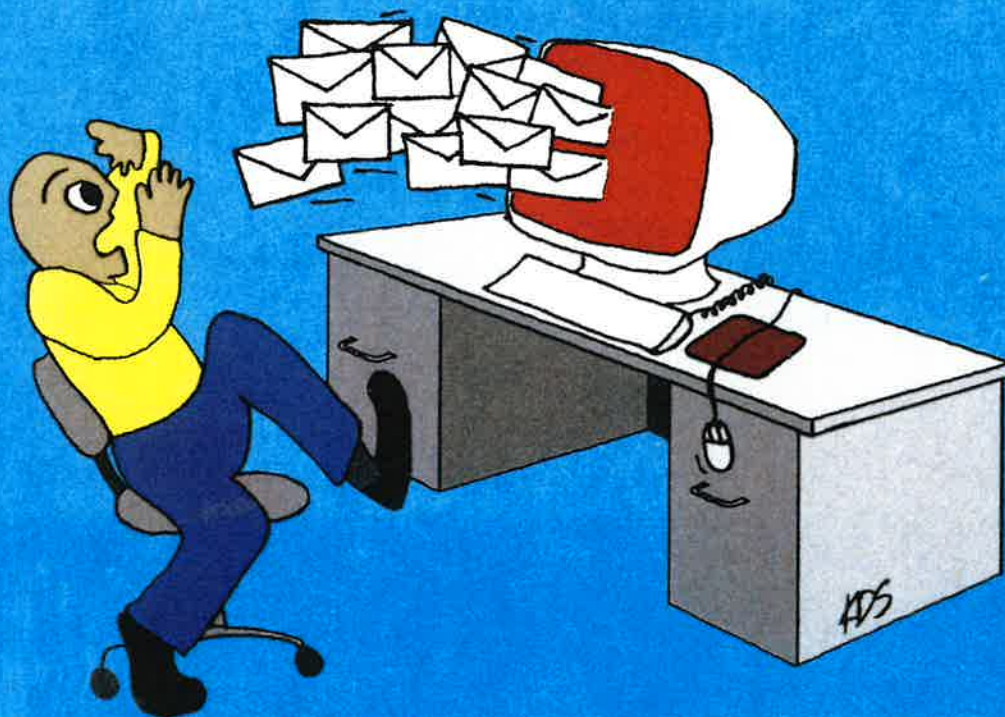


Overcome Email Overload

with Eudora 5



Get Through Your Electronic Mail Faster
Kaitlin Duck Sherwood

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Kaitlin Duck Sherwood

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Contents

<i>Preface</i>	13
Acknowledgments	14
Characters and Places	17
 <i>Chapter 1: Introduction</i>	19
Who Is This Book for?	20
Overview of This Book	21
Eudora Versions	23
Additional Material	23
Notation, Terminology, and Simplifications	24
Tips.....	26
Quotes	26
Examples.....	26
Summary.....	27
 <i>Chapter 2: Organize and Prioritize Your Messages</i>	29
Group by Category	30
Organize Your Categories	32
If You Have More Categories Than Labels.....	33
Order Your Mailboxes	35
Eudora Filters	35
“Real-World” Filters	36
How to Organize Messages with Eudora Filters.....	37
Importance of Filter Order	42
Separate “To-Do” Messages from “Done” Messages.....	47
How to Prioritize with Advanced Filter Actions.....	49
How to Show Importance by (Not) Opening Messages and Mailboxes.....	49
How to Make Importance More Obvious with the “Make Priority” Action.....	50
How to Hear Importance with the “Play Sound” Action	51
How to Keep Conversations Together	53
How to Keep Conversations Together with Filters.....	53
How to Keep Incoming and Outgoing Messages Together with FCC.....	55

How to Test Your Filters.....	56
Use Multiple Accounts to Group Messages.....	57
Personal Accounts	58
Junk Mail Accounts.....	58
Summary.....	59
 <i>Chapter 3: Useful Filter Recipes</i>	 <i>61</i>
Filter Order	61
Example Recipes	62
Notation	62
Notes	63
Find .EXE Files	64
How to Quarantine .EXE Files with Eudora for Mac OS.....	64
How to Quarantine .EXE with Eudora for Windows	65
Adjust the Priority Level.....	67
Lower the Priority Level of Multiply Forwarded Messages	69
File Jokes.....	70
File Mailing Lists.....	71
File Confirmations and Updates.....	72
File Frequent Correspondents.....	73
File Messages from Coworkers.....	74
Skip Messages from People You Know.....	76
File Junk.....	77
Blacklist Junk Emailers.....	82
Aggressive Junk Email Filters (Windows Only)	83
Default Filter: I Don't Know You	85
File Related Incoming and Outgoing Messages Together	86
Summary.....	87
 <i>Chapter 4: Move Around Your Messages Quickly</i>	 <i>89</i>
Move to the Next Message Easily	89
How to Move to the Next Message with Keyboard Shortcuts.....	90
How to Move to the Next Message by Filtering.....	93
How to Move to Next Message by Transferring It to a Mailbox.....	95

