

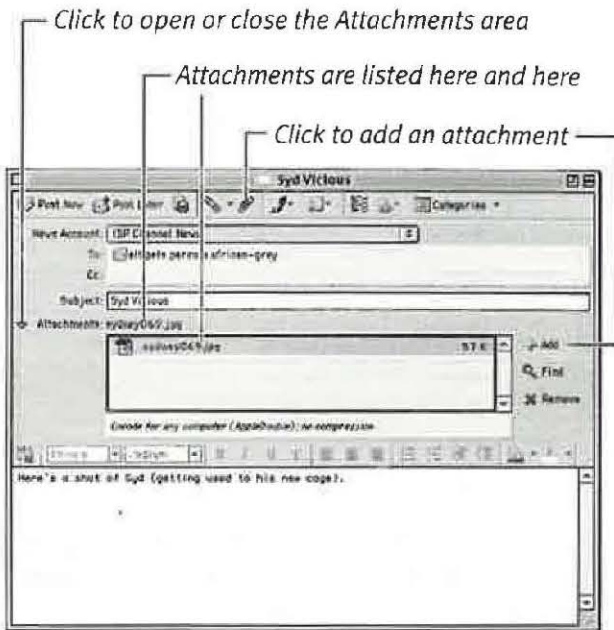


Figure 15.5 Attachments to a news article are listed in the box below the Subject line.

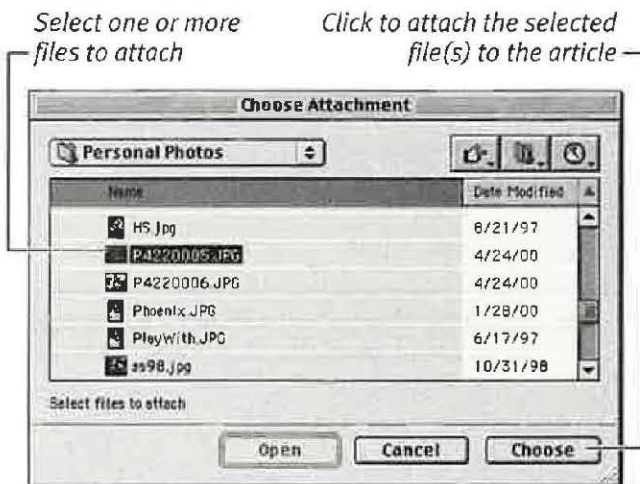


Figure 15.6 Select a file to attach to the current article.

Adding attachments

Some newsgroups—especially picture ones, such as the alt.binaries newsgroups—encourage you to include attachments with your articles.

To add attachments to an article:

- ◆ Click the Add Attachments button in the message-window toolbar.
- ◆ Choose Message > Add Attachments or press **⌘E**.
- ◆ Open the Attachments section of the message window and click the Add button (**Figure 15.5**).

or

- ◆ Drag file icons into the Attachments section of the message window.

If you add an attachment by using any of the first three methods, the Choose Attachment dialog box appears (**Figure 15.6**). Select one or more files and click Choose.

continues on next page

✓ Tips

- To simultaneously address a reply to a newsgroup and email a copy of it to the person who wrote the article, choose Message > Reply to All or press **(Shift)(⌘)(R)**.
- When you reply to a newsgroup article, resist the temptation to change the Subject line. Unaltered, that line will read *“Re: original subject.”* As long as you don’t change the Subject, newsreaders will be able to properly classify your post as part of a thread.
- The formatting of forwarded text depends on a setting in the Reply & Forward tab of the Mail & News Preferences (**Figure 15.7**).
- To add your signature to an article, click the Signature button and choose a signature—or choose one from the Message > Signature submenu. To create a new signature or edit an existing one, choose Tools > Signatures.
- You can add multiple attachments to an article simultaneously, rather than choose them one by one. In the Choose Attachment dialog box, **(Shift)**-click file names to choose multiple attachments.
- When you are composing an article, you can use the same options that are available to you for email. You can insert hyperlinks or add a colored background for HTML articles, for example. For additional information, see Chapter 10.
- Unlike email sent to friends, newsgroup articles are not posted immediately. If you don’t see your article in the message list, check again in an hour or two.

Specify formatting for forwarded messages and articles

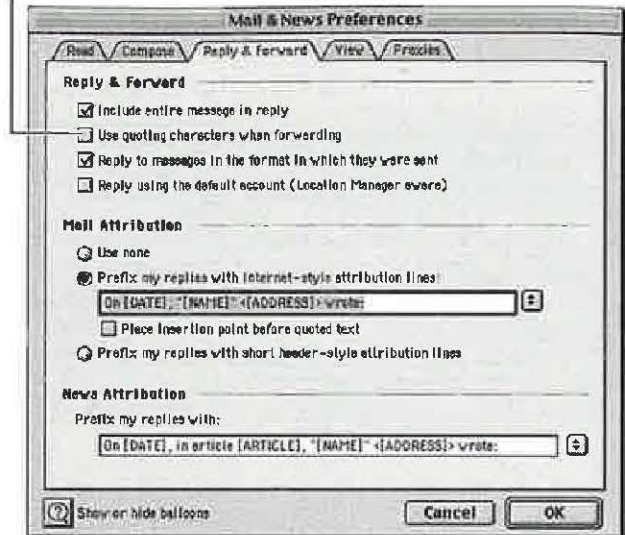


Figure 15.7 When checked, forwarded text is quoted (>). When unchecked, forwarded text is denoted by special header text (see Figure 15.3, top).

Message header

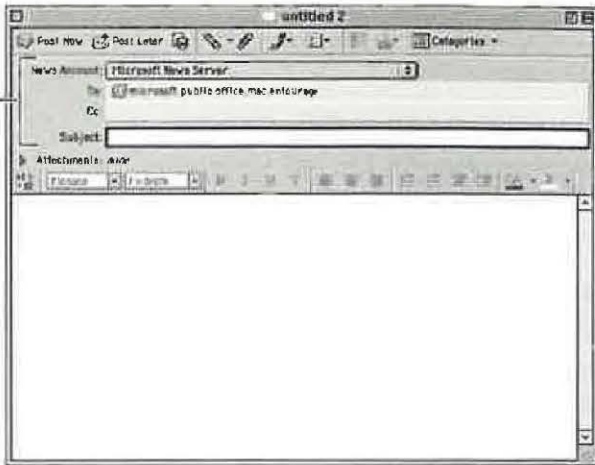


Figure 15.8 The header contains a list of recipients (newsgroups and/or individuals) and a subject. If the article will be posted to one or more newsgroups, it must also contain a news account—that is, a specific news server to which it will be sent.

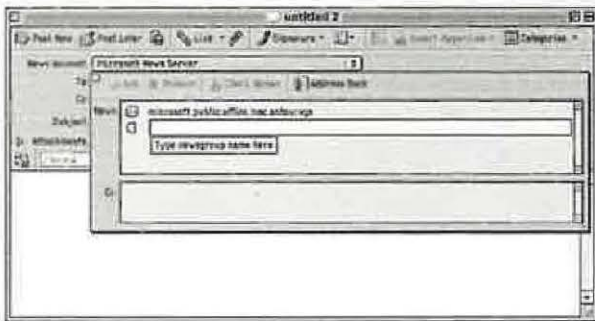


Figure 15.9 If you click the To box in the header, you can send the article to additional newsgroups.

Addressing the Article

When readying an article for posting, you must fill in some lines in the message header (**Figure 15.8**). The procedure varies, depending on whether you are posting to a newsgroup; replying to a newsgroup; or replying, forwarding, or redirecting an article to an individual.

The message header may contain the following lines:

- ◆ **News Account.** This is the news server to which the article will be posted. This line is filled in for you automatically, based on the newsgroup you are currently viewing. If you are not viewing a newsgroup, your default news server is used. This line appears when you are posting a new article or have chosen the Reply or Reply to All command. If you are forwarding or redirecting an article as email, this line does not appear.
- ◆ **To.** This line always appears, whether you are posting a news article, replying to a newsgroup, or forwarding or redirecting an article to an individual via email. If you are viewing a newsgroup and posting a new article or a reply to it, the newsgroup's name is automatically entered. If you are replying directly to an article's author, the person's email address is entered for you. You can add other newsgroups or email recipients by clicking the To or Cc lines in the message header (**Figure 15.9**).
- ◆ **Cc.** Enter the names of individuals and/or newsgroups to which a copy of the article will be sent. This line is available for all types of posts except redirects.

continues on next page

- ◆ *Bcc*. This line appears only when you are replying to an individual or forwarding an article. Enter the names of individuals to whom a copy of the article will be emailed. *Bcc* stands for *blind carbon copy*; other recipients will not see the names of the individuals to whom you've emailed a blind carbon copy.
- ◆ *Subject*. Enter a descriptive title for the article. Don't change the Subject if you are replying to an article.

✓ Tips

- When you are composing a new article, replying to a newsgroup, or replying to an article's author, some header lines are filled in for you.
- To make sure that an author sees your reply, choose Message > Reply to All or press **(Shift)(⌘)(R)**. This command addresses the message to the newsgroup and also emails a copy to the original author.
- You can post an article to several newsgroups, although doing so usually isn't a good idea, and it works only if the newsgroups are on the same news server. To post to newsgroups on different servers, you must send a copy of the article to each news server.

WORKING OFFLINE

In addition to working interactively with Entourage (reading and replying to news articles while online), you can do newsgroup work while *offline* (when you aren't connected to the Internet).

Why would you want to work offline? Here are a few common reasons:

- ◆ If your Internet account doesn't provide for unlimited access, you can save on time-based connect charges by doing much of your work while offline.
- ◆ If you are traveling and have a portable computer, you can read the downloaded newsgroup articles.
- ◆ If you use your phone line for both voice calls and Internet access, you can work offline to free up the phone line.

✓ **Tip**

- In addition to doing newsgroup work offline, you can compose email messages while offline, connecting to send them and then quickly disconnecting.

Reading News Offline

If you don't want to tie up your telephone line while you read through a bevy of newsgroup articles or if you are charged for Internet access based on your connect time, you can download newsgroup articles and then work offline. This way you keep your time online to a minimum.

This section describes the process of working offline with newsgroups.

To read news offline:

1. If you are currently working offline, return to online mode by choosing File > Work Offline.
2. Download new headers for a newsgroup that interests you by selecting its name in the Folder list and then clicking the More button or choosing View > Get More News Messages.
3. Disconnect from the Internet by choosing File > Work Offline and then issuing the Disconnect command in your dialer control panel (Remote Access, for example).
4. Examine the new headers while offline, and click the header of the first message that you'd like to download.

The dialog box shown in **Figure 16.1** appears.

5. Click Cancel to dismiss the dialog box.
6. ⌘-click the headers of all additional articles you want to read.
7. Choose Message > Receive Entire Message.
The dialog box shown previously in Figure 16.1 appears again.
8. Click Override.

You automatically reconnect to the Internet—just long enough to download the marked messages. When Entourage is done, it automatically reverts to working offline.

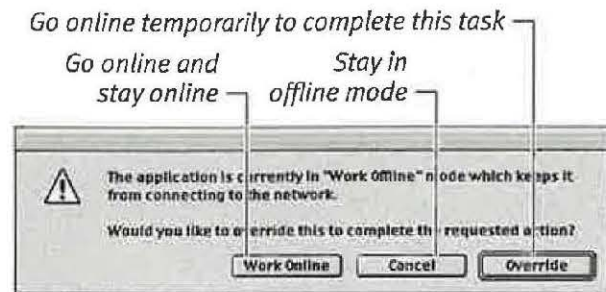


Figure 16.1 Click Cancel to continue working in offline mode.

Specify the maximum number
of message headers to retrieve

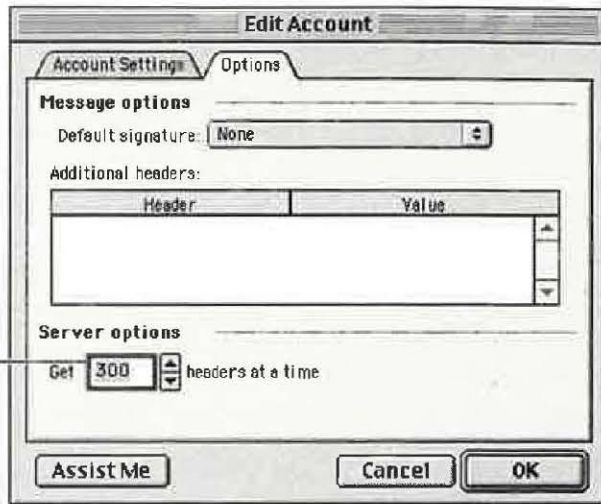


Figure 16.2 When you are retrieving message headers from a given news server, Entourage retrieves this many headers for each newsgroup. You can set a different maximum for each news server.

Click to choose the newsgroups to update

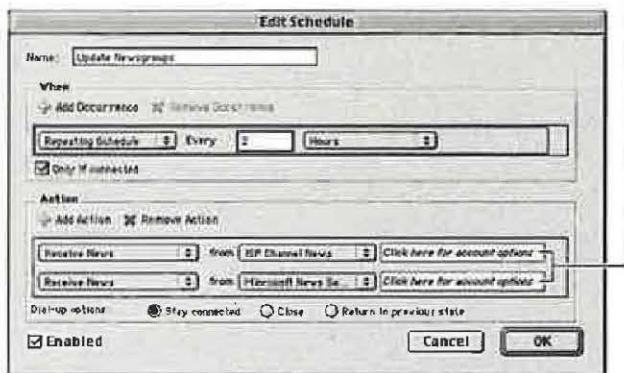


Figure 16.3 You can create a schedule for one or more news servers that fetches new headers for selected newsgroups.



Figure 16.4 Message headers will be downloaded for all checked newsgroups when the schedule runs.

