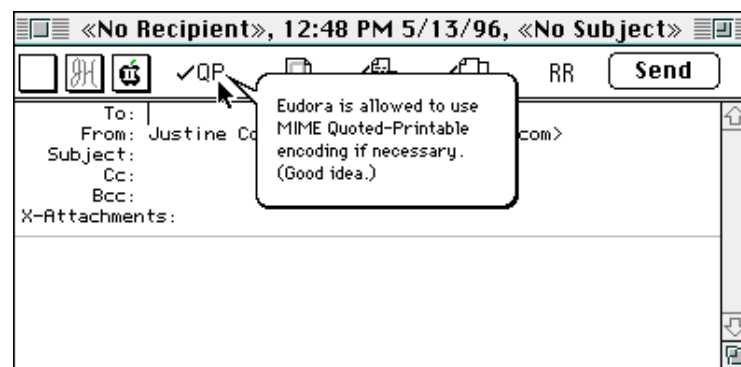
Online Help

Eudora has an Online Help feature that provides quick-reference instructions for accomplishing many of Eudora's operations. To display an Online Help window, select the topic you want from the Macintosh **Help** menu, also known as the Apple Guide menu.



Eudora Help menu

Eudora also has extensive Balloon Help. To turn Balloon Help on, select **Show Balloons** from the Macintosh **Help** menu. Move the mouse pointer to a Eudora menu selection or item on the screen to display a brief description of that item.



Balloon Help

You can use Balloon Help even when a dialog is displayed.

To turn Balloon Help off, select **Hide Balloons** from the Macintosh **Help** menu.

Note: If you have an extended keyboard with a help key, it can be used to turn Balloon Help on and off.

Technical Support

If after reviewing all of the available materials—this User Manual, the Quick Reference Guide, the README files, the Online Help, and the Balloon Help—you still need help, contact your e-mail administrator (your Internet service provider or your company’s Eudora support coordinator) or the Eudora Technical Support group. If you are eligible for technical support, contact information is provided in the **More Help!** Online Help topic, and on the inside cover of this manual.

You must register your copy of Eudora Pro to receive technical support. See the section “Registering Your Copy of Eudora” for details.

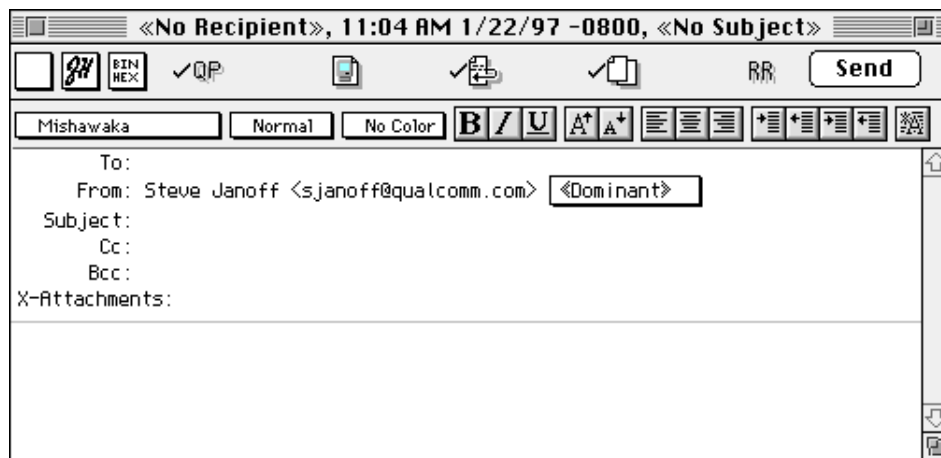
Sending Messages

Creating an Outgoing Message

An outgoing message is a message you send to someone else. To create an outgoing message, select **New Message** from the **Message** menu. A new message window is displayed, called the *composition window*. The section below describes how to use the composition window.

Using the Composition Window

The composition window consists of the title bar, the icon bar, the formatting toolbar, the message header, and the message body. The formatting toolbar can be turned on or off.



The composition window

Title Bar

The title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

Note: Double-clicking on the title bar opens the mailbox that the message resides in.

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

Icon Bar

The icon bar consists of a series of objects that are displayed just under the title bar. It allows you to control the priority of your message, override some of your default settings for the current message, and send or queue the message. Each icon can be turned on or off for the current message by clicking on it. A checkmark symbol next to the icon means the icon is on. The popup menus and icons are described below.

You can set the defaults for the icon bar in the Sending Mail Settings and the Attachments Settings.



Priority Popup

This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section “Setting the Message Priority.”



Signature Popup

This lets you automatically append one of your signatures to the end of a message. For details, see the section “Using Signatures.”



Attachment Type Popup

This lets you select the encoding format for attachments. For details, see the section “Attaching a File to a Message.”



Quoted-Printable Encoding

If this is on, quoted-printable encoding is used when sending messages or plain text attachments that contain long lines of text or special characters. It is recommended that this always be on.



Include Macintosh Information

If this is on, the Macintosh file-type and resources are included in AppleDouble and AppleSingle attachments. For details, see the section “Attaching a File to a Message.”



Word Wrap

If this is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

**Keep Copy**

If this is on, a copy of each sent message is kept in the Out mailbox. These messages are saved there until they are deleted or transferred to another mailbox.

**Return Receipt**

If this is on, a cooperating mailer returns a message to you notifying you when your outgoing message has been displayed by the recipient. This function does not work in all cases. For details, see the section “Requesting a Return Receipt.”

Send**Send or Queue****Queue**

These let you send a message immediately or put it in the queue to send later. If the **Immediate send** option in the Sending Mail Settings is on, the button is labeled Send. If the option is off, the button is labeled Queue. For details, see the section “Sending or Queueing a Message.”

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

Formatting Toolbar

The formatting toolbar, when displayed, appears just under the icon bar. It consists of a series of popup menus and pushbuttons that let you apply text styles in the current message.

To display or hide the formatting toolbar in the current message only, select the **Formatting Toolbar** command from the **Text** submenu of the **Edit** menu. To display or hide the formatting toolbar in all new messages by default, set the **Show formatting toolbar** option on or off in the Fonts & Display Settings or the Styled Text Settings.

The formatting toolbar is highlighted when the cursor is in the message body; it is dimmed when the cursor is in the message header or when the composition window is inactive. You cannot change the style of text you type in the header fields.

If text in the message body is selected, the popups and buttons apply style changes to that text. If no text is selected but the cursor is in the message body, then the popups and font-related buttons apply the styles to text typed beginning at the insertion point, and the margin-related buttons apply the styles to the paragraph in which the cursor resides.

From the popups, select the text font, size, and color. Click on the buttons to turn their styles on or off or step through the choices.

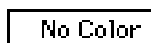
The popup menus and buttons are described below.

**Font**

Sets the selected text or the insertion point to the chosen font.

**Size**

Sets the selected text or the insertion point to the chosen size.

**Color**

Sets the selected text or the insertion point to the chosen color.

**Bold**

Sets the selected text or the insertion point to bold.

**Italics**

Sets the selected text or the insertion point to italic.

**Underline**

Sets the selected text or the insertion point to underlined.

**Bigger**

Sets the selected text or the insertion point to one size bigger. Available sizes are those on the Size popup.

**Smaller**

Sets the selected text or the insertion point to one size smaller. Available sizes are those on the Size popup.

**Align Left**

Aligns the selected or current paragraph to the left of the indent.

**Align Center**

Aligns the selected or current paragraph to the center of the indent.

**Align Right**

Aligns the selected or current paragraph to the right of the indent.

**Indent In**

Indents the selected or current paragraph one level: both the left and right margins are indented in. Available levels are those in the Edit/Text/Margins submenu.

**Indent Out**

Removes one level of indent from the selected or current paragraph: both the left and right margins are outdented. Available levels are those in the Edit/Text/Margins submenu.

**Hang Indent In**

Indents the selected or current paragraph one level of hanging indent: the whole paragraph is indented in and the first line is outdented left (all lines “hang” after the first line). Available levels are those in the Edit/Text/Margins submenu.

**Hang Indent Out**

Removes one level of hanging indent from the selected or current paragraph. Available levels are those in the Edit/Text/Margins submenu.

**Completely Plain**

Removes all formatting from the selected text or the insertion point, except font and size changes; with the option key down, also restores the font and size to their defaults.

For more information on text styles, see the section “Formatting Text.”

Message Header

Outgoing mail headers consist of six fields: **To**, **From**, **Subject**, **Cc**, **Bcc**, and **X-Attachments**. Each field is described below. The **To**, **Subject**, **Cc**, and **Bcc** fields can be directly edited. To move the cursor from field to field, press the tab key or click in the desired field with the mouse.

To

The intended recipients’ e-mail addresses, or nicknames you have defined (see the chapter “Using the Address Book and Quick Recipient List”). Multiple addresses and nicknames must be separated by commas.

From

The sender’s e-mail address. This is usually your POP account plus your real name. You can use a return address other than your POP account by entering the address in the **Return address** field of the Getting Started Settings.

If you have alternate personalities set up, a popup menu appears in this field. You can use this popup to change the personality associated with the current message. Changing the personality changes the sender’s information accordingly. For more details, see the section “Using an Alternate E-mail Account.” Alternate

personalities are set up in the Settings dialog, under the Personalities and Personality Extras Settings.

Subject

Some brief text indicating the contents of the message. This field can be left blank (though it is considered a breach of e-mail etiquette to do so).

Cc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses must be separated by commas. This field can be left blank. Cc stands for “carbon copy.”

Bcc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the **To** or **Cc** fields will not know that a copy went to these addresses. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses must be separated by commas. This field can be left blank. Bcc stands for “blind carbon copy.”

This field can also be used to put a copy of the message in one of your mailboxes. To do this, put the cursor in the **Bcc** field and select the mailbox from the **Fcc** menu (normally the Transfer menu). The name of the mailbox is inserted into the **Bcc** field preceded by an italicized “*f*” and the whole expression placed in quotes, and when the message is sent, a copy is put in that mailbox. Fcc stands for “folder carbon copy.”

X-Attachments

A list of documents being attached to and sent along with the message. See the section “Attaching a File to a Message” for instructions on how to add attachments. To delete an attachment from an outgoing message, select it and either press the delete key or select **Clear** from the **Edit** menu. This field can be left blank.

Message Body

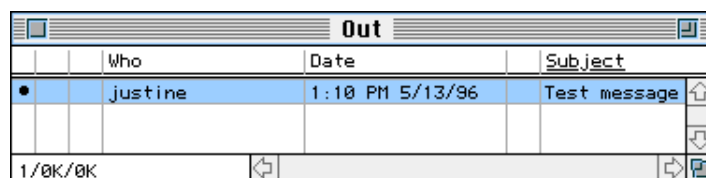
After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see the sections “Formatting Text” and “Formatting Toolbar.”

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message, select **Save** from the **File** menu. To save all of the messages that you have open, hold down the option key and select **Save All** from the **File** menu.

Saved messages are put in the Out mailbox, and if at least one recipient is entered in either the **To:** or the **Bcc:** field, the saved message is shown with a bullet (•) in the Status column. If both the **To:** and the **Bcc:** fields are empty, the Status column is blank. The bullet indicates that the message not only has been saved but is also ready to be sent or queued.



A saved (and sendable) message in the Out mailbox

You can continue making changes to the message or close it. If you try to close an outgoing message window without saving that version of the message, an alert is displayed asking if the message should be saved or the changes discarded. If you select Discard and the message has never been saved, the message is deleted.

Using an Alternate E-mail Account (Multiple Personalities)

You can set up alternate “personalities” in Eudora for each e-mail account you have. For example, if you have Work, Home, and School e-mail accounts, you can set up Eudora to send and receive e-mail from each of these accounts, all without having to quit and restart Eudora. That is, you can check mail for all your accounts at once or selected accounts at once, and you can do the same for sending mail. You can even stagger your automatic mail checks.

In the Personalities and Personality Extras Settings you must specify the following settings for each e-mail account or “personality”: personality name, POP account, real name, and return address (if different from the POP account). You can also specify the default domain, SMTP server, default stationery, default signature (when not using stationery), and **Check mail, Leave mail on server**,

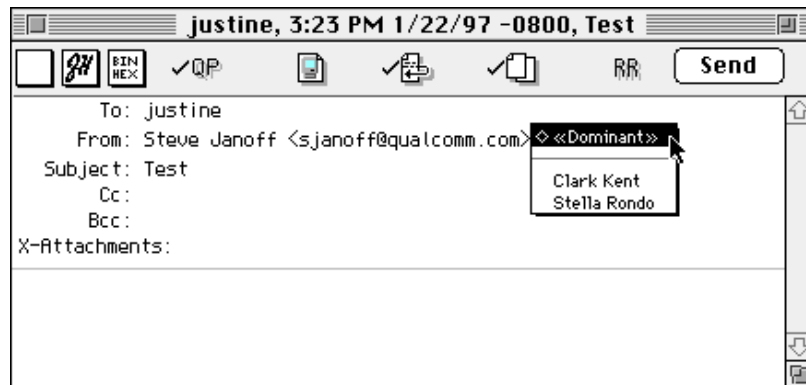
Send mail, and **Authentication** functions (for details, see the section “The Settings Dialog”).

All other settings are effective for all personalities and cannot be changed for alternate personalities.

Note: Alternate personalities use the connection method of your dominant personality—your principal e-mail account. We recommend that you use alternate personalities only with TCP/IP connections and not with the Communications Toolbox.

If you want to change other settings, or use a separate set of mailboxes for an account, see the section “Putting Multiple Users on One Macintosh.”

To create an outgoing message from an alternate account—i.e., as an alternate personality—open a new message window and use one of two methods. Either select the personality from the **Personality** submenu under the **Message** menu’s **Change** submenu, or select the personality from the **Personality popup** in the **From** field of the message header.



Personality popup in composition window

In either case, the information in the **From** field changes to reflect the selected personality. This generally consists of the real name and POP account for the personality.

*Note: Your **Dominant personality** is your principal e-mail account: it’s the personality Eudora uses whenever you don’t specify otherwise, and it’s also the personality that’s associated with all mail stored before you began using alternate personalities.*

The Personality submenu and the From field Personality popup are available only when you have more than one personality. Alternate personalities must be set up in the Personalities and Personality Extras Settings before they are recognized by Eudora.

When you respond to a message, Eudora assigns your response the same personality under which it received the message. For example, if your Clark Kent personality receives a message, your replies to that message are sent from your Clark Kent account.

There are two ways to change the personality of a response. The first is to initiate the response and *then* change the personality, from either the Personality submenu or the Personality popup.

The second way is to change the personality associated with the *original message* to which you're responding. Open that message and change its personality using the Personality submenu (incoming messages do not have a Personality popup in the From field). From then on, *all of your replies* to that message will be sent from the newly assigned personality.

Here's an example: Suppose your Clark Kent personality receives a message that says "Help!" and is really intended for your Superman personality. Initiate a reply and the personality in the reply is Clark Kent. Change it to Superman from the submenu or popup, and now that response is sent from your Superman account.

But if you go back to the original message you received as Clark Kent, open it and change the personality to Superman (from the submenu), now that message is associated with your Superman account, and *all* of your replies to that message from now on will be sent from your Superman account (handy if you're really the Man of Steel).

*Note: You can also set up a filter to automatically assign a desired personality to incoming or outgoing messages that satisfy the filter criteria. See the **Make Personality** action under the section "Filter Actions."*

In any new message or reply, the default signature for the selected personality is used, as set in the Personality Extras Settings—but only if you're not using stationery. If you're using a default stationery file, or if you send or reply to a message with stationery, then the signature stored in the stationery file will override the default signature. No matter what signature gets assigned to the new message or reply when you open or initiate it, you can always override that signature by changing the signature popup in the composition window. For more details, see the section "Using Signatures."

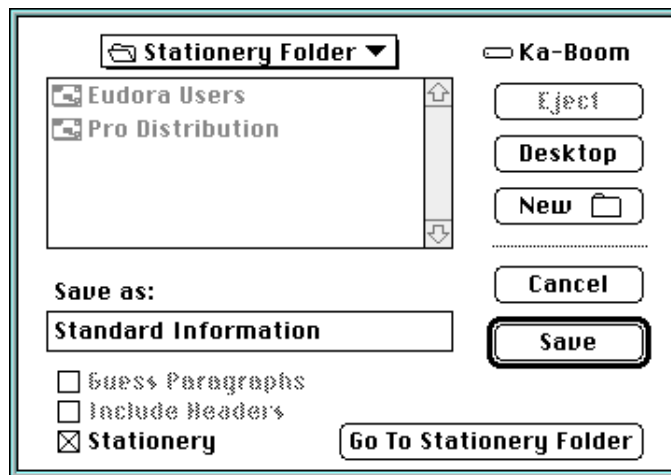
For more information on how to use stationery with alternate personalities, see the section “Using Stationery Files.”

Using Stationery Files

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to by selecting it from the **New Message With** or **Reply With** submenu on the **Message** menu. This way you don’t have to copy and paste text into a message; you can just open a pre-written message and edit it as necessary.

To create a stationery file, open a new message, put the text you want into the message body, and fill in the headers as appropriate (subject, copies, etc.). Select **Save As...** from the **File** menu to display the **Save As** dialog.

Name the file, and select the **Stationery** option. If you want to keep the file in the Stationery Folder in your Eudora Folder (within your System Folder), click on the **Go To Stationery Folder** button. If not, select any folder you want, and click on **Save** to save the file. You can delete the original message.



Creating a stationery file with the Save As dialog

To send a message with a particular stationery, select the stationery file from the **New Message With** or **Reply With** submenu under the **Message** menu. A message window is displayed containing the header and body from the stationery file. If you are replying to a message, the stationery header text is incorporated

into the reply header text. You can edit and send this new message just as you would any other message.

To use a particular stationery file for *all* of your outgoing messages, select a stationery from the **Stationery** popup in the Sending Mail Settings (for your dominant account only) or in the Personality Extras Settings (for any of your personalities). Most new messages use this file, unless you create the message using the **Redirect**, **Send Again**, **New Message With**, or **Reply With** command. If **None** is selected in the Stationery popup, no default stationery is used for the selected account.

To change a stationery file, open a new message with the stationery file, make your changes, then use the File menu **Save As...** command again to save your changes. To delete a stationery file, drag it into the Trash on your desktop.

You can also set up a filter to reply with a stationery message. See the section “Filtering Messages” for more information.

Note: Settings stored in stationery files override most other settings. For example, the signature that was set when the stationery file was saved will override any default signature you select in the Settings dialog. Stationery-dependent settings appear in the Sending Mail Settings, under the heading **Options when not using stationery**, and in the Personality Extras Settings, where the only such setting is **Signature when not using stationery**. You can, however, use the icons on the icon bar of the composition window to override stationery settings.

Also: Exercise caution when using stationery with alternate personalities. Although stationery settings override most other settings—the signature stored in a stationery file overrides the default signature of the current personality, for example—there is one important exception: If you change the personality of the current message, and that results in a default stationery file being applied, then the personality stored in the stationery file is *ignored*. One way to avoid conflicts is always to do this: when you choose a default stationery file for a personality, in the Personality Extras Settings, be sure that the personality saved with the stationery file *matches* the personality for which you are setting the default. For more information on alternate personalities, see “Using an Alternate E-mail Account.”

Using Signatures

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You can have as many signatures as you want.

Note: Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.

To create or modify your **Standard** signature, select **Signatures**→**Standard** from the **Special** menu. The Standard signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.



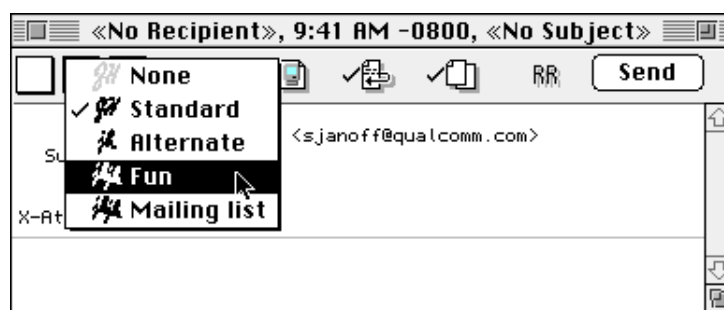
Creating the Standard signature

To create or modify your **Alternate** signature, select **Signatures**→**Alternate** from the **Special** menu. The Alternate signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.

To create additional signatures, for each one select **Signatures**→**New...** from the **Special** menu. A dialog is displayed, asking you what you want to call the new signature. Enter a name and click on **OK** to display a signature window. Enter your signature, save the file, and close the window. Your new signature is now part of the list of signatures.

To modify an additional signature, select **Signatures**→**[Signature Name]** from the **Special** menu. The signature window is displayed for the signature name you specified. Make any changes you want, save the file, and close the window. To remove a signature, drag the file into the Trash on your desktop. Signatures are stored as files in the Signatures Folder in your Eudora Folder, which resides in your System Folder. **Note:** We recommend that you do not remove your Signature and Alternate files from your system.

To include a signature in an outgoing message, select the signature you want from the Signature popup on the icon bar.



Setting the signature for a particular message

To include a particular signature in all of your outgoing messages, select a signature in the Sending Mail Settings (for your dominant account only), or in the Personality Extras Settings (for any of your personalities). You can change this for a particular message by selecting a different signature or **None** from the Signature popup on the icon bar of the composition window.

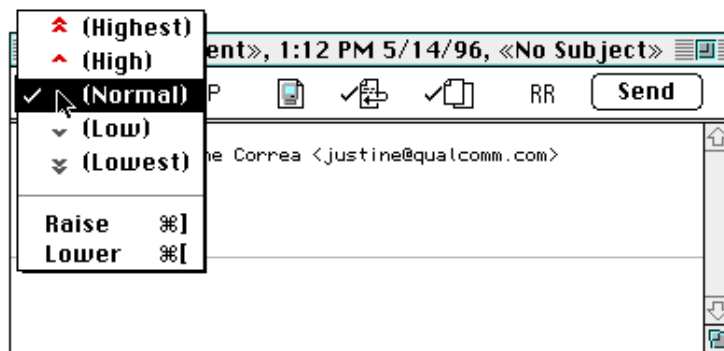
Note: If you are using a default stationery file, or if you send or reply to a message with a stationery file, then the signature saved with the stationery file will override your signature selections in the Sending Mail Settings and Personality Extras Settings. For more details, see the section "Using Stationery Files."

Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients—it does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest (expressed as a double-caret—see figure), 5 being the lowest (expressed as an inverted double-caret). Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Priority 3 (**Normal**) is used for messages that have no assigned priorities, and it is not displayed. The **High** and **Highest** priority symbols are red. You can also use **Raise** or **Lower** to set the priority one level higher or lower, instead of setting a particular priority level.

New messages are created with a Normal priority. To change the priority of the current message, use the Priority popup.



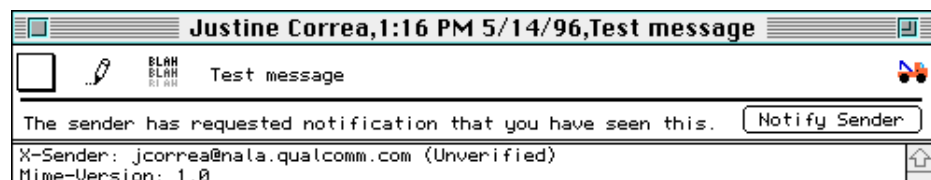
Changing the priority of a message using the Priority popup

Note: To set up Eudora to always use the sender's priority on your replies, turn on the **Copy original's priority to reply** option in the *Replying Settings*. You can always change the priority in the message window.

Requesting a Return Receipt

You can request that your recipients notify you when they have seen your message. To do this, click on the **Return Receipt** icon (RR) in the message window.

Your recipients receive a message with a request to notify the sender (you) that they have seen the message. If a recipient clicks on the **Notify Sender** button, you receive a message that tells you when that recipient displayed your message.



A request for notification

If you sent yourself a copy of the message, you will or will not see the notification request depending on whether the **Prompt for receipts requested by self** option is turned on or off in the Miscellaneous Settings.

*Note: To determine who you are, Eudora uses the “me” nickname, if you create one for yourself. If you do not have a “me” nickname, Eudora uses the contents of the **POP account** and **Return address** fields from the Getting Started Settings.*

If you receive a message with a request for notification of receipt, you can click on **Notify Sender** to send the notification, or you can just ignore it. To remove the request without sending the notification, hold down the option key and click on **Notify Sender**.

These Return Receipt options may or may not work as described, depending on your recipients’ e-mail software.

Formatting Text

You can use standard text editing options to format the text of your outgoing messages or text files. The formatting is delivered to your recipients using the “text/enriched” MIME standard, which means that the formatting your recipient sees depends on how well their e-mail package supports this standard.

It is important to remember that you cannot completely control what happens on your recipient’s computer. Depending on the type of computer they are using, their installed fonts, their settings or preferences, etc., they could end up viewing something different from what you intended. Also, the formatting changes you make are sent to your recipient, but your default text settings are not. Any text that you did not make changes to is displayed using your recipient’s default text.

The Styled Text Settings let you specify how you want to send and receive styled text. If the **Discard style information** option is on, you will not be able to format your text at all (this option is off by default). If you want to send styled text, turn on the **Send style information with mail** option, and the **But warn me first** option if you want to be alerted before sending it.

Text in outgoing messages and text files can be formatted using the text editing menu commands. Text in outgoing messages can also be formatted using the formatting toolbar. The menu commands are described below. See the section “Formatting Toolbar” for information on using the toolbar.

Text Editing Menu Commands

To format text, use the commands on the **Text** submenu of the **Edit** menu. If text in the message body is selected, the menu command applies the formatting to that text. If no text is selected but the cursor is in the message body, then the font-related commands apply the formatting to the next text you type, and the margin-related commands apply the formatting to the current paragraph—the paragraph containing the cursor.

The formatting options are as follows:

Plain, Bold, Italic, Underline

Make the text plain (the default), **bold**, *italic*, or underlined.

The keyboard shortcuts are, in order as above, ⌘-T, ⌘-B, ⌘-I, and ⌘-U.

Left, Center, Right

Align the selected or current paragraph to the left, the center, or the right of the current indent.

Small, Normal, Big, Very Big, Mondo

Make the text a small size, a normal size (the default), a big size, a very big size, or a very very very big (mondo) size. The increase or decrease is based on the next or previous standard point size.

Remember that you are viewing the text based on your default settings, but your recipient's settings and fonts will be different. For example, if you have a default font size of 10, and you edit your message text to be a "Mondo" size, it would display as 18 points to you, but would display as 24 points for a recipient with a default font size of 14.

Margins—Normal

Make the selected or current paragraph's left and right margins normal, or flush with the message window (the default).

Margins—Indent, Indent 2, Indent 3

Make the selected or current paragraph's left and right margins indented one, two, or three times.

Margins—Hang Indent, Hang Indent 2, Hang Indent 3

Make the left and right margins indented one, two, or three times for the first line of the paragraph, and further indent subsequent lines of the paragraph (as shown with this paragraph).

Color (No Color, Red, Green, Blue, Yellow, Brown)

Make the text black (the default) or the indicated color.

Font

Make the text a certain font by choosing from the fonts available on your Macintosh. Remember that your recipient may not have the same fonts.

Completely Plain

Clear all formatting and go back to the default settings. This option is only available if you hold down the option key while selecting the Text menu command.

Formatting Toolbar

Show or hide the formatting toolbar in the current message. For details, see the section "Formatting Toolbar."

Other Formatting Options

To copy styled text without taking the styles, hold down the shift key and select **Copy Without Styles** from the Edit menu.

