



## Folders

### Managing Messages in Folders

In this chapter you will learn:

- ▼ How to open and close the Mailbox window.
- ▼ About each folder in the folder tree.
- ▼ How to expand and collapse the folder tree.
- ▼ How to select messages from the message list.
- ▼ How to create new folders.
- ▼ How to move and copy messages to other folders.
- ▼ How to move and rename folders.
- ▼ How to delete messages and folders.

## Mailbox Window

The Mailbox window is designed so you can organize all your messages and articles within folders. You can create, organize and display folders in the folder tree area based on your needs and preferences.

To open the QMC Mailbox window:

- ◆ Click the **Mailbox** button on the toolbar or pull down the View menu and select **Mailbox**.

When the Mailbox window opens, the Inbox folder is always selected.



TIP

*If the Mailbox window is already open and active, the Mailbox button and command selects the Inbox folder. If the Mailbox window is already open but not the active window, the Mailbox command causes it to be the active window.*



The Mailbox window includes:

- ▼ A folder tree with folders for storing your messages and articles. A few folders are provided to get you started, and you can add as many as you need.
- ▼ A display of newsgroups to which you subscribe, in the folder tree. If you have not subscribed to any yet, defaults are displayed.
- ▼ The message list, an area for viewing the list of messages or articles within each folder.

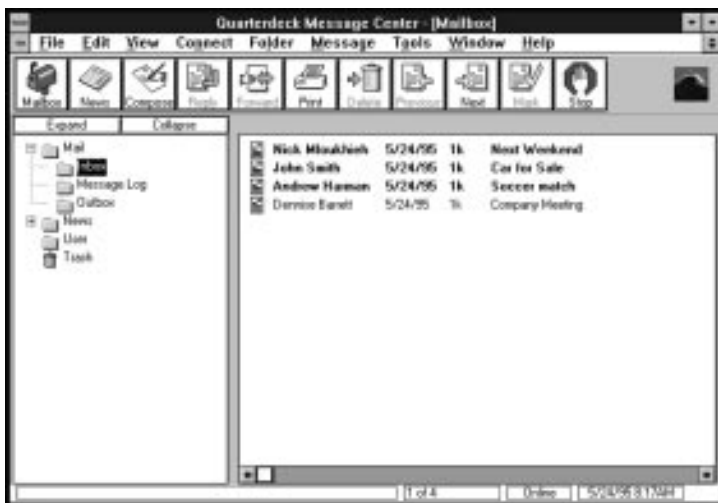


Figure 52: Mailbox Window

To close the QMC Mailbox window:

- ◆ Double click the Control menu box in the Mailbox window.

## Folder Tree

The folder tree always contains four main folders: the Mail folder, News folder, User folder and a Trash folder which displays as a trash can icon. You have a variety of choices as to the scope of the folder tree, depending on your needs.

A + (plus) or - (minus) sign displays next to each folder to indicate whether it is expanded or collapsed. If a + displays, then it can be expanded; if a -

displays, then the folder is already expanded to show all folders and messages beneath it.

The Message Center provides numerous techniques to quickly expand and collapse the folder tree.



*For information, see “Expanding and Collapsing the Folder Tree” on page 148.*

## Mail Folder

The Mail folder is the first branch in the folder tree. It always contains these folders:

- ▼ **Inbox folder**—Holds all the messages you receive, until you delete them or move them to another folder.
- ▼ **Message Log folder** —Holds a copy of all the messages you create (unless you disable this option).



*For information on turning this option off and on, see the online help.*

- ▼ **Outbox folder** —Holds all the messages you create until you go online and send them with one of the Send commands. If you are working online and create a new message, the message is sent immediately.

Unlike the News and User folders, you cannot add folders to or delete folders from the Mail folder. It is used by QMC to manage incoming and outgoing mail.

## News Folder

The News stores articles you download. A News folder can contain additional folders you create which in turn contain one or more newsgroups. You can add, modify and delete all folders on this branch, except the News folder itself.

## User Folder

The User folder is provided so you can organize and store your messages. You can create additional folders and folders within those folders, or *subfolders*.



You can add, modify and delete all folders on this branch, except the User folder itself.

## Trash Folder

The Trash folder holds the messages and articles you delete (unless you disable this option) until they are actually purged from the hard disk. You can delete messages and articles with the Delete button or command or by dragging them from the message list to the Trash folder. You can open messages while they are in the Trash folder and recover them by moving them to another folder.



*The options you specify in the Preferences dialog box, Trash tab determine exactly how the Message Center trash folder operates; for example, whether QMC automatically purges the trash can each time you exit, and which messages are purged.*



*For information on Trash-related options, see the online help.*

## Expanding and Collapsing the Folder Tree

You can use commands and keyboard shortcuts to change your view of the folder tree. For a less cluttered tree display, you may want to display only the folders you need to work with. You can display additional folders when the folders you need to work with are not in view.

