

## What is Pronto Family?

**Pronto Family** is an e-mail messaging application designed for the entire family on a single e-mail account. **Pronto Family** provides [two separate e-mail interfaces](#) – a graphic environment for kids (Fun interface) and a Windows 95 Professional interface for adults. This makes it easy for every member of the family to send multimedia messages across the street, or across the world. In addition **Pronto Family** can also be used for posting intra-family notes like “I’m at Katie’s house,” “Clean up your toys!” or even emergency phone numbers!

**Pronto Family** incorporates a unique safety feature that enables parents to [monitor other family members’ correspondence](#) by having copies of their incoming and outgoing mail automatically sent to the adult’s mailbox.

The Windows 95 Professional interface, packed with [advanced messaging and mail management features](#) offers the latest and greatest in communication across the information superhighway. A comprehensive e-mail organizer based on the highly successful Pronto Mail for Windows 95, **Pronto Family**’s powerful built-in features include:

- multimedia support for voice, music, video (Fun interface only) and photo e-mail attachments
- easy [management](#) and supervision of the entire family’s mail accounts

To ensure privacy for each family member while saving money, **Pronto Family** lets you [set up individual mailboxes](#) for each member of the family, all on a single e-mail account. Even multiple addresses for one individual are supported, so separation of personal and business e-mail into distinct folders is orderly and instant.

Whatever your electronic mail needs, **Pronto Family** keeps a neat and tidy e-mail home.

### See also:

[Technical Information](#)

[System Requirements](#)

[Communicating with the Host](#)

[Getting Started](#)



## Two Pronto Family Interfaces

**Pronto Family** provides two separate e-mail interfaces – a Fun graphic environment for kids and a Windows 95 Professional interface for adults.

For kids, an intuitive “virtual home” setting provides a delightful and functional multimedia e-mail interface enabling youngsters to communicate with electronic pen-pals around the world with the aid of a singing [Blue Bear](#) guide.

All procedures are simple and intuitive, so preparing, mailing, and sending e-mail attachments is a snap for all ages. For added fun and friendly use, **Pronto Family** includes multimedia greeting cards that can be sent as attachments, and a range of scaleable typefaces for easy viewing!

For adults, a Windows 95 Professional interface, based on the highly successful Pronto Mail for Windows 95, offers the latest and greatest in communication across the information superhighway.

## Multiple Users on a Single E-mail Account

**Pronto Family** lets you [set up individual mailboxes](#) for each member of the family on a single e-mail account. This means that each user has a unique Internet address with no intervention from the host and at no extra cost. **Pronto Family** uses standard Internet format for these addresses - name<someone@somewhere.com>. This format is supported by most standard e-mail applications. Each user can define a password to protect his or her individual mailbox. (This does not affect [mailbox monitoring](#) of mailboxes.)

**For example:** Alice and Jim and their kids Nancy and Bob want to use **Pronto Family** on a single e-mail account smith@somewhere.com which is defined on the host. The individual mailboxes created by **Pronto Family** can have the following addresses:

```
alice<smith@somewhere.com>  
jim<smith@somewhere.com>  
nancy<smith@somewhere.com>  
bob<smith@somewhere.com>
```

If Alice decides to have a separate mailbox for intra-family notes and messages, she can set up another user, such as **Mommy** with the address mommy<smith@somewhere.com>.

**Note:** Mail that is sent from a mailer that does not support this addressing format should include the following in the **Subject** field of the message header: "**Attention: username**", for example "**Attention: Jim**".

Mail that has incorrect or no individual routing goes to the [Postmaster's mailbox](#) which belongs to a parent.

## Pronto Family Postmaster

The first user defined in **Pronto Family** is designated as the family **Postmaster**. The Postmaster is automatically assigned the Windows 95 Professional interface and controls the following:

- [Setting up new users](#)  
The Postmaster specifies the name and [icon](#) for each user, assigns an interface (Fun or Professional), and decides whether to monitor the user's mail.
- [Changing names and interfaces](#)  
The Postmaster can change a user's name, [icon](#) and assigned interface.
- [Mailbox monitoring](#)  
The Postmaster can receive copies of incoming and outgoing mail for one or more family members. Each member's mail is stored in a separate folder in the Postmaster's mailbox. The Postmaster can monitor mail even if a user has a personal mailbox password.
- [Mailbox settings](#)  
Mailbox settings include information about your Internet connection, such as e-mail account user name or mailbox ID, e-mail account password (not personal mailbox password), and domain name.
- Mail that has incorrect or no individual routing is sent to the Postmaster's mailbox. The Postmaster can then [forward](#) it to the intended recipient. (Intra-family correspondence can be handled offline as it is not sent through the host.)

## Icons



An icon is a picture that represents a user defined by **Pronto Family**. You can select an icon from any of the pictures provided by **Pronto Family**, or you can use your own (Fun interface only). Users' icons are chosen when the Postmaster defines **Pronto Family** users and may be changed from the Fun interface.



## Getting Started

### To run Pronto Family:

1. Click the [Pronto Family icon](#) in the Windows 95 desktop, or  
Click the **Start** button in the taskbar and select **Pronto Family** from the Programs menu.
2. When you run **Pronto Family** for the first time, a [Welcome](#) screen is displayed and then you are guided through the following setup procedures:  
[Setting up your Internet Connection](#)  
[Setting up the Postmaster's name and icon](#)  
[Setting up mailboxes for other family members](#)  
[Registration](#)
3. The **Pronto Family** initial screen is displayed and then the **Pronto Family Door** appears displaying family members' names and icons.  
Click your icon to enter the **Pronto Family Home** (Fun interface) or to open the **Pronto Family Windows 95 Professional** interface (depending on your interface setup).

### See:

[Updating your Mailbox](#)

[Composing Messages](#)

[Viewing Messages](#)





## Welcome to Pronto Family



Doing your Family Mail is only a few steps away.

Pronto Family will help you set up your individual preferences and open mailboxes for other family members.

**O.K.**



## Set Up Your Internet Connection

**E-mail address:**

Your full e-mail address is your mailing address on the Internet. It will usually be made up of your user name and host name, separated by the "@" sign.  
Example : doe@service.com.

**Internet account:**

Your Internet account is the name that your mail server knows you by. If you do not know your login, please consult your Internet service provider. Example : doe.

**Host:**

The host name is the name of your mail-server (it will usually be your service provider's name). If you do not know your host name consult your Internet service provider. Example : service.com.

**Password:**

Your mail password ensures that only those permitted will be able to download your mail. If you do not know your password, please consult your Internet service provider. Example : john123.





**NEXT >**

**CANCEL**

## Select Postmaster Name and Icon

The first user will handle all family members' mail accounts.

Name:

Select Postmaster Icon:   



**<BACK**

**NEXT>**

**CANCEL**

## Add User



Name:

Interface:

Professional

Fun

Monitor this user's mail exchanges

Select User's Icon:



User's unique e-mail address:

[Bob<doe@service.com>](mailto:Bob<doe@service.com>)

**<BACK** **DONE**

**CANCEL**

## Add Family Members



Pronto Family will now start issuing unique Internet e-mail addresses for each family member.

The unique address will be recognized by the Internet as representing its individual owner although all family members use the same Internet account.

Postmaster: Alice

Professional

Fun  
Bob  
Jim  
Nancy

ADD

EDIT

REMOVE

<BACK

NEXT>

CANCEL

## Setting up your Internet Connection

When you run **Pronto Family** for the first time you will be prompted to set up your Internet connection. This information includes your e-mail address, Internet account host name and password.

### To complete the **Set up Your Internet Connection** dialog:

1. Enter your e-mail address in the **E-Mail Address** field.  
When you enter the e-mail address in **the E-Mail Address** field, the appropriate information is automatically put into the **Internet account** and **Host** fields.
2. Edit the **Internet account** and **Host** fields if necessary.
3. Enter the account password in the **Password** field.
4. Click [Next](#) to accept these settings and continue the setup procedure.

**IMPORTANT:** Make sure that you have entered Internet Connection settings correctly. This information is essential to the proper operation of **Pronto Family**.

You can change Internet Connection settings in the [Mailbox Settings](#) dialog accessed from the On-Line menu.

## Setting up the Postmaster's Name and Icon

The [Postmaster](#) is the first user defined in **Pronto Family** and is automatically assigned the Windows 95 Professional interface. It is recommended to specify a parent as Postmaster since the Postmaster controls [mailbox monitoring](#).

When you run **Pronto Family** the first time you will be prompted to set up the Postmaster's name and icon in the [Select Postmaster Name and Icon](#) dialog.

Enter the Postmaster's name in the **Name** field. Select an icon using the arrows.

Click [Next](#) to continue the setup procedure.

The Postmaster can [change Postmaster's settings](#) using the Tools menu **Users** command.



## Setting up Pronto Family Users and Mailboxes

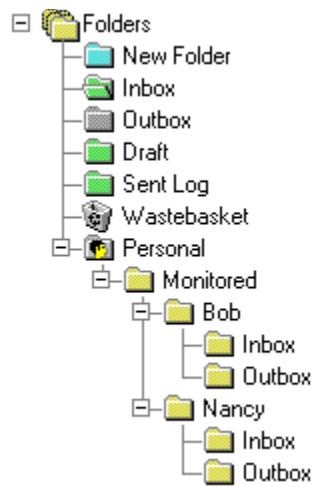
Even though you can always add new users, it is recommended to add all family members during the initial setup procedure. You add users one at a time and each user is given a [unique e-mail address](#).

For each new user you specify the name and icon, assign an interface (Fun or Professional), and decide whether to monitor the user's mail.

### To add a user:

1. Click **Add** in the [Add Family Members](#) dialog. The [Add User](#) Dialog opens.
2. Enter a name in the **Name** field.
3. Select the **Professional** box if you want this user to use the Windows 95 Professional interface. The default assignment is the **Fun** interface.
4. Check the **Monitor this user's mail exchanges** box if you want to monitor this user's mail.
5. Select an icon using the arrows. This icon will appear on the **Pronto Family door** alongside its name.  
The new user is assigned a unique Internet address based on the name and e-mail account, for example, **bob<doe@service.com>**. This address is displayed at the bottom of the dialog.
6. Click **Done** to return to the Add Family Members dialog. You can change and/or remove users at this stage.
7. Click [Next](#) to continue the setup procedure.

The Postmaster can [change users' settings](#) and [add users](#) using the Tools menu **Users** command.



## Monitoring Family Members' Mail

**Pronto Family** allows the Postmaster to [monitor mailboxes](#) of other family members. **Pronto Family** will send the Postmaster a copy of all incoming and outgoing mail for monitored users, enabling you to discreetly supervise other family members' correspondence.

**Note:** Intra-family correspondence is not monitored.

**Pronto Family** sets up a [Monitored](#) folder in the Postmaster's mailbox. This folder contains a subfolder for each monitored user. Incoming and outgoing messages are stored in separate subfolders under the appropriate subfolder.

**Note:** Monitored folders are not deleted automatically when you remove a monitored user or stop monitoring a user's mail. You should [delete these folders](#) manually when you no longer want them.

## **Advanced Pronto Family Features**

**Pronto Family** lets you manage your messages and folders from your PC without needing to stay connected to the host. You can create and review messages offline, and then communicate them in an efficient batch. The only time you need to connect is when you wish to "refresh" your mail: receiving messages from the host to your PC, and sending messages to the host from your PC.

### **Pronto Family's Professional interface includes the following features:**

- easy management and supervision of the entire family's mail accounts.
- monitoring family members' incoming and outgoing mail
- "intelligent" drag-and-drop of messages between folders
- multi-level folder hierarchies
- split-screen mail reading
- multiple folder windows
- customizable toolbar
- customizable headers
- sorting of messages by name, subject and data range
- an Address Books Manager supporting multiple address books and distribution lists
- automatic address addition from incoming mail
- built-in, customizable spell-checker with multilingual spelling checker capabilities and downloadable dictionaries
- multiple signatures for personal, business or other user-defined scenarios
- sending, receiving and playing voice messages if appropriate hardware is available
- URL recognition enabling direct access to web site addresses
- e-mail address recognition facilitating addition of addresses to your address books
- powerful message searching tools
- long file name and UNC (universal name convention) path name support, allowing greater flexibility for file handling operations

## Technical Information

**Pronto Family** is a MS-Windows client for TCP/IP based electronic mail servers. It works with a mail server on a TCP/IP network or through a serial TCP/IP connection (such as SLIP or PPP).

**Pronto Family** provides the most extensive standards coverage of any TCP/IP client, dial-up and LAN-based, with support for SLIP, PPP and related protocols via the WINSOCK API.

**Pronto Family** also supports MIME and SUN attachments, UUencode/UUdecode, MAPI, export and import to RFC822, POP, SMTP and more.

## **Pronto Family Requirements**

### **On the PC**

Bare essentials:

- 486 PC/IBM Compatible
- Windows 95
- Super VGA adapter and monitor
- Winsock 1.1 compliant networking environment

More fun with:

- Sound Card, with microphone and speakers
- Video recorder

### **On the Host**

- POP3 server (for retrieving mail)
- SMTP server (for sending mail)

## Registering your Copy

Registering makes it easier for us to provide you with quality technical support and to inform you of new products and upgrades for this product.

Click **Finish** in the [Register to Join the Pronto Family](#) dialog to register your copy of Pronto Family and complete the Setup process. The completed registration form will be automatically sent back to us by e-mail.

## Register to Join the Pronto Family



Registered users of Pronto Family are eligible for technical support and upgrades through the Internet, including special offers notifications via e-mail. Your registration form will be automatically mailed to CommTouch the next time you connect.

- Please send me further information through e-mail.

<BACK

FINISH

CANCEL



## Communicating with the Host

**Pronto Family** facilitates mail handling between your PC and a host computer running the TCP/IP protocol (including serial SLIP or PPP links to a remote computer) or any other Winsock-compliant communication protocol. On the host, **Pronto Family** requires the POP and SMTP protocols for receiving and sending mail. You can work with **Pronto Family** in an online mode (while communicating with the host computer) or an offline mode (without an active host connection). The process of establishing the actual communication link between your PC and the host is handled outside of the **Pronto Family** program.

If you need to update mail with the host, you can establish a communication link before or after starting **Pronto Family**. Make sure that you have set up the network connection correctly.

Incoming messages are added to the Inbox. If the Inbox is open and visible, you will see new messages, if there are any, appearing one by one.

Even when not connected to the host computer, **Pronto Family** enables you to perform most mail activities -- reading and writing messages, organizing folders and the messages they contain, updating your address book, etc.

You can also reply to and forward messages you have received, or send messages you have composed. These outgoing messages will be stored in the Outbox and may be sent to the host, either automatically or at your specific instruction, the next time you connect.

If you have trouble communicating with the host, you can find help in the [Troubleshooting Guide](#).

## **Viewing Messages and Attachments**

The contents of a message can consist of text, UUencoded binary files, other file attachments, or a combination of these.

[Viewing Text](#)

[Viewing Binary Files](#)

[Viewing Attachments](#)

### **Related Procedures:**

[Selecting Messages](#)

[Sorting Messages](#)

[Displaying Message Headers](#)

[Playing Voice Messages](#)

[Finding a Message in the Active Folder](#)

## Finding a Message in the Active Folder

**Pronto Family** enables you to find messages quickly in the active folder by incrementally searching for a specified text string in the message header. This is especially useful when your folder contains many messages.

### To find a message quickly:

1. Press **Home** to start the search at the top of the active folder.
2. Type the text string to search for in the message header. The text string appears in the status bar. As you type, the next message header containing the text string is highlighted.
3. To find the next occurrence of the text string in a message header, press **F3**.

## Sorting Messages

At any time you can sort the messages in the active folder window. You can sort by date, sender, subject, message size or priority.

### To sort messages:

1. Click on the folder you wish to sort.
2. Open the View menu **Sort** option.
3. Select the desired **Sort** submenu:

Sort by Date

Sort by Sender

Sort by Recipient

Sort by Subject

Sort by Size

Sort by Priority

Alternatively, you can sort by simply clicking the header bar for Sender/Recipient, Date, Subject, Size or Priority.

## Searching Messages

**Pronto Family** provides two powerful search tools to enable you to find messages according to specified text strings and/or other criteria.

A [quick incremental headers search](#) enables you to find messages quickly in the active folder.

**Pronto Family** searches the message headers in the active folder for a specified text string as you type it. You can search for subsequent occurrences of the text string, or simply type in a new text string for which to search. This tool is especially useful when your folder contains many messages.

**Pronto Family** enables you to [search for messages across folders and subfolders](#). You can specify the folders in which to search, and one or more criteria for the search such as, sender, recipient, subject, or a specific text string. You can also specify a date range for the search. **Pronto Family** displays the headers of all the messages that match your search criteria.

### **Search Message..(Tools menu)**

Opens a dialog enabling you to search for messages across folders and subfolders. You can specify criteria for the search such as, sender, recipient, and/or subject. You can search for a specific text string. You can also specify a date range for the search.

See [Search Message.](#)

## Displaying Body Header Detail




You can control the amount of detail in the Headers that appear at the top of the message body. These body headers (not to be confused with message headers) provide detailed technical information about the message sources and routing. For general purposes, this information is not needed.

This control affects all open folders.

**Note:** This control affects only the visibility of the header information. Even if header information is not displayed, it remains "hidden" in the message.

1. Choose the Show Headers command from the View menu.

Three submenus appear, with a check mark to the left of the currently selected level of message body header detail. The three options are:

-  Partial: Shows only the From: and To: information at the top of the message body.
-  Full: Shows all header information in the message body, including full routing data.
-  None: Shows no header information (shows only the message itself).

2. Select the desired level of message body header detail.

## Opening a Message Text

**To open the text contents of a message, do one of the following:**

- Click the header of the message you want to open (located in the top part of an open folder window). The body of the message will be displayed in the bottom of the folder window. Press **Enter** to display the message.
- Double-click the message header. The message will be displayed.
- Click on the message header and select the Open Message command from the Message menu. The message will be displayed.

When you open a message, the message icon by the message header changes to an open envelope. You can restore the closed yellow envelope icon using the [Mark Unread](#) command.



## **Mark Unread**

To restore the closed yellow envelope icon by a selected message header, select **Mark Unread** from the right mouse button popup menu.

## Viewing Binary Files

To view a UUencoded binary file contained in a message, you must first UUdecode the file with the Save as Binary File command from the Edit menu.

You can then view the file with an appropriate application or viewer (outside of **Pronto Family**). For example, you can view .PCX files with Paintbrush or .DOC files with Word.

### To UUdecode a UUencoded file:

1. With the Edit window containing the UUencoded message open, choose **Save as Binary File** from the Edit menu.

You will see a list of the binary files UUencoded in that message.

2. Select the encoded file you wish to save.

You can only save one file at a time.

3. Click **OK** to save the selected message, or click **Close** to cancel the operation.

The Save Binary File As dialog opens.

4. Select the file and directory to which you want to save the file.

5. Click **OK** to save to the selected directory and file name, or click **Cancel** to abort the operation.

## Opening Attachments

If you have created an association in the Windows 95 Explorer for the file type attached to your message, **Pronto Family** will open the attached file through the associated application.

**To open an attachment, do one of the following:**

- Double-click the attachment icon displayed below the message body.
- Click the attachment icon with the right mouse button. Choose **Open** from the submenu that pops up.

If **Pronto Family** cannot find an associated application, a dialog will open to [associate the attachment](#) with an application.

You may also [Quick View](#) an attached file through a Windows 95 viewer. You do not need to have the associated application to use this feature.

**See also:**

[Playing Voice Messages](#)

## Quick Viewing Attachments

**Pronto Family** enables you to quick view the contents of attached files through a Windows 95 viewer. Viewing the contents of a file this way is much quicker than opening the associated application since you do not need to have the associated application to use this feature.

**Note:** Since the Quick View option does not use the associated application, you cannot edit files with this option.

This feature is only available when the **Enable Quick View** option is selected in the Windows 95 Explorer for the attached file type, as described below.

### To quick view attachments:

1. Click the right mouse button on the attachment icon.
2. Choose **Quick View** from the popup menu. A viewer will open displaying the contents of the attached file.

**Note:** The displayed format may not be identical to the actual file format, for example, in displayed Word (.doc) files.

### To select the Enable Quick View option in the Explorer:

1. In the Explorer, choose **Options** from the View menu.
2. Choose the **File Types** tab in the Options dialog.
3. Select the file type for which you wish to enable Quick View.
4. Click **Edit**. The Edit File Type dialog opens.
5. Check the **Enable Quick View** box if it is blank. (Many common file types have this option checked.)
6. Click **OK**.

## **Associating an Application**

A dialog will appear if **Pronto Family** cannot find an associated application for the attached file. Enter the name of the application that should be used to open the attached file.



- Print
  - Open
  - New
  - Wordview
  - Quick View
- 
- Save

## Attachment Handling

**Pronto Family** offers new features for handling attached files. These features are available from a [popup menu](#) accessed by clicking the right mouse button on the attachment icon.

For example, as well as [opening](#) and [saving](#) attachments, you can do the following:

- [Quick View](#) an attached file through a Windows 95 viewer
- Run an attached .exe file directly from the **Pronto Family** desktop
- Play a recorded voice message
- Print a file or picture
- Extract a .zip file

The options available from the right mouse button popup menu are dependent on the type of attached file, and are the same as the options available from the right mouse button popup menu in the Windows 95 Explorer.

