En otros idiomas:

- English
- **Español**
- @1 - @4

Libreta de direcciones

Barra de Menú

```
 .-------------------------------------------------------------.
|                     Barra de Herramientas                     |
|_____________________________________________________________|

.-------------------------------------------------------------.
| Alias     |     Nombre    |   Descripción   |       Dirección    |
|----------|--------------|-----------------|--------------------|
|js         | John Smith    | mate            | jsmith@example.com |
|           |               |                 |                    |
|           |               |                 |                    |
|           |               |                 |                    |
`-------------------------------------------------------------'
```

By default, the list displays four columns as above, but you can (of course) change the address book configuration to include phone numbers, for example. You can click and drag the column dividers to reposition them.

Double click on an entry to see or edit the information in the Edit address window. In addition to the fields mentioned, you can enter the postal address, PGP key, homepage URL, date of birth and a picture.

An entry must contain at least the real name and some e-mail address. The point of the Alias is to save typing; you can put a short nickname, or initials, into the **To:** field of an e-mail message and let YAM fill in the details. For this to work, the alias obviously has to be unique for each entry.

In addition to personal entries, the address book can also contain *Lists* of individual recipients which can be invoked with a single alias. Lists are best used for circular e-mails, and are marked with the list symbol ( ).

Both individual entries and lists can be put into Groups, which are like subdirectories, used to keep the address book clearly arranged. Group names are displayed in bold. You can open a group to display the names in it by clicking on the little arrow in front of their name.

Utilice arrastrar & soltar para mover cualquier entrada de un grupo a otro.

Barra de Herramientas

Salvar

Guarda la libreta de direcciones en su disco duro.

Buscar

Searches the address book for a specific text string. All variables contained in the database will be searched with full support of AmigaDOS patterns . If the result of the search is positive the alias and the name of the found entry will be displayed. You can then do another search or edit the found entry. For example,

Anna#?

finds all Annas contained in the address book.

Persona , **List** , **Group**

All three buttons open the Edit address window to add a new entry to the address book; however, the appearance of the window depends on the type of entry, since the information stored is different.

Editar

This also opens the Edit address window, to see or edit the information stored. Again, the layout depends on the type of entry.

Borrar

Deletes the selected entry from the address book.

Imprimir

Prints the selected entry.

Desplegar

Unfolds all groups (subdirectories) of the address book so all entries will be visible.

Plegar

Folds all groups (subdirectories) of the address book so only the entries at the top of the hierarchy will be visible.

Para:

Uses the selected entry as the primary recipient of a new e-mail. If the address book window has been opened from the main window, a new 'Write' window will appear.

CC:

Uses the selected entry as secondary recipient of a new e-mail. If the address book window has been opened from the main window, a new 'Write' window will appear.

CCO:

Uses the selected entry as recipient of a hidden copy of a new e-mail. If the address book window has been opened from the main window, a new 'Write' window will appear.

Introduciendo direcciones

In this window a single address book entry can be edited. According to the kind of entry (person, list or group), you will see a different set of editing fields. Click [Okay] to accept the changes, or [Cancel] if you change your mind.

PERSONA

Correo electrónico

Alias

An 'Alias' is a convenient short name that identifies the address book entry unambiguously. Its function is to save typing -- you can put the alias into the "To:" field of a message, and YAM will fill in the details when sending the message. If you leave this field blank, YAM will create an alias for the entry on its own.

Example: JohnD

Real name

The person's first name and surname.

Example: John Doe

Email address

The Internet mail address to use to send mail to this person.

Example: jdoe@?

PGP key ID

The hexadecimal code of this person's PGP public key, needed to send the recipient a PGP encrypted message. Click the pop-up button to select the key from your public keyring; PGP must be installed on your system and the key you're looking for must be there.

Example: 0x709B40C3

Homepage

The URL for the person's homepage in the World Wide Web. YAM can connect to this address via your browser, provided that the appropriate script is specified in the scripts configuration for 'When double clicking a URL' or you have **OpenURL** installed, in which case the latter will get priority. All you have to do is to click on the button to the right of the textfield.

Example: http://come.to/mars

Security

The security level to use by default when sending email to this person.

Snail mail

Street

Street and house number of the postal address.

Example: 43 High street

City / ZIP

City and (ZIP) postcode (who would have guessed that...).

Example: Shrewsbury SY1 3PE

State / Country

State/Country where this person lives.

Example: Shropshire, England

Phone number(s)

One or more phone numbers (voice, FAX, mobile phone, whatever...).

Miscellaneous

Description (applies to person, list or group)

Any comment you'd like to have stored to describe the current entry.

Example: My beloved one

Date of birth

The person's date of birth. Enter it in the format DD-MMM-YYYY.

Example: 12-Dec-1967

Portrait

Select

Here you can select a picture (preferably a portrait) of the person. Since YAM uses the datatypes.library, you may use any kind of picture format as long as you've installed the datatypes needed for displaying it. If you desire so, this picture will show up whenever you display a message written by this person (see 'Sender info' in the Read configuration).

Download

You can find a steadily growing number of portraits of other users of YAM on the YAM homepage. YAM can access this data bank automatically -- all you need to do is enter the name and/or the e-mail address, connect to the Internet and click the **Download** button. YAM starts by getting a list of available photos and searching it for the named person. If found, any information missing from the address book entry (Name, e-mail address and homepage) will be made good and the picture downloaded and saved in the gallery.

LIST

Alias

Same as described above.

Return address

If you'd like to maintain a small mailing list using a YAM distribution list, you will have to correct the "Reply-To:" addresses of the original messages, otherwise the answer to an e-mail would be returned to the message's author and not to the mailing list as you would probably want. Enter here the return address you'd like to use, or click the pop-up button to open the address book window and then drag an entry from there into this field.

Example: discussion@?

Mailing list name

When maintaining a mailing list by using a YAM distribution list, enter the mailing list's name here. This name will appear in the **To:** header field to help the recipient to sort the mail correctly by using filters.

Example: discussion-ML

Members

A list of all current members of the distribution list. You may enter aliases, names or complete e-mail addresses. Click on [New] to add a new list member, [Delete] to delete the highlighted entry or [Sort] to have all entries sorted alphabetically.

GRUPO

Only the **Alias** and **Description** fields apply in this case.