9. Using your dialer control panel (such as Remote Access), disconnect from the Internet.

10. Repeat these steps for each additional newsgroup of interest.

11. Read the newly downloaded articles at your leisure.

✓ Tips

- Each time you click More or issue the Get More News Messages command, additional message headers are downloaded (assuming that all headers haven't already been downloaded). To view or change the maximum number of headers that are downloaded each time, choose Tools > Accounts, click the News tab in the Accounts dialog box, select a news server, click the Edit button, and then click the Options tab of the Edit Account dialog box (**Figure 16.2**).

- If your goal is to minimize online time, be sure to check the status bar of the Entourage main window. It should read *You are working offline* while you are picking messages to download. If not, choose File > Work Offline.

- If you regularly follow a large number of newsgroups, you may want to replace step 2 of the preceding procedure with a downloading schedule. Instead of downloading headers from each newsgroup manually, one by one, you can use a schedule to specify a list of newsgroups for which new headers will be downloaded. If you use multiple news servers, create a separate Action for each one, as shown in **Figure 16.3**. To specify which newsgroups to download from each server (**Figure 16.4**), click the button labeled Click Here for Account Options in the Edit Schedule dialog box. For more information about creating schedules, see Chapter 12.

Composing and Posting Articles Offline

While offline, you can create new articles for newsgroups and write replies to articles (see Chapter 15). Rather than send the articles immediately, Entourage holds them in your Outbox until the next connection with the news server is made.

To post articles:

1. Create the message while offline.
2. Do one of the following:
 - ▲ Click the Send Now, Send Later, Post Now, or Post Later button.
 - ▲ Choose Message > Send Message Now, Message > Send Message Later, Message > Post Message Now, or Message > Post Message Later.
 - ▲ Press **⌘K** or **Option⌘K**.
3. If you chose a “Now” command, you are given an opportunity to send the message immediately (refer to Figure 16.1); click Cancel. The message is stored in your Outbox.
 If you chose a “Later” command, the message is automatically stored in your Outbox.
4. When you are ready to connect to your mail server, do one of the following:
 - ▲ Choose Tools > Send & Receive > Send & Receive All, click the Send & Receive toolbar button, or press **⌘M**.
 - ▲ Choose Tools > Send & Receive > Send All or press **Shift⌘K**.
 - ▲ Choose Tools > Send & Receive, followed by the name of the email account from which the articles are being sent.

The dialog box shown previously in Figure 16.1 appears again.

5. Click Override to connect, send and receive waiting messages, and then use your dialer control panel (such as Remote Access) to disconnect from the Internet.

or

Click Work Online to connect, send and receive waiting messages, and remain connected.

✓ **Tip**

- Whether the buttons and commands in step 2 are labeled “Post” or “Send” depends on the type of message you have created. A reply addressed to an individual will be a Send, a new message or reply to a newsgroup will be a Post, and a reply to all (sent to the individual and the newsgroup) will be a Post.

CUSTOMIZING ENTOURAGE FOR NEWSGROUPS

17

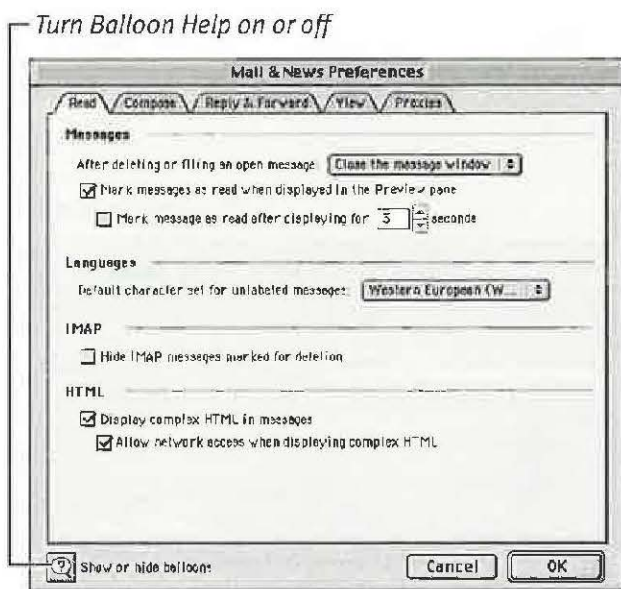


Figure 17.1 Click the tabs at the top of the Mail & News Preferences dialog box to set different classes of preferences. Unless specified as mail- or newsgroup-related settings, most preferences apply equally to email and newsgroups.

You can customize the news portion of Entourage by setting preferences in the Mail & News Preferences dialog box. Although the default settings will suffice for most users, you should glance through this chapter to learn about options that can make your news-reading sessions more productive.

To set preferences, choose **Edit > Preferences > Mail & News** or press **Shift+⌘+J**. The Mail & News Preferences dialog box appears (**Figure 17.1**). The preferences categories correspond to the tabs at the top of the dialog box: Read, Compose, Reply & Forward, View, and Proxies.

As you'll discover, you set both email and newsgroup preferences in this dialog box. This chapter discusses only those options that are related to newsgroup use. Refer to Chapter 12 for instructions on setting email preferences and for an explanation of options that affect both email and newsgroups. See Chapter 8 for information on setting general preferences.

✓ Tip

- If you aren't sure what a preferences setting or option does, turn on Balloon Help by clicking the question mark (?) button in the Mail & News Preferences dialog box or by choosing **Help > Show Balloons**. To turn it off, choose **Help > Hide Balloons**.

Compose Preferences

Compose preferences are set in the Compose section of the Mail & News Preferences dialog box (**Figure 17.2**). The majority of the Compose preferences apply equally to email and newsgroup messages. Refer to Chapter 12 for a discussion of these options.

News format. Select HTML or Plain Text as the default format for outgoing news messages. (You can still override this setting on a message-by-message basis.)

- ◆ *Plain Text.* Currently, most news messages are plain, unformatted text. Choosing this option assures you of compatibility with all newsreaders, mail systems, and computer platforms.
- ◆ *HTML.* Messages formatted with HTML (Hypertext Markup Language) can contain paragraph alignments, fonts, sizes, styles, and colors. Such formatting, however, is visible only to users who have HTML-capable newsreaders or when the message is viewed in a browser.

✓ Tip

- In general, you should restrict newsgroup posts to plain-text format. If you want to send HTML-formatted messages to a particular newsgroup, scan some of the recent messages first and see whether others are posting formatted messages.

Click to choose a default news-message format

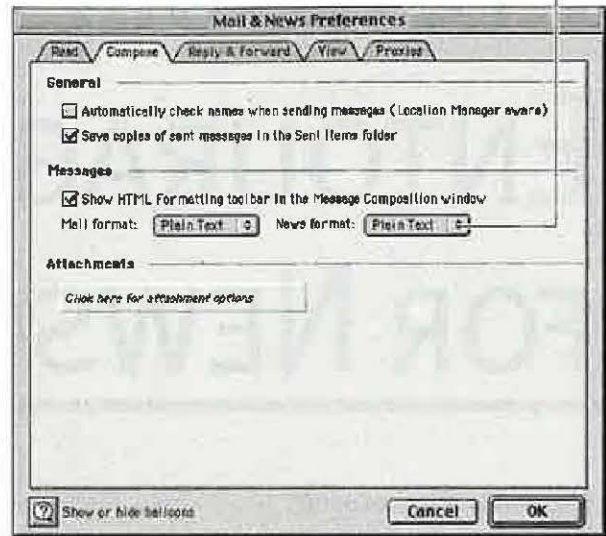


Figure 17.2 The Compose preferences.

News message prefix

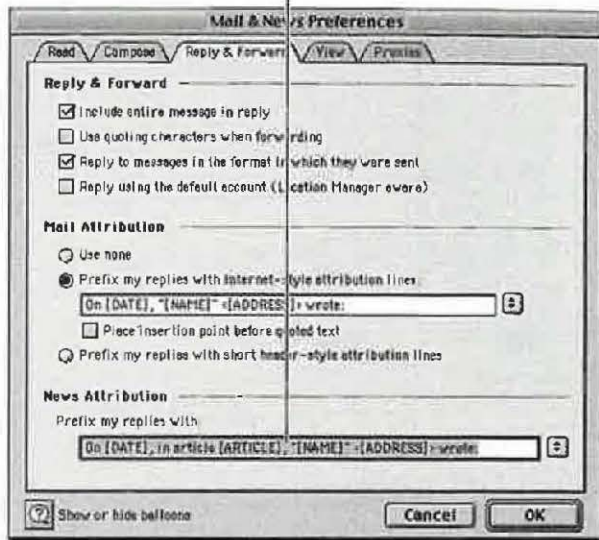


Figure 17.3 Reply & Forward preferences.

News message prefix

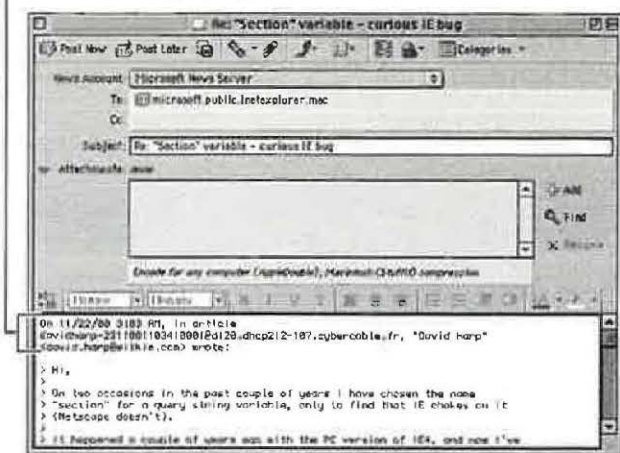


Figure 17.4 Your replies can include an optional text prefix that serves to identify the article to which you're responding.

Reply & Forward Preferences

The Reply & Forward preferences (Figure 17.3) apply to incoming email messages and newsgroup articles to which you are writing a reply or are forwarding to others.

News attribution

- ◆ *Prefix My News Replies With.* To make it easier for newsgroup followers to determine the article to which you are replying, you can preface replies with an optional text string that contains an article identifier, the author's name, the author's email address, and/or the date on which the article was posted (Figure 17.4).

Although attribution text can contain only the four information placeholders (name, date, address, and article), you can arrange them in any order that you like; include all, some, or none of them; and change the surrounding text. To insert a placeholder, position the insertion point at the desired spot in the text string and choose the placeholder name from the pop-up menu.

✓ Tips

- The attribution text is added only to replies. Forwarded text contains the original message's Internet header, which contains similar information.
- To eliminate the attribution text from your replies, delete the entire text string in the News Attribution box.

View Preferences

View preferences apply equally to email and newsgroups. The View preferences make it simple to distinguish read from unread articles and subscribed from unsubscribed newsgroups.

Messages

- ◆ *Toggle Open Threads That Contain Flagged Messages.* When this option is enabled, if any thread contains at least one flagged article, the entire thread is expanded automatically, so you'll see that it contains a flagged article.

Note that unless you've created news rules that flag articles of interest automatically or have manually flagged important articles, this option has no effect.

Subscriptions

- ◆ *Show Newsgroups and IMAP Folders Using These Colors.* Specifying colors for subscribed and unsubscribed newsgroups makes it easy to determine the newsgroups to which you currently subscribe. Click the Show Newsgroups and IMAP... checkbox, and then choose colors by clicking the Subscribed and Unsubscribed boxes (Figure 17.5). The chosen colors are applied to the newsgroup names when you view the newsgroup list for a news server.

Click to choose colors

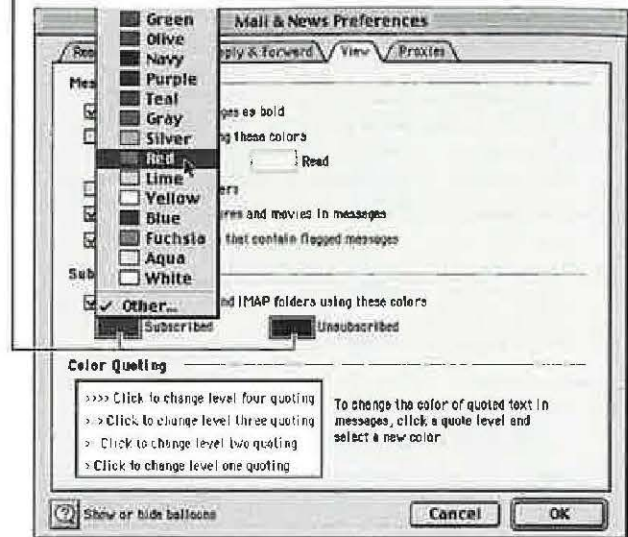


Figure 17.5 Entourage can color-code newsgroup names, enabling you to distinguish subscribed-to newsgroups from ones to which you don't subscribe.

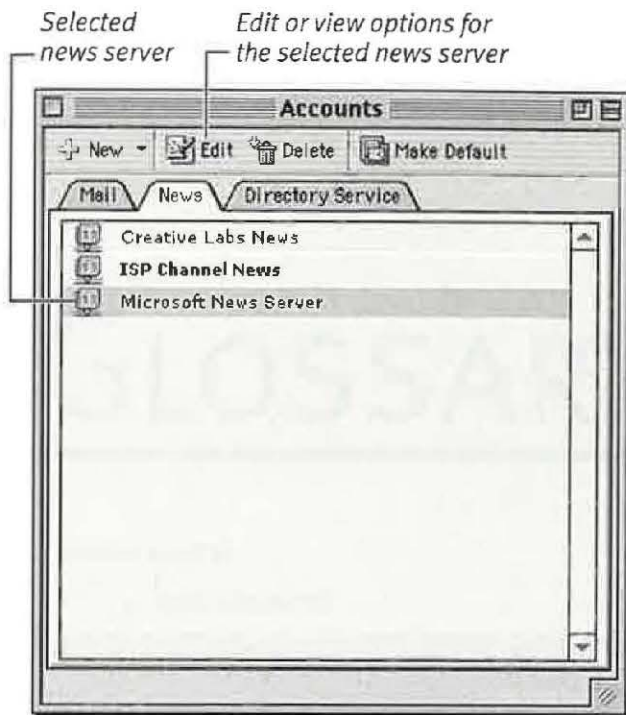


Figure 17.6 The Accounts dialog box (News tab).