**Note:** If **Pronto Family** cannot find an associated application for the attached file, a dialog will open to [associate the attachment](#) with an application.

## **Editing Message Text**

You can edit the text of a message when you are composing a new message, editing a draft message, and replying to or forwarding an incoming message.

### **See:**

[Selecting Text](#)

[Deleting Text from a Message](#)

[Cutting Selected Text from a Message](#)

[Copying Selected Text from a Message](#)

[Pasting Text to a Message](#)

### **Related Procedures:**

[Finding Text](#)

[Replacing Text](#)

[Checking Spelling](#)



## Selecting Message Text

### To select text in a message:

Click and drag the mouse cursor from the beginning to the end of the text you wish to select. The selected text will be highlighted.

### To select all of the message text, do one of the following:

- Choose Select All from the Edit menu.
- Click the right mouse button and choose **Select All** from the popup menu.
- Press Ctrl+A.

You can now delete, cut, copy or move the selected text.

## Deleting Text from a Message

Deleting removes the selected text from the message.


### To delete text:

1. Select text.
2. Do one of the following:
  - Click the right mouse button and choose **Delete** from the popup menu.
  - Press the Del key.

## Cutting Text from a Message

Cutting deletes the selected text from the message and places it in the Windows Clipboard.

### To cut text:


1. Select text.
2. Do one of the following:
  - Click the right mouse button and choose **Cut** from the popup menu.
  - Select Cut from the Edit menu.
  - Press Shift+Del keys.
  - Press the Ctrl+x keys.
  - Click the **Cut** button  on the toolbar.

**Note:** Instead of cutting and pasting text, you can move selected text simply by dragging it to the required position.

## Copying Text from a Message

Copying places the selected text in the Windows Clipboard.


### To copy text:

1. Select text.
2. Do one of the following:
  - Click the right mouse button and choose **Copy** from the popup menu.
  - Choose Copy from the Edit Menu.
  - Press Ctrl+Ins keys.
  - Press the Ctrl+c keys.
  - Click the **Copy** button  on the toolbar.

## Pasting Text to a Message

Pasting places a copy of the Clipboard contents at the cursor position.

### To paste text:

1. Place the cursor where you want to paste text.
2. Do one of the following:
  - Click the right mouse button and choose **Paste** from the popup menu.
  - Choose Paste from the Edit Menu.
  - Press the Shift+Ins keys.
  - Press the Ctrl+v keys.
  - Click the **Paste** button  on the toolbar.

## Finding Message Text

You can find an occurrence of a text string in the body of the active message or in a message selected in the active folder window. You can search for text in either View Message mode or Edit Message mode.

### To find text:

1. Choose Find from the Edit menu or press the **F**ind icon in the toolbar if you have [customized the toolbar](#).

The Find dialog appears.


2. Fill in the dialog as follows:

- Type the text string you want to locate in the **F**ind **what:** field.
- Check the **M**atch **whole word only** check box to find occurrences of the text string as a whole word only.
- Check the **M**atch **case** check box to distinguish between upper and lower case letters in the text string during the Find operation.
- Select the direction of the search, **U**p or **D**own.

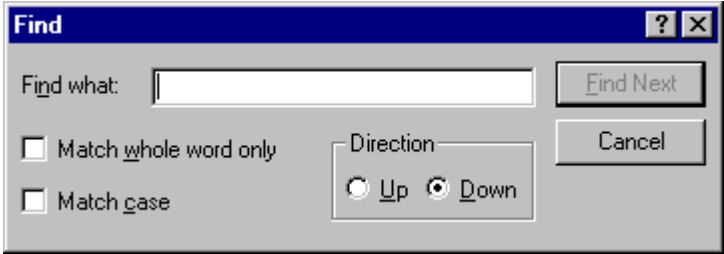
- 3 Click **F**ind **N**ext.

The next occurrence of the selected string from the current cursor position will be highlighted in the body of the message.

4. To find additional occurrences of the text string:

- Click **F**ind **N**ext in the Find dialog, or
- Click the **F**ind/**R**eplace **N**ext button  in the toolbar, or
- Press **F**3, or
- Choose the Next command from the Edit Menu.

**Note:** You can also use the **F**3 button to find subsequent occurrences of a text string in message headers.



**Replace** [?] [X]

Find what:  Find Next

Replace with:  Replace

Match whole word only Replace All


Match case Cancel

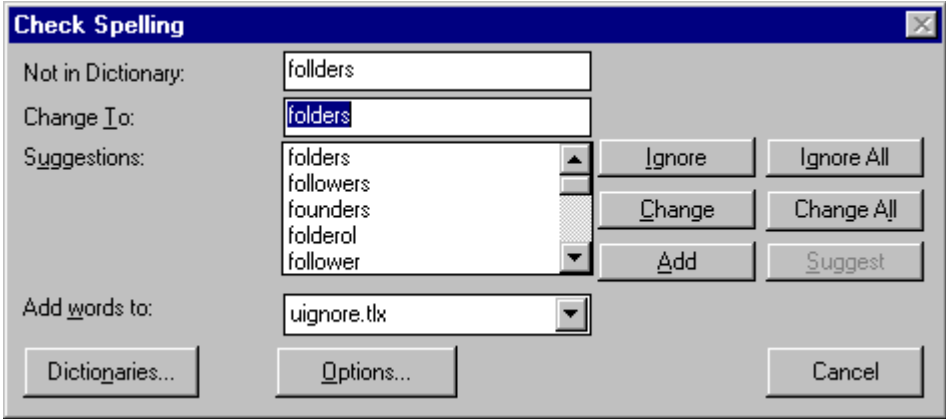


## Replacing Text

You can replace any occurrence of a text string in the body of the active message or in a message selected in the active folder window. You must be in Edit mode.

### To replace text:

1. Choose Replace from the Edit menu.  
The Replace dialog appears.
2. Fill in the dialog as follows:
  - Type the text string you want to replace in the **Find what:** field.
  - Type the replacement text string in the **Replace with:** field.
  - Check the **Match whole word only** check box to find occurrences of the text string as a whole word only.
  - Check the **Match case** check box to distinguish between upper and lower case letters in the text string during the Find operation.
3. Click **Replace** to find and replace the next occurrence of the specified text string.
4. To replace subsequent occurrences of the text string:
  - Click **Replace** in the Replace dialog, or
  - Click the **Find/Replace Next** button  in the toolbar, or
  - Press F3, or
  - Choose Next from the Edit menu.
5. To find the next occurrence of the string without replacing, click **Find next**.
6. To replace all occurrences of the specified text, click **Replace all**.




## Checking Spelling

Use the **Spellers** command to check the contents of your messages for spelling errors. The spell checking facility suggests corrections and lets you add new words to a custom dictionary.

**Note:** Only outgoing messages (created in Compose, Reply and Forward windows) can be checked for spelling. In other windows, the **Spellers** command will be grayed (inactive).

### To check spelling:

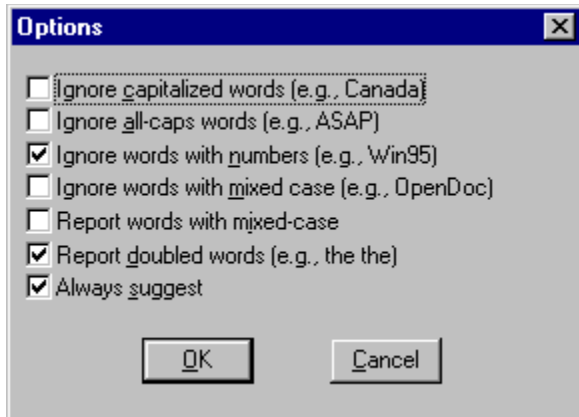
1. Click the **American Spellers** button  on the toolbar, or choose Spellers from the Tools menu. The Check Spelling dialog appears.  
The questionable word appears in the **Not in Dictionary** field.  
The suggested replacement word appears in the **Change to** field.
2. (Optional) You may edit the text in the **Change to** field.
3. Choose from the following option buttons:
  - Change:** Replaces the current occurrence with the text in the **Change to** field.
  - Change All:** Replaces all occurrences with the text in the **Change to** field.
  - Ignore:** Makes no changes in the current occurrence of the word in the **Not in Dictionary** field.
  - Ignore All:** Ignores all occurrences of the word in the **Not in Dictionary** field.
4. (Optional) Click **Add** to add the text that appears in the **Not in Dictionary** field to the displayed dictionary file.

You can activate additional Spelling options by clicking the **Options** button.

See Managing Dictionaries for details on adding and deleting dictionary files.

## Additional Spelling Options

Click on the **Options** button in the **Spelling Checker** dialog to access the following **Options** dialog:



Click on fields in the picture for an explanation of each option.

Click a check box to activate the option. (Check boxes with a **v** indicate that the option is activated.)

### **Ignore Capitalized Words**

The spell checker will not report any capitalized words, for example, Canada.

**Ignore All-caps Words**

The spell checker will not report any words in ALL CAPS, for example, ASAP.

### **Ignore Words with Numbers**

The spell checker will not report any words containing digits, for example, Win95.

### **Ignore Words with Mixed Case**

The spell checker will not report any mixed case words, for example, OpenDoc.

**Note:** This option will override the Report Words with Mixed Case option if it is selected.



### **Report Words with Mixed Case**

The spell checker will report all mixed case words even when the spelling is correct, for example, CompuServe.

## **Report Doubled Words**

The spell checker will report repeated words, for example, the the.

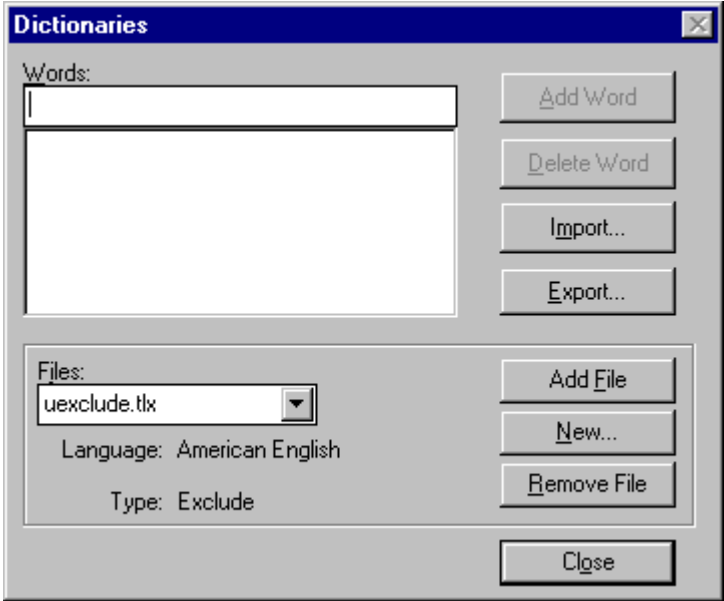
## **Always Suggest**

The spell checker will always suggest an alternative spelling to the reported word. When this option is selected, the Suggest button in the Spell Checker dialog is inactive (grayed out).

## **Managing Dictionaries**

**Pronto Family** enables you to customize and add dictionaries for spell checking.

To access the [Dictionaries](#) dialog, click the **Dictionaries** button in the Spelling Checker window.



## **Managing Incoming Mail**

You can reply to, forward, file, or save your incoming mail, whether it appears in the Inbox or has been moved to another folder.

**See:**

[Send and Retrieve Mail](#)

[Replying to Messages](#)

[Forwarding Messages and Attachments](#)

[Saving Messages and Attachments as Files](#)

## Send and Retrieve Mail

This command sends to the host any mail in your Outbox and retrieves new messages from the host into your Inbox.

### To send and retrieve mail:

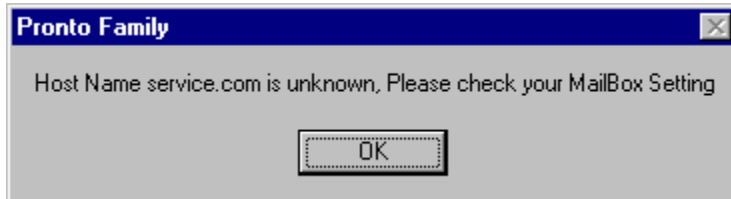
Choose **Send & Retrieve Mail** from the On-Line menu, or click the **Send & Retrieve Mail** button



The remainder of the process is automated. The automated sequence is as follows:

1. **Pronto Family** contacts the host.

**Note:** If there is no connection with the host, a message box like the following one will appear:



Click **OK** to close the message box. Check your connection with the host and/or check mailbox settings.

2. **Pronto Family** retrieves any mail from the host to your Inbox.
3. **Pronto Family** sends any mail from your Outbox to the host.

**Hint:** You can send mail to the Outbox while **Pronto Family** is checking for new mail or downloading new mail. This mail will be sent to the host only during the next update.

**Pronto Family** also lets you further automate the mail updating process.

**Note:** You can [send queued mail](#) and [retrieve mail](#) separately.

## Automating the Mail Updating Process

**Pronto Family** includes automation features that can make the mail retrieving and sending process even easier. For a step by step description of what happens during this process, see [Updating Mail](#).

You can select the following automation options:

[Send outgoing mail each time you start Pronto Family](#)

[Check for new mail and send outgoing mail at regular intervals](#)

[Send outgoing mail to the host immediately](#)

You can automate the mail retrieval process so that each time you start **Pronto Family** it checks for new mail. To do so, choose [Options](#) from the Tools menu.




Mail from the host will be sent to the Inbox.



## Replying to Messages

You can reply to any received message, whether it is in the Inbox or has been moved to another folder. You can reply to the sender of the message only, or you can reply to the sender and all who received a copy of the message (except Bcc recipients).


### To reply to a message:

1. Select the header of the message to which you wish to reply, or display the message in view mode.
2. Choose whether you are [replying to the sender only](#), or [to all addresses](#) that appear in the **From:**, **To:** and **Cc:** fields of the original message.
3. Fill in the message body by doing one or more of the following actions:
  - Type your message.
  - [Insert a text file](#).
  - [Insert a UUencoded binary file](#).
  - [Insert the contents of the original message](#) into the reply message body.
  - [Attach](#)  a file or files to the message.
4. Click **Send**  to place the message in the [Outbox](#). The message will either be sent to the host immediately or the next time you log in to the host, if you have checked the preference. Click [Save](#) to save the message without sending it to the Outbox.  
Click **Address**  to add addresses to the message header.

## Inserting the Original Message

When you are replying to a message you can insert the original message.

### To insert the original message:

In the Reply window click **Original** .

Each line of the original message appears preceded with an indentation string to help the recipient distinguish between the original message and the reply.

You can choose the Indentation string in the [Editor](#) tab of the Tools menu **Options** option. The default value is the "greater than" sign ( > ).

## Completing the Message Header

In the message header, enter the alias (name) or address of the primary intended recipient of your message and (optionally) those who are to receive electronic "[carbon copies](#)" of the message.

### Complete the message header fields as follows:

- To** Type an alias or address, or  
Click **Address** in the Edit window toolbar. In the [Address Book](#) dialog, either, double-click the name of the intended primary recipient of the message, or select the name of the intended primary recipient of the message and click the **To** button. The selected address appears in the **To** field. Click **OK** to return to the Edit window.
- Subject** Type the subject of the message.
- Cc** Type an alias or address, or  
Click **Address** in the Edit window toolbar. In the [Address Book](#) dialog, select the names of the intended recipients of a "carbon copy" of the message and click the **Cc** button. The selected address appears in the **Cc** field. Click **OK** to return to the Edit window. The names of recipients listed in this field will be displayed to primary recipients and other Cc recipients.
- Bcc** Type an alias or address, or  
Click **Address** in the Edit window toolbar. In the [Address Book](#) dialog, select the names of the intended recipients of a "blind carbon copy" of the message and click the **Bcc** button. The selected address appears in the **Bcc** field. Click **OK** to return to the Edit window. The names of recipients listed in this field will not be displayed to primary recipients and Cc recipients.

## "Carbon Copies"

The phrase carbon copy originates from the days of the typewriter, when a piece of black carbon paper would be inserted under the paper being typed. Each impression of the typewriter would leave a similar impression on a second paper underneath the carbon paper.

Unlike physical carbon copies, electronic copies can be sent to an unlimited number of addresses, with no degradation in the appearance of the message


The addresses of the recipients of the "carbon copies" can be:

**Cc:** ("carbon copies") addresses are explicit. The addresses of those who are sent a copy of the message appear in the Cc: field of the headers of the received message.

**Bcc:** ("blind carbon copies") addresses are implicit. A copy of the message is to be sent to this address, but the address does not appear in the header of the received message.

## Replying to the Sender Only


To reply only to the sender of the message, do one of the following:

- Click the **Reply** button  in the toolbar. '
- Choose **Reply** from the Message menu.
- Click the right mouse button in the message header area and choose **Reply** from the popup menu.

The Sender's name will be automatically placed in the **To:** field. The subject of the original message appears in the **Subject:** field, preceded by Re: to indicate that the message is a reply referring to a previous message on that subject. You can edit all of these fields.

## Replying to All Addresses in the Message Header

To reply to all who received a copy of the message as well as to the sender, do one of the following:


- Click the **Reply All**  button in the toolbar.
- Choose the Reply to all command from the Message menu.
- Click the right mouse button in the message header area and choose **Reply to All** from the popup menu.

The Reply window appears, with the addresses of the original sender and primary recipients appearing in the **To:** field. The names of the original Cc recipients remain in the **Cc:** field. The subject of the original message appears in the **Subject:** field, preceded by Re: to indicate that the message is a reply referring to a previous message on that subject.

## Forwarding Messages and Attachments

You can forward any received message, whether it is in the Inbox or has been moved to another folder.

### To forward a message:


1. Select the header of the message which you wish to forward, or display the message in View mode.
2. Open a Forward window by doing one of the following:
  - Click the **Forward** button  in the toolbar.
  - Choose Forward from the Message menu.
  - Click the right mouse button in the message header area and choose **Forward** from the popup menu.

The Forward window appears. The subject of the original message appears in the **Subject:** field, preceded by `Fw:` to indicate that the message is a forward of a previous message on that subject. The contents of the original message appear in the message body, preceded by the message

```
-- Begin Included Message --
```

and followed by the message

```
---- End of Included message ----
```

3. Complete the forward as you would for composing an original message. You may:
  - Click **Attach** to add attachments to the message.
  - Click **Send**  to place the message in the Outbox. The message will either be sent to the host immediately, the next time you update mail, or the next time you log in to the host, depending on the Location Preferences you have checked.
  - Click Save to save the message without sending it to the Outbox.
  - Click **Address** to open the address book (for adding addresses to the message header.)

## **Saving Messages and Attachments as Files**

The contents of a message can consist of text, UUencoded binary files, other file attachments, or a combination of these. Any of these may be saved as files for future reference or for use in other applications.

**Pronto Family** supports several formats for attaching binary files: MIME, Sun attachments, and UUencoded files. Select the format according to the mail application that the intended recipient uses. The most common format is MIME.

### **Related Procedures:**

[Saving Messages as Text Files](#)

[Saving UUencoded Messages as Binary Files](#)

[Saving Attachments as Files](#)



## Saving Messages as Text Files

### To save a message as a text file:

1. Select the message header or display the message in View mode.
2. Choose Save as Text... from the Edit menu.  
A standard Windows **Save Text As** dialog appears.
3. Type a path and name for the file you wish to save, or choose the name of an existing file from the scrolling list to replace that file with the current text message.
4. Click **OK** to save with the selected file name, or Cancel to abort the save operation.  
Click the **UNIX** checkbox if the file is to be saved on a UNIX drive.

## **Saving UUencoded Messages as Binary Files**







1. Select the message header or display the message in View mode.
2. Choose Save as Binary File from the Edit menu.  
The Save Binary File As dialog appears.
3. Type a path and name for the file you wish to save, or select the name of an existing file.

## **Saving Attachments as Files**

**There are two ways to save attachments as separate files:**

- Click on the attachment icon with the right mouse button. Choose **Save** from the submenu that pops up.
- Open an attachment, then save the file from within the associated application.

**Compose : Untitled** [minimize] [maximize] [close]

 Address...  Attach...  Record...  Options...  Save  Send

**To:**

**Subject:**



**Cc:**

**Bcc:**

## Composing New Messages

Use the **Compose Message** command when you are initiating new mail, rather than replying to, or forwarding a message you received. The Compose window, Reply window and Forward window are Edit windows in which you write and edit messages. All other windows are view-only.

### To compose a message:

1. Do one of the following:
    - Click the **Compose**  button on the toolbar.
    - Choose Compose Message from the Message menu.In response to any of these actions, the [Compose window](#) appears.
  2. Complete the message header.
  3. Fill in the message body by doing one or more of the following actions:
    - Type your message.
    - Insert a text file.
    - Insert a UUencoded binary file.
    - Attach a file.
    - Record a Voice Message.
  4. (Optional) Run a spelling check.
  5. (Optional) [Select a Signature.](#)
  6. (Optional) [Select a Priority.](#)
  7. (Optional) Request [acknowledgment on receipt.](#)
  8. Complete the message by doing one of the following:
    - Click the **Send** button  in the Compose window toolbar to place the message in the [Outbox](#). The message will be sent to the host either immediately or the next time you log in to the host, depending on the options selected in the [Mailbox](#) tab of the **Options** dialog.
    - Click the Save button in the Compose window toolbar to store the message in the Draft folder without sending it to the Outbox.
- Note:** When you send intra-family mail, the message is sent immediately to the recipient's mailbox without connecting to the host.