If you turn on the **Word Wrap** icon in the composition window, you do not need to use carriage returns in the body of your message. When you send the message, the text is automatically "wrapped," meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on the recipient's computer.

To manually wrap text, select the text you want, then select **Wrap Selection** from the **Edit** menu. To unwrap text, select the text you want, then hold down the option key and select **Unwrap Selection** from the **Edit** menu.

To copy wrapped text without taking the carriage returns, hold down the option key and select **Copy & Unwrap** from the Edit menu.

To copy wrapped and styled text without taking the carriage returns or styles, hold down the shift and option keys and select **Copy Without Styles & Unwrap** from the Edit menu.

To move text around in your messages or text files, or to move text from other application windows into your Eudora windows, use the Macintosh standard Drag and Drop functions.

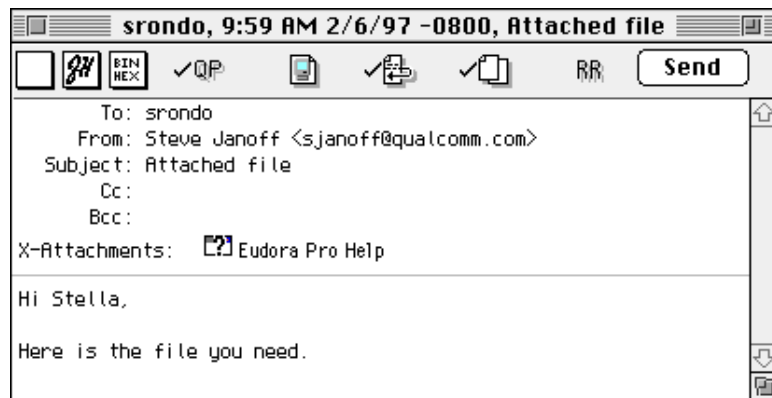
Attaching a File to a Message

Any Macintosh file can be attached to and sent with a Eudora message. An attached document functions like a “rider” to the e-mail message, and does not appear within the message text. Instead, the name of the document and its icon are displayed automatically in the **X-Attachments** field of the message header.

To attach a file to a current outgoing message, select **Attach Document...** from the **Message** menu. A standard file dialog is displayed. Once the desired document is located, select it and click on the **Attach** button to attach the document to the message. You can add as many attachments as you want.

You can also drag one or more files from the desktop onto the message window to attach them.

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



An outgoing message with an attached document

To detach a document before the message is sent, select the document in the **X-Attachments** field, then press the delete key or select **Clear** from the **Edit** menu.

When the message is sent, if the chosen document is not a plain (ASCII) text file, it is encoded in the selected attachment type. This allows you to send any kind of document through e-mail, even Macintosh applications.

The MIME (Multipurpose Internet Mail Extensions) standard uses Base64 encoding. It is the newest form of encoding and is a good choice for sending files

to either platform, Macintosh or PC. However, since it is a new standard, only use this method if you know your recipient is using a mailer that supports MIME.

The attachment types include the following:

**AppleDouble**

This is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using. For more information on MIME, see Appendix D.

**AppleSingle**

This works for recipients with MIME-compliant e-mail readers on Macintoshes. Do not use this type if your recipient is using a PC.

**BinHex**

This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.

**Uuencode Data Fork**

This is best for recipients using PC or UNIX systems that are not MIME-compliant.

If you want to include the Macintosh file-type and resources with an AppleDouble or AppleSingle attachment, be sure the **Include Macintosh Information** icon is checked. This can be important in maintaining the integrity of the file for another Macintosh, but will confuse other operating systems.

If the chosen document is a plain text file, it is not encoded in any special format before being sent, but the **Include Macintosh Information** icon can be used to force the document to be encoded with the chosen encoding.

Sending Attachments to Non-Eudora Users

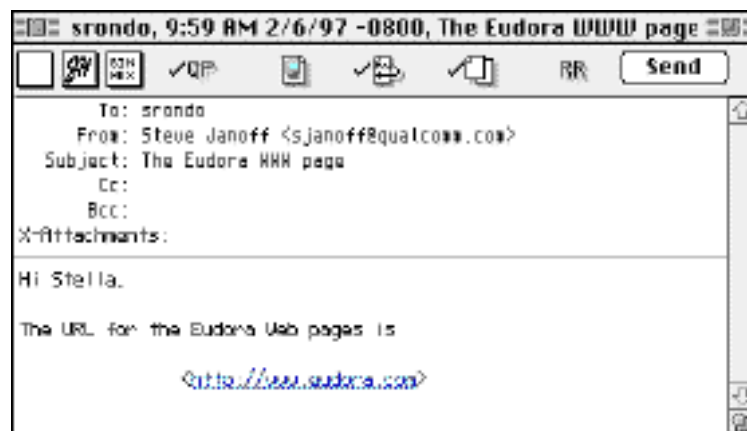
If you send an attachment to someone who doesn't use Eudora, the attached file may be included at the end of the message in the chosen attachment format (AppleDouble, AppleSingle, BinHex, or Uuencode). Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method you used when you sent the message.

Inserting the Contents of a Text File into a Message

The contents of a text file can be inserted directly into a message (and then edited if desired). To insert a text file into a message, put the cursor where you want the text inserted, and select **Attach Document...** from the **Message** menu. Then select the text file you want and click on the **Insert** button. The text from the file is inserted into your message and you can edit it as normal.

Including a URL in a Message

To include a *hot link* in a message—also known as a URL, for Uniform Resource Locator—enclose it with *less than* and *greater than* signs (angle brackets) to ensure that your recipient's e-mail application can identify it as a URL. For example, **<http://www.eudora.com>**. The URL is automatically highlighted as an active URL in your message window. The default highlighting is blue underlined text.



A URL in an outgoing message

Checking Your Spelling

Eudora includes the Spellswell 7 Spelling Checker, developed by Working Software, Inc. Because it is an Apple Events Word Services Suite application, Spellswell 7 can be used with Eudora. This section describes the spelling checker's basic functions when it is used with Eudora. For more information on Spellswell 7, how it functions with other applications, specialized dictionaries,

etc., see the Spellswell 7 User Manual. It is located in the Documentation folder within the Eudora Pro Application Folder.

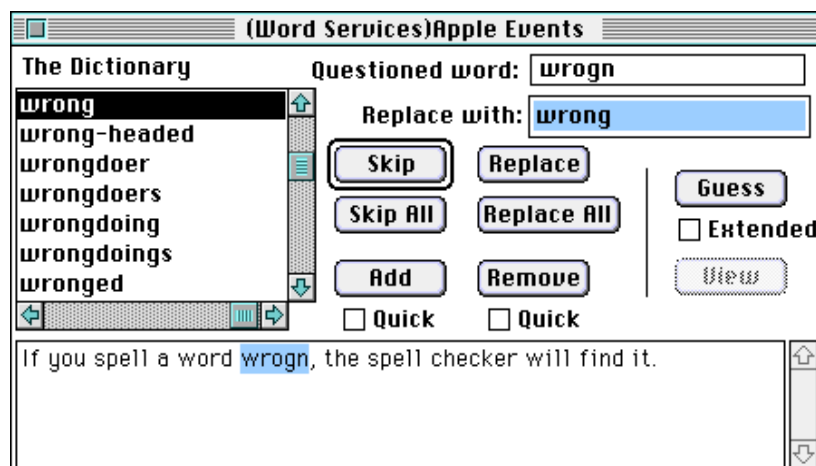
The spelling checker includes a customizable 93,000+ word dictionary. It can be used to check for spelling mistakes and typographical errors in message composition windows, text files, and signature files.

Besides finding ordinary misspellings, the spelling checker has many additional options for finding errors. For details, see the section “Spelling Options.”

To check your spelling in Eudora, select **Check Spelling** from the **Edit** menu. The spelling checker starts at the beginning of the document. The subject of the message and the message body are checked, ignoring the parts of the body that are identified as quoted text. You can also highlight a word or a block of text to check only that text and not the rest of the message.

If no misspellings are found, the spelling checker quits.

If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the **Questioned word** field. The word is also highlighted in context at the bottom of the window.



The Check Spelling dialog

The **Replace with** field displays the dictionary entry alphabetically closest to the questioned word. If this suggestion is not acceptable, you can change it by clicking on a word from the list. Or, you can type the correct spelling of the word directly in the **Replace with** field. Once the **Replace with** field contains the

correct entry, click the **Replace** button. The word in the document is replaced with the word in the **Replace with** field. The spell checker then proceeds with the check.

Note: If you select **Check Spelling** from the **Edit** menu and an error dialog appears telling you that the application (Spellswell) cannot be found, it means that the link between Eudora and Spellswell has somehow been broken and must be reestablished. This is rare, but easy to fix. Take these steps: Select **Add Word Service...** from the **Edit** menu. Browse through the dialog and find the Spellswell application on your hard drive. Double-click on the application, or click once on it to highlight it and then click **Open**. Now Spellswell is available again: you can select **Check Spelling** from the **Edit** menu to spell-check your messages.

The Check Spelling Dialog

The Check Spelling dialog allows you to skip a questioned word, replace it, guess the correct spelling, and add or delete the word to or from your user dictionary. Each of the fields and buttons is described below.

Questioned word

A word that is not found in the spelling checker dictionary.

Replace with

Replace the questioned word with the word in this field. You can select a word from the Dictionary/Guesses field, or type a new one.

Dictionary/Guesses

This field is labeled **Dictionary** when the **View suggestions instead of dictionary first** option is off (the default), and **Guesses** when it is on. (See the section “Spell Checking Options.”)

Dictionary lists all words that are alphabetically similar to the questioned word. To display the spelling checker’s suggestions for the correct spelling, click on the **Guess** button.

Guesses automatically lists all suggestions for the correct spelling.

Skip (All)

Ignore this occurrence of the questioned word. If you use **Skip All**, you ignore this and all subsequent occurrences of the questioned word.

Replace (All)

Replace this occurrence of the questioned word with the word in the **Replace with** field. If you use **Replace All**, you replace this and all subsequent occurrences of the questioned word.

Guess

Display the spelling checker's suggestions for the correct spelling of the questioned word. If the **Extended** option is checked, the spelling checker displays more possible choices for the questioned word (an extended guess takes longer than a regular guess).

*Note: You can make a wild card guess if you type some letters followed by ? in the **Replace with** field and then press the **Guess** button. The more specific you are, the faster the search will be.*

View

Display the dictionary list of words that are alphabetically similar to the questioned word. The **View** button is active only when Guesses are being displayed in the **Guesses** field.

Add

Add the questioned word to the dictionary. If the **Quick** option is on, then the questioned word is added to the dictionary immediately when you click this button. If this option is off, the **Adding word to Dictionary** dialog is displayed. This dialog provides you with options for adding the word and its various forms to the dictionary.

Adding word to Dictionary	
☒ MyNewWord	☒ Must Capitalize
☒ MyNewWords	☒ MyNewWord's
☐ MyNewWordes	☐ MyNewWordal
☐ MyNewWorded	☐ MyNewWordless
☐ MyNewWordies	☐ MyNewWordable
☐ MyNewWordling	☐ MyNewWordness
☐ MyNewWorder	☐ MyNewWordlike
☐ MyNewWordest	☐ MyNewWordous
☐ MyNewWordly	☐ MyNewWordment
	☐ MyNewWordible
Add Word Now Cancel	

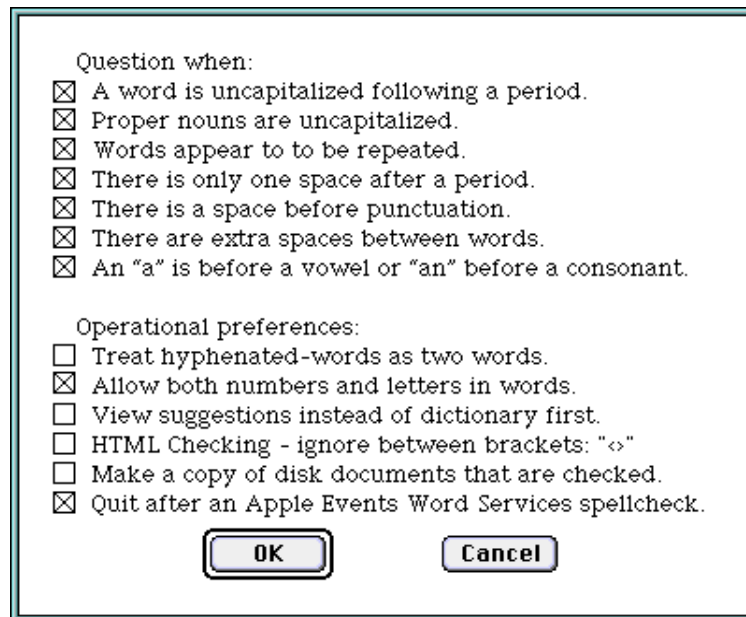
The Adding word to Dictionary dialog

Remove

Remove a word from the dictionary. If the **Quick** option is on, then the word is deleted from the dictionary immediately when you click this button. If this option is off, you are prompted to confirm the deletion.

Spell Checking Options

There are many spell checking options to use when checking for errors. To set these options, select **Options...** from the Spellswell **File** menu. The available options are described below.



Spelling Options Dialog Box

Question when a word is uncapitalized following a period

Questions the capitalization of the first word following a period, question mark, exclamation point, or carriage return/new line character.

Note: The spelling checker does not distinguish between a period ending a sentence and a period ending an abbreviation.

Question when proper nouns are uncapitalized

Questions the capitalization of words that appear to be proper nouns.

Question when words appear to to be repeated

Questions words that appear twice in sequence.

Question when there is only one space after a period

Questions periods, question marks, and exclamation points followed by a single space (represented by a square in the **Questioned word** field).

Question when there is a space before punctuation

Questions occurrences of spaces before a punctuation mark (comma, semicolon, period, question mark, or exclamation point).

Question when there are extra spaces between words

Questions occurrences of extra spaces between words.

Question when an “a” is before a vowel or “an” before a consonant

Questions usage of the indefinite articles “a” and “an.”

Treat hyphenated-words as two words

Treats improperly hyphenated words as separate words.

Allow both numbers and letters in words

Allows mixed numbers and letters. Ignores words that contain both upper and lower case characters or words that contain numbers.

View suggestions instead of dictionary first

Displays in the **Guesses** field the spelling checker’s suggestions for the correct spelling of the questioned word.

HTML checking - ignore between brackets: “<>”

Ignores URLs between brackets.

Make a copy of disk documents that are checked

This option does not apply to spell checking from Eudora. It automatically creates a backup copy of your original document with “sbk” appended to the file name.

Quit after an Apple Events Word Services spellcheck

Quits the spelling checker once the document is checked.

Spell Checking and Curly Apostrophes

In the Spellswell dictionaries, contraction and possessive forms of words contain conventional, not curly, apostrophes. Therefore, the spell checker might not recognize curly apostrophes and may mark the words as incorrect.

It is generally not a good idea to use curly apostrophes in e-mail messages anyway, since they are often not displayed correctly on your recipient’s computer.

Sending or Queueing a Message

After you compose a message, you can send it immediately, or put it in a queue to be sent sometime later or at a specified time.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is checked in the Sending Mail Settings.

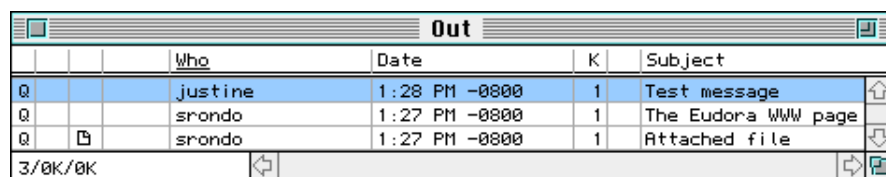
To send the current message, click on the **Send** button or select **Send Immediately** from the **Message** menu. A progress window is displayed to show the progress of the transmission.

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

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is off in the Sending Mail Settings.

To put the current message in the queue, click on the **Queue** button or select **Queue For Delivery** from the **Message** menu. The message window is closed (if it was open) and the message is saved in the Out mailbox marked **Q** (meaning it's ready to be delivered).



Out						
		Who	Date	K	Subject	
Q		justine	1:28 PM -0800	1	Test message	↑
Q		srondo	1:27 PM -0800	1	The Eudora WWW page	
Q	📎	srondo	1:27 PM -0800	1	Attached file	↓
3/0K/0K						

Queued messages in the Out mailbox

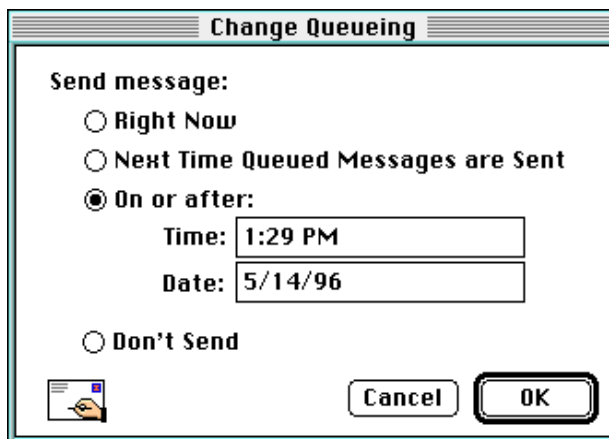
To send all of your queued messages, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the option key and click on the **Queue** button. The Change Queueing dialog is displayed and you can select the **Send message Right Now** option.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn those options on in the Extra Warnings Settings.

Queueing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, select **Change Queueing...** from the **Message** menu. The Change Queueing dialog is displayed.



The Change Queueing dialog

If you choose **Right Now**, the message is sent immediately when you click **OK**. If you choose **Next Time Queued Messages are Sent**, the message is sent the next time queued messages are sent.

If you choose **On or after**, you can use the **Time** and **Date** fields to fill in the time and date when the message should be sent. The message is saved in the Out mailbox with a **T** in the status column, and is sent when the specified time arrives.

Note: For the message to be sent at the correct time, Eudora must be running when the message is due to be sent. If Eudora is not running, the message is sent the first time Eudora is run after the selected time has passed.

If you choose **Don't Send** for a message that has never been queued, nothing happens. If the message has been queued already, the message status is changed from queued (Q) to sendable (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Editing a Queued Message

To edit a queued message, open the Out mailbox and double-click on the message summary. Make the necessary edits and save them. The message is returned to the Out mailbox. If you close the changed message without saving it, an alert is displayed asking you to verify the changes.

Taking a Message Out of the Queue

A message that is queued but not yet sent can be unqueued using the **Change Queueing...** command. Open the Out mailbox and select the desired message summary. Then select **Change Queueing...** from the **Message** menu and click on **Don't Send**. This changes the message status from queued (Q) to sendable (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

If the **Send on check** option in the Sending Mail Settings is on, every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the server, hold down the option key and select **Send Messages Specially...** from the **File** menu. The **Mail Transfer Options** dialog is displayed. Set the options you want and click **OK**. All the actions you have requested are completed. For details, see the section "Managing Your Mail on the POP Server."

Replying to a Message

To reply to the current message, select **Reply** from the **Message** menu. A new message window is displayed, with the original sender's address automatically placed in the **To** field of the header. All of the sender's original text is quoted in the message body. This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

If the sender's text did not include style information, each line is prefixed by a greater-than symbol (>).

```
>This is a test message. Could you please reply
>So that I can be sure you received it?
```

Quoted text that does not include style information

If the sender's text did include style information (e.g., bold text), it is quoted with greater-than and less-than symbols above it and below it, and a left sidebar.

```
>>>>
| This text includes style information, such as bold text,
| and text that is very big.
<<<<
```

Quoted text that includes style information

Messages that have been replied to are identified with an "R" in the Status column of their message summary.

Using the Reply Functions

There are several options that you can use when replying to messages.

To quote only some of the sender's text, select the text you want, then hold down the shift key and select **Reply Quoting Selection** from the **Message** menu.

To include everyone who received the original message, hold down the option key and select **Reply To All** from the **Message** menu. Or, turn on the **Reply to all By default** option in the Replying Settings and the Message menu option changes to **Reply To All**. In this case, you must hold down the option key to create a reply to only the original sender.

To include yourself as a recipient, turn on the **Include yourself** option in the Replying Settings. This only works if you are using **Reply To All**.

*Note: To determine who you are, Eudora uses the "me" nickname, if you create one for yourself. If not, Eudora uses the contents of the **POP account** and **Return address** fields from the Getting Started Settings.*

To put the addresses of the other recipients of the original message in the **Cc** field (instead of the **To** field), turn on the **Put original To recipients in Cc field, not**

To field option in the Replying Settings. Only the original sender's address is put in the **To** field. This only works if you are using **Reply To All**.

To copy the original message's priority to your replies, turn on the **Copy original's priority to reply** option in the Replying Settings.

Replying with a Stationery File

To reply to a message with a stationery file, select **Reply With**→**Filename** from the **Message** menu. The stationery file is opened as a message and is addressed as appropriate (your Replying Settings are used). For details about stationery, see the section "Using Stationery Files."

To reply to a message with a stationery file and only quote some of the sender's original text, select the text you want to quote, then hold down the shift key and select **Reply Quoting Selection With** from the **Message** menu.

Forwarding a Message

Any message can be forwarded to someone else. To forward the current message, select **Forward** from the **Message** menu. A new message window is displayed with your address in the **From** field, the original sender's text quoted in the message body, and the original attachments in the **X-Attachments** field. For details on how text is quoted, see the section "Replying to a Message." Make any changes you want, and enter the recipient's address in the **To** field. The message can then be sent or saved for further changes.

To forward a message with just the original text without quote characters, hold down the option key and select **Forward** from the **Message** menu.

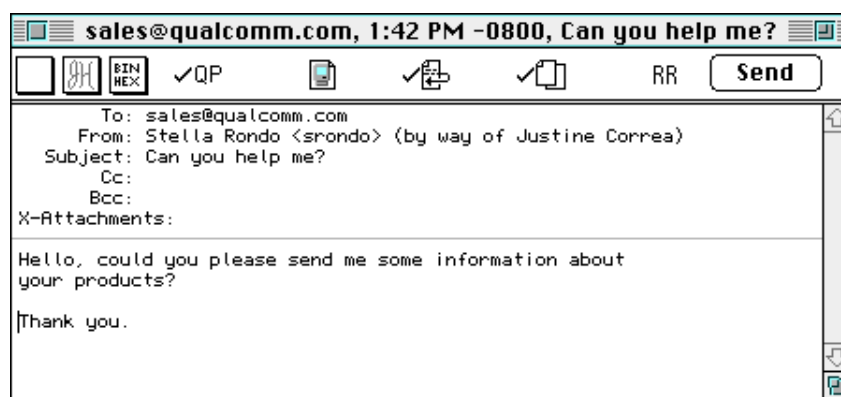
Messages that have been forwarded are identified with an "F" in the Status column of their message summary.

Redirecting a Message

Incoming messages can be sent to a new recipient "by way of" you, maintaining the original sender's address in the **From** field. This is called redirecting.

To redirect the current message, select **Redirect** from the **Message** menu. A new message window is displayed with the original sender's address in the **From** field with the statement "by way of *your name*," the original sender's text in the message body, and the original attachments in the **X-Attachments** field. Make any changes you want, and enter the recipient's address in the **To** field. The message can then be sent or saved for further changes.

Note: You may want to enclose any changes in brackets ([]) so that you don't confuse the recipient about who wrote what.



A redirected message

Messages that have been redirected are identified with a “D” in the Status column of their message summary.

Turbo Redirecting

You can redirect one or more messages to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command. To do this, hold down the option key and select **Turbo Redirect To→Recipient** from the **Message** menu.

To Turbo Redirect a message without deleting the original, hold down the shift and option keys and select **Turbo Redirect Without Delete To→Recipient**.

To make Turbo Redirect the default menu option, turn on the **Turbo redirect by default** option in the Miscellaneous Settings. To do a regular redirect with this option on, hold down the option key and select **Redirect To**.

Redirect and Signatures

When you use Redirect, your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the **From** field exactly matches either your return address or one of the addresses belonging to your nickname called “me.”

Keeping Copies of Outgoing Messages

There are three ways to keep copies of your outgoing messages.

To put a copy of every outgoing message in the Out mailbox, turn on the **Keep copies of outgoing mail** option in the Sending Mail Settings.

To put a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** icon in the icon bar (there should be a checkmark next to it).

To put a copy of the current outgoing message in a particular mailbox, put the cursor in the **Bcc** field of the message and select the mailbox from the **Fcc** menu (normally the Transfer menu).

In all these cases, when the messages are sent they are put in the specified mailbox with an **S** in the Status column, indicating that the message has been sent.

If none of these options are used, outgoing messages are put into the Trash mailbox.

Note: You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See the section “Filtering Messages” for more information.

Sending Rejected Messages Again

If for some reason an e-mail message can't be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient's address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it. To do this for the current message, select **Send Again** from the **Message** menu. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

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

Receiving Messages

Checking for Incoming Mail

The POP server is where your mail is received and stored until it is transferred by Eudora to your Macintosh. You can use several different POP accounts with Eudora: your main POP account, or *dominant personality*, is specified in the Getting Started Settings, and additional POP accounts, or *alternate personalities*, are specified in the Personalities Settings.

There are two ways to check your POP server and transfer mail to your Macintosh: automatically or manually. These are described in the sections below.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see the section “Managing Your Mail on the POP Server.”

Note: When you check mail, either automatically or manually, the progress window shows the name of the personality for which mail is currently being checked.

Checking for Mail Automatically

To set up Eudora to automatically check your POP account(s) and transfer new mail, first select **Settings...** from the **Special** menu and select the Checking Mail Settings. Turn on the **Check for mail every ? minutes** option, and enter the number of minutes that you want between mail checks. This controls your dominant account. Then, go to the Personalities Settings and for each personality that you want to be automatically checked, turn on the **Check for mail every ? minutes** option and enter the number of minutes between mail checks for that personality.

Note: 15 minutes is a good minimum interval, because checking mail more frequently puts an unnecessary load on your POP server. If the field is empty or is set to 0, mail is not automatically checked.

*If automatic checking is set, the **Check Mail** command under the **File** menu displays the next time that an automatic check is scheduled to occur.*

Checking for Mail Manually

You can manually check for new mail at any time by selecting **Check Mail** from the **File** menu. Any account that has the **Check mail on manual checks** option turned on in the Personalities Settings is checked. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it (for each account being checked). A progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made, and showing the personality name for each POP account being checked.

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

Stopping a Mail Check

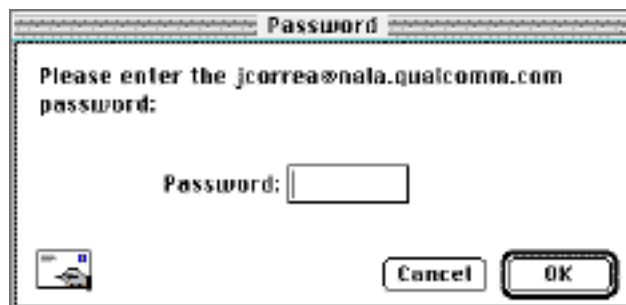
If you want to stop a mail check in the middle, click on the **Stop** button in the progress window, or press the escape key (**esc**), or hold down the command key and type a period (.).

Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter a password for each POP account that you have. This password is required by the POP server before it will transfer your mail, so that no one else can get your mail from the server.

Note: This does not protect your mail once it is on your Macintosh. Unless a message has been sent with some type of security, it is in plain-text format, which many applications can read. If you are interested in securing your Eudora messages on your Macintosh, you may want to consider a disk driver that can encrypt hard disk data.