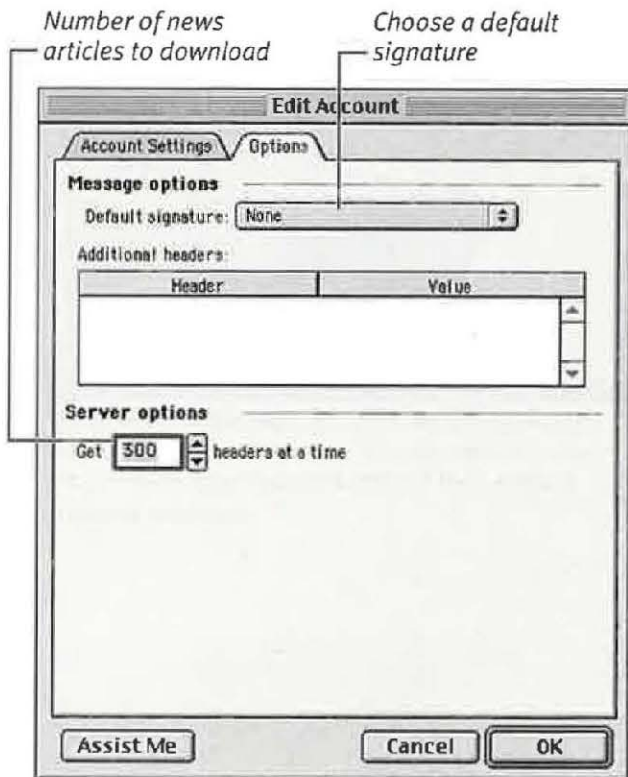


Figure 17.7 You set server-specific preferences in the Options tab of the Edit Account dialog box.

News-Server Settings

Two additional news-related preferences appear in the Options tab of the Edit Account dialog box. These options allow you to:

- ◆ Specify a default signature to append to articles that you write
- ◆ Specify the number of news headers that will be downloaded whenever you issue the View > Get More News Messages command or click the More toolbar button

These preferences must be set separately for each news server.

To set server-specific preferences:

1. Choose Tools > Accounts.
The Accounts dialog box appears.
2. Click the News tab at the top of the dialog box to view the list of news servers (**Figure 17.6**).
3. Select a news server, and click the Edit button.
The Edit Account dialog box appears.
4. Click the Options tab at the top of the dialog box (**Figure 17.7**).
5. To specify a default signature to append to your newsgroup posts, choose it from the Default Signature pop-up menu.
6. To specify the number of new messages that you want to download whenever you issue the View > Get More News Messages command or click the More button, enter a number in the Server Options section of the dialog box.
7. Click OK.

continues on next page

✓ Tips

- You can create, view, and edit your signatures by choosing Tools > Signatures. To learn more about signatures, see Chapter 10.
- The actual number of new messages that will download for a given newsgroup may sometimes be less than the number specified in step 6 of the preceding task. If only 29 new messages download, for example, it means that you have previously downloaded all but those 29 messages—and now you are caught up.

A

GLOSSARY

Attached graphic

Attachment icon

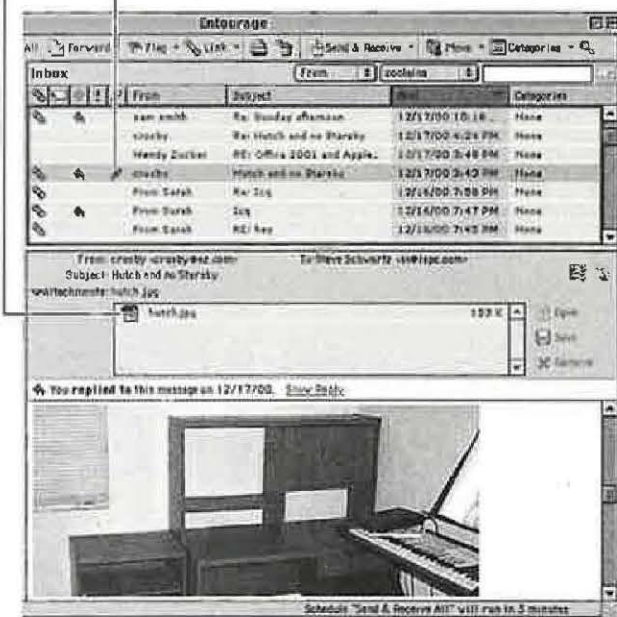


Figure A.1 In Entourage, a paper-clip icon indicates that a message contains one or more attachments. You can view attached JPEG and GIF files without changing programs.

If you're new to the Internet and the World Wide Web, you'll find that there's a whole new language for you to learn. This glossary contains definitions for many of the terms and abbreviations you'll encounter.

address See *URL*.

Address Book In a program like Entourage, a repository for saved email addresses, enabling you to address email by selecting a stored address rather than typing it.

application A computer program, such as Microsoft Entourage or Adobe Photoshop.

archive One or more files that have been compressed into a single file, frequently to make transmission over the Internet speedier. Macintosh archives used on the Internet are normally in two formats: MacBinary (.bin) or BinHex (.hqx). The former generally are much smaller than the latter. See also *self-extracting archive* and *StuffIt Expander*, *StuffIt Deluxe*.

article A newsgroup message.

attachment A file (such as a text or word processing document, graphic image, or program) that is sent along with an email message (**Figure A.1**). See also *email*.

bookmark Netscape Communicator's term for a favorite Web site. See also *favorite*.

bps Abbreviation for *bits per second*, a measure of a modem's speed or file-transmission rate. A 33.3 modem, for example, can transmit up to 33,300 characters of data per second.

browser or **Web browser** A program, such as Internet Explorer 5 (Figure A.2), that enables you to view information on the World Wide Web. Browser features are often extended to enable email and news-group handling.

compression, file A process for making files smaller. Files downloaded from and uploaded to the Internet and information services, as well as files attached to email messages, are often compressed to reduce their size and transmission time. The most popular compression programs are PKZIP and WinZip (PC) and Stuffit Deluxe (Mac). See also *self-extracting archive* and *ZIP file*.

copy and paste, cut and paste Editing processes. Selected objects can be copied or cut from a document and then pasted elsewhere into the same document, a different document, or even a different document in another application. See also *drag and drop*.

domain The name of an ISP, such as world.net or Peachpit.com. See also *ISP* and *user name*.

download To retrieve a text, data, or program file from another person's computer, an information service, or a location on the Internet. See also *upload*.

drag and drop A Macintosh System software feature that acts as a shortcut for a cut-and-paste or copy-and-paste operation. Using this feature, you can drag selected text or objects (such as graphics) from one part of a document to another or from one document to a different document. See also *copy and paste, cut and paste*.



Figure A.2 A browser enables you to view pages, such as this one, as well experience the complex visual and audio multimedia effects that have become commonplace on the Web.

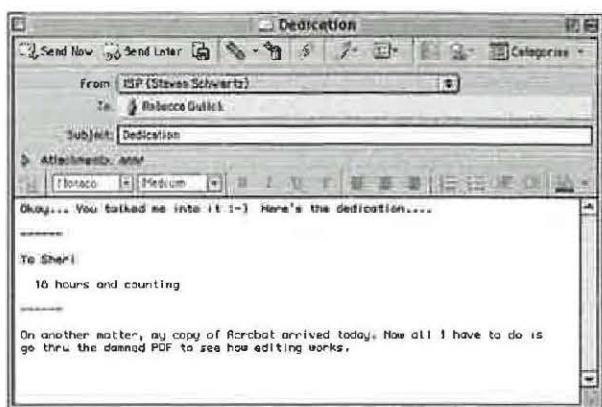


Figure A.3 Entourage enables you to exchange email messages with friends, family, and business associates.



Figure A.4 To view messages in a particular Entourage folder, click the appropriate folder icon in the Folder list.

email Short for *electronic mail*. Email messages are text notes created in an email program, a browser, text editor, or word processing program and then sent over the Internet (**Figure A.3**). Optionally, email can include attachments, such as text files, word processing documents, graphic images, or even programs. See also *attachment*.

email address The unique address that identifies a person on the Internet. When you send email to an individual, you indicate where the message is to be delivered by entering an email address.

extension, file A three-character suffix for Windows filenames that indicates a file type, such as .zip (a WinZip or PKZIP archive) or .jpg (a type of graphics file).

favorite A Web page that you visit frequently. Browsers, such as Internet Explorer 5, typically provide features for remembering and organizing favorites. Favorites are often referred to as *bookmarks* in other programs.

folder The term for a directory on a disk; a container for files. Creating folders enables you to organize your files better. Entourage uses its own folders (**Figure A.4**) to enable you to organize your messages by topic.

forward To send a copy of a received email message to another user. To show that the message has been copied, each line of the original text usually is marked with a greater than (>) symbol. See also *redirect*.

freeware Software that you can use for free. When redistributing such material, however, you must abide by the author's instructions. See also *shareware*.

FTP site Abbreviation for *File Transfer Protocol*; a site whose purpose is to transmit and receive files. When you click a link on a Web page to download a program, for example, you may note in the browser's status area that you are being transferred to an FTP site.

GIF file Abbreviation for *Graphic Interchange Format*, a popular format for creating compressed graphic files. GIF and JPEG are the two universally supported file formats for displaying graphics on the Web. See also *JPEG file*.

home page The first or starting page of a Web site, sometimes referred to as the *index page*.

HTML Abbreviation for *Hypertext Markup Language*, the language used to create pages for the World Wide Web.

IMAP Abbreviation for *Internet Message Access Protocol*; like POP, a protocol for handling incoming email. Messages on an IMAP mail server, however, are not delivered to your computer. They remain on the server, and you use your email program (such as Entourage) to view them, in the same manner that you open and view files over a network. See also *mail server*, *POP*, and *SMTP*.

Inbox The message folder in an email program that receives new incoming mail.

Internet The worldwide collection of interconnected computers.

Internet Calendaring, iCalendar

An Internet protocol that enables calendar applications, such as Entourage and Microsoft Outlook 2000, to exchange invitations to scheduled events (a school-board meeting or dinner, for example).

ISP Abbreviation for *Internet Service Provider*; a company that provides access to the Internet, usually for a monthly or hourly fee.

Java A cross-platform programming language used to embed small programs (called *applets*) in Web pages.

JPEG file Abbreviation for *Joint Photographic Experts Group*; a popular file format for creating compressed graphic files (**Figure A.5**). See also *GIF file*.

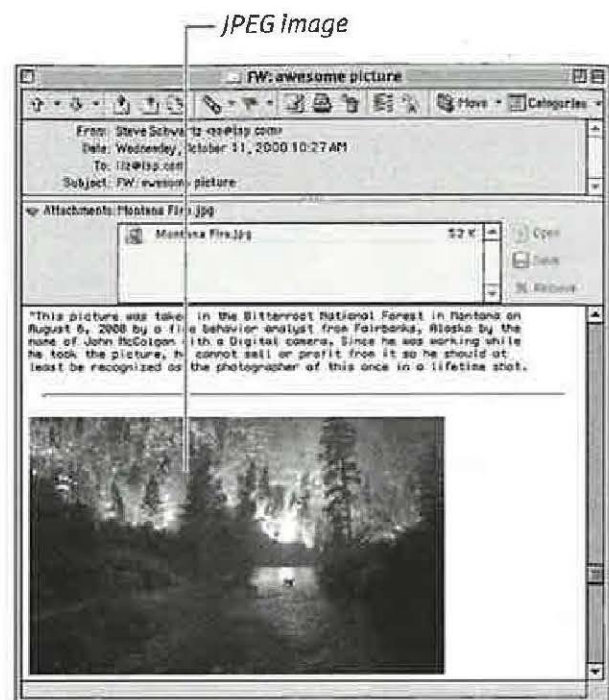


Figure A.5 JPEG is an extremely common file format for graphics on the Internet. Many such files are embedded in Web pages. JPEG also is the most common format used for exchanging pictures via email.

POP or **POP3** Abbreviation for *Post Office Protocol*, a protocol for routing email. Email arriving at an ISP is frequently handled by a POP/POP3 server. After the server has delivered your email to you (via Entourage), the mail is deleted from the POP server. See also *mail server*, *IMAP*, and *SMTP*.

publish To post material on a Web page, making it available for viewing in a Web browser. See also *browser*.

redirect Send a received message to another user in its original, unaltered form. See also *forward*.

reply Respond to a received email message.

self-extracting archive A compressed file that, when run, can extract its contents automatically. Unlike normal file archives, a self-extracting archive does not require a special extraction program. See also *compression*, *file* and *ZIP file*.

shareware Software that you can try before you buy. Shareware is distributed on the honor system. If you decide to keep it, you must send its author the requested fee. See also *freeware*.

SMTP Abbreviation for *Simple Mail Transfer Protocol*, a protocol for transmitting email from a computer to an ISP or between mail servers. An SMTP server typically sends outgoing mail from your computer to your ISP. See also *POP*, *IMAP*, and *mail server*.

StuffIt Expander, StuffIt Deluxe

Two utility programs from Aladdin Systems that enable you to extract the contents of any Macintosh archives that you download from the Internet. See also *archive* and *self-extracting archive*.

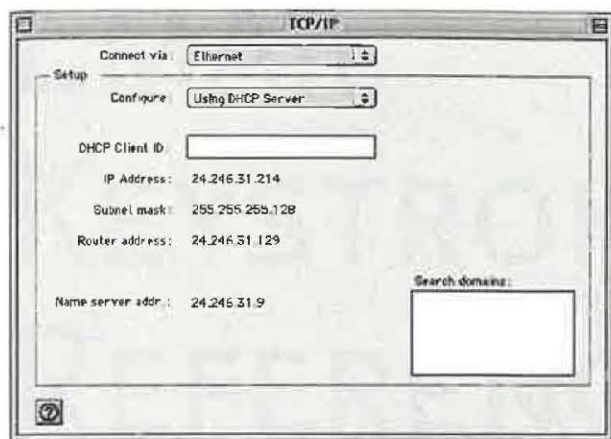


Figure A.8 The TCP/IP control panel is part of the System software that you use to configure your Macintosh for the Internet.

