Languages:

- **English**
- Español

Write window

This window will appear when you choose to write a new message or answer or forward an already existing message. You can open TWO Write windows at a time. The Write window consists of three sheets, laid out as shown below. The menu bar is the same for each sheet.

Menu bar: Text Edit Attachments Options

Message	Attachments	Options
The big text edit field on the 'Message'		
sheet is the internal editor which you		
can use to enter your message.		

`Send now` `Send later` `Hold` `Cancel`

These four buttons appear at the bottom of each sheet:

Send now

Prepares the message for sending, moves it to the Outgoing folder and tries to send the mail at once. For this option to work correctly, there must be a TCP/IP stack running and online.

Send later

Prepares the message for sending and copies it to the Outgoing folder. Use this button when working offline.

Hold

The message will be prepared as described in **Send later** and copied to the Outgoing folder, but will be held back and NOT sent. Use this button for unfinished messages, e.g. if you'd like to make some additions to the e-mail at a later time, and not risk them to be sent out by mistake.

Cancel

Use this button if you've changed your mind. **BEWARE:** All input made in this window will be lost. But don't worry, a security requester will popup before YAM really discards any modifications you have made. (It won't show up if you haven't made any modifications in the message itself, though).

Write window ? Message sheet

Above the large text editor area there are two header fields and a toolbar.

To

Insert here the main recipient you wish to send the actual message to. You can use names or aliases from the address book or even full e-mail addresses in case the recipient does not exist in the address book. If you wish to enter several recipients, you have to separate them by inserting commas.

There are several ways of importing here any recipient which can be found in your address book -- just select the method you feel more comfortable with:

1. click on the pop-up button to the right, thereby opening the address book. Now you can either double click on any entry you want, or drag ? it over to the text field holding the left mouse button.
1. while the address book window is open, you can click the **To:** button there to automatically add the current entry to the **To:** field of your message. To add several recipients, just select them one by one and click the **To:** button in turn.
1. lastly, a newly introduced and more elegant method is to just start typing the alias, first name or email address of your recipient in the **To:** field. This way you are quickly presented with a dropdown list of the possible matches, taken from your address book.

<Shift-Return> adds only the recipient address and drops the real name, whilst pressing <Return> without selecting a recipient will add the first match in the dropdown list. Both techniques can be combined.

If YAM cannot find a name or alias you've inserted manually into the **To:** field, you will get an error report as soon as you try to send [later] or hold your message. Please double check your spelling, or just use one of the selection methods outlined above.

Example:

jdoe, boss@?

Subject

What the mail is all about. When a mail is answered, there will be a **Re:** inserted in front of the original subject, whereas when forwarded a **(fwd)** will be added at the end.

Toolbar

1 [Editor]	same as menu item Text/Launch editor ?
2 [Insert]	same as menu item Text/Insert as/Plain ?
3 [Cut]	same as menu item Edit/Cut ?
4 [Copy]	same as menu item Edit/Copy ?
5 [Paste]	same as menu item Edit/Paste ?
6 [Undo]	same as menu item Edit/Undo ?
7 [Bold]	same as menu item Edit/Textstyle/Bold ?
8 [Italic]	same as menu item Edit/Textstyle/Italic ?
9 [ULined]	same as menu item Edit/Textstyle/Underlined ?
10 [Colored]	same as menu item Edit/Textstyle/Alternative color ?
11 [Search]	allows you to search the text for a given string

Write window ? Internal editor

YAM uses the efficient MUI class TextEditor.mcc for message handling. Many aspects of the editor, such as keybindings, spellchecking or fonts can be changed in the **TextEditor** sheet of the MUI configuration ?. Although you can modify the keybindings, here is a list of the important default settings in TextEditor 15.9:

<Control-Up> go to the start of the text
<Control-Down> go to the end of the text
<Control-Left> go to the start of the line
<Control-Right> go to the end of the line
<Alt-Up> previous page
<Alt-Down> next page
<Alt-Left> previous word
<Alt-Right> next word
<RAmiga-x> cut
<RAmiga-c> copy
<RAmiga-v> paste
<RAmiga-z> undo
<RAmiga-RShift-z> redo
<Command-Help> suggest a word
<Del> delete the character
<Shift-Backspace> delete to start of line
<Shift-Del> delete to end of line
<Alt-Backspace> delete to start of word

<Alt-Del> delete to end of word
<Alt-Tab> quit editor

The TextEditor homepage can be found at ?http://sourceforge.net/projects/texteditor-mcc/

Write window ? Attachment sheet

You can add one or more files to your message. This way you can send binary files such as archives, pictures, etc. via e-mail. You can choose the method of encoding (MIME or UUencoded) and write a comment for each file. Files can be archived automatically to reduce the size of the resulting message.

The attachment list contains five columns: filename, size (in bytes), contents, encoding and description. You can re-order the files using Drag & Drop.

Buttons and Gadgets

Add file(s)

You can select one or more files, which will be added as new attachments to the list. YAM recognizes over 20 filetypes automatically and will fill in the **MIME type** field accordingly.

Pack & add

By adding files this way, they will be archived with e.g. LhA, LZX or ZIP before being actually attached to the message. Select the files you would like to add to the archive and then enter an archive name. You can define the archiver in the configuration window, under Miscellaneous ?.