If you need to enter a password, the Password dialog is displayed. Type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.



Entering your password

Note: Your POP account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly. Be sure that Caps Lock is off.

If your password is rejected, an error message is displayed indicating that you have entered the wrong password. Select **Check Mail** from the **File** menu to redisplay the password dialog.

As long as Eudora is running, it remembers all of your passwords. If you don't want it to remember (if, for example, you are away from your Macintosh), select **Forget Password(s)** from the **Special** menu. The next time you check mail for any account, you are prompted for your password again.

You can also make Eudora remember all of your passwords from one session to the next, which means you never have to enter passwords again, even if you quit and restart Eudora. You only want to do this if your Macintosh is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on **Save password** in the Checking Mail Settings.

Changing Your Password

To change the password for one of your personalities, select the personality from the **Change Password** submenu under the **Special** menu. If you have only one password-controlled POP account, select the **Change Password...** command from the **Special** menu.

You are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

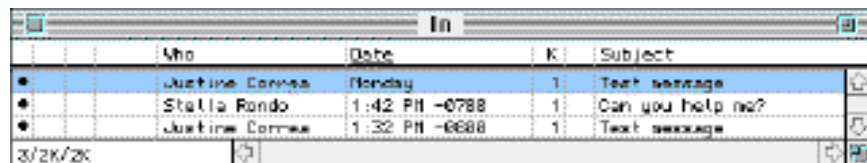
Note: This only works if the POP server is running a compatible password-change server. For information about these servers, see Appendix A.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some servers require at least one number or symbol in your password, and you may want to do that even if it is not required.

Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways: an alert dialog, a flashing mail icon in the menu bar, the opening of the mailboxes to which new mail is delivered, and a special “New Mail” sound. These options are turned on or off in the Getting Attention Settings.

When you receive notice that new mail has arrived, select Eudora from the applications menu. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, select **In** from the **Mailbox** menu. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet (•) in the Status column of the message summary.



	Who	Date	K	Subject
•	Justin Cornea	Monday	1	Test message
•	Stella Rondo	1:42 PM -0788	1	Can you help me?
•	Justin Cornea	1:32 PM -0888	1	Test message

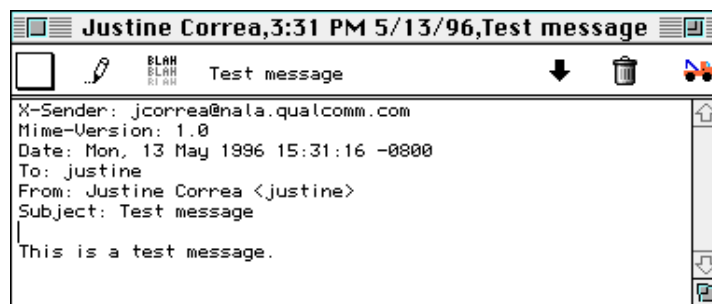
3/20/2K

Unread messages in the In mailbox

Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

The Incoming Message Window

To open an incoming message, double-click on its message summary in a mailbox window, or, if the message summary is current (highlighted), select **Open Selection** from the **File** menu or press the space, enter, or return key.



An incoming message window

The incoming message window consists of the title bar, the icon bar, and the message body.

Title Bar

The title bar provides information about the message, including the name of the sender, the time and date the message was delivered, and the message subject.

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

Icon Bar

The icon bar consists of a series of objects that are displayed just under the title bar. To turn an icon on, click on it to put a checkmark next to it.



Priority Popup

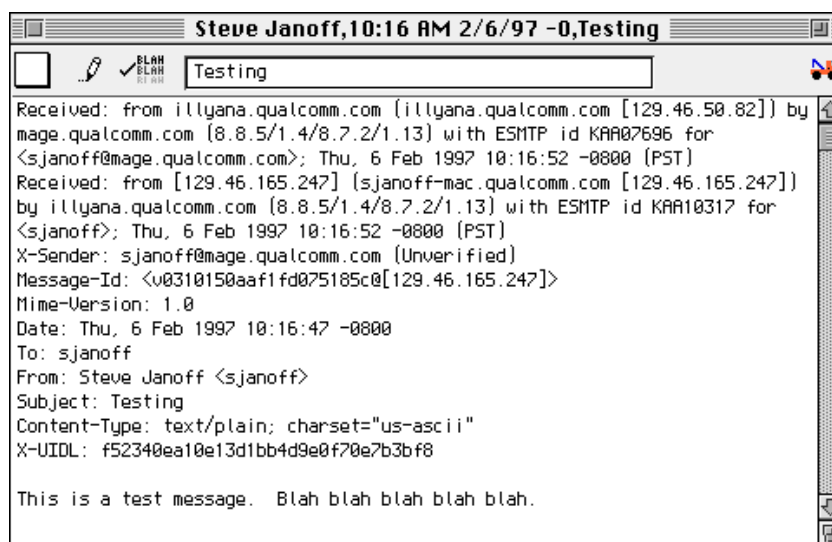
This lets you indicate that the message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section “Setting the Message Priority.”



Pencil

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

BLAH BLAH BLAH
 If this is on, all the message headers are displayed.



Incoming mail with all headers displayed

Subject

This is the subject that was assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see the section “Editing Incoming Messages.”



Fetch

If this is on, the message is transferred in full the next time you check mail. This icon is only displayed if the message was originally transferred in part. For details, see the section “Managing Your Mail on the POP Server.”



Trash

If this is on, the message is deleted from the server the next time you check mail. This icon is only displayed if the original message is still on the server. For details, see the section “Managing Your Mail on the POP Server.”



Tow Truck

This can be used to drag any current message into a different mailbox. Just hold the mouse button down on the icon and drag it to an open mailbox window, to a mailbox button on the main toolbar, or to a mailbox icon in the Mailboxes window.

Message Body

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

You can specify what kind of text styles you want or don’t want displayed in incoming messages. In the Styled Text Settings, just turn off the option for a style that you don’t want to receive (e.g., bold text). All of the possible styles are on by default.

Receiving Attachments

Unless you have specified a particular folder for your incoming attachments (see the section “Specifying an Attachment Folder”), they are automatically decoded and saved in the **Attachments Folder** in your Eudora Folder (which is in your System Folder). If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they are received.

Attachments are displayed in the body of incoming messages as name-and-icon pairs or as pictures (see the section “Viewing Graphics Attachments as Pictures in the Message”).

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

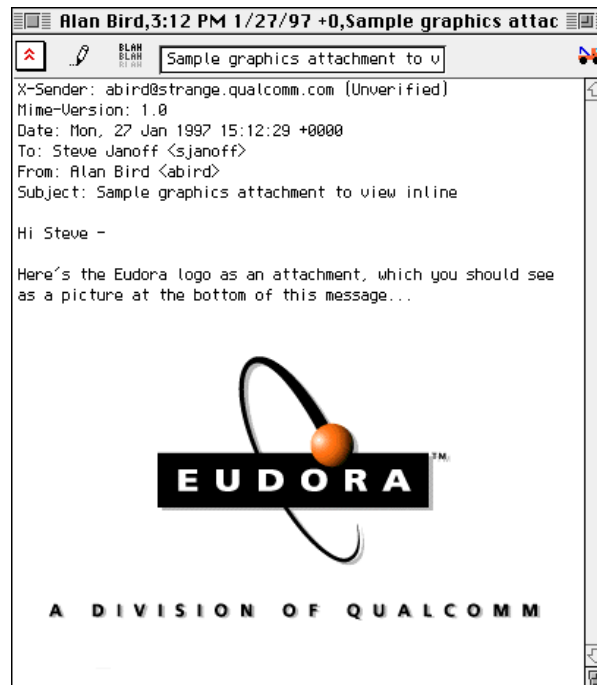
You can move the attachment into another folder on the Finder without leaving the message window. To do so, drag the attachment from the message window to the folder where you want it.

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

To find out where the attachment is located on your Macintosh, hold down the control and command keys, then click on the attachment in the message. The folder that holds the attachment is opened and the attachment is highlighted.

Viewing Graphics Attachments as Pictures in the Message

To view graphics attachments as pictures in the message rather than as name-and-icon pairs, turn on the **Display graphics attachments inline** option in the Fonts & Display Settings.



Displaying a graphics attachment as a picture in the message

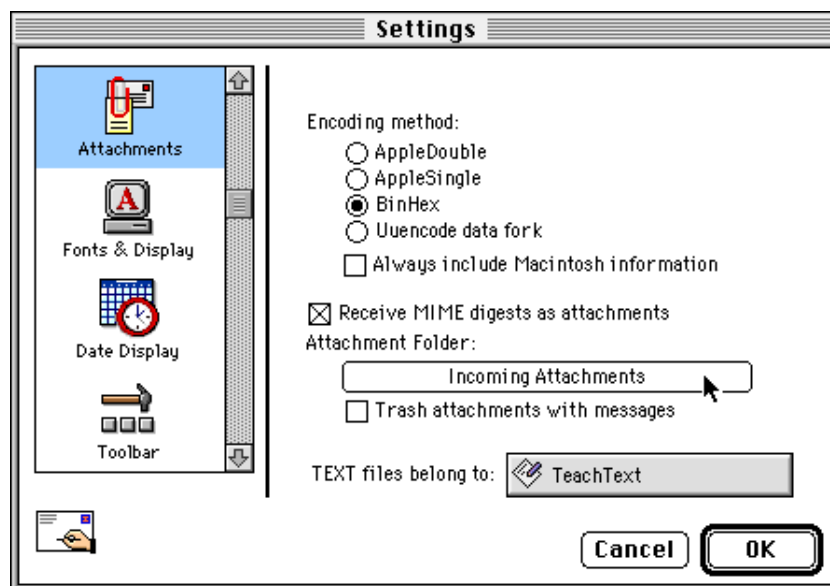
Eudora will let you view any graphics attachment in PICT format or, if QuickTime 2.5 or later is installed on your Macintosh, any format for which an image decompressor is also installed on your system. QuickTime 2.5 is included with Eudora, and comes with compressors for these formats: GIF, JFIF (JPEG), SGI Images, QuickTime Image File, Photoshop (2.5, 3.0), MacPaint, and Finder picture clipping files.

If the criteria above are not met or if the attachment file is too large for the available memory, the graphics attachment will appear in the message as a name-and-icon pair.

Specifying an Attachment Folder

If you do not want to use the default Attachments Folder to receive your attachments, select **Settings...** from the **Special** menu and select the Attachments Settings. Then click on the large button beneath the Attachment Folder prompt. A standard file dialog is displayed.

Double-click on the name of the folder you want to use (its name should be displayed in the menu above the list), then click the **Use Folder** button. The dialog closes, leaving the Settings dialog displayed. The name of the folder you just selected is now displayed in the **Attachment Folder** button.



An attachments folder is selected

If this does not work, you may have a conflicting system extension. To get around this problem, restart your Macintosh with all of the extensions turned off (hold down the shift key until you see the message, "Extensions off"), then open Eudora and set the Attachment Folder again. You should be able to restart your Macintosh with all of your extensions on and still maintain the specified folder.

*Note: If at any time Eudora cannot find your selected folder, an alert is displayed at startup informing you that the Attachment Folder is unavailable. Eudora will use the **Attachments Folder** in your*

Eudora Folder (in your System Folder) for attachments until you designate a new folder.

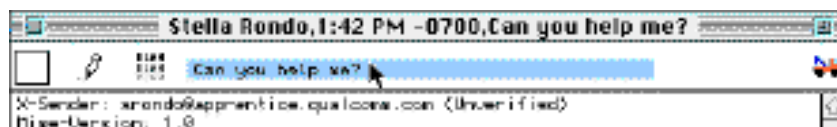
Editing Incoming Messages

You can edit the message body in an incoming message if you turn on the Pencil icon in the icon bar. With the Pencil icon on or off, you can also edit the Subject in the icon bar (this is the subject shown in the message summary).

To edit an incoming message, click on the Pencil icon to turn it on, then edit the message body. When you are done, save your changes and close the message.

To edit the subject of an incoming message, open the message (the Pencil icon can be on or off) and edit the subject in the icon bar, not the subject in the message body. When you are done, click somewhere else in the message, or close it. The new subject is displayed in the message summary. The contents of the **Subject** field of the message header remain unchanged.

Note: If you reply to the message, the original subject is used for the reply, not your changed subject. This gives you the freedom to put information useful to you into the summary, without fear of your private notes being revealed to your correspondents.



Editing the subject of an incoming message

Using Active URLs

Any string of text that Eudora recognizes as a "hot link," also known as a URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.), is active. Active URLs are normally highlighted in blue text and underlined, and are often enclosed by less-than and greater-than signs, "<>." You can hold down the command key and click on a URL (or just double-click on it) to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc.

To specify what Internet application you want to use for a URL type, hold down the option key and double-click on the URL. A standard file dialog is displayed. Select the application you want, then click on **Open**. The application is opened

and goes to the selected URL. The next time you select a URL of that type, the same application is automatically used.

Sometimes users will send you messages containing hot links that are poorly formatted, so that Eudora won't recognize them as URLs. Eudora won't highlight these text strings in blue and underline, but you can still use them as active links. Simply select the entire string of text that you think is a hot link, and choose **Open Selection** from the **File** menu, or hold down the command key and click on the selection.

We recommend that you encourage your correspondents to enclose hot links in angle brackets, < >, like this: <<http://www.eudora.com/new.html>>. This will help Eudora and other software to recognize the hot link.

Viewing HTML Text

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

Managing Your Mail on the POP Server

During a mail check, your incoming messages are normally transferred from your account on the POP server to your Macintosh, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more Macintoshes, and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server. Some of these options are available in the Checking Mail Settings, and some are available in the Mail Transfer Options dialog.

Leaving Mail on the Server

To transfer all of your new messages from the POP server to the Macintosh you are on, and also leave copies of those messages on the server, turn on the **Leave on server for ? days** option in the Checking Mail Settings. You can set the number of days the copies should be kept, or leave the field blank to store the copies indefinitely.

*Note: The **Leave mail on server** option can also be set for each alternate personality you have. To do this, use the Personalities Settings.*

At the next mail check from that Macintosh, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

*Note: The **Leave on server** options should be used with care, since they can result in a buildup of messages on the POP servers.*

Deleting a Message from the Server

To delete a message that has been left on the server (without retrieving it again), turn on the **Trash** icon in the message's icon bar or set the message summary's server action to **Delete**, then check mail again. Or, use the **Delete all messages that have been retrieved** option in the Mail Transfer Options dialog (described in the section "Checking for Mail with Special Server Instructions").

Skipping Messages Over a Certain Size

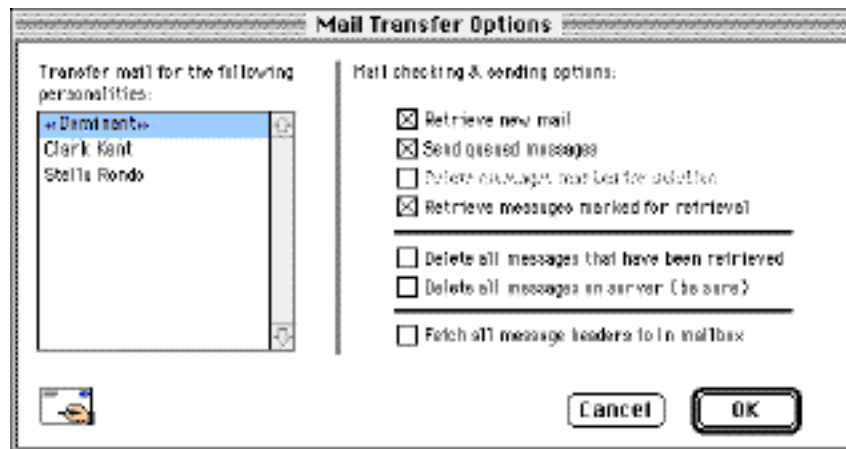
To stop Eudora from transferring incoming messages that are too large, turn on the **Skip messages over ? K** option in the Checking Mail Settings, and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred.

If you decide you want to transfer the whole message, click on the **Fetch** icon in the incoming message window, or select the **Fetch** server action in the message summary, then check mail again. You can also use the **Trash** icon or the **Fetch & Delete** server action so that the message is deleted from the server after transferring it.

If you decide you don't want the message and want to delete it from the server, click on the **Trash** icon in the incoming message window, or select the **Delete** server action in the message summary, then check mail again.

Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the server, hold down the option key and select **Check Mail Specially...** from the **File** menu. The **Mail Transfer Options** dialog is displayed. Set the options you want and click on the **OK** button to continue checking for mail.



The Mail Transfer Options dialog

The mail transfer options are described below.

Retrieve new mail

Transfer your new mail from the POP server to your Macintosh.

Send queued messages

Send all the queued messages (marked “Q”) in your Out mailbox.

Delete messages marked for deletion

Delete the messages on the server that are marked **Delete** in Eudora. This is for messages that were retrieved only in part, either with the **Leave on server** or **Skip messages over ? K** options (in the Checking Mail Settings), or with the **Fetch all Message Headers** option (in the Mail Transfer Options dialog).

Retrieve messages marked for retrieval

Retrieve the messages on the server that are marked **Fetch** or **Fetch & Delete** in Eudora. This is for messages that were retrieved only in part, either with the **Leave on server** or **Skip messages over ? K** options (in the Checking Mail Settings), or with the **Fetch all Message Headers** option (in the Mail Transfer Options dialog).

*Note: To mark a message **Fetch**, **Delete**, or **Fetch & Delete**, either click on the icons in the incoming message window, or select an option from the Server Action popup of the message summary.*

Delete all messages that have been retrieved

Delete all the messages on the server that have already been transferred to the Macintosh you are on.

Delete all messages on server (be sure)

Delete all of your messages on the server. Be absolutely sure this is what you want to do because there is no way to undo it.

Fetch all message headers to In mailbox

Retrieve the header and the first few lines of every new message. If you select this option, the messages are filtered but **Copy** or **Transfer** actions are not done (the message won't leave the In mailbox). Set the **Server Action** in the message summaries to specify what you want to do with the messages the next time you check mail.

Important: *If you delete the message header, and you have the **Delete from server when emptied from trash** option on in the Checking Mail Settings, the message is gone completely from Eudora and the server.*

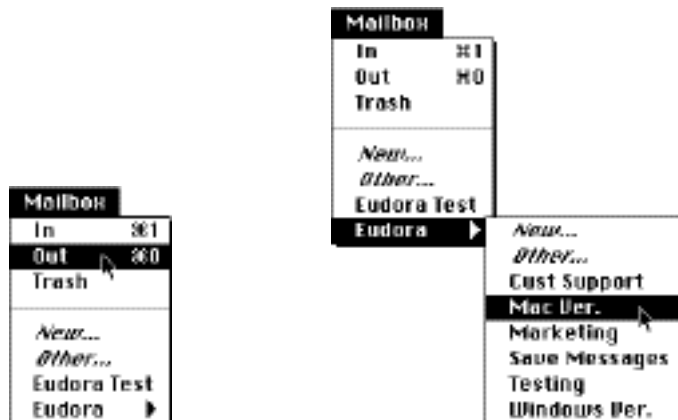
Transfer mail for the following personalities

If you have multiple personalities, you can check or send mail based on the options on the right of the dialog, or as specified in the Personalities Settings. You can also specify the personalities that you want to check or send with this mail transfer. Hold down the shift key to select multiple personalities in sequence, or the command key to select them out of sequence.

Working with Mailboxes

Opening a Mailbox

To open a mailbox, select it from the **Mailbox** menu. To open a mailbox that is within a folder (referred to as a “nested” mailbox), select the folder in the **Mailbox** menu, then select the mailbox from the submenu (or continue selecting subfolders until the mailbox can be selected).



Opening mailboxes

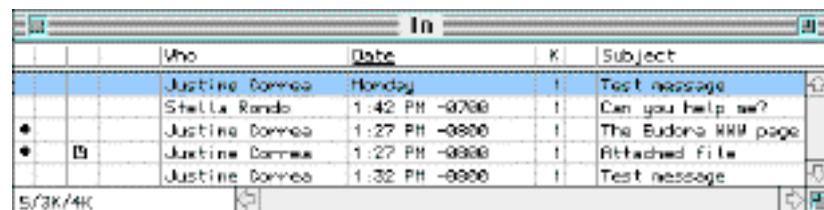
Opening Other Mailboxes

You can open a mailbox that is located outside the Eudora Folder (on a different network volume, for example). To do this, select **Other...** from the **Mailbox** menu. A standard file dialog is displayed asking you to select the mailbox.

Once you have opened a mailbox, it remains on the Mailbox and Transfer menus until you quit Eudora. However, if you open the mailbox within a folder or subfolder, it remains on the Mailbox and Transfer menus indefinitely, even if you quit and restart Eudora.

The Anatomy of a Mailbox

Mailbox windows are one of the most important elements of Eudora. They contain all of your incoming and outgoing message summaries.



	Who	Date	K	Subject
	Justin Cornea	Monday	1	Test message
•	Stella Rando	1:42 PM -0700	1	Can you help me?
•	Justin Cornea	1:27 PM -0800	1	The Eudora WWW page
•	Justin Cornea	1:27 PM -0800	1	Attached File
•	Justin Cornea	1:32 PM -0800	1	Test message

A mailbox window

Message Summaries

Each line in a mailbox window represents a message and is called a *message summary*. To select one or more message summaries, use one of the following options:

- To select one summary, click on it.
- To select two summaries and all the summaries between them, click on a summary, hold down the shift key, and click on another summary.
- To make “disjointed” selections, hold down the command key and click on summaries.
- To select all the summaries that are from or to the same person, hold down the option key and click on a summary. The summaries are grouped as well as selected.
- To select a summary that best matches the letters you type, type the first few letters of a sender or recipient’s name (or the subject, if this mailbox is currently sorted by subject).

Each message summary is divided into columns: Status, Priority, Attachments, Label, Sender/Recipient, Date, Size, Server Action, and Subject. You can show or hide these columns using the Mailbox Columns Settings.

A message’s Status, Priority, Label, and Server Action can be changed directly in the mailbox window. To do this, click on the message summary column you want to change. The pointer displays as the popup menu symbol (⌵). Hold down the mouse button and select an option from the popup menu.

You can copy one or more message summaries. To do so, select the summaries and then select **Copy** from the **Edit** menu. The information in each selected summary is copied. This information can be pasted into a new message or a text file for recordkeeping or later use.

The Status Column

This column displays the message status, which is one of the following:

- The message has not been read (all mailboxes except Out), or is queueable/sendable but has not been queued or sent (Out mailbox only).
- <blank> The message has been read (all mailboxes except Out), or is not yet able to be queued or sent because it has no recipients in the To: or Bcc: field (Out mailbox only).
- R Reply has been chosen for the message.
- F Forward has been chosen for the message.
- D Redirect has been chosen for the message.
- S The message has been sent (outgoing messages only).
- Q The message is queued to be sent (outgoing messages only).
- T The message is queued to be sent at a specified time (outgoing messages only).
- The message was transferred from the Out mailbox before being sent.

The Priority Column

This column displays the message priority. You can use the popup to set a particular priority, or to raise or lower the priority.

- ⚡ Highest priority.
- ^ High priority.
- <blank> Normal priority.
- ▼ Low priority.
- ⚡ Lowest priority.
- Raise Raise the priority one level.
- Lower Lower the priority one level.

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

The Attachments Column

This column displays the attachment icon () if a message has attached documents.

The Label Column

This column displays the message label. Labels are assigned to incoming messages by the recipient, either manually or automatically using filters (see the section “Filtering Messages”). When a message summary is assigned a label, the entire summary changes color to match the label color.

Note: Label colors and titles are assigned using the Macintosh Label control panel or the Labels Settings.

The Sender/Recipient Column

This column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

To select all the message summaries from a particular sender or recipient, hold down the option key and click on one of the message summaries from that person. The summaries are grouped as well as selected. To ungroup them, perform a sort operation.

*Note: Bugs in some POP servers/mail transport systems cause Eudora to display the sender of incoming messages as ???@???. This is because the required From: header is missing. If you encounter such a message, see your e-mail administrator. Administrators can obtain a copy of **qpopper** from **ftp.eudora.com** to correct the problem (see Appendix A).*

The Date Column

This column displays the date and time the message was composed, or, for timed outgoing messages, the date and time the message is scheduled to be sent. Eudora uses two methods of displaying date information in mailbox windows, **Age-sensitive** and **Fixed** (this is set in the Date Display Settings). If Age-sensitive is selected, mail that arrives today has a time stamp, mail that arrived within the last six calendar days is stamped with the day of the week, and mail that arrived prior to the previous week is stamped with the date. If Fixed is selected, all mail messages are stamped with the date and time, with the date formatted according to the short date format in current use by your Macintosh and the time formatted according to the current time format.

The Size Column

This column displays the size of the message in kilobytes, or K, where 1K = 1024 bytes.

The Server Action Column

This column displays the action that is done to the corresponding message on the server. The next time you check mail, the server action you requested is automatically completed.

	Do Nothing	Don't change the message on the server.
	Fetch	Download the whole message from the server.
	Delete	Delete the message from the server.
	Fetch & Delete	Download the whole message then delete it from the server.

*Note: To control the mail transfer, you can also use the **Mail Transfer Options** dialog. For details, see the section "Checking Mail with Special Server Instructions."*

The Subject Column

This column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it (see the section "Editing Incoming Messages").

Displaying and Resizing Columns

To specify which columns you want to be displayed in your mailboxes, select **Settings...** from the **Special** menu, click on **Mailbox Columns** and be sure the columns you want to see are on. You can also turn the separator lines on and off.

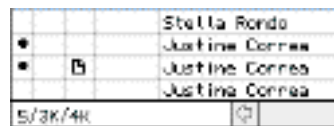
To resize a column in a mailbox window, move the mouse pointer until it is over the dotted column divider to the right of the column you want to resize. The pointer turns into the column resize cursor (.

Simply press the mouse button, drag the divider to the position you desire, and release the mouse button. The column divider moves to the new location, and the mailbox is redrawn.

You can only shrink a column as far as its left divider. If you do that, a double divider line is displayed in place of the column, and its contents are hidden. To redisplay the column, drag the right divider line to the right.

Using the Mailbox Size Display

In the lower left corner of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; the third is the amount of disk space that is wasted with the mailbox.



A mailbox with 5 messages that takes up 3K and wastes 4K of disk space

Wasted space is created when messages are deleted from a mailbox. This wasted space is automatically removed when the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5% of the free space on the volume that contains it.

To manually clean up the wasted space in a mailbox, hold down the command key and click on the mailbox's size display. Or, to clean up all your mailboxes, hold down the option and command keys and click on any mailbox size display.

Using the Title Bar Popup Menu

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

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

Creating Mailboxes and Folders

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

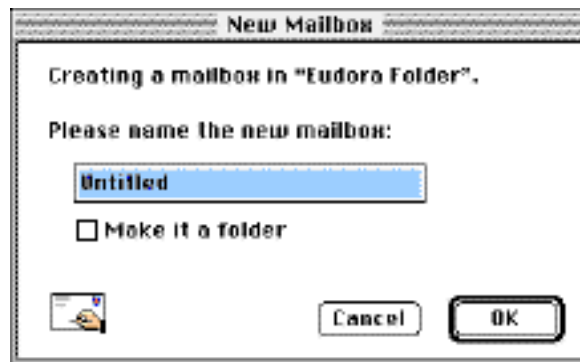
There are three ways to create mailboxes and folders:

- Using the **New...** option from the **Mailbox** menu and folder submenus.
- Using the **Mailboxes** window from the **Special** menu (see the section "Using the Mailboxes Window"). The Mailboxes window is most useful if you want to create several mailboxes at one time.