How to Put Buttons in the Toolbar	95
How to Make Toolbar Buttons with Eudora for Mac OS	96
How to Make Toolbar Buttons with Eudora for Windows.....	97
Quickly Mark Messages “Done” or “To-Do”	98
(Don’t) Mark Messages Done by Deleting.....	98
Mark “To-Do” Messages Unread	99
Open “To-Do” Messages in Their Own Windows.....	99
How to Find Messages	100
How to Sort Mailboxes.....	101
How to Find Messages in a Mailbox by Typing	102
How to Show Related Messages.....	103
How to Find Related Messages Over and Over (Mac OS only)	105
How to Make More Room on Your Monitor.....	105
More Keyboard Shortcuts.....	108
Summary.....	108

Chapter 5: Reduce the Number of Incoming Messages..... 109

Reduce the Number of Junk Email Messages.....	109
Reduce the Number of Mailing List Messages	110
Mailing List Administration	111
When to Unsubscribe.....	112
How to Unsubscribe.....	112
Switch to Mailing List Digests.....	114
Switch to Announcement-Only Mailing Lists	115
Switch to Moderated Mailing Lists.....	116
Reduce the Number of Messages from Acquaintances	116
Write to Discourage Responses.....	116
Discourage Third-Party Discussions	121
Send Fewer Messages.....	127
Educate Your Correspondents	133
Summary.....	134

<i>Chapter 6: Spend Less Time on Responses.....</i>	<i>135</i>
Don't Respond	136
Don't Say "Thank You" or "You're Welcome"	136
Don't Respond to Junk Email.....	136
Don't Answer Messages from Strangers.....	137
Don't Respond to Mailing List Loops.....	137
Look at How You Were Addressed	138
Read All Messages on a Topic before Responding to Any.....	140
Use Prewritten Responses	141
Give Directions	142
Respond to Vague Questions.....	143
"I'm Busy"	145
Responses to Mass Mailings	145
Use Auto-Responders	150
Notify That You're Out of the Office.....	151
Dangers of Auto-Responders.....	152
Summary.....	153
 <i>Chapter 7: Reduce Ambiguity</i>	 <i>155</i>
Provide Adequate Context.....	156
Quote the Previous Messages	156
Make References Concrete	157
Repeat Subject in the Body	161
Ask Detailed Questions.....	161
Say What Action You Want.....	163
"Vocal" Techniques for Reducing Ambiguity	164
Use "Intonational" Grouping	165
Use Emphasis.....	167
Summary.....	168
 <i>Chapter 8: Convey Emotional Tone</i>	 <i>169</i>
Use Stand-ins for Gestures and Facial Expression	170
Express Uncertainty.....	171
Punctuation	172
Short Utterances	173
Express Urgency	173

In Defense of Nonstandard Writing	174
If You Think Someone Insulted You	175
Summary.....	176
 <i>Chapter 9: Make Messages Legible.....</i>	 <i>177</i>
Use Styled Text Infrequently.....	179
Use Default Font.....	181
Whitespace.....	182
Make Web Sites Easy to Get to.....	183
Punctuation	183
Cut and Paste	184
Long URLs	185
Send Attachments Infrequently	187
Word Wrap	188
Understand Quoting Styles	191
“From ” at the Beginning of a Line.....	192
Summary.....	194
 <i>Chapter 10: Get and Keep Attention</i>	 <i>195</i>
Get Attention.....	196
Get Attention with Subject Headers	196
Signal Importance with Addressing Method	197
Use Your Correspondent’s Name	199
Identify Yourself to Strangers.....	199
Use Priority Levels.....	200
Keep Attention.....	201
Make the Message Easy to Read	201
Make Your Points Easy to Find.....	203
Raise Your Perceived Status.....	211
Show Status Explicitly	212
Summary.....	215
 <i>Chapter 11: Improve Your Company’s Email Effectiveness... 217</i>	
Improve Resources	217
Web-based Mailing List Interface	218
Security.....	219

