

Messenger Pro

Multi-Platform Messaging Client

User Manual

Version 2.66

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Contents

Getting Started	4
Welcome	4
The Main Window	4
Online Help	4
Terminology	5
The Group Hierarchy Viewer	6
The Hierarchy	6
Creating Folders	7
The Group Selector	8
Searching Messages	8
Group Subscription	9
Transfer Status	11
The Waste Basket	12
Tidying Old Messages	12
Editing Group Properties	12
Group Viewers	17
Message Status	18
Deleting Messages	19
Send Operations	19
Decoding Messages	20
New Arrivals	20
Message Viewers	21
Window Layout	21
Navigation	22
Attachments	22
Images	22
Finding and Replacing Text	22
Opening, Saving and Printing Messages	23
Viewing Encrypted Messages	24
Handling Header-Only Messages	24
Sending Messages	24
Message Header	24
Editing Your Message	27
Spell Checking	27
Attachments	28
Message Options	28
The Address Book	29
The Address Book Window	29
The Contact Properties Editor	30
Managing Identities	33
The Identity Manger	33
The Identity Properties Editor	33
Managing Accounts	36
The Account Manager	36
The Account Properties Editor	36
Filtering Messages	40
The Filter Manager	40
Creating Filters	41
Editing Filters	46

Junk Mail Filtering	50
Overview	50
Correction and Training	50
The Junk Mail Filtering Window	50
Handling Mailing Lists	56
The Mailing List Manager	56
Creating a New Mailing List.....	56
Editing Mailing List Properties	60
The Calendar	62
Adding and Editing Events	64
Event Categories	65
Adding and Editing Tasks.....	66
Reminders	67
Configuring Messenger Pro	68
Message Display Options	68
Window Display Options.....	69
Group Options.....	70
Message Options.....	71
Message Editor Options	73
Sending Message Options.....	74
Encryption and Signing Options	75
Netiquette and Confirmation Options	77
Calendar Options.....	78
Transfer Options	79
Application Options	80
Advanced Options.....	80
Advanced Features	83
Customizing the Toolbar.....	83
Customizing Keyboard Shortcuts	84
Viewing and Editing Message Source	84
Message Utilities.....	85
URLs	85
Importing & Exporting Messages	86
Importing and Exporting Contacts	87
Database Maintenance	88
Message History.....	89
Bouncing Messages	89
Templates	90
The Keyring Window.....	92
Updates.....	92
Launching From Third Party Applications	93
Acknowledgements	93
OpenSSL	93
SSLey	94
Qt.....	95
Change History	107

Getting Started

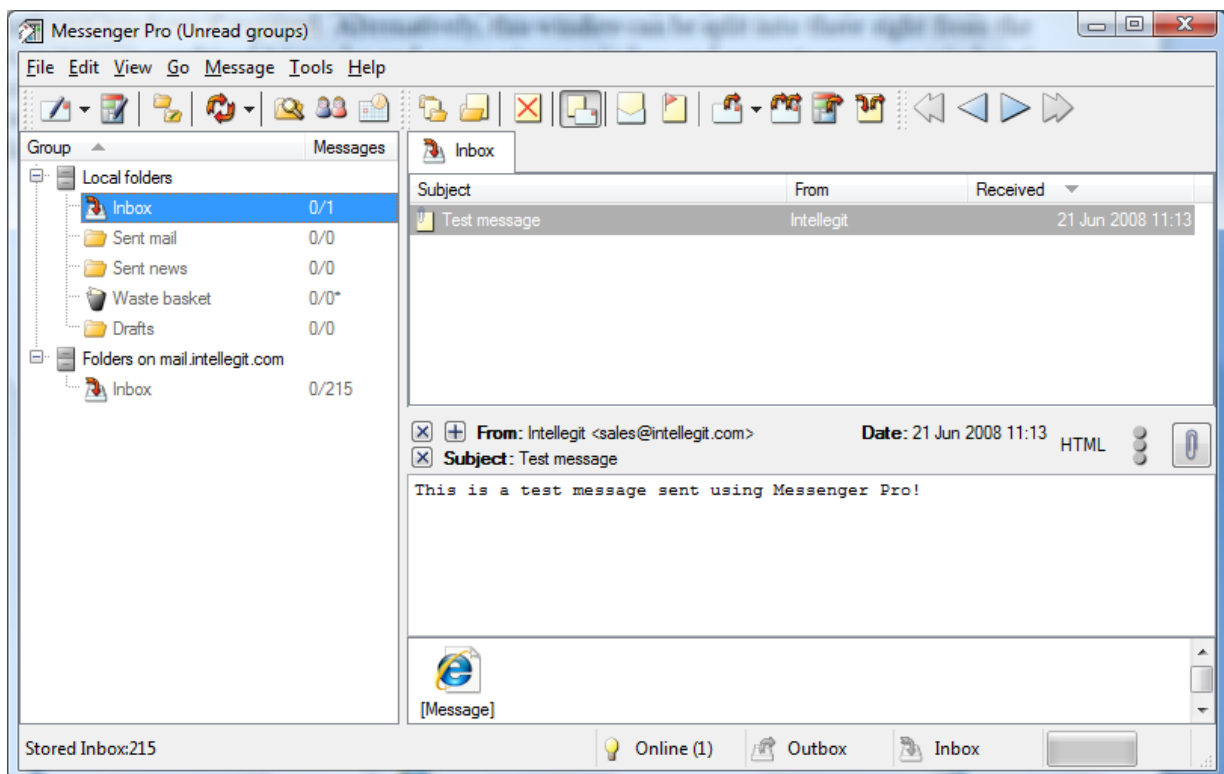
Welcome

Welcome to *Messenger Pro*, an advanced multi-platform messaging client that provides powerful facilities for managing electronic mail and news from multiple sources.

Note that certain features may be unavailable depending on which edition of *Messenger Pro* you have purchased.

The Main Window

Once installed, *Messenger Pro* will open its main window which consists of a group hierarchy on the left, listing all groups that *Messenger Pro* currently knows about, a group viewer at the top-right, which can display the contents of a group, and a message viewer which can display a single message. By default, these three appear in a single window but groups and messages can be opened in their own windows if required. Alternatively, this window can be split into three right from the start (or two – a combined hierarchy and group viewer window and separate message windows) which is the style this manual will use in order to describe features specific to each of these different viewers without other features getting in the way. Configuring the way these windows work is described later in this manual.



The following sections of this manual will describe the parts of this window in more detail.

Online Help

If at any time you need assistance when using *Messenger Pro*, this manual can be opened from the main window by selecting **User Manual** from the **Help** menu.

Terminology

Messenger Pro and this manual use a specific set of terminology which is described here for your reference.

Account

A source of mail or news or a means of sending messages that you write. An account is usually set up for you by your ISP or network administrator and exists on a server for which you are given login details (although not always) in the form of a user name and password. *Messenger Pro* supports POP3 and IMAP mail accounts and NNTP news accounts. It also supports SMTP for sending mail.

Identity

You may have more than one e-mail address, for instance a work address and a home address, and possibly more if you have affiliations to other organisations. Mail sent to each of these addresses may originate from different accounts but it's generally more convenient to handle them in one place. *Messenger Pro* allows you to create a separate identity for each one and automatically handles the issue of selecting the right identity to use when responding to a message sent to a particular identity.

Message

A message is a single communication that you have downloaded from an account or wish to send yourself. It can be either an e-mail or a newsgroup posting.

Group

A group is a storage location for messages and usually consists of messages that have something in common. *Messenger Pro* further divides groups into mailboxes, folders, newsgroups and mailing lists but group is the collective name used to refer to all of these types.

Mailbox

A mailbox is a group containing e-mail messages downloaded from a mail account.

Inbox

Your inbox is where most of your incoming e-mail will go, unless you have instructed *Messenger Pro* otherwise. You have a single inbox for all your POP3 accounts, but online IMAP accounts will have their own separate inboxes corresponding to the inbox that exists on the remote IMAP server.

Folder

A folder is a group which can contain any type of message. Typically, you will create a set of folders for different purposes, named appropriately, and move messages to those folders for future reference.

Newsgroup

A newsgroup is a group containing news postings. Each newsgroup exists on news servers around the world and the newsgroup you see in *Messenger Pro* reflects the messages available on all the news servers you have told *Messenger Pro* about by setting up news accounts.

Mailing List

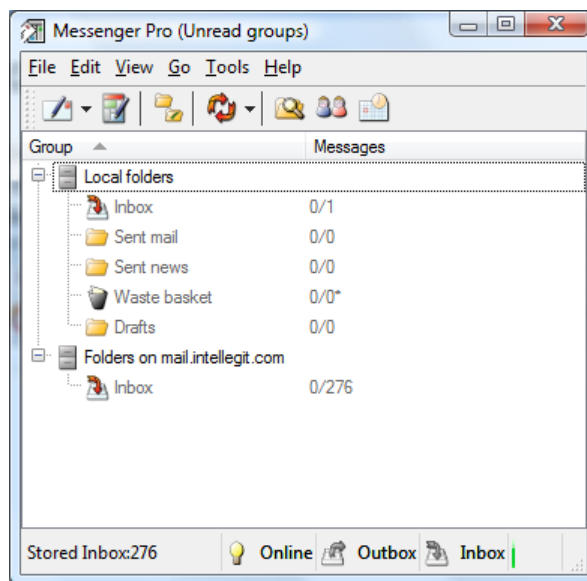
A mailing list is a folder containing mail from a mailing list. *Messenger Pro* allows you to filter mailing list messages into a separate folder which is then specifically displayed as a mailing list.

Filter

A set of rules for identifying messages with certain properties and indicating what *Messenger Pro* should do with them. Filtering may colour messages, change their status (read, flagged, etc.) or redirect messages to a different folder, etc.

The Group Hierarchy Viewer

We begin our tour of *Messenger Pro* by looking at the group hierarchy viewer. This is *Messenger Pro*'s main window and can either be displayed on its own or with a group and message viewer appearing as separate panes (which is the default). It displays a list of all your groups, arranged into a hierarchy to make the list more manageable. At the bottom it also displays the current status of *Messenger Pro* with respect to any operations in progress and whether or not there is any new mail just received or waiting to be sent.



The Hierarchy

Most of your groups will appear under the **Local folders** heading. This includes the following groups:

- **Inbox** – your received mail
- **Outbox** – mail and news waiting to be sent
- **Sent mail** – saved copies of mail you've sent
- **Sent news** – saved copies of news you've sent
- **Waste basket** – deleted messages
- **Drafts** – messages you've edited and saved but haven't sent yet
- **Junk** – junk messages filtered by junk filtering rules

There are separate headings for your **Mailing Lists** and **Newsgroups**. In addition, if you have any online IMAP accounts set up, then a separate heading will appear for each account, with all folders belonging to that account appearing beneath its heading. You can also place groups beneath other groups in the hierarchy by dragging with the mouse to create a parent/child relationship between your groups; *Messenger Pro* will then only display those groups when that part of the hierarchy has

been expanded. Where a group has child groups it will have a + shown next to it which can be clicked to expand the hierarchy, at which point it will change to a – to indicate that clicking again will contract it. Note that IMAP folders can only be made children of other IMAP folders belonging to the same account and not any other kind of folder, and similarly non-IMAP groups can't be made children of IMAP folders.

Next to each group is a count of the messages in the group; this is shown in the format *[unread/total]* (flagged)* where *unread* is the count of unread messages in the group, *flagged* the number of flagged messages, and *total* the count of all messages in the group. If there aren't any flagged messages then the flagged count won't appear while the square brackets [] around the count will only appear if new messages have arrived since the last time you opened the group. The asterisk *, if present, indicates that the group's counts include the counts of its child groups.

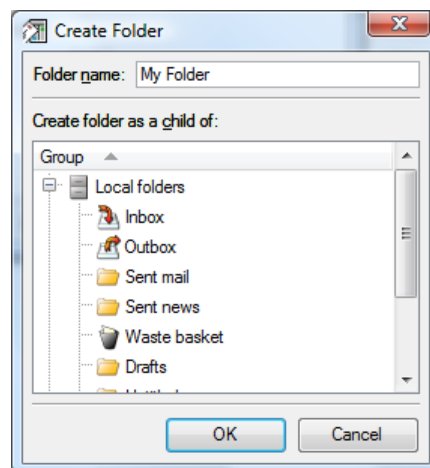
By default, only groups containing unread messages will be listed, unless a particular group has been configured to be displayed all the time. In general, folders will always be listed so you can access them easily, and newsgroups/mailling lists will be hidden if they only contain read messages, but this can be configured on a per-group basis. The option **Show Unread/All Groups** on the **View** menu can be used to toggle the current display setting.

Groups can be selected by clicking with the mouse allowing operations to be performed on them. If the window also shows a group viewer pane then clicking on a group will display it in the viewer; double-clicking will open the group in a separate window.

Folders can be renamed by clicking on their name which makes the name writable and allows a new name to be entered, or by selecting the folder and choosing **Rename Folder** from the **Edit** menu.

Creating Folders

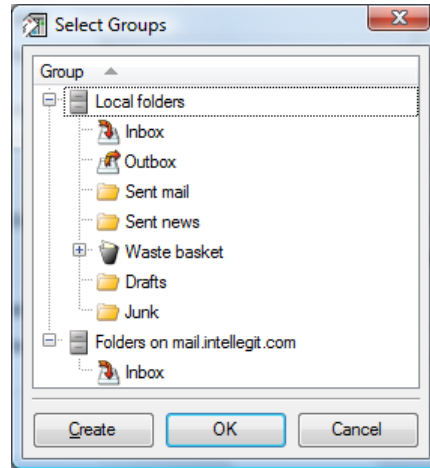
New folders can be created by selecting **Folder** from the **New** submenu of the **File** menu; the create folder dialogue will then appear.



The group hierarchy is shown at the bottom of the dialogue, allowing you to select a group you want to **Create the folder as a child of**. The actual name of the folder is entered at the top as the **Folder name**. Clicking **OK** will create the folder with the specified name and location in the hierarchy.

The Group Selector

The group selector is a modified version of the create folder dialogue and allows a selection of groups to be made. *Messenger Pro* will use a group selector whenever it needs to ask you for a selection of groups for it to use for a particular operation.



Simply select the groups you want to use by clicking on them with the mouse (holding down *Ctrl* to select more than one group or *Shift* to select a range of groups) then click **OK** to complete the selection. If you want to use a new folder, the **Create** button can be used to create one with a default name (e.g. New Folder 1); clicking on it will then allow it to be renamed.

Searching Messages

If you are having trouble finding a particular message somebody has sent you, you can have *Messenger Pro* find it for you using its search facilities. These are also useful if you want to tidy your folders, since you can search for all messages that have something in common and delete them or move them to another folder.

The search dialogue is opened by selecting **Search Messages** from the **Edit** menu. It allows all your groups to be searched for messages sent to or from a particular person, on a certain date or with specific words in the message. You select your **Search groups** at the top which controls which groups *Messenger Pro* will search for you. By default it will only check your **Inbox**, or the group that was selected when you opened the dialogue, but this can be changed by clicking **Change** and selecting the desired groups from the group selector.

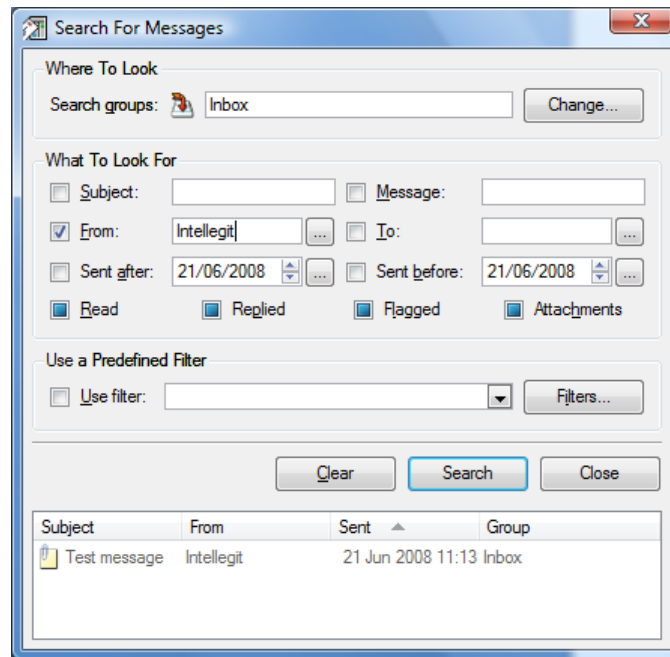
You then need to tell *Messenger Pro* **What To Look For**. The following fields are available:

- **From** – the sender of the message
- **To** – who the message was sent to
- **Subject** – the subject of the message
- **Message** – the actual content of the message
- **Sent after** – messages sent after a particular date
- **Sent before** – messages sent before a particular date

Next to each field is a check box which will be automatically checked when something is entered in that field. Only those fields that are checked will be included in the search, so if you enter

something but then change your mind and want to exclude that field from the search, simply uncheck the check box. For a message to be found, it must satisfy all the fields that you've entered. You can also specify that found messages must be **Read**, **Replied**, **Flagged** or contain **Attachments** by either checking or clearing these fields; note that the default for these fields is unspecified matching all messages regardless of message status.

As an alternative to entering search criteria, you can **Use a Predefined Filter** which allows you to use *Messenger Pro's* filter matching capabilities to define a more powerful search. Filters are explained in a later section of this manual. To use one, select the desired filter from the **Use filter** combo box. If you need to edit or create a filter first, clicking **Filters** will open the filter manager from where you can do this.



Once your desired criteria have been entered, clicking **Search** will begin the search and display a list of matching messages at the bottom of the dialogue. From here you may double-click a message to open it and a pop-up menu can be brought up by right-clicking which allows you to perform any of the usual message operations (described later) on the messages it has found. The **Clear** button will clear the results pane if you want to perform any additional searches; otherwise the results of all searches will be listed together.

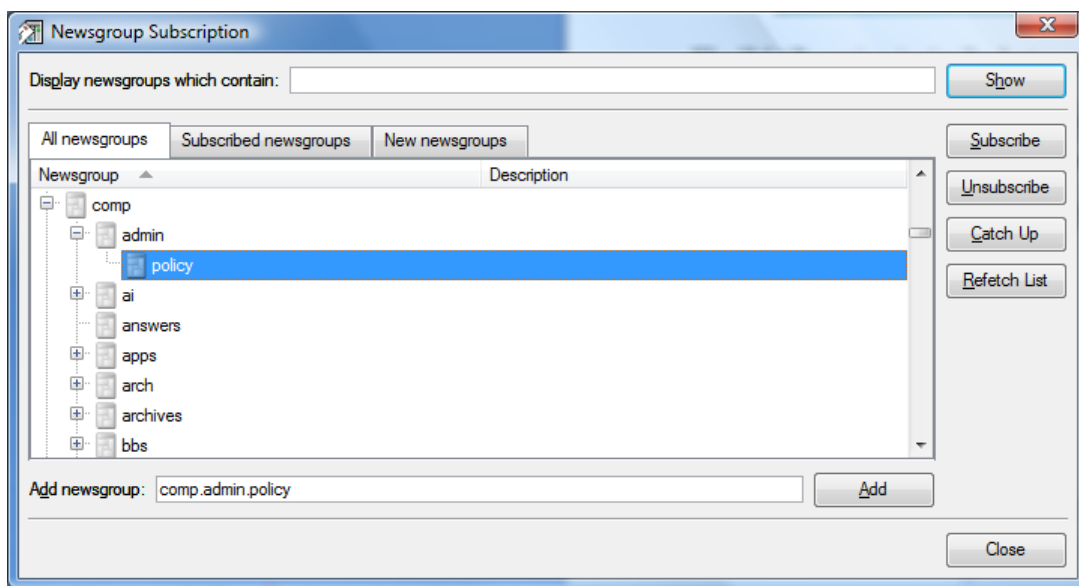
Group Subscription

Newsgroups must be subscribed to before they will be downloaded. Similarly, you also need to tell *Messenger Pro* which IMAP folders you want to access. This is done using the group subscription window which differs slightly between newsgroups and IMAP folders. The newsgroups version is opened by selecting **Newsgroup Subscription** from the **Tools** menu; the IMAP version is opened using **IMAP Folder Subscription**. Since the IMAP version is the simpler of the two, the newsgroup version will be described here.

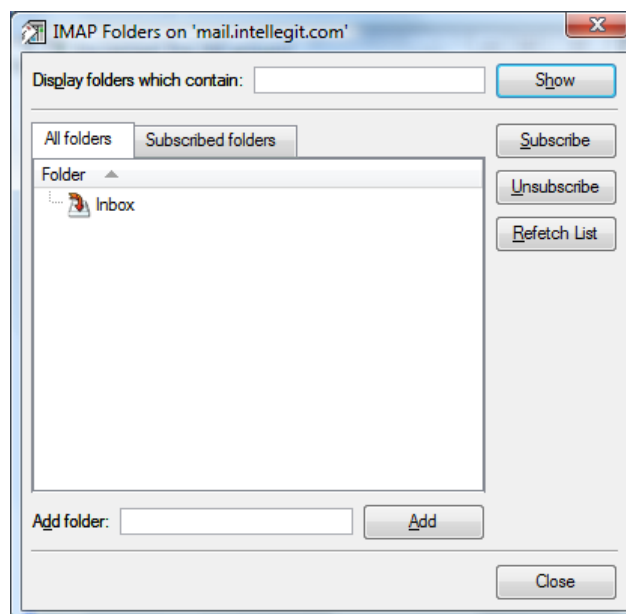
The main part of the window contains three tabs allowing you to view all, subscribed or new newsgroups. **All newsgroups** allows you to see a full listing of newsgroups available on all the news servers you have set up accounts for, **Subscribed newsgroups** lists only the newsgroups to which you're already subscribed and **New newsgroups** lists any recently created newsgroups. The

groups are shown in a hierarchy based on their names (e.g. all newsgroups that start comp. are listed underneath comp) which can be expanded by clicking the + button next to each name, and each line lists a newsgroup name and a description of the newsgroup, if this is made available by the server. Unsubscribed newsgroups are shown with faded icons and subscribed newsgroups with full (i.e. non-faded) icons. Subscribing to a newsgroup is a simple matter of selecting it and clicking **Subscribe** while unsubscribing is done by clicking **Unsubscribe**; double-clicking a newsgroup will toggle its subscribed status. You can also enter the newsgroup name manually and click **Add**.

If you want to find newsgroups on a certain subject then you can **Display newsgroups which contain** a particular piece of text in their name or description. Simply enter the text, click **Show** and *Messenger Pro* will only list those newsgroups containing that text. If you want to download the list again then clicking **Refetch List** will clear the current list and download it again immediately from all your news accounts. You can also **Catch Up** new newsgroups which will remove them from the New newsgroups tab.



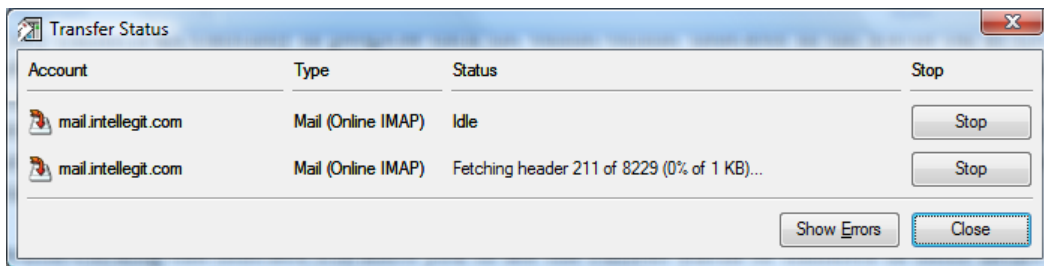
The IMAP version is similar but contains fewer options since new folder listings aren't available.



Transfer Status

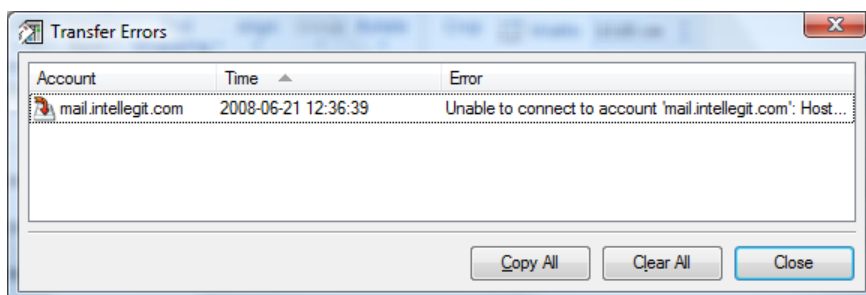
If any transfers are currently in progress then the online/offline indicator in the status bar at the bottom of the window will show the number of current connections in brackets in this indicator; for example, **Online (2)** indicates two connections that are currently active. *Messenger Pro* can be forced to go offline by right-clicking this indicator and choosing **Online** or **Offline** from the pop-up menu. Note that under Windows this controls the system wide online/offline setting as used, for example, by Internet Explorer. No transfers will take place when *Messenger Pro* is offline.

Double-clicking this indicator will allow you to see the current status of transfers in more detail. You can also open this window by selecting **Transfer Status** from the **View** menu.



For each active transfer, the account name and type is shown, along with a one line status indicator which describes the current state of the transfer. Transfers can be stopped prematurely by clicking the **Stop** button.

If any errors occur during a transfer, the online/offline indicator icon will change to include an exclamation mark !. The errors can be listed by clicking **Show Errors** from the transfer status window which opens another window listing all errors, the accounts that they relate to and the date and time at which they occurred. Clicking **Clear All** will clear this list while **Copy All** can be used to copy the errors to the clipboard, perhaps to assist with reporting problems.



Transfer errors and other information will also be logged to a file which you can view by selecting the **Global Log** option from the **View** menu.

Normally, message transfers will take place automatically every so many minutes, but they may be started manually by selecting **Send and Receive All** from the **Send and Receive** submenu of the **Tools** menu. This will force all accounts to do an immediate transfer. You can also **Send and Receive Mail**, **Send and Receive News**, **Send All** or **Receive All**, to transfer only mail, only news, only sent messages and only downloaded messages respectively. You can also transfer messages only to and from a specific account by choosing it from the **Account** submenu.

The Waste Basket

Rather than delete messages or folders straightaway, whenever you delete anything it will instead be placed in the waste basket. This means that, should you later realise that you need something you've deleted, or if you've deleted something by mistake, you'll find it in the waste basket from where you can open it and/or copy it back to where it came from.

The contents of the waste basket are automatically deleted after 3 days (configurable in the group options for the waste basket), but the entire contents of the waste basket can be manually deleted by selecting **Empty Waste Basket** from the **Edit** menu.

Note that IMAP folders and the messages stored within them are unable to use the waste basket.

Tidying Old Messages

Old messages are automatically deleted after a certain number of days during a process called a tidy. Newsgroup and mailing list messages are typically deleted after 14 days, whereas messages in most folders aren't deleted unless *Messenger Pro* is explicitly asked to, but this is configurable on a per-group basis.

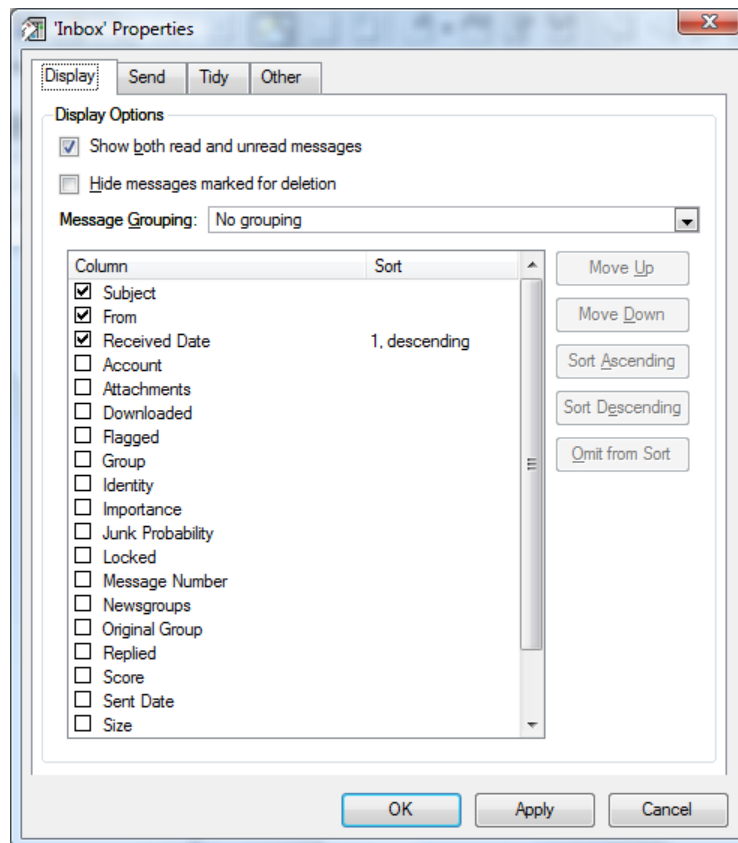
Tidying will happen automatically once each day at midnight, if *Messenger Pro* is running at the time, or at the first opportunity thereafter. However, a manual tidy can be initiated by selecting **Tidy Old Messages** from the **Tools** menu, which may be useful if you change the tidy settings and want them to take immediate effect.

Editing Group Properties

The properties of a group can be edited by selecting the group and choosing **Properties** from the **File** menu, or by right-clicking on the group and choosing **Properties** from the pop-up menu. The group properties editor has four tabs allowing different group settings to be altered.

The **Display** tab contains options that control how a group's messages are displayed. Normally a group is displayed showing only unread messages, i.e. those messages that you haven't seen yet. For newsgroups and mailing lists this is usually how you'll want to read the group since you'll rarely want to access old messages (but may still do so if you need to). However, for mailboxes and folders you will probably want to see all messages in which case you can enable the **Show both read and unread messages** option for the group. You can also **Hide messages marked for deletion** which is useful for IMAP folders where messages are marked for deletion but expunged later by some other process, so they no longer show up when you go into the folder.

Messenger Pro can display a group in two ways: one is a simple flat listing of all messages in the group, whereas the other is a grouping of all messages which can be done in various ways. The **Message Grouping** option controls how messages are grouped together, if at all, allowing selection from a number of different groupings. The first is **No grouping** which is the default for mailboxes and folders, whereas the default for newsgroups and mailing lists is **Group into threads**, which threads messages into conversations, grouping together all messages on a certain topic with replies appearing beneath their original messages. The remaining options are to **Group by date**, **Group by sender**, **Group by recipient**, **Group by newsgroup**, **Group by account** and **Group by group**.



Finally, a list of columns is shown, each representing a different field of information, from which you can choose which ones you want to see. A checked checkbox indicates which are currently selected and placing a check in an unselected column will move the named column up to join the rest of the selected columns. The ordering can then be controlled by selecting a column and clicking **Move Up** to move it up the display and hence in the column ordering, or **Move Down** to move it down. You can also choose which column will be sorted on, and whether in ascending or descending order, by selecting it and clicking **Sort Ascending** or **Sort Descending**. Note that each successive selection will demote the currently selected sort criteria, hence allowing a multi-level sort to be defined; the number shown reflects the order in which the criteria will be applied.

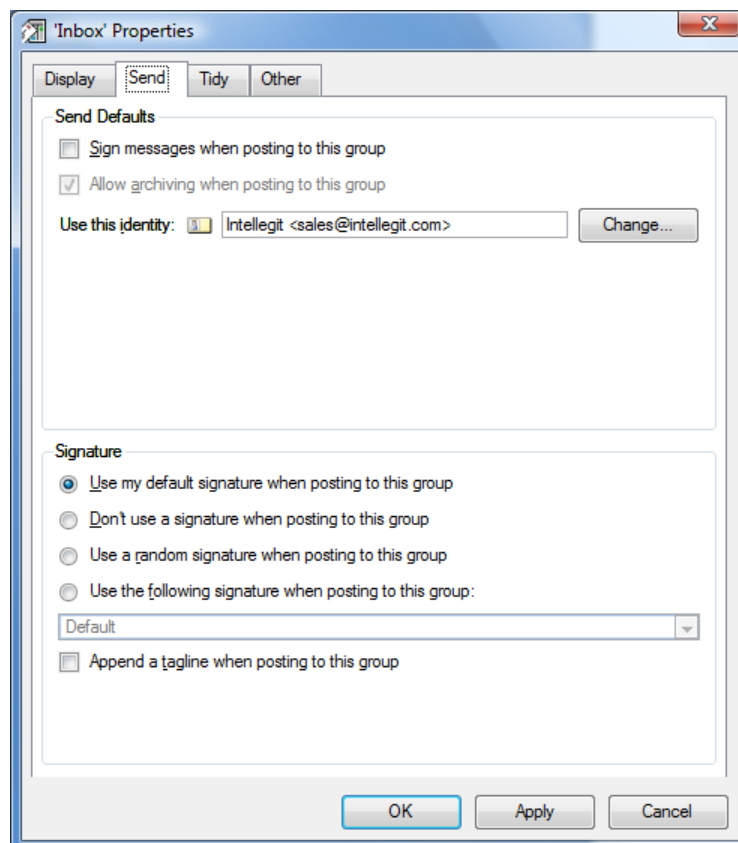
The available columns are:

- **Account** – the account the message was downloaded from or sent to
- **Attachments** – an icon indicating which messages have attachments
- **Downloaded** – an icon indicating header only or full messages
- **Flagged** – an icon indicating flagged messages
- **From** – the name of the person who sent the message
- **Group** – the group the message belongs to
- **Identity** – the e-mail address that originated the message
- **Importance** – an icon indicating if the message has high or low importance
- **Junk Probability** – the probability that the message is junk. Note that enabling this option will slow down *Messenger Pro* as a lot of calculations are involved, so its use is only recommended temporarily for diagnostic purposes.
- **Locked** – an icon indicating if the message is locked
- **Message Number** – *Messenger Pro*'s internal message number, allocated sequentially as messages are added to the group
- **Newsgroups** – the newsgroups the message was posted to

- **Original Group** – for a message in the waste basket, the group the message was deleted from; or for a message in the junk folder, the group the message was originally intended for before being identified as junk
- **Received Date** – the date the message was received by you
- **Replied** – an icon indicating if the message has been replied to
- **Score** – the score allocated to the message by *Messenger Pro*'s filtering rules
- **Sent Date** – the date the message was sent
- **Size** – the size of the message in bytes, kb (kilobytes) or Mb (megabytes)
- **Subject** – the subject of the message
- **Thread Counts** – unread/total message counts for child messages in a thread
- **To** – the name of the person the message was sent to
- **Unread** – an icon indicating if the message is unread

The **Send** tab controls how messages sent to a particular group are handled. The **Sign messages when posting to this group** option will enable signing of any messages you send to the group, while **Allow archiving when posting to this group** will allow archives to keep a copy of any postings you make to the group and make them publicly available.

