En otros idiomas:

- English
- **Español**
- @3 - @18

Ventana de Escritura

Esta ventana aparecerá cuando selecciona escribir un mensaje nuevo o responder o reenviar un mensaje ya existente. Puede abrir DOS ventanas de escritura a la vez. La ventana de escritura está compuesta por tres pestaña, dispuestas como se muestra abajo. La barra de menú es la misma para cada pestaña.

Bara de Menú: Texto Editar Anexos Opciones

```
 .-----------------------. .------------------.   .--------------------.
|       Mensaje         | |     Anexos       |   |      Opciones      |
|                       |_|__________________|___|____________________|
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|            The big text edit field on the 'Message'                  |
|            sheet is the internal editor which you                    |
|            can use to enter your message.                            |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
`----------------------------------------------------------------------'
```

```
Enviar ahora Enviar más tarde Guardar Cancelar
```

Estos cuatro botones aparecen en la parte inferior de cada pestaña:

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).

Hoja de Mensaje

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	2	3	4	5	6	7	8	9	10	11

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

Editor Interno

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/

Hoja de Anexos

Puede añadir uno o más archivos a su mensaje. De esta forma puede enviar archivos binarios como documentos, imágenes, etc. via correo electrónico. Puede elegir el método de codificación (MIME o UUencoded) y escribir un comentario para cada archivo. Los archivos pueden ser comprimidos automáticamente para reducir el tamaño del mensaje resultante.

La lista de anexos contiene cinco columnas: nombre de archivo, tamaño (en bytes), contenido, codificación y descripción. Puede anexar los archivos usando Arrastrar & Soltar.

Botones y Gadgets

Añadir archivo(s)

Puede seleccionar uno o más archivos, que serán añadidos como nuevos anexos a la lista. YAM reconoce alrededor de 20 tipos de archivo rellenando automáticamente el campo **Tipo MIME** según corresponda.

Comprimir & añadir

Añadiendo los archivos de esta forma, se comprimirán con p.ej. LhA, LZX o ZIP antes de ser realmente anexados al mensaje. Selecciona los archivos que desee añadir al archivo e introduzca el nombre que le asigna al archivo. Puede definir el compresor en la ventana de configuración, en Misceláneos.

Borrar

Elimina las entradas seleccionadas de la lista.

Mostrar

Muestra las entradas seleccionadas utilizando los programas contenidos en la lista de visores MIME. El programa utilizado por defecto es MultiView.

Codificar

Por norma debe codificar sus archivos utilizando MIME (Base64/QP). YAM utiliza codificación *quoted printable* para archivos de texto y *Base64* para archivos binarios. Si el destinatario no pudiese descodificar mensajes en formato MIME (debido a que su gestor no lo soporta), puede utilizar también *UUencode*. Los mensajes que contienen archivos UUencoded son todavía MIME **formato multiparte/mezclado**, pero esos anexos pueden ser extraídos del mensaje utilizando un decoficador como **UUxT**. Un mensaje generado por YAM puede contener anexos UUencoded al igual que anexos en formato Base64.

Tipo MIME

Tan pronto como YAM reconoce el tipo de archivo del anexo, se inserta automáticamente su tipo MIME correspondiente, o por lo contrario se utilizarán la preferencia por defecto (**application/octet-stream**). Antes de definir un nuevo tipo MIME, por favor compruebe que no está ya en la lista.

Adicionalmente los tipos de archivo definidos en la Configuración MIME se utilizan también automáticamente.

Ejemplo: image/gif

Descripción

Aquí puede introducir un comentario sobre el anexo actual.

Ejemplo: Imágen de las vacaciones de verano (formato GIF)

Hoja de Opciones

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
```

Campos de Cabecera

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

Opciones de Envío

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.

Firma

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

Seguridad

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.

Glosario

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.

Función de los botones

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.