**Attachment Type** ? X

Description:

File Name:

Type:  MIME  
 Sun Attachment

Contents:  Binary  
 Tex

## Attaching Files

**Pronto Family** enables you to send files without changing their format. You don't need to manually encode or decode them. Recipients can [open](#) and [save](#) attached files from within **Pronto Family** if they have the associated application on their PCs. The attached file may also be [quick viewed](#) through a Windows 95 viewer.

### To attach a file from any Edit window:

1. Open an Attachment Type dialog in one of the following ways:
  - From a **Pronto Family** edit window while composing, forwarding or replying to a message. Click the **Attach** button. Select a file to attach from the file selection dialog. The Attachment Type dialog opens.
  - Directly from the Windows 95 Explorer while **Pronto Family** is running. Drag the file you want to attach from the Explorer and drop it into **Pronto Family**. A Compose window will automatically open with the Attachment Type dialog.
2. Complete the [Attachment Type](#) dialog as follows:
  - Enter a short description of the selected file in the **Description** field, if desired. This description appears as the caption below the attachment icon. If you leave this field empty, the file name will be used as the caption.
  - The selected filename appears in the **File Name** field. You can change this name directly in the field or by using the **Browse** button.
  - Change the settings in the **Type** and **Contents** fields if required.

**Pronto Family** supports several formats for attaching binary files: [MIME](#), Sun attachments, and UUencoded files. Select the format according to the mail application that the intended recipient uses. The most common format is MIME.

3. Click **OK** to attach, or click **Cancel** to return to the Edit window.

An attachment icon and filename will appear at the bottom of the Edit window.

**Note:** Messages with attachments take slightly longer to send. When a message is being sent to the host, a bar indicating the size of the file and incrementally showing the progress of the transmission will appear in the lower left of the **Pronto Family** desktop.

### See also:

[Setting MIME Types](#)

## **MIME Type Files**

These are Multi-purpose Internet Mail Extensions attachment files, and are the most commonly used type of attachment file.



## Managing Addresses

**Pronto Family** lets you keep and manage several address books, and enables you to define aliases (nicknames) for the addresses of the people with whom you correspond. Instead of needing to write out a long address, you can just type the alias. Or, easier yet, you can add an address to a message header directly from the address book.

**Note:** The address books for each Professional interface user are stored separately and managed individually.

Here are some useful procedures for working with addresses and address books:

### **Working with addresses:**

[Opening the Address Book](#)

[Adding New Addresses](#)

[Inserting Addresses to Outgoing Mail](#)

[Adding Addresses from Incoming Mail](#)

[Modifying Existing Addresses](#)

[Deleting Addresses](#)

[Copying Addresses to Another Book](#)

[Creating Mailing Lists](#)

[E-Mail and URL Recognition](#)

### **Working with address books:**

[Adding a new Address Book](#)

[Adding an Existing Address Book](#)

[Modifying an Existing Address Book](#)

[Removing an Address Book](#)


[Choosing the Default Address Book](#)

[Working with Shared Aliases](#)

## Opening the Address Book

You need to open the address book to edit or review aliases and addresses, or to add them automatically to an outgoing message.

**To open the address book, do any of the following:**

- Choose the [Address Book](#) command from the Tools menu.
- Click the **Address Book** button  in the main Toolbar (if you've customized the Toolbar to include it)
- Click the **Address** button in any Edit window toolbar.

The [Address Book](#) dialog opens displaying the contents of the default address book. Addresses for family members (sharing the same e-mail account) are not given in full, as intra-family mail does not go through the host. Mailing lists are denoted by a special icon.

### **Related Procedures:**

[Adding Addresses in the Address Book](#)

[Adding Addresses from Edit Windows](#)

[Adding Addresses from Incoming Mail](#)

[Adding Addresses from Outgoing Mail](#)

[Modifying Existing Addresses](#)

[Deleting Addresses](#)

[Copying Addresses to Another Book](#)

[Creating Mailing Lists](#)

## **Adding New Addresses**

You can add aliases and addresses to your address book and to outgoing mail in the following ways.

[In the Address Book](#)

[From Edit Windows](#)

[From Incoming Mail](#)

[Adding Addresses from Outgoing Mail](#)

[From a Marked E-Mail Address](#)

**Add** ? x


Name:

Addresses:

## Adding Aliases and Addresses (in the Address Book)

### To add addresses from the Address Book:

1. Choose [Address Book](#) from the Tools menu, or

Select the **Address Book** icon  from the toolbar. (To place the address book icon there, you need to [tailor the toolbar](#).)

The [Address Book](#) window opens.

2. Click **Add**. The [Add](#) dialog opens.
3. Type an alias (a nickname of your choosing) for the person or organization you wish to add to your address book.  
Type the full mail address of the person or organization you wish to add to your address book. You can type more than one alias or address, separating each entry by a comma, and thus [create a mailing list](#).
4. Click **OK** to add the new alias and its corresponding address(es), or click **Cancel** to return without modification to the Address Book window.

### Related Procedures:

[Adding Addresses from Edit Windows](#)

[Adding Addresses from Incoming Mail](#)

[Adding Addresses from Outgoing Mail](#)


[Adding a Marked E-Mail Address](#)

[Modifying Existing Addresses](#)

[Deleting Addresses](#)

## Adding Aliases and Addresses (From an Edit Window)

You can add aliases and addresses to the address book from the [Compose](#), [Forward](#), or [Reply](#) Edit windows.

1. Click the **Address** button  in the toolbar of the Edit window. The [Address Book](#) window opens.
2. Click **Add**. The [Add](#) dialog opens.
3. Type an alias (a nickname of your choosing) of the person or organization you wish to add to your address book.  
Type the full mail address of the person or organization you wish to add to your address book. You can type more than one alias or address, separating each entry by a comma, and thus [create a mailing list](#).
4. Click **OK** in the Add window to add the new address and close the window, or click **Cancel** to close the Add window and return without modification to the Address Book window.

You can [insert the new address to the current outgoing message](#).

### Related Procedures:

[Adding Addresses in the Address Book](#)

[Adding Addresses from Incoming Mail](#)

[Adding Addresses from Outgoing Mail](#)

[Adding a Marked E-Mail Address](#)

[Modifying Existing Addresses](#)

[Deleting Addresses](#)

## **Inserting Existing Addresses to Outgoing Mail**

You can insert addresses into outgoing mail in several ways. Some ways are shorter (requiring fewer keystrokes) and safer (reducing the chances of a mistake) than others.

[Inserting an address from the address book](#) is the shortest, safest way.

[Other methods](#) are available.

## Inserting an Address from the Address Book

### To insert an address from the address book into outgoing mail:

1. Click the **Address** button  in the Edit window toolbar. The [Address Book](#) window opens.

3. To insert an address into the **To**, **Cc**, or **Bcc** fields:

- Select an address.
- Click the **To**, **Cc**, or **Bcc** buttons at the top of the Address Book dialog.

The selected alias (nickname) will appear in the selected field.

**Note:** You can insert an existing address directly into the header field to which the green arrow is pointing by double-clicking on an address.

4. Click **OK** to insert the header into the message header of the outgoing message.



## Other Ways of Inserting Addresses into Outgoing Mail

[Inserting an address from the address book](#) is the shortest, safest way of inserting an address into outgoing mail.

You can also insert addresses in the following ways.

### **A short way if you have a good memory:**

1. Open an Edit window.
2. Type the alias of the addressee directly into the message header. (Make sure you spell it right!) If you're not sure you have a good memory (or you've forgotten!) you can select the option to [prompt you if the addressee is not in alias list](#). If you have selected this preference and the alias you've entered does not appear, you will be prompted whether you wish to add the alias and corresponding address to your book.

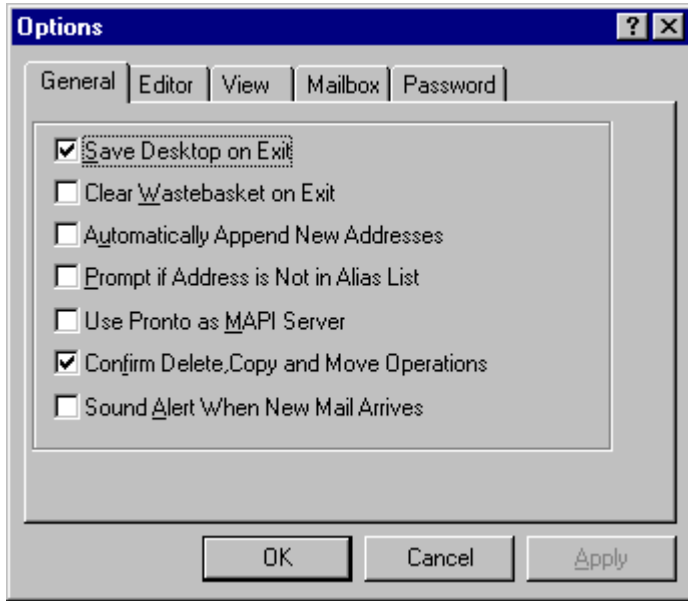
### **Manually copying an address from an incoming message:**

1. Open the message containing the address.
2. Select the address by dragging the mouse.  
The address can be found in the **From**, **Cc** or **Bcc** fields.
3. Copy the selected text to the Windows clipboard.
4. Enter the Edit window and position the cursor where you would like to place the address (e.g. in the **To** field)
5. Paste the address from the Windows clipboard.

### **The long way:**

1. Open an Edit window.
2. Type the full Internet address of the addressee.

**Hint:** The "long way" not only means more typing. Because it bypasses the address book, this approach also means you may need to retype the full address the next time you wish to send a message. A better approach is first to [add the new address to the address book](#) and then add it automatically to the outgoing message.



## Adding Addresses from Incoming Mail

You can add addresses from incoming mail in any of the following ways:

- You can set **Pronto Family** to automatically add new addresses from incoming mail to your address book. See [Automatically Appending New Addresses](#) for instructions.
- You can set **Pronto Family** to mark all e-mail addresses in your messages. See [Marking E-Mail Addresses](#) for instructions. You can then simply double-click on an address to add it to your Address Book. See [Adding a Marked E-Mail Address to Your Address Book](#).

## Marking E-Mail Addresses

You can set **Pronto Family** to mark all e-mail addresses in all windows in red underline.

1. Choose **Options** from the Tools menu. The Options window opens.
2. In the [Editor](#) tab, click the box to the left of **E-Mail Detection**.

## **Automatically Appending New Addresses**

You can set **Pronto Family** to automatically add new addresses to your address book. This can save you typing and keep a more complete record of your correspondence.

1. Choose **Options** from the Tools menu. The [Options](#) window opens:
2. In the General tab, click the box to the left of [Automatically Append New Addresses](#).

## Adding Addresses from Outgoing Mail

**Pronto Family** can prompt you to add aliases from outgoing mail into your address book.

### To add aliases from outgoing mail:

1. Choose **Options** from the Tools menu. The [Options](#) window opens.
2. In the General tab, click the box to the left of [Prompt if address is Not in Alias List](#)

When you send mail to an alias that is not in your address book, the following message appears:

**xxx: alias is not found. Add to alias list?**

To add the alias to your address book, click **Yes**. An [Add](#) dialog appears. Fill in the dialog and click **OK**.

## Modifying Addresses

Aliases and addresses can be easily changed in your address book. You can also change mailing lists.

### To modify an address in the Address Book window:

1. Select the name and address you would like to modify.

2. Click **Modify**.

The [Modify](#) dialog opens.

When modifying a mailing list, the [dialog](#) looks different.

3. Edit the fields as you wish.

4. Click **OK** to accept the modified address, or **Cancel** to leave the alias and address as it was.

**Modify** [?] [X]

Name:

Addresses:




**Modify** [X]

Name:

Addresses:

Barbara,  
Mark,  
John



## Deleting Addresses

### To delete an address in the Address Book window:

1. Select the name and address you would like to delete.
2. Click **Delete**.

If the Confirm Delete, Copy and Move Operations option in the General Tab of the Tools menu Options command is selected, you will be asked to confirm the deletion. Click **OK** to accept the deletion, or **Cancel** to leave the name and address in the Address Book.

## Creating Mailing Lists with Aliases

Creating multi-recipient mailing lists is easy. **Pronto Family** gives you the powerful capability of nesting multiple aliases and addresses. That means you can create an alias consisting of other aliases. One alias can stand for many addresses.

### **To create a mailing list:**

Follow directions for [adding a new address](#) but instead of adding just one address in the Address field, add several, separating each by a single comma. Even easier, you can type a series of aliases, separating each entry by a comma, in the Address field. Mailing lists are indicated in your address book by a special icon.

## **Managing Folders**

A folder is a collection of related mail messages. There are two basic types of folders: system folders which perform a specific task, and user-defined folders which you can create and maintain as you wish.

Use the [Folders window](#) as the primary means of accessing the folders present in your system for operations such as opening, filing and deletion.

### **Descriptions of System Folders**

[Inbox](#)

[Draft](#)

[Outbox](#)

[Sent Log](#)

[Wastebasket](#)

[Monitored](#)

### **Working with Folders**

[Creating a New Folder](#)

[Opening Folders](#)

[Selecting Folders](#)

[Arranging Folders](#)

[Importing Folders](#)

[Exporting Folders](#)

[Deleting Folders](#)

### **Managing Messages in Folders**

[Selecting messages in a folder](#)

[Deleting messages from a folder](#)

[Moving messages to another folder](#)

[Copying messages to another folder](#)

## Managing Messages

Messages are individual units of mail, the electronic equivalent of "letters" or "notes." **Pronto Family** gives you a variety of powerful tools for viewing, editing, transferring, and filing your messages.

There are two ways to work with messages: [View Mode](#) and [Edit Mode](#)

Messages can also be categorized as [Incoming](#) or [Outgoing](#).

Here are some of the common message-related procedures that you may find helpful.

### Working with Messages

[Updating Mail](#)

[Composing New Messages](#)

[Viewing Messages and Attachments](#)

[Replying to Messages](#)

[Forwarding Messages and Attachments](#)

[Saving Messages and Attachments as Files](#)

[Sending and Receiving Voice Mail](#)

### Editing Messages

[Selecting Text](#)

[Deleting Text from a Message](#)

[Cutting Selected Text from a Message](#)

[Copying Selected Text from a Message](#)

[Pasting Text to a Message](#)

[Finding Text](#)

[Replacing Text](#)

[Checking Spelling](#)

### Managing Messages in Folders

[Selecting messages in a folder](#)

[Deleting messages from a folder](#)

[Moving messages to another folder](#)

[Copying messages to another folder](#)

## The Folders Window

The Folders window contains a list of all your folders and subfolders in Windows 95 tree format. Use the Folders window to manage folders for filing, viewing, deletion and creation. The Folders window is displayed, by default, at the left of the screen. You may hide the Folders window by choosing **Hide Folders** from the View menu.

**Note:** If you frequently use several folders, you may find it convenient to always leave the Folders window displayed. You can change the Folders window default settings in the [View tab](#) of the Tools menu **Options** option.

When the Folders window is not open, you can open it by choosing the **Show Folders** command from the View menu.

**Use the Folders window for the following procedures:**

[Creating a New Folder](#)

[Opening Folders](#)

[Selecting Folders](#)

[Deleting Folders](#)

## Creating a New Folder

Folders are useful for organizing your messages according to sender, subject, or any other category of your choosing. **Pronto Family** allows you to create folders and subfolders.

### To create a new folder:

1. Do one of the following

- Choose the **New Folder...** command from the File menu.
- Double-click on **New Folder** in the Folders window.
- Drag a message (or messages) to **New Folder** in the Folders window.

The New Folder dialog opens.

2. Type a name for the new folder and click **OK**. The folder name will appear in the Folders window.

### To create a subfolder:

1. Click the right mouse button on a folder in the Folders window and select **New Folder**.

The New Folder dialog opens.

2. Type a name for the new folder and click **OK**.


The subfolder name will appear underneath the selected folder in the Folders window.

### See also

Importing Folders

## Opening Folders

**You can open an existing folder in the following ways:**

- By double-clicking on a closed folder in the Folders window.
- By selecting a folder in the Folders window and clicking the **Open Folder** button .
- By clicking the right mouse button on a folder in the Folders window and selecting **Open**.
- By dragging a message (or messages) to a folder in the Folders window.
- When the Folders window is not displayed you can choose the [Open Folder](#) command from the File menu.



## **Activating Folders**

There is only one active folder at any time. A folder must be active for you to work with it. There are several ways to activate folders.

**To activate a folder, do one of the following:**

- If a folder is already open, click anywhere inside the folder window.
- If a folder is minimized, click the folder icon.
- Click a folder name in the File menu.
- Double-click on a folder in the Folders window.

## **Arranging Folders**

You may arrange folders on the desktop like any other window, including moving, sizing, minimizing and maximizing.

Refer to your Microsoft Windows User Guide or Windows Help if you are unfamiliar with these procedures.

Help is available for [arranging the Pronto Family Desktop](#).

## Importing Folders

Importing folders can be useful when you wish to add files in a native UNIX format to your **Pronto Family** folders.

### To import a folder:

1. Do one of the following:

- Choose the **Import Folder** command from the File menu. In the Import Folder window click on the folder to which you want to import. (You can also import to a New Folder.)
- Click the right mouse button on the New Folder in the Folders window and select **Import**.

If the folder is not empty or new, you will be asked whether you wish to Append or Overwrite the messages in the folder you have selected. Append will add messages in the imported folder to the selected folder, while Overwrite will replace all messages in the selected folder.

If you are importing to a new folder, the New Folder dialog will appear.

2. In the File Selection window that opens, select the file name of the UNIX mail folder you wish to import. (The file will have an .fld extension.)

3. Click **OK** to import the selected file.

### Related Procedures:

Exporting Folders

## Exporting Folders

Exporting folders can be useful when you wish to transfer mail to a UNIX machine.

### To export a folder:

1. Choose the Export Folder command from the File menu and select a folder from the Export Folders window, or  
Click the right mouse button on a folder in the Folders window and select **Export**.
2. In the File Selection window select a file or type the file name of the folder you wish to export.  
(The file will have an .fld extension.)
3. If the file is to be exported to a UNIX drive, click the UNIX checkbox.
4. Click **OK** to export the selected file.

### Related Procedures:

Importing Folders

## **Deleting Folders**

Delete folders with care, since the Wastebasket does not store them after deletion.

### **To delete a folder:**

1. In the Folders window, select the folder or subfolder you wish to delete.
2. Click the right mouse button and select **Delete**.

## **Pronto Family Folder Windows**

Folder Windows organize your messages. There are system folders -- Inbox, Outbox, Sent Log, Draft, and Wastebasket -- and custom folders, which you define according to your needs.

A folder window displays the content of a folder, and lets you read and process the messages contained in the folder. There are two basic types of Folder Window:

- View windows let you read BUT NOT edit messages

- Edit windows let you read AND edit messages

Both types of Folder Window share the following characteristics.

### **List of message headers**

The upper part displays a list of all messages in the folder. You can sort and filter the messages using the view commands.

The Header section of a Folder Window contains information on the sender or recipient of a message, the date it was sent, and its subject. You can select a message in the header pane by clicking on it.

### **Message body**

The lower part of the folder window displays the text of the selected message.

The divider between the message header and the selected message body can be dragged vertically to change the relative size of these two sections.

Folder windows can be moved, resized, maximized, and minimized in keeping with standard Microsoft Windows operating conventions.

### **Related Procedures:**

Selecting messages in a folder

Deleting messages from a folder

Moving messages to another folder

Copying messages to another folder

Arranging the **Pronto Family** Desktop

## Selecting Messages in a Folder

There are a number of ways to select messages in a folder. Selection is necessary before doing any of the following:

[Moving messages to another folder](#)

[Copying messages to another folder](#)

[Saving Messages](#), or

[Deleting Messages](#).

You can select a message with a mouse-click or by using the up or down arrows on the keyboard. Selected messages appear highlighted.

### **To select consecutive messages:**

1. Select the first message header in the series.
2. Hold down the **Shift** key.
3. Select the last message in the series.

### **To select non-consecutive messages:**

1. Select the first message in the series.
2. Hold down the **Ctrl** key.
3. Select additional messages with a mouse-click.


### **To select all messages in a folder:**

1. Click in the desired folder to select it.
2. Choose the **Select All** command from the Message menu.

## Deleting Messages from a Folder

You can delete a message from any folder.

### To delete a message:

1. Select the message(s) you wish to delete.
  2. Do one of the following:
    - Choose the Delete Message command from the Message menu, or
    - Click the **Delete** button  in the toolbar, or
    - "Drag and Drop" the message into the Wastebasket folder, or
    - Click the **Del** key on the keyboard.
- Deleted messages are automatically moved to the Wastebasket folder.




## Moving Messages to Another Folder (Menu and Toolbar Methods)

You can move a message into a new folder using menu commands or Toolbar buttons. (Alternatively, you can use the "drag and drop" method.)

### To move a message to another folder:

1. Select the message(s) you wish to move.
2. Choose the **Move Message** command from the Message menu, or

Click the **Move** button  in the toolbar and then choose the destination folder.

The Move to Folder window appears.