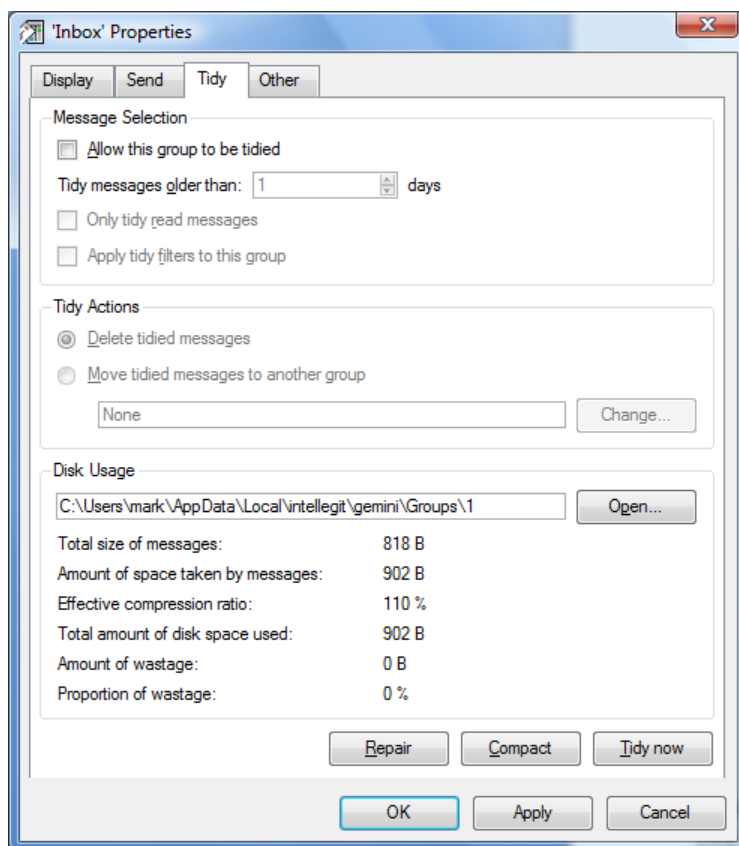
The **Use this identity** option sets the default identity used when a message is sent, either in reply to a message in the group or when a new message is sent with the group selected. Click **Change** to bring up a menu of alternative identities if you want to change the current setting.



If you have multiple signatures set up for a particular identity, you may want to choose one depending on which group you're sending to; for example, if posting to newsgroups discussing different topics, you may want a different signature for each one. *Messenger Pro* gives you four signature options for each group: **Use my default signature when posting to this group** will use the default signature for the selected identity, or for the default identity if none is selected; **Don't use a signature when posting to this group** will disable the use of a signature completely when

posting to the group; **Use a random signature when posting to this group** will enable *Messenger Pro* to choose a signature at random from all the signatures set up for the selected identity; **Use the following signature when posting to this group** allows you to select a specific signature from the combo box underneath. You can also configure the use of taglines on a per-group basis, using the **Append a tagline when posting to this group** option.

The **Tidy** tab allows you to control how the group is tidied and also to see current disk usage statistics. *Messenger Pro* will automatically tidy each group every day and remove messages older than a certain number of days but only if the **Allow this group to be tidied** option is set. The default number of days depends on the type of group (folders aren't usually tidied at all, newsgroups and mailing lists typically expire after 14 days) but this can be changed using the **Tidy messages older than** option. If you want to ensure that only messages you've seen are deleted, then you can enable the **Only tidy read messages** option. You can further control the tidy process by using tidy filters (described in the Filtering Messages section) which are enabled for a particular group by setting the **Apply tidy filters to this group** option.



Normally, tidied messages are simply deleted (the **Delete tidied messages** option is set). However, you may instead want to **Move tidied messages to another group**, in which case you can set this option and select a group by clicking **Change** and selecting the group you want to tidy to.

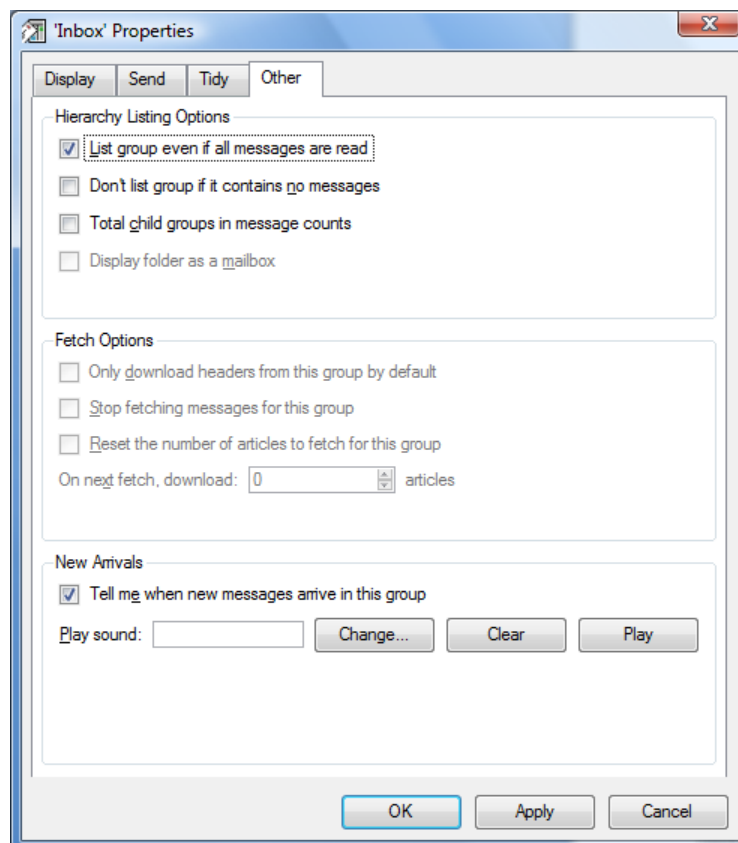
This tab also allows you to view **Disk Usage** statistics for the group. The **Total size of messages** is the total size of all the messages in the group, before compression. The **Amount of space taken by messages** is the amount of actual disk space used by the messages which takes compression into account; the **Effective compression ratio** expresses the compressed size as a percentage of the total size. **Total amount of disk space used** then includes the sizes of any indexes *Messenger Pro* has created in order to help it efficiently access the messages and represents the total disk usage of the group.

When *Messenger Pro* deletes messages, it only removes the index entry, rather than reclaiming the space it takes up. After a tidy, a compact will be performed to reclaim this wasted space, but the current **Amount of wastage** and the **Proportion of wastage** are also shown as part of the usage statistics. Pressing **Compact** will perform an immediate compaction of the group rather than waiting for the next tidy; similarly, **Tidy now** can be used to perform an immediate tidy on that group only.

If you experience any problems with a particular group and suspect corruption of the messages or *Messenger Pro*'s indexes, then you can use the **Repair** button to force it to scan the group for messages and rebuild its indexes. Normally it'll detect any abnormalities and perform a repair automatically, but this facility exists to repair groups manually.

If repairing the group doesn't help then you may need to access the group's files directly, usually to send a copy of them to support to assist in diagnosing the problem. The path displayed at the top of the Disk Usage section indicates where these files are stored; Windows users may also click the **Open** button to open an Explorer window on this directory.

The **Other** tab contains a number of additional group options, the first section controlling the way groups are listed in the group hierarchy viewer. By default *Messenger Pro* will only display unread groups, but you can force a group to be always listed by enabling the **List group even if all messages are read** option, which can be overridden using the **Don't list group if it contains no messages** option.



When listing a group in the hierarchy, *Messenger Pro* indicates how many messages are in each group and how many are unread. If the group has any children, you may want these counts to include the messages of its children, so the **Total child groups in message counts** option allows this. The waste basket is an example of where this is used, because in that case it can be useful to see the total number of messages in the waste basket rather than just the number of messages in the

waste basket group itself (since other messages may be in subfolders of the waste basket which wouldn't otherwise be counted).

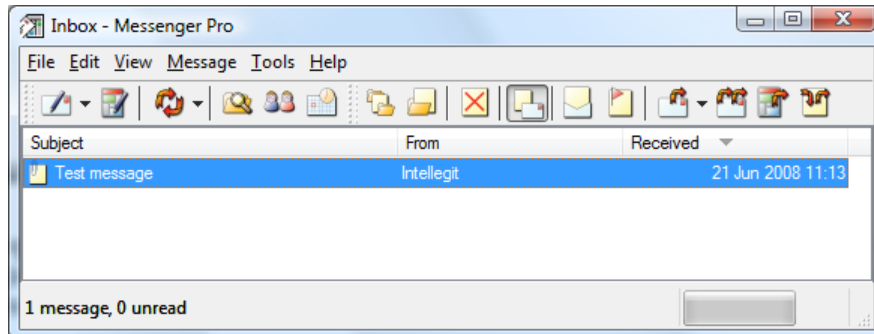
When a folder's properties are being edited, you may prefer to treat it as a mailbox for display purposes, if for instance a folder contains mail sent to a particular address. The **Display folder as a mailbox** option thus allows the folder to be shown with a mailbox icon but apart from this, no other aspect of the folder's behaviour is affected.

This tab also contains a number of options controlling how messages belonging to the group are downloaded. The option **Only download headers from this group by default** is applicable to IMAP folders and newsgroups and will, if enabled, only download the headers of messages, with their bodies left to be fetched later on demand when they're viewed.

The remaining options are applicable only to newsgroups; the **Stop fetching messages for this group** option will stop any further messages from being downloaded to the current newsgroup, although any messages already downloaded will remain. **Reset the number of articles to fetch for this group** allows you to change the number of old messages that are retrieved from the server on the next fetch, with the **On next fetch, download** option specifying this number.

Group Viewers

Once opened from the group hierarchy viewer, the group viewer displays a listing of messages belonging to a single group and allows messages to be opened or various operations to be performed on them.



The list of messages appears in the main part of the window. Each message is displayed with an icon indicating its status (read, replied, flagged, etc.) and a number of items of header information (from, subject, received date, etc.) as determined by the columns being displayed for the current group.

Above the message listing is given information about the group including its name and how many messages are being displayed, with a separate count of unread messages. Also indicated is whether all or just unread messages are currently being displayed. Right-clicking over this part of the window will bring up a menu allowing you to **Select Columns** to be displayed (which opens the Columns tab in the group's properties editor described earlier), and to **Save Column Settings** which allows you to make a selection of groups for which *Messenger Pro* will remember the current column settings for the next time you open each one. You can also **Reset Column Settings** to reset these settings to their defaults. Clicking on the column headings will allow the messages to be sorted on the selected column (clicking again to toggle between an ascending and descending sort) while dragging the columns will allow them to be reordered. Note that changes to the ordering of columns aren't saved unless they're made from the group properties editor. When you specify each

new column to sort on, the current setting is used as a secondary sort and then as a tertiary sort, allowing up to three levels of sorting to be configured.

A group will generally open showing only unread messages if it is a newsgroup or mailing list, or all messages for a folder, but this can be changed if required by selecting **Show Unread/All Messages** from the **View** menu. Newsgroups and mailing lists will also typically be displayed in threads which group together discussions so that their structure with respect to which messages replies belong to is apparent. Threads only occupy a single line in the display unless the + button next to them is clicked, expanding the thread and also changing the button to a – which will contract it if clicked again.

Threading is a form of grouping, which allows related messages to be grouped together in the display. All such grouping options can be found on the **Message Grouping** submenu of the **View** menu, and include options to **Group By Date**, **Group By Sender**, **Group By Recipient**, **Group By Newsgroup**, **Group By Account** and **Group By Group**. Each of these options will create a number of headings in the display and then display messages under the headings to which they belong. For all groupings, including threading, the **Expand/Contract Groupings** option will fully expand each item in the display so that all messages can be seen, or fully contract each one if they are already expanded.

If the group viewer is displayed as part of the main window containing the group hierarchy and a message viewer, then clicking on a message will display it in the message viewer. Double-clicking can also be used to open a message in its own window. Messages can be dragged from one group viewer to another, or to a group in the group hierarchy, which allows messages to be moved or copied between groups.

Message Status

Each message within *Messenger Pro* has a status which is made up the following attributes which are controlled from options on the **Message** menu, or on its **Set Message Status** submenu:

- Read or unread
- Flagged or unflagged
- Replied or unreplied
- Locked or unlocked

In addition, a selection of messages can be toggled between read and unread using the **Toggle Read/Unread** button which will toggle the first message in the selection and then set all remaining messages in the selection to match the first.

A read message is one that you've seen and *Messenger Pro* will automatically mark messages as read as you open them. You can, however, mark a message as unread, should you wish to be reminded to revisit it. An alternative way of marking a message for attention is to flag it, which only occurs when you explicitly tell *Messenger Pro* to do it (unless the message has high importance and *Messenger Pro* has been configured to flag such messages). Flagged messages will always be displayed when you open a group containing them, regardless of whether you're displaying unread or all messages.

When you send a reply to a message, *Messenger Pro* will mark the message as replied so that you can see at a glance which messages have been replied to and which haven't, but you can later mark the message as unreplied if you wish. Finally, locking a message will protect it from deletion,

either manually or automatically during a tidy, until it is unlocked again; locking can also optionally prevent a message from being marked as read if the **Lock as Unread** option is used.

Deleting Messages

For most groups, deleting a message is a simple matter of selecting it and choosing the **Delete Message** option from the **Edit** menu. The message will then be immediately transferred to the waste basket (if enabled). However, in the case of IMAP folders, the message will simply be marked for deletion, requiring an expunge of deleted messages to be issued before the deletion will actually take place. This is achieved by selecting **Expunge Deleted Messages** from the **Edit** menu. Messages marked for deletion can also be unmarked by undeleting them, using the **Undelete Message** option from the **Edit** menu. This option can also be used to retrieve messages from the waste basket, moving the message to its original location.

Send Operations

The group viewer allows various send operations to be performed on a message, most of which make use of the send window described in a later section. Here we just distinguish between the various types of send operations.

A reply to a message is sent via e-mail only to the original author of that message by selecting **Reply by Mail** from the **Message** menu; a **Reply to All** will also send the message to any other recipients of the original message. By contrast the **Followup to Newsgroup** option will send a copy to the newsgroup itself (or mailing list) allowing any reader of the newsgroup to see it. It is thus important that the correct option is selected, to ensure that private responses are kept private and to reduce noise in newsgroups. Selecting the **Followup and CC to Sender** option from the **Other Send Operations** submenu will send both a newsgroup posting and a copy by e-mail, which is useful when you want to make a public response but want to ensure that the original poster sees it. Note that some people dislike receiving e-mailed copies and would prefer to read all responses in the newsgroup, so use of this option may not be wise in some cases. Where a particular person has expressed a preference, *Messenger Pro* will attempt to override your selection so that their preference is respected, however there is nothing stopping you from then overriding this yourself.

A message can be forwarded to another person in one of two ways. **Forward by Mail** will create a new message quoting the text from the original message and including brief header information, such as its subject, date, sender and who it was sent to. **Forward as Attachment** will forward a complete copy of the original message by creating a new message attaching the original. In either case you may edit the message that's created before sending to add your own comments, but only in the former case may you edit the forwarded message itself. A subtle variation on forwarding is bouncing, as made available via the **Bounce Message** option on the **Other Send Operations** submenu. In this case you are resending the original message with its content and all headers intact so that it appears to the recipient in exactly the same way as it does to you, but you may send it to an alternative address overriding what appears in the header. This option should only be used in very specialist circumstances.

Also on the **Other Send Operations** submenu are options to resend messages you've written, perhaps from your Sent mail, Sent news or Drafts folders. The **Resend by Mail** and **Resend by News** options will reopen the selected message in a send window, remembering all settings specified for the message including the message text and any attachments. This allows easy

resending of the message in case some mistake was made the first time, for example, if an incorrect e-mail address was specified and the original couldn't be delivered.

This submenu also gives you options to **Send Cancel Message** and **Supersede Message** which only apply to news messages. Both result in the original message being cancelled (deleted) on all news servers that process the message (note that not all servers will respect this and you may only cancel or supersede your own postings) but superseding the message will allow you to post a new message that should appear in its place. A send window will therefore be opened allowing you to send this new message when superseding.

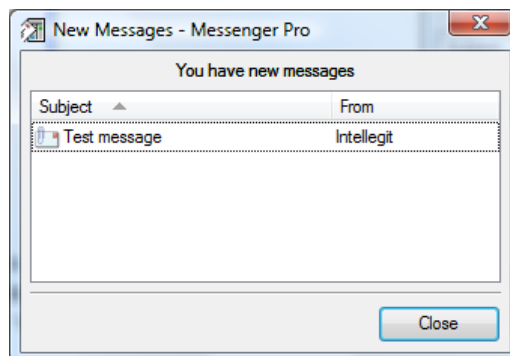
The last item on this submenu is **Respond using Template** which allows you to send a standard response to a message based on a template that you've designed which incorporates fields from the message you're replying to as well as fixed text. Templates are edited using the send window and are discussed further in that section of the manual.

Decoding Messages

Usually, attachments are contained wholly within a single message and *Messenger Pro* handles the decoding of them automatically whenever you try to access them. However, in some cases, attachments may be split across multiple messages, each containing a fragment of the final file, so these need to be reassembled and decoded before the attachment can be saved out. You can usually identify which messages these are and in which order they need to be reassembled, since they'll include a part indicator in the subject, e.g. [1/3]. To decode these messages, you will need to sort the display so that they appear in order, and select all the parts of the message. You will then need to either select the **UUDecode Messages** or **YDecode Messages** option from the **Message** menu, depending on how the messages are encoded. *Messenger Pro* will then join the messages together and decode them, prompting you to save any attachments it finds using a standard file selector.

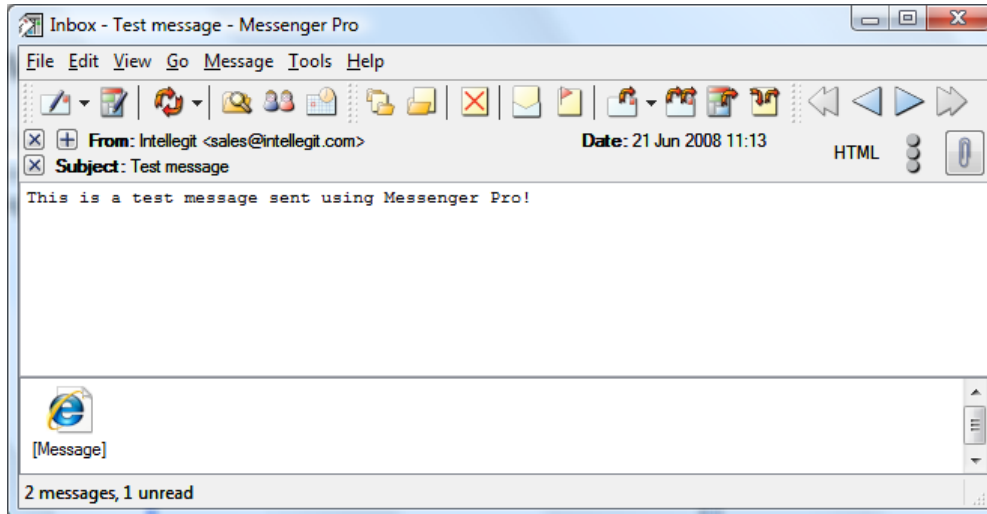
New Arrivals

An alternate form of the group viewer is used when new messages arrive, allowing you to see the subject and sender of any new e-mail messages. Messages can be opened by double-clicking them and all the supported message operations can be selected from a pop-up menu obtained by right-clicking over the messages.



Message Viewers

Opening a message from a group viewer will display it in a message viewer which displays the contents of a single message and allows all the operations available from the group viewer to be applied to that message, plus some additional ones.



Window Layout

The main part of the window shows the actual message, above which is the header pane which shows summarised information from the message header, including the sender (**From**), the **Subject** and **Date** (the date the message was composed/sent). Additionally, the **To**, **Cc**, **Reply-To**, **Newsgroups** and **Followup-To** headers will be shown if they're present and it's deemed useful to display that information; for example, there'd be no point displaying the To header if the message is addressed only to you, but it would be useful if you have more than one identity since it wouldn't otherwise be obvious which one it was sent to. Below the message content is the attachments pane which appears if the message contains attachments and displays an icon for each attachment included in the message. Note that an attachment icon is always displayed for a rich text (HTML) message even though it strictly isn't an attachment; this is to allow the message to be easily launched in a web browser if it uses HTML features that *Messenger Pro* doesn't support (for example, messages sent by Microsoft software and intended to be rendered by Internet Explorer).

The header pane also contains two buttons, the first allowing navigation through the current thread. Clicking this brings up a menu with three submenus: **Ancestors**, **Siblings** and **Replies**. **Ancestors** are messages that precede the current one, the first of which will be the message's parent, i.e. the one that the current message is a reply to. The **Open Parent** option allows more convenient access to this ancestor. Other messages on the ancestors menu are the parent of the current message's parent, and so on up the reply tree. **Replies** are direct replies to the current messages whereas **Siblings** are other messages that are replies to the message that the current message is a reply to (i.e. messages that share the same parent). Selecting a message will display it, if available, or prompt you to attempt to download it on the next news fetch. The second button allows selection of the currently displayed part or attachment of the message but only appears if there is more than one part to choose from. Where the part is capable of being displayed by *Messenger Pro* then it'll be displayed; otherwise a save dialogue will appear allowing you to save it to a file.

To the left of these buttons is a traffic light icon which indicates the status of the message with regard to PGP signature checking (which requires GnuPG to be installed to work). If no light is on then the message isn't signed; if amber (middle) then it is signed but hasn't been verified, whereas red (top) means a failed verification and green (bottom) a successful one. If a verification hasn't been performed automatically, it can be done manually by selecting **Verify Signature** from the **Message** menu. To the left of the From and Subject fields are buttons allowing filtering rules to be created marking all future messages from that sender or with that subject as read (the cross button) or to add the current sender to the address book (the plus button).

Navigation

To save you from having to open each message in turn, you can use the previous and next message buttons to move through the group as their names suggest. These options are also on the **Go** menu as **Previous Message** and **Next Message** (there is also a second next message option to go to the **Next Unread Message**). You can also move through entire threads of messages by using the previous and next thread buttons, corresponding to the **Previous Thread** and **Next Thread** options on the same menu; if you don't want to read the remainder of the current thread, the **Skip Current Thread** option can be used to mark them as read.

The space bar can also be used to scroll the current message down and move on to the next unread message in the group when all of the message has been displayed. When there are no more unread messages left, *Messenger Pro* will move on to the next group containing unread messages.

Attachments

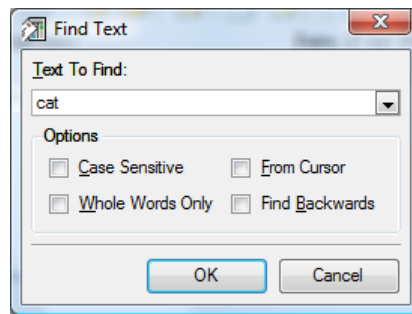
Attachments may be launched, by double-clicking them, or dragged out to another application. Alternatively, right-clicking over them will bring up a menu allowing you to **Open**, **Save**, **Forward** or **Remove** the attachment from the message permanently. Note that because e-mail viruses typically spread as attachments, you are advised to check that any attachment you open has been sent from a trustworthy source and doesn't look suspicious. *Messenger Pro* will give you a warning reminding you of this each time you open an attachment.

Images

The message may contain images which *Messenger Pro* can display, however the display of images may not be enabled by default in which case you'll see a grey rectangle appear where the image should be. To display these images, select **Show Images** from the **View** menu. You can configure whether or not images are displayed automatically by accessing the Display choices in *Messenger Pro*'s main options window. The description of this option in that section of the manual describes why you might want to leave image fetching switched off.

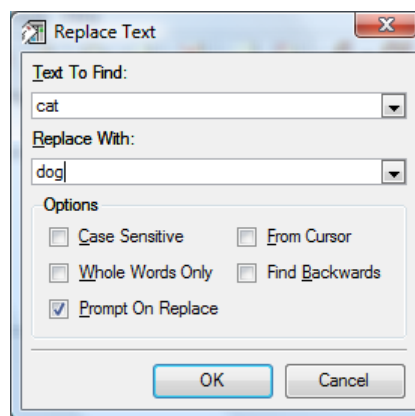
Finding and Replacing Text

The **Find Text** option allows you to find a piece of text in the current message.



Enter the text you want to find in the **Text To Find** field and click **OK**; *Messenger Pro* will then highlight the first occurrence it finds. To find any further occurrences, choose the **Find Next** option from the Edit menu, or press *F3*.

Messenger Pro can also replace the text it finds with an alternative piece of text using the **Replace Text** option available on the Edit menu.



Enter the text to find in the **Text To Find** field and its replacement in the **Replace With** field and click **OK**; *Messenger Pro* will then find each occurrence and replace it, optionally prompting you before it does so.

The following options are available in these dialogues:

- **Case Sensitive** – whether or not the found text must match the case of the text you've entered
- **Whole Words Only** – whether or not the text you've entered should match whole words or partial words
- **From Cursor** – whether the search should start from the cursor or from the beginning of the message
- **Find Backwards** – whether the search should work backwards up to the top of the message or forwards to the bottom
- **Prompt On Replace** – whether or not you should be prompted before each replacement

Opening, Saving and Printing Messages

As well as allowing you to view messages downloaded or composed within *Messenger Pro*, you can also load messages from disk in the form of raw message files (with a .txt extension) or mail/news message files (.eml/.nws) used by other mail and news applications (particularly under Windows). To do this, select **Open** from the **File** menu and choose the desired file using the file

selector. Messages can also be saved to a file in either of these formats by selecting **Export Messages** from the **File** menu.

Messages can be printed by selecting **Print** from the **File** menu. Subject to the message fitting on a page, the printed output will be identical to the screen display, although *Messenger Pro* will include a short message header summary on the first page, including From, To, Cc, Newsgroups, Subject and Date fields. Unless you're printing to a colour printer, coloured messages typically won't come out very well, so colouring is disabled by default, however this can be enabled in *Messenger Pro's* main options window.

Viewing Encrypted Messages

Messages encrypted using PGP or GnuPG will be automatically decrypted by *Messenger Pro* (if GnuPG is available) before the message is displayed. If the message can't be decrypted, you will be shown the encrypted version which you may save out and attempt to decrypt with something else.

Where text in the message has been encrypted using the Rot13 algorithm (which maps A to N, N to A, B to O, etc.), the message may be decrypted by selecting **Apply Rot13** from the **Message** menu.

Handling Header-Only Messages

When you open a message that belongs to a group or account that has been configured to only download message headers, *Messenger Pro* will automatically reconnect to the account and retrieve the message body, displaying it when it has arrived. This applies both to mail and news accounts. For certain newsgroups, however, you may want to make your message selection off-line and batch up requests to download full message bodies, for example, when reading binary newsgroups which contain large messages which you don't want to download all of, but instead want to download just the ones you want. In this case, you can use the **Fetch Body** option on the **Message** menu to submit a request to download the body for the current message on the next news transfer.

Sending Messages

Whether sending mail or news, writing a reply or composing a new message, the same send window is used. The differences are that different fields need to be filled in for mail and news, and in the case of a reply, followup or forward, some of these fields will be filled in for you. Otherwise the process of sending messages is the same.

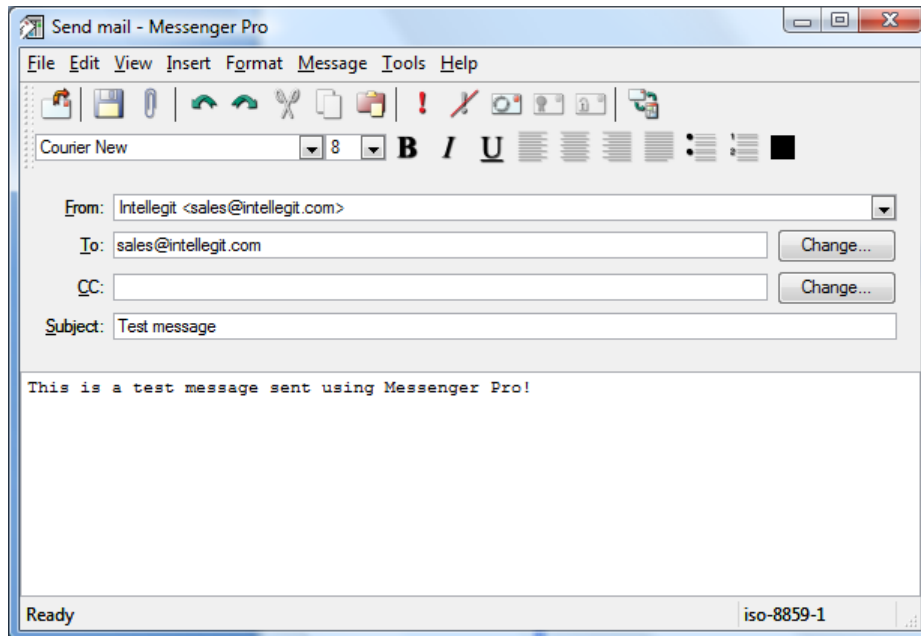
Message Header

The send window is divided into two sections. The upper half, immediately below the button bars, contains fields that will form the message header, and include such details as who the message is being sent to or what newsgroups, and the subject of the message.

The fields available are:

- **From** – the identity you want to send this message from, or an alternative name and e-mail address, which will appear to the recipient as the message sender

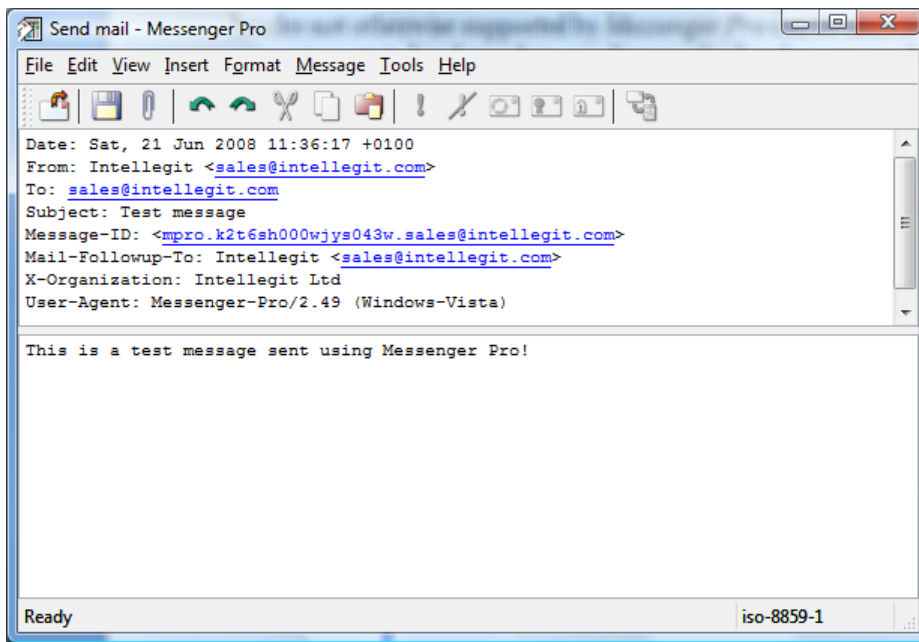
- **To** – the e-mail addresses, separated by commas, you want to send the message to (mail only)
- **Cc** (carbon copy)/**Mail copy to** – additional e-mail addresses, separated by commas, that you want to send the message to (for news, this results in a news posting and an e-mail message being sent)
- **Subject** – the subject of the message, briefly summarising its content and purpose
- **Newsgroups** – a comma-separated list of newsgroups to post the message to (news only)



Extra fields can be displayed by selecting **Advanced Options** from the **View** menu. These advanced fields are:

- **Bcc** (blind carbon copy) – additional e-mail addresses to send the message to which aren't visible to other recipients (mail only)
- **File in** – a folder in which to file a copy of the sent message
- **Reply to** – an alternative identity or e-mail address to which you'd like replies to your message to be sent
- **Followup to** – a comma-separated list of newsgroups to which you'd like follow-ups to your message to be posted (news only)

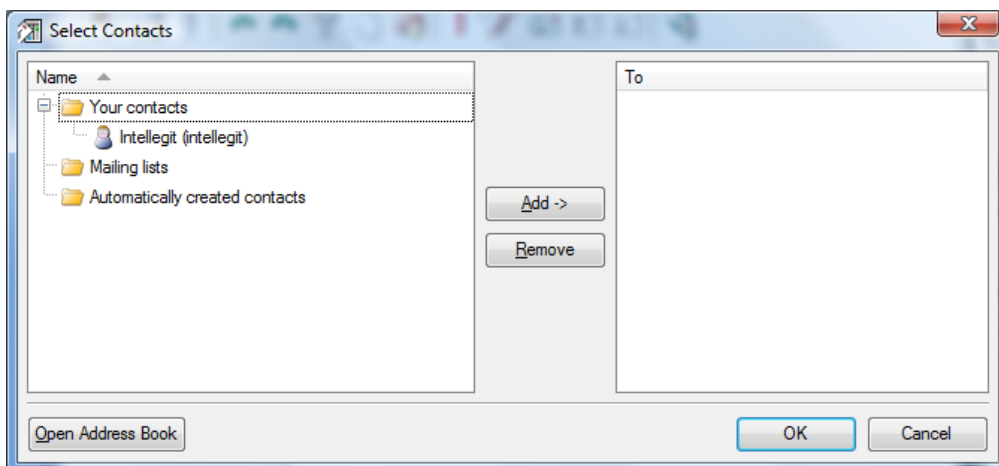
The header section of the window can alternatively be replaced by the full message header by selecting **Edit Headers** from the **View** menu. This is only recommended for advanced users since a mistake could result in non-delivery of the message, but it allows greater flexibility because any header not otherwise supported by *Messenger Pro* can be added. Note that *Messenger Pro* will still generate certain headers when sending so the header you see before sending will not necessarily reflect the exact header that is sent. If you are concerned about this, you are recommended to configure *Messenger Pro* offline and check the header in the Outbox before allowing it to be sent by your mail or news account.



