



Eudora Pro: File Attachments, Nicknames, Filters, & Stationery

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Direct any questions or requests to:

Multimedia & Computer Support Specialist

Penn State Behrend

Computer Center

Station Road

Erie, PA 16563-1201

814-898-6250

ddz@psu.edu

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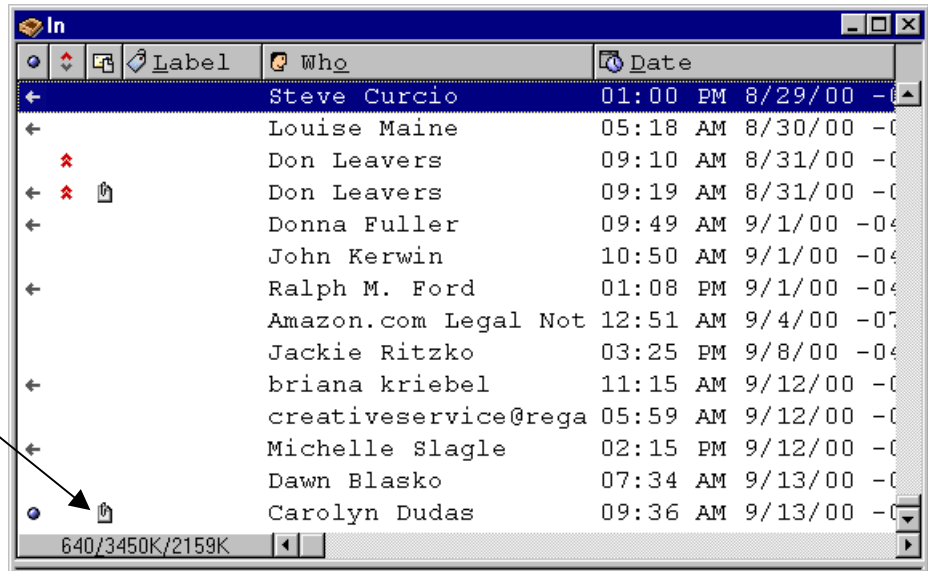
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Eudora Pro: File Attachments

Receive an Attached File

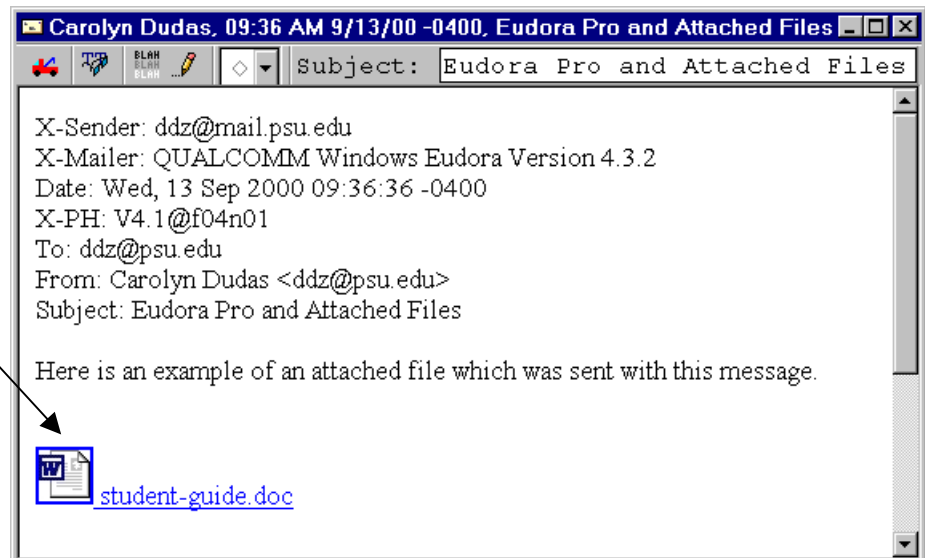
- People may send you an attached file that has been created in an application like Word, WordPerfect, Excel, etc.
- You can open the attached file from within the email message (using the appropriate application).
- Incoming file attachments are saved in a directory that you specify.
Directory Examples: My Documents/Mail Attachments or Eudora/Attachments
- Method:
 1. Retrieve your incoming email.
 2. Open a mailbox that contains a message which has an attached file.
 - ✎ An attachment icon (i.e. a piece of paper with a paperclip) is displayed next to a message that has an attached file. See the example below.