3. Click on the name of the folder to which you would like to move the message.

**Note:** You cannot move messages to a system folder, except the Wastebasket.

4. Click the **Move** button to execute, or **Cancel** to close the Move to Folder window.

## **Moving Messages to Another Folder (Drag-and-Drop Method)**

An easy way to move messages from one folder to another is by the "drag and drop" method. (Alternatively, you can use the Toolbar or Menu methods.)

### **To move messages between folders:**

1. Select the message(s) you wish to move.
2. "Drag" the message header(s) you wish to move to the Folders window by holding down the left mouse button while moving the mouse.
3. "Drop" the message(s) into the desired folder by releasing the left mouse button  
Moved messages will automatically appear in the destination folder.


**Note:** You cannot move messages to a system folder, except the Wastebasket.

## Copying Messages to Another Folder (Menu and Toolbar Methods)

You can copy a message into a new folder using menu commands or Toolbar buttons. (Alternatively, you can use the "drag and drop" method.)

### To copy a message to another folder:

1. Select the message(s) you wish to move.
2. Choose the **Copy Message** command from the Message menu, or

Click the **Copy** button  in the toolbar and then choose the destination folder.

The Copy to Folder window appears.

3. Click on the name of the folder to which you would like to copy the message.

**Note:** You cannot move messages to a system folder. Copied messages will automatically appear in the destination folder. If you wish to copy the message to a New Folder, you will be prompted to name the new folder.

4. Click the **Copy** button to execute, or click **Cancel** to close the Copy to Folder window.

## Copying Messages to Another Folder (Drag-and-Drop method)

An easy way to copy messages from one folder to another is by the "drag and drop" method. (Alternatively, you can use the Toolbar or Menu methods.)

### To copy a message to another folder:

1. Select the message(s) you wish to move.
2. "Drag" the message header(s) you wish to move to the Folders window by holding down the Ctrl key and the left mouse button while moving the mouse.
3. "Drop" the message(s) into the desired folder by releasing the left mouse button  
Copied messages will automatically appear in the destination folder. If you wish to copy the message to a New Folder, you will be prompted to name the new folder.

**Note:** You cannot copy messages to a system folder.

## **Customizing Pronto Family**

Modifying Program Appearance      Helps you change how **Pronto Family** folders and fonts look

Tailoring Your Toolbar      Helps you change the contents of the **Pronto Family** toolbar

Working with Signature Files      Helps you create and maintain electronic signatures

## **Modifying Program Appearance**

There are several ways you can customize how **Pronto Family** folders and fonts appear.

[Changing Font Sizes](#)

[Tailoring the Toolbar](#)

[Arranging Folders](#)

## Changing Fonts

**Pronto Family** lets you change the fonts used in the header and the body of messages.

### To change font characteristics:

1. Choose **Fonts...** from the View menu.
2. Click on either **Folder Headers** or **Message Body** to change fonts in the corresponding area.
3. Select the desired characteristics for font, font style, size, color and special effects like underline or strikeout.  
An example of text with the selected characteristics appears in the Sample window in the **Fonts** dialog.
4. Click **OK** to accept these font characteristics, or **Cancel** to revert to the previous characteristics.

## Tailoring Your Toolbar

The following procedures help you to customize the contents of the **Pronto Family** toolbar.

### To customize the toolbar:

Select **Customize Toolbar...** in the Tools menu. The [Customize Toolbar](#) dialog opens.

### You can:

[Add a button to the current toolbar](#)

[Remove a button from the current toolbar](#)

[Change the position of the button on the current toolbar](#)

[Change the button's appearance](#)



## **Changing a Button's Appearance**

Buttons can appear in the toolbar with an icon only, or as an enlarged button with an icon and button name.

Change a button's appearance by clicking the arrows by the icon in the Toolbar Buttons list. The icon on the toolbar will change as shown in the Toolbar Buttons list.

## **Adding a Button to the Toolbar**

1. Scroll through the Available Buttons list to find the button that you would like to add.
2. Click on the desired button to select it.  
If the selected button does not appear in the current toolbar, the Add arrow will become enabled.  
If the Add arrow does not turn from gray to black, the selected button already appears in the current toolbar.
3. Click on the Add arrow to add the selected button to the current Toolbar.

### **Removing a Button from the Toolbar**

1. Scroll through the Toolbar Buttons list to find the button that you would like to remove.
2. Click on the desired button to select it.
3. Click on the Delete arrow to remove the selected button.

### **Changing the Position of a Button on the Toolbar**

1. Scroll through the Toolbar Buttons list to find the button whose position you would like to change.
2. Click on the Up arrow to move the button up through the list, or click on the Down arrow to move the button down through the list.
3. Click **OK** to confirm the new Toolbar arrangement, or Cancel to return to the previous arrangement.

## Working with Signature Files

These procedures help you create and maintain electronic signatures. Signatures are prepared text files that are inserted, either automatically or manually, at the end of your messages. They may contain a full name, address, phone and fax numbers, or perhaps a marketing message or a clever saying. It's up to you!

**Note: Pronto Family** stores signature files separately for each Professional interface user.

### To work with signatures:

Choose Signatures from the Tools menu. The [Signatures](#) dialog appears.

### With the dialog open you can perform the following actions:

[Add a new signature](#)

[Set a default signature](#)

[Modify an existing signature](#)

[Delete a signature](#)

### See also:

[Selecting the current signature](#)

## Adding a New Signature

This procedure enables you to add a signature file either by creating a new signature file or by importing a text file.

### To create a new signature:

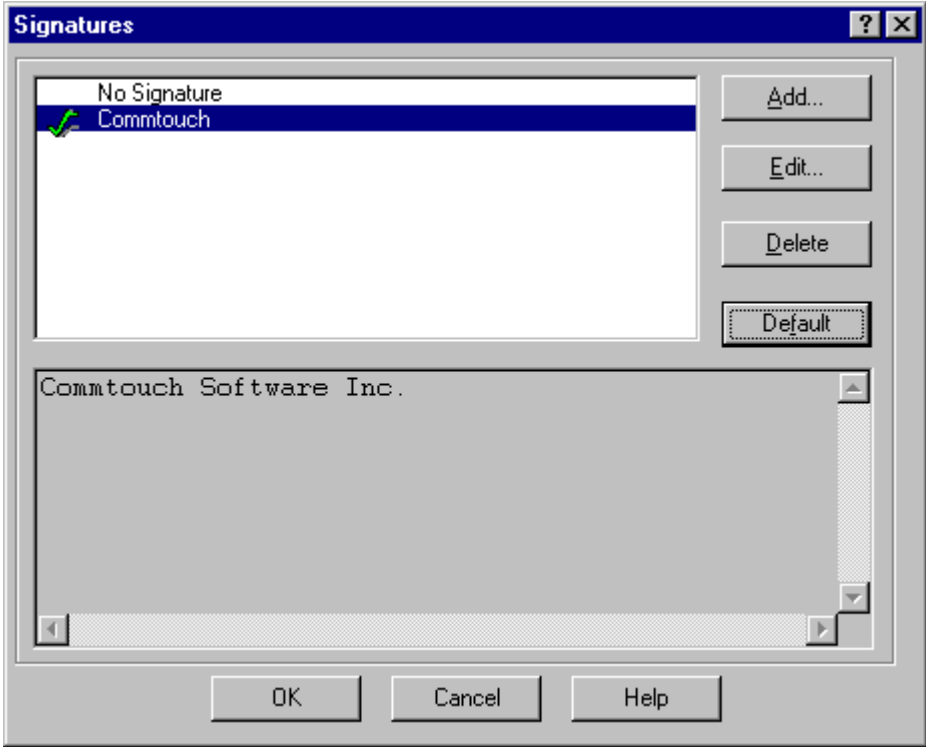
1. Choose Signatures from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Click **Add**. A secondary Signatures dialog opens.
3. Type a new signature name in the **Current** field.
4. Do one of the following:
  - Create a new signature file in the Edit field:** There is no limit to the length of the signature file. This opens the way to creative uses of the signature. Signature files can be much more than names, addresses and phone numbers. Signature files can serve as a quick-reference library of frequently used documents that you can easily attach to the end of your document.  
You can, for example, copy and paste features to transfer text from existing messages or other documents.
  - Import a signature file:** Click **Import**. A standard file selection window opens. Choose a text file and click **OK**. The signature is displayed in the Edit field.
5. Click **OK** to save the signature and return to the main Signatures dialog. The new signature is displayed in the bottom half of the window.
6. (Optional) If you think you will use this signature most often, click **Default**.
7. Click **OK** to save this signature and close the Signature dialog, or click **Cancel** if you decide not to create a new signature.

## Setting a Default Signature

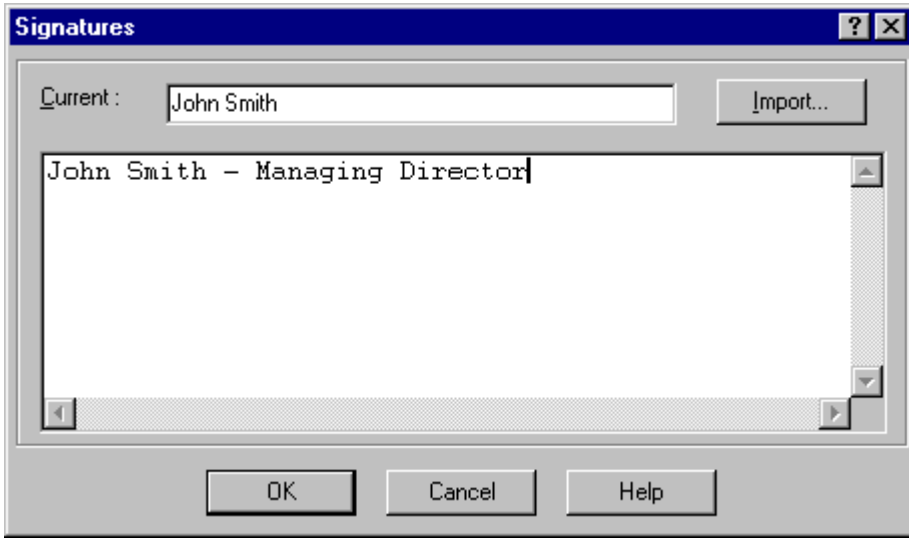
The default signature should be the one you use most often. It will automatically be added to your message unless you choose another current signature (or no signature) instead.

### To set a default signature:

1. Choose Signatures from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Select the name of the signature file that you would like to set as the default. The signature is displayed in the bottom half of the window.
3. Click **Default**.  
A check mark will appear at the left of the signature name.
4. Click **OK** to save the new default and close the **Signatures** dialog, or click **Cancel** if you decide not to change the default.







## Modifying an Existing Signature

1. Choose Signatures from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Select the name of the signature file that you would like to modify. The corresponding signature appears in the bottom half of the window.
3. Click **Edit**. A secondary Signatures dialog opens.
4. Edit the signature as you wish. Click **OK** to return to the main Signatures dialog. The edited signature is displayed.
5. Click **OK** to save the modified signature and close the Signatures dialog, or click **Cancel** if you decide not to modify the signature.

## Deleting a Signature

1. Choose Signatures from the Tools menu. The Signatures dialog opens. The names of all currently available signatures are displayed in the top half of the window.
2. Select the name of the signature file that you would like to delete. The corresponding signature appears in the bottom half of the window.
3. Click **Delete**.
4. Click **OK** to confirm the deletion and close the **Signatures** dialog.

## General Problems

Here are some problematic situations that may arise, and some suggestions for how to resolve them.

**Problem: A folder disappeared when you changed display resolution.**

**Reason:** When you change the screen display to a lower resolution, the folder may be in a position that is no longer accessible.

**Solution:** To recover the file:  
Choose the **Tile** or **Cascade** options from the Windows menu, or,  
Choose **Close All** from the Windows menu and then re-open them, or,  
1. Return to the previous display resolution.  
2. Move the folder that disappeared to an area of the screen that will still be visible after you change resolution.

**Problem: Pronto Family disappears even though you have not closed it.**

**Reason:** Another Windows application is covering **Pronto Family**.

**Solution:** Use Alt/Tab to browse through open applications until the **Pronto Family** tag appears, then release Alt/Tab, or Press Ctrl/Esc for the Task List dialog.

**Problem: Pronto Family suddenly appears minimized as an icon on the Windows desktop.**

**Reason:** Windows was closed while **Pronto Family** was minimized. The Windows Program Manager "remembers" the last condition of the desktop.

**Solution:** Restore **Pronto Family** to the desired size:  
1. Double-click on the **Pronto Family** icon.  
2. Adjust the **Pronto Family** desktop to the desired size.  
Make sure that the desktop is optimally sized when you close the application.

**Problem: When you receive or send a message with an attached file, the icon of the attached file is a question mark or does not represent the attached file format.**

For example, a Notepad icon may be displayed for a Word (.doc) file.

**Reason:** You do not have an association for the attached file format, or the association is incorrect, or the MIME type is incorrect.

**Solution:** Add or change the association in the Windows Explorer by selecting **Open With** from the *File* menu.

**Problem: When you double-click on an attached icon, nothing happens.**

**Reason:** You do not have an association for that type of file, or the association is incorrect.

**Solution:** Add or change the association in the Windows Explorer by selecting **Open With** from the *File* menu.

**Problem: You received a message that includes UUencoded text, and an attachment icon. The attachment includes the whole message and you cannot UUdecode the message.**

**Reason:** If the UUencoded file is very large and one of the Gateways on the way was too slow, the file may have been cut.

**Solution:** Ask the sender to resend the UUencoded text as an attachment. The message should be UUencoded using a different application since **Pronto Family** has a size limit of about 60K. The attached file can be sent using **Pronto Family**.

**See also:**

Sending Problems  
Retrieval Problems

## Sending Problems

Here are some suggestions for resolving problems relating to the sending of mail.

**Problem: Check your Outbox for a message with the wrong FORMAT**

This message may appear when sending mail.

**Reason:** You are attempting to send mail in an incorrect format.

**Solution:** Use Windows Notepad or another text editor to edit the **Pronto.ini** file (located in the directory in which **Pronto Family** was installed.).

Under the [Preferences] section, add the lines:

DATE=LOCAL

MESSAGE-ID=LOCAL

Save the file and restart **Pronto Family**.

**Problem: Check your Outbox for a message with the wrong ADDRESSEE**

This message may appear when sending mail.

**Reason:** One of the messages in the Outbox has an illegal address, for example, xxxx instead of xxxx@commtouch.com.

**Solution:** Check your Outbox for a message with an illegal address. If you find one, correct the address. You must also edit the **Subject** field since this will have changed to **Attempt to send to unknown user**.

**Problem: Winsock Select failed**

This message may appear when **Pronto Family** crashes during the communication process.

**Solution:** Restart Windows and then restart **Pronto Family**.

**Problem: Password supplied for username xxxx is incorrect**

This message may appear when sending mail.

**Reason:** The password in the setup information is incorrect.

**Solution:** Check the password in the On-Line menu **Mailbox Settings** option and change it if necessary.

**Problem: Pronto Family cannot send mail. Nothing happens when you connect to the SMTP.**

**Reason A:** The IP number to connect to the POP3 is incorrect in your setup information.

**Solution A:** Check the server information, login and password in the On-Line menu **Mailbox Settings** option and change them if necessary.

**Reason B:** The mail server does not support the SMTP protocol.

**Solution B:** Use the Telnet application to connect to port 25 of the remote domain. The system should reply indicating whether the SMTP daemon is running on this port. If the SMTP daemon is not running on the specified port, you need to change the SMTP port. Your system administrator or Internet service provider will be able to tell you which is the correct port.

To change the port in the **Pronto.ini** file add the line:

SMTP=xxx where xxx is the correct port.

Try to send mail. If you do not succeed, contact your system administrator or Internet service provider.

**Problem: The size of your message exceeds the maximum size limit which your SMTP is able to transfer**

This message may appear in the message body after attempting to send mail.

**Reason:** The size of your message exceeds the size limit of your SMTP.

**Solution:** Try sending your mail through another SMTP server, or send a smaller message.

## Retrieving Problems

Here are some suggestions for resolving problems relating to the retrieval of mail.

**Problem: Nothing happens when you try to retrieve mail. You cannot connect to the POP3 server. (POP3 is the protocol for retrieving mail.)**

**Reason A:** The IP number to connect to the POP3 is incorrect in your setup information.

**Solution A:** Check the server information, login and password in the On-Line menu **Mailbox Settings** option and change them if necessary.

**Reason B:** There is a timeout problem - the default timeout is 50 seconds.

**Solution B:** Increase the timeout. Use Windows Notepad or another text editor to edit the **Pronto.ini** file (located in the directory in which **Pronto Family** was installed).

Under the [TCPIP] section, add the line:

```
TIMEOUT=X (where x>50)
```

Save the file and restart **Pronto Family**.

**Solution C:** Use Windows Notepad or another text editor to edit the **Pronto.ini** file (located in the directory in which **Pronto Family** was installed).

Under the [TCPIP] section, add the line:

```
METHOD=SYNC
```

Save the file and restart **Pronto Family**.

**Solution D:** Verify connectivity to the domain destination using other applications such as Ping or Telnet. Try using another Winsock application such as Netscape or another Web browser and see if it functions. The best test is to try using a program that is not supplied by the vendor of your stack.

**Solution E:** You can activate Debug mode. When you work in debug mode, a log file is created when you exit **Pronto Family**. Send this log file to the CommTouch Support Department at techsupp@commtouch.com.

Edit the **Pronto.ini** file (located in the directory in which **Pronto Family** was installed) to activate Debug mode as follows:

Add the following line to the [TCPIP] section:

```
DEBUG=3
```

```
LOG=YES
```

**Note:** You can activate Debug mode whenever you have communication problems.

Once you have solved the problem, you should turn off debug mode by deleting the above lines.

**Problem: Host name xxx is unknown. Please check your mailbox settings**

This message appears when the server does not succeed in sending your messages and they are returned.

**Reason:** The DNS (Domain Name Server) is not running or cannot identify your domain name.

**Solution:** Try using the Domain's IP address (usually four sets of digits separated by periods) instead of the domain name. Choose **Mailbox Settings** in the On-Line menu. Enter the IP address instead of the domain name in the **Mail Server** field.

**Problem: Cannot read file c:\family\users\userX\header.dbf**

**Cannot read file c:\family\users\userX\item.dbf**

**Cannot open file c:\family\users\userX\header.dbf**

**Cannot open file c:\family\users\userX\item.dbf**

These messages may appear when receiving mail.

**Reason:** The Inbox folder is corrupted.

**Solution:** **Pronto Family** provides an option to clear an Inbox which has been lost, damaged or corrupted. Choose **Clear Inbox** from the Tools menu **Maintenance** option.

Try to download mail again. If the problem persists, erase the incoming folder in c:\family\users\userX and try to download mail again.



**Note:** Deleting the incoming folder will delete all your incoming messages.

**Problem: The dates of messages in the Inbox are sorted differently.**

**Reason:** Mail is sorted differently in **Pronto Family** than on the host.

**Solution:** Use Windows Notepad or another text editor to edit the **Pronto.ini** file (located in the directory in which **Pronto Family** was installed).

Under the [Preferences] section, add the lines:

```
SORT=UNIX
```

Save the file and restart **Pronto Family**.

**Problem: You know you have new mail but when you try to download nothing appears to happen.**

**Reason:** New mail has arrived but you cannot see your Inbox folder.

**Solution:** Choose the **Cascade** option in the Windows menu to see the Inbox again.

**Problem: Your mailbox is locked by another pop3 session - please wait a few (up to 10) minutes and try again**

This message may appear when trying to connect to the POP3 server.

**Reason:** The Host mail file might be locked, or, a communication problem with the UNIX host broke the connection without properly quitting.

**Solution:** Telnet to the POP3 server (`telnet ip_address 110`)

Kill the process using the kill command.

Under your account, enter:

```
ps - aux|grep popper
```

You will see a list of processes that are in use.

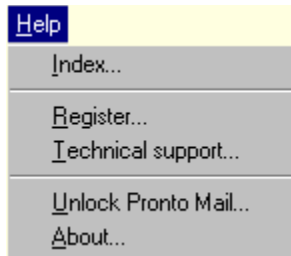
Kill the process that appears with your name in it (`kill process_number`)

If this does not succeed, contact your Internet service provider.

## **Technical Support (Help Menu)**

Opens a Compose window to CommTouch Technical Support to enable you to report problems and obtain technical support for **Pronto Family**.

## Help Menu



**Index** Opens the online Help Contents Page.

**Order Form** Opens an order form addressed to CommTouch enabling you to order a fully licensed copy of **Pronto Family**.

**Technical Support** Opens a Compose window automatically addressed to CommTouch Technical Support in which you can request help for problems encountered while using **Pronto Family**. See the [Troubleshooting Guide](#) for help before reporting problems.

**Unlock Pronto Mail** The evaluation copy of **Pronto Family** is valid for 30 days. You can use this option to order a license for **Pronto Family** to enable unlimited use of **Pronto Family**. Once you have purchased a license, CommTouch will supply you with a keyword which you enter in this dialog.

**About** Displays the About **Pronto Family** window which gives the current version number.

## Menus

Menus are lists of related items. You can access menus by clicking a menu name in the menu bar. You can also access many menu items by clicking items in the [toolbar](#).

For more information on menus and the items they contain, click on the menu name from the list shown below.