If you change your mind about sending an e-mail or making a newsgroup posting, you can select the **Toggle Mail/News** option from the **Message** menu to change the type of message you're writing, preserving all details entered so far.

For a reply, the To and Subject headers will be automatically filled in, including the Cc header for a reply to all. A forward will also set up the To and Subject headers and a news followup will automatically fill in the Newsgroups and Subject headers. The message body will also be filled in with text quoted from the original message, which you need to cut down to the minimum required to provide context for your response and then add your own comments.

For address fields, you can select contacts from your address book by clicking **Change** next to the field which will open the contact selector for that field.



Your contacts are shown on the left and the current recipients are shown on the right; mailing lists are also listed on the left to facilitate easy posting to them. Selecting a contact and clicking **Add** will add it to the field, whereas selecting a recipient and clicking **Remove** will remove it. Click **OK** when you are finished. Address fields also support alias expansion so that if a particular contact has an alias defined in your address book, you need only type the alias and *Messenger Pro* will expand the alias and replace it with the name and address of the contact.

Editing Your Message

Below the header appears the actual text of your message in which you can type anything you like. Your message can be in either plain text or rich text (HTML) format, controlled by the **Rich Text (HTML)** option on the **Format** menu. If rich text is enabled, the formatting toolbar will appear which allows you to write your message using various fonts, font sizes, bold, italic, underline and left, right, centre and full justification options, which also appear on the **Format** menu. Please note however that your recipient will not see your message in exactly the same way as it appears when you compose it, although it will be a close approximation.

Formatting facilities aren't available when sending in plain text. If you're writing your message in plain text, you need to pay attention to how your lines are wrapped so that they can be easily read by your recipient. Wrapping means ensuring that lines automatically flow onto the next line after so many characters so that lines aren't too long or aren't forced to wrap by your recipient's software at awkward places, leading to lines with alternating lengths. *Messenger Pro* can be configured to automatically wrap text when you send to a certain number of characters, controlled by settings in the main options window. You can also enable word wrapping during editing so that you can see where the wrapping will take place, by selecting the **Word Wrap** option on the **Format** menu, or wrap manually on a paragraph by paragraph basis by selecting **Rewrap Paragraph** from the same menu.

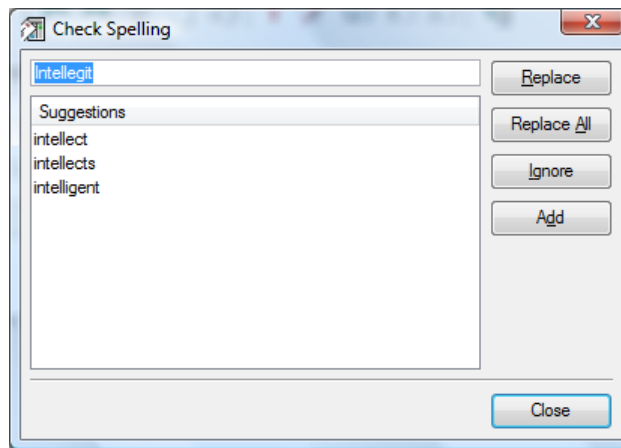
If you wish to insert text from a file you've already prepared, you can use the **Text from File** option on the **Insert** menu to select a file using the standard file selector and paste its contents at the current cursor position. Other editing operations available to you are **Swap Case**, which will swap the case (lower to upper case or vice versa) of the character after the cursor; **Transpose**, which will swap the two characters either side of the cursor; and **Snip Text** which will delete the current selection and replace it with **[snip]**, which is often used to denote text removed from a quote from a previous message. These options appear on the **Utilities** submenu of the **Edit** menu.

Messenger Pro will automatically append your signature to your message before displaying the send window. If you wish to change this, you can either change your identity as displayed by the **From** field in the header section of the window, which will replace the signature by the new identity's default signature, or you can choose a signature belonging to the existing identity by following the **Choose Signature** submenu on the **Message** menu.

At any time during the edit of your message, you can choose to save it and reopen it at a later time. *Messenger Pro* gives you three ways of saving your message: **Save as Draft** saves a copy of the message in your Drafts folder whereas **Save to Folder** lets you choose an alternative folder using a standard group selector; **Save to File** lets you save the message to a file on disk. These options can be found on the **File** menu.

Spell Checking

When you've finished entering your message, you may want to perform a spell check to ensure that there are no spelling mistakes before you send it, which can be started by selecting **Spelling | Check Message** from the **Message** menu (or alternatively, **Check From Cursor** to check from the current cursor position). *Messenger Pro* will then check each word against words in its dictionary and ask you about words that appear to be spelt incorrectly.



The word in question is displayed at the top and can be manually edited if required. Alternatively, a list of suggestions appears beneath it from which the correct spelling can be selected. Clicking **Replace** will replace the misspelt word with the replacement that has been entered or selected; **Replace All** will do so for all other occurrences of the same word in the message.

If the word is spelt correctly but doesn't appear in *Messenger Pro's* dictionary, it can be added by clicking the **Add** button; future occurrences of the word will then be handled correctly. Alternatively, clicking **Ignore** will assume any other occurrences of the word are spelt correctly, but only during the current spell check, i.e. words aren't added to the dictionary in this case.

Attachments

If you want to send attachments with your message, they can be specified by selecting **Attachment** from the **Insert** menu and selecting the file using the standard file selector. Attachments will appear in a pane at the bottom of the window. If you add an attachment and later change your mind, you can remove it by right-clicking over it and selecting **Remove Attachment**.

The **Format** menu contains three options controlling how attachments are encoded in your message. You need to select one of these depending on the capabilities of your recipients' software, but the defaults should suffice in most cases:

- **Use MIME Encoding** – the default for mail. Only old software will have problems with this format.
- **Use UUEncoding** – the default for news. Most software should handle this format but newer software may use MIME instead of it.
- **Use YEnc Encoding** – only suitable for news. Only fairly recent software will support this encoding.

Message Options

The following options are available on the **Message** menu and allow you to set various message options:

- **High Importance** – indicate to the recipient that this message is urgent
- **Low Importance** – indicate that this message is not important

- **Request Receipt** – request that the recipient send you a receipt to confirm when it has been received and/or read
- **Allow Archiving** – allow public archives to retain a copy of your message so that other people can search for it
- **Encrypt** – encrypt the message using GnuPG (if available and all the recipients' public keys are in your keyring)
- **Sign** – sign the message using GnuPG (if available and you have created a key for the e-mail address used by the selected identity)

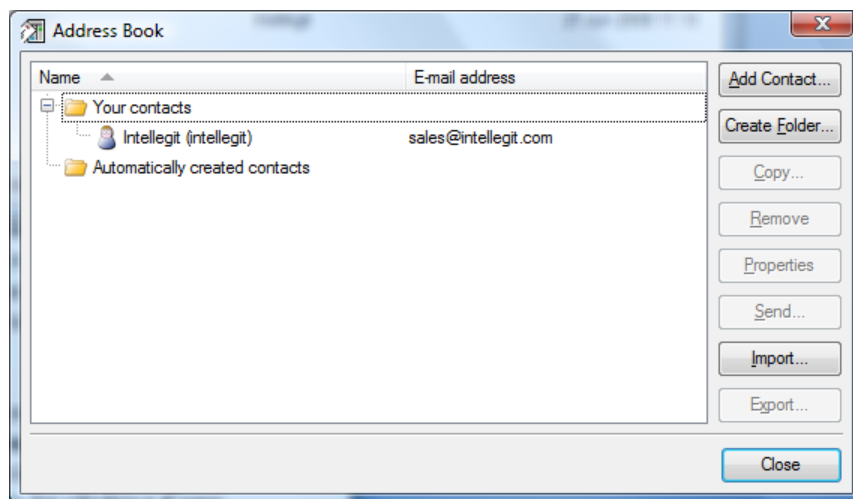
You can also specify the character set your message is written in using the **Character Set** submenu on the **Format** menu. In most cases, *Messenger Pro* will determine this from your operating system and this will be usually correct, however if you're written your message using language specific characters and have reason to believe that the selected character set is wrong, then you can specify this manually. The current character set is displayed in the status bar.

The Address Book

Messenger Pro's address book allows you to keep all information about your contacts in a single place. For each contact it can record their e-mail address, postal address and telephone number, both for home and at work. It also allows you to record your own notes on each person, as well as to assign different sounds to different people, so that you can distinguish new mail arriving from each one. Once entered into the address book, you may select e-mail addresses from a list when sending mail so that you don't need to enter the addresses manually.

The Address Book Window

The address book window is opened by selecting **Address Book** from the **Tools** menu.



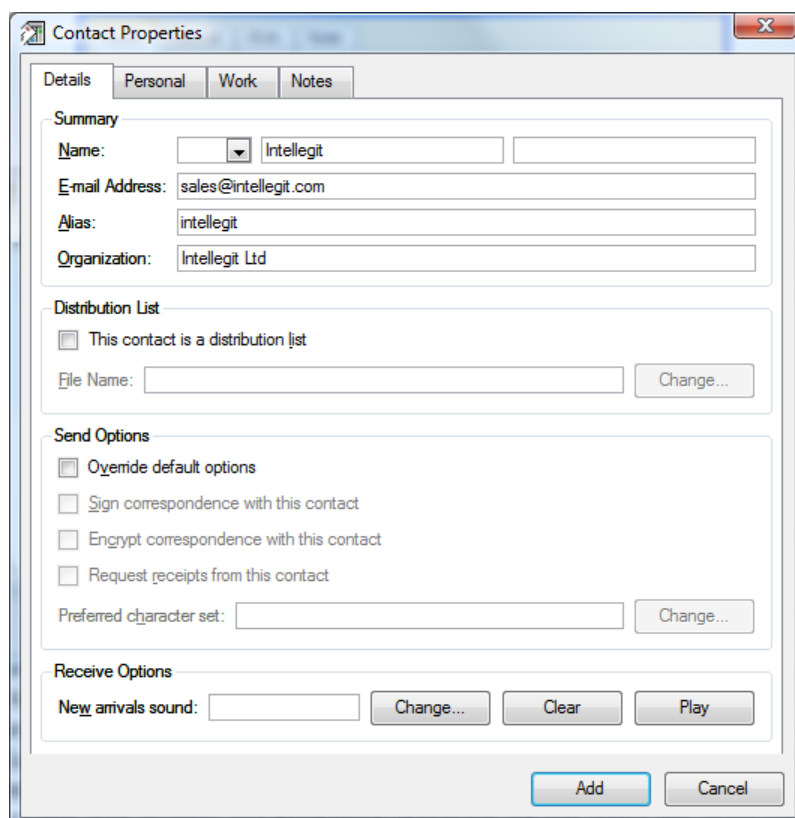
It lists all the contacts in your address book, either in name or in address order, under two headings: **Your contacts**, which are the contacts you've created yourself, and **Automatically created contacts**, which are those that *Messenger Pro* has automatically added for you (e.g. when sending a reply). Single address contacts are shown using an icon depicting a single person; group contacts and distribution lists depict two people. Where an alias is defined for a particular contact, this is shown in parentheses after the contact's name.

Double-clicking a contact will bring up the contact properties editor allowing you to edit it, as will selecting it and clicking **Properties**. New contacts are created using **Add Contact** which brings up a blank contact properties editor into which details can be entered, while contacts are deleted by selecting them and clicking **Remove**. Copies of existing contacts can be made by clicking **Copy** and then selecting **Copy Details** or **Share Details** from the pop-up menu; the former creates a new contact with the same details as the one you are copying which can be changed independently, while the latter creates a second view of the first so that any changes to any of the copies are reflected in all copies. The **Send** button can be used to send an e-mail to the currently selected contacts. New folders can be created using **Create Folder** into which contacts and folders can be moved using drag and drop. Clicking on the + button next to the folder name will expand the folder (and again on the – to contract); alternatively the **Expand/Contract** option can be chosen from the pop-up menu to expand/contract all folders.

The Contact Properties Editor

The contact properties editor has four tabs allowing you to enter different types of information about a contact. The main tab is **Details** which allows you to specify the contact's **Name** (broken down into Title, Forenames and Surname), **E-mail address** and **Organization**. You can also optionally assign an **Alias** to the contact which is a short abbreviation which *Messenger Pro* will automatically expand to the full address in the send window.

Instead of a single address, you may specify more than one address, separated by commas, to create a group contact which sends mail to multiple addresses. When setting this up you can use addresses or other aliases; *Messenger Pro* will continue expanding aliases until nothing more can be expanded. An alternative to group contacts is to set the contact up as a distribution list. Instead of a list of addresses you specify a file name which contains the desired list of addresses, which can be managed outside of *Messenger Pro*. Selecting **This contact is a distribution list**, and clicking **Change** to specify a file name using the standard file selector, will set this up.



The next section contains a number of options that apply when you send mail to this contact. To use any of these, you first need to enable **Override default options**, otherwise the defaults set in the main options window will apply. **Sign correspondence with this contact** will enable signing, **Encrypt correspondence with this contact** will enable encryption, **Request receipts from this contact** will enable read receipts and **Preferred character set** will select the character set to use for this contact; to change this either type the character set name or click **Change** and select it from the menu.

Finally, to specify a sound that plays when mail from this contact is received, click **Change** next to the **New arrivals sound** field to select a suitable sample. Clicking **Clear** will remove the current selection, while **Play** will allow you to hear it.

The **Personal** and **Work** tabs allow you to enter home and work postal addresses and telephone numbers for the contact. The **Send** button on each will open a send window allowing you to send mail to the specified **E-mail address**, whereas **Open** will allow you to view the contact's **Web site**. The **Personal** tab also allows you to specify a date of birth for the contact.

The screenshot shows the 'Contact Properties' dialog box with the 'Personal' tab selected. The dialog has four tabs: 'Details', 'Personal', 'Work', and 'Notes'. The 'Personal' tab contains the following fields and buttons:

- Personal Details** section:
- Address:** Three stacked text input fields.
- Town/City:** Text input field.
- County/State:** Text input field.
- Post/ZIP Code:** Text input field.
- Country:** Text input field.
- Phone:** Text input field.
- Fax:** Text input field.
- Mobile:** Text input field.
- E-mail Address:** Text input field with a **Send...** button to its right.
- Web Site:** Text input field with an **Open...** button to its right.
- Date of Birth:** Text input field containing '21/06/2008' with a date picker icon to its right.

At the bottom of the dialog are two buttons: **Add** and **Cancel**.

Work Details

Job Title:

Department:

Address:

Town/City:

County/State:

Post/ZIP Code:

Country:

Phone:

Fax:

Mobile:

E-mail Address:

Web Site:

Finally, the **Notes** tab allows you to enter anything you like to add to the information recorded for the contact.

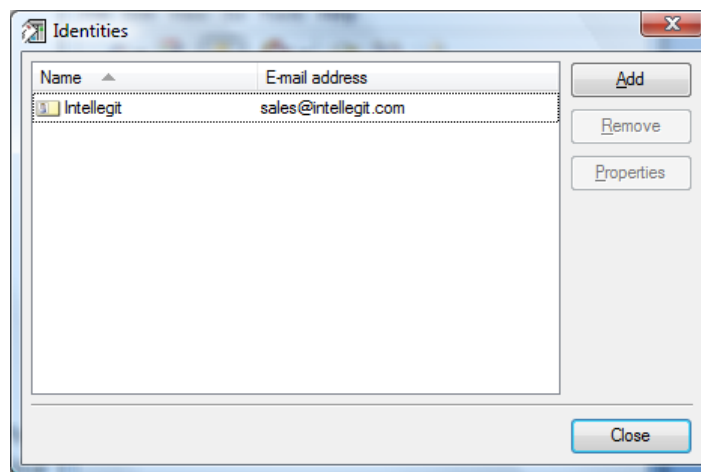
Notes

Managing Identities

Messenger Pro allows you to set up multiple identities which a separate e-mail address for each one; for example, you may have one identity for your personal mail and another for your work mail and *Messenger Pro* will manage any replies you send making sure they're sent using the right address. You created an identity when you first set up *Messenger Pro*, but the identity manager can be used to set up additional identities or edit existing ones.

The Identity Manger

The identity manager is opened by selecting **Identities** from the **Tools** menu and will display a list of your current identities.

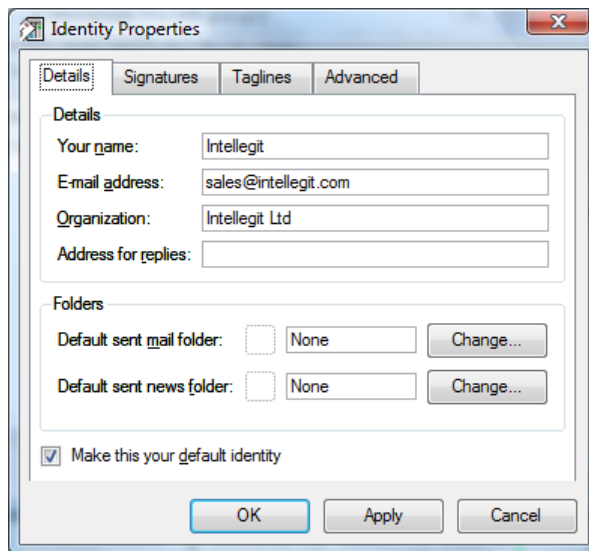


Clicking **Add** will start the new identity wizard which you used when you installed *Messenger Pro*; **Remove** will delete any selected identities, while **Properties** will open the identity properties editor allowing you to edit the selected identity.

The Identity Properties Editor

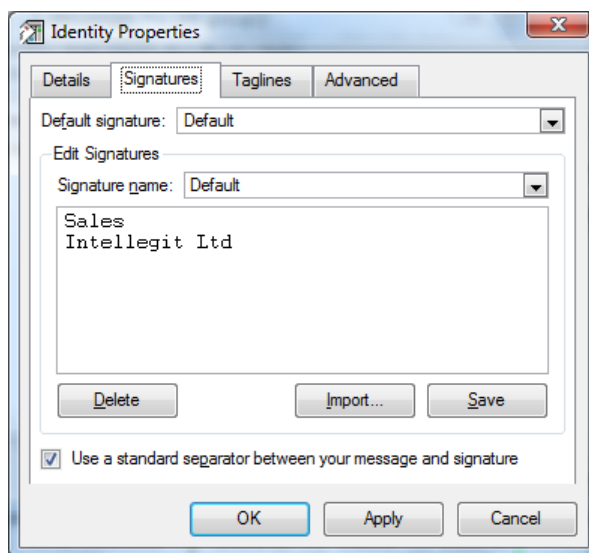
The identity properties editor contains three tabs allowing you to set up various properties of the identity. The main details are specified on the **Details** tab which asks for **Your name** (your real name, e.g. Joe Bloggs, or whatever you want to appear in place of it), your **E-mail address** and your **Organization**. Note that each identity must have a unique e-mail address. The e-mail address you specify will appear in the From header of any messages you write and this will usually be the address that replies will be sent to. If you'd prefer that replies be sent to a different address then you may specify an alternative **Address for replies**.

When you send mail and news, *Messenger Pro* will automatically store a copy of the message in your Sent mail or Sent news folder respectively, unless configured not to. Alternatively, you may specify that each identity stores these copies in different folders by specifying a **Default sent mail folder** or **Default sent news folder**. To do this, simply click **Change** next to the folder you want to change and select a folder from the group picker.



If you have more than one identity, *Messenger Pro* needs to know which one you want to use when it can't determine that for itself. You must therefore configure one to be your default identity by selecting the **Make this your default identity** option. Only one identity can have this option selected.

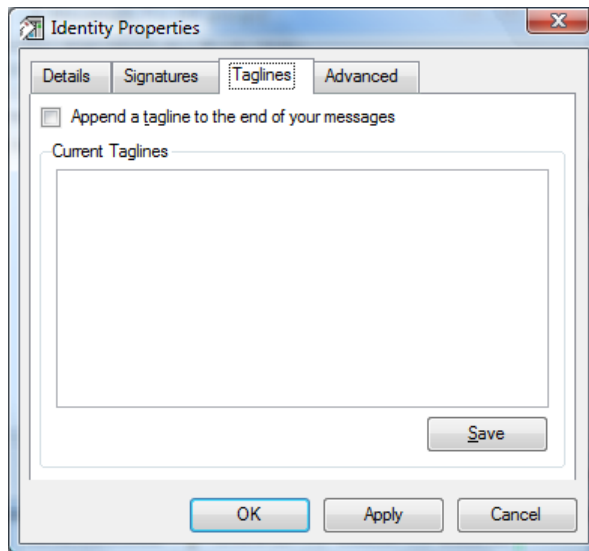
Each identity can have a number of signatures associated with it, controlled from the **Signatures** tab. Your signature is the text that *Messenger Pro* will automatically append to your messages and may contain contact information that only applies to a particular identity, so it makes sense to have a separate signature for each identity, assuming that you want one at all. You may also want the flexibility of choosing between a number of signatures when you write your message, so *Messenger Pro* allows you to set up more than one.



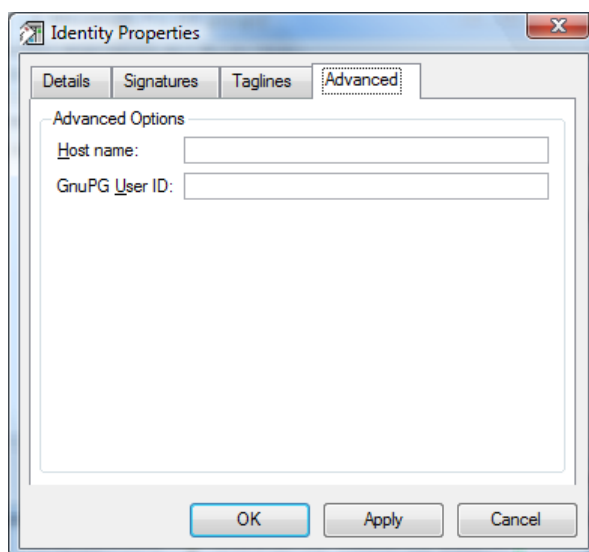
The **Edit Signatures** section allows you to select a signature, edit it, and save it again. The **Signature name** combo box allows you to select from all your existing signatures or enter a name for a new signature. The large space beneath it is the signature itself which can be modified as required. Once edited, clicking **Save** will save the signature using the name given for Signature name; **Delete** will delete the signature identified here if it isn't needed anymore. As an alternative to entering a signature manually, you may instead import a signature from a text file by clicking **Import** and selecting a file.

You also need to tell *Messenger Pro* which signature to use by default by selecting it from the **Default signature** combo box. Normally you'll also want to **Use a standard separator between your message and signature** (this is a line consisting only of two dashes and a space) so that people replying to your messages can have their software automatically remove the signature.

The **Taglines** tab allows you to specify that a random tagline is appended to your messages, below the signature. The **Append a tagline to the end of your messages** option specifies whether or not this will happen, whereas your **Current Taglines** are shown below, one per line, and can be edited. **Save** can then be pressed to save the taglines after editing.



The final **Advanced** tab contains a **Host name** option which allows you to control message ID generation on a per-identity basis. Normally *Messenger Pro* will generate message IDs based on your e-mail address, however in some circumstances this may be undesirable and you may prefer to generate them based on a host name unique to a particular identity. The host name you enter here will thus appear on the right hand side of any message ID *Messenger Pro* generates while leaving this field blank will use the default method of ID generation.



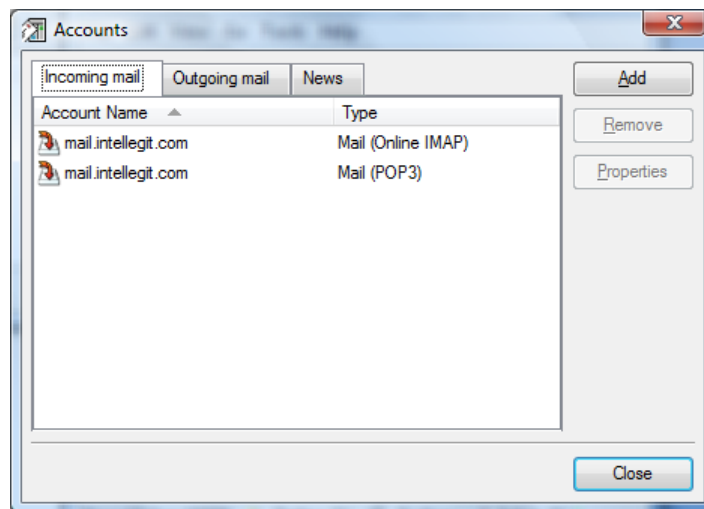
The other field available on this tab is **GnuPG User ID** which allows you to explicitly state which key in your keyring you want to use for a particular identity by entering its ID or fingerprint; refer to the GnuPG documentation for further information about how you may specify a user ID.

Managing Accounts

Messenger Pro allows you to retrieve mail and news from a number of sources, each of these sources being identified by an account. You set up incoming and outgoing mail accounts when you installed *Messenger Pro*, but the account manager can be used to add additional accounts or edit existing ones; for example, you may want to add a news account or download mail from a second source.

The Account Manager

The account manager is opened by selecting **Accounts** from the **Tools** menu. It contains three tabs listing your **Incoming mail**, **Outgoing mail** and **News** accounts, indicating the name and type of each account. If a particular account is disabled then it will be drawn with a black line through its icon.



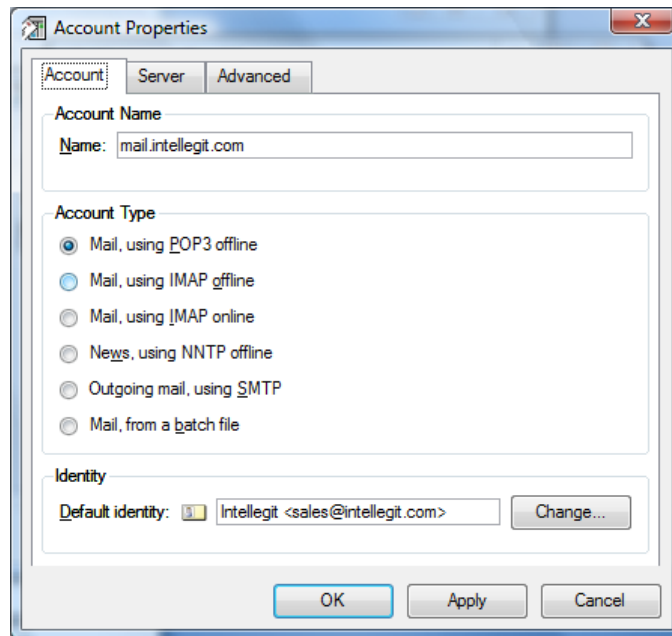
Clicking **Add** will start the new account wizard which you used when installing *Messenger Pro*. Clicking **Remove** with an account selected will delete it while clicking **Properties** will allow you to edit it using the account properties editor.

The Account Properties Editor

The account properties editor consists of three tabs allowing you to alter various aspects of an account's configuration. The **Account** tab identifies the **Name** of the account and its type. The name can be anything you like but should contain a description of the account that will enable you to identify it easily. It defaults to the host name of the account's server and this will usually be sufficient in most cases.

The **Account Type** specifies what type of account you are setting up. A mail account can be either incoming (a source of received mail) or outgoing (where you send mail to) and incoming accounts can use either the POP3 or IMAP protocols. Your ISP or network administrator will be able to tell you which account type to use. IMAP can additionally be configured for offline or online use; if you want to keep mail on the server and store it in multiple folders also kept on the server, then you'll want to use an online IMAP account. This also gives the advantage of providing you with a consistent view of your mail depending on where you view it from (e.g. from another location or

using different software). An offline IMAP account just downloads mail from your main inbox and ignores any other folders. Usually if you want to do this you'll be better off using POP3, but IMAP can be used if your mail server doesn't support POP3 retrieval. Outgoing mail always uses SMTP while there's only a single news account which handles both incoming and outgoing news. Unlike the other options which involve connection to a server, the **Mail, from a batch file** option can be used to periodically check for the presence of a file containing messages that already exists on your machine, which *Messenger Pro* will import and delete the file. This option only has advanced applications.



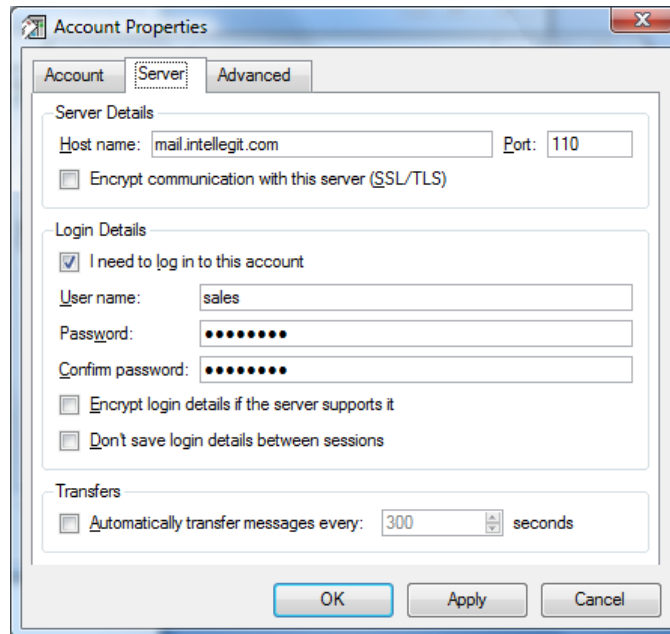
Each account can also have a **Default identity** which allows a correspondence between accounts and identities to be established. If you're downloading mail from a separate account then it will usually have reached there via a different e-mail address, so you may want to create a separate identity to manage it which is tied to that address. Clicking **Change** will bring up a menu allowing you to change the specified identity.

The **Server** tab contains the information that *Messenger Pro* needs to connect to the account. The **Host name** identifies the name or IP address of the server which hosts the account. The **Port** is automatically filled in for you based on the account type, but can be overridden if needed (in most cases you won't need to). If you want to use encryption for this account, to guarantee that your login details and messages can't be intercepted by third parties, then you may also enable the **Encrypt communication with this server (SSL/TLS)** option. Note that the server you're connecting to must support encryption for this option to work. If enabled, you may then specify whether or not encryption should be negotiated using the **Allow encryption to be negotiated before enabling (STARTTLS)** option. This is the default and should be selected in most cases; it allows *Messenger Pro* to connect to the server using an unencrypted connection and then request that encryption is enabled before beginning the transfer. The alternative is to encrypt the connection from the very beginning, but this requires the server to use a non-standard port number so that it can distinguish from non-encrypted connections. Your ISP or network administrator will be able to tell you which method you need to use.

If the account requires you to log in then you will need to enable the **I need to log in to this account** option; *Messenger Pro* will then allow you to enter login details. You need to specify your **User name** and **Password** for the account, entering the password twice to ensure it's been entered correctly; alternatively, you can enable the **Don't save login details between sessions** option to

force *Messenger Pro* to prompt you for these details when the first fetch occurs for this account after startup. Some servers support a more secure method of authenticating you such that your login details are encrypted; if you want to take advantage of this then select the **Encrypt login details if the server support it** option.