Attachment Icon



3. Open the message that has the attachment icon next to it.
4. Scroll to the bottom of the message to see the link to the attached file.

Link to the File Attachment



Eudora Pro: File Attachments

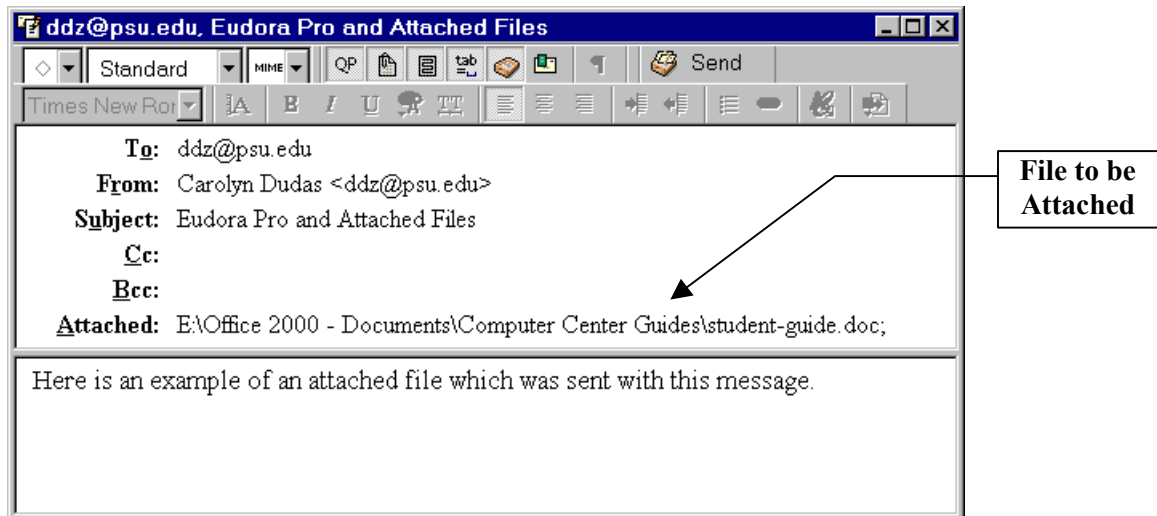
5. To view the attached file (assuming you have the appropriate application to do so), click on the link to the file attachment.

Helpful Hint

You can use Windows Explorer to move the attached file to another location on your hard drive.

Send an Attached File

- Files may be attached to an email message. This is useful for sending formatted files that are created in an application such as Word, WordPerfect, Excel, etc.
- Method:
 1. Create a new message or reply to a message. (Type the necessary information for the message headings and for the body of the message.)
 2. Select **Message/Attach File** from the menu or click the **Attach File** button.
 3. At the Attach File dialog box, click the drop-down arrow next to the Look In box. Navigate to the drive and directory that contains the file you wish to attach.
 4. Click on the file name you wish to attach. Click the **Open** button or double-click on the file name.
 - ☞ More than one file may be attached. To select non-consecutive files... Hold down the **Ctrl** key and select the desired files. To select a group of consecutive files... Hold down the **Shift** key, click on the first file in the group, and then click on the last file in the group.
 - ☞ Eudora will automatically insert the complete path and file name in the Attached: field.