**To display the next level of folders in the tree:**

- 1 Click the folder whose branch you want to expand.
- 2 Click the + (plus) icon next to any folder or press the + (plus) key or pull down the View menu and select **Expand 1 Level**.

**To expand a folder tree or an individual branch to show all levels:**

- 1 Click the folder whose branch you want to expand.
- 2 Press the \* (asterisk) key or pull down the View menu and select **Expand Branch**.

**To display all folders:**

- ◆ Click the Expand button at the top of the pane or press Ctrl and \* (asterisk) key or pull down the View menu and select **Expand All**.

**To collapse a folder tree or an individual branch to hide all levels beneath it:**

- 1 Click the folder whose branch you want to collapse.
- 2 Click the - (minus) icon next to any folder or press the - (minus) key or pull down the View menu and select **Collapse Branch**.

**To hide all folders from view:**

- ◆ Click the Collapse button at the top of the pane or press Ctrl and the - (minus) key or pull down the View menu and select **Collapse All**.

## Message List

The Message list is the area on the right side of the Mailbox window where the list of messages or articles within each folder displays. The contents of the message list depend on the folder currently highlighted in the folder tree on the left. When you install QMC, all the folders in the Mail branch of the tree are empty and the message list is blank.

## Selecting Messages

You will need to select messages in order to read, reply to, forward, save and print them, as well as to organize messages by moving, copying and deleting them.

**To select and open a message in one step:**

- ◆ Double click it in the message list.

**To select a message without opening it:**

- ◆ Click it in the message list.



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**To select all the messages in the list:**

- ◆ Pull down the Edit menu and select **Select All** when the Mailbox window is active.

**To select several contiguous messages:**

- 1 Click the first message you want to select in the message list.
- 2 Press Shift and click the last message you want to select in the message list.

**To select several non-contiguous messages:**

- 1 Click the first message you want to select in the message list.
- 2 Press Ctrl and click each additional message you want to select.

**To deselect a message:**

- ◆ Press Ctrl and click the selected message.

**To deselect all selected messages:**

- ◆ Click a single message in the message list.

## Sorting Messages

By default, messages in the message list are sorted in the order they were received. You can resort messages at any time with the Sort command or the field heading buttons at the top of the message list.

**To change the sort criteria via the menus:**

- 1 Pull down the View menu and select **Sort**.  
The Sort Message List dialog box displays.



Figure 53: Sort Message List Dialog Box

- 2 Choose another option in the Sort dialog box.

<b>Sort By</b>	Selects the field which is used as the primary sort criterion in the message list. QMC can sort by Message #, Sender, Date, Size or Subject.
<b>Sort Order</b>	Sorts the message list in ascending or descending order, based on the option selected under Sort By.

- 3 Click **OK**.



Figure 54: Field Heading Buttons

Field heading buttons change the order in which messages and articles are listed in the message list area of your Mailbox; the button that is currently being used appears selected.



To change the sort criteria using the field heading buttons:

- 1 Click any field heading button in the message list to sort messages.
- 2 Click an active field heading button to toggle ascending and descending order.



*You can also change the default Sort priority and order at startup with the Preferences command, View tab.*

TIP

## Creating New Folders

You can create new folders in the User or News branch of the tree in order to store and organize messages and articles.

To create a new folder in the User or News branch:

- 1 In the folder tree, click the folder in which you want the new folder placed.
- 2 Pull down the Folder menu and select **New**.

The New Folder dialog box displays.

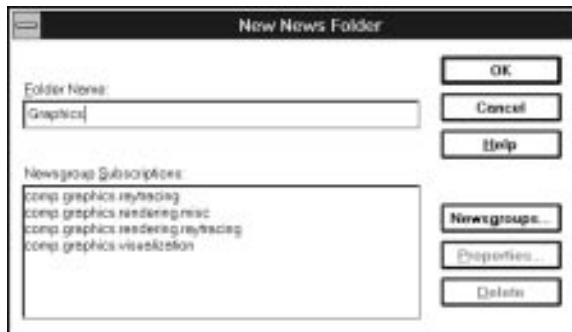


Figure 55: New Folder Dialog Box

- 3 Enter a name for the folder in the **Name** text box.



The name may be up to 64 characters long and can contain any character including spaces.

- 4 Click **OK**.

The new folder is added beneath the folder currently selected in the tree.



*You can also create a new folder using a pop-up menu; for information see the online help.*

## Storing Messages in Folders

Since all messages are initially placed in your Inbox, you may want to move some of them to other folders you have created for certain categories of messages. For example, you would probably want to move all messages about a specific project to a folder you have created for that project. You can move any number of selected messages and articles from one folder to another at one time. You can move messages via the menus or by using drag and drop.