- Using the **New...** option from the **Transfer** menu (see the section “Transferring Messages”).

Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder, select **New...** from the **Mailbox** menu. The New Mailbox dialog is displayed.



New Mailbox dialog

To create a mailbox, type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus.

To create a mail folder, type the name of the new mail folder and check the **Make it a folder** option. Click **OK** to create the folder. The New Mailbox dialog is displayed again. Type the name of a mailbox to create within the new folder, then click **OK**. The new folder and its mailbox are displayed in the Mailbox and Transfer menus.

Creating a Mailbox Within a Folder

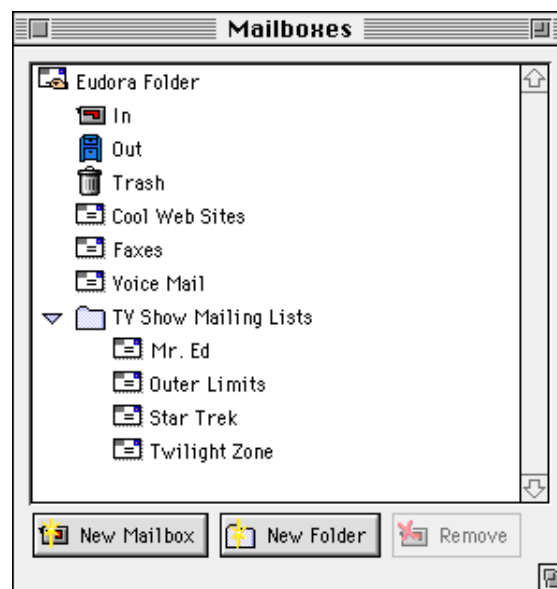
To create a new mailbox within a particular folder, select that folder from under the **Mailbox** menu and choose **New...** from the submenu that is displayed.

The New Mailbox dialog is displayed. Type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus. You can also create a subfolder—just check the **Make it a folder** option in the New Mailbox dialog.

Using the Mailboxes Window

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

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



The Mailboxes window

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

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

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

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

Note: You cannot select the Eudora Folder.

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

You can also drag mailboxes (but not mail folders) from the Mailboxes window to the main toolbar to add them as toolbar buttons.

Creating a New Mailbox or Folder

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

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

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

Renaming a Mailbox or Folder

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

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

Moving a Mailbox or Folder into Another Folder

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

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

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

Moving a Message from One Mailbox to Another

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

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

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

Removing a Mailbox or Folder

To remove a mailbox or folder, select the ones you want to remove and click the **Remove** button at the bottom of the Mailboxes window, or press the **delete** key. A dialog is displayed asking you to confirm the removal. Click on the **Remove It** button to remove the mailbox. If you selected more than one mailbox or folder, you are prompted for each one of them. Click on the **Remove All** button to remove all of them without further prompts.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, all the messages, mailboxes, and folders contained within the selected mailbox or folder are also removed.

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

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

Organizing Your Messages

Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your Macintosh: first you put the message in the Trash, then you empty the Trash.

To put a message in the Trash, select the message, then select **Delete** from the **Message** menu, or select **Trash** from the **Transfer** menu, or press the delete key. The message is transferred to the Trash mailbox.

To delete the messages in the Trash mailbox (removing them permanently from your Macintosh), select **Empty Trash** from the **Special** menu.

To delete a message permanently without sending it to the Trash first, select the message, hold down the shift and option keys, and select **Nuke** from the **Message** menu (or use any of the deleting options).

Warning: *You cannot undo a Nuke operation!*

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

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings Settings to turn on those options.

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash on Quit** option in the Miscellaneous Settings is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, select them, then select **Delete** from the **Message** menu or press the delete key. Deleting a message from the Trash removes it completely.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted. To do this, turn on the **Trash attachments with messages** option in the Attachments Settings, and be sure the attachments are still in the **Attachments Folder** (or the folder you have specified for attachments). If you have this option on and want to delete a message but save its attachment, move the attachment into another folder before deleting the message.

Transferring Messages

You can transfer messages to any of your mailboxes. There are several ways to do this: use the **Transfer** menu, drag a message summary to an open mailbox, drag an open message's Tow Truck to an open mailbox, drag a message to a mailbox button on the main toolbar, or drag a message to a mailbox icon in the Mailboxes window, if it is open on your desktop (see "Using the Mailboxes Window").

To put a copy of a message in another mailbox (instead of transferring the message), hold down the option key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert is displayed informing you that some header information may be removed from the message during transfer. Click **Yes** to transfer the message.

*Note: You can undo mailbox transfers using the **Undo** command under the **Edit** menu.*

Using the Transfer Menu

The Transfer menu is one way to transfer messages among your mailboxes. With a current message open, or message summaries selected, select a mailbox from the **Transfer** menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

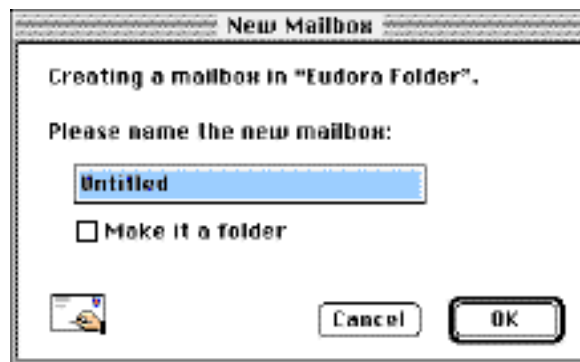
You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open window.

To drag a message summary to another mailbox, select the message summary (or summaries), place the cursor over the summary, and hold down the mouse button. The cross pointer will change to an arrow. Drag the summary into any open mailbox window, or onto a main toolbar mailbox button you have created (see the section "Customizing the Main Toolbar"), or onto a mailbox icon in the Mailboxes window, if it is open on your desktop (see the section "Using the Mailboxes Window"). When you release the mouse button, the message is transferred.

To drag an open message to another mailbox, hold down the mouse button over the Tow Truck icon and drag the message into any open mailbox, or onto a main toolbar mailbox button you have created, or onto a mailbox icon in the Mailboxes window, if it is open on your desktop. When you release the mouse button, the message is transferred.

Creating a Mailbox or Folder During Transfer

To create a mailbox and transfer the current message into it at the same time, select **New...** from the **Transfer** menu instead of the name of a mailbox. The New Mailbox dialog is displayed.



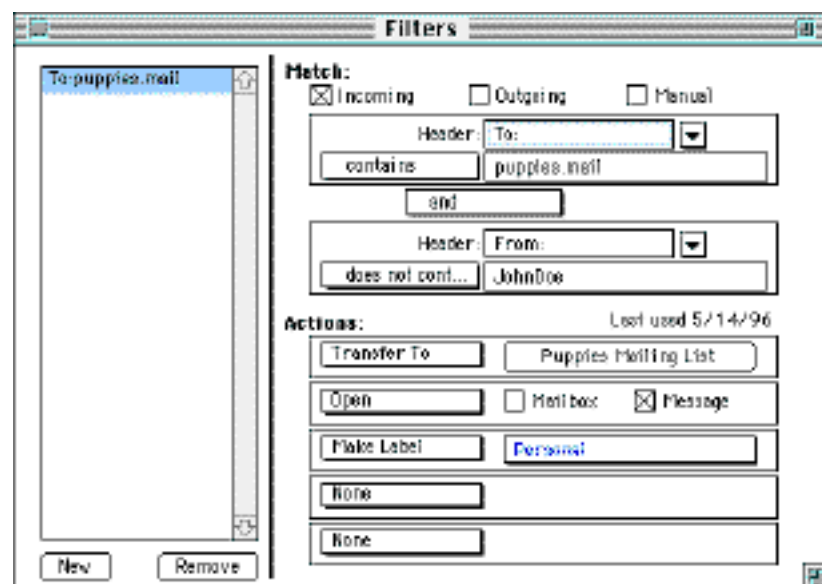
New Mailbox dialog

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

Filtering Messages

Many of the e-mail management functions in Eudora can be done automatically using filters. For example, you can automatically reply to a request for information, transfer all the messages from your children into a Personal mailbox, and label all the messages from your customers as “Hot.”

To open the Filters window, select **Filters** from the **Special** menu. The Filters window is displayed, and any filters you have created are listed on the left.



The Filters window with a sample filter

To create or modify a filter, first click on the **New** button or select an existing filter.

Second, select the options for how you want the filter to be used: as an automatic filter to be invoked on any **Incoming** and/or **Outgoing** mail, and as a **Manual** filter that can be invoked when you select **Filter Messages** from the **Special** menu. Any combination of these options works.

Third, define the criteria for the filter: use the header item popups and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible (see the section “Filter Criteria”).

Fourth, define the action to be taken on messages that fit the criteria (see the section “Filter Actions”) and save the filters.

When the filters are invoked (automatically or manually), each message is matched against each filter, and messages that meet a filter’s criteria are acted on as specified until a **Transfer To** or **Skip Rest** action is done. At that point, the next message is filtered.

Note: Filters are automatically named based on the criteria for the filter. They are invoked in order from top to bottom, and you can re-order them by dragging a filter up or down in the list.

To print your filters, open the Filters window and select **Print...** from the **File** menu. The standard Print dialog is displayed so that you can make your print selections.

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the vertical dividing line to the right of the list, until the pointer changes to a resize cursor () , then hold down the mouse button and drag the line to the left or right.

Filter Criteria (the Match Area)

Each filter can use one or two “terms” as its criteria, connecting them as appropriate with the conjunction popup.

Use the **Header** field to specify which message header items you want the filter to search. You can select an option from the popup menu or enter one yourself (this is helpful if you want to search for a header item that does not appear on the menu, such as X-Priority). The selections are as follows:

- To
- Cc
- From
- Subject
- Reply-To
- «Any Recipient»
- «Any Header»
- «Body»

- «Personality»

The «Any Recipient» option searches all possible recipient items (To, Cc, Bcc); the «Any Header» option searches all message headers (including hidden headers that are shown with the **BLAH BLAH BLAH** option); the «Body» option searches the message body; and the «Personality» option searches the name of the personality associated with the message.

Use the **Match Type popup** to control how the header item is matched with the text string in the text field. The match options are:

contains or does not contain

If the specified header item contains or does not contain the text string, filter the message.

is or is not

If the specified header item is or is not a complete match of the text string, filter the message.

starts with or ends with

If the specified header item starts with or ends with the text string, filter the message. The **starts with** item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or does not appear

If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain.

intersects nickname

If the text string is included in a nickname (whether it is a full address or a nickname within the nickname), filter the message.

Use the **Text** fields to specify the text strings that the filter is searching for.

Note: It is recommended that the contents of this field be kept as specific and brief as possible. The greater the complexity, the less the likelihood of a match.

*Note: Be sure not to enter a header label in the **Text** field as part of the text string (e.g., **To:**, **From:**, **Bcc:**). For example, to filter all messages from **Justine**, do not enter **From: Justine** in the Text field. Rather, select **From:** in the Header field, and enter simply **Justine** in the Text field (choosing, for example, **contains** from the*

Match Type popup). As another example, note this Filters window Match Area:

The image shows a 'Match:' window with three checkboxes: 'Incoming' (checked), 'Outgoing' (unchecked), and 'Manual' (unchecked). Below these are two filter rules. The first rule has a 'Header:' dropdown set to 'To:', a 'contains' operator, and the text 'puppies.mail'. The second rule has a 'Header:' dropdown set to 'From:', a 'does not contain' operator, and the text 'JohnDoe'. The two rules are connected by an 'and' conjunction.

Sample Match Area in Filters window

Use the **Conjunction** popup to link the two terms. The conjunction options are:

ignore

Ignore the second term; if the message matches the first term, filter the message.

and

If the message matches both the first and second terms, filter it.

or

If the message matches either term, filter it.

unless

If the message matches the first term, filter it *unless* the message also matches the second term, in which case *do not* filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

All messages that match the filter criteria are acted on as specified with the **Actions** popups. Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message (for example, **Copy To** can be used twice, but not **Transfer To**).

The Actions options are as follows:

None

No action.

Make Status

Assigns the selected status to messages.

Make Priority

Assigns the selected priority level to messages. If you select a set level, messages are set to that priority. If you select **Raise** or **Lower**, messages are raised or lowered one priority level based on their pre-filter level.

Make Label

Assigns the selected label to messages. Label colors and names are set in the Macintosh Labels control panel and the Eudora Labels Settings.

Make Personality

Assigns the selected personality to messages. For outgoing messages, the message is sent from the assigned personality. For incoming messages, all your responses to the message will be from the assigned personality until you change the personality associated with the incoming message or your response. For more information, see the section “Using an Alternate E-mail Account.”

Make Subject

Assigns the new subject to messages. If you choose this option, the entire subject of the message is replaced with the new subject. Use the “&” symbol to stand for the old subject if you want to add the new subject to the old subject. For example, entering **New Subject [was &]** results in **New Subject [was Old Subject]**.

Play Sound

Plays the selected sound when messages are received.

Open

Opens the **Mailbox** and/or **Message** when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print

Prints one copy of each message.

Notify User

Notifies you **As normal** and/or **In report** when messages are received. The **As normal** option notifies you based on the options you have selected in the Getting Attention Settings. The **In report** option notifies you by displaying a filter report that details what filter actions have been done.

Forward To

Forwards messages to the e-mail address given. Forwarded messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Redirect To

Redirects messages to the e-mail address given. Redirected messages are placed in the queue in the Out mailbox, and sent the next time you send queued messages.

Reply With

Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages. One typical use of this action is to reply to specific senders with stationery telling them that you're on vacation: "I'm out till the 10th. I'll reply to your message when I get back." For more details, see the section "Using Stationery Files."

Server Options

Sets the message's server action to **Fetch** and/or **Delete** (see the section "Managing Your Mail on the POP Server").

Copy To

Copies messages to the selected mailbox.

Transfer To

Transfers messages to the selected mailbox.

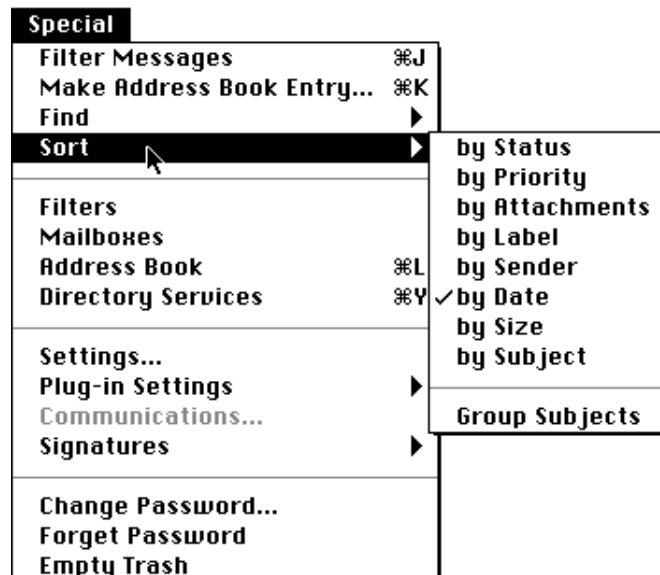
Skip Rest

Stops filtering for the message (the message is not matched to the rest of the filters in the filter list).

The **Last used** field displays the date the filter was last used on a message. This helps you identify filters that are no longer useful and can be safely deleted.

Sorting Messages Within Mailboxes

The message summaries in mailboxes are automatically sorted by date, in ascending order (the newest messages at the bottom of the mailbox). To change this, select the appropriate command from the **Sort** submenu under the **Special** menu. Or, click on any of the column headings to sort by that column.



The Sort submenu

This sorting method is “sticky,” meaning that each sort is based on the previous state of the mailbox. For example, if a mailbox is sorted by date, and then you sort by sender, the messages are grouped by sender and each group is in order by date.

You can change this by holding down the shift key and sorting by another column. The original sort remains intact, but it is now grouped with the new selection. For example, if the mailbox is sorted by sender with each group of messages in order by date, and then you hold down the shift key and sort by size, the messages are still grouped by sender but the groups are now in order by size.

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

To keep messages with the same subject together all the time, select the **Group Subjects** option from the Sort submenu. If this is checked, messages with the

same subject are kept together in the mailbox regardless of whether you sort by date, sender, etc. A bullet next to the Subject column heading tells you that the Group Subjects option is active.

Sticky sorting places an underline under the column heading for the sorted column. To remove this underline (and turn off the sticky sort), repeat the sort for the same column, or just click on the column heading again. Incoming mail that arrives in a mailbox with an underlined column heading is automatically sorted by that column, subject to the restrictions above. For example, if a mailbox is sorted by sender and a new message comes in from Justine, it will be grouped with other messages from Justine.

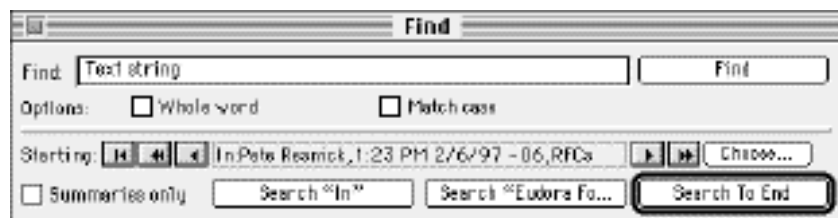
To always put just-arrived mail at the bottom of your mailbox, be sure the **Date** column heading is *not* underlined. To sort by date and time, be sure **Date** is underlined. For example, a message dated yesterday at 10:00am arrived today at 11:00pm. If Date is underlined, that message is way back in your mailbox with yesterday morning's mail.

Note: Sometimes sorting by Date can be incorrect. This usually happens if the messages have incorrectly formatted date fields, or unknown or incorrect time zones.

*Note: Double-clicking on a column heading is equivalent to the **Sort at once** command that appeared in earlier versions of Eudora.*

Finding Text Within Messages

You can find a word or a string of text anywhere in your Eudora messages, your Address Book, or your Filters. To do this, select **Find** from the **Special** menu, and **Find...** from the submenu. The **Find** dialog is displayed.



The Find dialog with a sample search

Enter the word or string of text that you want to find in the **Find** field. Or, if you don't want to type in the text, you can highlight the text in an existing message,

then select **Enter Selection** from the **Find** submenu. The selected text is automatically inserted in the **Find** field of the **Find** dialog.

If you need to specify how the text should appear, use the **Whole word** and **Match case** options:

Whole word

If this option is on, the text is found only if it appears by itself and is not part of another word. For example, if the text is “info” then the word “information” will be passed over.

Match case

If this option is on, exact matches of the text are found, taking the capitalization into account.

When the **Find** field is filled in and the appropriate options are set, you can use one of two functions in the dialog to find the text: **Find** and **Search**. Use the **Find** button to find instances of the text in just the current open message, or use any of the **Search** buttons to find instances of the text by searching mailboxes or mail folders.

Finding Text in the Current Open Message

To find text in the current message, verify that the **Find** field and options are filled in correctly, then click the **Find** button (or select the **Find Again** command from the **Find** submenu) to find the text.

Eudora begins looking for the text at the insertion point (where the cursor is) in the message. If a match is found, the matching text is highlighted in the open message. If no match is found, the **not found** alert is displayed.

To find the next occurrence of the text in the current message, click the **Find** button in the Find dialog, or select the **Find Again** command from the **Find** submenu.

To stop Eudora while it is looking for text, press the escape key (**esc**), or hold down the command key and type a period (**.**).

Searching for Text in Messages, Mailboxes, and Folders

To search for text in a certain mailbox or mail folder, first verify that the **Find** field and options are filled in correctly. Then use the **Starting** field to specify where you want the search to start.

Your folders and mailboxes are searched in order as they appear in your **Mailbox** menu, and your messages are searched in order as they appear in your mailboxes.

The display area tells you where you are in that order using the following format: Folder:Mailbox:Message headers (if a mailbox is directly under the Eudora Folder, the folder name is not shown).

To change where you are in your mailboxes and messages, you can use the arrows in the **Starting** field or the **Choose...** button:



Go to the first mailbox that has messages in it, and to the first message in that mailbox.



Go back to the previous mailbox that has messages in it, and to the first message in that mailbox.



Go back one message, regardless of what mailbox it is in.



Go forward one message, regardless of what mailbox it is in.



Go forward to the next mailbox that has messages in it, and to the first message in that mailbox.

Use the **Choose...** button to select a mailbox from the Mailbox menu and go to the top of the mailbox you selected.

Once you've specified where the search should start, you can specify how to search:

Summaries only

If this is checked, only the sender and subject fields of message summaries are searched. The search is much faster when this option is checked.

Search Mailbox

Search all messages in the mailbox shown in the display area.

Search Mailfolder

Search all messages in the folder shown in the display area (even if there are multiple mailboxes).

Search To End

Start at the message shown in the display area and search the rest of the messages in the current and subsequent mailboxes and mail folders.

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

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

Select any of the Search options to search for other instances of the text (or use the **Find** option to find more instances in just the current open message).

To stop Eudora from continuing a search, click on the **Stop** button in the progress window, or press the escape key (**esc**), or hold down the command key and type a period (.).

Saving a Message to a File

You can save a message to a separate text file on your Macintosh. To do this, open or select the messages you want to save to text. Then, select **Save As...** from the **File** menu. The Save As dialog is displayed allowing you to choose a name and location for the file.



The Save As dialog

Enter the name you want to give the text file, and select the appropriate options.

Guess Paragraphs removes extraneous carriage returns from the message, leaving returns only at the ends of paragraphs, and converts multiple spaces into tabs.

Include Headers retains each message's header information in the saved document. If this is not checked, only the body of each message is saved.

Stationery saves the message as a "stationery" file. The **Go To Stationery Folder** option puts you in your Stationery Folder so that you can save stationery

files there. If you are saving an incoming message, these stationery options are not available. For details, see the section “Using Stationery Files.”

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

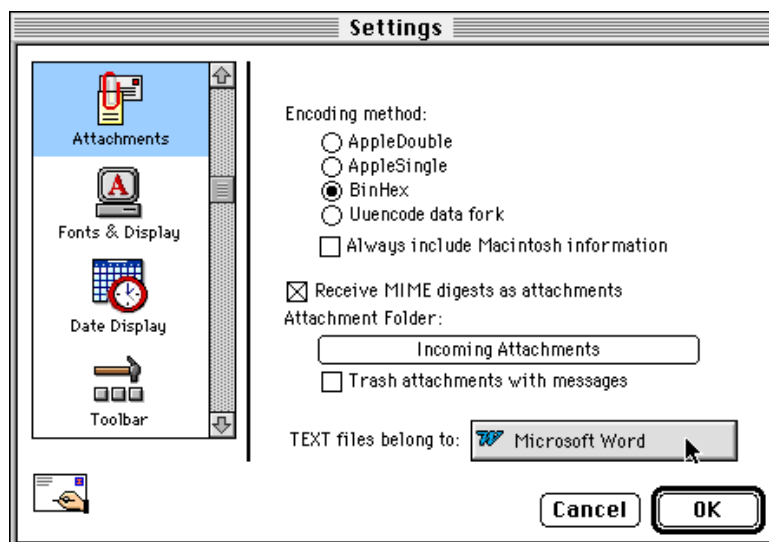
Note: If an unread (•) message is saved to a file, its status changes to read, regardless of whether the message was opened.

If you select multiple messages from a mailbox window and select **Save As...**, all of the messages are saved to a single file.

Choosing an Application for Saved Messages

When you save a message to a file using the **Save As...** command, the new text file is formatted as basic ASCII text in a Macintosh document. The document type is determined by the program you select using the **TEXT files belong to** option in the Attachments Settings.

To do this, select **Settings...** from the **Special** menu. The Settings dialog is displayed. Then, select the Attachments Settings. Near the bottom of the dialog, click the **TEXT files belong to** button. A standard file dialog is displayed. Using this dialog, search through your disk to locate the desired application (probably your favorite word processing program). Select the application and then click **Open**. The selected application is displayed in the button.



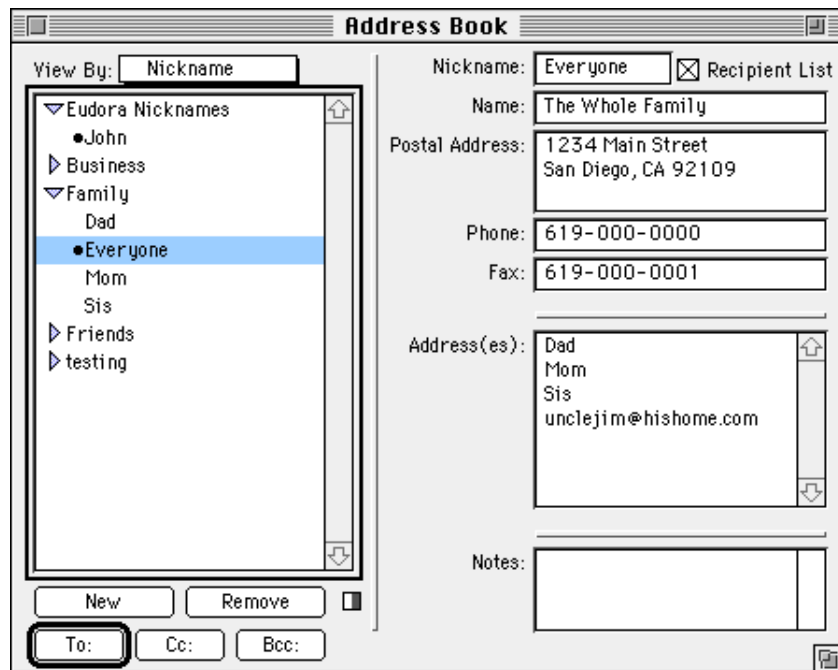
The desired application is now selected

Using the Address Book and Quick Recipient List

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

To open your Address Book, select **Address Book** from the **Special** menu.



The Address Book with example entries

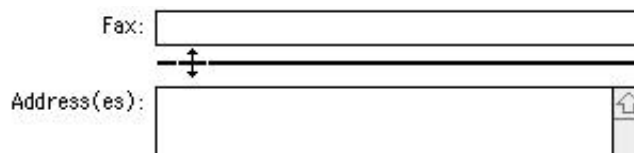
All of the Address Book entries are kept in files, so you can group your entries by putting them in different files. The example above shows files for Business, Family, and Friends (Eudora Nicknames is the default file). To show the entries in a file, click on the arrow to the left of the file. When the arrow points down, all the entries for that file are displayed.

You can use the **View By** option to display the entries using any of the fields except the **Notes** field. For example, if you want to view the entries by nicknames, select **View By Nickname**. If you view by a field that doesn't contain any data, the entry is displayed with «».

You can find and select an entry by typing the first few letters of the entry. The list of entries must be active (to make the list active, click once somewhere in the list).

You can page up and down in the list of entries, use the arrow keys to move up and down through the entries, or hold down the command key and use the arrow keys to move up and down through the files of entries.

You can also resize the Address Book sections using the dividers between them. Put your cursor over a line, and drag the line where you want it. This lets you hide or display fields.



Resizing the Address Book sections

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

To print your Address Book entries, select the entries you want and select **Print...** from the **File** menu. The standard Print dialog is displayed.

Creating New Entries

To create a new file of Address Book entries, click on **New**. A dialog is displayed asking what you want to call it. Enter a name for the file and select **Make it a file**, then click on **OK** to create it. The file is displayed in the list, and you can now add entries to the file.



Creating a new file or entry

To create a new entry to be included in an existing file, click on **New**. A dialog is displayed asking what you want to call it. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the **To**, **Cc**, and **Bcc** fields of outgoing messages.