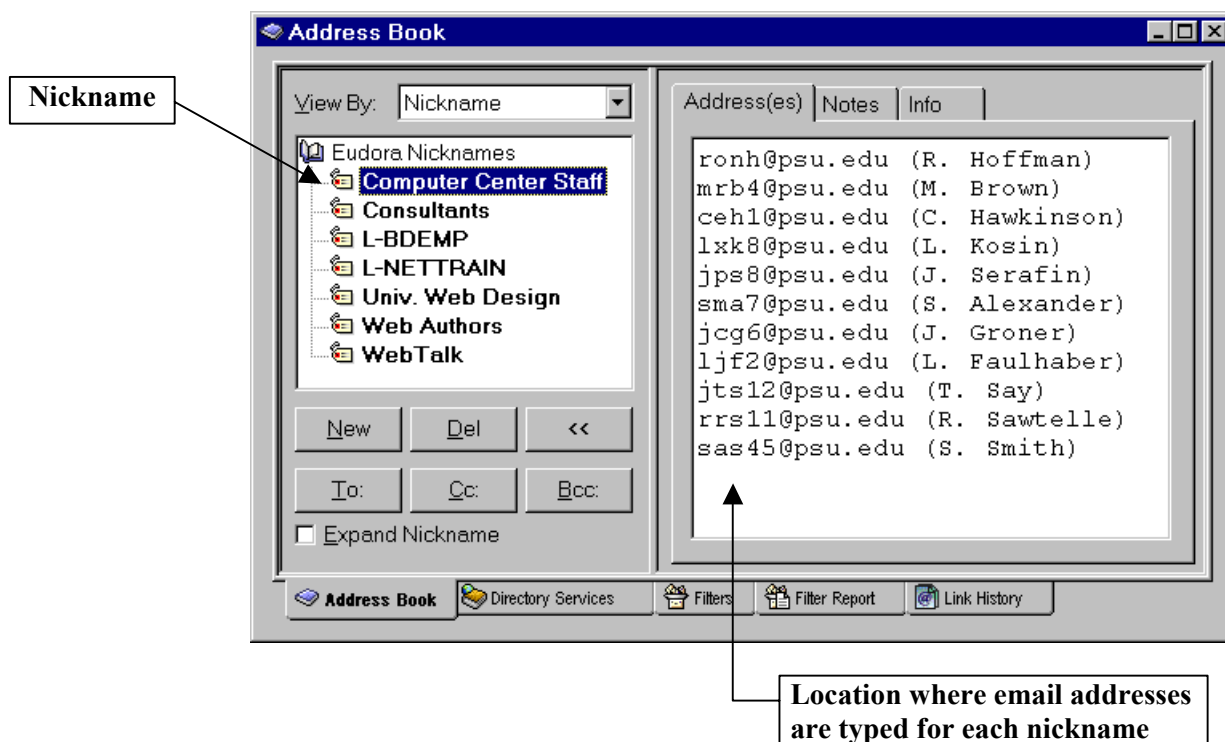


5. Send the message.

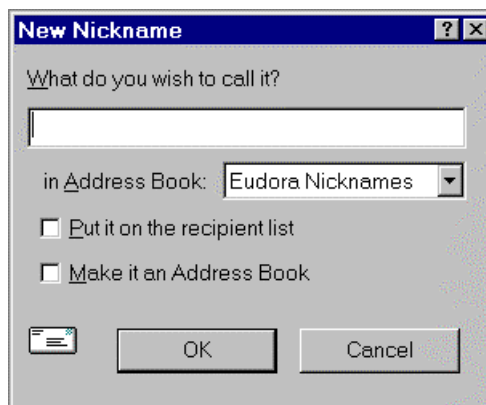
Eudora Pro: Nicknames

Create a Nickname


- A nickname is a convenient method for assigning a name to a group of email addresses. Once established, a nickname allows you to send a message to the group of individuals without having to type each person's email address in the **To:** field of the message.
- Example of the dialog box which is used for viewing and creating nicknames:




- Method:
 1. Select **Tools/Address Book** from the menu or click the **Address Book** button.
 2. At the Address Book dialog box, click the drop-down arrow next to the View By box and click on Nickname.
 3. Click the **New** button.
 4. At the New Nickname dialog box, type a nickname that will be used to refer to a specific group of people. (Don't press the OK button yet.)



Eudora Pro: Nicknames

5. If desired... At the New Nickname dialog box, click the box for "Put it on the recipient list".
 -  Adding a nickname to the recipient list makes it more convenient to send email if you frequently send messages to certain group(s). The recipient list is accessed via the menus: *Message/New Message To*.
6. Click **OK**.
7. Click on the tab for Address(es). Click in the Address(es) box.
8. Type a person's complete email address and press the Enter key. Repeat this step for each person.
9. Click the **Close** button and save the changes to the nicknames.