[File](#)

[Edit](#)

[View](#)

[Message](#)

[On-Line](#)

[Tools](#)

[Windows](#)

[Help](#)

### **Related Procedures:**

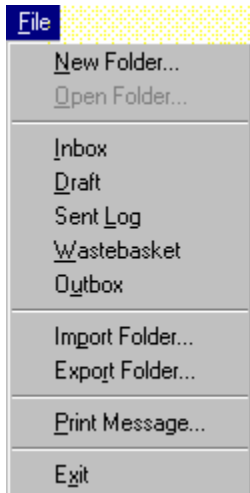
[The Pronto Family Desktop](#)

[Toolbar Definitions](#)

[Shortcut Keys](#)

[Right Mouse Button Functions](#)

## File Menu



Click on an option in the picture for its description, or click on a topic below.

[New Folder](#)

[Open Folder](#)

[Inbox](#)

[Draft](#)

[Sent Log](#)

[Wastebasket](#)

[Outbox](#)

[Import Folder](#)

[Export Folder](#)

[Print Message](#)

[Exit](#)

## **Inbox (File Menu)**

Opens/activates your Inbox folder, showing messages [downloaded](#) from your mail account on the host and received intra-family messages. The Inbox opens, by default, when you begin **Pronto Family**.

## **Draft (File Menu)**

Opens/activates the Draft folder, containing unsent messages stored with the Compose window **Save** button. You can keep "messages in progress" in this folder before sending them.

Double-clicking a message header in the messages list of the Draft folder enables you to [compose](#) that message.

## Sent Log (File Menu)

Opens/activates the Sent Log system folder that contains a record of messages that have been sent to the host. Intra-family sent mail is not stored in the Sent Log folder.

**Note:** You should periodically delete unnecessary messages and move important messages from this folder to user-defined folders to control its size.



## **Wastebasket (File Menu)**

Opens/activates the **Wastebasket** folder, containing messages that you previously deleted.

This is a useful safeguard that prevents mistaken deletions. Normally, you must clear this folder yourself by deleting messages. You can set **Pronto Family** to automatically clear the wastebasket every time you exit from the Tools menu Options dialog.

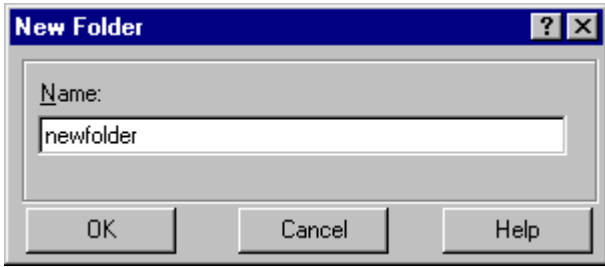
## **Outbox... (File Menu)**

Opens/activates the Outbox folder which queues outgoing mail until transfer to the host. While in the queue, you can view, change or delete outgoing mail. (Alternatively, from the Tools menu **Options** option, you can choose the Mailbox tab and check the **Send Mail Immediately** option.)

The **Outbox** command is not enabled in the File menu when there are no messages in the Outbox or while messages are being sent out.

You can open a message for editing by double-clicking on a message header in the message list.

**Note:** Do not confuse the Outbox with the Sent Log, which contains messages already sent.



**New Folder... (File Menu)**

Creates a new folder under the Personal folder. Other folder creation methods are described in [Creating a new folder.](#)

**Open Folder... (File Menu)**

Opens a folder. This option is only active when the Folders window is not displayed.  
For other ways of opening a folder, see [Opening Folders](#).

### **Import Folder.. (File Menu)**

Imports a folder from an ASCII file. The file must be in standard UNIX mail folder format. If the folder to which you are importing is not empty, **Pronto Family** prompts for overwrite or append. If you have NFS capability, you may import mail folders directly from UNIX with an automatic UNIX to DOS conversion.

### **Export Folder... (File Menu)**

Exports a folder as a plain ASCII file. The folder is stored in standard UNIX mail folder format. You can export folders and store them as ASCII files for backup purposes. With NFS you may export a folder directly to the UNIX host and automatically convert the file into UNIX format by selecting the UNIX folder checkbox.

**Print Message (File Menu)**

Prints the selected message. Also enables you to select a printer, or change the setup of the currently selected printer.



## **Exit (File Menu)**

Exits **Pronto Family**. If any messages are being edited, **Pronto Family** issues a warning on each message, prompting you to save their contents.

## Edit Menu

<u>E</u> dit	
<u>U</u> ndo	Ctrl+Z
<u>C</u> ut	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Select <u>A</u> ll	Ctrl+A
<u>F</u> ind...	
<u>R</u> eplace...	
<u>N</u> ext	F3
<u>I</u> nsert Text File...	
<u>S</u> ave as Text...	
<u>I</u> nsert Binary File (UU <u>E</u> ncode)...	
<u>S</u> ave as Binary File (UU <u>D</u> ecode)...	

Click on an option in the picture for its description, or click on a topic below.

[Undo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Select All](#)

[Find](#)

[Replace](#)

[Next](#)

[Insert Text File](#)

[Save as Text...](#)

[Insert Binary File](#)

[Save as Binary File](#)

**Undo (Edit Menu)**

Cancels the previously executed editing action.

**Cut (Edit Menu)**

Removes selected message text and places it in the Clipboard. You can [cut message text](#) in several ways.

## **Copy (Edit Menu)**

Places a copy of the selected text in the Clipboard. You can [copy message text](#) in several ways.

## **Paste (Edit Menu)**

This command pastes the text from the Clipboard into the message at the cursor position. You can [paste message text](#) in several ways.

**Select All (Edit Menu)**

Selects all of the text in the current message body. There are several ways to [select message text](#).

**Find (Edit Menu)**

Finds specified text in the message body of the active message window or of the selected message in the active folder window.



**Replace (Edit Menu)**

Finds and replaces one text string with another text string.

**Next (Edit Menu)**

Repeats the previous Find or Replace action.

## **Insert Text File... (Edit Menu)**

This command places the contents of a selected file into the message at the cursor position. If the size of the selected text file is too large, a warning message will be displayed. The size limit is 64K, or less, depending on how much memory is available. Alternatively (for larger files) you can [attach files](#).

**Save as Text... (Edit Menu)**

Saves the contents of the current message as a text file.

## **Insert Binary File (UUEncode) (Edit Menu)**

Encodes binary files, such as executables and graphic image files, for transfer to the host system. UUencoded files must be UUdecoded when received on the host. You may decode received binary files on the PC with the **Pronto Family** Save as Binary File (UUDecode) command found in the Edit menu.

If the size of the selected text file is too large, a warning message will be displayed. The size limit is 64K, or less, depending on how much memory is available. Alternatively (for larger files) you can [attach files](#).

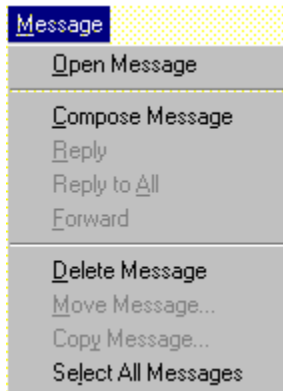
## **Save as Binary File (UUDecode) (Edit Menu)**

Decodes and saves received binary files, such as executables and graphic image files.

## **Spelling... (Tools Menu)**

Checks the spelling of a message in edit mode.

## Message Menu



Click on an option in the picture above for its description, or click on a topic below.

[Open Message](#)

[Compose Message](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Delete Message](#)

[Move Message](#)

[Copy Message](#)

[Select All Messages](#)



## **Open Message (Message Menu)**




Opens a message window with the selected message in the active folder.

## **Compose Message (Message Menu)**




Opens a Compose window in which you can compose a new message.


## Reply (Message Menu)

 Opens a window in which you can reply to the sender of the selected message in the active folder.


## **Reply to All (Message Menu)**

 Opens a window in which you can reply to the sender and all other recipients of the selected message in the active folder.

## **Forward (Message Menu)**

 Forwards the selected message in the active folder to an addressee of your choice. If the message includes an attachment, the attachment will also be forwarded.

### **Delete Message (Message Menu)**


 Deletes the selected message. Deleted messages are placed in the Wastebasket folder, and may be retrieved from there.

## **Move Message (Message Menu)**



Moves the selected message or messages from the active folder to another folder.

## **Copy Message (Message Menu)**

 Copies the selected message or messages from the active folder to another folder.



**Select All Messages (Message Menu)**

Selects all messages in the active folder.

### **Address Book... (Tools Menu)**

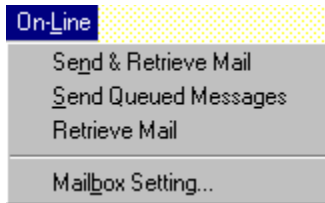
Opens the Address Book dialog in which you can view and process aliases and addresses in multiple address books.

The ability to maintain several address books is a powerful organizing feature. You can maintain as many books as you like, and even import simple text files for use as **Pronto Family** address books.

You use aliases as shorthand or simple nicknames for **Pronto Family** addresses. An alias may be defined for one or more addresses or other aliases. This means that you can define mailing lists containing several, dozens, or even hundreds of names.

See [Managing Addresses](#).

## On-Line Menu



Click on an option in the picture for its description, or click on a topic below.

[Send & Retrieve Mail](#)

[Send Queued Mail](#)

[Retrieve Mail](#)

[Mailbox Settings](#)

## **Send & Retrieve Mail (On-Line Menu)**

[Updates your mailbox](#) by sending mail from the Outbox and retrieving new mail from the host into your Inbox.

To send mail only, choose [Send Queued Mail](#) from the On-Line menu.

To receive mail only, choose [Retrieve Mail](#) from the On-Line menu.

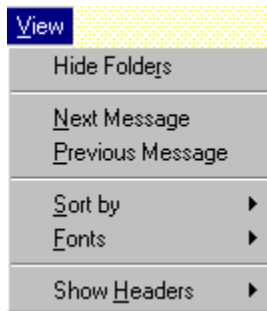
**Send Queued Mail (On-Line Menu)**

Sends mail from the Outbox.

**Retrieve Mail (On-Line Menu)**

Retrieves new mail from the host into your Inbox.

## View Menu



Click on an option in the picture above for its description, or click on a topic below.

[Hide Folders](#)

[Next Message](#)

[Previous Message](#)

[Sort by](#)

[Fonts](#)


[Show Headers](#)

**Hide Folders (View Menu)**


Closes the Folders window.



### **Next Message (View Menu)**

 Shows the next message in the currently active folder.

### **Previous Message (View Menu)**

 Show the previous message in the currently active folder.

**Sort by (View Menu)**

Sorts messages in the current folder by date, sender/recipient, subject, size or priority according to the submenu option selected.

See [Sorting Messages](#).

**Sort By Date (View Menu)**

Lists messages in the current folder by date.

**Sort By Sender (View Menu)**

Lists messages in the current folder alphabetically, by sender name.

### **Sort By Recipient (View Menu)**

Lists messages in the current folder alphabetically, by recipient name.

The **Sort by Recipient** command is only available when the Draft or Sent log folders are activated.

**Sort By Subject (View Menu)**

Lists messages in the current folder alphabetically by subject.

**Sort by Size (View Menu)**

Lists messages in the current folder by size of the message.



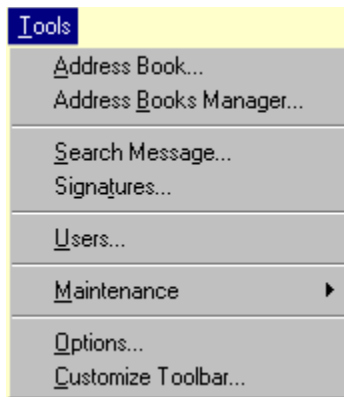
**Sort by Priority (View Menu)**

Lists messages in the current folder according to the Priority specified for the message.

## **Show Headers (View Menu)**

Sets the level of detail in message headers. There are submenus for **Full**, **Partial** and **None**. See [Displaying Body Header Detail](#).

## Tools Menu



Click on an option in the picture for its description, or click on a topic below.

[Address Book](#)

[Address Books Manager](#)

[Spelling](#)

[Search Message](#)

[Signatures](#)

[Users](#)

[Maintenance](#)

[Options](#)

[Customize Toolbar](#)

## **Users**

(This option is only active for the Postmaster.) This command opens the Users' List dialog in which the Postmaster can add and delete users, and change their settings.

See [Managing the User's List](#).

## Searching Messages

**Pronto Family** enables you to search for messages across folders and subfolders. You can specify different criteria for your search.

### To search for messages:

Choose **Search Message** from the Tools menu. The Search Message dialog opens.



Click on a field in the picture or click on a topic below to display its description.

[Search in Folder.](#)

[Character String Search](#)

See [Advanced Search Message Options](#) for date search options.

## **Search in Folder**

Click on the Folders button to display a popup Folders window. Select a folder to search in and click **OK**.

If you want to include subfolders in your search, the **Include Subfolders** checkbox should be selected.

## Character String Search

You can use sub-strings, e.g. putting `hel` in the subject field, will display all messages with the words `help`, `hello` and so on in their subject line.

**From:** Display messages that contain the specified string in the sender field.

**To:** Display messages that contain the specified string in the addressee field.

**Subject:** Display messages that contain the specified string in the subject field.

**Message body:** Display messages that contain the specified string in their body content (message).

The **case sensitive** check box at the bottom of the dialog determines whether or not the filter ignores upper and lower case (when not checked), or treats them as different (when checked).

## Advanced Search Message Options

The [Advanced Search Message](#) dialog provides date search options.

Check the **Search by Date** box and select one of the following types of date search:

- Between specified start and end dates. Dates are in the date format that your setup uses, e.g. month/day/year or day/month/year.
- During the previous specified number of days.
- During the previous specified number of months.



**Advanced** ? ×

Search By Date

between  and

during the previous  day(s)

during the previous  month(s)

OK

Cancel

## Options... (Tools Menu)

The **Options** dialog allows you to change settings which affect the way **Pronto Family** looks and works. Each user can define settings individually.



Settings are organized according to tabs.

When you have specified the required settings, click **OK**.

Click on a tab for more information about settings in that category, or click on a topic below.

[General Tab](#)

[Editor Tab](#)

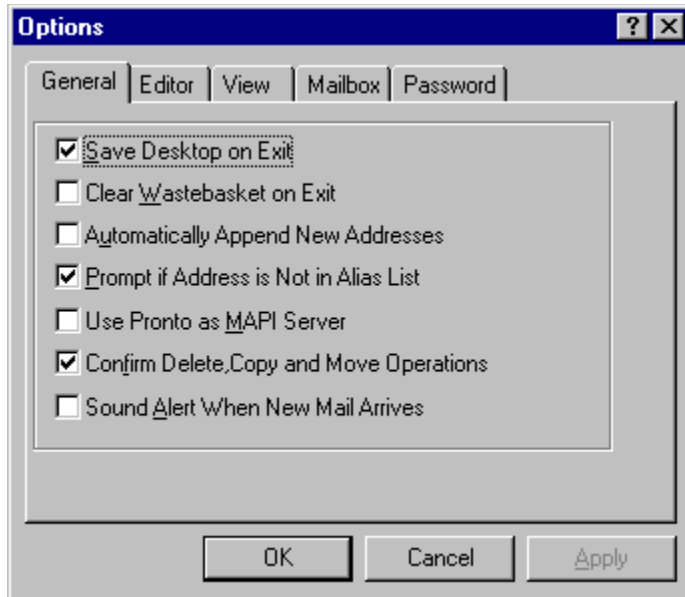
[View Tab](#)

[Mailbox Tab](#)

[Password Tab](#)

## General Tab (Options dialog)

The General tab provides various configuration options for **Pronto Family**.  
Click on an option in the picture or click on a topic below to display its description.



[Save Desktop on Exit](#)

[Clear Wastebasket on Exit](#)

[Automatically Append New Addresses](#)

[Prompt if Address is Not in Alias List](#)

[Use Pronto as MAPI Server](#)

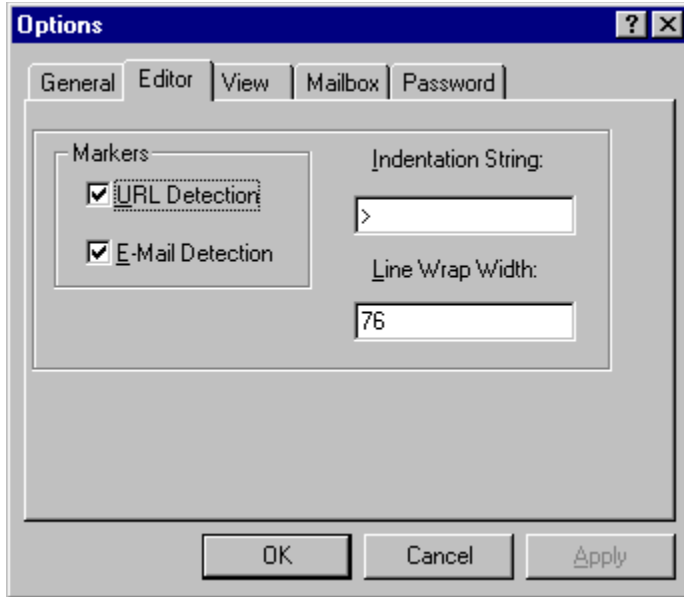
[Confirm Delete, Copy and Move Operations](#)

[Sound Alert When New Mail Arrives](#)

## Editor Tab (Options dialog)

The Editor tab provides options for Edit windows as well as URL and e-mail address recognition in all windows.

Click on an option in the picture or click on a topic below to display its description.



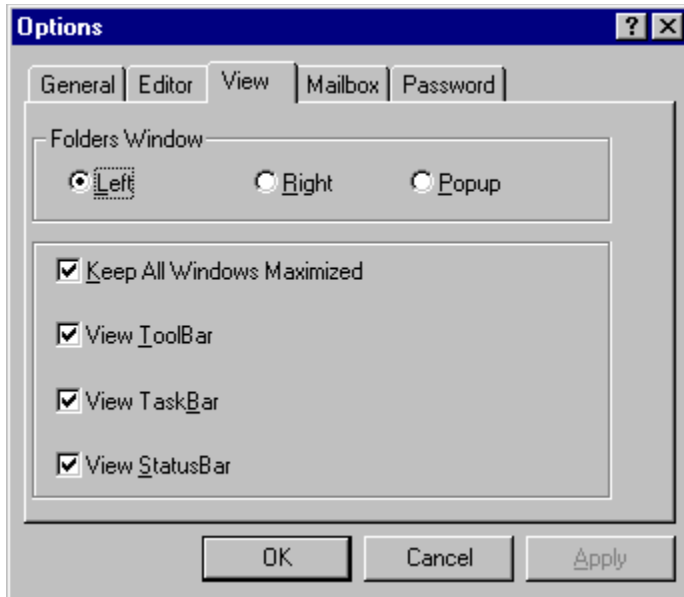
[Markers](#)

[Indentation String](#)

[Line wrap width](#)

## View Tab (Options dialog)

The View tab provides options for configuring the arrangement of your **Pronto Family** desktop. Click on an option in the picture or click on a topic below to display its description.



[Folders Window](#)

[Keep all Windows Maximized](#)

[View ToolBar](#)

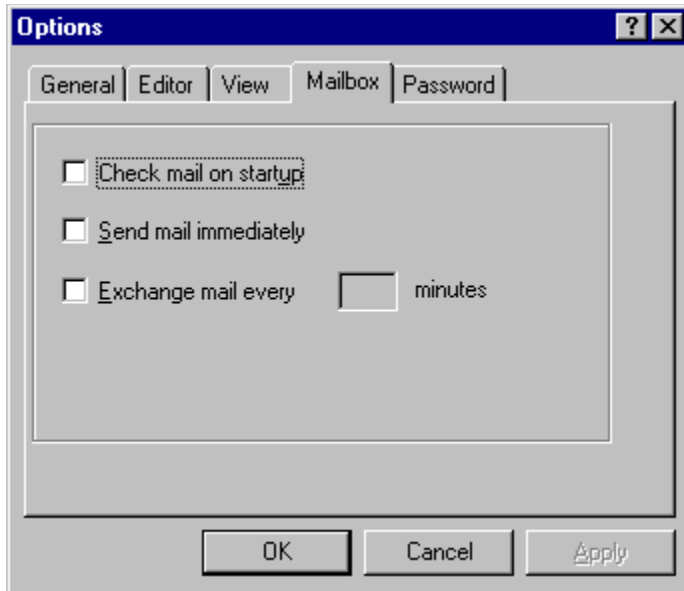
[View TaskBar](#)

[View StatusBar](#)

## Mailbox Tab (Options dialog)

The Mailbox tab provides options for mail handling.

Click on an option in the picture or click on a topic below to display its description.