Specify which file this entry belongs in (if you have multiple files), and select the **Put it on the recipient list** option if you want the nickname on your recipient list. You cannot create a file within a file, so do not use the **Make it a file** option. Click on **OK** to create the entry. Then you can enter the information for that entry.

In the **Address(es)** field, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.

In the **Name** field, enter the real name of the person or group. If there is just one address for the entry, the real name and the address is included in the **To** field for your recipient to see. If there is more than one address for the entry, the real name is the only thing included in the **To** field for your recipients—they do not see the whole list of recipients.

In the other fields (**Phone, Fax, Postal Address, and Notes**), you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

We recommend that you have at most 2,000 nicknames per file. If the files are too large, they may appear collapsed in the Address Book, but you can still use all the nicknames when addressing messages. If you have a large number of entries, you may want to consider using a Ph server (for information, see Appendix A).

To save your changes to the Address Book, select **Save** from the **File** menu.

Changing and Removing Entries

To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

To move an entry from one file to another, select the entry and drag it to another file.

Important: *If you change a nickname, be sure to correct any entries that reference that nickname.*

To remove an entry or an address file, select it from the list and click on the **Remove** button. You cannot remove the Eudora Nicknames file.

To save your changes, select **Save** from the **File** menu.

Including Nicknames on the Quick Recipient List

To include a nickname on the Quick Recipient List, select the appropriate Address Book entry from the list and click on the **Recipient List** option (next to the **Nickname** field). The nickname for the selected entry is included on the Quick Recipient List. If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see the section “Using the Quick Recipient List.”

Note: *You can add multiple nicknames to the Quick Recipient List by selecting multiple entries. Hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections.*

To save your changes, select **Save** from the **File** menu.

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons, or by dragging one or more entries to an open message.

To create a new message from the Address Book, select the entry to which you want to address the mail (hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections). Then click on **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

*Note: You can also double-click on one entry to enter that nickname in the **To** field, or double-click on one of many selected entries to enter those nicknames in the **To** field.*

Once the composition window is displayed, you can use the **To**, **Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields. Or, you can drag the appropriate entries to those fields: Click once on an entry, then drag it to the appropriate field, or double-click an entry to add it to the **To** field.

*Note: If you hold the shift key down when using the **To**, **Cc**, and **Bcc** buttons, the Address Book remains current (topmost). If you hold down the option key when using the **To**, **Cc**, and **Bcc** buttons, the full e-mail address is inserted instead of the nickname. The full e-mail address is also inserted if you drag an entry.*

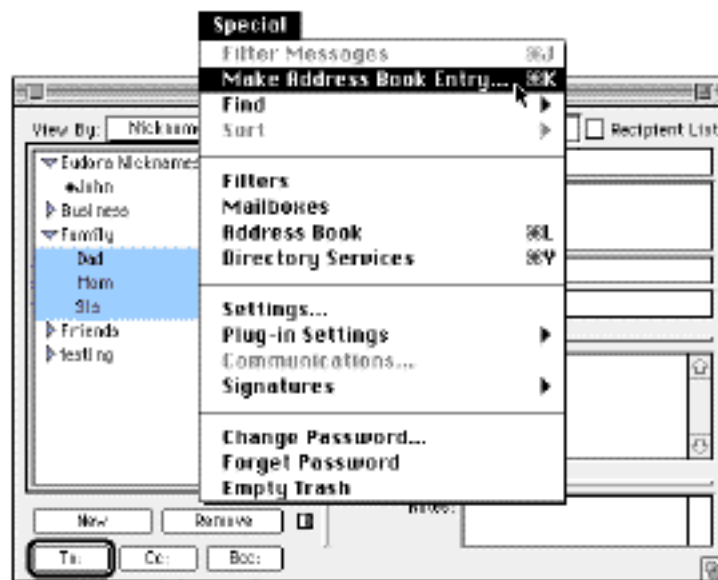
The “Make Address Book Entry” Command

The **Make Address Book Entry...** command is used to create entries in your Address Book, and is especially helpful for making group entries. You can use this command from anywhere in Eudora, including the Address Book, mailboxes, open messages, and the Directory Services window.

From anywhere in Eudora, including open messages, you can highlight the addresses you want, then hold down the shift key and select **Make Address Book Entry From Selection...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The new entry's **Address(es)** field will include all of the addresses that you selected.

Note: If the new nickname has the same name as an existing nickname, a prompt is displayed asking if you want to add the selected names to the existing nickname or replace the existing nickname with the new selection.

In the Address Book, highlight several different entries (hold down the shift key to select multiple entries in sequence, or the command key to make disjoint selections), then select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.



Using the "Make Address Book Entry" command from the Address Book

In a mailbox, highlight the message(s) you want and select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. Follow the instructions for creating a new entry. If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

*Note: The **Make Address Book Entry...** command uses the Replying Settings. If the **Reply to all By Default** setting is turned on (or you hold down the option key), the new entry will include all of the recipients of the messages plus the sender. Or, if the **Include***

***yourself** setting is turned off, your address is not included in the new entry.*

In an open message window, select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. See the note above about the Replying Settings.

In the Directory Services window, finish a Ph query and select **Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. The real name and e-mail address are included in the new entry.

The “Finish Address Book Entry” Command

With the **Finish Address Book Entry** command, you can enter a unique portion of a nickname in the **To**, **Cc**, or **Bcc** fields of a message, then select **Finish Address Book Entry** from the **Edit** menu, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, joan and john, you would have to enter “joa” or “joh” for Eudora to complete them.

To insert the real addresses for the entry, instead of the nickname, hold down the option key and select **Finish & Expand Address Book Entry** from the **Edit** menu. To set this to happen all the time, turn on the **Expand nicknames immediately** option in the Sending Mail Settings.

Using Nicknames that were Not Created by Eudora

To use a nickname file that was not created in Eudora, put the file in the Nicknames Folder in your Eudora Folder (located in your System Folder), and be sure the format is correct: One nickname on each line with the word “alias,” a space, the nickname, a space, and the real addresses separated by commas. For example,

```
alias joe joe@wow.com
alias group joe@wow.com,lisa@wow.com,bill@wow.com
```

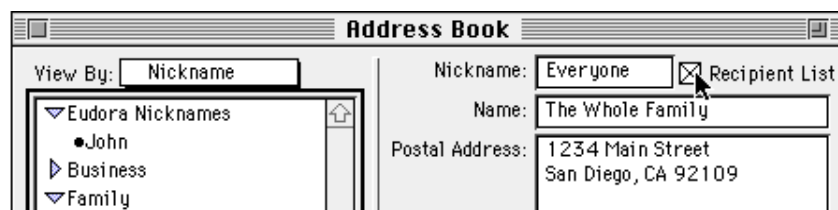
You will need to quit and restart Eudora to see your new entries in the Address Book.

Saving Your Entries to a File

To save your Address Book entries as a text clipping with tab-delimited entries, select the entries you want and hold down the option key while dragging them to the Finder. To save them as a text clipping with the standard nickname format, use the same process but do not hold down the option key.

Using the Quick Recipient List

The Quick Recipient List is your list of often-used nicknames. If you have checked the **Recipient List** option in an Address Book entry, the entry's nickname is included in the list.



The Recipient List option

To open a new message addressed to someone on your Quick Recipient List, select **New Message To**, **Forward To**, or **Redirect To** from the **Message** menu, and select the nickname from the displayed list.

To insert a nickname into a message that you have already opened, put the cursor where you want the nickname and select **Insert Recipient** from the **Edit** menu.

To insert the real address(es), instead of the nickname, hold down the option key and select **Insert & Expand Recipient** from the **Edit** menu. To set this to happen all the time, turn on the **Expand nicknames immediately** option in the Sending Mail Settings.

More than one nickname from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the Insert Recipient command, commas are added where necessary.

Using Directory Services

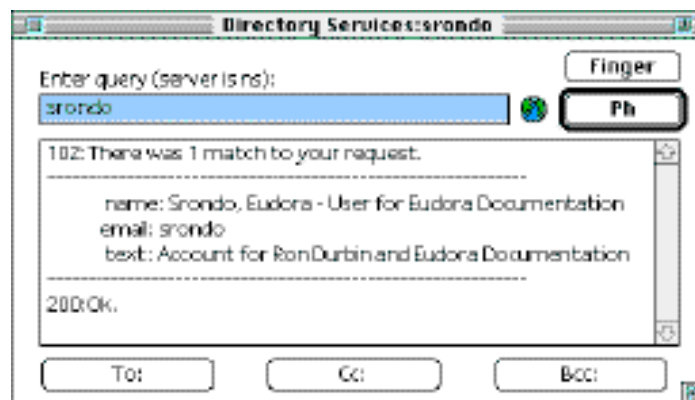
Opening Directory Services

Eudora can access two different online directory services, **Ph** and **Finger**. To use these services, you must put the name of the host machines for the Ph and Finger servers in the Hosts Settings.

To use the directory services, select **Directory Services** from the **Special** menu. The active Ph or Finger server (defined in your Hosts Settings) is displayed above the query field. Or, you can select a string of text (someone's name or e-mail address, for example), hold down the shift key, and select **Directory Services** from the **Special** menu. This opens the window and inserts the string of text into the query field.

Using Ph

To look someone up using Ph, enter your query and click on **Ph**. The query is sent to your Ph server, and the response is displayed in the lower section of the window.



A Ph query and its response

Note: You can type any Ph command in the query field, except login commands or commands requiring login. For information about the Ph server source code, see Appendix A.

If the **“Live” Ph queries** option is on in your Hosts Settings, the connection with your server is kept open and Ph queries are automatically sent to the server when you finish typing the query text.

*Note: To add the results of your Ph query to your Address Book, select **Make Address Book Entry...** from the **Special** menu (for details on how to use this command, see the section “The ‘Make Address Book Entry’ Command”). This may not work if your Ph server is not set up for it.*

Finding Ph Servers

Some Ph servers keep a list of other Ph servers that are available on the Internet. This is not always a comprehensive list of every Ph server out there, but it can be helpful.

To get the list of servers from the active server (the active server is displayed above the query field), click on the globe in the Directory Services window (next to the Ph button). A list of servers is displayed in the results area. To go to one of those servers and do a query, hold down the command key and click on the server’s URL, or just double-click on the URL.

Using Finger

To use the **Finger** protocol, enter your query and click **Finger**. The query should be in the form “name@domain.” If you omit the “@domain” segment, the host name displayed above the query field is used (this is the SMTP host from your Hosts Settings). The Finger query is sent to the Finger server, and the response is displayed in the lower section of the window.



A Finger query and its response

Addressing a Message from the Directory Services Window

You can create and address a message with the query results in the Directory Services window.

To create a new message, be sure there are no outgoing messages already open, do the Ph or Finger query, then click on the **To**, **Cc**, or **Bcc** button. A new message is created, and addressed appropriately with the query results.

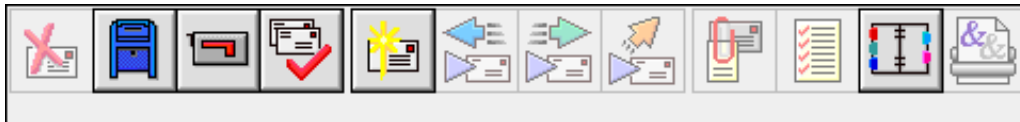
To add an address to an existing message, make sure the message you want to address is active, open the Directory Services window, do the Ph or Finger query, then click on the **To**, **Cc**, or **Bcc** button. The address from the query result is added to the appropriate field of the current message.

Or, you can select the e-mail address from the results and drag it into the appropriate field of the outgoing message.

Reference

Customizing the Main Toolbar

The Main Toolbar is a group of buttons giving you easy access to your frequently used Eudora functions.

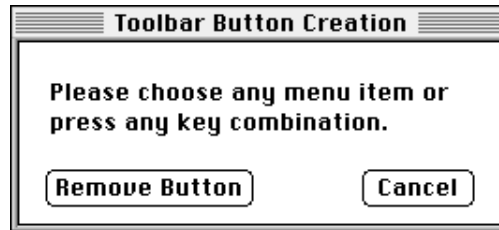


The Main Toolbar

You can set the buttons to correspond to your function keys (the **F** keys on an extended keyboard), and you can create new buttons for most Eudora commands.

Buttons on the main toolbar are context-sensitive: they are highlighted if they can be used for the current task, and are dimmed if they cannot. For example: if an incoming message is currently open or selected in a mailbox, the Reply toolbar button is highlighted because you can reply to the message. If no incoming message is open or selected, the Reply button is dimmed because there's no message to reply to. For toolbar buttons that correspond to menu commands, the state of the button—highlighted or dimmed—matches the state of its associated menu command.

To add a new button to the main toolbar, hold down the command key and put the cursor between two buttons or at either end of the toolbar, depending on where you want the new button to go; when the arrow changes to a splitter cursor (**+**), click on it. The **Toolbar Button Creation** dialog is displayed, prompting you to choose a menu item or enter a key combination. This can be almost anything you would do with Eudora, including using modifier keys with the command. When you are done, the button is added to the toolbar, and named appropriately. If you change your mind, click **Remove Button** or **Cancel**.



The Toolbar Button Creation dialog

You can also drag files from the Finder to the toolbar to add them as buttons, and you can drag mailboxes from the Mailboxes window to the toolbar to add them as mailbox buttons. (You cannot drag mail folders to the toolbar.)

To change what a button does, hold down the command key and click on the button, then select the function as you would when creating a button, or click **Cancel** if you change your mind.

To change the placement of a button, hold down the command key and drag the button to where you want it.

To remove a button from the toolbar, hold down the command key and drag the button to the trash on your desktop. Or, hold down the command key and click on the button, then click **Remove Button** in the dialog.

If you put a mailbox in the toolbar, you can drag messages to it to transfer them to that mailbox. Use the tow truck icon in an open message, or drag selected message summaries from an open mailbox window.

To set the options for displaying the main toolbar, use the Toolbar Settings. There are options to display or hide the toolbar, to display it horizontally or vertically, to display large or small icons, names, or combinations of icons and names, to map the buttons to function keys, and to display the corresponding function key with the buttons.

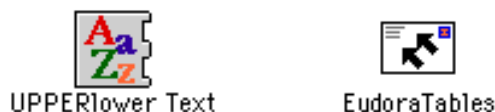
If you choose a display option that makes the toolbar very long, arrow buttons are added to the ends of the toolbar so that you can easily move through it and find the button you need.

Using Eudora Plug-ins

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

There are two kinds of Eudora plug-ins.

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



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

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

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

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

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

Plug-in Software That Comes with Eudora

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

- **Rot13 Text** — Scrambles message text by rotating the letters 13 places through the alphabet. Your recipient must apply Rot13 at the receiving end in order to unscramble the text and read the message.
- **Space & Tab Converter** — Converts multiple spaces in message text to tabs, or vice versa.

- **Upper/Lower Text** — Converts message text to either all upper case, all lower case, initial word capitals, or initial sentence capitals.

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

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

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

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

Installing and Using Eudora Plug-ins

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

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

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

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

- As commands on the **Message Plug-ins** submenu, under the **Edit** menu
- As icons on the icon bar of outgoing message windows or in the message body of incoming message windows
- As commands on the **Attach** submenu, under the **Message** menu

- As commands at the bottom of the **Special** menu
- Some message plug-ins may not be available through the menus or in message windows because they perform their functions automatically, behind the scenes

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

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

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

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

Word Services

Eudora lets you add word services to the Eudora editor for use with outgoing messages. However, only applications that support the Word Services Suite can be used.

To add a word service to Eudora, select **Add Word Service...** from the **Edit** menu. The **Choose a “Word Services” application** dialog is displayed.

First, locate the application and single-click on it to highlight it. Then click **Open**. The word service is added to the Edit menu. To use this service for a current outgoing message, select it from the Edit menu.

Printing

You can print the current message or messages, a plain text window, selected text within a message or text window, the contents of the Directory Services window, and your filters, signatures, and Address Book entries. Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

To print the current message or item, select **Print...** from the **File** menu.

To print just the selected text, hold down the shift key and select **Print Selection...** from the **File** menu.

To print one copy and bypass the standard Print dialog, select **Print One Copy** from the **File** menu.

Putting Multiple Users on One Macintosh

If you have a multiple-user license for Eudora, you can set it up so that more than one user can be on a single Macintosh. This also works if you have multiple e-mail accounts but you don't want to have alternate personalities set up and using the same set of mailboxes, or if you want to store your mail in a folder other than your System Folder. You will need to quit and restart Eudora to switch users.

To have multiple users on one Macintosh, for each user make a copy of the Eudora Folder that resides in the System Folder. The copies can be named whatever the users want, and put anywhere they want, including on a floppy disk or network volume.

Each user can open Eudora by double-clicking on the Eudora Settings file within their assigned folder. They can make changes to the Settings, create new mailboxes, nicknames, and filters, etc., and not affect other users on the Macintosh.

Note: To give users easy access to their mail, you can create aliases for their Eudora Settings files and put them wherever you want on the Macintosh (the Apple Menu Items folder is a good option).

Troubleshooting

Occasionally, you may encounter a problem or bug when using Eudora (as indicated by an error message or some other type of symptom).

Make sure you have the current maintenance release of Eudora: First, locate the Eudora application in your Eudora Pro Application Folder. Click once on the application to highlight it, and select **Get Info** from the Finder **File** menu. Look for the Eudora version number in the dialog. Next, using your World Wide Web browser, go to the Eudora Web site, <<http://www.eudora.com>>, and check to see what the latest version of Eudora is. If that version is later than the one you have, see your Eudora administrator about obtaining the later version. This may solve the problem or bug you've encountered.

If you do have the latest version of the Eudora software, check the current README file for potential known conflicts. The README may also contain suggestions on how to resolve some of these problems.

The following troubleshooting table provides the corrective action for some of the most common error messages or symptoms.

Symptom	Corrective Action
Eudora displays the following error when you try to send or queue mail: “Sorry, can’t queue this message; all messages must have addresses in the to: or bcc: fields. 0, {compact:131}”	Either the message you are trying to send, or the first message queued in your Out mailbox, has one of these two problems: (1) It doesn’t have anything in the To: or Bcc: field, or (2) All it has in the To: or Bcc: field is a nickname that doesn’t point to an address. An example of the second problem is to have the word Mickey in the To: field and to have a nickname entry for Mickey in your Address Book but no address associated with that nickname.
Eudora has trouble with Spellswell (spell checking).	Select Add Word Service... from the Edit menu. Browse through the dialog until you find the Spellswell application on your hard drive, then double-click on the application, or click once on it to highlight it and then click Open .
Eudora displays the following alert when you try to launch the program: “Memory is tight. You may need to close some windows, clean up your In, Out, and Trash mailboxes, or increase Eudora’s memory size”	Mail stored in Eudora’s In, Out, Trash, and any open mailboxes increases the amount of memory Eudora needs to operate (mail stored in other mailboxes does not). If you have a large amount of mail in these mailboxes, try transferring them to other mailboxes to decrease Eudora’s memory requirements. If that does not stop the alert from appearing, increase Eudora’s memory size from the Finder: First, quit Eudora. Then, highlight the Eudora application icon, select Get Info from the File menu, and increase the Preferred Size for the application.

Symptom	Corrective Action
Eudora displays the following alert when you try to launch the program: “Eudora cannot continue. Error opening your settings file.”	If this happens, Eudora automatically switches to your backup settings file “Eudora Settings.bkup.” Quit and restart Eudora. If the problem is not resolved, you must throw away the “Eudora Settings” and “Eudora Settings.bkup” files, as they are not repairable. When you restart Eudora, a new Eudora Settings file will be created for you and you will need to reconfigure Eudora.
Eudora displays the following error when you try to check mail: “-ERR Maildrop lock busy”	This usually happens after your Macintosh has “hung” during a mail check and you are now attempting to re-connect to the mail server. Try checking your mail again in ten minutes. If the problem persists, contact your e-mail administrator and tell them you have a POPper process that needs to be disconnected. <i>System Administrators:</i> You might also want to try the QUALCOMM popper. It has a timeout that will reset the mailbox if the connection closes abnormally. You can ftp it anonymously from ftp.eudora.com in the quest/unix/servers/popper directory.
Eudora displays the following error when you try to check mail: “There has been an error transferring your mail. I said: PASS and then the POP server said: -ERR Password supplied for “<username>” is incorrect.”	First, verify the correct spelling of your POP account in the Getting Started Settings. Make sure the account address is complete, paying particular attention to the part before the ‘@’ symbol, and ensuring proper lettercase throughout the address. Second, verify that you’re entering your password correctly (Caps Lock must be off). See your e-mail administrator if the problem persists.

Symptom	Corrective Action
Eudora displays the following alert: “Mailbox <mailboxname> has a damaged table of contents. Shall I build a new one?”	If a table of contents file for a particular mailbox should become corrupt for one reason or another, Eudora will not be able to open the mailbox until it is rebuilt. If this happens to you more than once with a given mailbox, quit Eudora, then check your Eudora Folder (in your System Folder) for a .toc file for that mailbox, and if you have such a file, delete it. You will not lose any mail, though you will lose the status information for the messages. If the problem persists, you may want to have your Macintosh checked for possible problems.
Eudora displays the following error message when you try to check mail: “Connection came up halfway then failed.”	This message indicates that TCP/IP did its “half” to open the connection, but the other end didn’t respond. Although it could indicate a network problem, it usually indicates that your mail server does not support POP3 or that your POP3 server is not currently available. You should contact your e-mail administrator and inquire about the status of the POP3 service if the problem persists.
Eudora displays the following error message when you try to check or send mail: “A TCPClose command was already issued, so there is no more data to send on this connection.”	This is a problem with your SMTP or POP3 server. It is dying shortly after startup. Contact your e-mail administrator if the problem persists.

Symptom	Corrective Action
Random display problems.	Rebuild your desktop: While holding down the command and option keys, restart your Macintosh, and continue to hold down the command and option keys until an alert appears asking if you're sure you want to rebuild the desktop file on your hard drive. Click OK (you can release the command and option keys at this point). If this doesn't help, you may want to have your Macintosh checked for possible problems.
Correspondents are complaining that lines in the messages you send are not wrapping correctly (lines are broken in funny places).	The best solution is to turn on the Word wrap option in the Settings dialog (Sending Mail) and only press return when you want to start a new paragraph. Eudora will take care of breaking your paragraphs into lines.
Your mail server complains that you do not have a Date header in your mail.	Eudora will not put a Date header on your mail if you haven't set the correct time zone information on your Macintosh. You can set the time zone using the Map control panel, or, if you have System 7 Pro or System 7.5, the Date & Time control panel. Remember to change your time zone for Daylight Savings Time so that Eudora can set the Date header correctly.
You received a message containing columns and the columns are not lining up correctly	Your screen font is probably a proportional font. Change your display font to a non-proportional font (such as Courier) in the Settings dialog (Fonts & Display).

The Settings Dialog

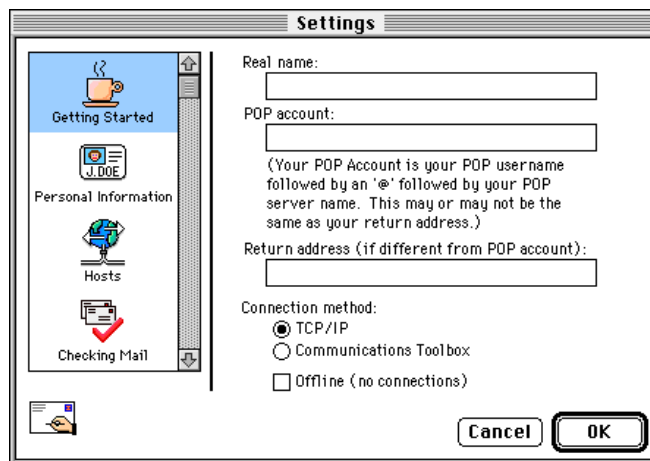
The Settings dialog lets you specify how you want to use Eudora. To display the Settings dialog, select **Settings...** from the **Special** menu.

The Settings dialog contains many categories, which are described below. The default setting for each option is listed in square brackets, [], after the name of the option.

Note: For your convenience, some options appear in more than one category. For example, your real name appears in the Getting Started, Personal Information, and Personalities Settings. Changing a setting in one group changes the setting in all groups in which it appears.

Getting Started

The Getting Started Settings determine the minimum information necessary to send and receive mail. The information here is for your “dominant” personality (primary e-mail account).



The Getting Started Settings

Real name [none]

The text you enter here (generally your first and last name) is included in the **From** field of all your outgoing messages, and identifies to your recipients who the mail is from.

POP account [none]

This is the address for your account on the POP server. Enter your login, an “@” sign, and the full domain name of the computer. For example, if your assigned login is “justine,” and the name of the computer where you receive e-mail is “pop3.qualcomm.com” type “justine@pop3.qualcomm.com” in this field.

Return address (if different from POP account) [none]

This is your e-mail address. It is included in the **From** field of all your outgoing messages, and when a recipient replies, this address is used. Your POP account is used if you do not enter an address here. Continuing from the example above, if Justine’s return address is justine@qualcomm.com (slightly different from her POP account), she would enter that return address in this field.

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

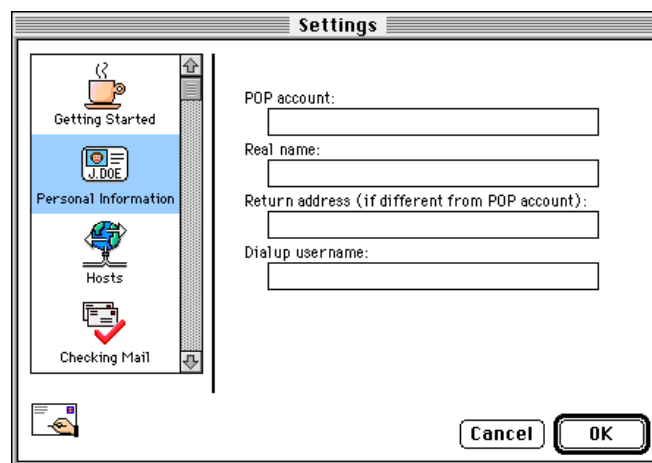
Note: If you use UUCP as your mail transport, see Appendix C.

Connection method [TCP/IP]

This specifies how you are connecting to the network. If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select **TCP/IP**. If you are using Eudora without TCP/IP software, select **Communications Toolbox** (meaning you are using the Communications Toolbox software for communications). If you don’t want Eudora to attempt to make any connections, select **Offline**. With **Offline** on, Eudora does not attempt to make automatic mail checks and warns you when you attempt to make a manual mail check.

Personal Information

The Personal Information Settings determine your personal identity on the POP and mail servers, for incoming and outgoing mail.



The Personal Information Settings

POP account [none]

This is the address for your account on the POP server.

Real name [none]

The information you put in this field (generally your first and last name) is included in the **From** field of all your outgoing messages.

Return address (if different from POP account) [none]

This is your e-mail address. It is included in the **From** field of outgoing messages, and when a recipient replies, this address is used. Your POP account is used if you do not enter an address here.

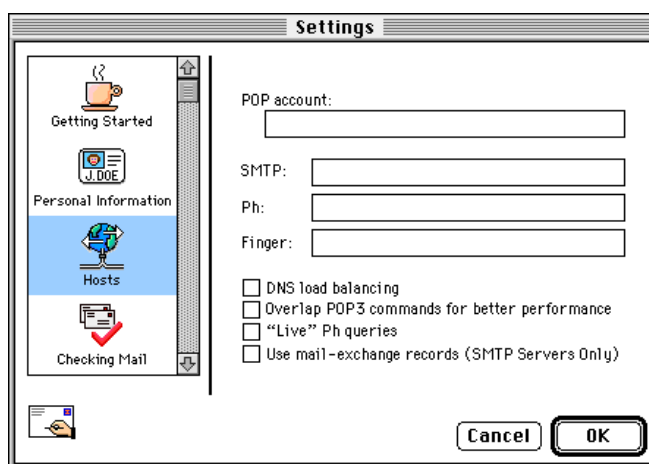
Note: If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able reply to your mail.