Edit a Nickname

- You can delete or add additional people to a nickname.
- Method:
 1. Select *Tools/Address Book* from the menu or click the **Address Book** button.
 2. At the Address Book dialog box, click the drop-down arrow next to the View By box and click on Nickname.
 3. Click on the nickname you wish to edit.
 4. If you wish to delete a person from a nickname... Click on the tab for Address(es). Select the email address entry in the Address(es) box and press the **Delete** key.
 -  If you need to remove a blank line in the Address(es) box, move your cursor to that line and press the **Delete** key.
 5. If you wish to add a person to a nickname... Click on the tab for Address(es). Click after the last entry in the Address(es) box (so that you are on a blank line) and type the person's complete email address. Press the **Enter** key.
 6. Click the **Close** button and save the changes to the nicknames.

Delete a Nickname

- Method:
 1. Select *Tools/Address Book* from the menu or click the **Address Book** button.
 2. At the Address Book dialog box, click the drop-down arrow next to the View By box and click on Nickname.
 3. Click on the nickname you wish to delete.
 4. Click the **Del** button.
 5. Click the **Close** button and save the changes to the nicknames.

Eudora Pro: Nicknames

Use a Nickname

- A nickname is used to send a message to a group of people.
- Method 1 (using the Address Book):
 1. Select **Tools/Address Book** from the menu or click the **Address Book** button.
 2. Click on the nickname that you wish to send a message to.
 3. Click the **To:** button.
 4. Complete the message headings, type the body of the message, and then send the message.
- Method 2 (using the Recipient List)
 - 👉 Note: This method can only be used if you added the nickname to the Recipient List.
 1. Select **Message/New Message To** from the menu.
 2. Click on the nickname that you wish to send a message to.
 3. Complete the message headings, type the body of the message, and then send the message.