Eliminate Duplicates	220
Develop a Good Web Site	220
Develop Corporate- or Department-Wide Responses	220
Good Email Software	221
Provide Alternatives to Distracting Messages	222
Where Are Your Colleagues?	222
Out-of-Office Messages	223
Filters	223
Confidential Material	224
Messages from the Company	224
Provide Training	224
Signal Words and Abbreviations in the Subject	225
Signatures	227
Priority Levels	227
Voice Instead of Email	228
Response Speed	228
Write Email Well	228
Emoticons	229
Set Policy	229
Personal Use	230
Illegal Uses	230
Privacy	230
Addresses	231
Attachments	232
People Who Circumvent Technology Channels	232
Email vs. Telephone	232
Summary	234
<i>Appendix A: Glossary</i>	<i>235</i>
<i>Appendix B: Mailboxes and Labels</i>	<i>249</i>
Mailboxes	249
Folders	250
Labels	250
Summary	253
<i>Index</i>	<i>255</i>

You can then mark messages “done” just by closing them. To close a window, click in the close box or press Command-w (Mac OS) or Control-w (Windows). (Don’t worry that Eudora will close the messages when you quit the program. When you re-start, Eudora will re-open any windows that were open when you quit.)

Mac OS users will probably like this technique more than Windows users. Eudora for Mac OS has a transparent background, while the Windows version has a gray background. If you make the Eudora for Windows window large enough for all your messages, you’ll have trouble seeing other programs. The title bar on Mac OS windows also takes less room than title bars under Windows.

If you need more room on your screen, you can minimize (Windows) or roll up (Mac OS) the message window. You can also reduce the size of your windows with the techniques you will learn in “How to Make More Room on Your Monitor” on page 105.

You might be concerned that you’ll end up with too many open windows to manage. This certainly can be a problem, but you probably won’t have as many windows open as you think. Only a small fraction of your new messages will turn into “to-do” items. You might only have a few open messages and a few open mailboxes under normal circumstances.

TIP: Go through your filters and disable window opening before you download a large number of new messages. If you have a thousand new messages, that can lead to hundreds of windows opening. You probably don’t want to wait for so many windows to open. (Your computer might even crash if it tries to open too many windows.)

How to Find Messages

A message that you can’t find is just as gone as a message you deleted. Fortunately, Eudora has simple but powerful features for finding messages. I assume you’re already familiar with the Special/Edit→Find→Search tool, which is pretty easy to find and figure out. There are a number of ways to find messages that are not as obvious or intuitive. This section will describe different ways to find messages.

If you are sure that you are familiar with all the possible ways to find messages, you can skip to “Move to the Next Message Easily” on page 89. However, Eudora has many little tricks that are not obvious. I recommend reading this section.

How to Sort Mailboxes

As mentioned briefly in “Group by Category” on page 30, Eudora can rearrange mailboxes in many different ways. This can help you find messages faster.

Clicking on any mailbox’s column header sorts all the messages in that mailbox by that column. For example, clicking on Subject sorts all the messages alphabetically from A to Z by subject.

Holding Option (Mac OS) or Shift (Windows) down while clicking on a heading does a *reverse* sort. For example, if you Option-click/Shift-click on Subject, Eudora will sort all the messages from Z to A by subject.

Eudora can also sort by multiple columns. If you are using Eudora for Windows, hold down the Control key and click on several columns one after another. Eudora will sub-sort the messages, with the first column clicked being most important and the last column clicked being least important. For example, suppose you Control-click on Who, then Subject, then Date. Eudora will group each correspondent’s messages together. For each correspondent, all the messages will be sorted by subject. For each correspondent and subject, the messages will be sorted by date.

Eudora for Windows puts a little triangle in the header of the column that the mailbox is sorted by. If you’ve sorted the mailbox by multiple columns, all of the sort columns will have little triangles, with a tiny number inside that tells what that column’s sort order is. For example, look at the triangles indicated by the arrows in Figure 30. They show that this mailbox is sorted first by Label, second by Date, and third by Subject:



Figure 30: Mailbox Column Headers (Windows)

If you are using Eudora for Mac OS, you don't have to hold a key down to sort by multiple columns, but you have to click on the column headers in the reverse order from Windows. For example, suppose you want the same effect as mentioned in earlier: each correspondent's messages grouped together, then sorted by subject, then by date. You need to click on Date first, then Subject, then Who.