*If you have downloaded message headers only, you cannot move or copy headers to another folder.*

**To move one or more messages to another folder via the menus:**

- 1 Select all the messages to be moved in the message list.



*See “Selecting Messages” on page 149 for steps to select multiple messages.*

- 2 Pull down the Message menu and select **Move**.

The Move Message dialog box displays.

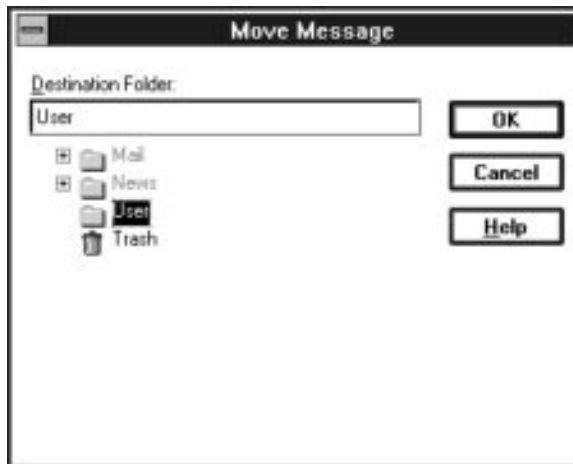


Figure 56: Move Message Dialog Box

- 3 Enter the destination in the **Destination Folder** text box, or click the destination in the folder tree.
- 4 Choose **OK**.

**To move messages with drag and drop:**

- 1 Select one or more messages in the message list.
- 2 Press and hold the mouse button over the icon or text of one of the selected messages. Then continue holding down the mouse button while you move the mouse pointer to a folder and release the button.

A confirmation dialog box displays during a move operation if you have the Confirm on Drag and Drop Copy/Move Message option checked in the Preferences dialog box, Confirmation tab.

- 3 Choose **Yes**.



*You can also move a message using its pop-up menu; for information see the online help.*

All selected messages in the window are included in the operation whether or not they are visible in the window. For example, if 15 messages are selected in a window but you can only see 10 of those messages in the window, all 15 messages are included when you drop your selections on the destination folder.

## Copying Messages

Occasionally, you may want to copy a message to another folder, instead of moving it because you want to have copies of the message in more than one place. For example, if a message pertains to two different projects, you may find it helpful to have a copy of the message in the two project-related folders. You can copy any number of selected messages or articles from one folder to another at one time. You can copy the messages via the menus or by using drag and drop.

To copy one or more messages to another folder via the menus:

- 1 Select all the messages to be copied in the message list.
- 2 Pull down the Message menu and select **Copy**.

The Copy Message dialog box displays.

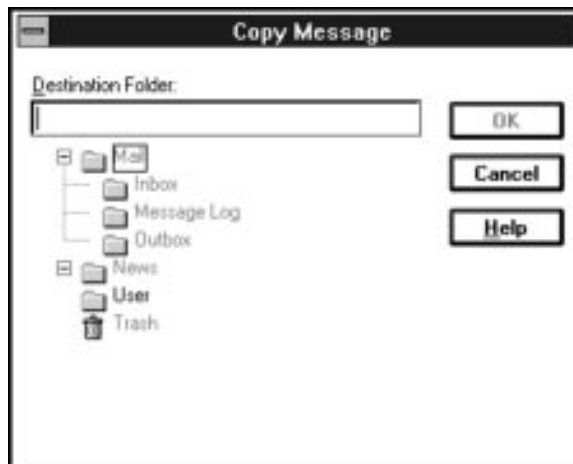


Figure 57: Copy Message Dialog Box



- 3 Enter the destination in the **Destination Folder** text box, or click the destination in the folder tree.
- 4 Choose **OK**.

#### To copy messages with drag and drop:

- 1 Select one or more messages in the message list.
- 2 Press Ctrl and also press and hold the mouse button over the icon or text of one of the selected messages. Then continue holding down the mouse button while you move the mouse pointer to a folder and release the button.

A confirmation dialog box displays during a copy operation if you have the Confirm on Drag and Drop Copy/Move Message option checked in the Preferences dialog box, Confirmation tab.

- 3 Choose **Yes**.



*You can also copy a message using its pop-up menu; for information see the online help.*

## Deleting Messages

It is a good practice to remove messages and articles from your hard disk once you no longer need them, in order to save hard disk space. You can delete any number of selected messages or articles in a single folder at one time.

#### To remove messages or articles from a folder:

- 1 In the message list, select the messages or articles to be deleted.
- 2 Click the **Delete** tool on the toolbar or pull down the Message menu and select **Delete** or press the Delete key.