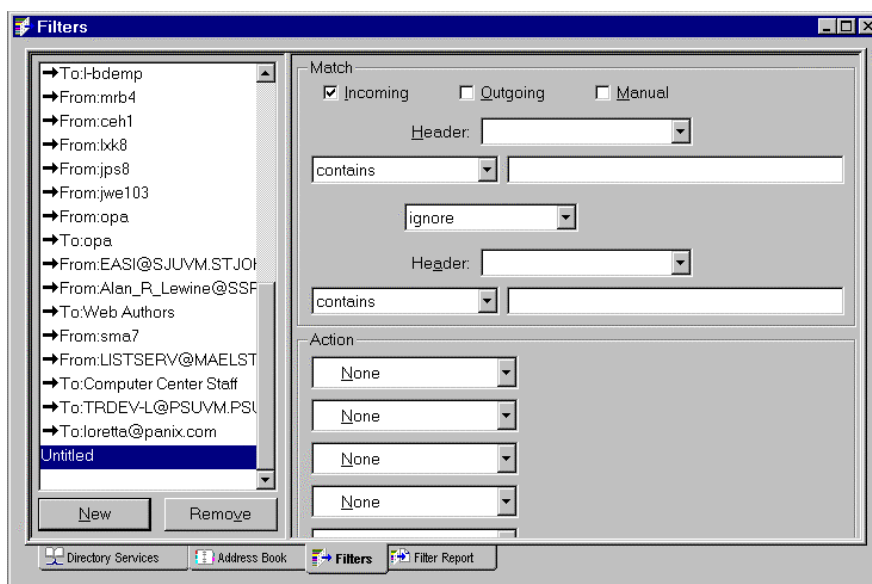
Expand a Nickname

- By default, when you use a nickname to send a message to a group of people, the nickname is inserted in the **To:** field. However, you can configure Eudora so that when you use a nickname in the To: field, it will automatically list each person's email address instead of the nickname.
- Method 1 (to expand all nicknames):
 1. Select **Tools/Options** from the menu.
 2. At the Options dialog box, click on the category for Miscellaneous.
 3. Click on the box next to the option, Automatically Expand Nicknames, so that there is a checkmark in this box.
 4. Click **OK**.
- Method 2 (to expand all nicknames when using the To: button in the Address Book):
 1. Select **Tools/Address Book** from the menu or click the **Address Book** button.
 2. At the Address Book dialog box, click on the nickname you wish to expand.
 3. Click on the box next to the option, Expand Nickname (near the bottom of the dialog box), so that there is a checkmark in this box.
 4. Click the **To:** button.
 5. Complete the message headings, type the body of the message, and then send the message.
- Method 3 (to expand the nickname when it appears in the To: field of a new message):
 1. Select the nickname in the To: field of the message. While holding down the **Shift** key, select **Edit/Finish Address Book Entry** from the menu.

Eudora Pro: Filters

Create a Filter

- Filters are used to help automate the process of managing email messages. Filters are used to place incoming and outgoing messages into specific mailboxes (rather than placing all of your mail in either the In or Out mailboxes). The process of filtering takes place when you send or check mail.
- Here is an example of how you might use a filter... Let's say you have a friend, Chris, whose email address is xyz@univ.edu. You can create a filter so that every time you send or receive a message from xyz@univ.edu, it will be placed in a specific mailbox called *Mail from Chris* (or whatever you decide to name the mailbox).
- Method:
 1. Select **Tools/Filters** from the menu.
 2. Click the **New** button.

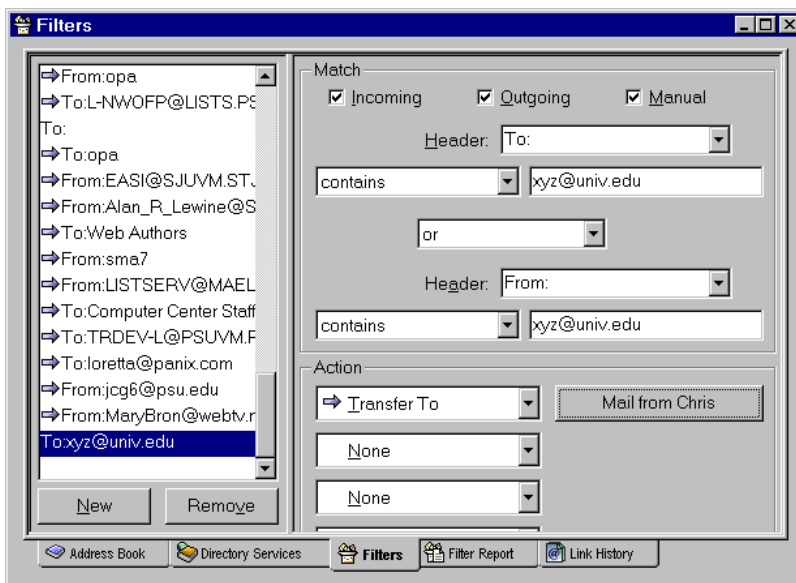


3. In the Match section of the dialog box, select one or more of the match conditions listed below.
 - a) Incoming (automatically filters incoming mail messages)
 - b) Outgoing (automatically filters outgoing mail messages)
 - c) Manual (manually filters mail messages by using the menu: **Special/Filter Messages**. This option is helpful if you want to filter messages that you received prior to setting up the filters.)
 - ☞ Generally, it's a good idea to select all of the match conditions.
4. In the Match section of the dialog box, select the criteria for filtering messages.
 - a) Click the drop-down arrow next to the first Header box and select the field that you want to filter. (As an example, click on the To: field heading)
 - b) Click the drop-down arrow next to the first box that has the word **contains** and select the desired filtering condition. (In this example, let's leave it set to the **contains** condition.)
 - ☞ The default filtering condition is **contains** (which is the one that most people use).
 - c) Click in the text box immediately to the right of the box that has the word **contains** and type the text that you want to filter. (For example, type in a person's complete email address.)
 - d) Click on the drop-down arrow next to the first box that contains the word **ignore** and select one of the following: ignore, or, unless. (In this example, let's change it to the **or** condition.)