TCP/IP Abbreviation for *Transmission Control Protocol/Internet Protocol*, a network communications protocol that is used to connect computers over the Internet (**Figure A.8**).

thread A set of newsgroup messages, all relating to the same topic.

upload To transmit a text, data, or program file to another person, BBS, information service, or location on the Internet. See also *download*.

URL Abbreviation for *Uniform Resource Locator*, an address for an item on the Internet, such as a Web page or a file. Different types of addresses have different prefixes. Web addresses, for example, are preceded by `http://`, and addresses of FTP sites start with `ftp://`. Sometimes URLs are shortened, as in `www.peachpit.com`.

user name The unique name that you chose (or that was selected for you) to identify yourself on your Internet account. Your email address is composed of your user name, the @ symbol, and the ISP's domain name. See also *email address*, *domain*, and *ISP*.

Web page A page of information on the World Wide Web. Every Web page has a unique address that specifies the page's location. See also *URL*.

Web site A collection of Web pages created for a single company, organization, or individual.

Webmaster The person responsible for administering a given Web site.

World Wide Web An international system for linking text, graphics, and multimedia documents on the Internet; frequently shortened to “the Web.” CERN, the European Laboratory for Particle Physics, is considered to be the birthplace of the World Wide Web, and Tim Berners-Lee is considered to be its creator. The World Wide Web Consortium (www.w3.org) is responsible for setting standards for the Web. The characters `www` in an address prefix (as in `http://www`) stand for World Wide Web.

ZIP file A compressed file or group of files in which the compression protocol is compatible with the algorithm used by PKZIP and WinZip, PC/Windows archiving programs. See also *compression, file* and *self-extracting archive*.

EMAIL KEYSTROKE REFERENCE

B

The following Entourage email-related commands have keyboard shortcuts. Note that many Entourage shortcuts apply equally to email and newsgroup message creation and handling. Refer to Appendixes C and D for additional shortcuts.

Table B.1

General Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Create a new message	⌘N	File > New > Mail Message
Save new or edited message as draft	⌘S	File > Save
Find a message (normal)	⌘F	Edit > Find
Find a message (advanced)	Option ⌘F	Edit > Advanced Find
Go to next/previous folder	↓/↑	
Open selected folder or item in Folder list in its own window	⌘O	File > Open "folder or item"
Create new folder	Shift ⌘N	File > New > Folder
Delete selected folder	⌘Delete / ⌘Delete	Edit > Delete Folder
Send and receive all messages	⌘M	Tools > Send & Receive > Send & Receive All
Send all outgoing mail	Shift ⌘K	Tools > Send & Receive > Send All
Switch identities	Shift ⌘Q	File > Switch Identity
Open the Project Gallery	Shift ⌘P	File > Project Gallery
Set or view General Preferences	⌘;	Edit > Preferences > General
Set or view Mail & News Preferences	Shift ⌘;	Edit > Preferences > Mail & News
Help	Help	Help > Microsoft Entourage Help
Quit Entourage	⌘Q	File > Quit

Table B.2

Window and Dialog-Box Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Close the current window	⌘W	File > Close
Open or view the main window	⌘1	Window > Main Window
Open or view the Address Book	⌘2	Window > Address Book
Open or view the Progress window	⌘3	Window > Progress
Open or view the Calendar window	⌘4	Window > Calendar
Open or view the Tasks window	⌘5	Window > Tasks
Open or view the Notes window	⌘6	Window > Notes
Open the Link Maker dialog box	⌘7	Window > Link Maker
Open or view the Error Log	⌘8	Window > Error Log
Cycle through open windows	⌘~ or Shift⌘~	Window > Cycle Through Windows
Make next/previous section in main window active	Tab/Shift Tab	
Make next/previous text box active (in dialog boxes)	Tab/Shift Tab	
Switch to the next/previous dialog-box tab	Control Tab/Shift Control Tab	
Click default button in a dialog box	Return or Enter	
Click Cancel button in a dialog box	⌘.	

Table B.3

Message List Shortcuts [†]		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Create a new email message	⌘N	File > New > Mail Message
Open the selected message	⌘O, Return, or Enter	File > Open Message
Print the selected message	⌘P	File > Print
Print the selected message, bypassing the Print dialog box	Option⌘P	File > Print One Copy
Search for messages	⌘F	Edit > Find
Perform an advanced search	Option⌘F	Edit > Advanced Find
Select all messages	⌘A	Edit > Select All
Select no messages	Shift⌘A	Edit > Select None
Assign categories to selected message	⌘,	Edit > Categories > Assign Categories
Duplicate the selected message	⌘D	Edit > Duplicate Message
Delete the selected message(s)	⌘Delete or Delete	Edit > Delete Message
Delete current message and view next message	Option⌘J	
Delete current message and view previous message	Option⌘I	
Delete current message and view next unread message	Control⌘J	

[†]These shortcuts assume that one or more messages are currently selected (highlighted) in the message list pane.

Table B.3

Message List Shortcuts[†] *continued*

TASK	KEYBOARD SHORTCUT	MENU COMMAND
Delete current message and view previous unread message	Control ⌘ I	
Delete the current message thread	Option ⌥ Delete	Edit > Delete Thread
Move selected messages to folder	Shift ⌘ M	Message > Move To > Move To Folder
Mark selected messages as read	⌘ T	Message > Mark as Read
Mark selected messages as unread	Shift ⌘ T	Message > Mark as Unread
Mark all messages in folder as read	Option ⌥ ⌘ T	Message > Mark All as Read
View next message in list	⌘ I or ↓	View > Next
View previous message in list	⌘ I or ↑	View > Previous
View next unread message	Control I	
View previous unread message	Control I	
View unread messages only*	⌘ Y	View > Unread Only
View flagged messages only*	Shift ⌘ Y	View > Flagged Only
Increase font size of selected message	Shift ⌘ =	Edit > Increase Font Size
Decrease font size of selected message	Shift ⌘ -	Edit > Decrease Font Size
Scroll message list to beginning	Home	
Scroll message list to end	End	
Scroll message list up one screen	Pg Up	
Scroll message list down one screen	Pg Dn	
Reply to author of message	⌘ R	Message > Reply
Reply to all persons in To and Cc lines	Shift ⌘ R	Message > Reply to All
Reply to author of message from a mailing list	Option ⌥ ⌘ R	Message > Reply to Sender
Forward message as quoted text	⌘ J	Message > Forward
Forward message as unquoted text	Option ⌥ ⌘ J	Message > Redirect
Add sender of message to Address Book	⌘ =	Tools > Add to Address Book

[†]These shortcuts assume that one or more messages are currently selected (highlighted) in the message list pane.

*This command works as a toggle. Repeat it to resume viewing all messages.

Table B.4

Message Preview Pane Shortcuts [†]		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Open message in separate window	⌘O	File > Open Message
Close message (when open in separate window)	⌘W	File > Close
Print the current message	⌘P	File > Print
Print the current message, bypassing the Print dialog box	Option ⌘P	File > Print One Copy
Duplicate current message	⌘D	Edit > Duplicate Message
Delete current message	⌘Delete or Delete	Edit > Delete Message
Delete the current message thread	Option ⌘Delete	Edit > Delete Thread
Delete current message and, if message window is open, close it	Option ⌘Delete	
Copy selected text	⌘C	Edit > Copy
Select all text	⌘A	Edit > Select All
Increase font size for current message	Shift ⌘=	Edit > Increase Font Size
Decrease font size for current message	Shift ⌘-	Edit > Decrease Font Size
Assign categories to current message	⌘,	Edit > Categories > Assign Categories
Find text string in message	⌘F	Edit > Find
Find next instance of text in message	⌘G	
Find next instance of selected text in message	⌘H	
Perform an advanced search	Option ⌘F	Edit > Advanced Find
Hide/show the Preview pane	⌘\	View > Preview Pane
Hide/show Internet headers*	Shift ⌘H	View > Internet Headers
View next message in list	⌘J	View > Next
View previous message in list	⌘I	View > Previous
Move message to a different folder	Shift ⌘M	Message > Move To > Move to Folder
Mark message as read	⌘T	Message > Mark as Read
Mark message as unread	Shift ⌘T	Message > Mark as Unread
Go to beginning of message	Home	
Go to end of message	End	
Scroll up one screen	Pg Up or Control Spacebar	
Scroll down one screen	Pg Dn	
Scroll forward through message	Spacebar	
Scroll forward through message (or, if at end of message, delete message and display next unread message)	Option Spacebar	
Scroll backward through message	Shift Spacebar	

[†]Most of these shortcuts also apply to existing messages that you've opened for reading in a separate window.

*This shortcut is only available when you are viewing a message in its own window.

Table B.4

Message Preview Pane Shortcuts[†] <i>continued</i>		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Reply to author of message	⌘R	Message > Reply
Reply to all persons in To and Cc lines	Shift ⌘R	Message > Reply to All
Reply to author of message from a mailing list	Option ⌘R	Message > Reply to Sender
Forward message as quoted text	⌘J	Message > Forward
Forward message as unquoted text	Option ⌘J	Message > Redirect
Add sender of message to Address Book	⌘=	Tools > Add to Address Book

[†]Most of these shortcuts also apply to existing messages that you've opened for reading in a separate window.

Table B.5

Outgoing Message Shortcuts[†]		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Save current text in the Drafts folder	⌘S	File > Save
Close the message window	⌘W	File > Close
Print the current message	⌘P	File > Print
Print the current message, bypassing the Print dialog box	Option ⌘P	File > Print One Copy
Delete the message	⌘Delete	Edit > Delete Message
Assign categories to message	⌘,	Edit > Categories > Assign Categories
Send current message	⌘K	Message > Send Message Now
Place message in Outbox (to be sent later)	Option ⌘K	Message > Send Message Later
Find text in this message	⌘F	Edit > Find
Add attachments to the message	⌘E	Message > Add Attachments
Check spelling in message	Option ⌘L	Tools > Spelling
Check selected addressee name	Shift ⌘C	Tools > Check Names
Add selected addressee to Address Book	⌘=	Tools > Add to Address Book

[†]These shortcuts apply to messages that you are composing or forwarding, or to which you are replying. See also Table B.6, "Text-Editing Shortcuts."

Table B.6

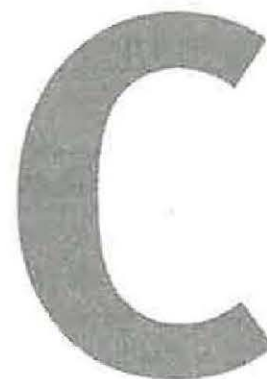
Text-Editing Shortcuts [†]		
Copy selected text to Clipboard	⌘C	Edit > Copy
Cut selected text to Clipboard	⌘X	Edit > Cut
Paste text from Clipboard	⌘V	Edit > Paste
Paste contents of Clipboard as quoted text	⌘'	Edit > Paste as Quotation
Undo last edit [‡]	⌘Z	Edit > Undo
Select all text	⌘A	Edit > Select All
Select the current word	Double-click anywhere within the word	
Select the current line	Triple-click anywhere within the line	
Move insertion point left/right one character	←/→	
Move insertion point up/down one line	↑/↓	
Move insertion point up/down one screen	Option ↑/Option ↓	
Move insertion point to beginning of current or previous word (or beginning of selection)	Option ←	
Move insertion point to end of current or next word (or end of selection)	Option →	
Move insertion point to beginning/end of current line	⌘←/⌘→	
Move insertion point to beginning/end of message	⌘↑/⌘↓	
Scroll up or down one screen without changing insertion point	Pg Up/Pg Dn	
Delete character to the left of insertion point (or delete selected text)	Delete	
Insert a tab	Tab	
Format text as bold [‡]	⌘B	Format > Style > Bold
Format text as italic [‡]	⌘I	Format > Style > Italic
Format text as underlined [‡]	⌘U	Format > Style > Underline

[†] These shortcuts can be used when composing, forwarding, or replying to messages. They can also be used when editing received messages (via the Message > Edit Message command).

[‡] Unlike Outlook Express, Entourage allows you to undo almost any edit or action, including deletions.

[‡] In HTML-formatted messages only.

NEWS KEYSTROKE REFERENCE



The following Entourage newsgroup-related commands have keyboard shortcuts. Note that many Entourage shortcuts apply equally to email and newsgroup message creation and handling. Refer to appendixes B and D for additional shortcuts.

Table C.1

General Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Create a new message	⌘N	File > New > News Message
Save new or edited message as draft	⌘S	File > Save
Send all outgoing messages	Shift ⌘K	Tools > Send & Receive > Send All
Send and receive all messages	⌘M	Tools > Send & Receive > Send & Receive All
Open selected news server or newsgroup in its own window	⌘O	File > Open 'server or newsgroup'
Open selected folder or item in Folder list in its own window	⌘O	File > Open 'folder or item'
Switch identities	Shift ⌘Q	File > Switch Identity
Open the Project Gallery	Shift ⌘P	File > Project Gallery
Quit Entourage	⌘Q	File > Quit
Set or view General Preferences	⌘;	Edit > Preferences > General
Set or view Mail & News Preferences	Shift ⌘;	Edit > Preferences > Mail & News
Help	Help	Help > Microsoft Entourage Help

Table C.2

Window and Dialog Box Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Close the current window	⌘ W	File > Close
Open or view the main window	⌘ 1	Window > Main Window
Open or view the Address Book	⌘ 2	Window > Address Book
Open or view the Progress window	⌘ 3	Window > Progress
Open or view the Calendar window	⌘ 4	Window > Calendar
Open or view the Tasks window	⌘ 5	Window > Tasks
Open or view the Notes window	⌘ 6	Window > Notes
Open the Link Maker dialog box	⌘ 7	Window > Link Maker
Open or view the Error Log	⌘ 8	Window > Error Log
Cycle through the open windows	⌘ ~ or (Shift ⌘ ~)	Window > Cycle Through Windows
Make the next/previous section in main window active	Tab / (Shift Tab)	
Make the next/previous text box active (in dialog boxes)	Tab / (Shift Tab)	
Switch to the next/previous dialog box tab	Control Tab / (Shift Control Tab)	

Table C.3

Message List Shortcuts [†]		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Create a new message to newsgroup	⌘ N	File > New > Mail Message
Open the selected message	⌘ O, Return, or Enter	File > Open Message
Print the selected message	⌘ P	File > Print
Print the selected message, bypassing the Print dialog box	Option ⌘ P	File > Print One Copy
Create a new folder in the Folder list	Shift ⌘ N	File > New > Folder
Select all messages	⌘ A	Edit > Select All
Select no messages	Shift ⌘ A	Edit > Select None
Assign categories to selected message	⌘ ,	Edit > Categories > Assign Categories
Increase font size of selected message	Shift ⌘ =	Edit > Increase Font Size
Decrease font size of selected message	Shift ⌘ -	Edit > Decrease Font Size
Search for messages or matching text in current message	⌘ F	Edit > Find
Perform an advanced search	Option ⌘ F	Edit > Advanced Find
Read next message in list	⌘ J or ↓	View > Next
Read previous message in list	⌘ I or ↑	View > Previous
Read next unread message in list	Control J	
Read previous unread message in list	Control I	
Read first message in next thread	Shift ⌘ J	
Read last message in previous thread	Shift ⌘ I	

[†] These shortcuts assume that one or more messages are currently selected (highlighted) in a newsgroup message list.