A confirmation dialog box displays during a delete operation if you have the Confirm on Delete message option checked in the Preferences dialog box, Confirmation tab.



*For information on the Confirm on Delete option, see the online help.*

- 3 Choose **Yes** to confirm, if the Delete confirmation dialog box displays.

Messages that are deleted are initially placed in the Trash folder, if it is enabled.



*You can also delete a message using its pop-up menu or by dragging it to the Trash folder; for information see the online help and the section “Trash Folder” on page 148.*

## Moving Folders

You can move a folder with its contents (subfolders and messages or articles) all at one time. You may want to move folders in order to change your general organizational structure within the User or News branch of the tree. You can move folders via menus or with drag and drop.

Because folders within each branch of the tree have unique properties, there are some restrictions on where folders can be moved. For example, you cannot move folders between the User and Mail branches or between the News and User. You can move a folder in the User or News branch of the folder tree to another location in that branch.

**To move a folder within the News or User branch of the folder tree:**

- 1 Click the folder in the folder tree.
- 2 Pull down the Folder menu and select **Move**.

The Move Folder Dialog Box displays.

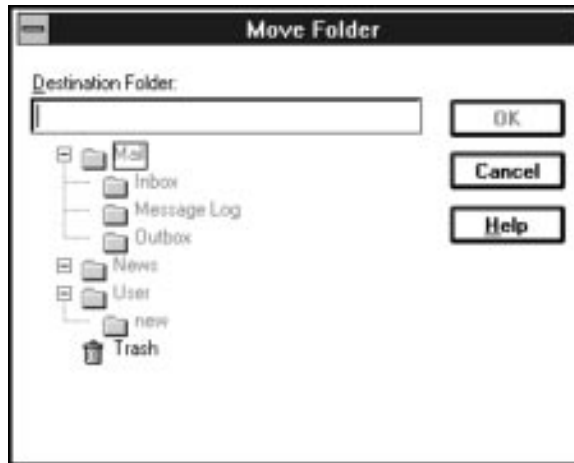


Figure 58: Move Folder Dialog Box

- 3 Enter the destination in the text box or click the destination in the folder tree.
- 4 Choose **OK**.

The moved folder appears within the destination folder.

#### To move folders with drag and drop:

- 1 Press and hold the mouse button over the icon of the folder. Then continue holding down the mouse button while you move the mouse pointer to the destination folder.

A confirmation dialog box displays during a move operation if you have the Confirm on Drag and Drop Move Folder option checked in the Preferences dialog box, Confirmation tab.



*For information on the Confirm on Move option, see the online help.*

- 2 Choose **Yes** to confirm, if the Move Folder confirmation dialog box displays.

The moved folder will be placed within the destination folder.



*You can also move a folder using its pop-up menu; for information see the online help.*

## Renaming Folders

You may find you need to change the names of folders in order to improve your message organization or clarify each folder's purpose. You can rename folders you have created on the News or User branch of the tree. You cannot change the name of folders on the Mail branch of the tree.

To rename a User or News folder:

- 1 Select the folder in the folder tree.
- 2 Pull down the Folder menu and select **Properties**.

The Folder Properties dialog box is opened.

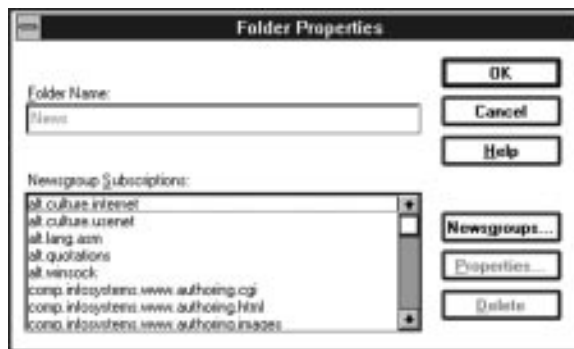


Figure 59: Folder Properties Dialog Box

- 3 Delete the current name from the Folder Name text box, then type the new folder name.



- 4 Click **OK**.



*You can also rename a folder using its pop-up menu; for information see the online help.*

## Deleting Folders

You can remove folders from the folder tree when you no longer need them. When you delete a folder, any other folders, articles and messages contained in that folder are also deleted. Messages that are deleted are initially placed in the Trash folder, if it is enabled.

**To remove a folder and its contents:**

- 1 Click the folder to be deleted, on the folder tree.
- 2 Click the **Delete** button on the toolbar or pull down the Folder menu and select **Delete** or press the Delete key.

A confirmation dialog box displays during a delete operation if you have the Confirm on Delete Folder option checked in the Preferences dialog box, Confirmation tab.

Choose **Yes** to confirm, if the Delete confirmation dialog box displays.



*For information on the Confirm on Delete option, or deleting a folder using its pop-up menu, see the online help.*