Eudora Pro: Filters

- e) Click the drop-down arrow next to the second Header box and select the field that you want to filter. (In this example, click on the From: field heading)
 - f) Click the drop-down arrow next to the second box that has the word **contains** and select the desired filtering condition. (In this example, let's leave it set to the **contains** condition.)
 - g) Click in the text box immediately to the right of the box that has the word **contains** and type the text that you want to filter. (For example, type in the same person's complete email address that was used earlier.)
5. In the Action section of the dialog box, set the action(s) you wish to take for the message that is being filtered. Each filter can have up to 5 actions assigned to it.
- a) Click the drop-down arrow for the first box under the Action section and then select the desired action. (In this example, let's click on the menu item: **Transfer To**.)
 - b) Select any other desired options for the action selected above. The available options depend upon which action you choose. (In this example, click on the **In** button and then select the mailbox that you wish to transfer the message to. Or, you can click on **New** to create a new mailbox.)
 - c) Close the filter window and save the changes to the filters.

Sample of Completed Fields for Filtering



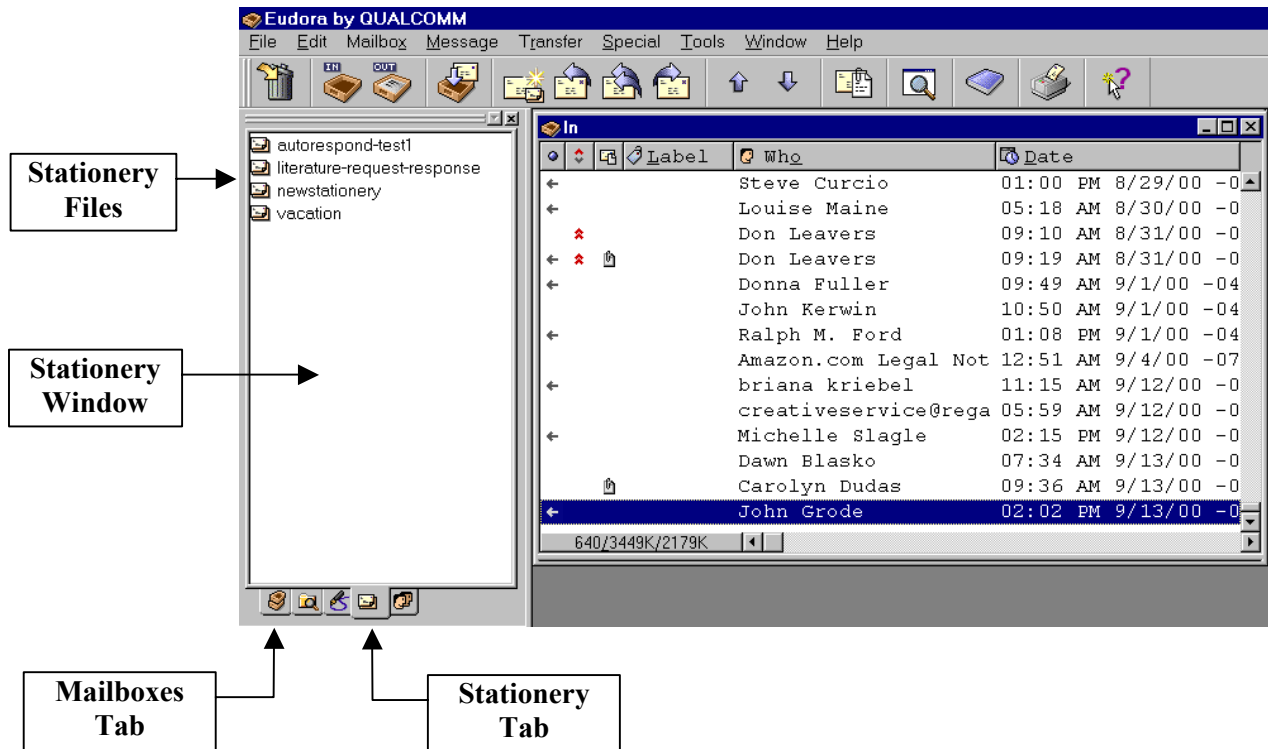
Delete a Filter

- Method:
 1. Select **Tools/Filters** from the menu.
 2. Click on the filter you wish to delete.
 3. Click the **Remove** button.
 4. Click the **Close** button to save the changes to the filters.

