### Menus

#### File

#### New

Creates a new outgoing message in the Outgoing mailbox owned by the currently open Service.

### Open

Allows you to open any text file, which includes mailboxes, archives, the Address Book, the BulkRate log, and any other text file. A text file that is not of one of the above types will be opened as the text of a new outgoing message.

#### Close

Closes the topmost open window. If you close a mailbox list window, all associated message windows will close as well.

#### Save

This item is only active when there is a outgoing message in the top window. Use it to save outgoing mail in the outgoing mailbox.

# Save a copy as.../Save as text...

This item changes depending on which window is topmost; you can create a copy of a mailbox and all messages within, or you may save any message as a text file (creator type is TeachText).

# Archive selection.../Archive message...

If you have messages selected in a mailbox list window, you can use this command to save them in a separate archive, or if the topmost window is a message window, you can save the current message as a new archive.

# Append to archive...

Use this command to append selected mailbox list items or the current message to an existing archive or mailbox.

# Page setup...

Brings up a standard Page Setup dialog.

#### Print...

Allows you to print the text of a message or the log.

#### Ouit

Quit BulkRate.

#### Edit

#### Undo

Allows you to undo text changes. You cannot, however, undo the saving or deleting of a message.

## Cut, Copy, Paste, Clear

Allow you to do the standard editing functions on text.

#### Select all

Use to select all text, or all messages in a list.

### Font, Size

Use these menus to temporarily change the font and/or size in an incoming message; this might be useful to line up columns in a message originally composed in a monospaced font. If you'd like to permanently change the default font and size of text in messages, use "Preferences..." under the Edit menu.

### Find text, Find text again

Use these to find text in a mailbox or the log. BulkRate will search through all the messages in an open mailbox to find the requested text.

#### Preferences...

Opens a dialog allowing you to specify how BulkRate behaves in various situations. These are global settings and are not saved with each Service, but rather apply to every Service. See the Preferences chapter for more details.

Register...

pens a dialog that allows you to register BulkRate. Remember: BulkRate is now shareware. I ask \$25 US as a shareware payment. Once you enter the registration code, the "- sent by an evaluation copy of BulkRate (unregistered)" tagline will cease to be added to your outgoing messages and file transfers will become available.

See the Registering BulkRate chapter for more information on registering BulkRate.

Go To Print Registering BulkRate Registration Form

#### Mail

### Compose new

Creates a new outgoing message in the outgoing mailbox "owned" by the currently open Service file.

#### Oueue to send

Saves an outgoing message in the outgoing mailbox, then closes the window. This does not actually send the message to the host BBS. You must initiate a mail exchange to actually send the message. Due to limitations of the FirstClass® CLUI, any message that is over 5K in length will be automatically split into multiple parts when sent.

# Reply

Creates a reply to an incoming message. If text is selected in the incoming message, it will be automatically "quoted" in the new outgoing message. You can customize how the text is quoted by selecting Preferences... under the Edit menu.

# Reply special

Allows you to direct a reply to all addressees, the sender only, or the conference only, overriding the default reply behavior, which is to send to the conference only for conference replies, and to all for MailBox replies.

#### Forward

Allows you to forward an incoming message.

#### Next unread

Opens the next unread message in the list.

#### Next thread

Finds and opens the next message in the list with the same subject (or variation thereof) as the current message. This is not "true" threading, but is all that is possible with the FirstClass® CLUI interface.

#### Mark for delete

Marks the current message (or currently selected messages in a list) for later deletion. When the list window is closed, messages marked for deletion will be removed from the mailbox. If you hold down the option key while selecting this, the name of the menu item changes to simply "Delete" and it immediately deletes the current message, or multiple messages if more than one is selected in a message list.

#### Mark as unread

Use this command to mark the currently selected messages in an incoming list as unread, or mark the current incoming message as unread.

#### Attach file

Prompts for a file to attach to an outgoing message.

## Request file

Generates a file retreival request if the current incoming message has one or more attached files.

# Exchange mail now

Use this command to start a mail exchange with the currently open service.

# Exchange mail later...

This command allows you to specify a future time for a mail exchange to begin.

Opens the script dialog, which allows you to create, edit, open, save, and run scripts. See the Scripting chapter for more details.

#### Service

#### New service

Creates a new empty Service file.

## Open service...

Allows you to open a Service file, or convert an old BulkRate settings file, or a FirstClass® settings file. Note that if you are "converting" a FirstClass® settings file that the only information converted is Host name, UserID, Password, and Phone number. Modem settings and mail settings will have to be entered by you.

#### Save service...

Allows you to save changes to a Service file.

#### Save service as...

Allows you to save a Service file under a different name.

### Service setup...

Opens a dialog allowing you to set various options pertaining to the current service. See the Service setup chapter for more details.

#### View

# by Default through by Status:

This group of menu items allow you to sort a message list to your liking. "by Subject" does a pseudo-thread sort, grouping messages by Conference, Subject, and Date. "by Status" groups read/unread items or sent/unsent/can't send items. "by Default" simply displays the items in the order they are stored in the mailbox file and is the fastest way to display.

#### Reverse sort

Reverses the direction of the selected sort.

#### Address book

Opens the Address book. See the Address book section for more details.

#### **Palette**

Opens the Palette. See the Palette section for more details. If you hold the option key down while opening the Palette, it will open in a horizontal configuration.

#### Log

Opens the log. The log is simply a text file detailing BulkRate's past actions. If it grows to over 32K in size, BulkRate deletes old material to bring it under 32K. You can cause BulkRate to write more detailed information to the log by checking "Include debugging info in log" under Preferences.

## Incoming mail

Opens the incoming mailbox "owned" by the currently open Service file.

## Outgoing mail

Opens the outgoing mailbox "owned" by the currently open Service file.

All other menu items in this menu are the names of currently open windows. You can quickly switch to another open window via these items.