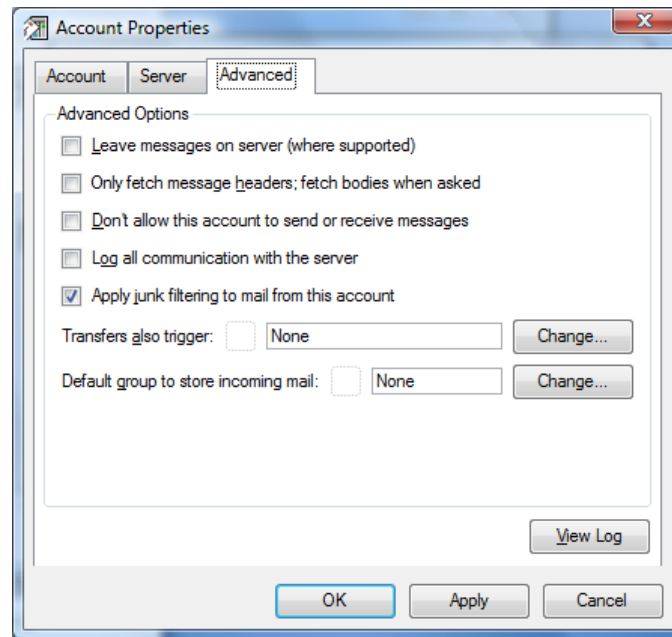
Where the account will import messages from a batch file, you may specify the name of the file using the **File name** option.



Messenger Pro will connect to each account you've set up every so often as controlled by the **Automatically transfer messages every** option which specifies a time interval between transfers measured in seconds. The default is not to automatically transfer at all, requiring manual transfers to be performed, but this will change to 5 minutes (300 seconds) when this option is first enabled, after which you can change it to any interval you like. Please note, however, that some ISPs and network administrators may consider it an abuse of service to check for messages too often, due to the load this can place on the server, so it is not recommended to reduce this setting to lower than the 5 minute default unless you have permission and good reason to do so.

The **Advanced** tab allows more advanced options to be set for the account, the selection of which depends on the type of account you are editing (note that the illustration shows all possible options but not all of these will actually be displayed). Downloaded messages will usually be deleted from the server to avoid repeatedly downloading them, and to conserve disk space on the server, but this can be disabled by setting the option **Leave messages on server (where supported)** in which case *Messenger Pro* will attempt to remember which messages it has seen. If it can't do this, because the server doesn't provide it with enough information, then deletion will still take place.

In order to speed up download times for messages that may not all be read, you can choose to fetch only the message headers by enabling the **Only fetch message headers; fetch bodies when asked** option. *Messenger Pro* will then download enough information to list the message in its group viewer, but won't actually download the message body until you try to view it, at which point it will connect to the server and fetch the body, deleting the message if configured to do so. If you're editing an outgoing mail account then you can use the **Make this your default send account** option to make the account the default for sending mail. This allows you to have more than one set up without forcing *Messenger Pro* to guess which one it should use.



Accounts can be temporarily disabled by setting the **Don't allow this account to send or receive messages** option; this will prevent the account from making any connections and downloading or sending any messages. There is an exception in the case of an online IMAP account however, since synchronisation with the server can take place when *Messenger Pro* is explicitly told to perform a transfer only for that account, using the account option on the **Send and Receive** submenu of the **Tools** menu, or using the **Synchronise** option which is brought up by right-clicking over the account name in the group hierarchy viewer. Note that under these circumstances, header fetches are disabled and full message downloads are always performed. This enables *Messenger Pro* to support what is referred to as IMAP disconnected operation where the account either behaves as a fully fledged online IMAP account or in a more restricted disconnected mode where synchronisations must be explicitly initiated. A further **Online** option is present on the group hierarchy menu to control this setting more conveniently for IMAP accounts.

All communication with the server can optionally be logged by enabling the **Log all communication with the server** option. This can be useful for tracking down any connection problems or any incompatibilities between *Messenger Pro* and the server you're using. The contents of the log can be viewed by pressing the **View Log** button. By default, *Messenger Pro* will make only one connection with the server, but can be configured to make as many as four if the server allows it by changing the **Limit simultaneous server connections to** option. Only news accounts can take advantage of this feature and you should check first with your ISP or network administrator that you are permitted to open more than one connection as this could be considered abusive.

By default, junk mail filtering is performed for all accounts (but only if it is also enabled in the Junk Mail Filtering window), but if you know that the account will never receive any junk mail then you can disable the **Apply junk filtering to mail from this account** option to gain a small performance increase and remove the risk of messages being misclassified.

For IMAP and news accounts, *Messenger Pro* will check for new folders or newsgroups every so often depending on the value of the **Check for new groups every** option. For IMAP accounts, the hierarchy used for folder listings can be changed by setting the **Limit IMAP folder listing to hierarchy** option. This is useful if a lot of files are listed by the server but only a small number of them are actual mail folders.

The **Transfers also trigger** option can be used to enable a transfer on one account to trigger a transfer on another. This is useful, for example, in pairing an incoming mail account with an outgoing account, so that both can be synchronised at the same time.

The **Default group to store incoming mail** option specifies which group will receive messages downloaded from this account. By default this is blank which means that mail will be stored in your Inbox, along with all your other mail, but you can change this setting if you need to. This allows you to keep mail from each account separate without the need to specify filtering rules to separate them.

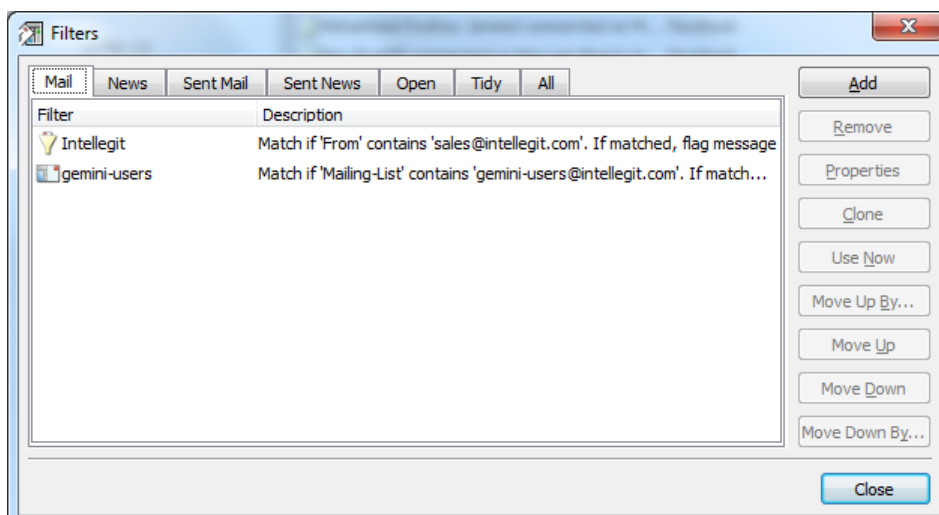
The **Refetch articles to catch any missing on last fetch** option should only be used with news servers that aren't working properly and report that articles aren't available, only to make them available after *Messenger Pro* has already asked for them and moved on. Entering a number here will make *Messenger Pro* wind back that number of articles every time it downloads from the server, giving a second chance to download any articles that may have appeared since last time. Note that this will decrease download performance and also risks downloading duplicate messages if it finds messages that *Messenger Pro* has downloaded before but expired, so this option should be used with care and only if absolutely necessary.

Filtering Messages

Messenger Pro contains powerful facilities for filtering messages. You can set up various rules to look for certain things in messages, such as particular words in the body or fields in the header, and then to take certain actions if these things are found. Filters can be used to automatically mark uninteresting messages as read or delete them, to bring important messages to your attention or to store particular messages in different folders. Access to *Messenger Pro*'s filtering facilities is achieved by selecting **Filters** from the **Tools** menu which will open the filter manager.

The Filter Manager

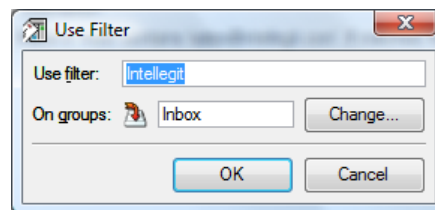
The filter manager contains seven tabs, each of which lets you see your Mail (incoming), News (incoming), Sent Mail, Sent News, Open and Tidy filters; the seventh tab allows you to see **All** defined filters of any type.



Each filter listing contains the name of the filter and an English description of what the filter does, in case the name isn't sufficient; a disabled filter is indicated by drawing a line through its icon. **Mail** filters are applied to e-mail as it is downloaded, **News** filters are similarly applied to downloaded news. **Sent Mail** filters are applied when you send messages by mail, while **Sent News** filters are applied to sent news messages. **Open** filters are applied every time you open a group and for this reason should be used rarely since their operation will be slow in comparison to other filters which only filter once when a message is sent or received. **Tidy** filters are used when tidying (expiring) groups and can allow rules to be set up to automatically move or delete messages as part of the tidy process.

Filters are applied to messages in a specified order which the filter manager reflects; filters displayed at the top are applied before filters which appear lower down. Since filters can have more than one type, the same filter may be listed on multiple tabs of the filter manager, and this can make it difficult to control where it is applied compared to other filters. For this reason, the All tab is best used for changing the ordering of filters, since this lists all filters and thus the definitive filter ordering. Selecting a filter and clicking **Move Up** will move the filter up the list (increasing its priority) while **Move Down** will move it down (decreasing its priority). To move filters up or down by more than one step, you may use the **Move Up By...** and **Move Down By...** buttons which will prompt for the desired amount.

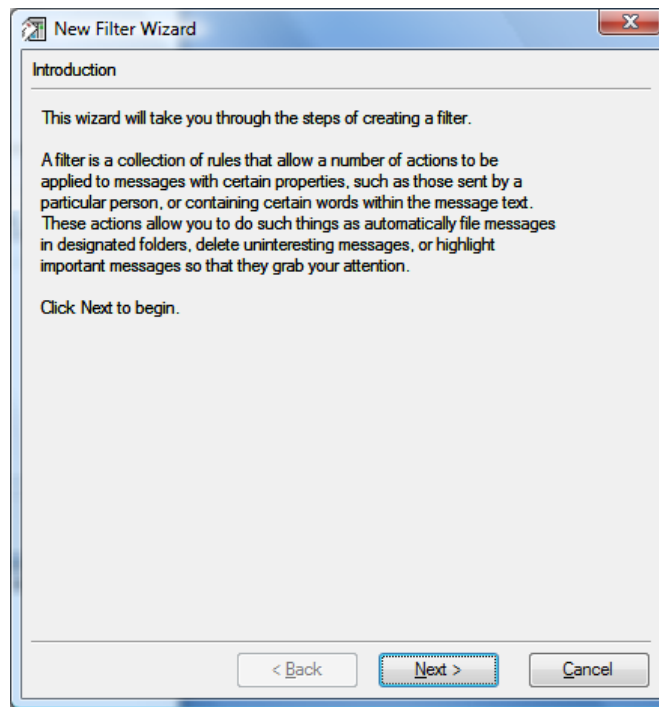
A filter can be applied to a selection of groups immediately by clicking the **Use Now** button. This will open the use filter dialogue which prompts for a selection of groups to be made; to do this, click **Change** and select the desired groups from the group selector. Clicking **OK** will then use the filter on all messages in those groups. Using a filter in this way is useful when a new filter has been created to be applied to newly downloaded messages, but already downloaded messages need to be filtered as well. In this case, using the filter immediately will take care of the old messages whereas new messages will be filtered as they're downloaded.



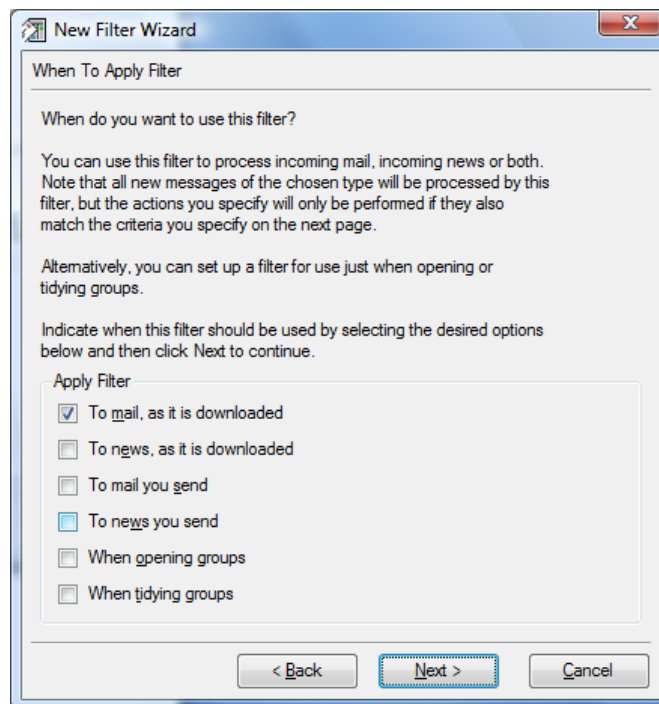
New filters are created using **Add** while existing filters can be edited by double-clicking them or by selecting them and clicking **Properties**. If you wish to create a new filter based on an existing filter definition, the **Clone** button will do this for you. Filters can be deleted by selecting them and clicking **Remove**.

Creating Filters

New filters are created by clicking **Add** from the filter manager. This will start the new filter wizard which will take you through the process of creating a new filter. Click **Next** to begin.

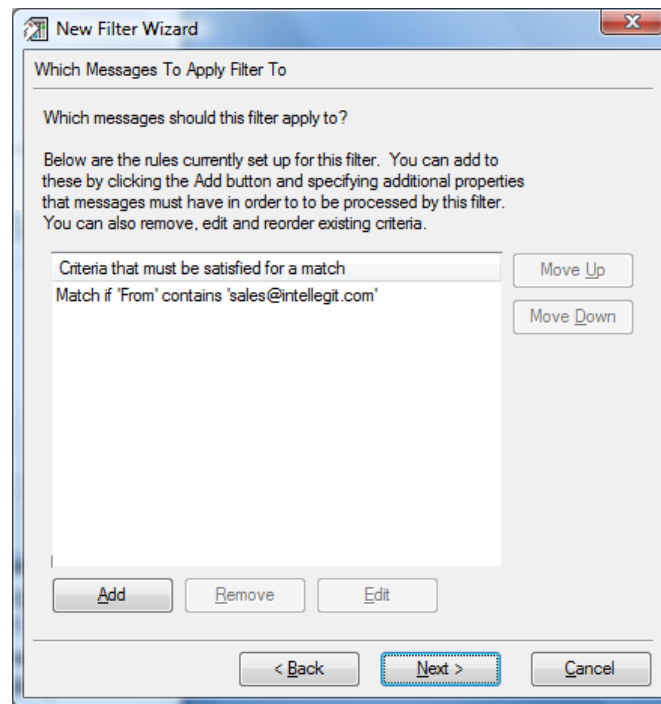


You must first tell *Messenger Pro* when the filter is to be applied, i.e. whether it is an incoming mail or news, an outgoing mail or news, an open or a tidy filter. Tick all the options that apply and then click **Next** to continue.

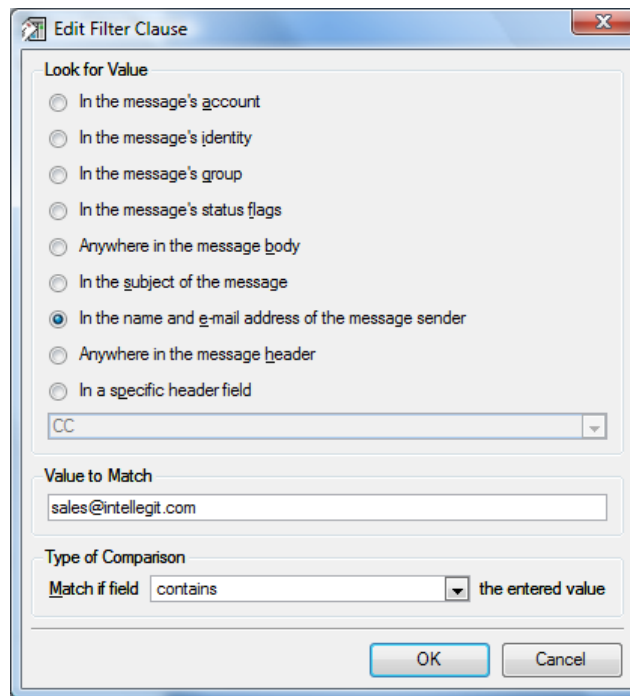


You will then be asked what criteria messages must satisfy in order to be matched by the filter. Multiple criteria can be defined which can be combined using OR (either of the given criteria must be satisfied) or AND (all of the given criteria must be satisfied) logic. All currently defined criteria are listed and their order can be changed by selecting a clause and clicking **Move Up** to move it up the list and **Move Down** to move it down. Clauses toward the top of the list are tested before clauses appearing lower down. Note that a filter with no clauses specified will match every message.

Clauses can be removed by selecting them and clicking **Remove** and edited by clicking **Edit** or by double-clicking the clause you want to change. Clicking **Add** will allow you to define a new clause.



Each clause specifies a **Value To Match**, a place to **Look for Value** and the **Type of Comparison** to perform. The value is a piece of text that you expect to find in a particular part of any messages that you want to be filtered. This may be an e-mail address or a word contained in the subject or body of the message or anything you like. You can look for the text **Anywhere in the message body, In the subject of the message, In the name and e-mail address of the message sender, Anywhere in the message header or In a specific header field**. For most users, the options to look in the subject, body and the message sender will be sufficient, but advanced users with an understanding of message headers may want to look anywhere in the header or specify a particular header field, which may be selected from a drop-down menu or typed manually.



You can also perform tests on the message's account, identity, group or status flags (i.e. read, replied, flagged and whether the message contains attachments), in which case the value to match field will be replaced by an appropriate edit field. In either of these cases, the current selection will be shown and clicking **Change** will allow it to be altered.

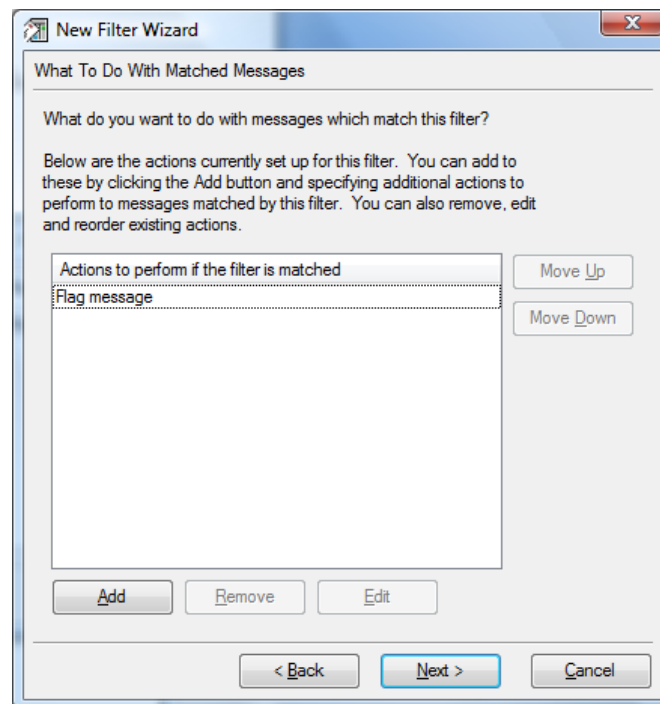
Where the clause has other clauses preceding it, you will also be asked to specify whether it should be combined with earlier clauses using OR or AND logic. This allows either any of the clauses to be matched or all of them.

Finally, clicking **OK** will set the clause and add it to the filter. Once all criteria have been entered, clicking **Next** will allow the filter's actions to be specified. The following actions are available:

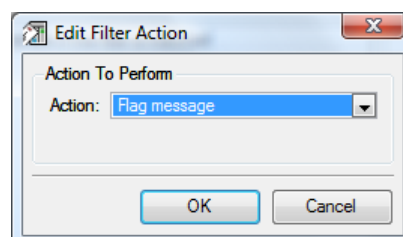
- **Place message in waste basket** – effectively deleting the message but it's still available in the waste basket
- **Delete message** – deleting the message with no way to get it back
- **Copy message to** – copying the message to another folder, leaving the original in place
- **Move message to** – moving the message to another folder, with no copy kept
- **Increase score by** – increase the score assigned to the message by a certain amount
- **Decrease score by** – decrease the score by a certain amount
- **Multiple score by** – multiply the score by a certain amount
- **Divide score by** – divide the score by a certain amount
- **Set score to** – set the score to an absolute value, disregarding the previous score
- **Mark message as read**
- **Mark message as unread**
- **Mark message as replied**
- **Mark message as unreplied**
- **Flag message**
- **Unflag message**
- **Colour message** – display the message using an alternate colour in the group viewer.
- **Play sound** – play a sound when matching messages are found.

- **Add header** – add a custom header to matching messages. You need to enter both the header field, followed by a colon and a space, followed by the header content e.g. **X-Header: Test**. This is mainly of use for outgoing mail and news filters.
- **Append to file** – append the message to a file in mail batch format. This is a useful way to export messages for use with other software based on filtering criteria. You will need to specify the location of the file which must be writable by you.
- **Extract attachments to** – extract all the attachments contained in the message to the named directory. Files will be automatically renamed in the event of name clashes.
- **Add to address book from** – add the addresses found in the specified header to the address book (if not already present).
- **Reply using template** – send an auto-reply to the message using the specified template.
- **Forward to** – forward the message (without attachments) to the specified address.
- **Forward as attachment to** – forward the entire message as an attachment to the specified address.
- **Bounce to** – bounce the message to the specified address.

Scoring is a technique for allocating a score (a simple numeric value) to each message based on filtering rules. Each rule can increase or decrease a message's score depending on whether or not the message meets certain criteria. The score starts at 0 and the final score can be used either to sort on in the group viewer, displaying highly scoring messages first, or to take some other action, perhaps to delete low scoring messages which aren't important.



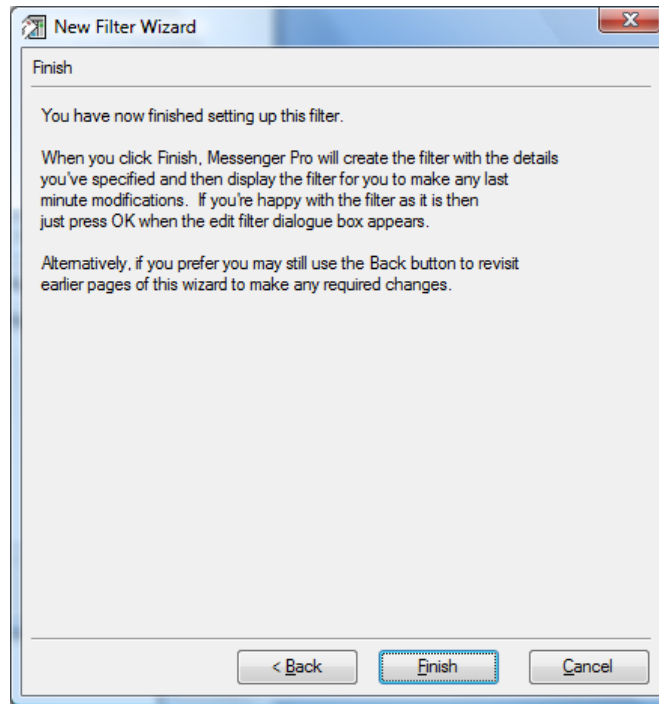
Actions are added by clicking **Add** and selecting the desired action from the drop-down menu.



Where a group, colour, sound sample, score value, header or file name is required, an additional field will appear to prompt you for it. Clicking **OK** will then add the action to the filter.

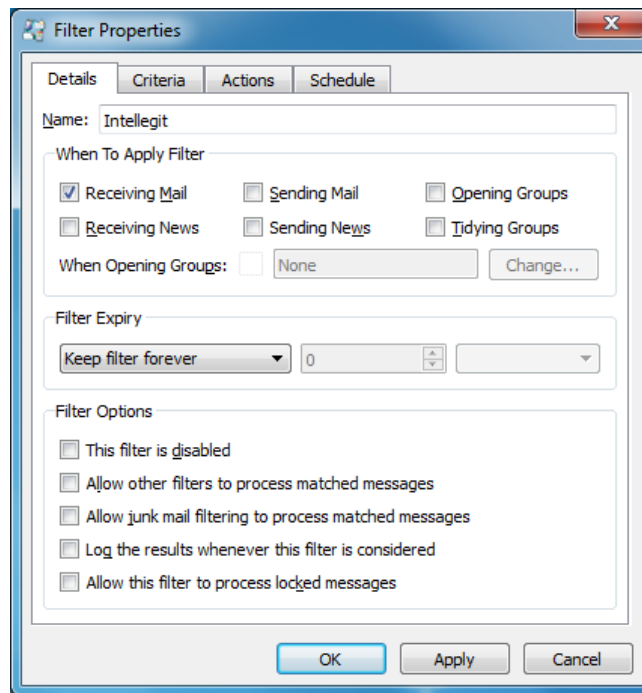
Like clauses, actions are also applied in the order they appear in the listing and can be reordered by clicking **Move Up** or **Move Down**. Existing actions can be edited by selecting them and clicking **Edit**, or removed using **Remove**.

Clicking **Next** will move on to the last page of the wizard, after which clicking **Finish** will create the filter and display its properties so that you can enter a name for it and confirm that it has been set up as you want it.



Editing Filters

Filters are edited by selecting them from the filter manager and clicking **Properties**. This opens the filter properties editor. The first tab, **Details**, is what interests us most here.



The filter **Name** can be anything you like, as long as it identifies the filter to you when displayed in the filter manager. The options of **When To Apply Filter** are also here and have the same effect as the corresponding options in the new filter wizard. In addition, if the **Opening Groups** option is selected then the **When Opening Groups** option can be used to select specific groups that have the filter applied to them when they're opened; the default when no groups are selected here is to apply the filter to all groups. To change the groups, press **Change** and select the groups from the group selector.

By default, filters are kept until you explicitly delete them, but in some circumstances you may want them to be deleted automatically after some period of time that you specify, for example, if you're filtering out a certain newsgroup thread which will die down naturally after a week or so. The options for **Filter Expiry** are to **Keep filter forever** in which case no automatic deletion will occur, **Remove if not matched for** which will allow you to specify an amount of time that the filter will be kept after its last use, i.e. as long as the filter is being triggered then it won't be deleted, but if the time period specified passes with no matches, then it will be deleted. The final option is **Remove after** which specifies a fixed period of time after which the filter is deleted, regardless of whether the filter is used or not. Next to this combo-box is a spin-box allowing you to enter a number and another combo-box which specifies whether this number is a number of **Days**, **Weeks** or **Months**.

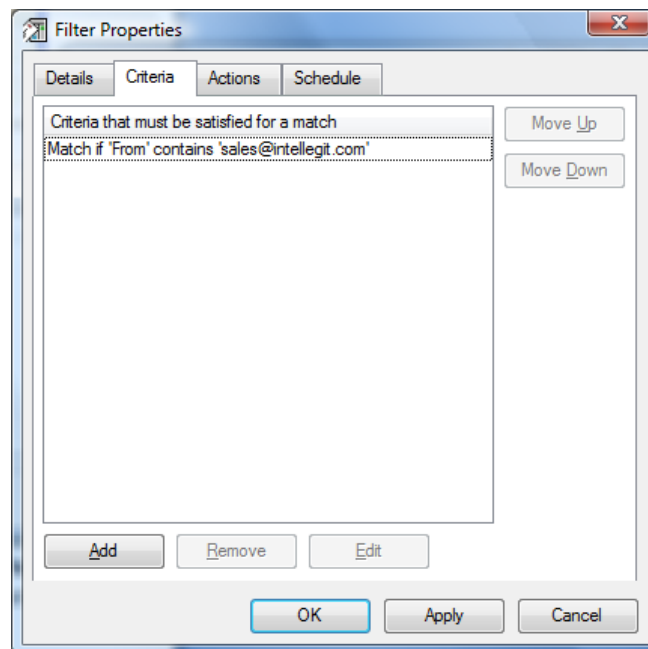
The remaining options are to **Allow other filters to process matched messages** which specifies whether or not other filters can be considered if the current filter matches successfully. Enabling this option will increase performance if you are sure that no other filters will need to operate on the message or alternatively it can be used to ensure that the current filter prevents certain messages from being processed by destructive filters further down the list, for example, if you have a list of filters which identify non-junk mail and end the list with a filter which assumes anything reaching it is junk and should be discarded. You can further control the filtering of junk mail using the **Allow junk mail filtering to process matched messages** option which determines whether or not junk filtering is allowed to be performed following a match with the filter. Depending on what the filter looks for, it may be that matching messages can never be junk (because junk messages won't have the characteristics you've specified), in which case junk filtering serves no purpose. Note that if

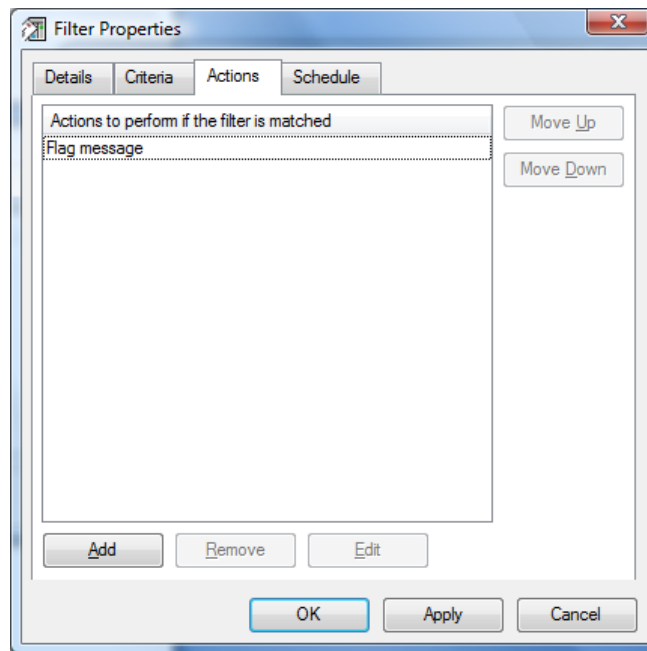
this option is enabled then for it to be effective, junk mail filtering must be enabled both for the account downloading the mail and in the Junk Mail Filtering window.

The **Log the results whenever this filter is considered** option will include information in *Messenger Pro's* log whenever a message passes through this filter, including the tests that are performed and whether or not they are successful. This can be useful for debugging filters if certain messages are filtered but others aren't, but it will decrease performance and should not be enabled permanently. If you want to temporarily disable a filter, you can set the option **This filter is disabled** and the filter will no longer be considered until re-enabled.

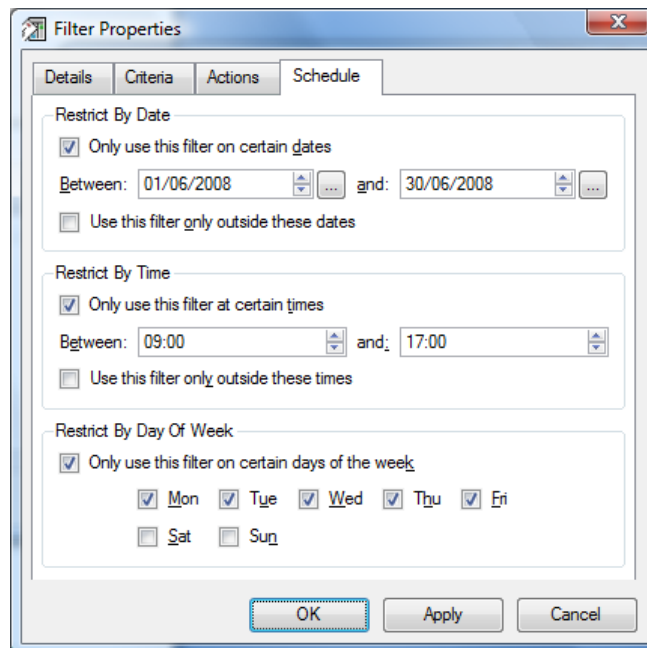
By default *Messenger Pro* will not apply filters to messages you have locked, but if you wish to override this behaviour then you can enable the option **Allow this filter to process locked messages**.

The **Criteria** and **Actions** tabs simply show the same lists of clauses and actions as used by the new filter wizard and are used in the same way.





The **Schedule** tab allows you to specify when the filter is effective. By default the filter will be used at all times but you can instruct *Messenger Pro* to **Only use this filter on certain dates**, **Only use this filter at certain times** and **Only use this filter on certain days of the week**. These options may be combined or used singly.



For each option you need to specify either the range of dates between which the filter will be active, the range of times, or the specific days of the week respectively. You can also specify that the filter is instead active outside of the specified dates and times using the **Use this filter only outside these dates** and **Use this filter only outside these times** options.