Check Mail on Startup

Send Mail Immediately

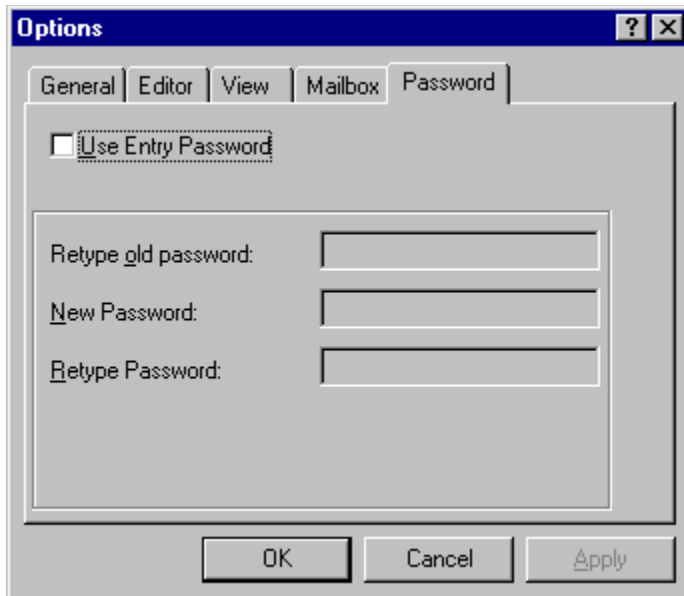
Exchange Mail every \_ minutes

## Password Tab (Options menu)

Using a password enables you to protect the contents of your individual mailbox from other members of the family. The Password tab provides options for setting your personal mailbox password.

**Note:** Setting a password does not affect [parental monitoring](#).

Click on an option in the picture or click on a topic below to display its description.



[Use Entry Password](#)

[Changing Your Password](#)

## **Changing Your Password**

1. Type in your old password in the **Retype Old Password** field.
2. Enter a new password in the **New Password** field.
3. Retype your new password in the **Retype Password** field.



**Option: Markers**

Selecting **URL Detection** displays all URL addresses in messages in blue. Selecting **E-Mail Detection** displays e-mail addresses in messages in red underline. See [URL and E-Mail Recognition](#).

**Option: View Toolbar**

Displays the Toolbar at the top of the **Pronto Family** window.

**Option: View Taskbar**

Displays the Taskbar, showing which folders are open, at the bottom of the **Pronto Family** window.

**Option: View Status Bar**

Displays the Status Bar, showing the number of messages in the active window, above the TaskBar.

**Option: Folders Window**

Specifies how to display the Folders window - to the left of message windows (default), to the right of message windows, or as a pop-up window.

**Option: Confirm Delete, Copy and Move Operations**

Prior to deleting, or performing move or copy operations, **Pronto Family** will prompt you for confirmation.

**Option: Keep All Windows Maximized**

When a window is opened, it will appear in its maximized state.

**Option: Save Desktop on Exit**

Instructs **Pronto Family** to save the position of all open windows on its desktop when exiting and to restore this desktop configuration when beginning the next **Pronto Family** session.



**Option: Clear Wastebasket on Exit**

**Pronto Family** will clear the wastebasket folder each time you exit **Pronto Family**.

**Option: Automatically Append New Addresses**

If the address of an incoming message does not exist in your address book, **Pronto Family** will add it automatically. See [Adding Addresses from Incoming Mail](#) for other options.

**Option: Sound Alert When New Mail Arrives**

Beeps when incoming mail is received from the host.


**Option: Prompt if Address is Not in Alias List**

If you type the name of an addressee that does not exist as an alias in your address book, **Pronto Family** will prompt you to verify the name and decide whether you would like to add it to the list. See [Adding Addresses from Incoming Mail](#) for other options.

**Option: Use Pronto as MAPI Server**

Installs **Pronto Family** as a MAPI server, enabling you to send mail from any mail-enabled application.

### **Option: Indentation String**

Selects the character strings that are to appear before each line of text added using the **Original**  button in a Reply window. The default string is the "greater than" sign ( > ) followed by a blank space.

For example: **>This is the original text.**

**Option: Line Wrap Width**

Selects the maximum number of characters to be used in a line when editing a message. Adding characters beyond that maximum will cause the characters to appear on the next line.

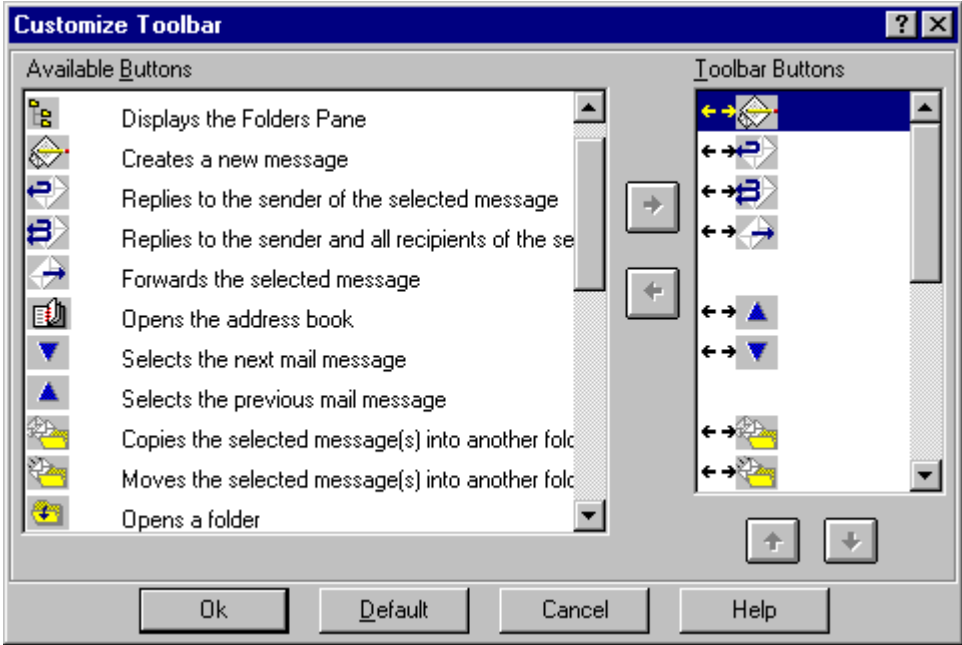
**Option: Entry Password**

Use this option to indicate whether you want to use an entry password to protect your individual mailbox. If so, you type in a password of your choice (then retype the password to ensure accuracy).



### **Customize Toolbar... (Tools Menu)**

Opens the [Customize Toolbar](#) dialog enabling you to specify which tool buttons are to be included in the [toolbar](#).



## **Signatures... (Tools Menu)**

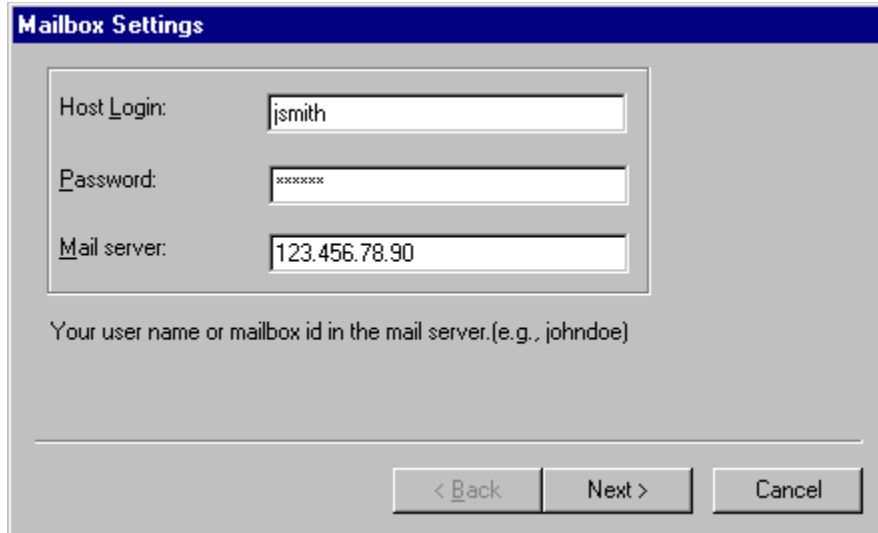
Opens a dialog to define standard closings for your messages. You may set one signature as the default for inclusion at the end of all messages. See [Working with Signatures](#)

## Mailbox Settings... (On-Line Menu)

The **Mailbox Settings** dialog specifies information required for receiving mail from the server. This is the [Internet Connection settings](#) defined during setup.

You can view Mailbox Settings at any time but only the Postmaster can change them.

Click on a field in the picture below to see its description.



The screenshot shows a dialog box titled "Mailbox Settings" with a blue header. Inside, there are three text input fields: "Host Login" containing "jsmith", "Password" containing "xxxxxx", and "Mail server" containing "123.456.78.90". Below these fields is a descriptive text: "Your user name or mailbox id in the mail server.(e.g., johndoe)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Click **Next** to access [Advanced Settings](#).

### To specify Mailbox Settings:

Enter settings in each field and then click **Next** to accept the indicated settings and access [Advanced Settings](#). Click **Cancel** to return to the previous settings.

Click on a topic for information on each field:

[Host Login](#)

[Password](#)

[Mail Server](#)

## **Host Login**

Enter your user name or mailbox ID.

This is the ID you use to log on to the host UNIX system. (for example, if your Internet address is johndoe@domain.com you would enter johndoe)

**Password**

Your e-mail account password on the Mail Server.

If you leave this field empty, you will be prompted for your password when you retrieve mail.

**Mail Server**

Enter the domain name of your mailbox.

The host name (e.g., mailhost) or Internet address (e.g., 192.34.23.1) of the system where your e-mail is delivered.

**Description Field**

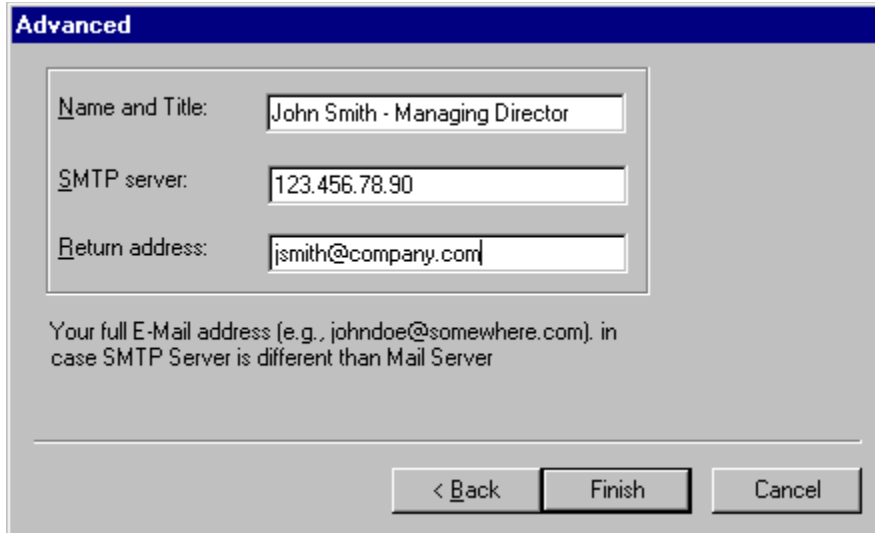
This area provides a description of the field in which the cursor is positioned.



## Advanced Mailbox Settings

Advanced Settings provide additional mailbox settings. These settings enable you to define an outgoing (SMTP) mail server different than the incoming mail server described in the basic mail settings.

Click on a field in the picture below to see its description.



The screenshot shows a dialog box titled "Advanced" with a blue header. It contains three input fields: "Name and Title" with the value "John Smith - Managing Director", "SMTP server" with the value "123.456.78.90", and "Return address" with the value "jsmith@company.com". Below these fields is a note: "Your full E-Mail address (e.g., johndoe@somewhere.com), in case SMTP Server is different than Mail Server". At the bottom, there are three buttons: "< Back", "Finish", and "Cancel".

To define an outgoing (SMTP) mail server, enter settings in each field and then click **Finish**. Click **Back** to return to the basic **Mailbox Settings** dialog. Click **Cancel** to return to the previous settings. Click on a topic for information on each field:

[Name and Title](#)

[SMTP Server](#)

[Return Address](#)

**See also:**

[Mailbox options](#) in the Tools menu **Options** dialog.

**Name and Title**

Enter the name and title you wish to include in your messages (e.g., John Doe - Marketing Manager).  
The content of this field is optional.

**SMTP Server**

Enter the Domain name of the outgoing mail (SMTP) server.

Host name or Internet address of the system where outgoing messages are sent if different to the Mail Server in the Mail Settings dialog.

**Return Address**

Enter your full e-mail address.

Your full e-mail address (e.g., johndoe@somewhere.com). Completing this field is required only if your SMTP Server is different than your Mail Server.

**Option: Check Mail on Startup**

When Check Mail on Startup mailbox is selected, **Pronto Family** sends any messages in the Outbox, and checks for incoming messages each time you start the program.

This assumes that a connection with the host has been established. If there is no connection and this option is selected, you will see an error message.

**Option: Exchange Mail every \_\_\_\_ minutes**

When selected, **Pronto Family** checks for any queued message in the Outbox and checks for any incoming mail at a pre-set interval.

**Option: Send Mail Immediately**

You can set up **Pronto Family** to send mail to the host immediately after you issue a Send command from an outgoing folder window. Otherwise, it waits until you issue the **Send All** command from within the Outbox folder, or issue the **Send Mail** command or the **Send & retrieve mail** command from the On-Line menu.

**Note:** Even if you have not specified immediate sending of mail, the contents of the Outbox is transferred to the host at each login.

## Setting MIME Types

Setting MIME Types associates Windows file types to [MIME](#) types/subtypes.

This will instruct **Pronto Family** how to treat different types of attachments. For example, you can associate file type GIF with type **image** and sub-type **gif**, so that if you have an application that is associated with the GIF extension in Windows, it will be launched automatically when you double-click an image/gif attachment.

### To set MIME Types:

1. Click **MIME Types** in the [Attachment Type](#) dialog. The window expands to display the [MIME Types](#) field.
2. Enter new MIME types and subtypes.

**Pronto Family** recognizes all MIME types and subtypes known at the date of shipping. If new MIME types are defined, you can add them.

See [Attaching files](#) for additional information on working with attachments.



MIME Type

MIME Subtype

Encoding Type

**Fonts... (View Menu)**

Enables you to change the appearance of text in Folder Headers and the Message Body. See [Modifying Font Appearance](#).

## **Maintenance (Tools Menu)**

This command provides the following folder maintenance options:

[Clear Inbox](#)

[Clear Wastebasket](#)

## **Clear Wastebasket**

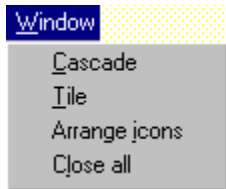
This command clears the Wastebasket folder.


## **Clear Inbox**


This is a useful command if your Inbox is deleted or corrupted for some reason.

Executing this command erases all data from the Inbox. It does not affect mail residing on the host. You may be able to recover any messages that may have been lost when you next update mail.

## Window Menu



**Cascade**  Arranges folders in "cascading" windows, one on top of the other on the **Pronto Family** desktop, with the active window on top.

**Tile**  Arranges folders in "tiled" windows of equal size on the **Pronto Family** desktop, with the active window in the upper left corner.

**Arrange icons** Arranges all icons (representing minimized messages and folders) in the lower left corner of the **Pronto Family** Desktop.

**Close All**  Closes all **Pronto Family** folder and message windows.

## Procedures Index

Provides an alphabetic listing of **Pronto Family** Procedures.

[Adding a New Address Book](#)

[Adding Addresses from Incoming Mail](#)

[Adding a Marked E-Mail Address](#)

[Adding an Existing Address Book](#)

[Adding a New Address Book](#)

[Adding a User](#)

[Adding New Addresses](#)

[Arranging Folders](#)

[Attaching a File](#)

[Attachment Handling](#)

[Checking Spelling](#)

[Changing the Default Address Book](#)

[Changing User Settings](#)

[Clear Inbox Folder](#)

[Communicating with the Host](#)

[Composing New Messages](#)

[Copying one or more Addresses to Another Book](#)

[Copying Messages to Another Folder](#)

[Copying Selected Text from a Message](#)

[Creating a New Folder](#)

[Creating a New Signature](#)

[Creating Mailing Lists](#)

[Creating Shared Aliases](#)

[Customizing Pronto Family](#)

[Cutting Selected Text from a Message](#)

[Deleting Addresses](#)

[Deleting Folders](#)

[Deleting Messages from a Folder](#)

[Deleting a Signature](#)

[Deleting Text from a Message](#)

[Displaying Message Headers](#)

[Editing Message Text](#)

[Exporting Folders](#)

[Finding a Message in the Active Folder](#)

[Finding Message Text](#)

[Forwarding Messages and Attachments](#)

[Getting Receipt Acknowledgments](#)

[Importing Folders](#)

[Inserting a UUencoded Binary File](#)

[Inserting Addresses to Outgoing Mail](#)

[Inserting the Original Message](#)

[Inserting a Text File](#)

[Modifying an Existing Address Book](#)

[Modifying an Existing Signature](#)

[Modifying Existing Addresses](#)

[Modifying Program Appearance](#)

[Monitoring Your Family's Mail](#)

[Moving Messages to Another Folder](#)  
[Opening Existing Messages](#)  
[Opening Folders](#)  
[Opening the Address Book](#)  
[Pasting Text to a Message](#)  
[Playing Voice Messages](#)  
[Quick Viewing Attachments](#)  
[Recording a Voice Message](#)  
[Removing an Address Book](#)  
[Removing a User](#)  
[Replacing Text](#)  
[Replying to Messages](#)  
[Retrieving URL Addresses](#)  
[Saving Attachments as Files](#)  
[Saving Messages as Text Files](#)  
[Saving UUencoded Messages as Binary Files](#)  
[Searching Messages across Folders](#)  
[Selecting Addresses](#)  
[Selecting The Current Address Book](#)  
[Selecting Folders](#)  
[Selecting Messages in a Folder](#)  
[Selecting Message Priority](#)  
[Selecting Text](#)  
[Selecting the Current Address Book](#)  
[Selecting the Current Signature](#)  
[Setting a Default Signature](#)  
[Sending and Receiving Mail](#)  
[Sending and Receiving Voice Messages](#)  
[Sorting Messages](#)  
[Tailoring the Toolbar](#)  
[Viewing Attachments](#)  
[Viewing Binary Files](#)  
[Viewing Text](#)



## **The Pronto Family Desktop**

**Pronto Family's** user interface is organized as a desktop.

### **The desktop frame includes:**

Main menu

Toolbar

A Taskbar at the bottom of the window displays which folders are open and/or active.

A status line above the Taskbar provides communication status and a brief description of the toolbar button currently pointed to by the cursor.

### **The desktop may contain:**

Message windows

Folder windows

## **Message Windows**

Message Windows are the "envelope" in which you send your message. They consist of two sections.

The Message Header contains the address and subject information.



























Adding Addresses from Edit Windows

The Message Body contains the contents of your message and attachments.

## Toolbar Definitions

The Toolbar is useful for simplifying command sequences into a single point-and-click operation. **Pronto Family** gives you a great deal of flexibility in [tailoring your toolbar](#) to fit your tastes.

**Here are definitions of the toolbar buttons:**

	Opens the folder pane
	Creates a new message
	Replies to the sender only
	Replies to the sender and all recipients
	Forwards the selected message
	Opens the address book
	Selects the next mail message
	Selects the previous mail message
	Copies the selected message
	Moves the selected message
	Opens a folder
	Moves the selected message to the Wastebasket
	Finds specified text
	Repeats the last find/replace
	Moves the selected text
	Copies the selected text
	Inserts the Clipboard text
	Shows all of the message header
	Shows some of the message header
	Shows no message header
	Checks the spelling
	Prints the selected message
	Arranges windows as a cascade
	Arranges windows as tiles
	Retrieves new mail and sends queued mail
	Accesses online help

### **Address Books Manager (Tools Menu)**

Opens the Address Books Manager. The **Pronto Family** Address Books Manager is a tool for adding, creating, importing, removing and prioritizing multiple address books. Using it, you will be able to organize and manage large address databases, and even transform simple text files into e-mail address books recognizable by **Pronto Family**.

See [Address Books Manager](#)

## Address Books Manager

The **Pronto Family** Address Books Manager is a tool for adding, creating, importing, removing and prioritizing multiple address books. Using it you will be able to organize and manage large address databases, and even transform simple text files into e-mail address books recognizable by **Pronto Family**.

Each **Pronto Family** Professional interface user has a separate Address Books Manager.

### To open the Address Books Manager:

Choose **Address Books Manager** from the Tools menu.

The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.

### Related Procedures:

[Adding a new Address Book](#)

[Adding an Existing Address Book](#)

[Modifying an Existing Address Book](#)

[Removing an Address Book](#)

[Choosing the Default Address Book](#)

[Working with Shared Aliases](#)

## Adding a New Address Book

This procedure creates a new address book.

### To create a new address book:

1. Choose **Address Books Manager** from the Tools menu.  
The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.
2. Click **Add**.  
The [Add New Address Book](#) dialog opens.
3. Enter the name of the book you are about to create in the **Name** field.  
**Note:** If for some reason you wish the new address book to be stored in a directory different than the one displayed in the **Path** field, enter the new path name. By default, however, it is recommended not to change anything in this field when creating a new book.
4. Click **OK** to save the new book name, or click **Cancel** to exit the dialog without saving the changes.  
The Address Books Manager dialog re-appears. The name of the Book you have just created appears in the list box.
5. Click **OK**.