Dialup username [none]

This is your username for dialup connections. If you use Eudora with the Communications Toolbox, and you have a secondary username for use during the dialup process, enter it here (e.g., your login name on a terminal server). See Appendix B for details regarding how this field can be used.

Hosts

The Hosts Settings determine what servers to use, and how to use them.



The Hosts Settings

POP account [none]

This is the address for your account on the POP server.

SMTP [none]

This is the name of your SMTP server. If the computer that your POP account is on also runs an SMTP server, you can leave this field blank.

Note: If you use UUCP as your mail transport, see Appendix C.

Ph [none]

This is the name of your Ph server. It is necessary for doing Ph queries in the Directory Services window.

Finger [none]

This is the name of your Finger server. If you leave this blank, Eudora uses your SMTP server as your Finger server.

DNS load balancing [off]

If this is on, the workload of a community of Eudora users is spread over several host computers. Turn this on if your network administrator tells you to.

DNS Load Balancing works by making Eudora choose a random address from the list of addresses returned by the DNS (without DNS load balancing, Eudora will always choose the first address from the list). Network administrators: If you have

several machines that can perform the exact same service, list all their IP addresses under one domain name, then instruct your users to use that domain name and to turn on DNS Load Balancing. Now the users are equally likely to use any one of the “balanced” machines for the service.

Overlap POP3 commands for better performance [off]

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

Live Ph queries [off]

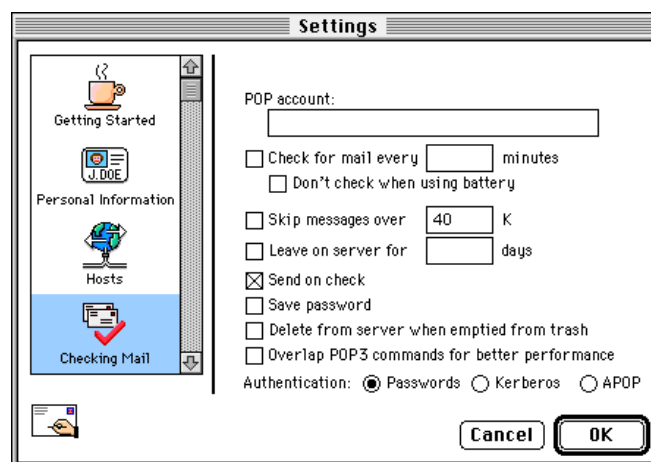
If this is on, the connection with your server is kept open with the Directory Services window. Ph queries are automatically sent to the server when you finish typing the query text.

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

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

Checking Mail

The Checking Mail Settings determine how Eudora checks for and receives your incoming mail messages.



The Checking Mail Settings

POP account [none]

This is the address for your account on the POP server.

Check for mail every ? minutes [off, none]

If this is on and you enter a number, Eudora automatically checks your POP server for new mail at regular intervals and transfers to your Macintosh any mail addressed to you. The number you enter specifies the number of minutes between checks. It's a good idea to set this at no less than 15 minutes. Checking mail more often puts an unnecessary drain on your POP server. This option only works when Eudora is running. Leaving this field empty disables automatic checking (even if the box is checked).

Don't check when using battery [off]

If this is on and your Macintosh is running on battery power, mail is not automatically checked (even if you have the check mail option on).

Skip messages over ? K [off, 40]

If this is on, messages over the specified size are downloaded only in part. These messages include the first few lines, and a statement that says the message is not complete. This can be useful on slow connections. For details, see the section "Managing Your Mail on the POP Server."

Leave on server for ? days [off, none]

If this is on, Eudora copies incoming messages to your Macintosh and leaves the message on the POP server for the specified number of days. If you leave it blank, your mail is left on the server indefinitely. For details, see the section "Managing Your Mail on the POP Server."

Send on check [on]

If this is on, any messages that are queued in the Out mailbox are sent when mail is checked, whether automatically or manually.

Save password [off]

If this is on, your password is remembered even if you quit and restart Eudora, so you'll never be prompted to enter it. Only use this option if your Macintosh is in a secure place.

Delete from server when emptied from trash [off]

If this is on, any messages that are deleted from your Trash mailbox are also deleted from the POP server. For details, see the section "Managing Your Mail on the POP Server."

Overlap POP3 commands for better performance [off]

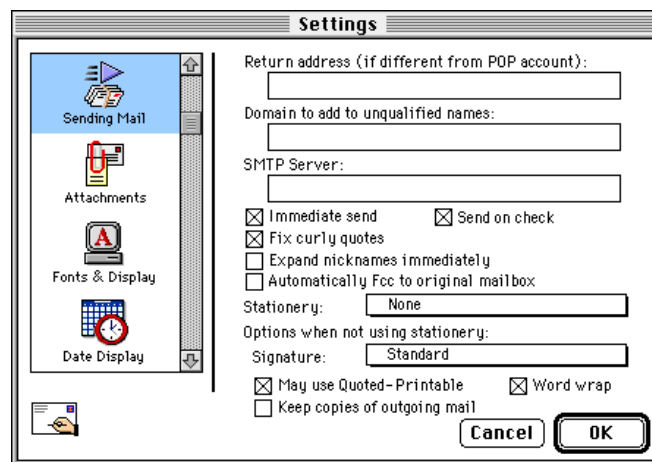
If this is on, commands are sent immediately to your server, instead of waiting for a previous command to be completed. This is faster, but your POP server may not be able to handle it.

Authentication [Passwords]

This specifies which authentication technology to use: Passwords, Kerberos, or APOP. Ask your e-mail administrator which one to use.

Sending Mail

The Sending Mail Settings determine how Eudora sends your outgoing mail messages.



The Sending Mail Settings

Return address (if different from POP account) [none]

This is your e-mail address. See the Getting Started Settings.

Domain to add to unqualified names [none]

This is the domain name that Eudora automatically adds to an unqualified name. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain.

SMTP Server [none]

This is the name of your SMTP server. If the computer that your POP account is on also runs an SMTP server, you can leave this field blank.

Immediate send [on]

If this is on, the rightmost button in the icon bar of the message composition window is labeled Send. Clicking on this button immediately sends the message to the SMTP server. If this option is off, the button is labeled Queue and clicking on it places the message in the Out mailbox marked ready for delivery (Q).

Send on check [on]

If this is on, any messages that are queued in the Out mailbox are sent when mail is checked, whether automatically or manually.

Fix curly quotes [on]

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

Note: If your recipients have MIME, there's no reason to use the above option. Only turn it on if most of the people you correspond with don't use MIME.

Expand nicknames immediately [off]

If this is on, nicknames in message headers are replaced with the real addresses when you switch fields.

Automatically Fcc to original mailbox [off]

If this is on, replies are automatically copied to the same mailbox that contains the original message.

Stationery [None]

The default stationery for your dominant account: select a stationery file from the popup, or select **None** for no stationery. If a stationery file is selected, that file is used when you open new messages (except with the Redirect or Send Again commands). The icon bar in the message window is set according to how the stationery message was saved, regardless of how the options below are set. But, you can always change them after you open the message. For more details, see the section “Using Stationery Files.”

Options when not using stationery

The values you choose for the following options apply only when you are not using stationery—that is, when the Stationery popup, above, is set to **None**. If, on the other hand, you have selected a default stationery file in that popup, then the values below are ignored. Instead, Eudora uses their corresponding values that were set when the stationery file was saved. So, for example, if you choose

default stationery that uses your Alternate signature and you set the Signature popup below to your Standard signature, your Alternate signature will be used.

Signature [Standard]

The default signature for your dominant account: select one from the popup, or select **None** for no signature. If you select a signature, Eudora automatically attaches that signature to the end of outgoing messages from your dominant account. You can override this setting with the Signature popup in the composition window. For more details, see the section “Using Signatures.”

May use Quoted-Printable [on]

If this is on, Eudora uses quoted-printable encoding when necessary, such as when sending messages that contain long lines of text or special characters. If this option is off, quoted-printable encoding is never used. We recommend that you leave this option on.

Word wrap [on]

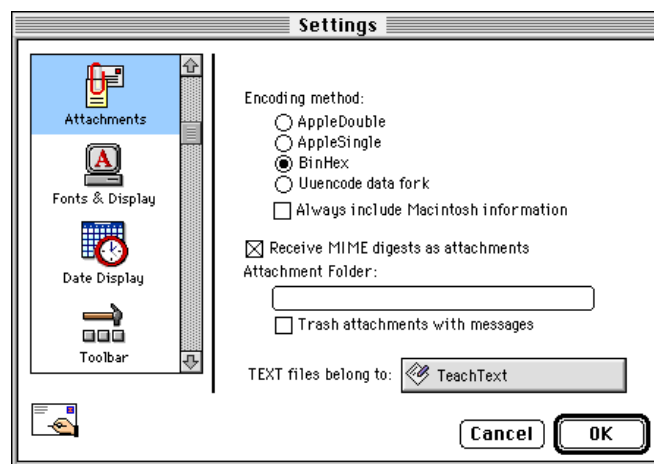
If this is on, a carriage return is not required at the end of each line of type in an outgoing message. Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line. This makes your mail more legible to recipients using line-oriented mail systems. It is strongly recommended that you leave this option on.

Keep copies of outgoing mail [off]

If this is on, a copy of each message you send is kept in the Out mailbox. If this option is off, outgoing messages are put in the Trash mailbox after they are sent.

Attachments

The Attachments Settings determine how Eudora sends and receives attachments.



The Attachments Settings

Encoding method [BinHex]

This specifies what encoding method to use for attached documents. To change the method for just the current message, use the Attachment Type popup in the outgoing message window. For details, see the section “Attaching a File to a Message.”

Always include Macintosh information [off]

If this is on, Macintosh resources and types are included in attachments if they are basic MIME types. It may be advisable to turn this off when sending attachments to non-Macintosh users. For more information, see the section “Attaching a File to a Message,” and also see Appendix D.

Receive MIME digests as attachments [on]

If this is on, MIME digests are converted to Eudora mailboxes. If this is off, MIME digests will be displayed as a single long message.

Attachment Folder [none]

This specifies what folder to put incoming attachments into. To specify a folder, single-click on the folder name button. A dialog is displayed prompting you to select a folder. If you do not select an attachment folder, Eudora stores your incoming attachments in the **Attachments Folder** in your Eudora Folder, contained in your System Folder. See the section “Receiving Attachments.”

Trash attachments with messages [off]

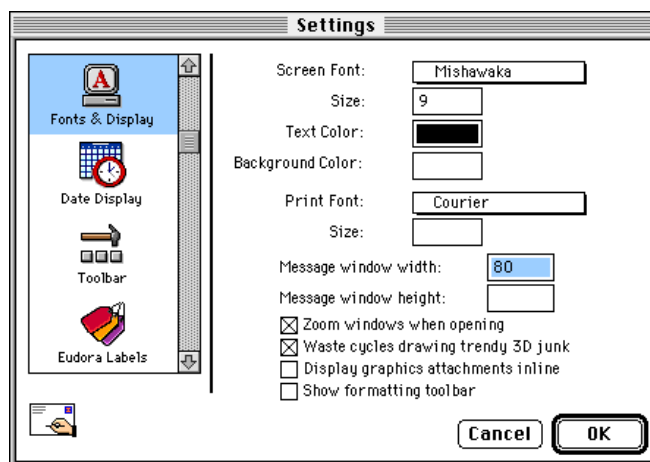
If this option is on, Eudora automatically deletes an attachment received with a message when that message is deleted. The attachment must still be in the folder defined as the Attachment Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn this option off.

TEXT files belong to [TeachText]

This specifies what application is used to open text files. When you choose Save As... from the File menu, Eudora creates a Macintosh document that is saved for the application named in this field. That way, when you double-click the saved file, this application is used to open it. You may want to set this option to your favorite word processing program. To change the application, single-click on the application name button (the default is TeachText). A dialog is displayed allowing you to select an application.

Fonts & Display

The Fonts & Display Settings determine how Eudora displays windows and text.



The Fonts & Display Settings

Screen Font, Size, and Text Color [Mishawaka, 9, black]

These options specify the font, point size, and color to be used for text displayed in Eudora messages and mailbox windows. Select the color using the Macintosh color wheel.

Background Color [white]

This specifies a background color to be used in Eudora messages and mailbox windows. Select the color using the Macintosh color wheel.

Print Font and Size [Courier, none]

The Print Font popup menu lets you select a font to be used when you print messages using the Print command. Enter a point size in the box.

Message window width [80]

This specifies the width of new and received message windows (in characters). If you leave this field blank, Eudora uses the default value of 80. This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.

Note: If you use a proportional font, Eudora sets the window width based on the width of the “0” character.

Message window height [none]

This specifies the height of new and received message windows (in lines). If you leave this field blank, Eudora uses a default value of 20.

*Note: If the **Zoom windows when opening** option is turned on, received messages’ window heights are automatically adjusted to the height of the message text.*

Zoom windows when opening [on]

If this is on, new mailbox and message windows automatically open to their “zoomed” size. The zoomed size is computed on a window-by-window basis. For mailbox windows, zoomed size is just wide enough to display the widest summary, and just long enough to display all the summaries (but no longer than the Macintosh display screen). For message windows, zoomed size is just long enough to display all of the message (but no longer than the Macintosh display screen), and as wide as the **Message window width** setting. Composition windows zoom to the height specified by the **Message window height** setting.

Waste cycles drawing trendy 3D junk [on]

If this is on, interface items are displayed in 3D. If this is off, interface items are displayed in 2D.

Display graphics attachments inline [off]

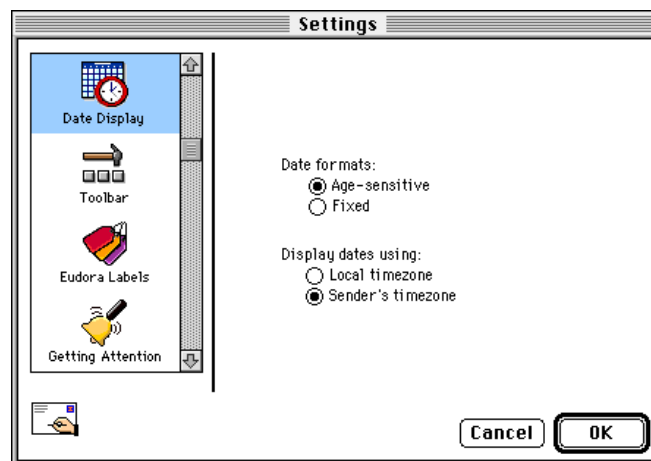
If this is on, Eudora displays graphics attachments as pictures in the open incoming message window. If this is off, Eudora displays the graphics attachments as name-and-icon pairs. See the section “Receiving Attachments.”

Show formatting toolbar [off]

If this is on, the formatting toolbar displays by default in new message windows. If this is off, the formatting toolbar is hidden by default in new message windows. This toolbar lets you easily format text styles in new messages. You can turn the toolbar on and off in the current message using the **Formatting Toolbar** command from the **Text** submenu of the **Edit** menu. See the section “Formatting Toolbar.”

Date Display

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



The Date Display Settings

Date formats [Age-sensitive]

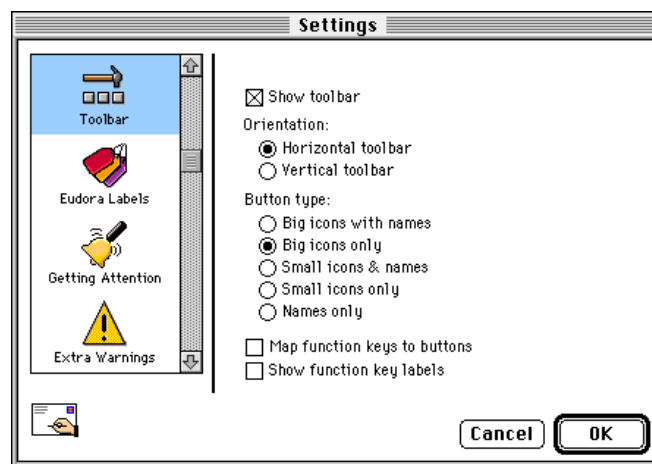
This specifies how to display the date. If **Age-sensitive** is selected, messages dated today are displayed with the time, messages dated within the last six calendar days are displayed with the day of the week, and messages dated seven calendar days or more ago are displayed with the date. If **Fixed**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

Display dates using [Sender's timezone]

This specifies what time zone to use. If **Local timezone** is selected, messages are displayed with your time and date. If **Sender's timezone** is selected, messages are displayed with the sender's time and date.

Toolbar

The Toolbar Settings determine how the main toolbar is displayed.



The Toolbar Settings

Show toolbar [on]

If this is on, the main toolbar is displayed on your desktop.

Orientation [Horizontal toolbar]

This specifies the orientation of the main toolbar: horizontal or vertical.

Button type [Big icons only]

This specifies how the button names and icons are displayed.

Map function keys to buttons [on]

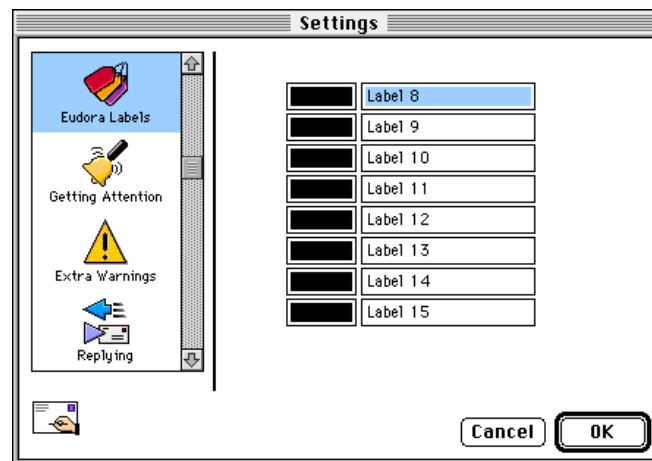
If this is on, the function (F) keys mimic the main toolbar buttons.

Show function key labels [on]

If this is on, the function key labels are displayed in the main toolbar.

Eudora Labels

The Eudora Labels Settings determine the additional labels that are available for messages. Eudora supports up to 15 labels. The first 7 labels (1 through 7) are selected via the Macintosh Labels control panel.

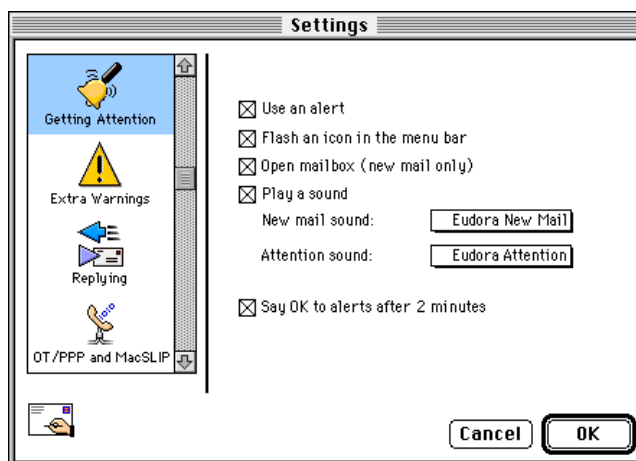


The Eudora Labels Settings

You can use the Macintosh color wheel to select new Eudora label colors, and enter the text for the label. To change a label title, type the new title in the text field. To change a label color, click on the color field to display the Apple Color dialog. You can select from one of the pre-defined colors or create your own custom color.

Getting Attention

The Getting Attention Settings determine what Eudora does when it is running in the background and wants your attention, or when new mail arrives.



The Getting Attention Settings

Use an alert [on]

If this is on, an alert dialog notifies you when new mail is received.

Flash an icon in the menu bar [on]

If this is on, an icon is flashed in the menu bar when Eudora needs attention. Eudora uses two different icons—a Mail flag when you have new mail and an envelope with an exclamation point in it for everything else.



The new mail and attention icons

Open mailbox (new mail only) [on]

If this is on, mailboxes are automatically opened when new mail arrives in them, and the first unread message of the last unread batch of messages is selected.

Play a sound [on]

If this is on, a sound is played when Eudora needs attention. There are two different sounds, the **New mail sound** (played when new mail arrives) and the **Attention sound** (played for everything else). Popup menus next to these titles let you select the sound you want from the available sounds on your Macintosh.

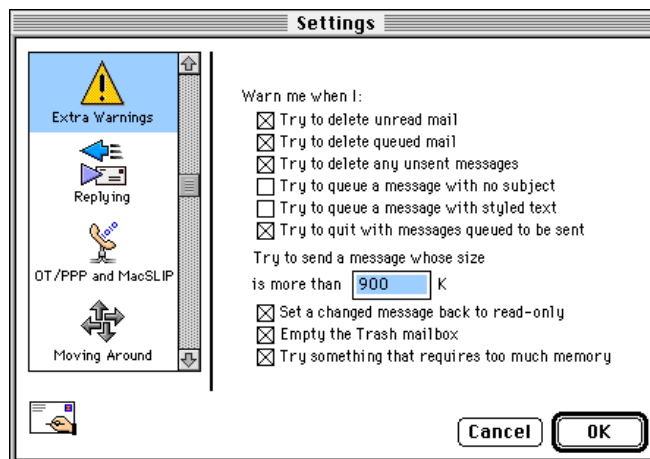
Say OK to alerts after 2 minutes [on]

If this is on, any alerts that announce a problem sending and receiving mail automatically go away after two minutes. Many network problems are temporary, so this allows Eudora to try the communication again. This is most useful if you have automatic mail checking enabled.

Note: Turning this option on may cause some Communications Toolbox connection tools to give you less progress information.

Extra Warnings

The Extra Warnings Settings determine if you are warned before making a possible mistake. Most of the warnings are displayed with an option to stop that warning from being displayed again. If you chose that option, you can turn the warning back on using the Extra Warnings Settings.



The Extra Warnings Settings

Try to delete unread mail [on]

If this is on, you are warned if you try to delete unread mail.

Try to delete queued mail [on]

If this is on, you are warned if you try to delete queued mail.

Try to delete any unsent messages [on]

If this is on, you are warned if you try to delete unsent messages.

Try to queue a message with no subject [off]

If this is on, you are warned if you try to queue a message with no subject.

Try to queue a message with styled text [off]

If this is on, you are warned if you try to queue a message with styled text. (You can also use the Styled Text Settings to set several options related to styled text.)

Try to quit with messages queued to be sent [on]

If this is on, you are warned if you try to quit Eudora and you have queued messages.

Try to send a message whose size is more than ? K [on, 900]

If this is on, you are warned if you try to send a message whose size is more than the specified number. This number must be between 0 and 1000000.

Set a changed message back to read-only [on]

If this is on, you are warned if you try to make an edited incoming message uneditable.

Empty the Trash mailbox [on]

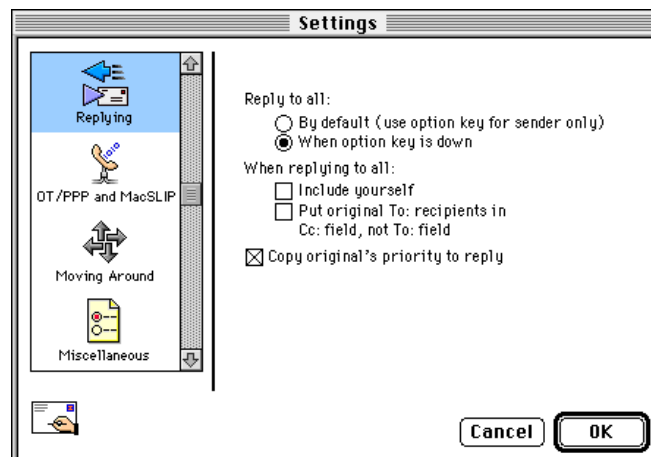
If this is on, you are warned if you try to empty the Trash mailbox. Once messages are deleted from the Trash, they are completely gone.

Try something that requires too much memory [on]

If this is on, you are warned if you try to do something that might take more memory than you have available.

Replying

The Replying Settings determine how replies are created.



The Replying Settings

Reply to all [When option key is down]

This specifies which recipients to include in a reply. Reply to all **By default (use option key for sender only)** creates a reply addressed to the sender and all the recipients of the original message. You can hold down the option key to create a reply to only the sender. Reply to all **When option key is down** creates a reply addressed to only the sender. You can hold down the option key to create a reply addressed to the sender and all the recipients of the original message.

When replying to all

This specifies how to address a reply. If **Include yourself** is on, when you Reply to all (as described above) your address is left in the address list of the new message and you receive a copy of your own reply. If this option is off (the default), your address is removed from the reply message and you do not receive a copy of the reply. If **Put original To: recipients in Cc: field, not To: field** is on (the default is off), the addresses of the original message recipients are moved from the **To** field to the **Cc** field of the reply-to-all message. Only the address of the original sender is placed in the **To** field.

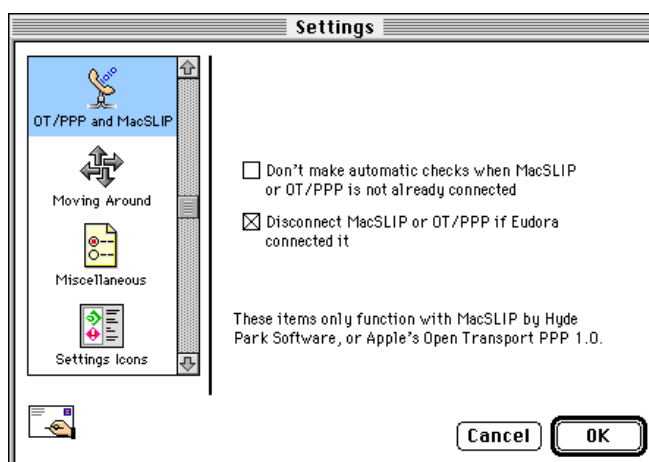
*Note: To determine who you are for the **Include yourself** option, Eudora uses the “me” nickname, if you create one for yourself. If you do not have a “me” nickname, Eudora uses the contents of the **POP account** and **Return address** fields from your Getting Started Settings.*

Copy original's priority to reply [on]

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

OT/PPP and MacSLIP

The OT/PPP and MacSLIP Settings determine what Eudora does when you are connecting to your service provider using MacSLIP From Hyde Park Software or Apple's Open Transport PPP 1.0. Normally, when Eudora or any other application tries to make a connection, MacSLIP or OT/PPP will automatically dial your provider and establish a connection. This connection remains open until you close it or a timeout period elapses. The settings below modify this behavior.



The OT/PPP and MacSLIP Settings

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

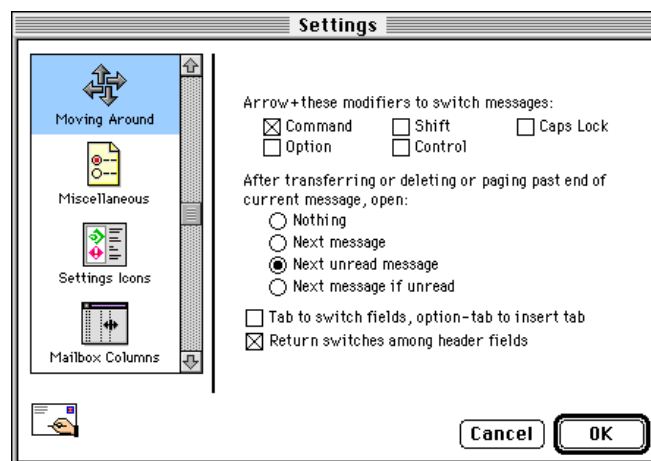
If this is on, automatic mail checks are not done unless your MacSLIP or OT/PPP connection is currently running (this avoids unnecessary connections to your service provider).