Delete

Removes the selected entries from the list.

Display

Displays the selected entry using one of the programs contained in the MIME viewers list. The program used by default is MultiView.

Encoding

For normal use you should encode your files using MIME (Base64/QP). YAM uses *quoted printable* encoding for text files and *Base64* for binary files. If the recipient isn't able to decode messages in MIME format (because his mailer does not support this), you can also *UUencode* the files. Messages containing UUencoded files are still in MIME **multipart/mixed format**, but those attachments can be extracted from the message using a UUdecoder such as **UUxT**. A message generated by YAM may contain UUencoded attachments as well as attachments in Base64 format.

MIME type

As long as YAM recognizes the filetype of the attachment, the correct MIME type will be inserted automatically, otherwise the default setting (**application/octet-stream**) will be used. Before defining a new MIME type, please check that is isn't already part of the pop-up list.

Additional file types defined in the MIME configuration ? are also used automatically.

Example: image/gif

Description

Here you can enter a comment about the actual attachment.

Example: Picture from our summer holidays (GIF format)

Write window ? Options sheet

The items in the **Options** menu correspond to the buttons on this sheet.

The layout of this sheet is:

```
                  ____________________________________________________
        Copies to|____________________________________________________|^|
 Hidden copies to|____________________________________________________|^|
```

```
             From|_____________________________________________|^|
         Reply to|_____________________________________________|^|
 Additional header|_____________________________________________|
```

```
Send options Signature Security
```

Header fields

Copies to

The recipients listed here will receive a copy of the message. See also the explanation about the **To:** field given for the Message sheet .

Hidden copies to

The recipients listed here will receive a copy of the message; however, unlike the recipients listed in **Copies to**, they won't appear in the message headers. This is useful if you want to send someone a copy of a message without the other recipient(s) knowing.

From

Pretty obvious, really! YAM will fill this in with your address, but you might want to change the way your real name appears.

Reply to

This setting is also valid only for the current message and will be inserted instead of the usual "Reply-To:" address as specified in the program settings. Leave this blank unless it needs to be different from the e-mail address in the "From:" header.

Additional header

If for any reason it should become necessary to add one or more special header lines to a message, you can enter these here. Several lines must be separated by inserting '\n'. YAM will prepend the entered headers with **X-YAM-Header-** in the resulting message.

Example: Keywords: Amiga, YAM\nPassword: CuriosityKilledTheCat

Send options

Delete after sending

Activate this option if you want the message to be deleted right after being transmitted, instead of being copied to the 'Sent' folder.

Disposition Notification

Activate this option to request the recipient's e-mail program to let you know about what the recipient did with your message, e.g. if the message has been read by the recipient or if the recipient has deleted or forwarded it. Please note that there are only a handful of e-mail programs which support this function, as well as the fact that the recipient might forbid the sending of any status report on e-mails. Therefore, not getting any information even with this option in use does not necessarily mean that the message has not been read. The command to send a status report is contained in the **Disposition-Notification-To:** header field. At the time of writing this document, the Internet standard for Message Disposition Notifications (MDN) was still being formulated.

Add personal info

Check this option to create a special **X-SenderInfo:** header containing personal data like your postal address, phone number, homepage, date of birth or URL of your picture. If the recipient works with YAM too, (s)he will be able to create an address book entry and fill it with your data. To get this to work, add an entry in your address book containing your data (YAM will find your entry based on the email address). If one exists, enter the WWW address of a small photo of yourself in the "address book" section of the configuration.

Importance

Specify here how important the message is for the recipient. Messages noted as important will usually be displayed with an exclamation mark in the status line and put into first place by automatic mail sorting. The level of importance is stored in the **Importance:** header.

Signature

Here you can replace the standard signature by one of the alternative signatures, or switch it off completely for this message.

Security

Select here which security measures you want to take for this message.

none: Normal mail transfer.
sign: The message will be signed with your PGP public key and saved in multipart/signed format. The text of the message will be readable without PGP.
encrypt: The message will be encrypted using the recipient's PGP key and saved in multipart/encrypted format.
sign and encrypt: This is a combination of the two previous options, allowing the recipient to check the sender's identity.
send anonymously: The mail will be sent using an ANON service, so the sender will stay anonymous.
default: The mail will use whatever security measures have been selected for this recipient in the address book, or "none" if this recipient cannot be found there.

Further information about PGP and security issues can be found in the PGP ? and Configuration/Security ? chapters.

Write window ? Glossary

YAM's Glossary acts as a place to collect blocks of text which you may use fairly frequently, such as templates for letters, greeting phrases or frequently asked questions. The text can be as long as desired, extending over several lines. Using the **Edit/Glossary** menu item or the <RAmiga-D> shortcut you can go straight from the internal editor into the glossary. Each entry has a name (e.g. "ys" for "Yours sincerely") which you can see in the left-hand part of the window. Click on the name and you can edit the entry in the right-hand side of the window. A double click on the name pastes the text block at the current cursor position and then closes the window.

Function of the buttons

New

Creates a new entry in the glossary.

Add selection

Creates a new entry in the glossary using the block marked in the text editor. If no block is currently marked, YAM will try to paste the contents of the clipboard.

Delete

Deletes the selected entry from the glossary.

Paste

Pastes the highlighted entry into the text editor, at the current cursor position.