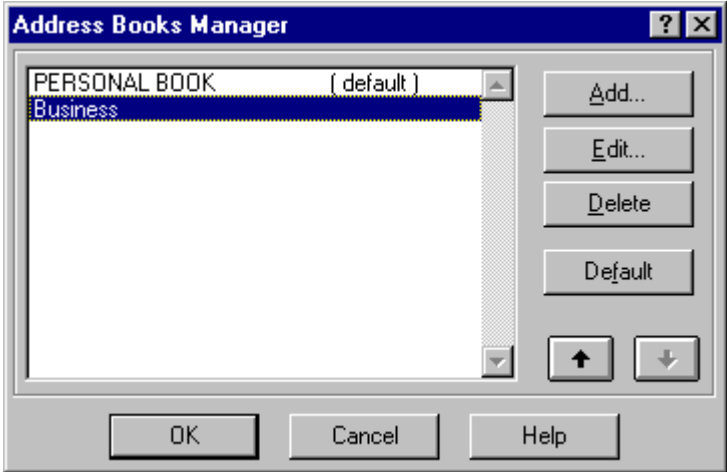
The next time you choose Address Book from the Tools menu or from an Edit window, the new book you created will be accessible through the Address Book's Current book pop-up list.

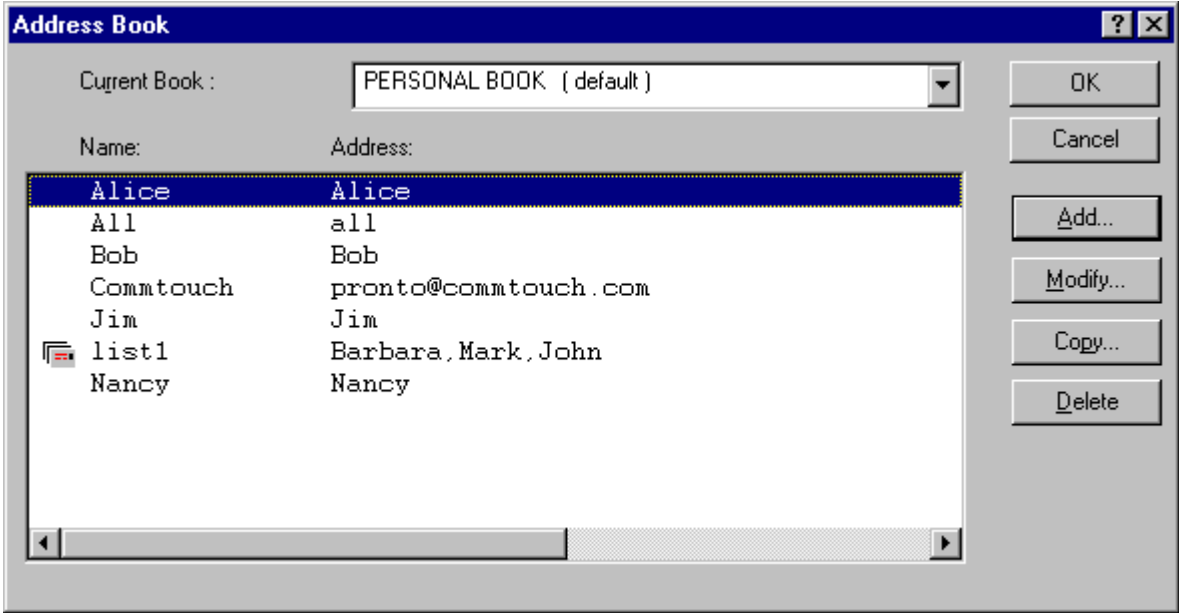
### To select the new address book as the current one, see:

[Selecting an Address Book](#)

### See also:

[Adding an Existing Address Book](#)







**Address Book** [?] [X]

Current Book : Business ( default )

To: Commtouch

Cc: John Smith

Bcc:

Name:	Addresses:
Commtouch	pronto@commtouch.com
John Smith	jsmith@company.com

Buttons: Add... Modify... Delete Copy...

Buttons: OK Cancel Help

**Add New Address Book** [X]

Name :

Path :

## Adding an Existing Address Book

In the course of your work, you may want to add to your address library an existing address book created by any Pronto mailer, whether yours, or someone else's.

### To add an existing Address Book:

1. Choose **Address Books Manager** from the Tools menu.  
The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.
2. Click **Add**.  
The [Add New Address Book](#) dialog opens.
3. In the **Name** field, enter the name under which you would like the new book to appear.  
In the **Path** name, enter the path where the book you want to add is located. If you do not remember the exact path, click **Browse** to open the **Open** dialog and search your disk or network for the address-book file.  
**Note:** You are looking for a file with a \*.dbf extension, but not every such file is necessarily an address book. If you select a \*.dbf file which is not a **Pronto Family** address book, **Pronto Family** will notify you.
4. When you have found the correct file, click **OK** in the Open dialog, and/or **OK** in the **Add New Address Book** dialog.  
The **Address Books Manager** re-appears. The name of the Book you have just added should appear in the Manager's list box.

### To select the new address book as the current one, see:

[Selecting an Address Book](#)

## Modifying an Address Book Name and/or Path

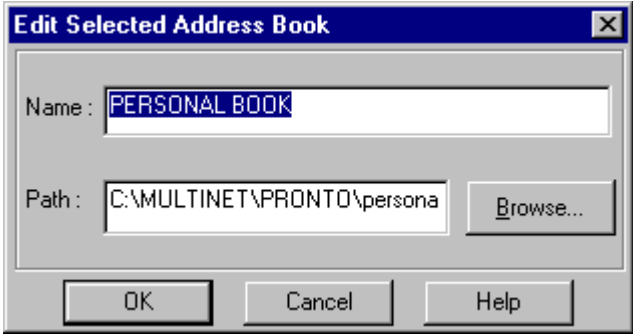
This procedure allows you to change the name of an address book, or move it to another directory.

### To modify an address book name and/or path:

1. Choose **Address Books Manager** from the Tools menu.  
The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.
2. Using the mouse or keyboard vertical scroll arrows, highlight an address and click **Edit**, or simply double-click on the address book name you want to modify.  
The [Edit Selected Address Book](#) dialog opens.
3. Enter a new name for the selected address book into the **Name** field, and/or a new path name for the address book file in the **Path** field. Use the **Browse** button for an optional browse around the directory tree.
4. Click **OK**.  
The Address Books Manager re-appears. The name of the Book you have just modified will appear in the Manager's list box.

### To select the newly named address book as the current one, see:

[Selecting an address book](#)



## Removing an Address Book

Using the Remove command, you may remove an unnecessary address book from the Address Books Manager.

**Note:** This operation does not delete the address book file, but only removes it from the Address Book list regularly accessible through **Pronto Family**. You may re-include the removed address book file into the Manager at anytime, using the [Add](#) command.

### To remove an address book:

1. Choose **Address Books Manager** from the Tools menu.

The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.

2. Using the mouse or keyboard vertical scroll arrows, highlight an address and click **Delete**.

A confirmation box appears, asking for your final approval for address book removal. Click **Yes** to proceed with removal, or **No** to exit without removing.

If you clicked **OK**, the selected address-book will be removed from the Manager's list box.

## Changing the Default Address Book

Use the **Default** button in the Address Books Manager to determine which of your address books will be displayed by default each time you open the Address Book from the Tools Menu or Compose window.

### To change the Default Address Book:

1. Choose **Address Books Manager** from the Tools menu.

The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.

2. Using the mouse or keyboard vertical scroll arrows, highlight the Address Book you want to be displayed by default and click **Default**.

The expression **(default)** will appear beside the selected Address Book.

3. Click **OK** to close the Address Books Manager.

4. Open the Address Book from the Tools menu or Compose window.

The contents of the book you selected as default are now displayed by default. The Current Book field above the address list displays the name of that book.

**Note:** While being able to select a non-default address book as current, every time you close the address book and then re-open it, the default address book will re-appear.

### To select another Current Address Book see:

[Selecting an Address Book](#)

## Working With Shared Aliases

Sometimes you may find it necessary to keep several separate addresses under the same alias. Each of these addresses must be stored in a different address book. When you enter such a shared alias into the **To** field while composing, **Pronto Family** must have a way of knowing which of the sharing addresses you are referring to. **Pronto Family** will always assume that the specific address you are referring to in the current Compose window is to be found in the first Address Book on the Address Books Manager list.

### To define the source for an alias-sharing address:

1. Make sure that each one of the addresses sharing the same alias is stored in a different address book. No address book can contain more than one such address.
2. Choose **Address Books Manager** from the Tools menu.  
The [Address Books Manager](#) dialog opens, displaying a list of your existing address books.
3. Using the mouse or keyboard vertical scroll arrows, highlight the Address Book you want to move to the top of the list.
4. Click on one of the arrows located at the right side of the Address Books Manager to move the selected address book to the top of the list.
5. Click **OK**. The address book at the top of the list is now **Pronto Family**'s reference source for shared aliases.



## Selecting the Current Address Book

When you choose **Address Book** from the Tools menu or Compose window, **Pronto Family** will display the particular book designated as (default) in the Address Books Manager.

### To select another address book as current:

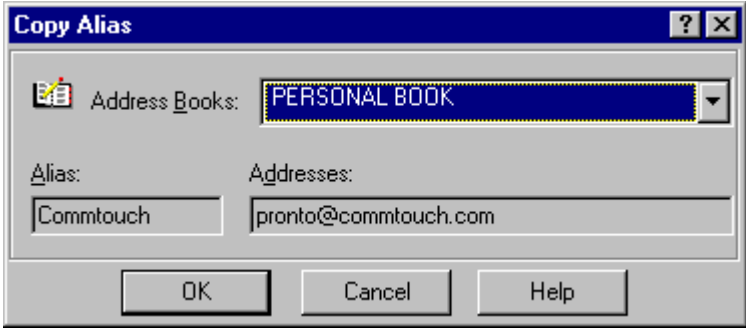
1. Open the Address Book by choosing Address Book from the Tools Menu, or from the Compose Window. The name of the currently displayed book appears in the Current Book list box, at the upper right side of the Address Book.
2. Select the address book you want to open from the Current Book list.  
The selected address book should now be displayed.

**Note:** You can select a non-default address book as current, but every time you close the address book and then re-open it, the default address book will reappear.

### See also:

[Changing the Default Address Book](#)

[Adding a new address Book](#)



## Copying one or more Addresses to Another Book

Sometimes you may want to keep the same address in more than one book.

**Note:** If you only have one address book, the Copy button in the Address Book dialog is grayed out.

### To copy one or more addresses to another Address Book:

1. Open the Address Book by choosing [Address Book](#) from the Tools menu, or the [Address](#) button from the Compose window.
2. [Select](#) the book which contains the address or addresses you want to copy.
3. [Select](#) the address(es) you want to copy.
4. Click the **Copy to** button. The [Copy Alias](#) dialog opens, displaying the Alias and Address you selected.  
If you select more than one address, the first is displayed and the number of addresses selected appears in the title bar.
5. Select the name of the Address Book to which you want to copy the address in the **Address Books** drop down box.
6. Click **OK** to copy the address you selected to the destination book you specified.

## **Selecting Address(es)**

Selected addresses appear highlighted.

### **To select a single address:**

Select an address with a mouse-click or by using the up or down arrows on the keyboard.

### **To select consecutive addresses:**

1. Select the first address in the series.
2. Hold down the **Shift** key.
3. Select the last address in the series.

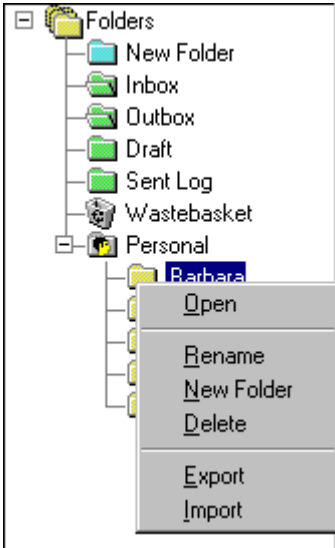
### **To select non-consecutive addresses:**

1. Select the first address in the series.
2. Hold down the **Ctrl** key.
3. Select additional addresses with a mouse-click.

## Right Mouse Button Functions

**Pronto Family** offers the most frequently used functions from context-sensitive popup menus which can be accessed by clicking the right mouse button. The menu changes according to the part of the desktop to which the cursor is pointing.

[Click here](#) for an example of the popup menu in the Folders window.



## Selecting the Current Signature

If you have created more than one signature, **Pronto Family** lets you select a signature as the current one without making it the default signature.

### To select a signature as current:

1. Click the **Options** button in the Compose window toolbar.

The [Options](#) window opens.

2. Select the desired signature from the **Signatures** drop-down list.

The signature you selected is now current, but if it is not the default signature, you will have to select it manually on every time you enter the Compose window.

### See also:

[Setting the Default Signature](#)

[Working With Signatures](#)

**Options** [?] [X]

Signature: Priority:

John Smith Normal

OK

Cancel

Receipt acknowledge



## Select Message Priority (Options)

**Pronto Family** allows you to add a priority label to every outgoing message. This label will be attended to only by mailers featuring priority recognition, including, of course, **Pronto Family** itself.

### To set the message priority:

1. In the Compose window toolbar, click on the **Options** button. The [Options](#) window opens.
2. Select the desired priority from the **Priority** list box - low, normal or high.  
The priority you selected will be attached to your outgoing message.

## Getting Receipt Acknowledgments

**Pronto Family** can notify you when your message has reached its destination server. If this option is selected, and the recipient's mail server supports receipt acknowledge, you will receive a message informing you that the recipient received your e-mail.

### To enable this feature:

1. In the Compose window toolbar, click on the **Options** button. The [Options](#) window opens.
2. Check the **Receipt acknowledge** button and click **OK**.

The next time you send a message, you will receive a “Return receipt” message, indicating your messages arrival to its destination server.

## Sending Mail

**Pronto Family's** Send Mail command is accessible from more than one menu. Each of these variations fulfills a different function.

1. Send **from the Compose window** - sends the currently displayed draft to the Outbox.  
**Note:** If the [Send mail immediately](#) option in the Mailbox tab of the Tools menu Options dialog is checked, clicking **Send** from the Compose window will directly send the currently displayed draft to the host, bypassing the Outbox.
2. Send Mail **from the On-Line menu** sends **all** contents of the Outbox.
3. Send **from Outbox** sends to the host only the currently selected (highlighted) message.

## **Options (Compose Window)**

[Selecting a Signature](#)

[Selecting Message Priority](#)

[Getting Receipt Acknowledgments](#)

## **Sending and Receiving Voice Messages**

**Pronto Family** enables you to send and receive voice messages if your computer has the appropriate hardware (microphone and speaker). No additional software is required.

### **Sending Voice Messages**

**Pronto Family** enables you to record your voice message directly into your mail message. It automatically saves the recorded message as a .WAV file and attaches it to your mail message. See [Recording a Voice Message](#) for instructions.

In addition, **Pronto Family** can send any .WAV file as an attached file. See [Sending a Prepared .WAV File](#) for instructions.

### **Receiving Voice Messages**

You can receive any voice message as an attached .WAV file and then play it back. See [Playing a Voice Message](#) for instructions.

You can save the voice message as you would any attached file. See [Saving Attachments as Files](#) for details.

### **Playing Voice Messages**

**Pronto Family** plays back .WAV files in a standard Windows95 Player window. See [Playing a Voice Message](#) for instructions.

## Recording a Voice Message

**Pronto Family** records your voice message, and then automatically saves it as a .WAV file and attaches it to your mail message.

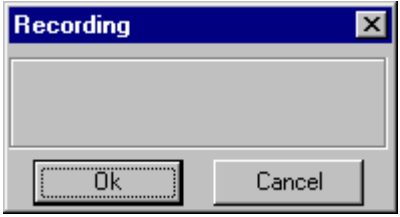
### To record a voice message:

1. Select **Compose Message** from the Message menu. The Compose window opens.

2. Click the **Record** button . The [Recording](#) window opens and begins recording immediately.

3. Record your message. When you have finished, click **OK**. The Recording window plays back your message and closes. Your voice message is attached as a .WAV file represented by an [icon](#) underneath the message area in the Compose window.

4. You can playback your recorded message by double-clicking on the icon. See [Playing a Voice Message](#).





record.wav



## Sending a Prepared .WAV File

**Pronto Family** can send any prepared .WAV file as an attached file.

### To attach a .WAV file:

1. Select **Compose Message** from the Message menu. The Compose window opens.

2. Click the **Attach** button  in the Compose window. A file selection window appears.

3. Select the .WAV file to attach. An [Attachment Type](#) window opens.

4. Complete this form as follows:

The selected filename appears in the **File Name** field. You can change this name directly in the field or using the **Browse** button.

Enter a short description of the selected file in the **Description** field, if desired.

Change the settings in the **Type** and **Contents** fields if required.

5. Click **OK** to accept the settings and return to the Compose window.

The attached file appears as an [icon](#) in the area below the message area.

6. You can playback your recorded message by double-clicking on the icon. See [Playing a Voice Message](#).

### See also:

[Attaching Files](#)

## Playing a Voice Message

**Pronto Family** receives a voice message as an attached .WAV file and plays it back through a standard Windows 95 Player window.

### To playback a voice message:

1. Open the message containing the voice message.  
The voice message appears as an [icon](#) below the message area.
2. Double-click on the icon. A standard Windows 95 [Player](#) window opens and plays the message.

### See also:

[Viewing Attachments](#)

[Saving Attachments as Files](#)



## **E-Mail and URL Recognition**

How many times have you painstakingly typed an e-mail address into your address book?

How many times have you painstakingly typed the same web site address?

With **Pronto Family** you simply double-click on an e-mail address in a mail message to add it to your address book and/or double-click on a web site address in a mail message to open your web browser at that address.

**See:**

[Adding a Marked E-Mail Address to Your Address Book](#)

[Retrieving URL Addresses](#)

## **Adding a Marked E-Mail Address to Your Address Book**

**Pronto Family** recognizes e-mail addresses in messages and displays them in red underline when you view any message.

### **To add an e-mail address to your address book:**

1. Double-click on an address marked in red underline. The Add dialog opens with the selected address.  
You can change the Alias if desired.
2. Click **OK** to add the alias and address to your address book.

Subject: e-mail address  
To: barbtech

Hi!

Here is my new e-mail address:

[pronto@commtouch.com](mailto:pronto@commtouch.com)

**Add an Alias** ? X

Name:

Addresses:

Subject: web sites  
To: barbtech

Hi!

Try this great web site:

<http://www.commtouch.com>



## Retrieving URL Addresses

**Pronto Family** recognizes URL addresses enabling you to automatically open your web browser at a selected address. A URL address, such as a web site address, appearing in a message is displayed in [blue](#) when you view the message.

Simply double-click on an address marked in blue to open your web browser at the selected address.

**Note: Pronto Family** opens the default browser as defined in the Windows 95 setup Registry file.

## **Long File Name and UNC Support**

**Pronto Family** provides support for long file names and UNC (universal name convention) path names. This provides more flexibility as you can use files whose full path names are up to 255 characters. File names may include spaces.

## Managing the Users List

The [Postmaster](#) can add and delete users, and change their settings. Users may have been previously defined by the Postmaster during the [setup procedure](#).

When you add a user to the Users List, you specify the name and icon for each user, assign an interface (Fun or Professional), and decide whether to [monitor](#) the user's mail.

### **To open the Users List dialog:**

Choose **Users** from the Tools menu. The [Users List](#) dialog opens displaying all users' names.

### **See:**

[Adding a User](#)

[Changing a User's Settings](#)

[Removing a User](#)

## Adding a User

The Postmaster can add a user at any time.

### To add a user:

1. Click **Add** in the [Users List](#) dialog.  
The [Add User](#) dialog opens.
2. Enter a name in the **User Name** field.
3. Select an icon from the **User Icon** list. The selected icon is displayed at the right of the field.
4. Check the **Parental Monitoring** box if you want to receive a copy of all this user's incoming and outgoing mail.
5. Check the **Professional Interface** box to assign the user the Windows 95 Professional interface (the default is the Fun interface).
6. Click **OK**. The new user's name will appear in the Users List dialog.

## Changing a User's Settings

The Postmaster can change other users' settings. The Postmaster's own name and icon can be changed but not the Parental Monitoring or Interface settings. (The Postmaster is always assigned the Professional interface and Monitoring is always off.)

### To change a user's settings;

1. In the [Users List](#) dialog, select the user whose settings you want to change.
2. Click **Edit**. The Edit User dialog opens.
3. You can change any of the following settings:
  - User's name
  - Icon
  - Parental monitoring
  - Interface
4. Click **OK**.

## **Removing a User**

The Postmaster can remove users from the Users List. The users' folders and the Postmaster's monitored folder (if the user's mail was monitored) are not automatically deleted.

### **To remove a user:**

1. In the Users List dialog, select the user you want to delete.
2. Click **Remove**. The user's name will be removed from the Users List.

**Add User** [?] [X]

User Name :

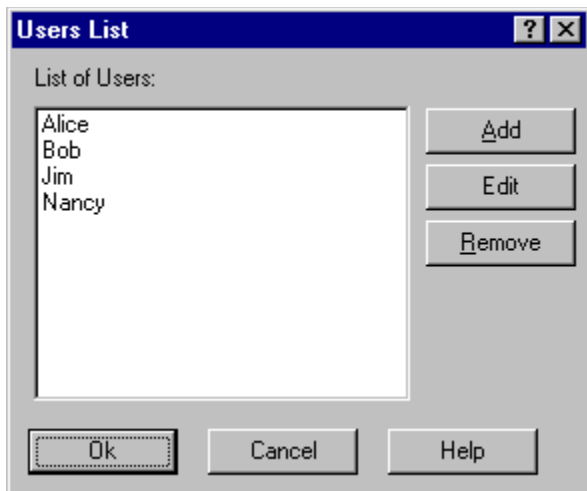
User Icon



User Type

Parental Monitoring

Professional Interface





## Shortcut Key Sequences

Shortcuts, also known as "accelerators" simplify navigation. You can also use them to navigate if a mouse or other pointing device is unavailable.