Table C.3

Message List Shortcuts [†] <i>continued</i>		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Read first unread message in next thread that contains an unread message	Control Shift I	
Read last unread message in previous thread that contains an unread message	Control Shift L	
View unread messages only	⌘ Y	View > Unread Only
View flagged messages only	Shift ⌘ Y	View > Flagged Only
Refresh the message list	⌘ L	View > Refresh Message List
Mark selected messages as read	⌘ T	Message > Mark As Read
Mark selected messages as unread	Shift ⌘ T	Message > Mark As Unread
Mark all messages in newsgroup as read	Option ⌘ T	Message > Mark All As Read
Copy selected message(s) to a folder	Shift ⌘ M	Message > Copy To > Copy to Folder
Expand a selected message thread	→	
Collapse a selected message thread	←	
Scroll message text down one screen or or select next unread message	Spacebar	
Scroll message text up one screen	Shift Spacebar	
Scroll to beginning/end of message list	Home/End	
Scroll message list down/up one screen	Pg Dn/Pg Up	
Reply to newsgroup	⌘ R	Message > Reply
Reply to author of message	Option ⌘ R	Message > Reply to Sender
Reply to newsgroup and author	Shift ⌘ R	Message > Reply to All
Forward selected message	⌘ J	Message > Forward
Redirect selected message	Option ⌘ J	Message > Redirect
Add author of message to Address Book	⌘ =	Tools > Add to Address Book

[†]These shortcuts assume that one or more messages are currently selected (highlighted) in a newsgroup message list.

Table C.4

Message Preview Pane Shortcuts [†]		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Open the current message	⌘ O	File > Open Message
Print the current message	⌘ P	File > Print
Print the current message, bypassing the Print dialog box	Option ⌘ P	File > Print One Copy
Copy selected text	⌘ C	Edit > Copy
Select all text	⌘ A	Edit > Select All
Select the current word	Double-click within word	
Select the current line	Triple-click within line	
Assign categories to selected message	⌘ ,	Edit > Categories > Assign Categories
Increase font size of selected message	Shift ⌘ =	Edit > Increase Font Size
Decrease font size of selected message	Shift ⌘ -	Edit > Decrease Font Size

[†]Most of these shortcuts also apply to existing messages that you've opened for reading in their own window.

Table C.4

Message Preview Pane Shortcuts[†] *continued*

TASK	KEYBOARD SHORTCUT	MENU COMMAND
Search for messages or matching text in current message	⌘F	Edit > Find
Perform an advanced search	Option ⌘F	Edit > Advanced Find
Hide/show the preview pane	⌘\	View > Preview Pane
Hide/show Internet headers*	Shift ⌘H	View > Internet Headers
Mark current message as read	⌘T	Message > Mark As Read
Mark current message as unread	Shift ⌘T	Message > Mark As Unread
Mark all messages in newsgroup as read	Option ⌘T	Message > Mark All As Read
Copy selected messages to a folder	Shift ⌘M	Message > Copy To > Copy to Folder
Scroll to start/end of message	Option Home / Option End	
Scroll down/up one screen	Pg Dn / Pg Up	
Scroll down/up one line	↓ / ↑	
Scroll message text down one screen or or select next unread message	Spacebar	
Scroll message text up one screen	Shift Spacebar	
Reply to newsgroup	⌘R	Message > Reply
Reply to author of message	Option ⌘R	Message > Reply to Sender
Reply to newsgroup and author	Shift ⌘R	Message > Reply to All
Forward selected message	⌘J	Message > Forward
Redirect selected message	Option ⌘J	Message > Redirect
Add sender of message to Address Book	⌘=	

[†]Most of these shortcuts also apply to existing messages that you've opened for reading in their own window.

*This shortcut is available only when you are viewing a message in its own window.

Table C.5

Outgoing Message Shortcuts[†]

TASK	KEYBOARD SHORTCUT	MENU COMMAND
Print the current message	⌘P	File > Print
Print the current message, bypassing the Print dialog box	Option ⌘P	File > Print One Copy
Save message as a draft	⌘S	File > Save
Close the message window	⌘W	File > Close
Cut selected text to Clipboard	⌘X	Edit > Cut
Copy selected text to Clipboard	⌘C	Edit > Copy
Paste text from Clipboard	⌘V	Edit > Paste
Paste contents of Clipboard as quoted text	⌘'	Edit > Paste As Quotation
Undo last edit	⌘Z	Edit > Undo

[†]These shortcuts apply to messages that you are composing or forwarding, or those to which you are replying. (Not all keyboards have all these keys.) Note that the effect of many within-message navigation commands depends on whether you've selected standard Macintosh or Microsoft Office text-editing shortcuts in the General section of the General Preferences dialog box. See Chapter 12 for details.

Table C.5

Outgoing Message Shortcuts [†] <i>continued</i>		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Select all text	⌘A	Edit > Select All
Select the current word	Double-click within word	
Select the current paragraph	Triple-click within paragraph	
Move insertion point left/right one character	⌕/⌕	
Move insertion point up/down one line	⌕/⌕	
Move insertion point up/down one screen	Option ⌕ or Pg Up/ Option ⌕ or Pg Dn	
Move insertion point to beginning of current or previous word (or beginning of selection)	Option ⌕ or ⌘⌕	
Move insertion point to end of current or next word (or end of selection)	Option ⌕ or ⌘⌕	
Move insertion point to start or end of current line	Home/End or ⌘⌕⌕	
Move insertion point to start of previous or next paragraph	⌘⌕/⌘⌕	
Scroll to beginning/end of message	Option Home/Option End or ⌘⌕/⌘⌕	
Delete character to the left of insertion point (or delete selected text)	Delete	
Delete character to the right of insertion point (or delete selected text)	Del	
Insert a tab	Tab	
Assign categories to selected message	⌘,	Edit > Categories > Assign Categories
Find text in this message	⌘F	Edit > Find
Find next instance of search string	⌘G or ⌘H	
Delete the message you are composing	⌘Delete	Edit > Delete Message
Post or send message now	⌘K	Message > Post Message Now
Move message into Outbox to be sent later	Option ⌘K	Message > Post Message Later
Add an attachment to the message	⌘E	Message > Add Attachments
Make selected text bold*	⌘B	Format > Style > Bold
Make selected text italic*	⌘I	Format > Style > Italic
Underline selected text*	⌘U	Format > Style > Underline
Check spelling of message	Option ⌘L	Tools > Spelling
Check recipients' email addresses	Shift ⌘C	Tools > Check Names
Add selected recipient to Address Book	⌘=	Tools > Add to Address Book

[†] These shortcuts apply to messages that you are composing or forwarding, or those to which you are replying. (Not all keyboards have all these keys.) Note that the effect of many within-message navigation commands depends on whether you've selected standard Macintosh or Microsoft Office text-editing shortcuts in the General section of the General Preferences dialog box. See Chapter 12 for details.

* Text formatting commands and shortcuts are available only when you are writing an HTML message.



KEYSTROKE REFERENCE FOR OTHER COMPONENTS

D

The following Address Book, Calendar, Tasks, and Notes commands have keyboard shortcuts. Refer to Appendixes B and C for shortcuts related to email and newsgroup activities.

Table D.1

Address Book Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Open the Address Book window	⌘ 2	Window > Address Book
Add sender of message to Address Book	⌘ =	Tools > Add to Address Book
Create a new contact record	⌘ N	File > New > Contact
Edit/view details for selected contact	⌘ O , Return , or Enter	File > Open Contact
Close the current contact record	⌘ W	File > Close
Save the current contact record	⌘ S	File > Save
Print the selected contact records	⌘ P	File > Print
Print the open contact record	Option ⌘ P	File > Print One Copy
Delete selected contact record	⌘ Delete , Delete , or Del	Edit > Delete Contact
Delete the open contact record	⌘ Delete	Edit > Delete Contact
Duplicate selected contact record	⌘ D	Edit > Duplicate Contact
Assign categories to selected contact	⌘ ,	Edit > Categories > Assign Categories
Select all contact records	⌘ A	Edit > Select All
Select no contact records	Shift ⌘ A	Edit > Select None
Find a contact record	⌘ F	Edit > Find
Perform an advanced search	Option ⌘ F	Edit > Advanced Find
Go to next/previous record	↓/↑	
Go to first contact record	Home	
Go to last contact record	End	
Scroll up one screen in contact list	Pg Up	

Table D.1

Address Book Shortcuts <i>continued</i>		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Scroll down one screen in contact list	Pg Dn	
Switch tabs in an existing record	Control Tab / Shift Control Tab	
Move through fields in a pop-up window	Tab / Shift Tab	
Show/hide Preview pane	⌘ \	View > Preview Pane
View previous/next record in an open contact window	⌘ [/ ⌘]	View > Previous or Next

Table D.2

Calendar Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Open the Calendar window	⌘ 4	Window > Calendar
Create a new event	⌘ N	File > New > Calendar Event
Open the selected event	⌘ O or Return	File > Open Event
Close the open event window	⌘ W	File > Close
Save the event	⌘ S	File > Save
Print a calendar	⌘ P	File > Print
Print the open event	⌘ P	File > Print
Print the open event, bypassing the Print dialog box	Option ⌘ P	File > Print One Copy
Delete the open event	⌘ Delete	Edit > Delete Event
Find an event or matching text in an open event	⌘ F	Edit > Find
Perform an advanced search	Option ⌘ F	Edit > Advanced Find
Select all time slots/dates on the calendar	⌘ A	Edit > Select All
Select no time slots/dates on the calendar	Shift ⌘ A	Edit > Select None
Assign categories to the open or selected event	⌘ ,	Edit > Categories > Assign Categories
Go to today's date	⌘ Y	View > Go to Today
View previous/next week or month	⌘ [/ ⌘]	View > Previous or Next
Cycle through Day, Week, Work Week, and Month views	⌘ 4	View > Day, Week, Work Week, or Month
Check spelling in an open event	Option ⌘ L	Tools > Spelling

Table D.3

Tasks Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Open the Tasks window	⌘5	Window > Tasks
Create a new task	⌘N	File > New > Task
Open the selected task	⌘O or ⌘Return	File > Open Task
Close the open task window	⌘W	File > Close
Save the task	⌘S	File > Save
Print all or selected tasks	⌘P	File > Print
Duplicate the selected or open task	⌘D	Edit > Duplicate Task
Delete the open task	⌘Delete	Edit > Delete Task
Find a task or matching text in an open task	⌘F	Edit > Find
Perform an advanced search	Option ⌘F	Edit > Advanced Find
Select all tasks	⌘A	Edit > Select All
Select no tasks	Shift ⌘A	Edit > Select None
Assign categories to the open or selected task	⌘,	Edit > Categories > Assign Categories
View previous/next task in an open task window	⌘I/⌘I	View > Previous or Next
Check spelling in an open task	Option ⌘L	Tools > Spelling

Table D.4

Notes Shortcuts		
TASK	KEYBOARD SHORTCUT	MENU COMMAND
Open the Notes window	⌘6	Window > Notes
Create a new note	⌘N	File > New > Note
Open the selected note	⌘O or ⌘Return	File > Open Note
Close the open note window	⌘W	File > Close
Save the note	⌘S	File > Save
Print all or selected notes	⌘P	File > Print
Print the open note, bypassing the Print dialog box	Option ⌘P	File > Print One Copy
Duplicate the selected or open note	⌘D	Edit > Duplicate Note
Delete the open note	⌘Delete	Edit > Delete Note
Find a note or matching text in an open note	⌘F	Edit > Find
Perform an advanced search	Option ⌘F	Edit > Advanced Find
Select all notes	⌘A	Edit > Select All
Select no notes	Shift ⌘A	Edit > Select None
Assign categories to the open or selected note	⌘,	Edit > Categories > Assign Categories
View previous/next note in an open note window	⌘I/⌘I	View > Previous or Next
Check spelling in an open note	Option ⌘L	Tools > Spelling