Junk Mail Filtering

Overview

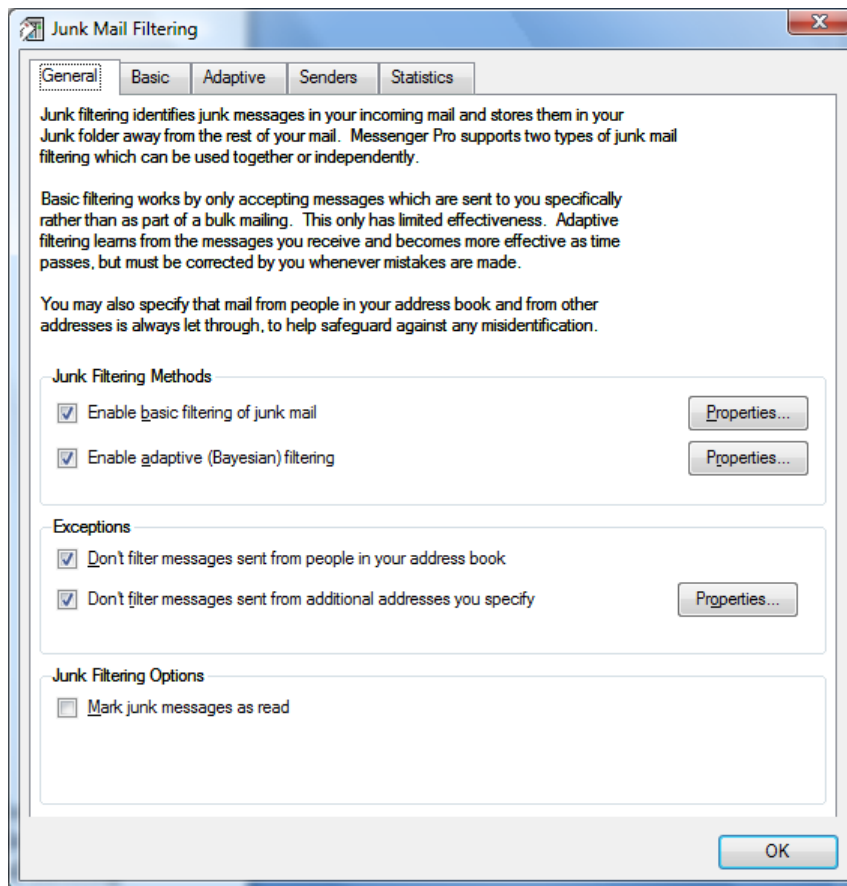
Messenger Pro contains two kinds of support for filtering of junk mail messages. The first, basic filtering, works by identifying messages that aren't sent to you explicitly, since a lot of junk mail is sent by BCC'ing (blind carbon copying) all recipients to save time by not sending a separate copy to each one. The second is adaptive filtering, which can be used in addition to or instead of basic filtering. Adaptive filtering allows *Messenger Pro* to gradually learn what constitutes a junk message and what constitutes a normal message by inspecting the mail you receive and using Bayesian techniques (a branch of probability theory) to analyse them. The more mail it receives, the better *Messenger Pro* should be able to filter out the junk. To help prevent misclassifying messages from people you know, *Messenger Pro* can be configured to not use either filter on messages sent from those addresses that appear in your address book or in the known sender list described below. Junk filtering is applied after any user-defined filters you've set up, which allows you to define further exceptions or specify your own junk filtering rules, which can help the learning process. All messages identified as junk will be stored in your Junk folder which by default will be deleted after 7 days. This is to give you a chance to check this folder periodically for any messages which may have been wrongly identified as junk.

Correction and Training

During the early stages, *Messenger Pro* is likely to make mistakes, missing junk messages or treating normal messages as junk. In these cases, *Messenger Pro* must be told to correct its mistakes by using the **Correct Junk Misclassification** option on the **Message** menu. This will move the message to where it should have gone and then relearn the message correctly, if adaptive filtering is in use. Other options related to adaptive filtering are available on the **Junk Mail Filtering** submenu, which appears on the **Utilities** submenu of the **Message** menu. The **Learn Message** and **Unlearn Message** options can be used to perform manual training on existing messages if desired. Manual training isn't mandatory since *Messenger Pro* will automatically learn from incoming mail with your help (i.e. when you correct it) and it only needs to have seen one junk message and one non-junk message before adaptive filtering will begin. However, pre-training is useful to increase the accuracy of this process which should lead to fewer corrections being necessary. *Messenger Pro* will determine whether to learn the messages as junk or not depending on whether or not the messages belong to the Junk folder. *Messenger Pro* knows which messages have been learnt and which haven't, so it's possible to submit a selection of messages for learning with automatic detection of those that haven't been seen before. A **Calculate Junk Probability** option is also present, which will tell you the probability assigned to a message given the current state of *Messenger Pro*'s knowledge. Note that usually the message will have already been learnt which would give a misleading probability, therefore *Messenger Pro* will adjust the probability to reflect how it would score it if it hadn't been seen before. A high probability indicates a high likelihood that the message is junk message; these probabilities are also logged to the global log during the receipt of mail.

The Junk Mail Filtering Window

To configure junk mail filtering, select **Junk Mail Filtering** from the **Tools** menu.

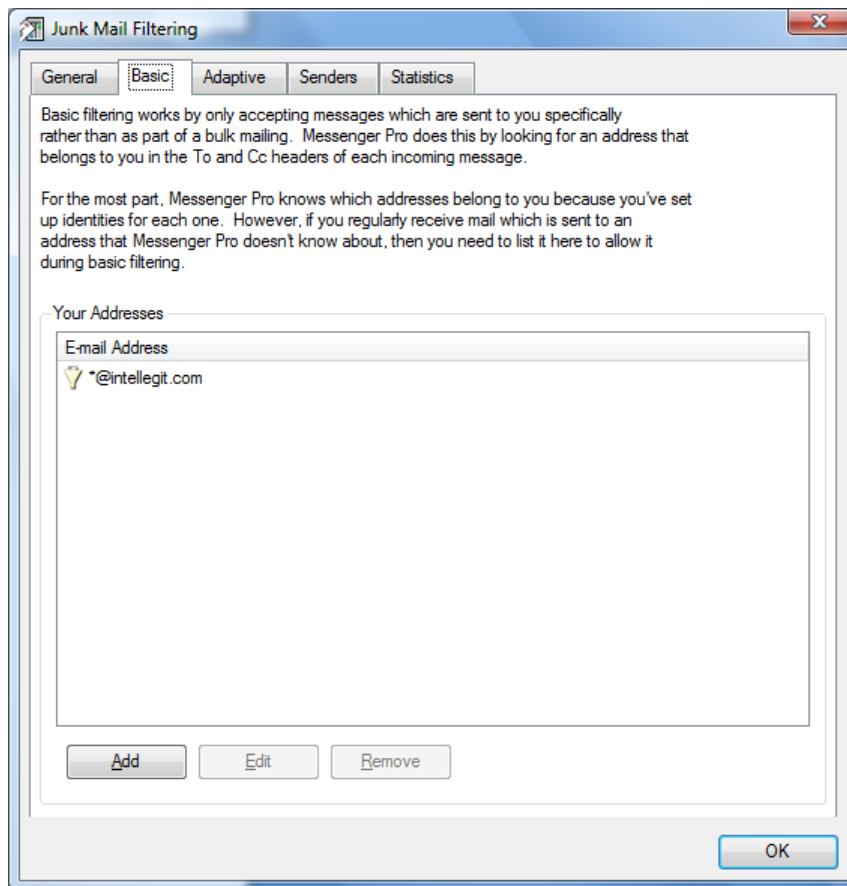


The **General** tab allows you to configure which types of filtering are performed and whether any exceptions are made, with the remaining tabs allowing you to configure these in more detail. The option **Enable basic filtering of junk mail** controls whether or not the address based filtering described above will be performed, whereas the **Enable adaptive (Bayesian) filtering** option controls whether the auto-learning method of filtering is performed. These options can be enabled independently and configured by pressing the corresponding **Properties** button.

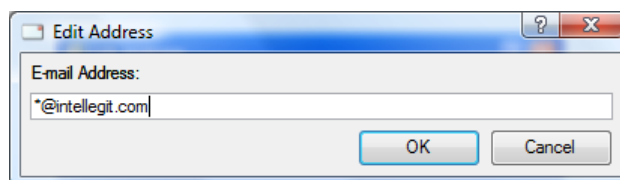
If you want to make sure that messages sent by people in your address book are never filtered, then you can enable the **Don't filter messages sent from people in your address book** option. You can also specify additional addresses that don't appear in your address book but for which you want to disable filtering, by enabling the **Don't filter messages sent from additional addresses you specify** option and clicking **Properties** to edit the list of addresses to which this applies. These options can be enabled independently.

The final option on this tab is to **Mark junk messages as read**. The default is to leave them unread so that you can pick out new arrivals in your Junk folder when you check for messages that have been misclassified, but you can instead automatically mark them as read if you prefer.

If you are making use of basic filtering then *Messenger Pro* needs to know about all the e-mail addresses that can be used to contact you. Usually it'll know all of your addresses because you'll have set up identities corresponding to each one, but in the event that you have other addresses that you don't want to set up as identities, additional addresses can be specified on the **Basic** tab.



Your current list of addresses known to *Messenger Pro*, excluding identities, is displayed in the section of the window labelled **Your Addresses**. Here you may click **Add** to add a new address, **Edit** to change an existing one, or **Remove** to delete it. Note that you can use the wildcard * to match anything, so the example shown will match *anything@intellegit.com* and will accept all mail sent to an address of that form.

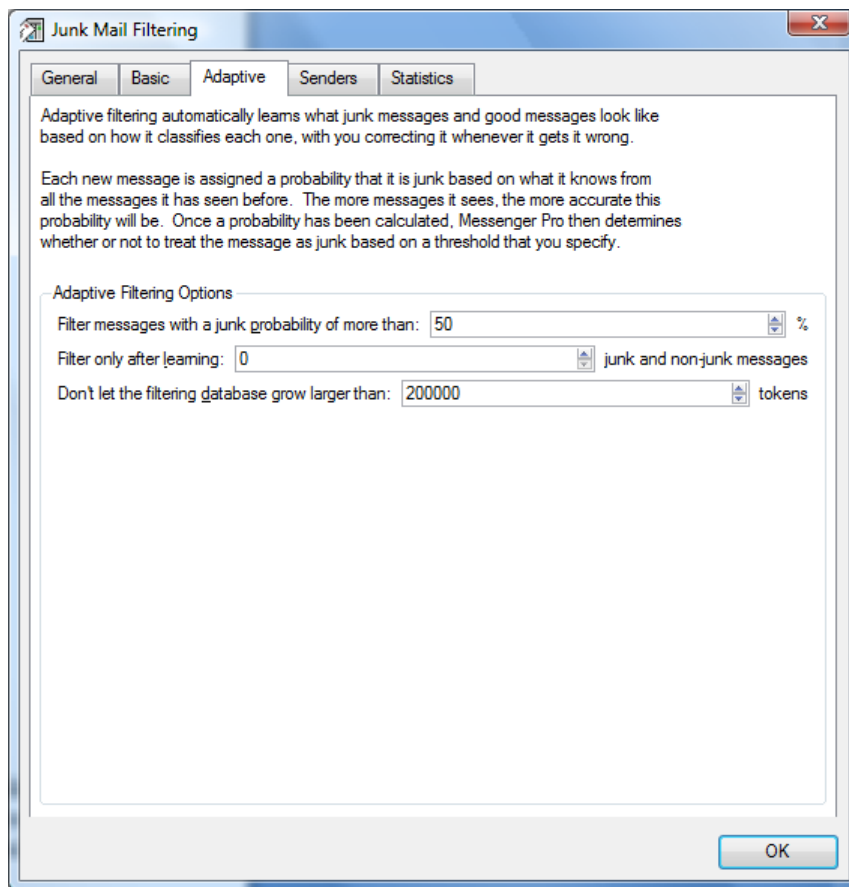


Adaptive filtering is configured on the **Adaptive** tab. Using this type of filtering, each message is assigned a probability that it is a junk message and you set a threshold which will result in messages being treated as junk if their probabilities exceed it. The **Filter messages with a junk probability of more than** option controls this threshold.

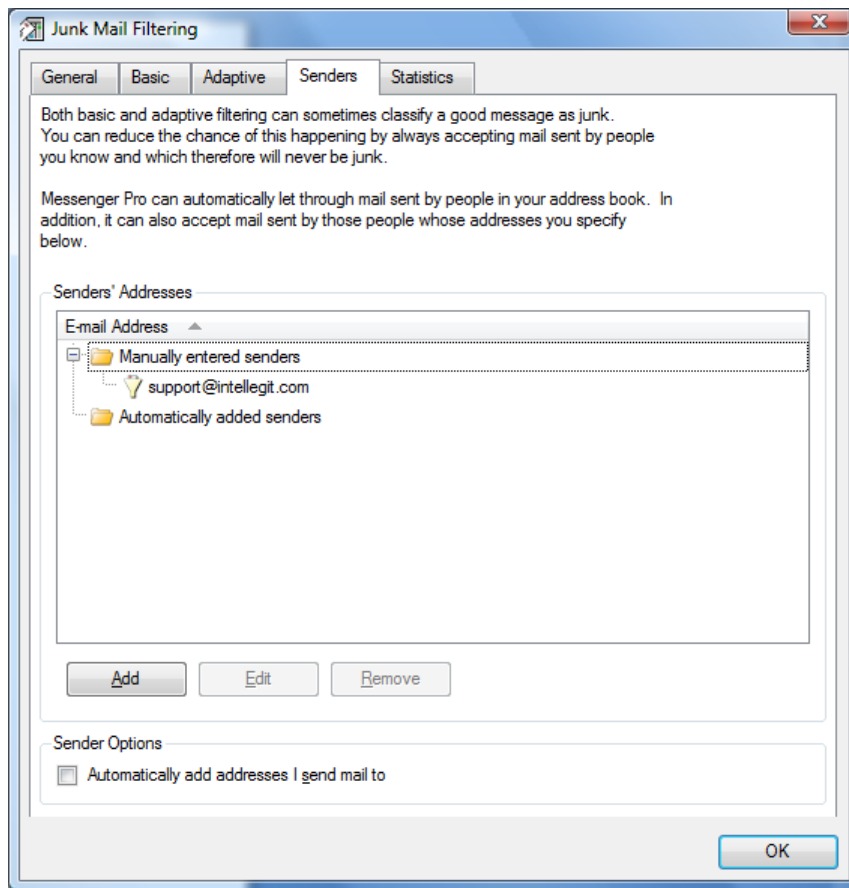
Normally *Messenger Pro* only needs to have seen one junk message and one non-junk message before enabling adaptive filtering, but if you want to perform more training first, the **Filter only after learning** option can be used to increase the number of messages that are required. Note that the figure refers to the number of messages learnt of each type, not their total.

The final option on this tab controls the size of the filtering database. When a message is filtered, it is broken down into a number of tokens, usually representing the words used in the message, which *Messenger Pro* stores in a database along with the number of times it has seen each one. A limit is placed on the size of this database to avoid using up too much memory and to maintain performance, and *Messenger Pro* will automatically expire rarely used tokens when this limit is

exceeded. The **Don't let the filtering database grow larger than** option specifies the maximum number of tokens that *Messenger Pro* will keep.

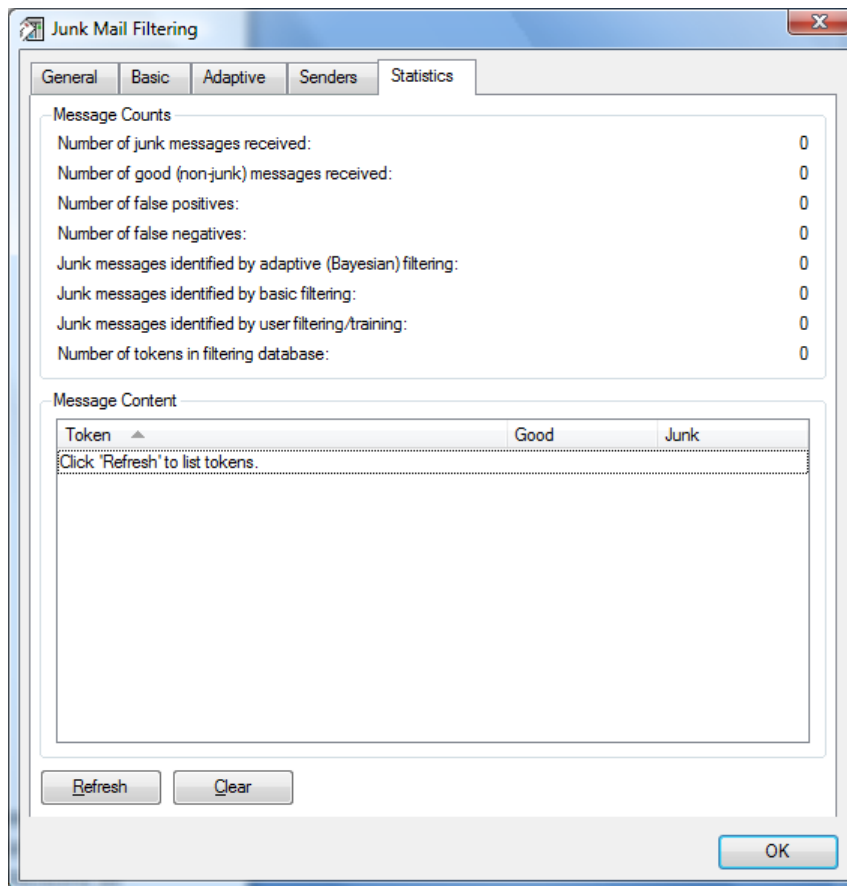


The **Senders** tab allows you to specify additional e-mail addresses that aren't in your address book but which you want excluded from the filtering process when you receive messages from them. Again, wildcards are supported, and clicking **Add** will add an address, **Edit** will edit an existing one and **Remove** will delete one.



At the bottom of this tab is the **Automatically add addresses I send mail to** option which allows *Messenger Pro* to automatically build up a list of people whose mail you want to accept based on the people you send mail to, so when you send a message to a particular address, you know that any replies won't be blocked. The list of addresses groups these addresses separately from those that you've added yourself so that you can easily distinguish between them.

The **Statistics** tab shows a number of statistics relating to the junk filtering process.



The **Number of junk messages received** and **Number of good (non-junk) messages received** are self explanatory, but refer to these counts after any manual correction has been made. The number of corrections is indicated by the **Number of false positives** (normal messages misidentified as junk) and **Number of false negatives** (junk messages that were let through). Also shown are the number of **Junk messages identified by adaptive (Bayesian) filtering**, **Junk messages identified by basic filtering**, and **Junk messages identified by user filtering/training**. This latter count includes messages diverted to the Junk folder by filters that you've set up yourself and those messages you've used to train *Messenger Pro* manually. Note that these three counts show uncorrected figures so their total will not be the same as the displayed number of junk messages received if you've had to make any corrections. The **Number of tokens in filtering database** is also shown, which corresponds to the length of the list of tokens shown below.

Underneath is a breakdown of all the tokens (words, strings, etc.) found in received messages and a count of the number of occurrences of each appearing in good and junk messages respectively; this information is not displayed by default because of the time taken to sort and display it so pressing **Refresh** is required to display it. You should find that certain tokens only appear in junk messages and others only in good messages and it is this information that forms the basis for adaptive filtering. This token database is periodically expired so that tokens that haven't been encountered recently are removed, thus maintaining performance and ensuring that changes to the content of your incoming mail are reflected in the filtering process.

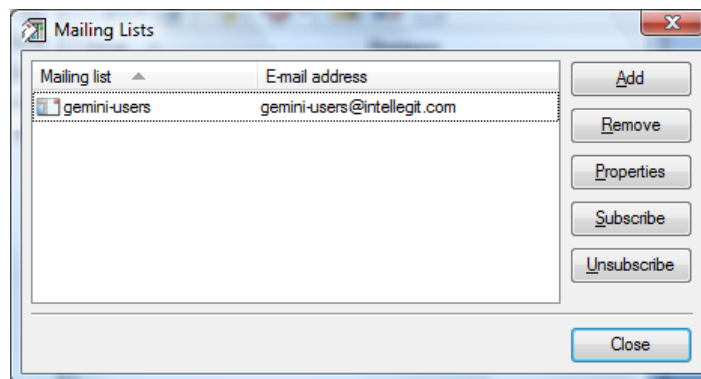
The contents of this tab are not automatically updated as new messages are added; instead you'll need to press the **Refresh** button to update them. You can also purge all *Messenger Pro*'s filtering data, forcing it to forget everything that it has learnt, by clicking the **Clear** button. This is not recommended unless the accuracy of the filtering has become poor enough to justify starting again from scratch.

Handling Mailing Lists

Mailing lists can be thought of as newsgroups that are distributed via e-mail. They often have similar properties to newsgroups, i.e. they carry discussions between groups of people rather than one-to-one communications, and it is thus useful to treat them as newsgroups so that they can be threaded and so that it's possible to have separate options for replying to the author of a message or to the list itself, i.e. what would be referred to as a reply and a followup in a newsgroup context. *Messenger Pro* thus allows mailing lists to be treated as newsgroups by filtering them to a separate folder and then listing that folder as a mailing list which supports threading and separate reply and followup options, as well as allowing new threads to be easily started by supplying the list address when a new posting is made to the list.

The Mailing List Manager

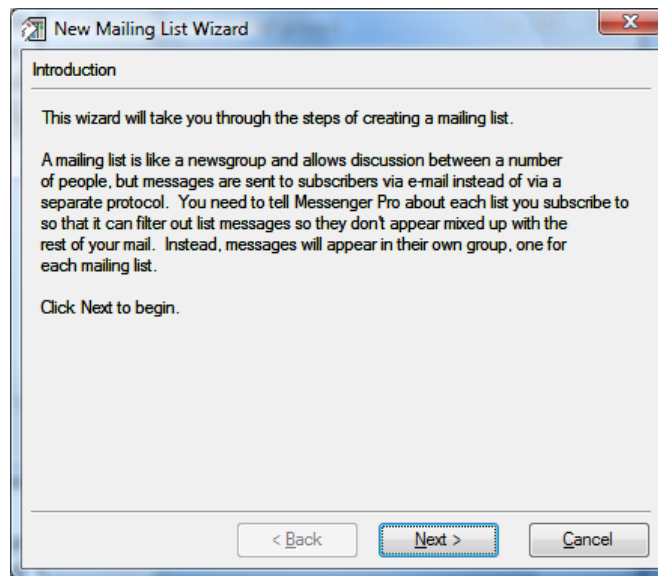
The mailing list manager controls all aspects of mailing lists' configuration and can be opened by selecting **Mailing Lists** from the **Tools** menu. It displays a list of mailing lists by name and their posting address. Double-clicking one of these or selecting one and clicking **Properties** will allow the list to be edited using the mailing list properties editor; lists are deleted by selecting them and clicking **Remove** while new ones are created by clicking **Add** which start the new mailing list wizard.



Where *Messenger Pro* has been told how to subscribe and unsubscribe to a particular list, the **Subscribe** and **Unsubscribe** buttons can be used to trigger an appropriate request for the selected list.

Creating a New Mailing List

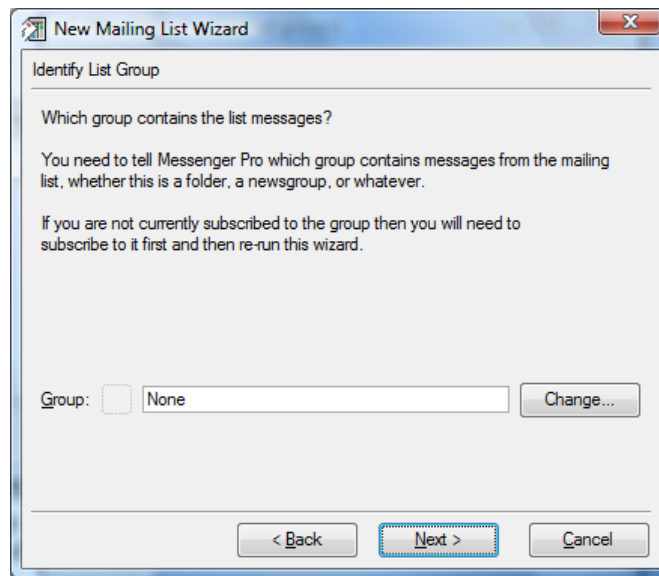
New lists are created using the new mailing list wizard, obtained by clicking **Add** from the mailing list manager. The wizard will take you through the steps of creating a new mailing list including setting up filtering criteria for messages sent to the list and specifying the list submission address (i.e. the address you need to send messages to if you want to post to the list). The filtering stage is optional; if you are already filtering messages to a separate folder, whether in *Messenger Pro* or on an IMAP server where server-side filtering has been set up, then you won't need *Messenger Pro* to set up a filter as part of the mailing list setup and you'll instead need to identify the group that *Messenger Pro* will treat as a mailing list from this moment on. Click **Next** to begin.



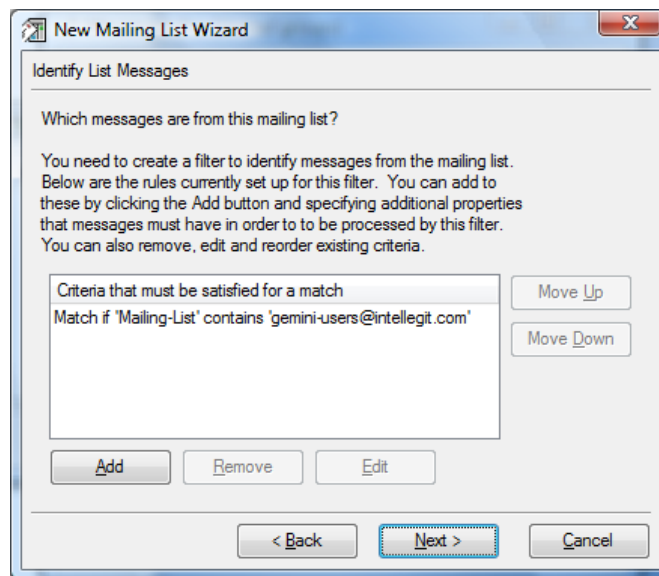
The first stage is therefore to tell *Messenger Pro* whether or not filtering is required. If you don't already have a group set up for the mailing list then you'll need to select the option **I need to filter the list messages into a new group** – *Messenger Pro* will then create a group for you. If the group already exists then you need to tell *Messenger Pro* whether or not it needs to perform the filtering for you, using either of the options **I need a filter but I've already created a group containing the list postings**, if a filter is required, or **I just want to treat an existing group as a mailing list with no filtering**, if not. Once your choice has been made, click **Next** to continue.

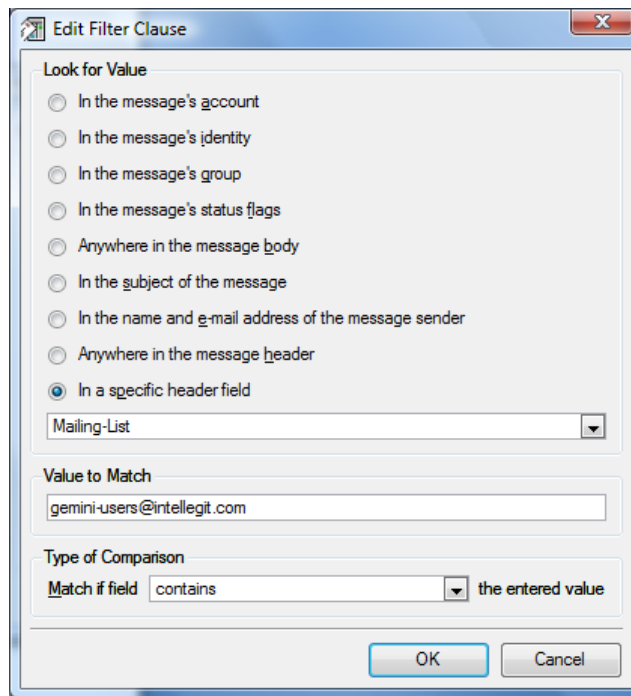


If you are using an existing group then you are asked to specify it on the next page of the wizard by clicking **Change** and selecting it from a standard group selector. Then, click **Next** to continue.

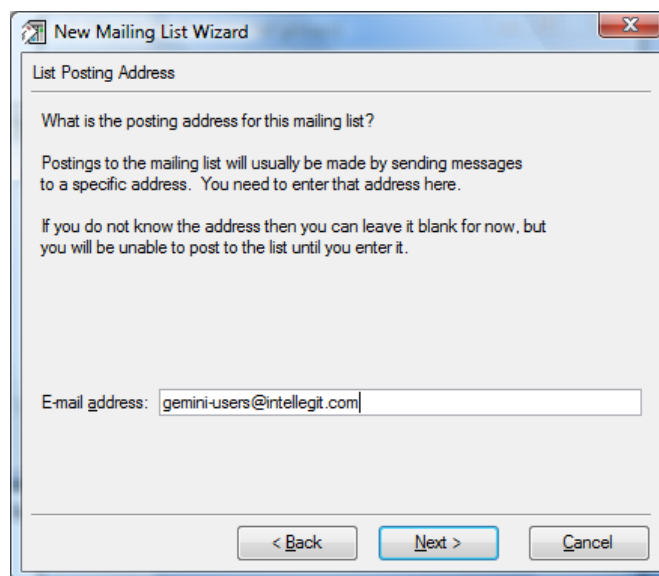


Otherwise, you're then asked to enter a set of filtering criteria that can be used to identify messages sent to the list so that *Messenger Pro* can divert them from your inbox to the mailing list group. Setting the criteria up is done in the same way as for a filter; see the Filtering Messages section of this manual for more details.

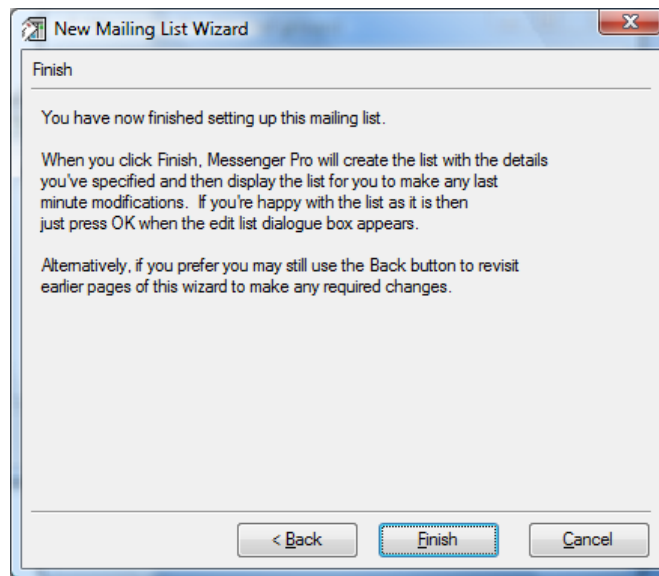




Once the criteria have been entered, click **Next** and you then need only enter the list submission address, i.e. the address where list postings are sent to.



After this stage, the wizard is complete. Click **Finish** to create the mailing list with the specified details. A mailing list properties editor will then be displayed for the created list, allowing its details to be finalised, for example, the name you want to use for the list.

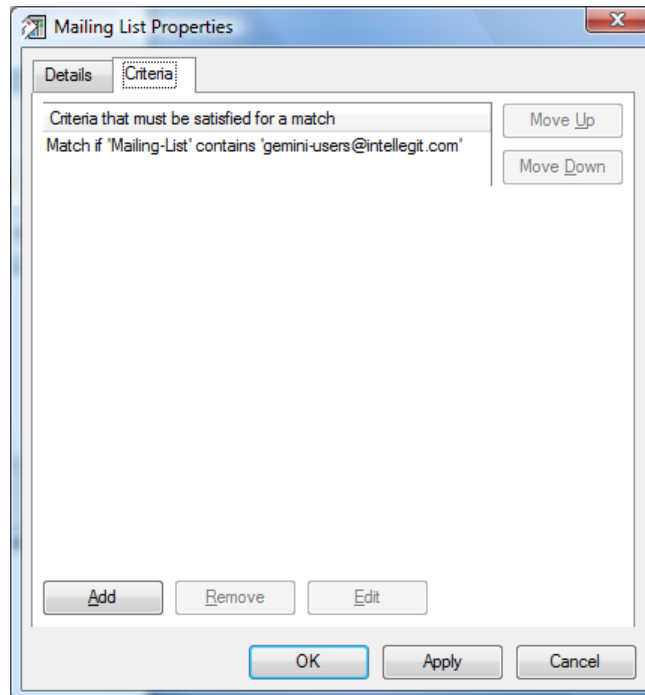
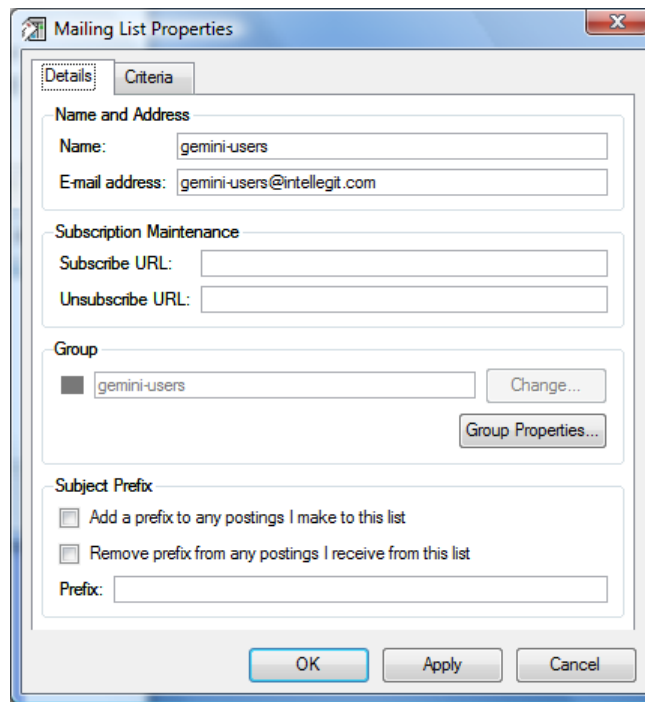


Editing Mailing List Properties

The mailing list properties editor contains two tabs, the second listing the filtering **Criteria** used for the mailing list which is used in exactly the same way as for the filter properties editor. We shall thus focus on the **Details** tab here.

The list **Name** is what you want *Messenger Pro* to refer to the mailing list as. By default, it's set to what appears to the left of the @ in the list submission address, but this can be changed to anything you like. The **E-mail address** for the list is also shown here.

If you would like *Messenger Pro* to handle subscription requests for you then you can enter a **Subscribe URL** and an **Unsubscribe URL** which tell *Messenger Pro* how to subscribe you to and from the list. Usually these will be in the form of mailto: URLs identifying an e-mail address which accepts subscription requests, but alternatively they may specify web based or other forms of URL.