Eudora Pro: Stationery

Create a Stationery File

- Stationery files are templates for outgoing messages.
- Stationery is useful when you repeatedly receive requests for the same type of information. By using stationery to reply to a message, you eliminate having to retype the same information when you reply to each person.
- Example of the stationery window:



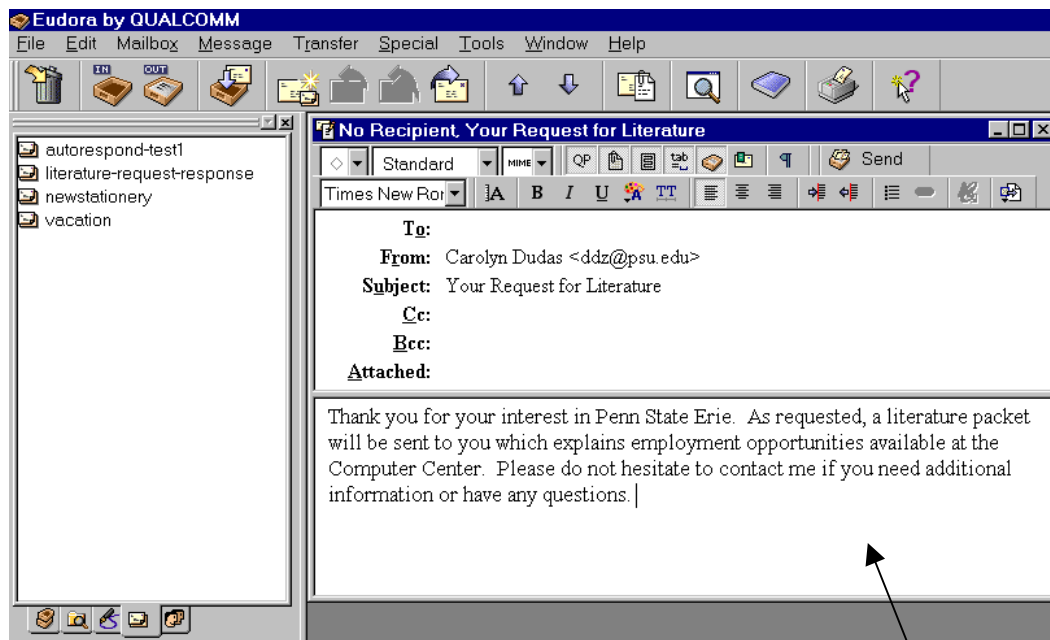
Helpful Hint

If desired, click the Mailboxes tab to return to the default view.

Eudora Pro: Stationery

Method:

1. To create a stationery (template) file, select **Tools/Stationery** from the menu or click the Stationery tab.
2. Right-click inside the Stationery window and then select **New** from the short-cut menu.
 👉 Eudora now displays a composition window that is used to create your message.
3. Type the appropriate information for each message heading (subject:, Cc:, Bcc:, Attached:) as necessary.



4. Type the text for the body of the message.
5. Select **File/Save as Stationery** from the menu.
6. At the Save as Stationery dialog box, click in the File Name box and type a name to identify your stationery file. Click the **Save** button.
 👉 The new stationery file is now listed in the Stationery window.
7. Click the **Close** button to close the stationery message.

Eudora Pro: Stationery

Revise a Stationery File

- Method:
 1. To revise a stationery file, select *Tools/Stationery* from the menu or click the Stationery tab.
 2. In the Stationery window, right-click on the stationery file you wish to revise and then select *Edit* from the short-cut menu.
 3. Make the desired changes to the file.
 4. Select *File/Save as Stationery* from the menu.
 5. At the Save as Stationery dialog box, click on the file name that you want to save it as and then click the **Save** button.
 6. When asked if you want to replace the file, click the **Yes** button.
 7. Click the **Close** button to close the Stationery message.