INDEX

@ character, 128
> (quoting symbol), 132, 185, 188

A

account ID, 25, 27, 29
Account Setup Assistant, 24, 26, 28, 200–201
accounts. *See* email accounts; identities
Accounts dialog box, 235
Accounts window, 24
actions. *See* message rules
activities. *See* events
Add button, 147
Add Form button, 79
Add Holidays button, 113
Address Book, 37–61
 adding contact dates to Calendar, 61
 adding URLs to, 61
 addressing email from, 130, 134
 columns in, 39–40
 contact correspondence, 61
 copying contact data to Clipboard, 60
 creating contacts, 41–42
 creating events from dates, 69
 custom fields, 42
 custom-planner pages, 52
 described, 2, 5, 37, 237
 display options, 39–40
 driving directions, 60
 email addresses, 123, 128, 130
 fields in, 41, 43
 filtering lists in, 38
 finding contacts in, 38
 importing contact data into, 31–32
 importing MBOX data into, 33
 inserting contact data in Word document, 59
 inserting mailing-list addresses, 170
 keyboard shortcuts, 7, 257–258
 links in, 105, 112
 maps, 60
 multiple users, 34–36, 38
 opening, 38
 preferences, 112
 printing records, 51–52
 setting defaults, 42–43
 sorting, 39
 vCards, 49–50
 Web pages, 61
 working with groups, 45–48
Address Book window, 38
Advanced Find command
 custom views, 13–14
 described, 11
 email, 162, 163–164
 searching with, 11–12
 tasks, 90
Advanced tab, 169
aliases, 177
America Online (AOL), 23, 121
AppleDouble encoding, 184
AppleScript, 177, 189–191
appointments. *See* events
archives, 237
articles, 199–215. *See also* newsgroups
 addressing, 223–224
 attachments, 210, 212, 221–222
 compacting message database, 214–215
 composing, 218–219, 232
 downloading, 205–206

articles (*continued*)

- emailing to others, 219–220
 - filtering, 209
 - flagged, 208–209, 212, 233
 - fonts, 212, 215
 - formatting, 220, 232
 - forwarding, 220, 233
 - guidelines, 207–209
 - header symbols, 212–213
 - headers, 205, 209, 224, 235, 236
 - HTML articles, 222, 232
 - hyperlinks, 222
 - managing, 211–215
 - marking as read/unread, 206, 234
 - message rules, 208, 213–214
 - posting, 124, 150, 218–219
 - printing, 211
 - priority, 213
 - quoted text, 219, 233
 - reading, 205–206, 207
 - reading offline, 124, 125, 226–227
 - redirecting, 220
 - replying to, 124, 132, 218–219, 233
 - retrieving, 177
 - saving, 211
 - scheduling downloads, 227
 - selection tips, 207–209
 - signatures, 222
 - threads, 197, 207, 212, 234, 243
 - types of, 197
 - working with offline, 124, 228–229
- Assign Categories dialog box, 17
- assistants
- Account Setup Assistant, 24, 26, 28, 200–201
 - animated Assistant, 21
 - Entourage Setup Assistant, 34
- attachment icon, 158, 212, 237
- attachments
- cross-platform issues, 160
 - deleting, 160
 - described, 158, 237
 - email, 143–144, 158–160, 184–185
 - GIF format, 6, 159, 210
 - graphics, 6, 159, 187, 210
 - hiding, 158
 - JPEG format, 6, 159, 210
 - newsgroup articles, 210, 212, 221–222
 - opening, 160
 - saving, 159, 160

showing, 158

vCards as, 49–50

viruses and, 159

attachments list, 130, 143

Attendee Status window, 75–76

attribution text, 186, 233

auto text cleanup commands, 137

AutoCorrect button, 148

B

Background Color button, 97

Balloon Help, 21, 86, 110, 180, 231

Base64/MIME encoding, 184, 185

Bcc recipients

- email, 130, 133, 135, 184

- newsgroups, 224

.bin extension, 237

BinHex encoding, 184, 237

bookmarks, 237

browsers

- described, 238

- Internet Explorer, 140

- viewing calendar with, 80, 82

bulleted lists, 96

C

Calendar, 63–82

- adding contact dates to, 61

- adding events to, 61

- creating events, 67–70

- custom-planner pages, 79

- described, 2, 5

- displaying date range, 65

- editing events, 71–72, 73, 76

- event invitations, 74–77

- event reminders, 63, 68, 71, 72, 73

- expired events, 113

- fonts, 114

- keyboard shortcuts, 7, 258

- links to events, 66

- multiple users, 34–36

- opening, 64

- posting to Web site, 81–82

- preferences, 113

- printing, 78–79

- publishing on Web/intranet, 82

- removing holidays from, 113

- samples, 82

- saving as Web page, 80–81
- setting view, 65–66
- viewing, 63–66, 80, 82
- viewing events in, 64–65
- viewing with Web browser, 80, 82
- Calendar window, 7
- Cancel button, 149
- categories
 - assigning to items, 15–17
 - color for, 15, 16
 - creating, 16
 - deleting, 16
 - editing, 16
 - email messages, 168
 - multiple, 17
 - removing from items, 15
 - removing from tasks, 88
 - tasks, 85, 88, 89
 - viewing, 17
- Categories window, 16
- Cc recipients
 - email, 130, 133, 135, 184
 - newsgroups, 223
- Change All button, 148
- Change button, 147
- Check Names button, 135
- Choose Attachment dialog box, 143, 221
- Claris EMailer, 30
- Claris Organizer, 30
- Clear command, 136
- Clipboard, 5, 60, 136
- clipping files, 70
- color
 - categories, 15, 16
 - email, 182, 187, 188
 - fonts, 96
 - newsgroups, 203, 233, 234
 - note background, 97
- Color Picker, 97
- columns
 - Address Book, 39–40
 - email message list, 164, 190–191
 - newsgroup articles, 207–208
 - notes, 99
 - Tasks list, 90–91
- commands
 - Advanced Find. *See* Advanced Find command
 - for auto text cleanup, 137
 - Clear, 136
 - Copy, 136
 - Cut, 136
 - Find. *See* Find command
 - Import, 30
 - Increase Quoting, 137
 - To lowercase, 137
 - Open Links, 106, 107
 - Paste, 136
 - Post Later, 217, 218
 - Post Now, 125, 217, 218
 - Print, 18, 19, 51, 52
 - Print One Copy, 52
 - Remove Quoting, 137
 - Reply, 132
 - Reply to All, 132
 - Reply to Sender, 132
 - Resend, 150
 - Rewrap Paragraphs, 137
 - Select All, 136
 - Send & Receive All. *See* Send & Receive All command
 - Send Later, 125
 - Send Link, 131
 - Straighten Quotation Marks, 137
 - Switch Identity, 34, 35, 36, 38
 - Undo, 136
 - To UPPERCASE, 137
 - Work Offline, 124, 125
- compacting database, 165, 214–215
- Compose tab
 - email, 180, 183–185
 - newsgroups, 220, 232
- compression, 238
- compression settings, 144, 184, 185
- Conduit Settings utility, 54, 55, 56
- contact groups
 - adding members, 47
 - changing members, 47–48
 - creating, 45–46
 - deleting, 46, 48
 - deleting members in, 47
 - holiday groups, 113
 - modifying, 46–48
 - renaming, 47
 - sending email to, 145
- contact records
 - adding contact dates to Calendar, 61
 - adding pictures to, 44
 - copying to Clipboard, 60

contact records (*continued*)

- creating for yourself, 61
- creating from received messages, 42
- creating from received vCards, 49–50
- creating vCards from, 50
- defaults, 42, 43
- deleting, 43, 118
- deleting pictures from, 44
- described, 128
- editing, 42
- exporting from Address book, 53
- filtering, 8–9
- importing into Entourage, 30–32
- inserting into Word document, 59
- printing, 51–52
- sending as vCards, 49
- synchronizing, 58

contacts

- creating manually, 41
- finding in Address Book, 38
- linking to messages, 105, 112
- printing, 18–19
- recording information about, 2
- viewing email correspondence, 61
- visiting Web page of, 61
- working with groups, 45–48

Contacts toolbar, 59

Copy command, 136

Create Contact dialog box, 41

cross-platform issues

- compression, 244
- email attachments, 160
- sending email to Windows users, 144, 184

Custom Date field, 69

Custom Field Options dialog box, 57

custom fields, 42, 57

custom-planner pages

- Address Book, 52
- Calendar, 79
- notes, 102
- tasks, 92

custom views, 5, 13–14

customization

- email, 179–193
- general, 109–118
- newsgroups, 231–236
- views, 4, 5, 13–14

cut and paste functions, 110, 136

Cut command, 136

D

data, contact

- adding contact dates to Calendar, 61
- adding pictures to, 44
- copying to Clipboard, 60
- creating for yourself, 61
- creating from received messages, 42
- creating from received vCards, 49–50
- creating vCards from, 50
- defaults, 42, 43
- deleting, 43, 118
- deleting pictures from, 44
- described, 128
- editing, 42
- exporting from Address book, 53
- filtering, 8–9
- importing into Entourage, 30–32
- inserting into Word document, 59
- printing, 51–52
- sending as vCards, 49
- synchronizing, 58

database, compacting, 165, 214–215

date fields, 42, 69

date/time stamp, 97

dates

- adding to Calendar, 61
- creating events from, 69
- displaying range in Calendar, 65
- messages, 111
- task due dates, 84, 88

Delete Mail event, 177

Deleted Items folder, 5, 118, 165, 173, 175

deleting items

- attachments, 143, 160
- categories, 16
- contact groups, 46, 48
- contact records, 43, 118
- custom views, 14
- email, 118, 165, 181
- email folders, 175
- email schedules, 178
- email text, 136
- events, 72, 77
- expired events, 113
- folders, 175
- group members, 47
- holidays from calendar, 113
- identities, 36
- links, 107

- notes, 100, 102
 - pictures from contact records, 44
 - requiring confirmation for, 117, 118
 - schedules, 178
 - task due dates, 88
 - tasks, 89
 - Dial-Up Options section, 177
 - dictionary, 115, 116, 147, 148
 - digest mode, 169
 - directory service, 183
 - Do Nothing option, 56
 - domain name, 123, 127, 128, 238
 - Drafts folder, 4, 5, 150, 173
 - drag-and-drop feature, 139, 238
 - driving directions, viewing, 60
 - DropStuff utility, 144
- ## E
- Edit Account dialog box, 202, 235
 - Edit Form dialog box, 102
 - Edit Mailing List Rule dialog box, 168–170
 - Edit menu, 136
 - Edit Rule dialog box, 171
 - Edit Schedule dialog box, 153–154, 176
 - editing items
 - categories, 16
 - contact records, 42
 - custom views, 14
 - email, 132
 - events, 71–72, 73, 76
 - invitational events, 77
 - notes, 98, 102
 - shortcuts for, 250
 - tasks, 87–88
 - email
 - accounts. *See* email accounts
 - addresses. *See* email addresses
 - AppleScript and, 189–191
 - attachments. *See* attachments
 - categories, 168
 - checking automatically, 153–154
 - checking manually, 28, 29, 152
 - color in, 182, 187, 188
 - composing, 130–132, 183–185
 - creating new message, 130–131
 - customization, 179–193
 - deleting, 118, 165, 181
 - described, 239
 - digest mode, 169
 - display options, 187–191
 - editing, 132
 - entering text of, 136–137
 - essentials, 119–125
 - event invitations and, 74–77
 - filing, 145, 168, 181, 183
 - filtering, 8–9, 161, 166–167
 - finding messages, 8–9, 161–163
 - finding text in, 136, 163–164
 - folders/subfolders, 145, 168, 173–175, 189, 191
 - fonts, 138
 - formatting, 138–142
 - forwarding messages, 131, 132, 185–187, 188
 - headers, 130, 133–135, 157
 - hiding message recipients, 135
 - HTML formatting, 114, 138–139, 182, 183, 186
 - hyperlinks, 140, 145
 - identities, 154
 - importing, 30–33
 - inserting text files into, 139
 - junk mail, 122, 166–167, 202
 - keyboard shortcuts, 245–250
 - links to contacts, 105, 112
 - Mailing List Manager, 167–170
 - marking as read/unread, 157, 181, 182, 187
 - message list. *See* message list
 - message rules, 120, 156, 170–172, 188
 - modifying display of, 189–191
 - navigating, 6
 - notification, 117
 - online/offline mode, 124–125, 149
 - opening, 6
 - organizing, 164, 165–175, 173
 - plain text messages, 114, 137, 138, 184
 - preferences, 112, 180–188
 - preview pane, 189, 191
 - printing messages, 18–19, 173
 - priority level, 146
 - quoted text, 131, 136, 185, 187, 188
 - reading, 155–156, 181
 - receiving, 151–178
 - recipient lists, 133–134
 - redirecting, 131, 132
 - replying to messages, 131, 132, 185–187
 - resending, 147–148
 - saving as files, 172
 - schedules for, 153–154, 165, 176–178
 - selecting, 6

email (*continued*)

- Send & Receive All command, 25, 27–29, 149, 152
- sending, 130–132, 149–150, 177
- sending links to Web pages, 145
- sending to groups, 48, 145
- showing pictures/movies in, 187
- signatures, 141–142
- sorting, 169
- sound effects, 118
- spell checking, 147–148
- viruses and, 159

email accounts

- America Online (AOL), 23, 121
- creating additional accounts, 26, 34
- default account, 186, 202
- Hotmail accounts, 26–29, 121, 172
- IMAP accounts, 120, 121, 172, 182
- importing data into Entourage, 30–33
- ISP accounts, 24–26, 119, 120, 121
- multiple, 34–36, 149, 186
- passwords, 25, 27, 29, 36
- POP accounts, 120, 121, 242
- privacy and, 36
- recording existing Hotmail account, 26–28
- recording existing ISP account, 24–26
- settings for, 26
- signing up for new Hotmail account, 28–29
- types of, 120–122
- Web-based accounts, 120, 121–122
- Yahoo! Mail account, 121, 122

email addresses

- adding to messages, 130, 133–135
- Address Book, 123
- checking automatically, 180, 183
- described, 123, 239
- guidelines, 129
- ignoring in spell checker, 116
- importing into Entourage, 30–32
- ISP email account, 24
- keeping private, 46
- multiple, 129
- recording, 2
- switching, 202

email client, 2, 119

email settings

- compression, 144, 184, 185
- encoding, 144, 184
- preferences, 180–188

encoding settings, 144, 184

Entourage

- components of, 2
- configuring for multiple users, 34–36
- customizing, 109–118
- help features, 20–21, 86
- interface, 3–7
- introduction, 1–21
- setting up, 23–36