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

If this is on, MacSLIP or OT/PPP disconnects at the end of a mail check when it was connected by Eudora, but it does not disconnect at the end of a mail check when it was connected by another application. If this option is off, MacSLIP or OT/PPP will not automatically disconnect at the end of a mail check, even if it was connected by Eudora. Use this option to minimize the time you are connected to your service provider.

Moving Around

The Moving Around Settings determine how you open messages and switch fields in Eudora.



The Moving Around Settings

Arrow+these modifiers to switch messages [Command]

If any of these are on and there is a message window open, you can hold down all of the keys you have selected and use the Macintosh keyboard arrows to close the current message and open the next or previous message in the mailbox. The up and left arrow keys open the previous message; the down and right arrow keys open the next message. The arrow keys can be used by themselves to move the insertion point in messages.

After transferring or deleting or paging past end of current message, open [Next unread message]

This specifies whether to automatically open the next message after you delete or transfer the current message. **Nothing** means nothing is opened. **Next message** means the next message in the mailbox is always opened. **Next unread message** means the next unread message in the mailbox is always opened (could be way down the list). **Next message if unread** means the very next message in the mailbox is opened but only if it's unread.

Tab to switch fields, option-tab to insert tab [off]

If this is on and your cursor is in the body of a message, the tab key moves the cursor to the **To** field, and the option and tab keys together insert a tab at the

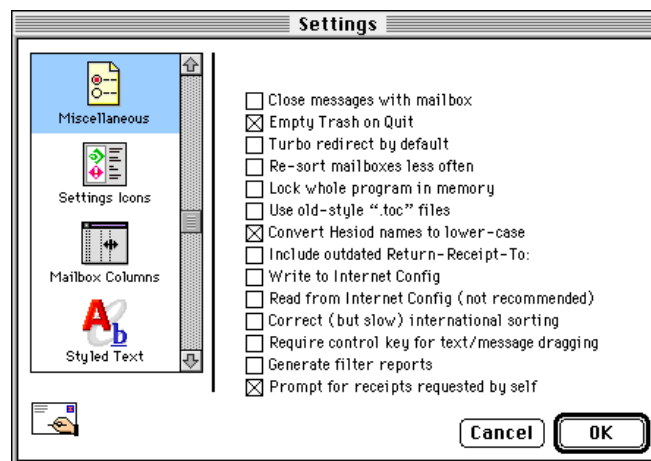
insertion point. If this option is off, the tab key inserts a tab, and the option and tab keys together move the cursor to the **To** field.

Return switches among header fields [on]

If this is on, the return key moves the cursor to the next header field in outgoing messages. If this is off, the return key inserts a carriage return into outgoing message headers.

Miscellaneous

The Miscellaneous Settings determine assorted Eudora functions that are not otherwise categorizable.



The Miscellaneous Settings

Close messages with mailbox [off]

If this is on, closing any mailbox window (except Out) closes all the open messages from that mailbox.

Empty Trash on Quit [on]

If this is on, the Trash mailbox is emptied when you quit Eudora. If this is off, the Trash is only emptied when you select Empty Trash from the Special menu.

Turbo redirect by default [off]

If this is on and you select Turbo Redirect To, a redirected message is created with the specified recipient, the message is queued, and the original message is deleted. You can hold down the option key to do a regular Redirect.

Re-sort mailboxes less often [off]

If this option is on, mailboxes are only sorted when they are opened or mail is added to them.

Lock whole program in memory [off]

If this is on, the whole program is loaded into memory and kept there until you select Quit. This takes more memory, but runs a little faster. This option is only for 68k versions.

Use old-style “.toc” files [off]

If this is on, each mailbox stores its table of contents in a “*mailbox.toc*” file, instead of in its resource fork (the default in 3.0 and later versions of Eudora). If you have upgraded to version 3.0 or later, this is automatically on. You should turn this off at some point so that your mailboxes convert to using resource forks.

With this option, each mailbox is converted as it is used. To convert your mailboxes all at once (either to .toc files or to resource forks), use the TOC converters provided with Eudora. The TOC README file explains the differences between the two formats and how to use the TOC converters.

Convert Hesiod names to lower-case [on]

If this is on, Hesiod results are converted to lower-case, except for user names.

Note: Hesiod, developed at MIT under Project Athena, is server software that provides to Eudora the name of your mail server. Hesiod is used at few sites.

Include outdated Return-Receipt-To: [off]

If this is off, Eudora uses the “Disposition-Notification-To:” header in return receipt requests to request that you be sent a notification when your message is displayed by the recipient. If this is on, Eudora also sends the “Return-Receipt-To:” header in return receipt requests. This header is understood by some older mail delivery systems, and may return you a receipt when your message is delivered to your recipient’s mailbox. The “Return-Receipt-To:” header cannot give you any information about whether or not your recipient displayed your mail, and is not supported by many newer mail delivery systems.

Write to Internet Config [off]

If this is on, preferences are written to Internet Config. Internet Config is not supported, so this is not recommended.

Read from Internet Config (not recommended) [off]

If this is on, preferences are read from Internet Config. Internet Config is not supported, so this is not recommended.

Correct (but slow) international sorting [off]

If this is on, slower but internationally correct string comparisons are used.

Require control key for text/message dragging [off]

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

Generate filter reports [off]

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

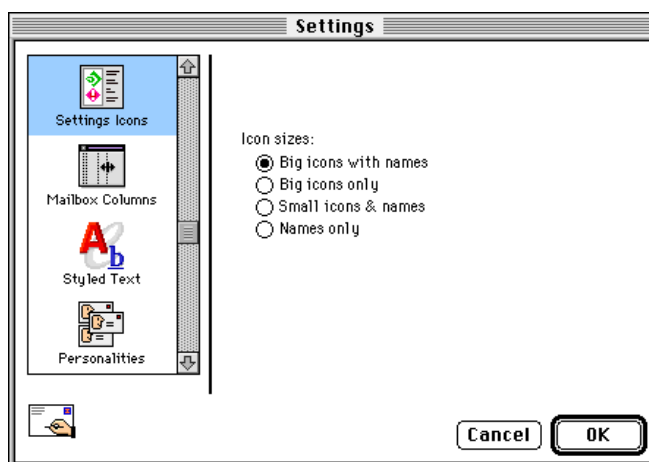
Prompt for receipts requested by self [on]

If this is on, if you request a return receipt in an outgoing message and you include yourself as a recipient, then when you receive the incoming message, you are asked to respond to the request. If this is off, you are not asked to respond to the request. This setting does not affect whether your *other* recipients get the request: they will *always* get the request in a return-receipt message provided they have a compatible mailer.

*Note: To determine who you are for the above option, Eudora uses the “me” nickname, if you create one for yourself. If you do not have a “me” nickname, Eudora uses the contents of the **POP account** and **Return address** fields from your Getting Started Settings.*

Settings Icons

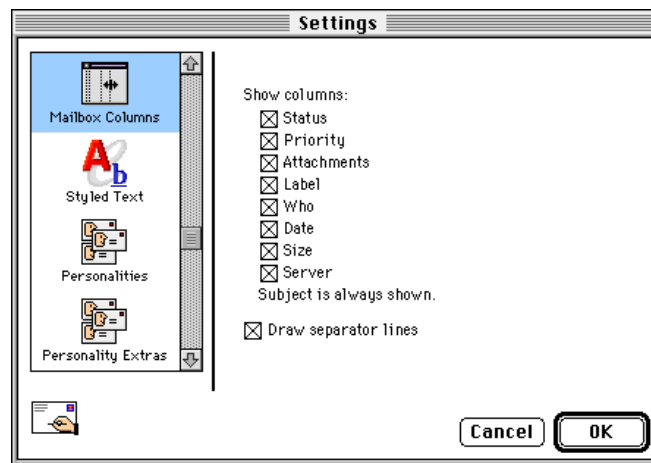
The Settings Icons Settings determine the display of category names and icons in the Settings dialog.



The Settings Icons Settings

Mailbox Columns

The Mailbox Columns Settings determine which columns are displayed in mailbox windows.



The Mailbox Columns Settings

Show columns [Status, Priority, Attachments, Label, Who, Date, Size, Server]

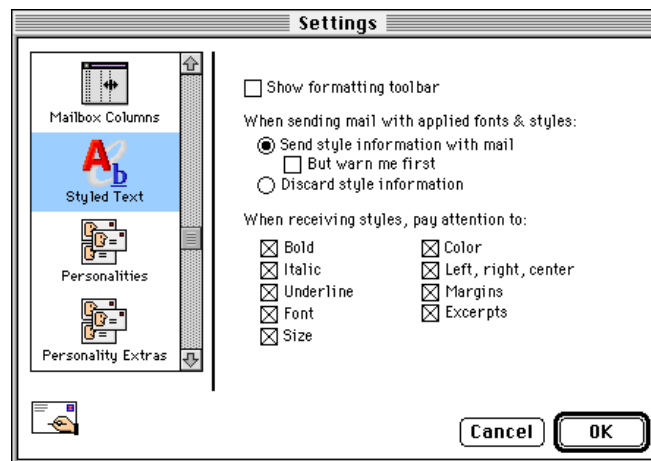
If any of these options are on (all are on by default), that column is displayed in mailbox windows. The Subject is always displayed.

Draw separator lines [on]

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

Styled Text

The Styled Text Settings determine when to use style information in outgoing and incoming messages.



The Styled Text Settings

Show formatting toolbar [off]

If this is on, the formatting toolbar displays by default in new message windows. If this is off, the formatting toolbar is hidden by default in new message windows. This toolbar lets you easily format text styles in new messages. You can turn the toolbar on and off in the current message using the **Formatting Toolbar** command from the **Text** submenu of the **Edit** menu. See the section “Formatting Toolbar.”

When sending mail with applied fonts & styles [Send style information with mail]

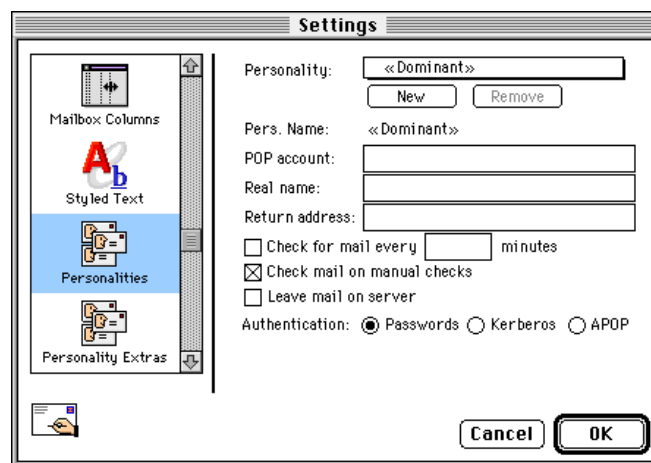
This specifies what to do with text styles when you are sending mail. If you select **Send style information with mail**, the text styles are sent with your messages. Check the **But warn me first** option if you want to be warned when you try to send or queue a message with styles. If you select **Discard style information**, style information is not sent with your messages.

When receiving styles, pay attention to [Bold, Italic, Underline, Font, Size, Color, Left/right/center, Margins, Excerpts]

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

Personalities

The Personalities Settings, along with the Personality Extras Settings, are used to define the necessary information for your alternate e-mail accounts.



The Personalities Settings

Personality [«Dominant»]

A popup menu of your alternate e-mail accounts, or “personalities.” Your **Dominant personality** is your primary e-mail account: the one Eudora uses when you don’t specify otherwise, and the one that’s associated with all mail stored before you began using alternate personalities.

The **New** and **Remove** buttons let you create a new personality or delete the selected personality. You cannot delete the Dominant personality.

To set the following options for a personality, just be sure that personality is selected in the popup. The settings for the Dominant personality are reflected in the other Settings categories—if you change them in the Personalities Settings they will change in all other categories in which they appear.

Pers. Name [«Dominant»]

Stands for Personality Name. For the Dominant personality, this field is display-only and cannot be changed. For an alternate personality, enter the name you wish to assign to the personality. This name appears on the Change Personality submenu under the Message menu, and on the Personality popup in the From field of new message windows.

Note: Eudora uses the personality name to mark your mail for that personality. If you change the name of the personality, you break the link between the mail and that personality. As a result, mail that had been associated with the old personality name is now assigned to the Dominant personality. Therefore, choose personality names wisely, and refrain from changing names unless absolutely necessary.

POP account [none]

The address for this personality's account on the POP server. For details about this option, see the Getting Started Settings.

Real name [none]

The real name assigned to this personality (generally a first and last name). This name is used in the From field of all outgoing mail for this personality.

Return address [none]

The return e-mail address used in outgoing messages and recipients' replies for this personality, if this address is different from the personality's POP account. For more details about this option, see the Getting Started Settings.

Check for mail every ? minutes [off, none]

If this is on and you enter a number, then mail is automatically checked for this personality at the specified interval. If this is off, no automatic mail checking takes place for this personality (even if a number is in the box). For more information, see the Checking Mail Settings. Note that you can have different mail-checking intervals for different personalities, but if automatic mail-checking is set for the Dominant personality, then the Check Mail command on the File menu reflects the time of the next check for the Dominant personality.

Check mail on manual checks [on]

If this is on, each time you do a manual check for mail, by selecting the Check Mail command from the File menu, then mail is checked for this personality. If this is off, manual mail-checks do not check mail for this personality.

*Note: To turn off all mail checking for the selected personality, turn off both the **Check for mail every ? minutes** option and the **Check mail on manual checks** option.*

Leave mail on server [off]

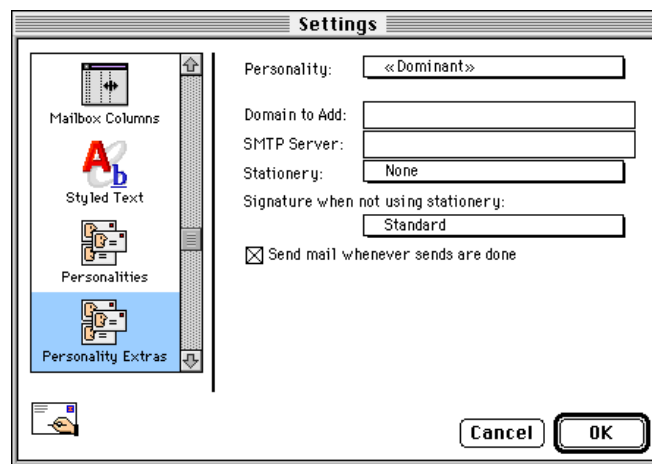
If this is on, mail for this personality is left on the POP server and a copy is transferred to your Macintosh. If this is off, mail for this personality is deleted from the POP server after it is transferred to your Macintosh. For more details, see the section "Managing Your Mail on the POP Server."

Authentication [Passwords]

This specifies which authentication technology to use for this personality: Passwords, Kerberos, or APOP. Ask your e-mail administrator which one to use for this personality.

Personality Extras

The Personality Extras Settings supplement the Personalities Settings in defining your alternate e-mail accounts.



The Personality Extras Settings

Personality [«Dominant»]

A popup menu of your alternate e-mail accounts, or “personalities.” Your **Dominant personality** is your primary e-mail account: the one Eudora uses when you don’t specify otherwise, and the one that’s associated with all mail stored before you began using alternate personalities.

To set the following options for a personality, just be sure that personality is selected in the popup. The settings for the Dominant personality are reflected in the other Settings categories—if you change them in the Personality Extras Settings they will change in all other categories in which they appear.

Domain to Add [none]

This is the domain name that Eudora automatically adds to an unqualified name addressed in messages sent from this personality. An unqualified name is a name that doesn’t have an “@” sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same

domain. Also, different personalities can be used to send messages to different domains. For example, you can use one personality to send work-related messages to the domain **qualcomm.com**, and another personality to send personal messages to the domain in your home e-mail address, or to your school account, e.g., **myschool.edu**.

SMTP Server [none]

This is the name of the SMTP server for this personality. If the computer that this personality's POP account is on also runs an SMTP server, you can leave this field blank.

Note: If you use UUCP as your mail transport, see Appendix C.

Stationery [None]

The default stationery for this personality: select a stationery file from the popup, or select **None** for no stationery. For more details about using stationery with alternate personalities, see the section "Using Stationery Files."

Signature when not using stationery [Standard]

This sets the default signature for this personality, when you are not using stationery: that is, when the Stationery popup (above) is set to **None**. If you have chosen a stationery file in the above popup, then the signature used when that stationery file was saved overrides your setting here.

Select a signature from this popup, or select **None** for no signature. If you select a signature, Eudora automatically attaches that signature to the end of outgoing messages for this personality. For more details about using signatures with alternate personalities, see the sections "Using Signatures" and "Using an Alternate E-mail Account."

Send mail whenever sends are done [on]

If this is on, queued mail for this personality is sent whenever Eudora sends queued mail. However, timed-queue messages, marked with a T in the Status column of the Out mailbox, are sent subject to their time specifications. See the section "Queueing a Message to Send at a Certain Time."

If this is off, queued mail for this personality is *not* sent when Eudora sends queued messages, and you must send such mail manually. See the section "Sending or Queueing a Message" for more information.

Menu Commands

File

This menu provides basic file and mail functions.

File	
New Text Document	
Open...	⌘O
Open Selection	
Open in Browser	
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘-
Check Mail (1:28 PM)	⌘M
Page Setup...	
Print...	⌘P
Print One Copy	
Quit	⌘Q

New Text Document

Create a new text file.

Open...

Open a selected (highlighted) message summary, a text file, or a Eudora Settings file.

Open Selection

Open a selected (highlighted) message summary, attachment, URL, or mailbox (from the Mailboxes window).

Open in Browser

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

Close

[option] Close All

Close the current window.

Close all windows.

Save

[option] Save All

Save the changes to the topmost window.

Save the changes to all open windows.

Save As...

Save the current message(s) to a plain text file or a Stationery file.

Send Queued Messages

[option] Send Messages Specially...

Send all messages that have been queued for delivery.

Display the Mail Transfer Options dialog.

Check Mail

[option] Check Mail Specially...

Pick up new mail from the POP server.

Display the Mail Transfer Options dialog.

Page Setup...

Set printing options.

Print...

[shift] Print Selection...

Print the current message(s), or window.

Print just the selected text.

Print One Copy

Print one copy of the selection (bypass the Print dialog).

Quit

Quit the Eudora application.

Edit

This menu provides text editing tools.

Edit	
Undo Typing	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Paste As Quotation	⌘'
Clear	
Text	▶
Select All	⌘A
Wrap Selection	
Finish Address Book Entry	⌘,
Insert Recipient	▶
Message Plug-ins	▶
Add Word Service...	
Check Spelling	⌘6

Undo

Reverse the last action taken.

Cut

Delete the selected text and place it on the clipboard.

Copy

[option] Copy & Unwrap

[shift] Copy Without Styles

[option]-[shift] Copy Without Styles & Unwrap

Copy the selected text and place it on the clipboard.

Copy it without carriage returns.

Copy it without the text styles.

Copy it without text styles or carriage returns.

Paste

[shift] Paste Without Styles

Paste the contents of the clipboard.

Paste it without text styles.

Paste As Quotation

Paste the contents of the clipboard as quoted text.

Clear

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

Text

[option] Text

Apply text styles to the selected text or paragraph.

Display the Completely Plain option.

Note: The **Formatting Toolbar** command under this submenu turns the formatting toolbar on or off in the current message.

Select All

Select the entire contents of a message or a mailbox.

Wrap Selection

[option] Unwrap Selection

Insert carriage returns into the selection, as appropriate.

Remove the carriage returns from the selection.

Finish Address Book Entry

[option] Finish & Expand Address Book Entry

Complete the partial text of a nickname.

Complete it and expand it to its real address.

Insert Recipient

[option] Insert & Expand Recipient

Insert the chosen nickname.

Insert the real address of the nickname.

Message Plug-ins

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

Add Word Service...

Add AppleEvent-aware word processing functions to the Edit menu.

Check Spelling

Display the Check Spelling dialog.

Mailbox

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



In

Open the mailbox where incoming messages are stored until deleted or transferred to another mailbox.

Out

Open the mailbox where messages you compose are stored, where queued messages are held until actually sent, and where copies of sent messages may be initially stored.

Trash

Open the mailbox where deleted messages are stored.

New...

Display the New Mailbox dialog to create a new mailbox.

Other...

Open a mailbox that is not located in the Eudora Folder (in your System Folder) and add it to the Mailbox and Transfer menus.

[Your Mailboxes]

Open the selected mailbox that you have created.

Message

This menu lets you create, send, and delete messages.

Message		
New Message		⌘N
Reply		⌘R
Forward		
Redirect		
Send Again		
New Message To	▶	
Forward To	▶	
Redirect To	▶	
New Message With	▶	
Reply With	▶	
Attach Document...		⌘H
Attach	▶	
Send Immediately		⌘E
Change	▶	
Delete		⌘D

New Message

Open a new message composition window.

Reply or Reply To All

[option] Reply To All or Reply

[shift] Reply Quoting Selection or Reply Quoting Selection To All

[option]-[shift] Reply Quoting Selection To All or Reply Quoting Selection

Reply to the sender of the current message.

Reply to the sender and all the original recipients.

Reply and quote only the selected text from the sender.

Reply to all and quote only the selected text from the sender. (Based on the **Reply to all** option in the Replying Settings.)

Forward

Forward the current message to someone else.

Redirect

Forward the current message to someone else, but make the return address be the person who originally sent the message.

Send Again

Resend a message rejected by the mail system. Be sure to fix whatever caused the problem before you queue the message.

New Message To

Send a message to someone on the Quick Recipient List.

Forward To

Forward a message to someone on the Quick Recipient List.

Redirect To or Turbo Redirect To

[option] Turbo Redirect To or Redirect To

[option]-[shift] Turbo Redirect Without Delete To or Redirect To

[shift] Redirect To or Turbo Redirect Without Delete To

Redirect the message to someone on the Quick Recipient List.

Redirect it, queue it, and delete the original message.

Redirect it, queue it, and keep the original message.

(Based on the **Turbo redirect by default** option in the Miscellaneous Settings.)

New Message With

Create a new message with the selected stationery file.

Reply With or Reply To All With

[option] Reply To All With or Reply With

[shift] Reply Quoting Selection With or Reply Quoting Selection To All With

[option]-[shift] Reply Quoting Selection To All With or Reply Quoting Selection With

Reply to the sender with the selected stationery file.

Reply to the sender and all of the original recipients with the stationery file.

Reply with the stationery file and quote the selected text.

Reply to all with the stationery file and quote the selected text.

(Based on the **Reply to all** option in the Replying Settings.)

Attach Document...

Attach a Macintosh file or application to the current message.

Attach

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

Send Immediately or Queue For Delivery

[option] Change Queueing...

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

Display the Change Queueing dialog.

Change

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

Delete

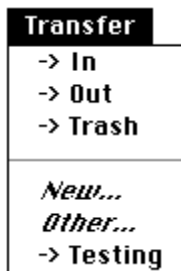
[option]-[shift] Nuke

Transfer the current message into the Trash mailbox.

Delete the current message permanently. The message is removed from your Macintosh, and any attachments are moved into the Trash on your desktop. **Warning:** There is no way to undo a **Nuke** operation.

Transfer

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



In

Transfer the current message(s) to the In mailbox.

Out

Transfer the current message(s) to the Out mailbox.

Trash

Transfer the current message(s) to the Trash mailbox.

New...

Display the New Mailbox dialog to create a new mailbox, then transfer the current message(s) into that mailbox.

Other...

Open a mailbox not located in the Eudora Folder (in your System Folder) and add it to the Transfer and Mailbox menus.

[Your Mailboxes]

Transfer the current message(s) to the selected mailbox that you have created.

Special

This menu lets you use additional Eudora functions.



Filter Messages

Run the manual filters for the current message(s).

Make Address Book Entry...

[shift] Make Address Book Entry From Selection...

Create an Address Book entry (nickname) from the current message.

Create an entry from the selected addresses.

Find

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

Sort

[option] Sort Descending

Sort the message summaries in a mailbox in ascending order. Sort them in descending order.

Filters

Display the Filters window.

Mailboxes

Display the Mailboxes window.

Address Book

Display the Address Book window.

Directory Services

Display the Directory Services window.

Settings...

Display the Settings dialog.

Plug-in Settings

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

Communications...

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

Signatures

Display the Standard, Alternate, or additional signature windows.

Change Password...

Change your password on the POP server.

Forget Password

Make Eudora forget your password so mail can't be checked.

Empty Trash

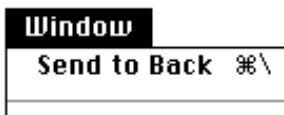
Delete all messages from the Trash mailbox.

[Plug-in Names]

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

Window

This menu lets you work with Eudora windows.

**Send to Back**

Send the topmost (current) window to the back of all displayed windows.

[Eudora Windows]

Bring the selected window to the front of all displayed windows.

The Eudora Folder

The first time you start Eudora, it creates a **Eudora Folder** within your System Folder. Even though you do not need to access the Eudora Folder during normal operation, this section is provided to show you where Eudora stores your mailboxes and messages.

Attachments Folder

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

Eudora Filters

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

Eudora Items

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

Eudora Log

Mail transfers and errors are logged in the **Eudora Log** file. When the file reaches 100k in size, it is saved as Old Log (replacing any existing Old Log file) and a new Eudora Log file is created.

Eudora Nicknames and Nicknames Folder

Address Book entries are saved in the default **Eudora Nicknames** file. If you have created additional files, those are kept in the **Nicknames Folder**. These files are in UNIX “.mailrc” format.

Eudora Settings

Settings information is saved in the **Eudora Settings** file.

Signature Folder

Signatures (Signature, Alternate, and others) are kept in the **Signature Folder**. “Signature” contains your Standard signature.

Spool Folder

Attachments that are being resent or forwarded are kept in the **Spool Folder** until the corresponding message is deleted.

Stationery Folder

Stationery message files are kept in the **Stationery Folder**.

In, Out, and Trash

Mail is saved in the **In**, **Out**, and **Trash** mailbox files. Mailboxes that you create are also saved in files like these. These files are in UNIX spool format.

Mailbox Aliases

Eudora supports the use of aliases for mailboxes that, for some reason, you have moved to a location outside the Eudora Folder. This allows you to use these mailboxes from within Eudora. Place the mailbox aliases in the Eudora Folder or a subfolder within the Eudora Folder.

Note: A mailbox alias is automatically created and placed in the Eudora Folder when the Mailbox menu Other... command is used to open the mailbox. It is then deleted when you quit Eudora. However, if the Other... command is used to open the mailbox from within a mail folder or subfolder, the alias remains in the Eudora Folder indefinitely.

The Eudora Pro Application Folder

During the installation, the Eudora Pro folder is installed on your hard drive in the location you specify. This folder contains the following:

- Eudora Pro, the Eudora Pro application.
- Eudora Stuff, the folder to use for installing message plug-ins and resource plug-ins that you want available in Eudora.
- Extras, the Extras folder.
- Documentation, the Documentation folder.
- ObjectSupportLib, a system library used by Eudora running on a Power Macintosh.
- README, the text file with important information and instructions that are not provided in this manual.
- Spellswell, the Spellswell folder.
- Filter Converter, a folder containing the FilterConverter utility and README, for use in converting filters created in this version of Eudora into a form suitable for use in pre-3.0 versions.