Letters used in the key sequences are underlined in Pronto menus and dialogs.

The following keyboard shortcuts are sorted by menu.

<b>Option Key</b>	<b>Key Sequences</b>		<b>Menu Bar Option</b>	
Alt	F		File menu	
Alt	F	N	New Folder	
Alt	F	O	Open Folder	
Alt	F	D	Open Draft	
Alt	F	I	Open Inbox	
Alt	F	L	Open Sent Log	
Alt	F	W	Open Wastebasket	
Alt	F	U	Open Outbox	
Alt	F	M	Import Folder	
Alt	F	R	Export Folder	
Alt	F	P	Print Message	
Alt	F	X	Exit	
Alt	E		Edit menu	
Alt	E	U	Undo	
Alt	E	C	Cut	
Alt	E	O	Copy	
Alt	E	P	Paste	
Alt	E	A	Select All	
Alt	E	F	Find	
Alt	E	R	Replace	
Alt	E	N	Next	
Alt	E	I	Insert Text File	
Alt	E	V	Save as Text	
Alt	E	E	Insert Binary File	
Alt	E	D	Save as Binary	
Alt	V		View	
Alt	V	R	Hide Folders	
Alt	V	N	Next Message	
Alt	V	P	Previous Message	
Alt	V	S	D	Sort by Date
Alt	V	S	S	Sort by Sender
Alt	V	S	R	Sort by Recipient
Alt	V	S	U	Sort by Subject
Alt	V	S	Z	Sort by Size
Alt	V	S	P	Sort by Priority
Alt	V	F	H	Fonts Folder's Headers
Alt	V	F	B	Fonts Message Body
Alt	V	H	P	Show Headers

				Partial
Alt	V	H	F	Show Headers Full
Alt	V	H	N	Show No Headers
				Message
Alt	M			Message
Alt	M	O		Open Message
Alt	M	C		Compose Message
Alt	M	R		Reply
Alt	M	A		Reply to All
Alt	M	F		Forward
Alt	M	D		Delete Message
Alt	M	M		Move Message
Alt	M	Y		Copy Message
Alt	M	L		Select all Messages
				On-Line
Alt	L			On-Line
Alt	L	N		Send & Retrieve Mail
Alt	L	S		Send Queued Mail
Alt	L	V		Retrieve Mail
Alt	L	B		Mailbox Setting
				Tools
Alt	T			Tools
Alt	T	A		Address Book
Alt	T	B		Address Books Manager
Alt	T	S	A	American Spelling
Alt	T	S	B	British Spelling
Alt	T	E		Search Message
Alt	T	T		Signatures
Alt	T	U		Users
Alt	T	M	I	Clear Inbox
Alt	T	M	W	Clear Wastebasket
Alt	T	M	T	Purge Temporary Files
Alt	T	O		Options
Alt	T	C		Customize Toolbar
				Window
Alt	W			Window
Alt	W	C		Cascade
Alt	W	T		Tile
Alt	W	I		Arrange Icons
Alt	W	L		Close All

**OK**

Accepts the selected settings and closes the dialog.

## **Cancel**

Closes the dialog without making any changes.

## **Address button**

Opens the Address Book dialog.

You can:

- Insert an address into the **To**, **Cc** and/or **Bcc** fields in the message header.
- Add an address to an Address Book.
- Modify or delete an existing address in an Address Book.
- Copy an address from one Address Book to another.

## **Current Book**

Displays the current Address Book. Select another Address Book from the Current Book drop-down list.

## **Copy Address button**

Press this button to open a dialog to copy the selected address to another Address Book.

## **Address Books box**

Select the Address Book to which you want to copy the selected address.



## **Alias and Addresses**

Displays the selected alias and address. These fields cannot be edited.

## Recipient fields

Enter addresses in the **To**, **Cc** and **Bcc** fields of the message header:

- Type in aliases or addresses in the appropriate fields and click **OK**, or
- Select an address and click on the **To**, **Cc** or **Bcc** button. Repeat for each field as necessary and then click **OK**.

**Note:** To enter an address from the Address Book directly into the **To** field, simply double-click on the required address and click **OK**.

## **Address list**

Displays aliases and addresses in the current Address Book.

## **Add an Address**

Opens a dialog to add an address to the current Address Book.

## **Modify an Address**

Opens a dialog to modify the selected address.

## **Alias and Addresses fields**

Enter a new alias and address, or edit the displayed alias and address. To create a mailing list, enter multiple addresses, separating each entry by a comma, in the Addresses field.

## **Delete Address**

Deletes the selected address.

## **Attach File**

Attaches a file to your mail message. A Windows 95 file selection window opens in which you choose the file to attach. You can attach text files, binary files, sound (.wav) files, and more.



## **File Name field**

Displays the selected file. You can change the file name by entering a new name or using the Browse button.

## **Browse button**

Use this button to change the selected file.

**Description field**

You can enter a short description of the attached file (optional).

## **Type of attachment**

Select the type of attachment - MIME (default) or Sun attachment).

## **Contents format**

Select the contents format - binary or text.

## **MIME Types**

Press this button to open a dialog to define additional MIME formats (optional).

## **Record button**

Opens a Recording window in which you record a voice message (if your computer has the appropriate hardware). Click **OK** when you finish recording. **Pronto Family** saves the recorded message as a **.wav** file and attaches it to your mail message.

## **Options button**

Opens a dialog in which you can:

- Select a Signature to use in your message.
- Set the Priority for sending the message.
- Request acknowledgment on receipt by the host.



## Signature

Select a signature (if you have created one using the Tools menu **Signatures** dialog) to add at the end of your message.

## **Priority**

Select a priority for sending your mail message.

**Receipt acknowledge**

Check the box if you want acknowledgment on receipt by the host.

**Save button**

Saves a copy of the current message in the Draft folder without sending it. This enables you to save a message for editing and/or sending at a later time.

## **Send button**

Adds the selected signature at the end of your message and sends it. The message is either sent to the host immediately or placed in the Outbox folder for sending later, depending on the options selected in the Tools menu **Options** dialog.

## **Address Books list**

Displays the Address Books in the Address Book Manager.

## **Add an Address Book**

Opens a dialog to add an Address Book to the Address Book Manager.

## **Edit an Address Book**

Opens a dialog to change the name of an Address Book in the Address Book Manager.



## **Delete an Address Book**

Removes an Address Book from the Address Book Manager. The Address Book file is not deleted.

## **Set the Default Address Book**

Sets the selected Address Book as the default Address Book. This is the Address Book that is displayed each time you open the Address Book dialog.

## **Incoming/Outgoing rules**

Select which set of rules to display - rules for incoming messages in the Inbox or rules for outgoing messages in the Send Log folder.

## **Rules list**

Displays a list of incoming or outgoing rules according to the selected set.

## **Rule display**

Displays the conditions and actions for the selected rule.

## **Add a Rule**

Opens the Rules dialog to add a new rule.

## **Edit a Rule**

Opens the Rules dialog to edit the selected rule.

## **Delete a Rule**

Deletes the selected rule.



## **Enable/Disable Rule button**

Press this button to enable or disable the selected rule. An enabled rule will automatically be applied to either incoming or outgoing mail. A disabled rule will do nothing, unless you decide to enable it. A green “v” to the left of the rule indicates the rule is enabled. A red “x” indicates the rule is disabled.

## **Description of the Rule**

Enter a description of the rule. Type up to 60 characters describing the rule.

## Enabling Rules

An enabled rule will automatically be applied to either incoming or outgoing mail. A disabled rule will do nothing, unless you decide to enable it. You may wish to keep a library of rules which you can selectively enable depending on the situation.

If there is an "v" in the **Enable** box, the rule is already enabled. If the **Enable** box is blank, click on it to enable the rule.

## **Condition list**

Displays conditions for the selected rule.

## **Add a Condition**

Opens the Text Condition dialog to add a condition to the selected rule.

## **Edit a Condition**

Opens the Text Condition dialog to edit the selected rule.

## **Delete a Condition**

Deletes the selected condition.

## **Rule Action: Copy to**

Copies messages to a designated folder when the associated rule is enabled and the conditions for its activation are met. The message remains in its source folder.

When you select this option, the Folders window appears. Double-click on the destination folder (a personal folder). The selected folder name appears to the right of the **Copy to** field. You can click on the folder name to change it.



## **Rule Action: Move to**

Moves messages to a designated folder when the associated rule is enabled and the conditions for its activation are met. The message is deleted from the source folder.

When you select this option, the Folders window appears. Double-click on the destination folder (a personal folder). The selected folder name appears to the right of the **Move to** field. You can click on the folder name to change it.

## **Rule Action: Forward to**

Forwards messages to a designated e-mail address when the associated rule is enabled and the conditions for its activation are met.

When you select this option, the Address Book dialog appears. Select a name from the address book by double-clicking on the name, then click **OK** to accept the address. The selected alias appears to the right of the **Forward to** field. You can click on the alias to change it.

## **Rule Action: Reply**

Opens the Reply Message dialog to reply to messages with a designated message when a rule is enabled and the conditions for its activation are met.

In the Reply Message dialog:

1. Type the message you would like to include in your reply
2. Click on the **Include Original** check box to insert the message to which you are replying.
3. Click **OK** to accept the reply message.

You can click on the **Message** button to the right of the **Reply** field to view and/or edit the message.

**Rule Action: Delete**

Deletes the message to the Wastebasket when a rule is enabled and its conditions met.

**Field**

Select the field(s) in which you are seeking a particular text string.

## **Contain / Not Contain text string**

Specify, by selecting a radio button, whether the field should contain, or not contain, the text string.

## **Text String**

Enter the text string in the **Text** field.

If you wish to make the text condition case sensitive, click on the blank **Case Sensitive** checkbox.  
(If the box is already checked, you may click on it to remove the case sensitivity.)

## **And / Or Operator**

If the current text condition is not the first, choose whether an **And** or an **Or** operator should be applied to the text condition.

Selection of **And** means that both this rule and the preceding one must be true to activate the rule condition.

Selection of **Or** means that either this rule or the preceding one must be true to activate the rule condition.



## **Current signature**

When creating a new signature, enter the signature name.

When editing a signature, this field displays the selected signature name.

## **Import a signature file**

Imports a text file and displays its contents in the Edit field.

## **Edit Signature box**

Create a new signature or edit an existing signature in this field.

## **Add signature button**

To create a new signature, press this button. In the dialog that opens, enter a signature name in the **Current** field, then edit the signature file in the **Edit Signature** field. Click **OK** to save the new signature.

## **Delete signature button**

Press this button to delete the selected signature.

## **Default signature button**

Press this button to set the selected signature as the default signature to be added at the end of messages.

## **Folder button**

Press this button to display a Folders window in which you can select a folder to search in. The default is All Folders.

**Include Subfolders**

Check this box on to include subfolders in your search.



## Character String Search

Enter a string in a field to display messages that contain the specified string in that field. You can use sub-strings, for example, entering **hel** in the subject field will display all messages with the words **hello**, **help** and so on in their subject line.

**Case sensitive**

Check this box to make the character string search case sensitive.

## **Advanced button**

Opens a dialog for additional date search options.

## **All messages**

Select this option to display all messages that correspond to the search criteria in the basic Search dialog.

## **Messages received**

Select this option and specify the type of date search to be performed. IF you specify start and end dates, use the date format that your setup uses - month/day/year or day/month/year.

## **Not in Dictionary**

Displays a word not found in the current dictionary.

## **Change To**

Displays a suggested replacement word. You can edit this field.

## **Suggestions box**

Displays a list of suggested replacement words. You can select one of these words to be displayed in the Change To field.



## **Add Words to**

Displays the current dictionary to which you can add the word in the Not in Dictionary field. You may select another dictionary from the drop-down list.

**Ignore**

Makes no change in the current occurrence of the word in the Not in Dictionary field.

**Ignore All**

Makes no change in any occurrence of the word in the Not in Dictionary field.

## **Change**

Replaces the current occurrence of the word in the Not in Dictionary field with the word in the Change To field.

## **Change All**

Replaces all occurrences of the word in the Not in Dictionary field with the word in the Change To field.

**Add**

Adds the word in the Not in Dictionary field to the displayed dictionary file.

## **Suggest**

Suggests a replacement word for the word in the Not in Dictionary field. This field is not sensitive when the Always Suggest option is on.

## **Dictionaries**

Opens the Dictionaries for managing Dictionaries for the Spell Checker.



## **Additional Spell Checker Options**

Opens an Options dialog for additional Spell Checker options.

**Find what**

Enter the text string you want to locate in this field.

**Replace with**

Enter the replacement text string in this field.

**Match whole word only**

Check this box to find occurrences of the text string as a whole word only.

**Match case**

Check this box to make the search case sensitive.

## **Direction**

Select the direction of the search - up or down.

## **Find Next**

Finds the next occurrence of the specified text string from the current cursor position.

## **Replace**

Finds and replaces the next occurrence of the specified text string from the current cursor position.



## **Replace All**

Replaces all occurrences of the specified text string.

## **New Folder Name**

Enter the name of the new folder.

## **Available Buttons**

Displays all buttons that may be added to the Toolbar. Use the Add button in the center of the dialog to add buttons to the Toolbar.

## **Toolbar Buttons**

Displays buttons that have been added to the Toolbar. Use the buttons in the center of the dialog to add and remove buttons in the Toolbar. Use the Up and Down arrows below the list to change the position of the button in the Toolbar.

## **Add and Remove Buttons**

Use these buttons to add buttons from the Available Buttons list to the Toolbar Buttons list, and to remove buttons from the Toolbar Buttons list.

## **Up and Down Buttons**

Use these buttons to change the position of a selected button in the Toolbar Buttons list.

## **Default button**

Sets the default toolbar.

**Save in**

Displays the current directory. You can change the directory in which you want to save the file.



## **Save as Type**

Specifies the type of file to be saved.

**Save**

Saves the specified file name as the selected file type.

**Look in**

Displays the current directory. You can change the directory in the drop-down list.

## **Files of Type**

Specifies the type of file names to be displayed in the list box.

**Open**

Inserts the selected file into the mail message.

## **Font**

Change the font by selecting a font from the Font list box.

## **Font style**

Change the font style by selecting a font style from the list box.

## **Size**

Change the font size by selecting a font size from the Size list box.



## **Strikeout**

Check this box for a strikeout through text.

## **Underline**

Check this box for underlined text.

## **Color**

Change the font color in the Color drop-down list.

## **Sample**

Displays a sample of the selected font with effects.

## **Script**

Change the script in the list of available scripts.

## **Ignore Capitalized Words**

The spell checker will not report any capitalized words, for example, Canada.

## **Ignore All-caps Words**

The spell checker will not report any words in ALL CAPS, for example, ASAP.

## **Ignore Words with Numbers**

The spell checker will not report any words containing digits, for example, Win95.



## **Ignore Words with Mixed Case**

The spell checker will not report any mixed case words, for example, OpenDoc.

**Note:** This option will override the Report Words with Mixed Case option if it is selected.

## **Report Words with Mixed Case**

The spell checker will report all mixed case words even when the spelling is correct, for example, CompuServe.

## **Report Doubled Words**

The spell checker will report repeated words, for example, the the.

## **Always Suggest**

The spell checker will always suggest an alternative spelling to the reported word. When this option is selected, the **Suggest** button in the Spell Checker dialog is inactive (grayed out).

## **General Tab**

The General tab provides various configuration options for **Pronto Family**.

Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

## **Save Desktop on Exit**

Instructs **Pronto Family** to save the position of all open windows on its desktop when exiting and to restore this desktop configuration when beginning the next **Pronto Family** session.

## **Clear Wastebasket on Exit**

**Pronto Family** will clear the wastebasket folder each time that you exit **Pronto Family**.

## **Automatically Append New Addresses**

If the address of an incoming message does not exist in your address book, **Pronto Family** will add it automatically.



## **Prompt if Address is Not in Alias List**

If you type the name of an addressee that does not exist as an alias in your address book, **Pronto Family** will prompt you to verify the name and decide whether you would like to add it to the list.

## **Use Pronto as MAPI Server**

Installs **Pronto Family** as a MAPI server, enabling you to send mail from any mail-enabled application.

## **Confirm Delete, Copy and Move Operations**

Prior to deleting, or performing move or copy operations, **Pronto Family** will prompt you for confirmation.

## **Sound Alert When New Mail Arrives**

Beeps after incoming mail is received from the host.

## **Editor Tab**

The Editor tab provides options for Edit windows as well as URL and e-mail address recognition in all windows.

Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

## Markers

Selecting **URL Detection** displays all URL addresses in messages in blue. Selecting **E-Mail Detection** displays e-mail addresses in messages in red underline.

## **Indentation String**

Selects the character strings that are to appear before each line of text added using the **Original** button in a compose or reply window. The default string is the "greater than" sign ( > ) followed by a blank space.

For example: **>This is the original text.**

## **Line Wrap Width**

Selects the maximum number of characters to be used in a line when editing a message. Adding characters beyond that maximum will cause the characters to appear on the next line.



## **View Tab**

The View tab provides options for configuring the arrangement of your **Pronto Family** desktop. Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

## **Folders Window**

Specifies how to display the Folders window - to the left of message windows (default), to the right of message windows , or as a pop-up window.

## **Keep All Windows Maximized**

When a window is opened, it will appear in its maximized state.

## **View ToolBar**

Displays the ToolBar at the top of the **Pronto Family** window.

## **View TaskBar**

Displays the TaskBar, showing which folders are open, at the bottom of the **Pronto Family** window.

## **View StatusBar**

Displays the StatusBar, showing the number of messages in the active window, above the TaskBar.

## **Mailbox Tab**

The Mailbox tab provides options for mail handling.

Settings are selected by clicking on the checkbox. A checkbox filled with a "v" indicates selection of that setting.

To save the settings you've made, click the **OK** button.

## **Check Mail on Startup**

When this is selected, **Pronto Family** sends any messages in the Outbox, and checks for incoming messages each time you start the program.

This assumes that a connection with the host has been established. If there is no connection and this option is selected, you will see an error message.



## **Exchange Mail every \_\_\_ minutes**

When selected, **Pronto Family** checks for any queued message in the Outbox and checks for any incoming mail at a pre-set interval.

## **Send Mail Immediately**

You can setup **Pronto Family** to send mail to the host immediately after you issue a Send command from an outgoing folder window. Otherwise, it waits until you issue the Send All command from within the Outbox folder, or issue the Send Mail command or the Send and Retrieve Mail command from the On-Line menu.

**Note:** Even if you have not specified immediate sending of mail, the contents of the Outbox is transferred to the host at each login.

## **Password Tab (Options menu)**

The Password tab provides options for setting your password.  
To save the settings you've made, click the **OK** button.

## **Entry Password**

The entry option password enables you to protect the contents of **Pronto Family** from prying eyes. You use this screen to indicate whether you want to use an entry password. If so, you type in a password of your choice (then retype the password to ensure accuracy).

## Changing Your Password

1. Type in your old password in the **Retype Old Password** field.
2. Enter a new password in the **New Password** field.
3. Retype your new password in the **Retype Password** field.

## Host Login

Enter your user name or mailbox ID.

This is the ID you use to log on to the host UNIX system. (for example, if your Internet address is johndoe@domain.com you would enter johndoe)

## **Password**

Your password on the Mail Server.

If you leave this field empty, you will be prompted for your password when you retrieve mail.

## **Mail Server**

Enter the domain name of your mailbox.

The host name (e.g., mailhost) or Internet address (e.g., 192.34.23.1) of the system where your e-mail is delivered.



## Next Button

Provides additional mailbox settings. These settings enable you to define an outgoing (SMTP) mail server different than the incoming mail server described in the basic mail settings.

To define an outgoing (SMTP) mail server, enter settings in each field and then click **Finish**. Click **Back** to return to the basic Mailbox Settings dialog.

## **Name and Title**

Enter the name and title you wish to include in your messages (e.g., John Doe - Marketing Manager).  
The content of this field is optional.

## **SMTP Server**

Enter the Domain name of the outgoing mail (SMTP) server.

Host name or Internet address of the system where outgoing messages are sent if different to the Mail Server in the Mail Settings dialog.

## **Return Address**

Enter your full e-mail address.

Your full e-mail address (e.g., johndoe@somewhere.com). Completing this field is required only if your SMTP Server is different than your Mail Server.

## **Add a user**

Opens a dialog to add a user to the Users List.

## **Edit a user's settings**

Opens a dialog to change the selected user's settings.

## **Remove a user**

Removes the selected user from the Users List.

## **User Name**

Name of the user. This name will appear in the user's unique e-mail address and on the **Pronto Family** door.



## User Icon

The selected icon will appear on the **Pronto Family** door by the user's name.

## User Type

Check the **Parental Monitoring** box to monitor this user's mail exchanges. Check the **Advanced interface** box to assign this user the professional interface instead of the fun interface.