TIP: Eudora ignores Re: and Fwd: when sorting mailboxes by subject.

How to Sort by Read/Unread Status

You might be tempted to separate all the Read messages from the Unread messages by sorting on Read (the column with the little blue ball at the top). This works reasonably well for Windows, but not for Mac OS.

Under Mac OS, as soon as you open a message, Eudora changes its status to Read and moves the message to the Read section of the list. If you try to move to the "next" message, Eudora will take you to a message that you have already read!

How to Find Messages in a Mailbox by Typing

If you type something while a mailbox is the active window, Eudora shows the message with the Who or Subject entry that is alphabetically closest to what you typed. (Eudora uses the Who column unless you have sorted by Subject.) For example, if you sort by subject and type t, the mailbox will change to highlight a message whose Subject starts with T. If no messages start with T, Eudora will highlight the message with the subject line that starts with the letter closest to T.

If you type quickly enough, Eudora looks for a whole word. For example, you could type inter if you wanted to find all messages with the subject of interview candidate instead of messages with subject of Italian distributor or icky smell in cafeteria. However, if you pause for too long between letters, Eudora starts a new search with the next letter. For example, if you pause between int and er, you might end up looking at a message with the subject erase my hard drive?!?!

If the mailbox is not sorted by Subject, Eudora starts by looking for the letters that you typed in first names. If there are no first names with those letters, it then looks for the letters in the last (second) name. For example, suppose your inbox has messages from

- Andy Jain
- Chantelle Williams
- Claire Beekman
- Jeff Chee
- Loretta Garcia
- Alicia Vandeschaf
- Tyrone Washington
- Wayan Li

If you type `j` in your inbox, Eudora will highlight a message from Jeff Chee. If you type `ja` (quickly), Eudora will highlight a message from Andy Jain.

How to Show Related Messages

Eudora can help you find related messages. If you Option-click (Mac OS) or Alt-click (Windows) on a message line in a mailbox window, then Eudora will reorder the mailbox to bring together and highlight all the messages with the same contents as the column you clicked on. To restore the normal order, just click on one of the column headers.

If Mabel Option/Alt-clicks on Tyronne Washington, Eudora will highlight and group all messages from Tyronne that are in the mailbox, as seen in Figure 31:

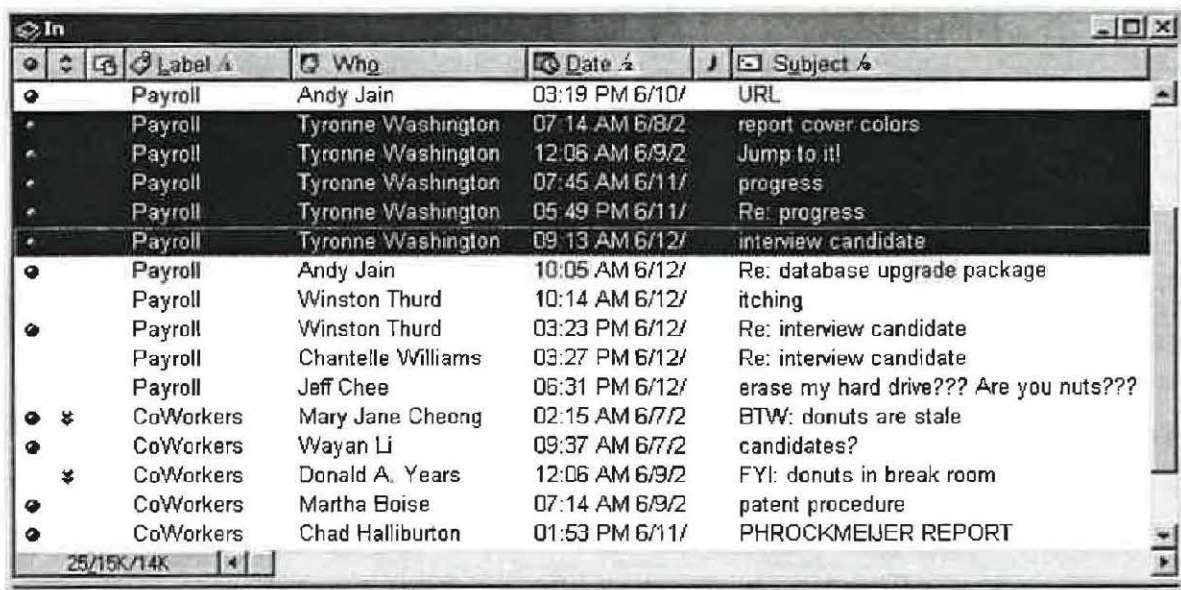


Figure 31: Show Messages From Tyronne (Windows)