Entourage conduit, 54–58, 57

Entourage Conduit Settings dialog box, 55–56

Entourage Overwrites Handheld option, 55

Entourage scripts, 193

Entourage Setup Assistant, 34

Entourage window, 3–7, 111

envelope icon, 212

error conditions, 7

Error Log, 7

Eudora, 30

event windows, 67–68

events

- adding to Calendar, 61
- all-day, 68
- anniversaries, 69
- attendee status, 75–76
- birthdays, 69
- canceling, 76–77
- changing from recurring to one-time, 70
- creating from dates in Address Book, 69
- creating from messages, 192
- creating in Calendar, 67–70
- Delete Mail event, 177
- deleting, 72, 77
- described, 63
- editing, 71–72, 73, 76
- expired, 113
- holidays, 113
- importing into Entourage, 30–32
- Launch Alias event, 177
- multiple-day, 68
- one-time, 63, 68, 70, 71, 72
- printing, 18–19
- Receive Mail event, 177
- Receive News event, 177
- receiving invitations, 74, 75
- recording, 2
- recurring, 63, 68–72
- reminders, 63, 68, 71, 72, 73
- rescheduling, 72

- Run AppleScript event, 177
- saving as clipping files, 70
- scheduled, 66
- Send All event, 177
- sending invitations, 74–75
- single-day, 68
- travel time to, 68
- viewing in Calendar, 64–65
- exporting items
 - Address Book as tab-delimited file, 53
 - Address Book data, 53
 - contact information, 53
 - MBOX data, 33
- extensions, 237, 239

F

- favorites, 239
- fields
 - Address Book, 43
 - Create Contact dialog box, 41
 - custom, 42, 57
 - in custom forms, 102
 - date, 42, 69
 - importing, 31–32
 - mapped, 31
 - Palm organizers, 57
 - text, 42
 - unmapped, 31, 32
- file compatibility issues
 - compression, 244
 - email attachments, 160
 - sending email to Windows users, 144, 184
- File dialog box, 143
- file formats, 6, 159, 210
- files
 - clipping files, 70
 - GIF files, 239
 - graphics files, 159, 187, 210
 - inserting into email, 139
 - JPEG files, 240
 - linking items to, 105
 - linking tasks to, 86
 - MBOX files and, 33
 - saving email as, 172
 - synchronizing with Palm organizers, 54–58
 - tab-delimited text files, 53
 - .vcf files, 49
 - ZIP files, 244

- filtering
 - Address Book list, 38
 - contact records, 8–9
 - email, 8–9, 161, 166–167
 - email message list, 161
 - item lists, 8–9
 - junk mail, 166–167
 - newsgroup article list, 209
 - notes, 8–9
 - Tasks list, 90
- Find command
 - custom views, 13–14
 - described, 9
 - email, 8–9, 136, 161–164
 - searching for matching items, 9–10
 - searching for text strings, 10–11
- Find dialog box, 9, 136, 161–162
- Find Related button, 61
- finding items, 9–14
 - advanced search, 11–12
 - contacts in Address Book, 38
 - custom views, 13–14
 - email messages, 8–9, 136, 161–164
 - in folders, 162
 - matching items, 9–10
 - newsgroups, 204
 - tasks, 90
 - text strings, 10–11
- firewalls, 188
- folder bar, 3, 4
- Folder list
 - default items in, 4–5
 - described, 3
 - displaying contents in window, 110
 - hiding, 189, 191
- folders
 - creating, 168
 - default, 4–5, 175
 - Deleted Items folder, 5, 118, 165, 173, 175
 - deleting, 175
 - described, 239
 - displaying contents of, 110
 - Drafts folder, 4, 5, 150, 173
 - email, 145, 168, 173–175, 189, 191
 - finding items in, 162
 - Hotmail account, 27, 29
 - Inbox folder, 4, 173, 240
 - marking as read, 157
 - MBOX files and, 33

folders (*continued*)

- moving, 175
- moving messages to, 174
- Outbox folder, 4–5, 150, 173
- saving messages in, 172
- searching through, 162
- Sent Items folder, 5, 145, 150, 168, 173, 185
- storing mailing list messages in, 168
- subfolders, 173, 174

fonts

- Calendar, 114
- condensed, 111
- default, 114
- email, 138
- HTML messages, 114, 138
- lists, 114
- newsgroup articles, 212, 215
- notes, 96
- plain text messages, 114
- printed items, 19, 114
- WYSIWYG Font Menu option, 110

Fonts tab, 19

Format menu, 138

formats, file, 6, 159, 210

formatting items

- email, 138–142
- HTML. *See* HTML formatting
- newsgroup articles, 220, 232
- notes, 96–97
- phone numbers, 112

formatting toolbar, 138

forms, custom, 102

freeware, 239

FTP site, 240

G

General Preferences dialog box, 65, 109–118, 155

General tab, 65, 110

GIF attachments, 6, 159, 210

GIF files, 239

glossary, 237–244

graphic attachments, 6, 159, 187, 210

graphics files, 159, 187, 210

groups

- adding members, 47
- changing members, 47–48
- creating, 45–46
- deleting, 46, 48
- deleting members in, 47

- holiday groups, 113
- modifying, 46–48
- renaming, 47
- sending email to, 145

H

handheld organizers

- fields, 57
- multiple identities and, 58
- Palm Desktop, 30, 58
- synchronizing Entourage files with, 54–58

Handheld Overwrites Entourage option, 55

hard disk, 211

headers

- described, 3
- email, 130, 133–135, 157
- Internet headers, 186, 187
- newsgroup articles, 205, 209, 224, 235, 236

help features, 20–21. *See also* assistants;

troubleshooting

Balloon Help, 21, 86, 110, 180, 231

Help key, 20

Help menu, 20

help topics, 20

Microsoft Entourage Tour, 20

MS Entourage Help window, 20

product updates/add-ons, 20

ToolTips, 111

holiday groups, 113

holidays, 113

home page, 240

Hotmail accounts

- described, 121
- message rules for, 172
- recording existing account, 26–28
- signing up for new account, 28–29

HotSync action, 55

HotSync button, 56

.hqx extension, 237

HTML

- described, 240
- options, 182
- signatures, 142

HTML articles, 222

HTML formatting

- email, 114, 138–139, 182, 183, 186
- newsgroup articles, 220, 222, 232
- notes, 96

HTML toolbar, 183

hyperlinks

email, 140, 145

newsgroup articles, 222

notes, 97

I

iCalendar (Internet Calendaring) protocol, 74, 77, 240

icons

attachment icon, 158, 212, 237

default, 4–5

envelope icon, 212

link icon, 103

paper-clip icon, 210, 212, 237

Scripts-menu icon, 192

star icon, 212

triangle icon, 212

identities

choosing at startup, 35

creating, 34

deleting, 36

email, 154

managing, 35–36

multiple, 58

newsgroups, 215

Office 2001 and, 35, 36

renaming, 36

switching, 35

Ignore All button, 147

Ignore button, 147

IMAP accounts, 120, 121, 172, 182

IMAP (Internet Message Access Protocol)

described, 240

options, 182

preferences, 182

IMAP server, 120, 182

Import command, 30

Import Contacts dialog box, 31, 32

Import dialog box, 30

Import Text File dialog box, 31

importing items

contact data, 30–32

events, 30–32

fields, 31–32

MBOX data, 30, 33

messages, 30–33

notes, 30–32

signatures, 30–32

tasks, 30–32

Inbox folder, 4, 173, 240

Increase Quoting command, 137

Insert Hyperlink button, 97

Internet. *See also* Web

connecting to, 149

described, 240

publishing Calendar on, 82

Internet Calendaring (iCalendar) protocol, 74, 77, 240

Internet Explorer, 140

Internet headers, 186, 187

Internet Message Access Protocol. *See* IMAP

Internet Service Providers. *See* ISPs

intranet, publishing Calendar on, 82

invitations, event, 74–77

ISPs (Internet Service Providers)

changing, 129

described, 240

email accounts, 119, 120, 121

mail retrieval schedules and, 178

recording existing account, 24–26

items

assigning categories to, 15–17

changing font in, 19

filtering, 8–9

finding, 9–14

importing, 30–33

linking, 103–107

linking tasks to, 86

pasting, 110, 136

printing, 18–19

removing categories from, 15

searching for matching items, 9–10

searching for text strings in, 10–11

J

Java, 240

JPEG attachments, 6, 159, 210

JPEG files, 240

junk mail, 122, 166–167, 202

Junk Mail Filter, 166–167

K

keyboard shortcuts. *See also* shortcuts

Address Book, 257–258

Calendar, 258

Edit menu, 136

email-related, 245–250

keyboard shortcuts (*continued*)

- Entourage windows, 7
- newsgroup-related, 208, 251–255
- notes, 259
- tasks, 259

L

language

- for dictionary, 116
- for messages, 181
- preferences, 116, 181

Languages option, 181

Launch Alias event, 177

lines, 139

link icon, 103

Link Maker window, 7, 104

Link to File dialog box, 105

linking items, 103–107

links

- in Address Book, 105
- automatic, 105
- to Calendar events, 66
- between contacts and messages, 105, 112
- creating, 104–105
- described, 103
- to existing items, 104
- to files, 86, 105
- hyperlinks, 97, 140, 145, 222
- mailto links, 135
- to new items, 104
- to notes, 95
- opening, 106
- removing, 107
- to tasks, 86
- viewing, 106
- to Web pages, 145

Links column, 103, 105

Links To window, 105, 106

lists

- bulleted lists, 96
- filtering, 8–9, 38
- fonts in, 114
- mailing lists, 167–170, 241
- numbered lists, 96
- recipient lists, 133–134
- searching for matching items in, 9–11

M

MacBinary, 237

Macintosh shortcuts, 110

magnifying glass, 40

Mail & News Preferences dialog box, 157, 180, 220, 231

Mail Attribution options, 186

mail messages. *See* email

mail servers, 24–25, 120, 241

Mail tab, 24

mailing addresses, 2

Mailing List Manager, 167–170

Mailing list tab, 168

mailing lists, 167–170, 241

mailto links, 135

Main window, 7

mapped fields, 31

mapping name, 32

maps, viewing, 60

MBOX file, 30, 33

menus

- Edit menu, 136
- Format menu, 138
- Help menu, 20
- Scripts menu, 192
- View menu, 207
- Window menu, 7
- WYSIWYG Font Menu, 110

message body, 130

message headers

- described, 3
- email, 130, 133–135, 157
- Internet headers, 186, 187
- newsgroup articles, 205, 209, 224, 235, 236

message list

- date display in, 111
- described, 3, 6
- filtering, 161
- modifying, 189–190, 191
- opening messages in, 6
- selecting messages in, 6
- shortcuts, 246–247, 252–253
- sorting, 164, 191

message rules

- creating, 170–171
- described, 241
- disabling, 172
- email, 120, 156, 167, 170–172, 188

- guidelines, 172
- list messages, 169
- newsgroups, 208, 209, 213–214
- message window, 130, 217
- messages. *See* email
- Messages options, 181, 183, 233
- Microsoft Internet Explorer, 140
- Microsoft News Server, 5, 200, 202
- Microsoft Office 2000 programs
 - adding Contacts toolbar to, 59
 - Calendar and, 2
 - Open Document button and, 73
- Microsoft Office 2001 programs, 35, 36
- Microsoft Office navigation shortcuts, 110
- Microsoft Word
 - copying text to notes, 97
 - using Address Book data in, 59–60
- MIME/Base64 encoding, 184, 185
- Month view, 66
- movies, 187

N

- Netscape Communicator, 30
- New Group button, 45
- New Identity dialog box, 34
- News Account line, 223
- News Format options, 232
- news servers
 - adding, 200–202
 - described, 196, 241
 - illustrated, 4
 - Microsoft News Server, 5, 200, 202
 - public, 196
 - resources, 196
 - scheduling downloads, 227
 - settings for, 235–236
- News tab, 235
- newsgroup articles, 199–215
 - addressing, 223–224
 - attachments, 210, 212, 221–222
 - compacting message database, 214–215
 - composing, 218–219, 232
 - downloading, 205–206
 - emailing to others, 219–220
 - filtering, 209
 - flagged, 208–209, 212, 233
 - fonts, 212, 215
 - formatting, 220, 232
 - forwarding, 220, 233
 - guidelines, 207–209
 - header symbols, 212–213
 - headers, 205, 209, 224, 235, 236
 - HTML, articles, 222, 232
 - hyperlinks, 222
 - managing, 211–215
 - marking as read/unread, 206, 234
 - message rules, 208, 213–214
 - posting, 124, 150, 218–219
 - printing, 211
 - priority, 213
 - quoted text, 219, 233
 - reading, 205–206, 207
 - reading offline, 124, 125, 226–227
 - redirecting, 220
 - replying to, 124, 132, 218–219, 233
 - retrieving, 177
 - saving, 211
 - scheduling downloads, 227
 - selection tips, 207–209
 - signatures, 222
 - threads, 197, 207, 212, 234, 243
 - types of, 197
 - working with offline, 124, 228–229
- newsgroup reader, 2, 241
- newsgroups, 195–236
 - articles. *See* newsgroup articles
 - color and, 203, 233, 234
 - customizing, 231–236
 - described, 195, 241
 - displaying, 202
 - Entourage features for, 198
 - finding, 204
 - identities, 215
 - junk email and, 202
 - keyboard shortcuts, 208, 251–255
 - message rules, 208, 213–214
 - Microsoft News Server, 5
 - multiple users, 34–36
 - passwords, 202
 - posting to, 197, 217–224
 - preferences, 232–234
 - quoted text, 219, 222, 233
 - replying to group, 218–219
 - replying to individuals, 219
 - signatures, 222, 235
 - subscribing to, 197, 203–204
 - unsubscribing from, 203–204

newsgroups (*continued*)