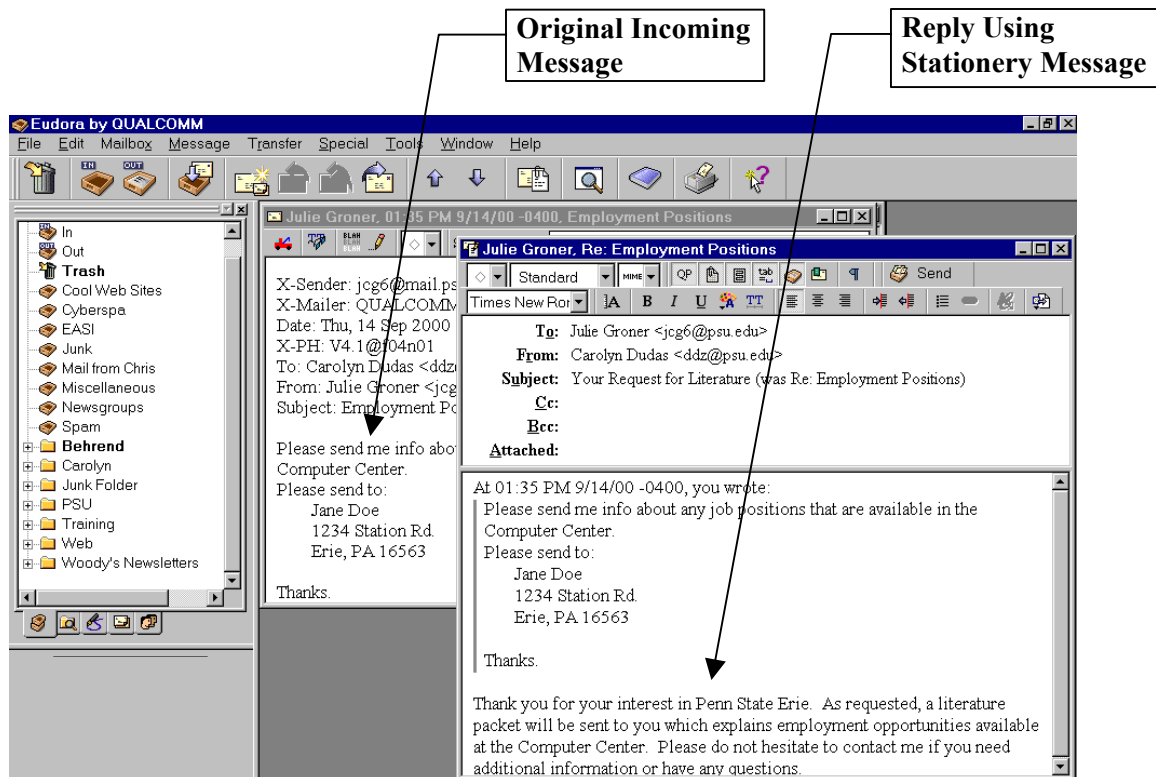
Delete a Stationery File

1. To delete a stationery file, select *Tools/Stationery* from the menu or click the Stationery tab.
2. In the Stationery window, right-click on the stationery file you wish to delete and then select *Delete* from the short-cut menu.
3. Click the **Yes** button in response to the prompt, *Permanently delete the stationery?*.

Eudora Pro: Stationery

Use a Stationery File

- Method 1 (using stationery for a new message):
 1. To send a stationery message, select **Tools/Stationery** from the menu or click the Stationery tab.
 2. Double-click on the desired stationery file.
 3. Type the appropriate information for each message heading (To:, Subject:, Cc:, Bcc:, Attached:) as necessary.
 4. Click the **Send** button to send the message.
- Method 2 (using stationery to reply to a message):
 1. To reply with a stationery message, click on the message you wish to reply to.
 2. Select **Message/Reply With** from the menu and then select the desired stationery file from the **Reply With** menu.
 - 👉 The text of the stationery message appears at the bottom of the reply message.



3. Type the appropriate information for each message heading as needed.
4. If desired, delete or modify any text in the reply or stationery message.
5. Click the **Send** button to send the message.