If Mabel Option/Alt-clicks on interview candidate instead, Eudora will group all messages with the subject interview candidate or Re: interview candidate, as shown in Figure 32:

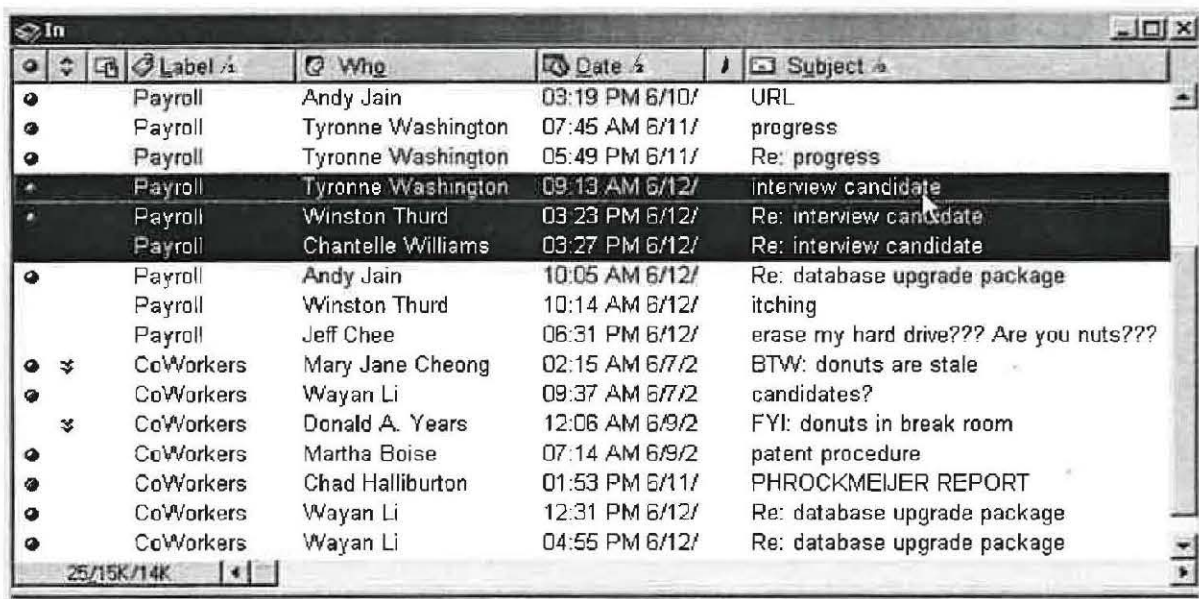


Figure 32: Interview Candidate Messages (Windows)

This technique works extremely well. Typing the name or subject that you are looking for, then Option/Alt-clicking on the name or subject is much faster than doing a Special/Edit→Find→Search. I find myself using Option/Alt-click many times each day.

How to Find Related Messages Over and Over (Mac OS only)

If you are using Mac OS, you can save a search to use over and over again. Select Special→Find→Search and set up the search that you want. Then select File→Save As and give that search a name. You can then run that search at any time by selecting Special→Find→(*name of your search*) and then clicking on the Search button.

For example, you might create a search to find all unread messages in mailboxes other than Out, Trash, and z-ProbableJunkEmail. If you name it Unread, then you can run that search at any time by selecting Special→Find→Unread, then clicking on the Search button. (And now that you've got a menu action for it, you can make a toolbar button for it.)

How to Make More Room on Your Monitor

You can keep track of your messages more easily if you can see them all. Eudora displays many pieces of information that you might not need to see. Hiding that information will give you more room on your monitor for information you care about.

Make More Room by Closing the Mailboxes Window

If you have a lot of windows open, you might want to save space on the screen by closing the Mailboxes Window. You can always see the list of mailboxes quickly by pulling down the Mailbox menu.

Mailboxes with unread messages are underlined (Mac OS) or have a little envelope icon next to them (Windows) in the Mailbox menu.