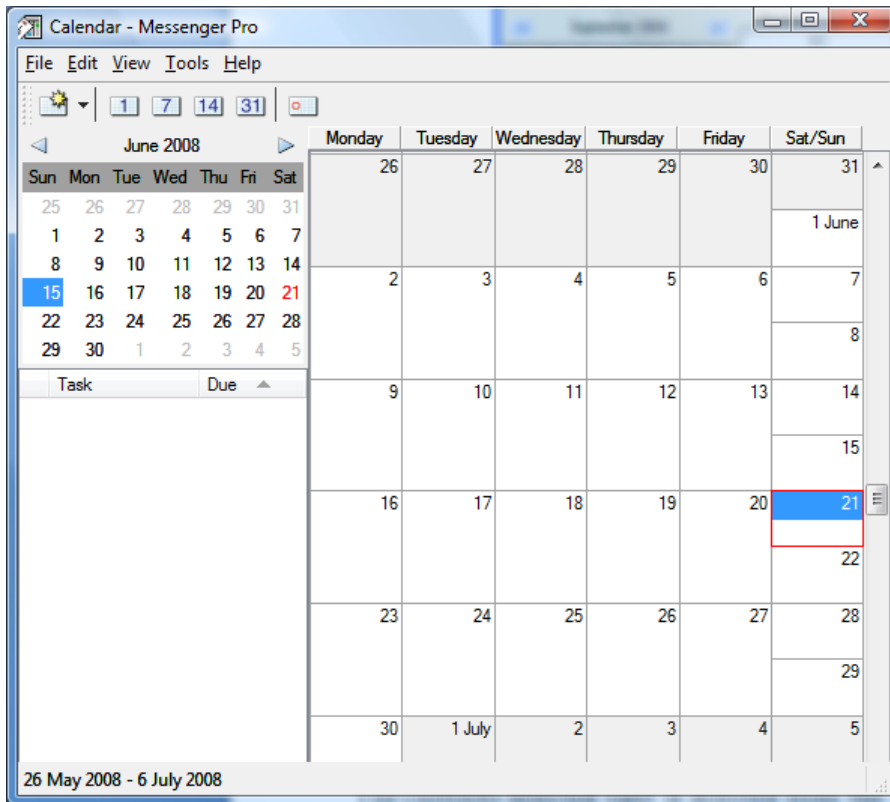


The **Group** used to store list postings is then shown. If *Messenger Pro* created a new group when you set up the list then this option won't apply since *Messenger Pro* manages the group for you. Otherwise, you can change the group that is treated as a mailing list by clicking **Change** and selecting the new group from the group selector. Also included here is the **Group Properties** button which provides a convenient shortcut to the mailing list's group properties editor.

Some mailing lists prefix the subject of all postings made to the list with the list name. Some lists require this prefix to be added manually, in which case you need to select the **Add a prefix to any postings I make to this list** option. You may also want to aid presentation of the list in *Messenger Pro* by enabling the **Remove prefix from any postings I receive from this list** option, which will remove the prefix from the subject when displaying messages from the list. The **Prefix** itself is entered underneath these options.

The Calendar

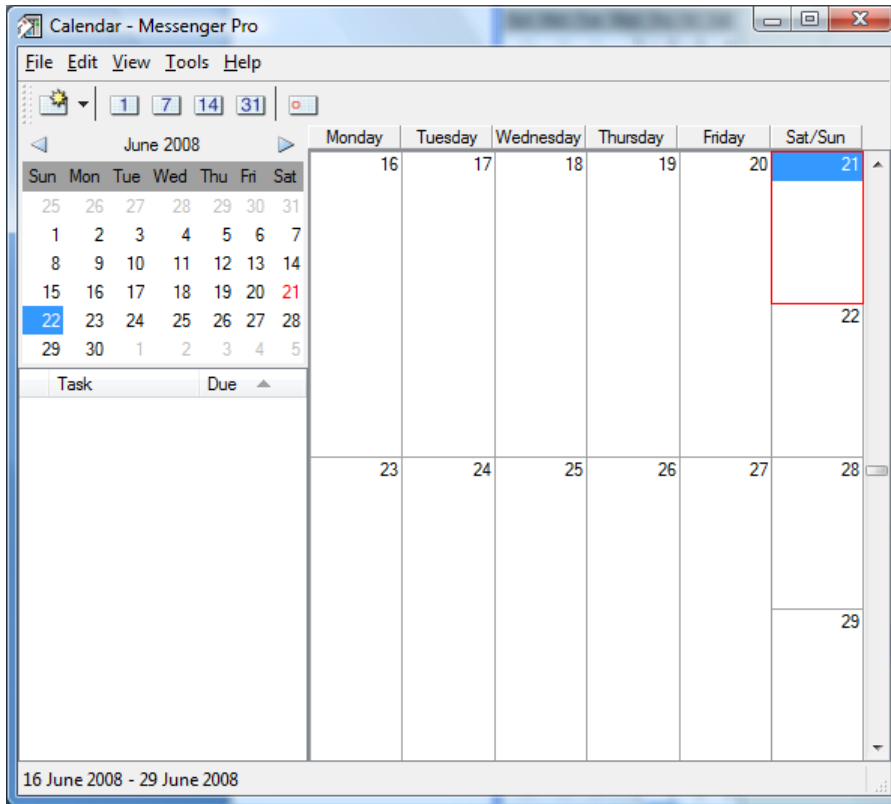
Messenger Pro contains a fully featured calendar and task list which can be opened by selecting the **Calendar** option from the **Tools** menu.



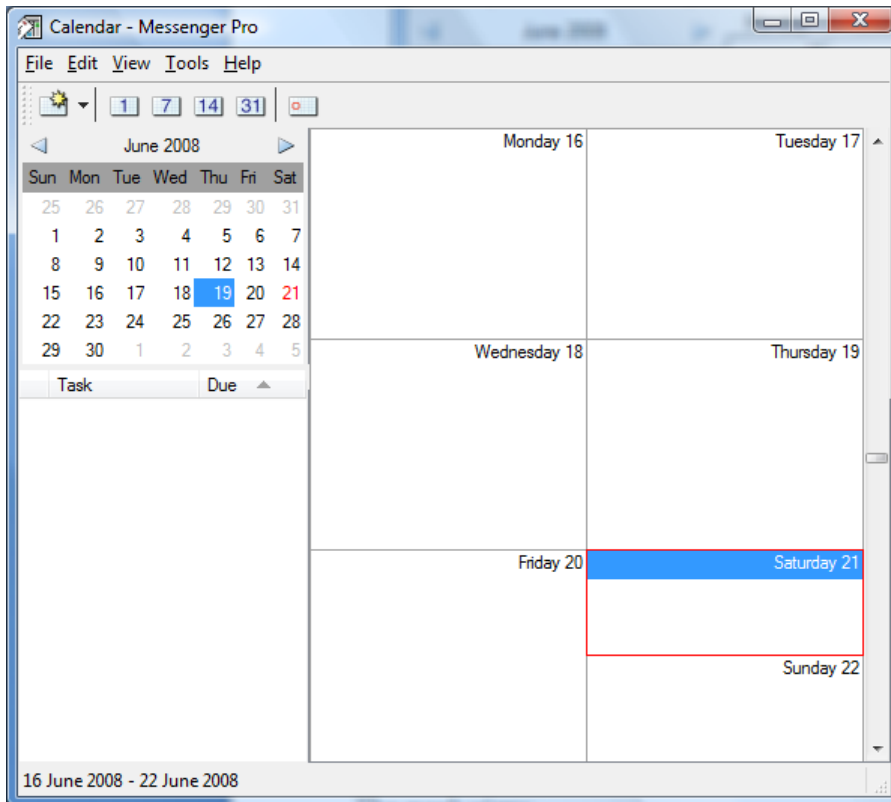
At the top-left is a date picker which allows you to go quickly to a particular date; simply use the arrow buttons to choose the desired month and then click on the desired date. On the right will appear the current month, fortnight, week or day, depending on the currently selected view, as well as any events scheduled for those days. Today's date is indicated by a red box; to go to today, select **View | Go To | Today** from the menu.

The currently selected view is selected from the **View** menu using the **Day**, **Week**, **Two Weeks** (fortnight) and **Month** options. The week, fortnight and month views show each day as a box with a listing of all events scheduled for that day; the day view lists time by the side with each event lined up against its start and finish times.

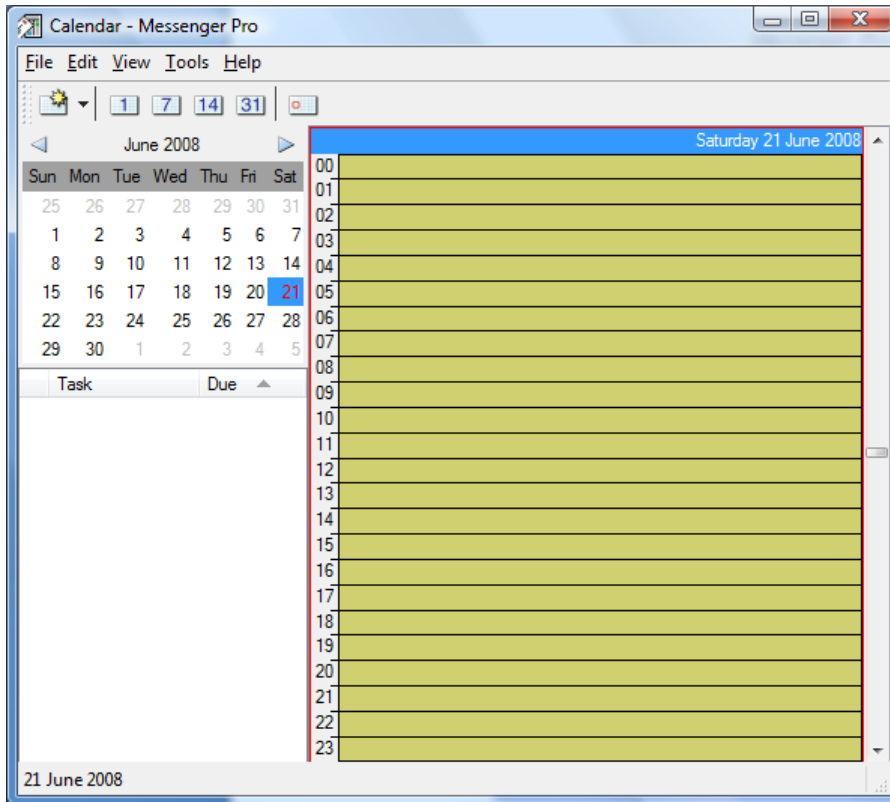
The fortnight (two week) view:



The week view:



The day view:



At the bottom-right of the window is your task list which shows a list of all outstanding tasks and their due dates.

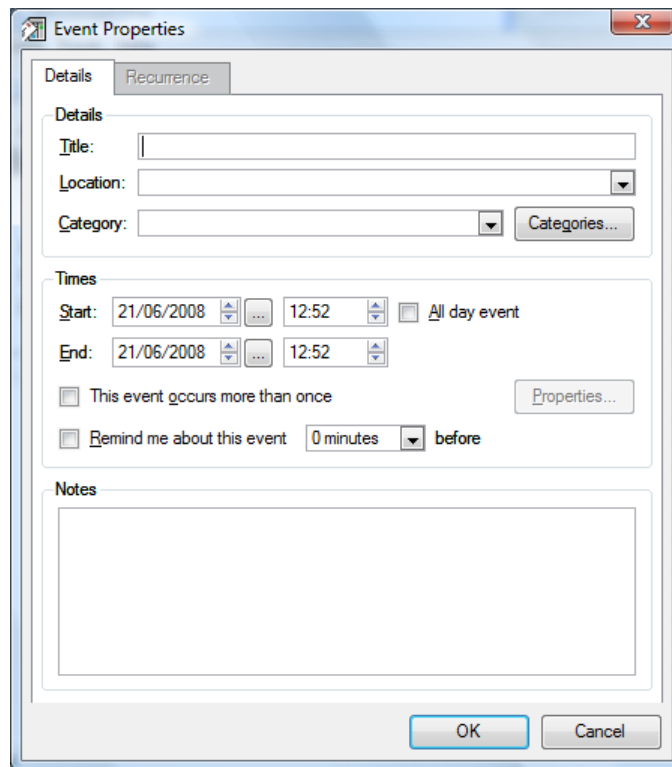
Adding and Editing Events

To add a new event, select **File | New | New Event** from the menu, or to edit an existing event, select it and choose **File | Properties**; the event properties editor will then appear.

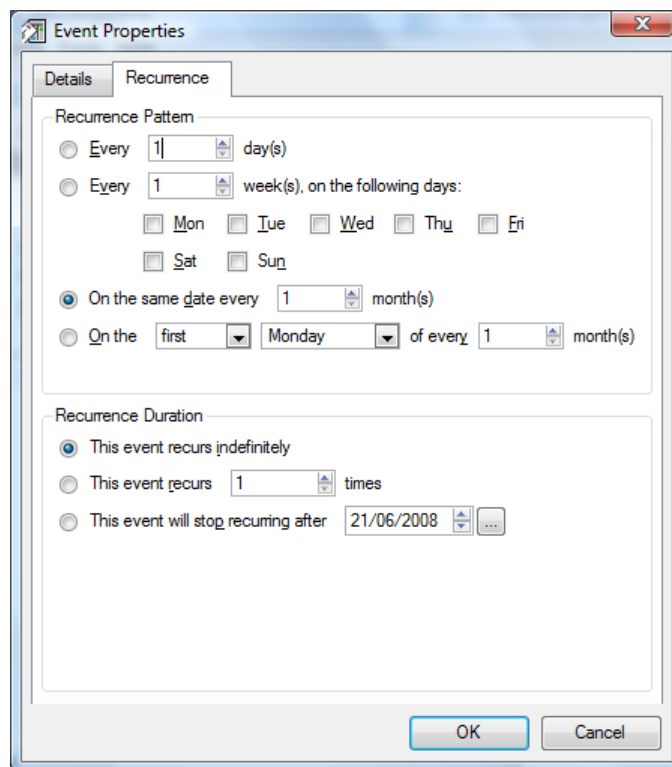
The **Details** section of the editor allows you to specify a **Title** for the event (i.e. a short description which is shown in the calendar) and an optional **Location** and **Category**. *Messenger Pro* will remember your most popular locations which can be selected from the drop-down menu, thus saving you from having to type them each time. The category of an event determines the colour which is used to display it in the calendar.

After completing these details you may specify the **Start** and **End** dates for the event using *Messenger Pro*'s date and time edit controls; if the event is an **All day event** then select this option and you won't need to specify the exact times at which the event starts and finishes. If the event is to occur more than once then *Messenger Pro* allows you to specify how often it repeats so that each occurrence can be shown in your calendar; select the **This event occurs more than once** option to enable the **Recurrence** tab which allows you to provide this information.

If you'd like *Messenger Pro* to remind you when this event starts, or a certain amount of time before, you can enable the **Remind me about this event** option and select (or type) the desired period of notice in the associated combo-box. Finally, you may enter some free-form **Notes** at the bottom of the editor, to provide any further details that you'd like to be associated with this event.



The **Recurrence** tab allows you to specify how often an event will repeat and on what days.

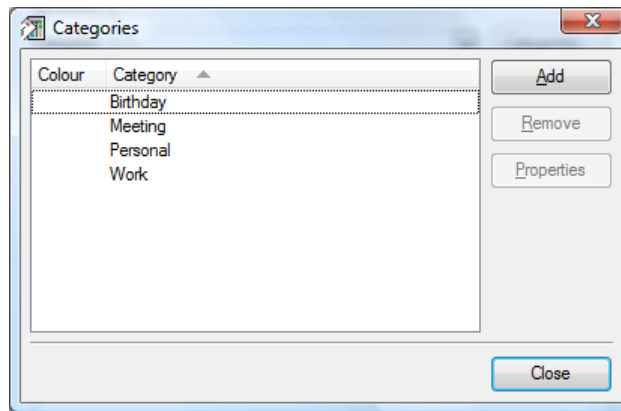


Event Categories

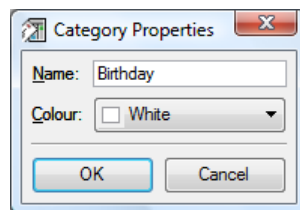
Each event can be assigned one of a number of categories such as Birthdays, Meeting, Personal and Work, or a user-defined category. Events belonging to the Birthdays category are automatically derived from your address book for those contacts for whom you have specified a date of birth.

Each category has assigned to it a colour, allowing events from different categories to be distinguished in the calendar by their display using these colours.

The **Categories** button in the event properties editor allows you to see the list of currently defined categories and their colours:



Clicking **Add** will allow you to add a new category, whilst selecting a category and clicking **Properties** will let you edit one; **Remove** will delete a category from the list.



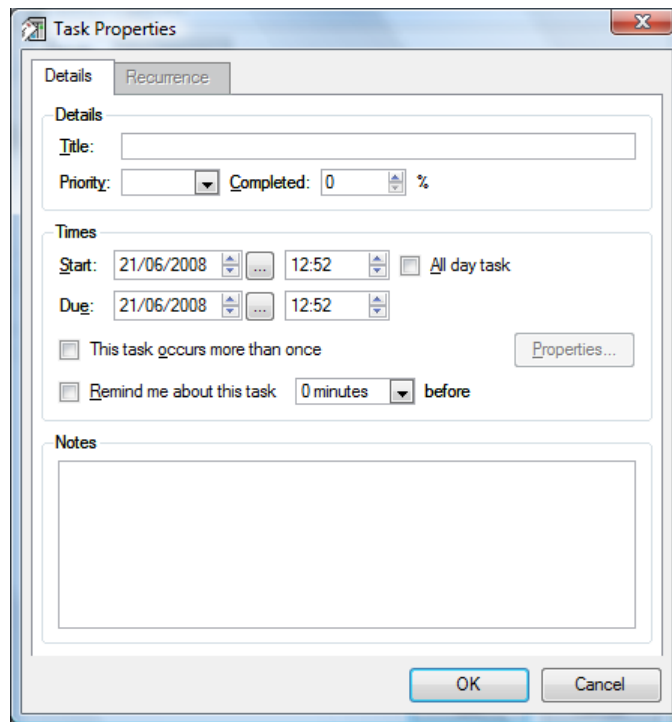
Defining a category is straightforward: simply give it a name and optionally select a colour, then click **OK**.

Adding and Editing Tasks

New tasks are added by selecting File | New | New Task while existing ones are edited by selecting them in the task list and choosing File | Properties. The task properties editor is very similar to the event properties editor but has a few differences:

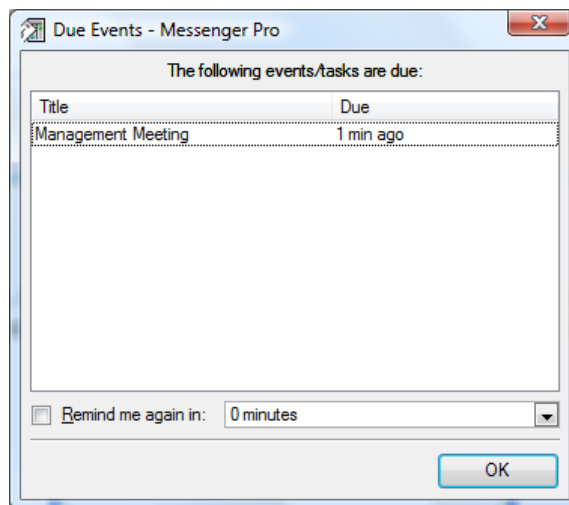
- There are no Location or Category fields
- Tasks can have a Priority of Low, Medium or High
- Tasks have a Completed field which indicates how much of the task has been completed, expressed as a percentage

Otherwise, the other fields are treated in exactly the same way as they are for events.



Reminders

When an event or task is due and you've asked *Messenger Pro* to remind you, the Due Events dialogue will appear listing all such events and tasks and when they are due.



The dialogue can be immediately dismissed by clicking **OK**, or if you'd like a further reminder, you may select the **Remind me again in** option and select the desired period of notice before clicking **OK**.

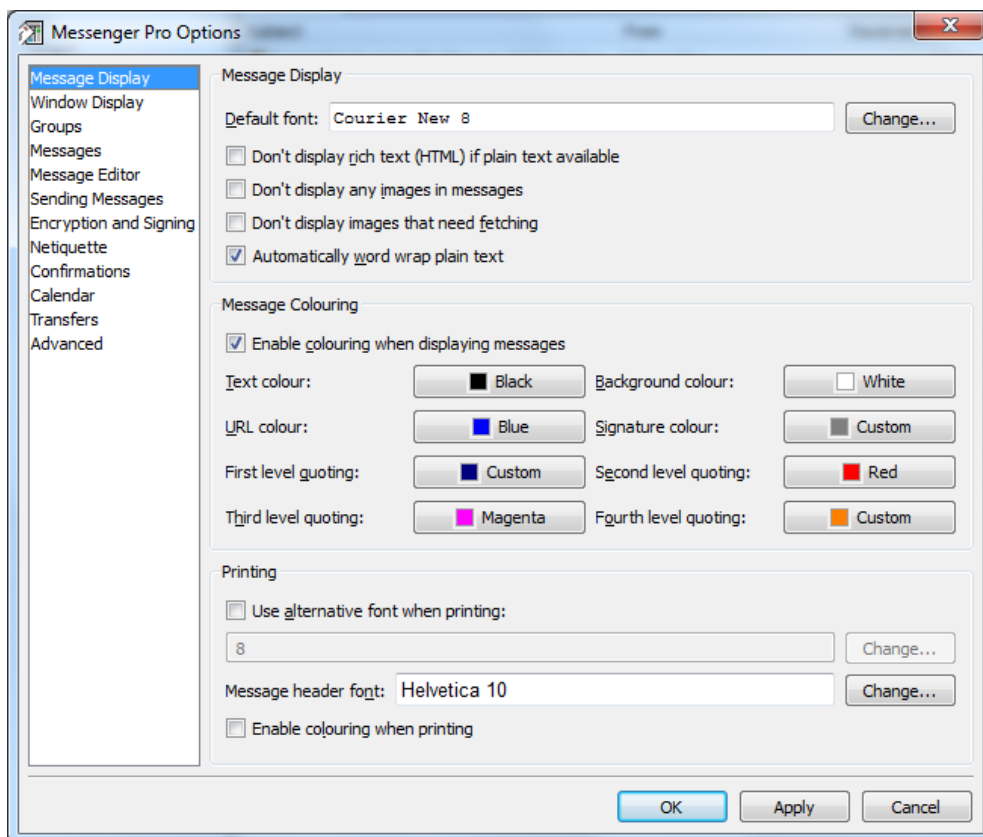
Configuring Messenger Pro

Most of *Messenger Pro*'s configuration options may be edited using the main options window, brought up by selecting the **Options** entry on the **Tools** menu. In addition to the options found here, options affecting individual groups, contacts, accounts, identities, mailing lists and filters can be found elsewhere in their respective configuration windows.

Messenger Pro's options are split into a number of sections, each of which is displayed separately. The left hand side of the window lists these sections and the right hand side shows the options belonging to the current section. To view a different section, simply click on its name in the list.

Message Display Options

The **Message Display** section controls how *Messenger Pro* displays the contents of messages to you in its message viewer. Messages sent in rich text (HTML) format will generally specify themselves how they are to be displayed, but the options here can be used to specify how plain text messages are displayed. The **Default font** option specifies which font *Messenger Pro* will use for the message text, including font name, size and effects (bold, italic, etc.). Clicking the **Change** button will open a standard font selector to allow this to be changed.



When you receive a rich text message, you will generally want to view the message with all formatting shown as the sender intended. However, usually such messages are sent with a plain text version which you may prefer to view instead; for example, this may make them easier to read if unusual formatting choices have been made. The **Don't display rich text (HTML) if plain text available** option allows you to force the display of the plain text version in these cases.

Rich text messages can contain images which *Messenger Pro* is capable of displaying but you may prefer not to display these. For example, if you receive junk mail with adult content then you may not wish to be exposed to images that may offend and may prefer to display images only for certain messages once you have verified the sender and content. The **Don't display any images in messages** option will completely disable the display of images, although you will still be able to select an option to display the images should you want to. Since some messages contain the images embedded within the messages, whereas others simply link to images that are fetched from a web site, you can use the **Don't display images that need fetching** option to disable the fetching of images and only display images that are contained within the message. This is useful in the case of junk mail because image fetches are often used to confirm that you've received the message and thus that your address is valid, increasing the likelihood of more junk mail being sent. Selecting this option will prevent this confirmation from being made.

Messages obeying netiquette rules will be properly formatted by the sender, but there may be exceptions that contain long lines that would be difficult to read without word wrapping. The **Automatically word wrap plain text** option allows you to specify that word wrapping should be performed to the width of the display, removing the need to scroll horizontally.

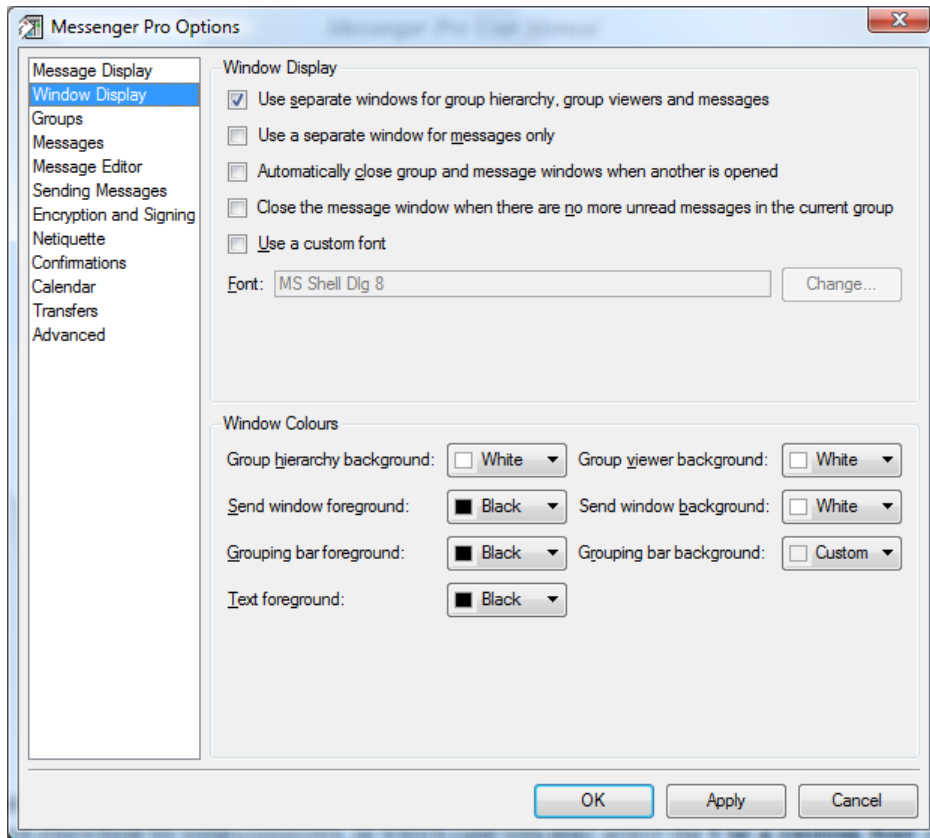
Messenger Pro can make messages easier to read by colouring sections of them depending on what each particular section contains. Thus text that is quoted from preceding messages can be shown in a different colour, with a different colour used for each level of quoting, and signatures can also be shown differently from the main message text. The **Enable colouring when displaying messages** option specifies whether or not colouring is performed. The colours used for quotes, signatures and for the main text itself, URLs, and the window background, can be individually set in the bottom part of this dialogue. The currently selected colour is shown next to the relevant option, clicking on which will bring up a colour picker allowing selection from a small range of colours, also allowing access to the standard colour selection dialogue should these not be sufficient.

The last group of options allow you to override the display options when printing. If you prefer, you may **Use an alternative font when printing**, perhaps one that more easily fits a message on a page. To do so, enable this option and then click **Change** to alter the font shown. The **Message header font** option controls the font used to print the header part of the message (the date, subject, sender, etc.) while the **Enable colouring when printing** option specifies whether message colouring is retained when you print a message; you may find that you want to disable this option if you're not using a colour printer, for instance.

Window Display Options

The **Window Display** section contains various options that control the use and display of *Messenger Pro*'s windows. By default, *Messenger Pro* will use a single window which contains a listing of all your groups, a group viewer capable of listing the contents of a group, and a message viewer capable of displaying a single message. If you prefer, *Messenger Pro* can use separate windows for all these functions, such that you will be shown only the list of groups initially, from which you can open a group viewer and subsequently a message viewer by double-clicking a group or message respectively. The **Use separate windows for group hierarchy, group viewers and messages** option allows you to specify this. Alternatively, you may prefer just to show messages in their own window, in which case the **Use a separate window for messages only** option may be used. To keep things tidy on-screen, *Messenger Pro* can automatically close these windows as you open new ones such that only one group window and one message window is allowed to be open at any one time. The **Automatically close group and message windows when another is opened** option controls this behaviour. *Messenger Pro* can also automatically **Close the message window**

when there are no more unread messages in the current group if you'd prefer it to do this rather than automatically move on to the next group containing unread messages when you're using *Space* to read them.



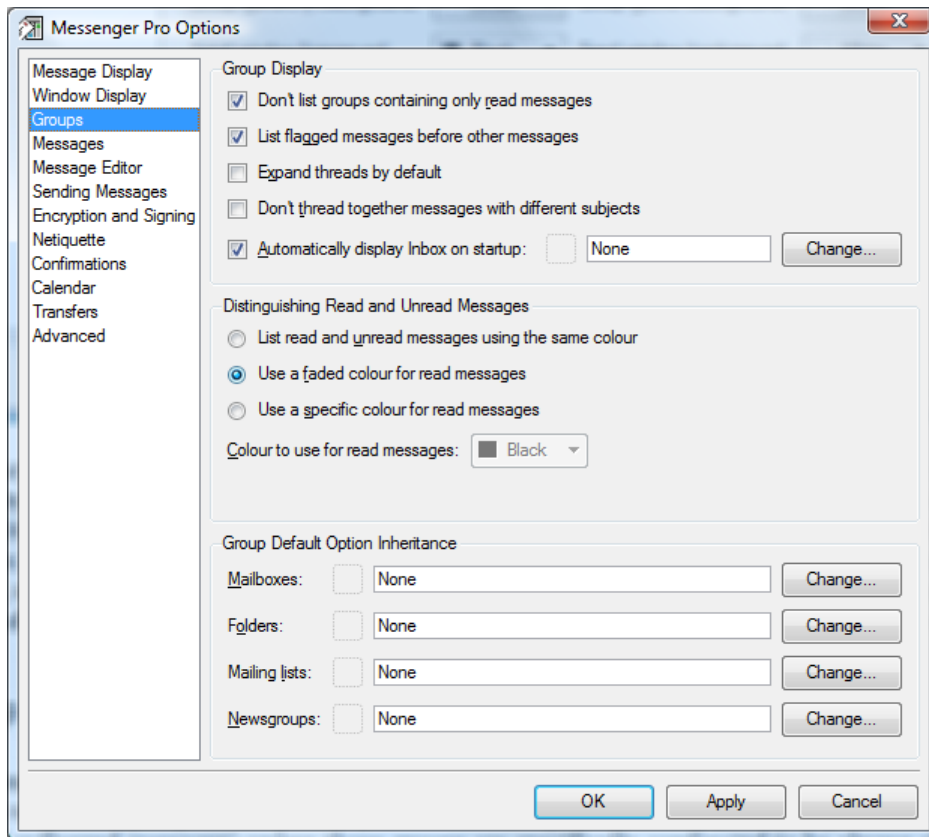
You may prefer that *Messenger Pro* use a specific font for its displays rather than using the same font used elsewhere by your computer, in which case you may select the **Use a custom font** option and select the font by clicking the **Change** button and selecting the font using the standard font selector. *Messenger Pro's* **Window Colours** can also be changed, as can the **Text foreground** colour, used to display messages and groups; and the **Grouping bar foreground** and **Grouping bar background** colours, used for displaying the headings when a message grouping is in effect.

Group Options

The **Groups** section contains options that affect the display of groups and the default settings of groups when new groups are created. By default, *Messenger Pro* will only list groups that contain unread or flagged messages, unless those groups are specifically configured to be always shown (this means that your Inbox and certain folders are always shown, whereas newsgroups and mailing lists are shown only if they contain unread messages). If you'd prefer that all groups are listed at all times, then you may disable the **Don't list groups containing only read messages** option. *Messenger Pro* will display any flagged messages at the top of the group regardless of how they're sorted, but this default can be changed using the **List flagged messages before other messages** option.

When *Messenger Pro* displays the list of messages in a group, if threading is enabled then all the threads will be contracted, showing only the first message in each thread requiring expansion of the remaining messages. If the **Expand threads by default** option is chosen, then all messages in all threads will be shown when the group is opened. Threading can be further controlled by the **Don't**

thread together messages with different subjects option, which will cause subject changes within a thread to be treated as a different thread and listed separately.



When *Messenger Pro* starts up, it can be configured to display the contents of a particular group on startup, usually the Inbox. This can be disabled by deselecting the **Automatically display Inbox on startup** option. Alternatively, an alternative group can be selected by clicking **Change** and selecting the desired group from the group selector. Note that this group is also selected when you double-click the inbox in the status bar.