Extras

The Extras folder contains the following items:

- Dialup, the folder with files to be used for direct serial dialup.
- MacSLIP, the folder with MacSLIP applications and examples.
- Plugins, the folder with various Eudora resource plug-ins.

Dialup

The Dialup folder contains the following:

- Direct UNIX Navs, a plug-in file for direct UNIX dialups.
- README, the Dialup folder README text file.
- srialpop.shar, a program for use on UNIX systems to ensure that Eudora can transfer mail.
- GV Modem Definitions, Apple Modem Tool 1.5 settings for all current Global Village Modem products.
- Connection Tools, the Connection Tools folder containing the Apple Modem and Serial Tools for the Communications Toolbox (see the section “Installing Connection Tools”).
- Internet Service Providers, resource plug-in files for accessing service providers (see the README for more details). To use a Eudora resource plug-in file, first quit Eudora, then drag the plug-in file into your Eudora Stuff folder, or into your Preferences Folder or your Eudora Folder (both are located inside your System Folder), and then restart Eudora.

MacSLIP

The MacSLIP folder contains the following:

- MacSLIP Apple Events, an application that handles AppleEvents for MacSLIP.
- NetStat, an application that displays the current MacSLIP Script Status.
- AppleScript Examples, examples of using AppleScript with MacSLIP.
- Script Examples, examples of MacSLIP connection scripts.

Plugins

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

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

- README, the Plugins folder README text file.
- Esoteric Settings, a plug-in file that adds extra settings screens to the Eudora Settings dialog. Only recommended for use by the most advanced users.
- EudoraTables, a plug-in file for use with the Eudora transliteration function.
- Forward934, a plug-in file that makes Eudora do RFC 934-style forwarding.
- Kerberos Settings, a plug-in file that adds the settings necessary for using Kerberos with Eudora. Consult with your Kerberos administrator prior to using this file.
- Synch I/O, a plug-in file that turns on synchronous I/O, which can improve compatibility with problem extensions and disk drivers.
- Toshiba, a plug-in file for use with a certain model of Toshiba PowerBook hard drives, to prevent the drives from corrupting Eudora mailboxes.

Documentation

The Documentation folder contains the following:

- Release Notes, the release notes for this version of the Eudora software.
- MacTCP Admin Guide.sea, a self-extracting archive containing the Apple Computer instructions for installing and configuring MacTCP. This document is provided for system administrator reference.

Note: This file may not be included with some Eudora licenses.

- MacSLIP Manual.dp, the MacSLIP manual in Common Ground format.
- Resources, a list of Eudora resources that can be edited with ResEdit.

Spellswell

The Spellswell folder contains the following:

- Read Me First, the Spellswell README text file.
- Spellswell 7 2.0.1, the Spellswell 7 2.0.1 application.
- Dictionary-93000+, the Spellswell dictionary file.
- Check this document, supplementary Spellswell file.
- Spellswell™7 Manual.dp, the Spellswell manual in Common Ground format.
- Omnis Developers Read Me, supplementary Spellswell file.
- About Working Software, supplementary Spellswell file.
- Working Software's Products, supplementary Spellswell file.
- Dictionary Merge Utility, supplementary Spellswell folder.

Appendix A – Sources

Anonymous ftp ([ftp.eudora.com](ftp://ftp.eudora.com))

QUALCOMM's Eudora Division has an anonymous ftp server, [ftp.eudora.com](ftp://ftp.eudora.com), that has information and software related to Eudora. These are located within the **quest** directory. Included are POP3, Ph, and password changing servers, the **serialpop** program, current product information, dialup files, and more.

Eudora Information

The information in this manual was correct at the time of printing. However, things happen very quickly in the electronic world, meaning that some of this information may already be out of date. For the very latest information about Eudora, send e-mail to eudora-info@eudora.com.

Obtaining a POP Server

If you would like to run a POP server on your own UNIX system, we suggest you use **popper**. Popper is available via anonymous ftp from [ftp.eudora.com](ftp://ftp.eudora.com). Popper versions are available for a number of UNIX systems.

VAX/VMS systems may try the **Multinet** package from TGV, or **IUPOP3**, available via anonymous ftp from [ftp.indiana.edu](ftp://ftp.indiana.edu).

Ph Server Source Code

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

Password Change Server

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

Kerberos

To learn more about the Kerberos authentication system that is supported in this version of Eudora, anonymous ftp to [athena-dist.mit.edu](ftp://athena-dist.mit.edu) and begin in the **pub/kerberos** subdirectory.

Appendix B – Dialup Eudora

Introduction

Eudora is designed for use with MacTCP or for dialup to Cisco terminal servers. It can be used with other dialup connections as well. Complicated setups are likely to be unreliable, but if the setup commands to connect are simple, Eudora works well.

These instructions assume you are familiar with ResEdit, your communications equipment, and your hosts. It is suggested that one person make these changes to Eudora and then redistribute the customized version to other users at your site.

Macintosh Requirements

To use Eudora over a dialup connection, you must have the Communications Toolbox installed. System 7 has it built in.

Dialup Requirements

Eudora needs a “transparent” connection to your POP, SMTP, and (optionally) Ph servers. Transparent means primarily two things:

1. Characters Eudora sends should *not* be echoed back to Eudora. Most systems do echo characters, so something special may need to be done to achieve this.
2. You must pay close attention to how carriage returns are treated. UNIX systems routinely translate carriage returns into linefeeds; you must either disable this on your system or teach Eudora how to deal with it.

Navigation

Eudora has a very rudimentary scripting system built in. This capability is called “navigation” to separate it from the rather sophisticated connotations of “scripting.”

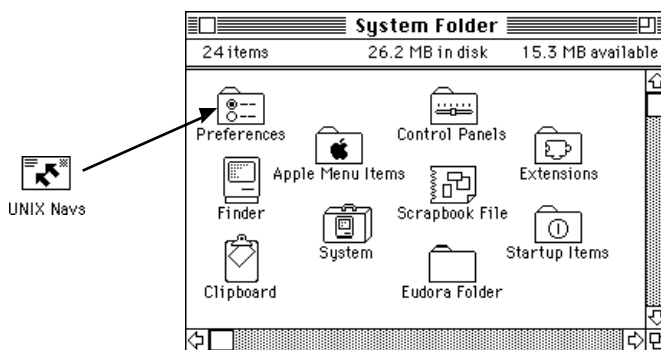
Eudora uses a list of strings that it sends out the serial port one at a time. After each string, it waits until there is no output from the remote system for 2 seconds

or until a given string is matched, after which Eudora continues with the next string.

There can be three sets of navigation strings contained in STR# resources: one is used when connecting (*Navigate In*), one is used when disconnecting (*Navigate Out*), and one is used when switching from SMTP to POP (*Navigate Mid*). You can use ResEdit to manipulate these resources. Any of the resources can be absent, in which case Eudora skips the navigation it would otherwise have done with that resource.

For each function, Eudora selects an appropriate resource in the following manner. First, it takes the name of the connection tool currently in use (e.g., “Apple Modem Tool”); then, it appends a space and the current type of navigation (e.g., “Navigate In”). Eudora looks for an STR# resource with that name (e.g., “Apple Modem Tool Navigate In”). If that is not found, Eudora looks for an STR# resource named after the navigation type (e.g., “Navigate In”). Finally, it looks for specific resource ids (2400 for Navigate In, 2600 for Navigate Out, and 4200 for Navigate Mid). The first STR# resource found is the only one used.

Navigation resources can be in the Eudora application itself, in your Eudora Settings file, or in a resource *plug-in* file. The latter is a file with type “rsrc” and creator “CSOm” placed in your Preferences folder; use of a plug-in file is highly recommended.



Plug-in files go in the Preferences folder

Special Sequences in Navigation Resources

Eudora provides a set of special character sequences for use in Navigation resources. These sequences are all two characters long, the first character being a backslash. Either they are replaced with items from your Eudora Settings, or they modify the Navigation process.

Replacements

These special characters are replaced with strings. They can appear at any place in a navigation string.

- \u POP account user name.
- \h POP account host name.
- \p POP account password.
- \s SMTP server host name.
- \U Dial-in user name.
- \P Dial-in password.
- \n A linefeed (ASCII 10).
- \r A carriage return (ASCII 13).
- \\ A single backslash character.
- \^ Enter a prompt for the \a modifier.
- \a Ask the user for something.
- \c Cancel if a string appears.

When \^ appears, all the text after it (up until the end of the string or the next '\') goes into a prompt string that will be used with the \a modifier.

When \a appears, a dialog will be used to ask the user to type something. What the user types will be used where the '\a' appears.

Example: \^Enter the SecureId code below:\a\r

This will put up a dialog with the prompt “Enter the SecureId code below:”, and then wait for the user to type in the code. The code will then be sent, along with a carriage return.

\c is used to enter text that will abort the navigation process. The text is valid *only* for the duration of the particular string it appears in. If you wish to look for it in another string, you must specify it again.

Example: \P\r\eaaccepted\cdenied

Eudora will send the dial-in password and a return, then wait until it sees either “accepted” (in which case the navigation process will continue) or “denied” (which will abort the navigation process and the mail transfer).

Modifiers

\b Hide from Progress window.

\D Delay.

\B Break.

\e Expect something.

\b – When this appears as the first character in a given string, Eudora won’t print the string in the Progress window when it is sent. This is useful for passwords or other state secrets.

\D – Should be the first character in the string and followed only by digits or an expect string. The digits are taken as a number of seconds to delay (e.g., “\D2” is a two-second delay). As with other strings, Eudora will wait for output to stop for two seconds, or for an expect string, before proceeding.

\B – Should be the first character in the string and followed only by digits or an expect string. The digits are taken as the number of ticks (60ths of a second) to send a break signal (e.g., “\B30” is a half-second break). As with other strings, Eudora waits for output to stop for two seconds, or for an expect string, before proceeding.

\e – Makes Eudora expect to see a specific string in the output from the dialup server. Eudora sends whatever comes before the \e, and then waits for whatever comes after it to occur in the data sent from the host. There are two caveats to this. First, Eudora only matches on the first 7 bits; the high bit of each character is ignored for matching. This is needed for systems that use parity. Second, Eudora’s matching is fast and sloppy; highly repetitive data streams and long expect strings might fool it (for example, Eudora wouldn’t see “Login:” if your server said: “LogLogin:”).

Eudora follows its normal time-out process when looking for an expect string. That is, after 45 seconds Eudora asks you if you want to keep waiting or cancel the process. If you cancel, the connection process is stopped.

If you use either of the password replacement sequences (“\p” for your POP account password or “\P” for your dialup password) in the same string as an expect, Eudora assumes the password is wrong if the expect string isn’t found. This causes Eudora to ask for your password the next time it tries to connect.

Connecting to Servers

Once the navigation is done, Eudora issues a command to connect to the proper port of the server you are using. Once this command is sent, the connection *must* be transparent, as discussed above; no echoes and no carriage return translation. Eudora comes configured to send the command

```
telnet hostname portnumber /stream<return>
```

The “<return>” means a carriage return in this document only; you must type actual carriage returns in ResEdit. A template for the command is kept in 7400.13 (“7400.13” is shorthand for STR# resource id 7400, string 13). The template begins life as “telnet %p %d /stream\n”. The %p is replaced with the hostname and the %d with the port number. It is acceptable to change this string however you please, except that %d, if it is used, must come after %p. The best way to change this string is not to modify it, but to override it. You can do this by creating an “STR” resource of id 7413 and putting the string you want Eudora to use in that.

A Return By Any Other Name

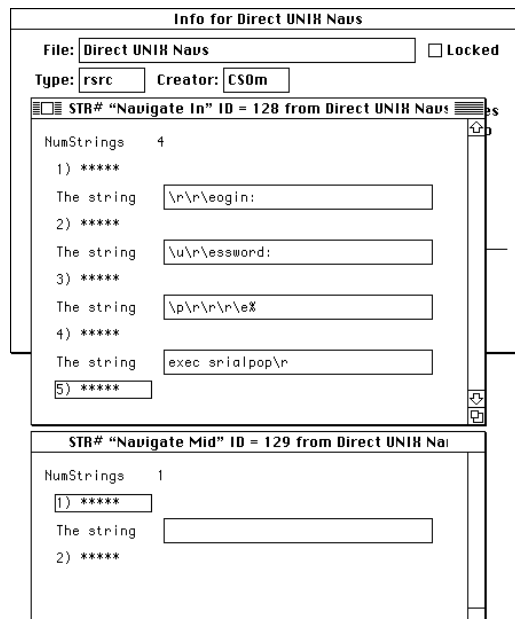
When Eudora is communicating with your POP or SMTP server, it’s important that they agree on what constitutes a line. The Internet specification stipulates that a line ends with a carriage return followed by a linefeed. Most UNIX systems will “helpfully” translate carriage returns into linefeeds. If you can’t get that feature turned off, it may help to make Eudora send only a carriage return, and not the carriage return/linefeed pair. You can edit 6000.17 to be what you want Eudora to send at the end of a line. The best way to change this string is not to modify it, but to override it. You can do this by creating an “STR” resource of id 6017 and putting the string you want Eudora to use in that.

An Example: Direct Connection To A UNIX Machine

Here’s a suggested connection method if your Macintosh has a serial line to a UNIX machine, or if there are modems on your Macintosh and UNIX machine.

1. Install the srialpop program on your UNIX system. Source to this is part of the Eudora distribution.
2. Put the following strings in the “Navigate In” resource.
 - 1: \r\r\eogin:
 - 2: \u\r\essword:

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



Resources for dialing directly in to a UNIX machine

Srialpop takes care of the terminal settings for you.

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

Need More Options?

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

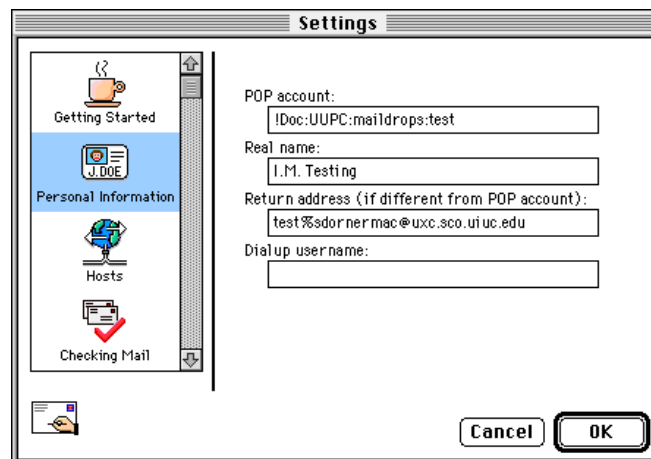
Appendix C – Using UUCP

Introduction

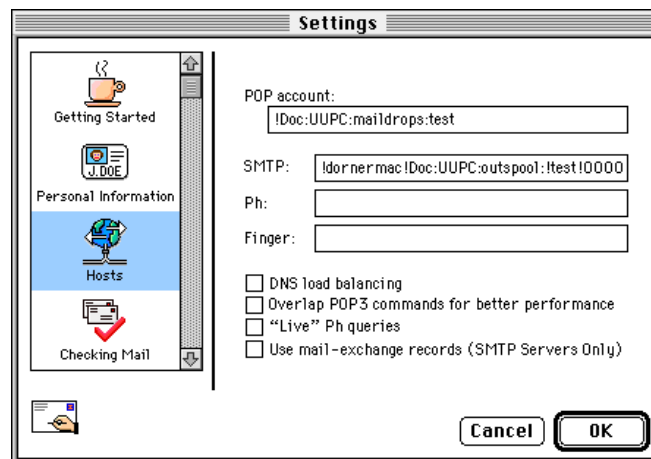
Eudora works with UUCP in almost exactly the same way as it works with the POP and SMTP servers. Attachments are supported, as is regular mail checking and the other features. It is possible to mix methods; for example, you can use UUCP for reading mail but SMTP for sending it.

Eudora does not come with UUCP. Three available Macintosh UUCP systems are “uupc 3.0” (dplatt@snulbug.mtview.ca.us), “gnuucp” (jim@fpr.com), and “UUCP/Connect” (formerly “μAccess,” sales@intercon.com). “UUCP/Connect” is commercial; the other two are freeware. Eudora has been tested with all three packages; it works well with uupc 3.0 and UUCP/Connect, but it does not work very smoothly with gnuucp.

Settings Dialog for UUCP



Personal Information Settings for UUCP

*Hosts Settings for UUCP*

POP Account

If you are going to receive mail via UUCP, you should put the full path name of your “mail drop” (the file where UUCP leaves mail for you) in the **POP account** field. Precede the name with an exclamation point.

TCP/IP or Communications Toolbox

This setting (**Connection method** in the Getting Started Settings) doesn't matter if you're doing pure UUCP mail. If you're trying to mix UUCP with SMTP or POP, set this to whatever is appropriate for your SMTP or POP connection.

SMTP Server

If you want to send mail via UUCP, several items have to go in the **SMTP** field. Each one should be preceded by an exclamation point. The items are, in order:

mac - the UUCP name of your Macintosh.

spoolpath - the full path name of the UUCP working directory.

user - your user name on your Macintosh.

0000 - a four-digit sequence number; will be incremented by Eudora.

Return Address

If you use UUCP for reading your mail, you *must* put your correct return address in the **Return address (if different from POP account)** field. It is absolutely vital that this address be correct. If it's wrong, no one is able to reply to your mail and the mail transport system is unable to tell you your mail can't be delivered.

Operation

Almost all Eudora features work normally with UUCP. The one exception is the **Leave on server for ? days** option in the Checking Mail Settings. When Eudora is used with POP and this option is on, only unread mail is downloaded. With UUCP, however, Eudora does not distinguish between read and unread mail; it downloads all the mail at each check. This results in duplicate messages, unless you use some other means to clean out your mail drop between Eudora checks. It is suggested that this option remain off when using UUCP.

Internals

Mail Drop Format

Eudora expects the mail drop to be in standard UNIX mailbox format, with UUCP envelopes ("From" lines) at the beginning of each message. The mail drop should use carriage returns (not line feeds) for new lines.

Working Files

When sending mail, Eudora creates two files in the UUCP work directory. These files are as follows:

D.mac0####

The message itself is put in this file. As distributed, Eudora uses returns for new lines in this file. That can be changed by editing the last characters of STR# resource id 8000, string 5; Eudora will use whatever nonprintable characters are at the end of the string. The mail begins with a UUCP envelope. The "####" stands for the four-digit sequence number mentioned above in the section "SMTP Server." It increments as each message is sent.

X.mac0####

Commands for the UUCP system are put in this file. These commands are all editable via ResEdit; they are distributed with returns at the ends.

U user mac

; identifies you (STR# id 8000, string 1)

F D.mac0####

; this file contains your message (8000,2)

I D.mac0####

; use your mail for input (8000,3)

C rmail recipient...

; all recipients of the mail are listed here (8000,4)

Appendix D – MIME and Mapping

What is MIME?

“MIME” stands for Multipurpose Internet Mail Extensions. MIME serves two major purposes: it allows mail applications to tell one another what sort of data is in mail, and it also provides standard ways for mail applications to encode data so that it can be sent through the Internet mail system.

MIME Encodings

The Internet uses SMTP (Simple Mail Transfer Protocol) to move mail around. SMTP is limited to the US-ASCII character set. This is a problem for people who speak languages other than American English and so need accented characters or non-American letters, or for people who want to use special symbols like the section mark (§).

MIME provides a way around this restriction. It offers two encodings, “quoted-printable” and “base64.” These encodings use US-ASCII character codes to represent any sort of data you like, including special characters or even non-text data.

“Quoted-printable” is used for data that is mostly text but has special characters or very long lines. It’s very simple. Quoted-printable looks just like regular text, except when a special character is used. The special character is replaced with an “=” and two more characters that represent the character code of the special character. So, a section mark (§) in quoted-printable looks like this: “=A8”.

However, there are some other things that quoted-printable does. For one, since it uses an “=” to mean something special, equals signs must themselves be encoded (as “=3D”). Second, no line in quoted-printable is allowed to be more than 76 characters long. If your mail has a line longer than 76 characters, the quoted-printable encoding will break your line in two and put an “=” at the end of the first line, to signal to the mail reader at the other end that the two lines are really supposed to be all one line. Finally, a few mail systems either add spaces to or remove them from the ends of lines. So, in quoted-printable, any space at the end of a line gets encoded (as “=20”), to protect it from such mail systems.

Let's try an example. Here's a passage of text that you might type on your Macintosh:

```
«Il est démontré, disait-il, que les choses ne peuvent être  
autrement; car tout étant fait pour une fin, tout est nécessairement  
pour la meilleure fin.»
```

Without any encoding, this might show up on your recipient's screen as:

```
+Il est dimontri, disait-il, que les choses ne peuvent btre  
autrement; car tout itant fait pour une fin, tout est nicessairement  
pour la meilleure fin.;
```

This corruption happens because SMTP cannot handle the special characters. However, if you and your recipient both have MIME, quoted-printable encoding would be used, and your text would show up properly:

```
«Il est démontré, disait-il, que les choses ne peuvent être  
autrement; car tout étant fait pour une fin, tout est nécessairement  
pour la meilleure fin.»
```

While your mail was actually in transit, however, it would have looked like this:

```
=BIl est d=E9montr=E9, disait-il, que les choses ne peuvent =EAtre  
=  
autrement; car tout =E9tant fait pour une fin, tout est n=E9cessairement =  
pour la meilleure fin.=BB
```

Base64 encoding is another way to protect binary data from the SMTP mail system. However, Base64 makes no attempt to be legible, and is most appropriate for non-text data.

MIME Labeling

The other important part of MIME is that it lets mailers communicate what kind of data is in a message (or part of a message). The primary mechanism used for this is the Content-Type header:

Content-Type: text/plain; charset=iso-8859-1

A content-type header is divided into three parts: the content type, the content subtype, and the parameters. In this case, the content type is “text,” meaning the message contains mostly legible text. The content subtype is “plain,” which means there aren’t any formatting commands or anything like that embedded in the text. Finally, “charset=iso-8859-1” is a parameter; in this case it identifies the character set the message uses.

The major content types are as follows:

text	legible text
image	pictures and graphics
audio	sound
video	moving pictures
message	messages or pieces of messages
multipart	several different kinds of data in a single message
application	everything else

Practical Issues

There are really only two things you sometimes need to do with Eudora and MIME. One is that it may occasionally be necessary to turn off quoted-printable encoding. Another is that you may want to know how to define mappings between MIME types and Macintosh types.

Turning Off Quoted-Printable

Eudora automatically uses quoted-printable encoding if your mail or your plain text attachments contain special characters. If your recipients don’t have MIME, quoted-printable can hurt more than it helps. If that’s the case, just turn off the QP icon in the outgoing message icon bar when you are sending text files to those recipients.

Mapping Between MIME Types and Macintosh Types

When you send attached files to other Eudora users, Eudora automatically knows what kind of data is in the files, because Eudora sends along special information with the file. However, if you're sending the file to a non-Macintosh user, or receiving files from a non-Macintosh user, it's important to get the right MIME type information on the file, or for Eudora to understand what the MIME type information means.

Eudora knows about some MIME types. However, since new MIME types are being defined all the time, it may be necessary to add to Eudora's knowledge from time to time. If you're familiar with ResEdit, this isn't too hard to do.

The way Eudora maps between MIME and Macintosh types is with EuIM and EuOM resources. EuOM resources are used for sending attachments, EuIM for receiving. They have the same basic structure.

EuOM and EuIM resources are lists of individual elements called "maps." Each map describes a Macintosh document type (or MIME data type) and then lists what MIME data type (or Macintosh document type) it corresponds to. For any given type, Eudora looks through all the maps in all the EuOM or EuIM resources, and uses the best match.

Note: EuOM and EuIM resources are also used when uuencoding and uudecoding files, so that filename suffixes can be mapped to and from Macintosh types. A good set of EuIM and EuOM resources can substantially improve document exchange with systems that use uuencode.

Sending

When you create a map in an EuOM resource, you use the "Creator Code" and "Type" fields to specify what documents the map applies to. These fields should be filled with the four-byte creator code or Macintosh type of the documents you want to send. If you leave the Creator Code blank, but fill in the type, the map is used for any document of that type, regardless of creator. If you fill in both Creator Code and Type, a document has to match both for the map to be used. Given the choice, Eudora uses the map that matches both creator and type.

The other parts of the map are used to construct the MIME information. Content Type and Content SubType are the MIME type and subtype to use for the document. Filename suffix allows you to tell Eudora to add a suffix to the filename, as an extra hint to the receiving system (for example, you might have Eudora add ".xls" to Excel files).

“Newline conversion?” tells Eudora whether or not to convert carriage returns in the file to carriage return, linefeed. Usually, you should set this to 1 for text data, but to 0 for binary files.

Finally, “May suppress resource fork?” is used in conjunction with Eudora’s **Always include Macintosh information** option (in the Attachments Settings). If you set this to 1, and **Always include Macintosh information** is off, Eudora won’t send Macintosh type and creator information with the file, and won’t send the resource fork. Instead, it will just send the data fork with the MIME information attached to it.

The screenshot shows a window titled "EuOM ID = 128 from Eudora 2.0". Inside the window, there are several labeled fields and controls:

- Content Type:** A text box containing "application".
- Content SubType:** A text box containing "postscript".
- Filename suffix:** A text box containing ".eps".
- Creator Code:** An empty text box.
- Type:** A text box containing "EPSF".
- Newline conversion?:** Two radio buttons, "0" (which is selected) and "1".
- May suppress resource:** Two radio buttons, "0" and "1" (which is selected).

An Example Map in an EuOM Resource

The map above says that all files of type “EPSF,” no matter what the creator, should be sent as “application/postscript,” that “.eps” should be added to the filename, that carriage returns should not be turned into carriage return/linefeed pairs, and that when the **Always include Macintosh information** switch is off, the resource fork won’t be sent.

Receiving

EuIM resources are used for receiving files. They’re pretty much the same as EuOM resources, except that the MIME type and subtype are used for matching, and the Macintosh creator code and type are applied to the file received.

As with EuOM resources, you can leave parts blank. If you want to match all files with an “.eps” suffix, regardless of the MIME type or subtype, leave the type and subtype blank. If you don’t care what the filename suffix is, leave that blank and

match with the MIME type and/or subtype only. Again, as with EuOM resources, Eudora will choose the map that matches best.

With EuIM resources, it's sometimes a good idea to use several maps to catch all important cases. For example, it might be a good idea to have three maps for dealing with PostScript files, as follows:

Content Type: application
Content SubType: postscript
Filename suffix:
Creator Code: mlpr
Type: TEXT

This map will catch most MIME PostScript files, and set their creator to MacLPR.

Content Type:
Content SubType:
Filename suffix: .eps
Creator Code: dPro
Type: EPSF

This map will match any incoming file with a suffix of “.eps,” regardless of the MIME type info, and set its type to “EPSF” and creator to “dPro” (MacDraw Pro). But what if a file comes in with a suffix of “.eps” and a MIME type/subtype of “application/postscript”? Which map gets used? The first one gets used; when Eudora has a choice between matching a suffix and matching MIME type information, MIME wins. A third map may be in order:

Content Type: application
Content SubType: postscript
Filename suffix: .eps
Creator Code: dPro
Type: EPSF

This makes application/postscript files with suffixes of “.eps” get type EPSF and creator dPro.

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