working offline, 124, 225–229

working online, 227

note list, 99

note windows, 94, 97, 98

notes, 93–102

adding horizontal lines to, 97

adding hyperlinks to, 97

background color, 97

bulleted lists in, 96

columns, 99

creating, 94–95, 192

creating custom form, 102

custom-planner pages, 102

date/time stamp, 97

deleting, 100, 102

described, 2, 5, 93

editing, 98, 102

filtering, 8–9

fonts, 96

formatting, 96–97

HTML and, 96

importing into Entourage, 30–32

keyboard shortcuts, 259

links to, 95

multiple users, 34–36

numbered lists in, 96

opening, 98

organizing, 99–100

printing, 18–19, 78–79, 101–102

renaming, 100

saving automatically, 95

sorting, 99

tasks, 85

viewing, 6, 98–99

Notes window, 2, 7

notification, 44, 117–118

Notification tab, 44, 155

Now Contact, 30

Now Up-To-Date, 30

numbered lists, 96

O

Office 2000 programs

adding Contacts toolbar to, 59

Calendar and, 2

Open Document button and, 73

Office 2001 programs, 35, 36

Office Clipboard, 5

offline mode

email, 124–125, 149

newsgroups, 124, 225–229

online mode

email, 124, 125

newsgroups, 227

Open Document button, 73

Open Links command, 106, 107

options

display options, 39–40, 187–191

Do Nothing option, 56

Entourage Overwrites Handheld option, 55

Handheld Overwrites Entourage option, 55

HTML options, 182

IMAP options, 182

Languages option, 181

Mail Attribution options, 186

Messages options, 181, 183, 233

News Format options, 232

Overwrites options, 56

Print Selection Only option, 19

Smart Cut and Paste option, 110

Subscription options, 233

Synchronize option, 55

WYSIWYG Font Menu option, 110

Outbox folder, 4–5, 150, 173

Outlook Express, 1, 30, 118

Override button, 149

Overwrites options, 56

P

Palm organizers

fields, 57

multiple identities and, 58

Palm Desktop, 30, 58

synchronizing Entourage files with, 54–58

panes, 7

paper-clip icon, 210, 212, 237

passwords

Hotmail account, 27, 29

Internet account, 25

saving, 25, 27, 36

Paste As Quotation command, 136

Paste command, 136

pasting items, 110, 136

Personal tab, 44

phone labels, 42

phone numbers

in Address Book, 40

- default area code, 112
 - formatting, 112
 - labels for, 42
 - magnifying, 40
 - recording, 2
 - pictures
 - adding to contact records, 44
 - deleting from contact records, 44
 - in email, 187
 - PKZIP, 244
 - planner pages
 - Address Book, 52
 - Calendar, 79
 - Notes list, 102
 - Tasks list, 92
 - POP accounts, 120, 121, 242
 - POP server, 120
 - Post Later command, 217, 218
 - Post Now button, 219
 - Post Now command, 125, 217, 218
 - preferences
 - Address Book, 112
 - Calendar, 113
 - email, 112, 180–188
 - fonts, 19
 - general, 65, 110–111
 - languages, 116, 181
 - Mail & News, 220
 - messages, 112
 - news servers, 235–236
 - newsgroups, 232–234
 - notification, 44, 117–118
 - reminders, 111
 - sound effects, 118
 - spelling, 115–116, 147
 - preview pane
 - closing, 156
 - described, 3, 6
 - hiding, 189, 191
 - modifying, 189
 - resizing, 156
 - scrolling through, 156
 - shortcuts, 248–249, 253–254
 - showing, 156
 - Print command, 18, 19, 51, 52
 - Print dialog box
 - Address Book records, 51–52
 - Calendar, 78–79
 - email, 173
 - in Entourage, 18
 - notes, 101, 102
 - Tasks list, 91–92
 - Print Layout dialog box
 - Address Book records, 52
 - Calendar, 79
 - notes, 101
 - Tasks list, 92
 - Print One Copy command, 52
 - Print Selection Only option, 19
 - printing items, 18–19
 - Address Book records, 51–52
 - articles, 211
 - from Calendar, 78–79
 - contact records, 51–52
 - default font for, 114
 - email, 18–19, 173
 - events, 18–19
 - fonts and, 19, 114
 - newsgroup articles, 211
 - notes, 18–19, 78–79, 101–102
 - planner pages, Address Book, 52
 - tasks, 18–19, 91–92
 - Web pages, 19
 - Progress window, 7
 - Proxies tab, 180, 188
 - proxy servers, 180, 188
- ## Q
- Qualcomm Eudora, 30
 - quoted text
 - adding level of, 137
 - eliminating, 137
 - email, 131, 136, 185, 187, 188
 - newsgroups, 219, 222, 233
 - restricted, 137
 - quoting symbol (>), 132, 185, 188
- ## R
- Read tab, 180, 181–182
 - Receive Mail event, 177
 - Receive News event, 177
 - receive/send operations, 7
 - recipient lists, 133–134
 - records, contact
 - adding contact dates to Calendar, 61
 - adding pictures to, 44
 - copying to Clipboard, 60

records, contact (*continued*)

- creating for yourself, 61
- creating from received messages, 42
- creating from received vCards, 49–50
- creating vCards from, 50
- defaults, 42, 43
- deleting, 43, 118
- deleting pictures from, 44
- described, 128
- editing, 42
- exporting from Address book, 53
- filtering, 8–9
- importing into Entourage, 30–32
- inserting into Word document, 59
- printing, 51–52
- sending as vCards, 49
- synchronizing, 58
- Recurring Event dialog box, 68–69
- recurring events, 63, 68–72
- Recurring Task dialog box, 85–86, 88
- Reminder checkbox, 68
- reminders
 - changing, 73
 - events, 63, 68, 71, 72, 73
 - preferences, 111
 - setting, 73
 - tasks, 73, 85, 88
 - turning off, 73
- Reminders dialog box, 73
- Remove Quoting command, 137
- Reply & Forward tab
 - email, 180, 185–187
 - newsgroups, 222, 233
- Reply command, 132
- Reply to All command, 132
- Reply to Newsgroups button, 218
- Reply to Sender button, 219
- Reply to Sender command, 132
- Resend command, 150
- Reset Confirmation Dialogs button, 95
- Rewrap Paragraphs command, 137
- rules. *See* message rules
- Rules dialog box, 120, 170–171, 213
- Run AppleScript event, 177

S

- Save as Draft button, 150
- Save As Web page dialog box, 80
- Save Attachment dialog box, 159
- Save dialog box, 53, 81
- Save Message dialog box, 172
- schedules, email, 153–154, 165, 176–178
- Schedules dialog box, 153, 176
- Script Editor, 193
- scripts, Entourage, 193
- Scripts menu, 192
- Scripts-menu icon, 192
- search function, 9–14
 - advanced search, 11–12
 - contacts in Address Book, 38
 - custom views, 13–14
 - email messages, 8–9, 136, 161–164
 - in folders, 162
 - matching items, 9–10
 - newsgroups, 204
 - tasks, 90
 - text strings, 10–11
- Select All command, 136
- self-extracting archive, 242
- Send & Receive All command
 - email, 25, 27–29, 149, 152
 - newsgroup articles, 228
- Send & Receive button, 152
- Send All event, 177
- Send Later command, 125
- Send Link command, 131
- Send Now button, 219
- send/receive operations, 7
- sending email, 130–132, 149–150
- Sent Items folder, 5, 145, 150, 168, 173, 185
- separator lines, 139
- servers
 - IMAP servers, 120, 182
 - mail servers, 24–25, 120, 241
 - Microsoft News Server, 5, 200, 202
 - news servers. *See* news servers
 - POP servers, 120
 - proxy servers, 180, 188
 - SMTP servers, 242
- settings
 - Address Book, 112
 - Calendar, 113
 - email, 112, 180–188

- fonts, 19
 - general, 65, 110–111
 - languages, 116, 181
 - Mail & News, 220
 - messages, 112
 - news servers, 235–236
 - newsgroups, 232–234
 - notification, 44, 117–118
 - reminders, 111
 - sound effects, 118
 - spelling, 115–116, 147
- shareware, 242
- shortcuts. *See also* keyboard shortcuts
 - Macintosh shortcuts, 110
 - Microsoft Office navigation shortcuts, 110
 - for text editing, 250
- signatures
 - email, 141–142
 - HTML, 142
 - importing into Entourage, 30–32
 - newsgroups, 222, 235
- Signatures dialog box, 142
- SimpleText documents, 172, 211
- Smart Cut and Paste option, 110
- SMTP servers, 242
- Snooze button, 73
- sorting items
 - Address Book, 39
 - email, 164
 - message list, 164, 191
 - Note list, 99
 - Tasks list, 90
- sound effects, 118
- sound sets, 118
- spam, 122, 166–167, 202
- spelling
 - preferences, 115–116, 147
 - spell checking email, 147–148
- Spelling dialog box, 147
- star icon, 212
- status bar, 3, 7
- Straighten Quotation Marks command, 137
- Stuffit Deluxe, 144, 184, 242
- Stuffit Expander, 242
- Stuffit Extractor for Windows, 144
- subfolders, 173, 174
- Subject line
 - email, 135
 - newsgroups, 222, 224
- Subscription options, 233

- Switch Identity command, 34, 35, 36, 38
- Synchronize option, 55
- synchronizing Entourage files, 54–58

T

- tab-delimited text files, 53
- tabs
 - Advanced tab, 169
 - Compose tab, 180, 183–185, 220, 232
 - Fonts tab, 19
 - General tab, 65, 110
 - Mail tab, 24
 - Mailing list tab, 168
 - News tab, 235
 - Notification tab, 44, 155
 - Personal tab, 44
 - Proxies tab, 180, 188
 - Read tab, 180, 181–182
 - Reply & Forward tab, 180, 185–187, 222, 233
 - View tab, 157, 180, 187–188, 234
- task window, 84, 85, 89
- tasks, 83–92
 - categories, 85, 88, 89
 - changing from recurring to one-time, 88
 - changing status, 87, 88
 - changing titles, 87
 - creating, 84–86, 192
 - deleting, 89
 - described, 2, 5, 83
 - due dates, 84, 88
 - duplicating, 89
 - editing, 87–89
 - features of, 83
 - importing into Entourage, 30–32
 - keyboard shortcuts, 259
 - linking to items, 86
 - marking as complete, 86, 87, 88, 89
 - marking as incomplete, 88
 - multiple users, 34–36
 - notes about, 85
 - one-time, 84–85, 88
 - opening, 87
 - printing, 18–19, 91–92
 - priority, 84, 87, 89
 - recurring, 84, 85–86, 88
 - reminders, 73, 85, 88
 - renaming, 88
 - saving, 85
 - searching for, 90
 - viewing, 6, 87–88, 89, 90

Tasks list

- changing sort order of, 90
- columns, 90–91
- creating tasks in, 84
- custom-planner pages, 92
- filtering, 90
- making changes to tasks in, 88–89
- organizing, 90
- printing, 91–92
- sorting items in, 90
- stepping through, 89

Tasks window, 2, 7

TCP/IP, 243

telephone labels, 42

telephone numbers

- in Address Book, 40
- default area code, 112
- formatting, 112
- labels for, 42
- magnifying, 40
- recording, 2

text

- condensed, 111
- copying to notes, 97
- quoted. *See* quoted text
- searching for, 10–11
- selecting words, 110, 137
- text editing shortcuts, 250

text, email

- auto cleanup commands, 137
- copying, 136
- cutting, 136
- deleting, 136
- pasting, 136
- quoted, 131, 136, 185, 188
- searching for, 136, 163–164
- selecting, 137

text editing shortcuts, 250

text fields, 42

threads, newsgroup, 197, 207, 212, 234, 243

thumbnail preview, 173

title bar, 3, 4

To line

- email, 130, 133, 135
- newsgroups, 223

To lowercase command, 137

To UPPERCASE command, 137

Today toolbar button, 66

toolbars

- Address Book, 39, 40
- Contacts toolbar, 59
- described, 111
- displaying, 111
- formatting toolbar, 138
- hiding, 40
- HTML toolbar, 183
- main window, 3, 4
- newsgroups, 218

ToolTips, 111

triangle icon, 212

troubleshooting. *See also* help features

- compacting database and, 215
- error conditions, 7
- Palm/Entourage information, 58

U

Undo command, 136

undo function, 136

unmapped fields, 31, 32

URLs

- adding to Address Book, 61
- described, 243
- ignoring in spell checker, 116
- inserting in email messages, 131, 140, 145

Usenet newsgroups. *See* newsgroupsuser accounts. *See* email accounts; identities

user names

- account setup, 25, 27–29
- described, 25, 128, 243
- in email address, 123, 127, 128, 129, 243
- tips for, 129

V

Value Pack Installer, 54–55

vCards (Virtual Business Cards), 49–50

.vcf files, 49

View menu, 207

View tab

- email, 157, 180, 187–188
- newsgroups, 234

views, custom, 5, 13–14

Virtual Business Cards (vCards), 49–50

viruses, 159

W

Web, 82, 244. *See also* Internet

Web-based email accounts, 120, 121–122

Web browsers
described, 238
Internet Explorer, 140
viewing calendar with, 80, 82

Web pages
described, 243
emailing links to, 131, 140, 145
printing, 19
saving calendar as, 80–81
visiting contact's page, 61

Web sites
adding to Address Book, 59, 61
described, 243
Entourage scripts, 193
Hotmail, 27, 29
Palm organizers, 58
posting calendar to, 81–82
recording, 2
sound sets, 118

Webmaster, 243

Window menu, 7

windows
Accounts window, 24
Address Book window, 38
Attendee Status window, 75–76
Calendar window, 7
Categories window, 16
Entourage window, 3–7, 111
event windows, 67–68
keyboard shortcuts, 7, 246, 252
Link Maker window, 7, 104
Links To window, 105, 106
Main window, 7
message window, 130, 217
note windows, 2, 7, 94, 97, 98
Progress window, 7
reading mail in separate window, 155, 156
switching between, 7
task window, 2, 7, 84, 85, 89

Windows-based systems
compression and, 244
email attachments and, 160
sending email to, 144, 184
Stuffit Extractor for Windows, 144

WinZip, 244

Word, Microsoft
copying text to notes, 97
using Address Book data in, 59–60

words, selecting, 110, 137

Work Offline command, 124, 125

Work Online command, 149

World Wide Web, 244. *See also* Web, Internet

WYSIWYG Font Menu option, 110

Y

Yahoo! Mail account, 121, 122

Z

ZIP files, 244