By default, *Messenger Pro* will fade read messages so that unread messages stand out; it will also fade groups containing only read messages. The **Use a faded colour for read messages** option corresponds to this default; if you want to disable it then select **List read and unread messages using the same colour**, or if you want to set a specific colour to use for read messages, then select the **Use a specific colour for read messages** option and select the desired colour using the colour selector below.

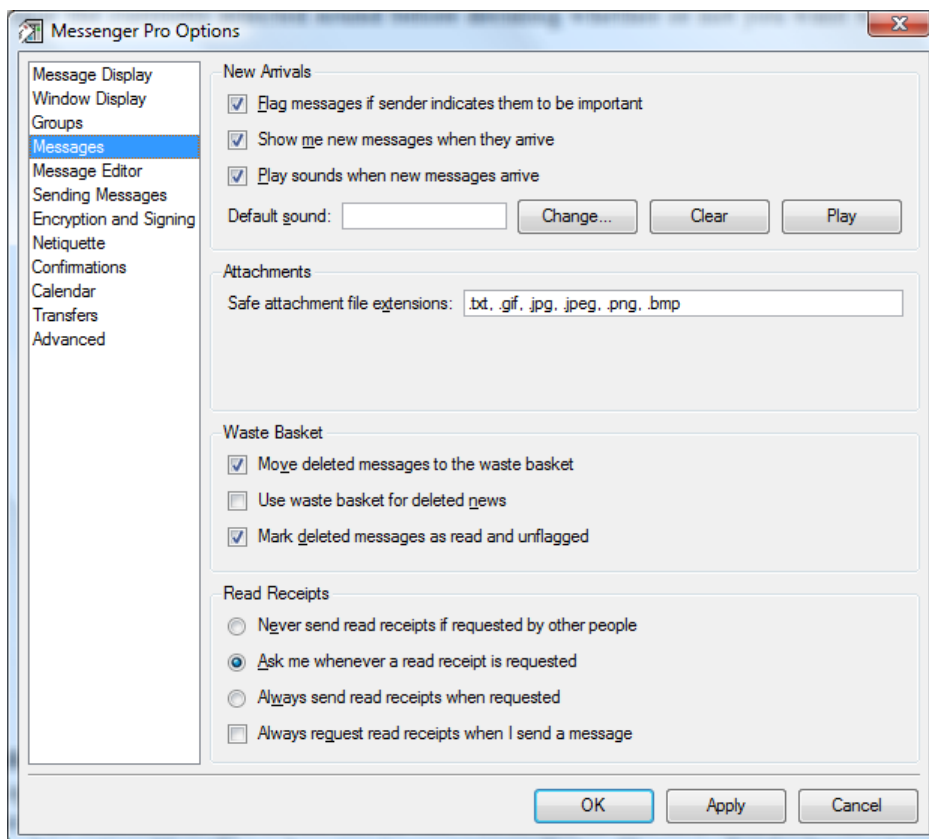
The **Default Group Option Inheritance** section allows newly created groups to inherit their group settings from an existing group, hence you can set up one group the way you like it and then have others of that type created with those same settings. This can be configured separately for mailboxes, folders, mailing lists and newsgroups. To specify a new group for each option, simply click **Change** and select the desired group.

Message Options

The **Messages** section allows you to control the handling of messages, from their arrival to their eventual deletion. Messages sent by other people can be marked to be important and you can see these at a glance either by enabling the display of the Importance column in the group viewer, or

more simply by enabling the **Flag messages if sender indicates them to be important** option, which will automatically flag such messages so that you can't miss them.

The **Show me new messages when they arrive** option controls whether or not the new messages window will be displayed when new messages arrive. You may in addition choose a sound that is played for new arrivals by selecting the **Play sound when new messages arrive** option and specifying the **Default sound**. Clicking **Change** will open a file selector which will allow you to browse to a particular sound file, whereas **Clear** will clear the current selection. **Play** will allow you to hear the currently selected sound before deciding whether or not you want to use it.



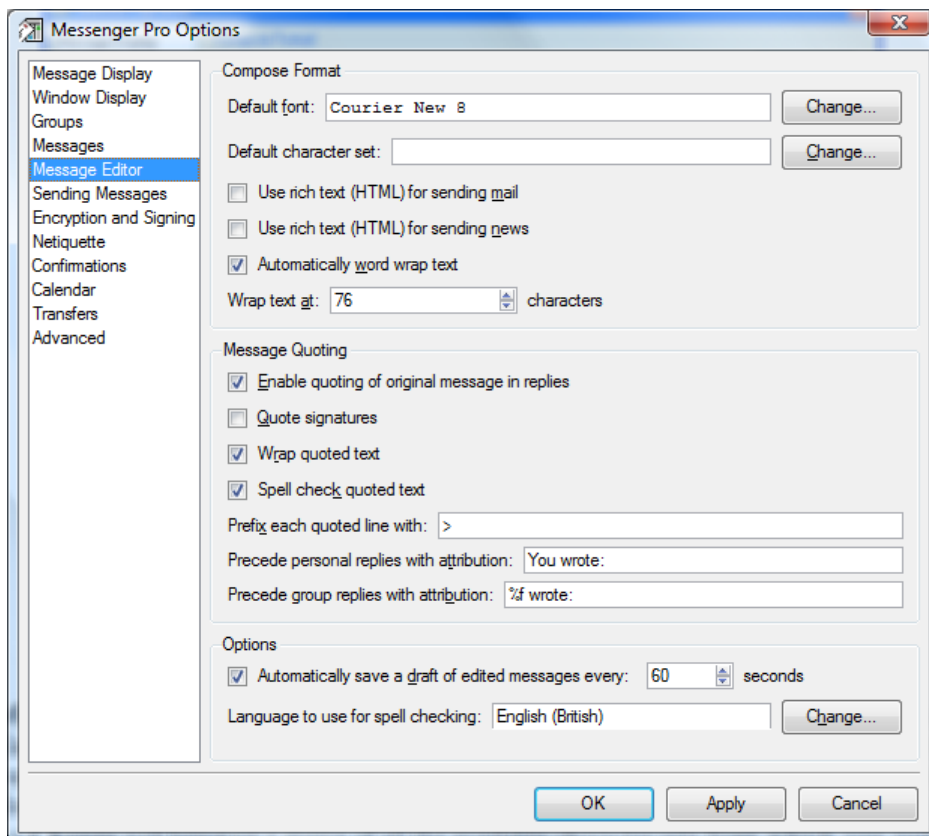
The **Safe attachment file extensions** option controls which attachments *Messenger Pro* will allow you to open without confirmation, based on the extension that the attachment's file name has. If you open an attachment and its extension can't be found in this list, then you will be asked to confirm this action. Note that only extensions corresponding to file types that can't contain viruses and can't be used by attackers to cause your computer to do undesirable things should be added to this list. Each extension should be specified including its leading dot with a comma between each one.

Normally, *Messenger Pro* will move deleted messages to the waste basket instead of deleting them so that you have a chance to change your mind later. If you don't want to use the waste basket then you can deselect the option **Move deleted messages to the waste basket** to disable it. Since it's unlikely that deleted news will be recovered in future, the waste basket doesn't apply to news unless the **Use waste basket for deleted news** option is also selected. Also by default, *Messenger Pro* will assume that deleted messages are finished with and thus will mark them as read and unflag them. To override this behaviour, deselect the **Mark deleted messages as read and unflagged** option.

When a message is sent, the sender can request that a receipt is generated so that he knows that it has been read. Some people don't like to do this because they then feel pressured to act on that message quickly knowing that the sender has been informed that they've already read it, but this facility can also be used to confirm your address to third parties whom you may not wish to know it, junk mailing lists, for example. *Messenger Pro* allows you to choose to either never send read receipts, to always send them, or to ask you whenever one is requested so that you can decide on a per-message basis. You may also request read receipts for messages you send by enabling the **Always request read receipts when I send a message** option.

Message Editor Options

The **Message Editor** section contains options that affect the composition of messages that you send. The **Default font** option allows you to specify the initial font used in the send window by clicking **Change** to bring up a font selector. The font selected here can be overridden during composition for rich text (HTML) messages and for plain text messages will be only used for display while you are editing the message – the recipient won't see the same font when reading your message. You can control whether rich text is used by using the **Use rich text (HTML) for sending mail** and **Use rich text (HTML) for sending news** options which set the default for mail and news respectively. This choice can be overridden at composition time.



The **Default character set** is the set of characters (i.e. letters, numbers and other symbols) that will be available for you to use to type your message; different languages have different character set requirements. If this is left blank, *Messenger Pro* will attempt to determine the correct character set to use from the operating system, however if it gets it wrong you can tell it which one to use here. Clicking **Change** will bring up a menu of all the available character sets from which you just need to select the one that you want. This option can also be overridden at composition time.

The **Automatically word wrap text** option allows *Messenger Pro* to word wrap your messages for you automatically at the specified number of characters. This will ensure that your messages are readable by those people whose software doesn't perform wrapping of received messages and will help your messages conform to netiquette guidelines. This option only applies for plain text messages, not rich text.

Usually when you send a reply, you'll want to quote part of the original message so that you can refer to it and respond to specific points. This is enabled by the **Enable quoting of original message in replies** option and is further controlled by the **Quote signatures** option which determines whether or not signatures are quoted along with the message; usually you won't want to do this. The **Wrap quoted text** option, if enabled, will force *Messenger Pro* to rewrap quoted text so that each line doesn't exceed the number of characters specified above for word wrapping. It does this in an intelligent way so as to tidy up multiple levels of quoting, but it can sometimes get this wrong and it may be preferable to perform wrapping on a paragraph by paragraph basis at composition time. You can also specify whether or not the spelling checker will check quoted text using the **Spell check quoted text** option.

Normally each line of quoted text is preceded by a number of characters to offset it from the rest of the message; usually this is a > followed by a space and it is highly recommended that the default be retained to maintain readability when multiple levels of quoting are used involving different people, but the **Precede each quoted line with** option allows this to be changed. A quote is also usually preceded by an attribution which identifies who wrote the text being quoted. The **Precede personal replies with attribution** is used for replies sent by e-mail, whereas the **Precede group replies with attribution** is used for group e-mail replies and follow-ups to newsgroups and mailing lists. The following sequences can be included in attributions to have *Messenger Pro* to expand them as indicated:

- **%m** – the message ID of the original message
- **%f** – the From header of the original message
- **%e** – the e-mail address from the From header
- **%r** – the real name from the From header
- **%d** – the date of the original message, e.g. 23 Jan
- **%y** – the date of the original message including the year, e.g. 23 Jan 2003
- **%t** – the time of the original message, e.g. 11:21
- **%n** – a new line
- **%%** - a percent % character

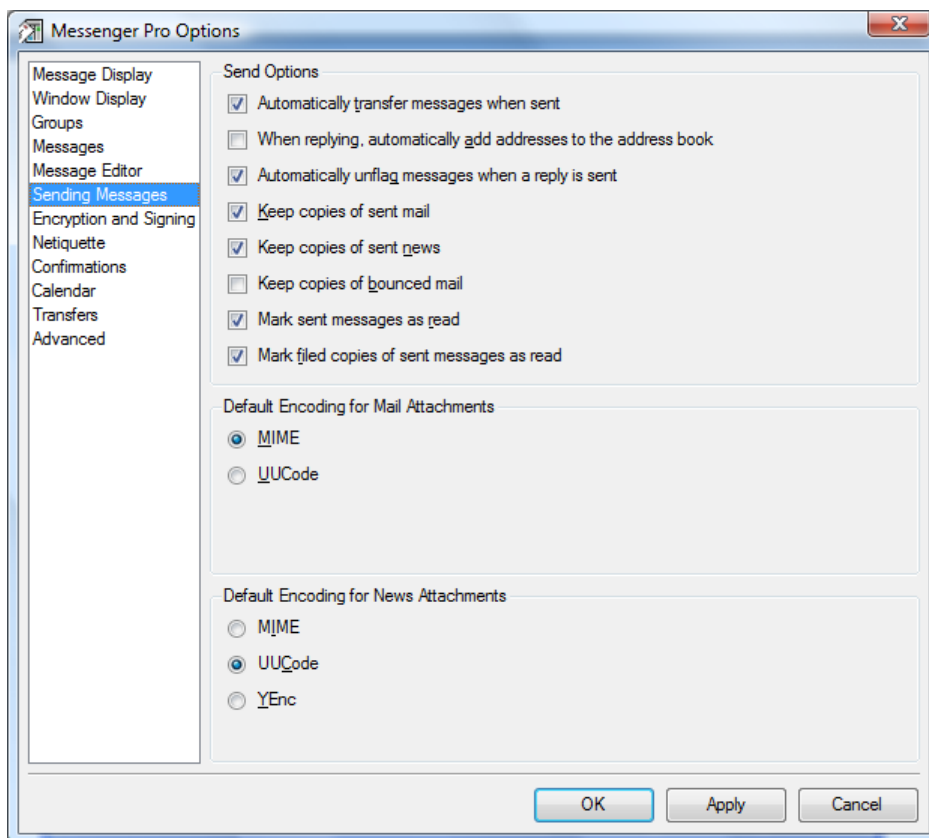
When editing a message, *Messenger Pro* can automatically save a copy of the message every so often, in case of a power cut or system crash. This facility is controlled using the **Automatically save a draft of edited messages every** option, which can be enabled or disabled and have an interval specified as a number of seconds between saves. Finally, the **Language used for spell checking** may be configured here by clicking **Change** and selecting the desired language from the menu. Currently **English (British)** and **English (American)** dictionaries are supported but more may be added in the future.

Sending Message Options

The **Sending Messages** section contains options which affect the sending of messages. When you send a message, *Messenger Pro* will normally transfer the sent message straightaway but you can control this using the **Automatically transfer messages when sent** option. The **When replying,**

automatically add addresses to the address book option allows the address book to automatically keep track of the addresses of people whose messages you reply to, which is a convenient way of building up a list of your correspondents without having to manually enter each one. When replying to messages, you can also **Automatically unflag messages when a reply is sent**, to remove the flagged status of a message you're replying to so that it no longer appears to need attention.

Use of the Sent Mail and Sent News folders can be configured by specifying whether or not to **Keep copies of sent mail** and **Keep copies of sent news**. Such copies can also be automatically marked as read so that they don't interfere with the folders' unread message counts by selecting the **Mark filed copies of sent messages as read** option; the actual sent copy in your Outbox is controlled by the **Mark sent messages as read** option. The **Keep copies of bounced mail** option applies when bouncing copies of messages to other people.



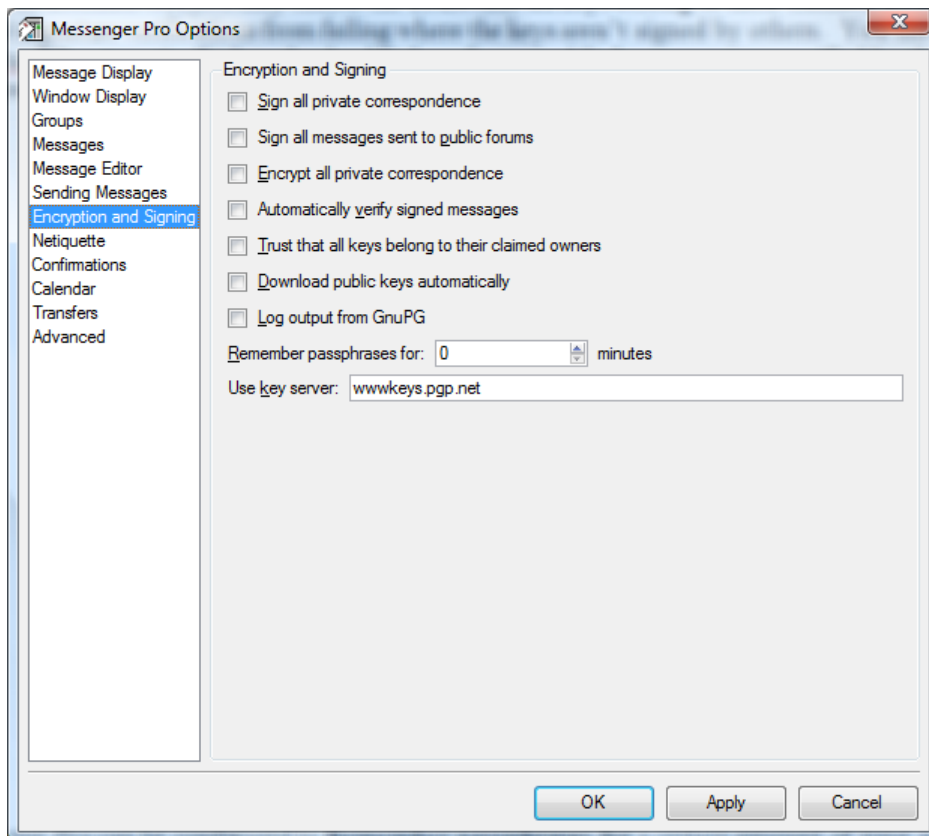
Attachments can be sent in one of three formats and the **Default Encoding for Mail Attachments** and **Default Encoding for News Attachments** options allow this to be configured separately for mail and news. The default of **MIME** for mail is highly recommended, but **UUCode** can be specified if you regularly communicate with people with out of date software that doesn't understand MIME. For news, the default of **UUCode** is recommended since many old newsreaders don't contain MIME support, but the option to use **MIME** is included. **YEnc** is a newer encoding which is more efficient (it results in a reduced message size) but only very recent newsreaders will contain support for it.

Encryption and Signing Options

The **Encryption and Signing** section contains options affecting *Messenger Pro*'s interaction with GnuPG, which can increase the security of the messages you send and receive by encrypting sensitive messages and signing messages so that their authenticity can be verified.

The **Sign all private correspondence** option will ensure that all private (e-mailed) messages you send are signed with your private key using GnuPG. The **Sign all messages sent to public forums** option is the corresponding option for messages sent to newsgroups and mailing lists. **Encrypt all private correspondence** can be used in a similar way to encrypt all e-mail you send.

Messenger Pro can be configured to **Automatically verify signed messages** so that you don't need to perform a verification of every signed message you receive. This is enabled by default but you may like to disable it if you receive a lot of signed mail for which you don't have the public keys corresponding to their senders and/or you don't want to waste time on the verification when you're not interested in the result. If you are security conscious, then you may wish to insist that all keys in your keyring are signed by a third party to assert that they belong to the persons they claim to belong to; alternatively, you may enable the **Trust that all keys belong to their claimed owners** to prevent signature verifications from failing where the keys aren't signed by others. You may also have GnuPG automatically download public keys from a public key server, as specified by the **Use key server** option, if you enable the **Download public keys automatically** option.

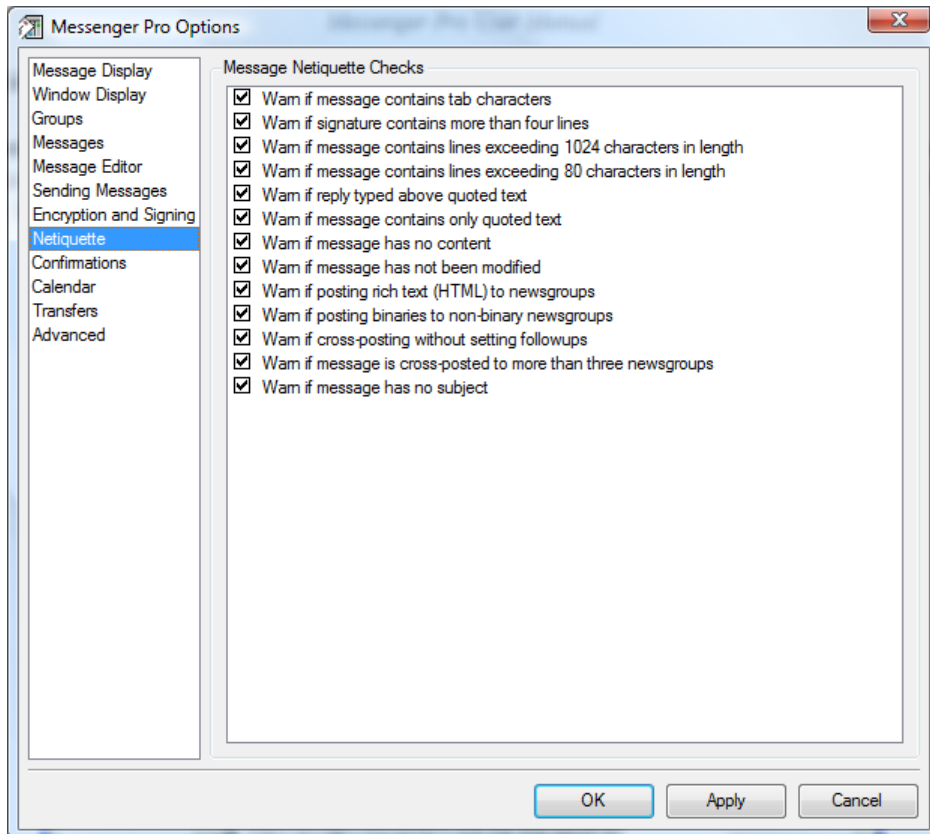


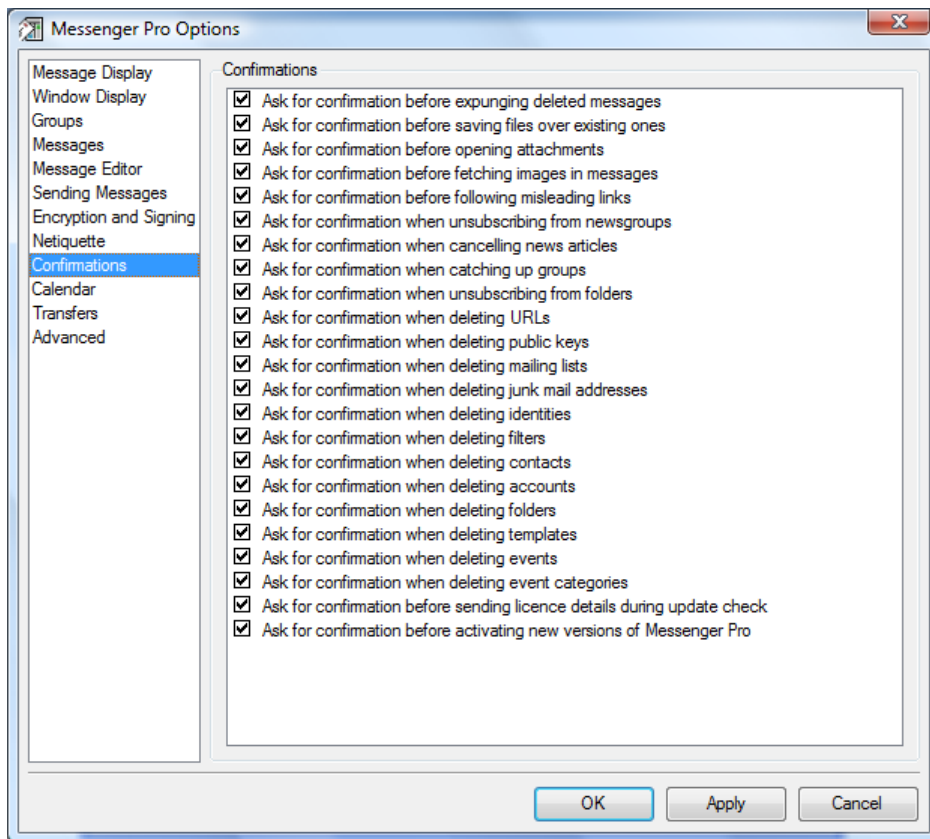
Messenger Pro can be configured to **Remember passphrases for** a certain amount of time so that you don't have to keep entering them. This makes things convenient for you but may be considered a potential security risk because if you leave your machine unattended then somebody could use your private key to sign or decrypt messages in your absence. If you do want to make use of this option, simply enter the number of minutes you'd like your key to be remembered for. The time is measured from the last use of the key, not from when the passphrase was originally entered.

Finally, to aid in tracking down problems with GnuPG, the **Log output from GnuPG** option can be enabled which will log any output from GnuPG to *Messenger Pro*'s main log.

Netiquette and Confirmation Options

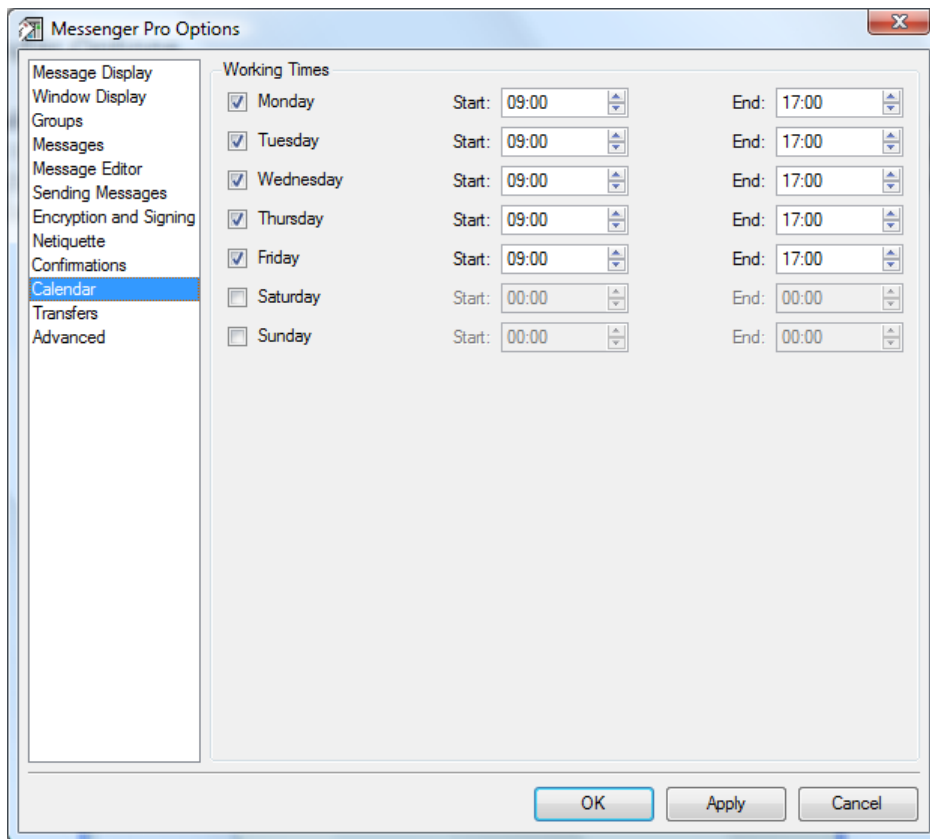
The **Netiquette** and **Confirmations** sections allow various warnings and confirmation questions that *Messenger Pro* asks to be disabled. Simply uncheck the desired warning or confirmation to disable it.





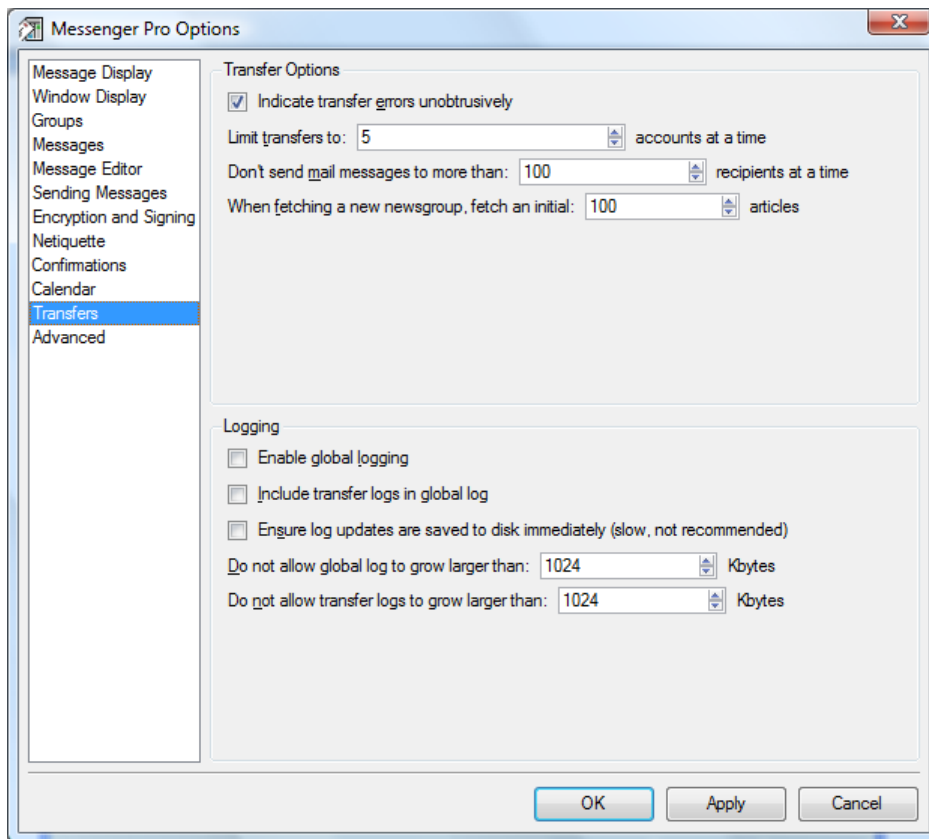
Calendar Options

The **Calendar** section includes options that relate to the use of the calendar in *Messenger Pro*. At present this is limited to a definition of the hours you work each day which allows the day view to highlight these hours appropriately. Simply tick the days you work and then enter the start and end times for each workday.



Transfer Options

The **Transfers** section contains options that control the transfer of messages at the communication level. The **Indicate transfer errors unobtrusively** option specifies that errors that occur during the transfer of message should be silently indicated using the transfer status indicator at the bottom of the window, with further details logged to the transfer error window. If you'd prefer to also see an error message when a transfer error occurs, then you can deselect this option. The **Limit transfers to** option enables you to control how many accounts can be active transferring messages at any one time; if you have more accounts than this then some will be queued until others have finished, so that this limit is not exceeded.



The **Don't send mail messages to more than** option controls how many recipients can be specified in a single SMTP transaction. Mail servers are required to support at least 100 but no more than this can be guaranteed so the default of 100 is highly recommended, although most people will be unlikely to send messages to so many different addresses. However, if your local mail server is rejecting your messages for containing too many recipients then you may need to reduce this value. When you subscribe to a new newsgroup, *Messenger Pro* will fetch so many existing messages before only fetching new ones. This number is specified by the **When fetching a new newsgroup, fetch an initial** option.

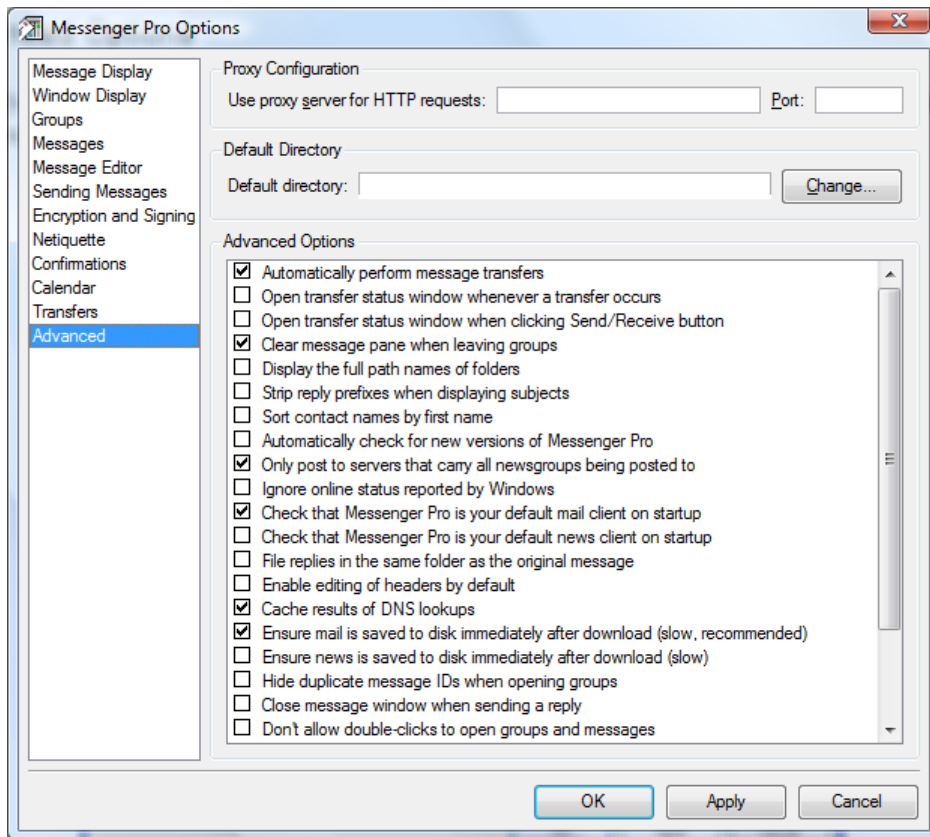
Messenger Pro logs transfer activity to separate logs, one per account, but a global application log can also be kept which will also log details of filter matches and other events. The **Enable global logging** option specifies whether or not this is enabled. If you want transfer logs to also be logged to the global log, you can enable the **Include transfer logs in global log** option. Also here you can specify the maximum size of the global log and of each of the transfer logs.

Application Options

Linux users will see an additional section which allows them to specify which applications are used to launch HTTP and FTP URLs, and how to play sound files. Simply enter the command line for the required application with **%s** representing the position of the URL or file. Also shown is the command line used to display this manual which can be changed as required.

Advanced Options

The Advanced section contains options that most users will not need to use but are provided for more experienced users to fine tune *Messenger Pro* to suit their requirements.



Under Windows, *Messenger Pro* will automatically detect your proxy settings for use when fetching images and checking for updates, but Linux users need to specify this explicitly; Windows users may override the system default if they choose. The option **Use proxy server for web requests** controls which proxy server is used with an optional **Port** number defaulting to 80 if left blank.

The **Default directory** is the directory *Messenger Pro* will start in whenever you want to save or open a file. Under Windows this will usually be **My Documents** and under Linux it'll be your home directory, but you may override this choice by using this option.

At the bottom of the window are a number of miscellaneous advanced options. The **Automatically perform message transfers** option specifies whether or not *Messenger Pro* will periodically check for new messages or whether you have to do this manually, and the **Open transfer status window whenever a transfer occurs** allows you to specify whether or not you want to see the status of transfers as they happen, opening the window when a fetch starts and closing it when all fetches have finished; alternatively, *Messenger Pro* can show you the transfer window when you click on the Send/Receive button and leave it on screen, by enabling the **Open transfer status window when clicking Send/Receive button** option.

When you leave a group (by selecting another one or by clicking on a heading in the group hierarchy), the **Clear message pane when leaving groups** option controls whether or not the message pane is cleared or left as it is. Group and message viewers can optionally display the full path names of folders by setting the **Display the full path names of folders** option. Doing so will show the name of the folder's parent and its parent and so on, all the way to the top of the hierarchy. The listing of messages can be controlled using the **Strip reply prefixes when displaying subjects** option – enabling this will remove any Re: prefixes that appear in message subjects, which some may find beneficial to the display.

By default the address book is sorted by surname, but you can sort it by first name by enabling **Sort contact names by first name**. If you are using the Windows version and find that *Messenger Pro* reports that you are offline when you're not, especially on a permanent Internet connection, then you can enable the option **Ignore online status reported by Windows** which forces *Messenger Pro* to ignore the incorrect information it is receiving from Windows about your online status.

The **Automatically check for new versions of Messenger Pro** option determines whether *Messenger Pro* will check for new versions of itself on startup or whether you need to force it to do this. Under Windows, you can make *Messenger Pro* **Check that Messenger Pro is your default mail client on startup** and **Check that Messenger Pro is your default news client on startup** to ensure that URL handling and file type associations are set up and registered for *Messenger Pro*. If you don't want *Messenger Pro* to handle these and want to prevent it from asking if you want it to each time you start it up then you'll want to disable these options. The option **File replies in the same folder as the original message** option ensures that copies of replies are kept together with their original messages.

By default, *Messenger Pro* will only post news messages to servers that carry all the newsgroups you're trying to post to, but this may be overridden by deselecting the option **Only post to servers that carry all newsgroups being posted to**. The **Enable editing of headers by default** option specifies whether header editing is enabled by default in the send window. Unless you routinely edit the headers of outgoing messages then you'll want to leave this option disabled.

The **Cache results of DNS lookups** option allows *Messenger Pro* to remember the IP addresses of your mail and news servers so that it doesn't have to keep looking them up every time it makes a connection. You'll usually want to leave this option enabled to benefit from the speed advantage of caching.

The **Ensure mail is saved to disk immediately after download** and **Ensure news is saved to disk immediately after download** options specify whether *Messenger Pro* forces a write to disk following the download of each message, which is slow but guarantees the message is saved in case of problems, or allows several writes to be buffered in memory before writing, which is faster but less safe. The default for mail is safety while news is speed but either can be changed.

Normally, each message you receive will have a unique message ID and *Messenger Pro* assumes this when threading and performing lookups by message ID. Sometimes, however, you may receive messages that have the same ID, due to some error along the transmission path, which can cause some confusion. *Messenger Pro* therefore has a **Hide duplicate message IDs when opening groups** option which will automatically mark duplicate messages as read and hide them when you open groups containing such messages.

If you've configured *Messenger Pro* to use a separate message window, then the **Close message window when sending a reply** option allows this window to be automatically closed when you reply to the message currently being displayed, thereby replacing it with the reply window. The **Don't allow double-clicks to open groups and messages** option may be useful when separate windows aren't being used, disabling the ability to open groups and messages in a new window by double-clicking them.

The **Keep mail batches indefinitely** option refers to the storage of files used by the batch file account type. Normally *Messenger Pro* will automatically delete such files after importing them, but disabling this option will keep a copy inside *Messenger Pro*'s data directory which may be useful for diagnostic purposes.

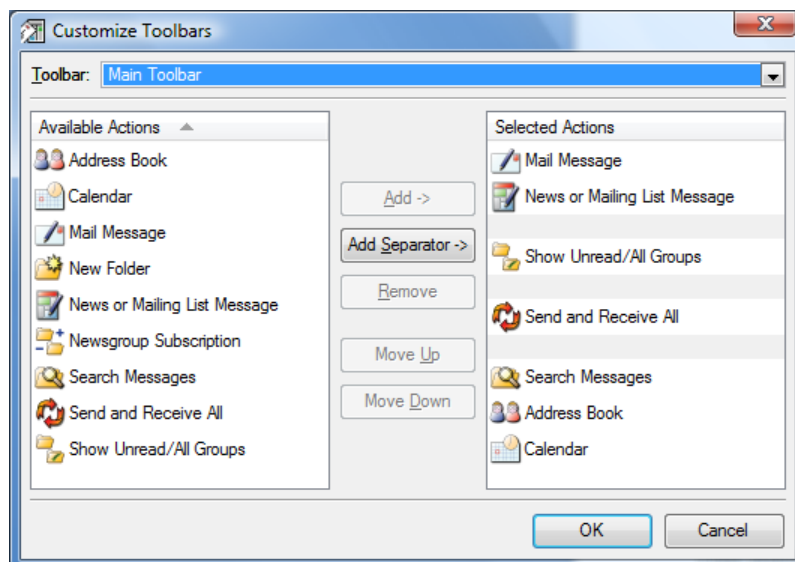
The **Force use of quoted-printable encoding** option should only be used if your messages are sent via a mail gateway which MIME encodes all non-encoded messages and does this unreliably under certain circumstances. It is very unlikely that you'll need to use this option. You may, on the other hand, need to use the **Use non-standard encoding of international characters in attachment names** option if you send attachments containing international characters in their file names to recipients whose mail software doesn't understand the standard encoding that *Messenger Pro* uses (i.e. that described in RFC 2231). Enabling this option forces *Messenger Pro* to use a non-standard and technically invalid encoding but which may be understood by software which doesn't conform to the documented specification. You should only enable this option if your recipients complain about not being able to extract the attachments you send them (and the attachments contain international characters).

The **Filter non-ASCII characters** when displaying message source option ensures that only ASCII characters are displayed in the message viewer when viewing the message source, stripping any non-ASCII characters. This should only be used if you want to copy the source to something which doesn't cope with non-ASCII characters. Finally, the **Indicate unread and queued mail in the system tray** option controls whether or not icons will appear in the system tray to indicate when there's unread mail in your Inbox or mail in your Outbox waiting to be sent; these icons are enabled by default.

Advanced Features

Customizing the Toolbar

The buttons displayed in the toolbar can be customized by selecting the **Customize** option which is on the **Toolbars** submenu of the **View** menu. This applies to all of *Messenger Pro*'s windows that contain toolbars.



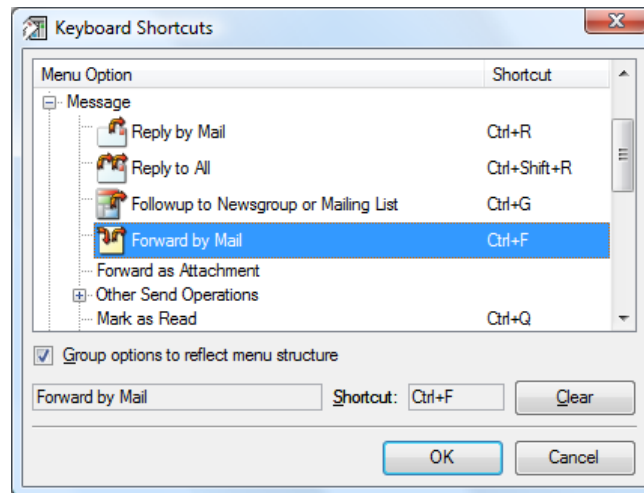
The first option is **Toolbar** which allows you to select which toolbar you want to edit from a menu (the main toolbar is selected by default). You'll see a list of all available actions (i.e. buttons) that can be assigned to the toolbar on the left, and the toolbar's current actions on the right. The current actions are shown in the same order in which they'll appear on the toolbar and can be reordered by selecting an action (or separator) and using the **Move Up** and **Move Down** buttons to reposition it.

To add an action to the toolbar, select the desired action on the left and click the **Add** button; similarly, to add a separator (i.e. a dividing line which allows you to group buttons together) click the **Add Separator** button. The new action appears at the bottom of the list, but can be moved into its desired position as described above. To remove an action that's no longer required, simply select it on the right and click the **Remove** button.

Once finished, click **OK** to save your changes or **Cancel** to restore your previous toolbar configuration.

Customizing Keyboard Shortcuts

Messenger Pro's keyboard shortcuts can also be customized, using the **Keyboard Shortcuts** option on the **Tools** menu. You can then assign a shortcut to any option in *Messenger Pro's* menus, or change existing shortcuts.



On the left is a tree representing *Messenger Pro's* menu structure; on the right appear the shortcuts currently assigned to each option. To change a shortcut, simply select the option you want to change and type the shortcut you want to assign to it. Note that in order to allow keyboard navigation of the menu tree, certain keys can't be used to assign shortcuts in this way; therefore, as an alternative, you can click the **Shortcut** field at the bottom of the window, causing it to highlight, and then type the desired shortcut.

If you deselect the option **Group options to reflect menu structure**, a simple listing of options and shortcuts will be used allowing you to sort the options alphabetically by name or by shortcut by clicking on the column headings.

Clicking **OK** will save your changes and apply the shortcuts immediately.

Viewing and Editing Message Source

The **Message Source** option in the message viewer will display the raw text of the message in full, exactly as it was received by *Messenger Pro*, including its full header and any MIME headers and boundaries. This is only useful for advanced users who have an understanding of message headers

and are looking for something in particular that isn't otherwise displayed. Normally the information displayed in the header pane will be sufficient for most users.

Any messages stored within *Messenger Pro's* database (with the exception of messages stored on remote IMAP servers) may have their source edited so that changes can be made to them and then saved back. This can be useful when archiving messages as it allows annotations to be made or for irrelevant material to be stripped out before archiving.

To edit the current message, select **Edit Message** from the **Message** menu. You will be presented with the source of the message which will be editable, allowing you to make any changes you require. Selecting this option again will end the edit, prompting you to save or discard any changes made. Selecting **Save** from the **File** menu during the edit will also save the changes.

Message Utilities

The **Utilities** submenu on the **Message** menu of the message viewer allows you to create *Messenger Pro* objects, e.g., filters and contacts, based on the current message. **Create Filter from Messages** will look at the current message, or selection of messages, and attempt to find any characteristics that they share, so that a filter can be created to recognise them. **Create Mailing List from Message** will look at the current message and attempt to create a mailing list that has the right name, posting address and filtering criteria to successfully set up a mailing list group for future messages received from the same mailing list. **Add Sender to Address Book** will create a new contact for your address book using the message sender's details. The plus icon to the left of the sender in the header pane will also select this option. **Add Sender to Approved Sender List** will similarly create an entry for the current sender in the list of addresses consulted during junk filtering (displayed in the Junk Mail Filtering window), preventing messages sent by that sender from being filtered.

It is also possible to set up kill rules, i.e. filters, to block any future messages received from the current message sender, or with the same subject, using the **Add Kill Rule for this Sender** and **Add Kill Rule for this Subject** options. The cross button next to the sender and subject in the header pane will also do this. Finally, the **Add Kill Rule for Descendants** will block any replies to the current message. In all three cases, a suitable filter will be created which marks blocked messages as read, bringing up the filter properties editor for the created filter so that you can make any changes that may be required.

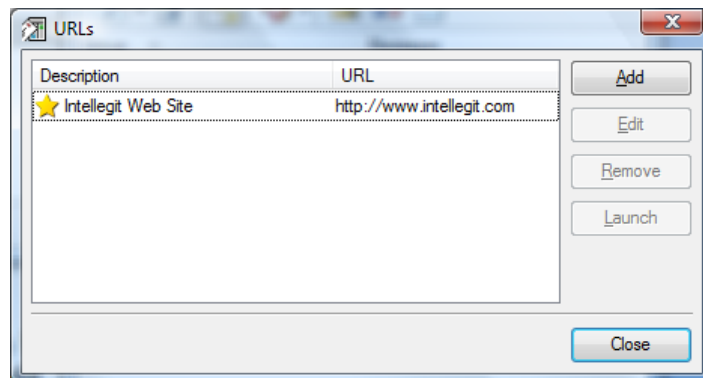
URLs

Messenger Pro will highlight any URLs, e-mail addresses or message IDs appearing in messages allowing you to click on them to launch them. Clicking on a URL will launch it in your web browser, whereas *Shift*-clicking it will record the URL for opening later. A selection of text can also be launched as a URL by selecting **Launch URL** from the **Edit** menu. This then allows the URL to be edited before launching.

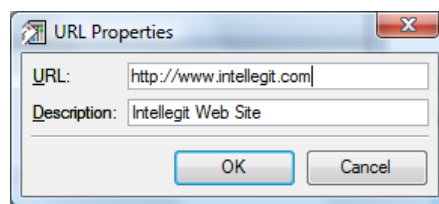
It isn't generally possible to automatically distinguish between an e-mail address and a message ID since they have the same format, so *Messenger Pro* will treat clicks on either as an attempt to send mail to an e-mail address, opening a send window with the address filled in, and a *Shift*-click as an attempt to view a message from its ID. This will bring up a menu allowing you to **View Message** which will display the message if *Messenger Pro* already has it, **View Message using Google** which will use Google Groups (<http://groups.google.com/>) to attempt to find the message in its

archive, or **View Message using Google (Defer)** which will do the same but generate a URL for future launching rather than display it immediately.

Any saved URLs may be viewed by selecting **URLs** from the **Tools** menu in the main window.



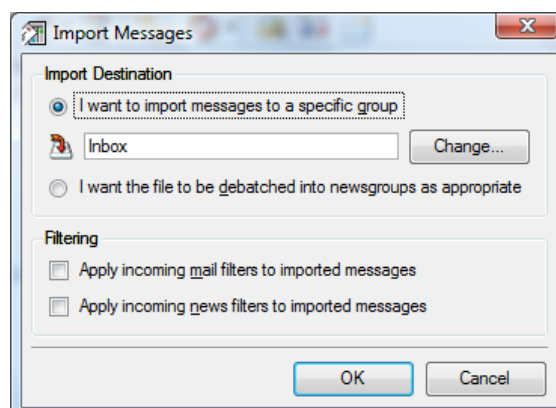
Selecting a URL and clicking **Launch** will launch the URL in a browser. URLs can then be removed by clicking **Remove** and edited using **Edit**. New URLs can also be added using **Add**. Adding and editing both make use of the URL properties editor which allows you to enter a URL and a description to go with it.



Importing & Exporting Messages

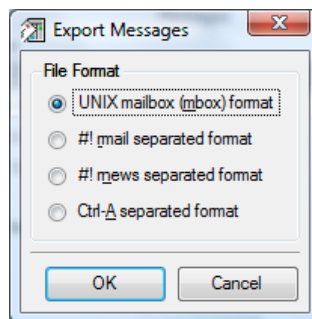
Messenger Pro can import messages from mail or news batch files created by other mail and news software that are in standard mailbox or mail/news batch format (mbox, rmail, rnews format, etc.). This provides a convenient way to transfer messages from your existing software into *Messenger Pro*. Similarly, you can export messages from *Messenger Pro* to other software via the same types of batch file.

To import one or more batch files, select the **Import Messages** option from the **File** menu. You'll be asked to specify the names of the files which you want to import using a standard file selector, and then how you want to handle the import.



For mail batches, you'll generally want to import the messages into a folder, so the **I want to import messages to a specific group** option should be chosen and the desired folder selected by clicking **Change** and selecting the group from the group selector. Alternatively, for news batches, you may want *Messenger Pro* to put the messages in the right groups by looking at their Newsgroups headers, in which case you should select the **I want the file to be debatched into newsgroups as appropriate** option. You can also optionally **Apply incoming mail filters to imported messages** or **Apply incoming news filters to imported messages** but both these options default to off.

Exporting to a batch file is a simple matter of selecting the groups or messages you want to export and then choosing the **Export Messages** option, also on the **File** menu. After selecting the name of the file to export to, you'll be asked what format the batch file needs to be in. In most cases the default **UNIX mailbox (mbox) format** will suffice which is the most likely format to be supported by other software, but other options are available should you have a requirement for any of them. After selecting the format, all the selected groups or messages will be exported to the file in this format.

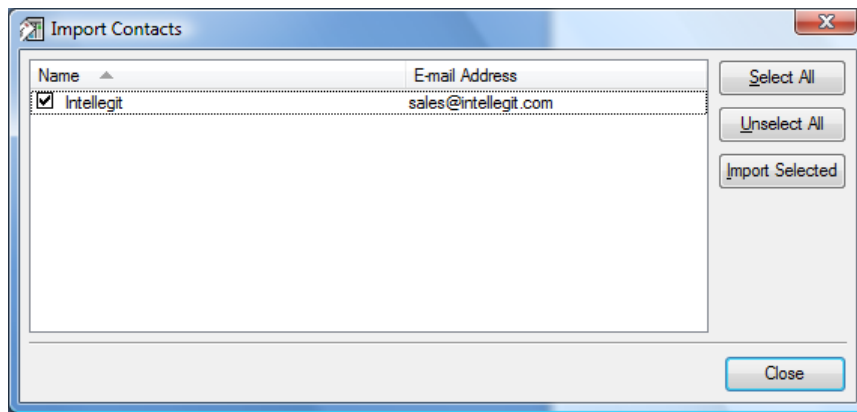


Importing and Exporting Contacts

The Windows version of *Messenger Pro* provides support for importing existing contacts from Outlook or the Windows Address Book. To do this, click on **Import** in the address book window and then **From Outlook** or **From Windows Address Book** depending on which you want to import from. *Messenger Pro* will then connect to the address book and display a list of all contacts it finds.

If you're importing from Outlook, you may receive a warning that a program is trying to access Outlook's e-mail addresses. This is a security precaution added to safeguard against viruses, however since in this instance it is *Messenger Pro* that requires this access, you need to allow it by ticking the **Allow access for** check box and choosing a suitable time interval; an import is unlikely to take more than **5 minutes** and will usually be considerably quicker than this, so this is the suggested setting. Click **Yes** to continue.

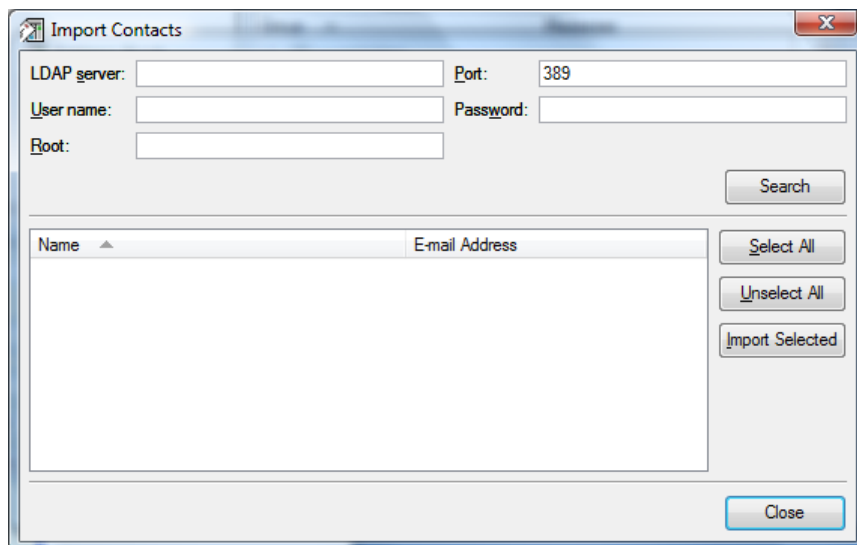
Those contacts that don't already appear in your address book are automatically selected ready for import, but you can deselect contacts or manually select additional contacts by using the check box next to the contact's name. The **Select All** button will conveniently allow you to select all contacts for import, while **Unselect All** will unselect them. When you're happy with the selection, you can press **Import Selected** to copy the selected contacts to your address book, and finally **Close** to close the import window.



Users of the RISC OS versions of *Messenger Pro* and *Pluto*, or of *Forté Agent* may also import their existing address books by clicking **Import**, choosing **From Messenger Pro (RISC OS)**, **From Pluto CSV (RISC OS)** or **From Agent** from the pop-up menu and then selecting the address book file from the file selector.

vCards (a standard file format for exchanging contact information) may be imported by selecting the **From vCard(s)** option from the import menu, and exported by clicking **Export** and selecting the required format (version 3.0 or 2.1) from the pop up menu.

Additionally, *Messenger Pro* has the capability of importing contacts from an LDAP server. Simply select the **From IMAP Server** option from the import menu, complete the details of your server and click **Search** to list all available contacts. You may then select and import contacts as required.



Database Maintenance

Messenger Pro's database should need no maintenance as it looks after it itself. However, in the event of problems or system crashes, inconsistencies in the database may develop which manifest themselves as unexpected behaviour or random errors. In these situations, *Messenger Pro* offers facilities for repairing the database which should hopefully cure these problems. These facilities appear on the **Database Maintenance** submenu off the main **Tools** menu.

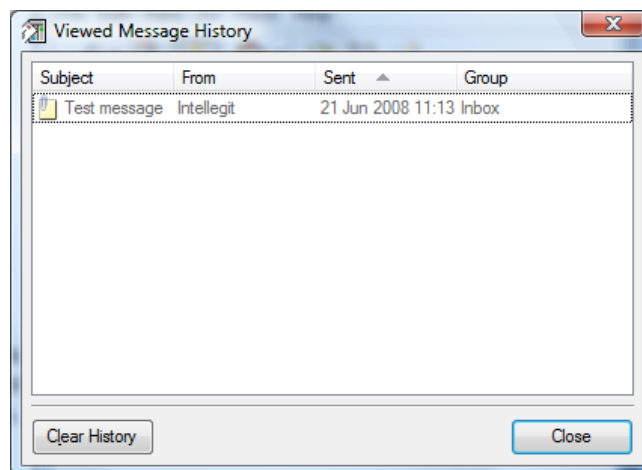
The first thing to try, if the problem seems isolated to one or a few particular groups, is to select the group(s) in the hierarchy viewer and select the **Repair Groups** option. This will scan each group's files for anything that looks like a message and rebuild the group with any messages it finds. You may receive a warning about messages being lost – this refers to blocks of data which initially looked like messages but couldn't be fully retrieved. This may indicate data loss but this may also occur naturally as old, random data is found in the files, perhaps from deleted messages, so the warning should be treated as a warning to check the group's contents yourself since no messages may have been lost after all. The **Repair Groups** option will skip any messages it finds that you yourself have deleted; if you want to recover deleted messages then the alternative **Repair Groups (Undelete)** option may be used which considers all messages.

If a group disappears from the display and can't be found, you can have *Messenger Pro* **Scan for Lost Groups** to see whether it still exists within the database and has simply been omitted from *Messenger Pro's* master index. If any groups are found, you will be asked whether you want to keep them or delete them; deleting may be the right choice if old deleted groups are appearing which weren't deleted successfully the first time for whatever reason.

If accessing messages using the thread menu doesn't work properly, or you're seeing duplicate messages, then *Messenger Pro's* message ID index may be corrupted, in which case the **Rebuild Message ID Index** option will scan all groups and messages to rebuild the index.

Message History

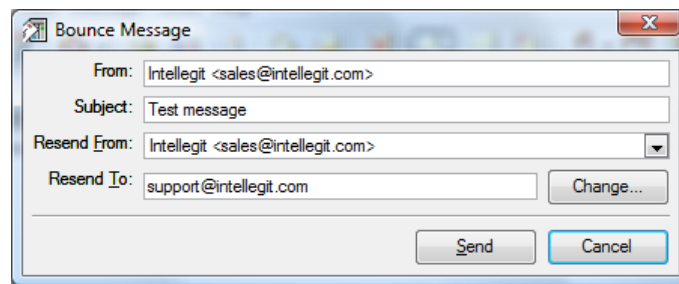
Messenger Pro maintains a list of the last 100 messages you've read which can be useful if you remember reading something but have since left the group in which you read it and can't remember where it was. The history window is opened by selecting **Reopen Message** from the **Go** menu.



Bouncing Messages

Bouncing is a subtle variation on forwarding a message – instead of encapsulating the original message in a new message, the original message itself is resent, preserving all content and headers. It will therefore appear to have come from the original sender with the original subject and date. For this reason, when you bounce a message there are no editing facilities available – you can only choose where to send it (the **Resend To** field) and the identity you're sending it from (the **Resend From** field). This information will be included in the headers of the new message, but apart from

this (and any new headers added during mail transport), the new header will be identical to the old and will appear to the new recipient exactly as it did to you.



Templates

Templates are a means to set up standard responses to messages which can be quickly selected from a menu, automatically filling in details from the message along with fixed text that you've entered. The send window is used to edit templates, with the **File | Save as Template** menu option used to save the current message for future use as a template.

To include content from the message you're responding to, you need to insert one of the following macros available from the **Insert | Macro** menu:

- **%SUBJECT** – the subject of the original message
- **%BODY** – the unquoted body from the original message
 - **%BODY[QUOTED]** – the quoted body
- **%HEADER** – the full header from the original message
 - **%HEADER[field]** – the contents of the specific header *field*
- **%MESSAGEID** – the message ID from the original message
- **%FROM** – the from header from the original message
 - **%FROM[NAME]** – the name part of the from header
 - **%FROM[ADDRESS]** – the address part of the from header
- **%SENDER** – the sender header from the original message
 - **%SENDER[NAME]** – the name part of the sender header
 - **%SENDER[ADDRESS]** – the address part of the sender header
- **%REPLYTO** – the reply-to header from the original message
 - **%REPLYTO[NAME]** – the name part of the reply-to header
 - **%REPLYTO[ADDRESS]** – the address part of the reply-to header
- **%ORGANIZATION** – the organization header from the original message
- **%TO** – the to header from the original message
 - **%TO[NAME]** – the name part(s) of the to header
 - **%TO[ADDRESS]** – the address part(s) of the to header
- **%CC** – the cc header from the original message

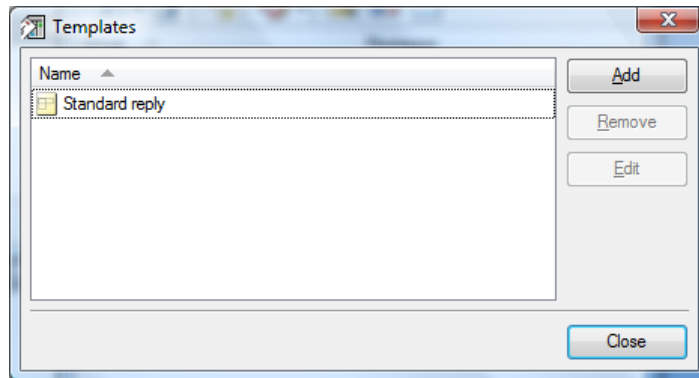
- **%CC[NAME]** – the name part(s) of the cc header
- **%CC[ADDRESS]** – the address part(s) of the cc header
- **%BCC** – the bcc header from the original message
 - **%BCC[NAME]** – the name part(s) of the bcc header
 - **%BCC[ADDRESS]** – the address part(s) of the bcc header
- **%IDENTITY** – the identity of the original message
 - **%IDENTITY[NAME]** – the name part of the identity
 - **%IDENTITY[ADDRESS]** – the address part of the identity
- **%NEWSGROUPS** – the newsgroups header from the original message
- **%FOLLOWUPTO** – the followup-to header from the original message
- **%DATE** – the date header from the original message
 - **%DATE[format]** – the date expressed using format *format*
- **%NOW** – the current date and time
 - **%NOW[format]** – the current date and time expressed using format *format*
- **%GEMINIVERSION** – the current version of *Messenger Pro*
- **%QTVERSION** – the version of Qt used by *Messenger Pro*
- **%PLATFORM** – the platform you're using *Messenger Pro* on (i.e. Windows or Linux)

Note that due to the use of the % character to start a macro, the sequence %% must be used to include a percent character in your message. The following expressions can be used in date formats:

- **d** – the day as number without a leading zero (1-31)
- **dd** – the day as number with a leading zero (01-31)
- **ddd** – the abbreviated day name (e.g. 'Mon'..'Sun')
- **dddd** – the long day name (e.g. 'Monday'..'Sunday')
- **M** – the month as number without a leading zero (1-12)
- **MM** – the month as number with a leading zero (01-12)
- **MMM** – the abbreviated month name (e.g. 'Jan'..'Dec')
- **MMMM** – the long month name (e.g. 'January'..'December')
- **yy** – the year as two digit number (00-99)
- **yyyy** – the year as four digit number (1752-8000)
- **h** – the hour without a leading zero (0..23 or 1..12 if AM/PM display)
- **hh** – the hour with a leading zero (00..23 or 01..12 if AM/PM display)
- **m** – the minute without a leading zero (0..59)
- **mm** – the minute with a leading zero (00..59)
- **s** – the second without a leading zero (0..59)
- **ss** – the second with a leading zero (00..59)
- **z** – the milliseconds without leading zeroes (0..999)
- **zzz** – the milliseconds with leading zeroes (000..999)
- **AP** – use AM/PM display. AP will be replaced by either "AM" or "PM"
- **ap** – use am/pm display. ap will be replaced by either "am" or "pm"

Once saved, templates can be used by selecting the **Message | Other Send Operations | Respond using Template** option, to respond to a specific message, or the **File | New | Mail Message using Template** option, to send a new message based on a template. Both these options should be selected from the main window menu.

Also available from the main window menu is the option **Tools | Templates** which gives a listing of all saved templates.



From here, you may create a new template by clicking **Add** or edit an existing one using **Edit**. In both cases the send window will be opened as a template editor with the restriction that the facility to send messages is not available. Templates can also be deleted using the **Remove** button.

The Keyring Window

Messenger Pro supports the GnuPG public key encryption system (see <http://www.gnupg.org/> for more details including how to install it for use with *Messenger Pro*). Selecting **Keyring** from the **Tools** menu will open the keyring window displaying all keys currently in your keyring. This window allows you to perform basic management functions on your keyring.

Each key will normally be depicted by an icon containing a black key, but if a key has been revoked then it will have a red line drawn through it. Selecting a key and clicking **Remove** will permanently delete it from your keyring. You can also import keys by clicking **Import** and selecting a file to import from and **Export** to a file too.

Updates

Messenger Pro is capable of checking its web site for newer versions and alerting you if one is available. By default, this must be done manually by selecting **Check for Updates** from the **Help** menu, but a check may be made each time you start *Messenger Pro* by enabling the relevant option in the main options window. If a newer version is available then you will be prompted to visit the web site to download it or to view its list of changes. You can also tell *Messenger Pro* to ignore the newer version and you won't be prompted until the next version is released.

You can determine the current version of *Messenger Pro* that you are using by using the **About Messenger Pro** option on the **Help** menu.



Launching From Third Party Applications

Messenger Pro can be launched from third-party applications, web browsers for example, to automatically start a send session based on information in that application, such as an e-mail address or partial message. Such applications usually allow a mail client's command line to be specified in their configuration, which should be one of the following:

```
messengerpro -url %s
```

to launch a URL, usually beginning with mailto:, or just:

```
messengerpro -email %s
```

to send a message to a particular e-mail address. In both cases, %s needs to be replaced by whatever the application uses to identify the particular URL or e-mail address being passed to *Messenger Pro*.

This is not usually required on the Windows or Mac OS X platforms.

Acknowledgements

OpenSSL

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=====
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Messenger Pro User Manual

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[Torrent Example](#)

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Parts of the QCrashHandler class

Parts of the [FreeType](#) projects have been modified and put into Qt for use in the painting subsystem. These files are ftraster.h, ftraster.c, ftgrays.h and ftgrays.c. The following modifications has been made to these files:

Renamed FT_ and ft_ symbols to QT_FT_ and qt_ft_ to avoid name conflicts in qrasterdefs_p.h.

Removed parts of code not relevant when compiled with _STANDALONE_ defined.

Changed behavior in ftraster.c to follow X polygon filling rules.

Implemented support in ftraster.c for winding / odd even polygon fill rules.

Replaced bitmap generation with span generation in ftraster.c.

Renamed ftraster.h as qblackraster_p.h.

Renamed ftraster.c as qblackraster.c.

Renamed ftgrays.h as qgrayraster_p.h.

Renamed ftgrays.c as qgrayraster.c.

See src/3rdparty/freetype/docs/FTL.txt and src/3rdparty/freetype/docs/GPL.txt for license details.

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Parts of the internal QMap class on X11 platforms

pnmscale.c - read a portable anmap and scale it

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Parts of the internal QImageSmoothScaler::scale() function use code based on pnmscale.c by Jef Poskanzer.

Change History

- 2.60 (May 2009) Added Qt licence details in Acknowledgements
Added description of Toggle Read/Unread button

- 2.66 (August 2010) Added Clone/Move Up/Down By buttons to filter window
Added mention of Pluto CSV import in address book window
Removed number of characters for word wrap in options window
Changed logo

- 2.66.6 (February 2011) Added description of option to filter locked messages