

LEBLANC

USING  
EUDORA

TK  
5105  
.73  
.L43  
1997  
Copy 2

**User-Friendly**

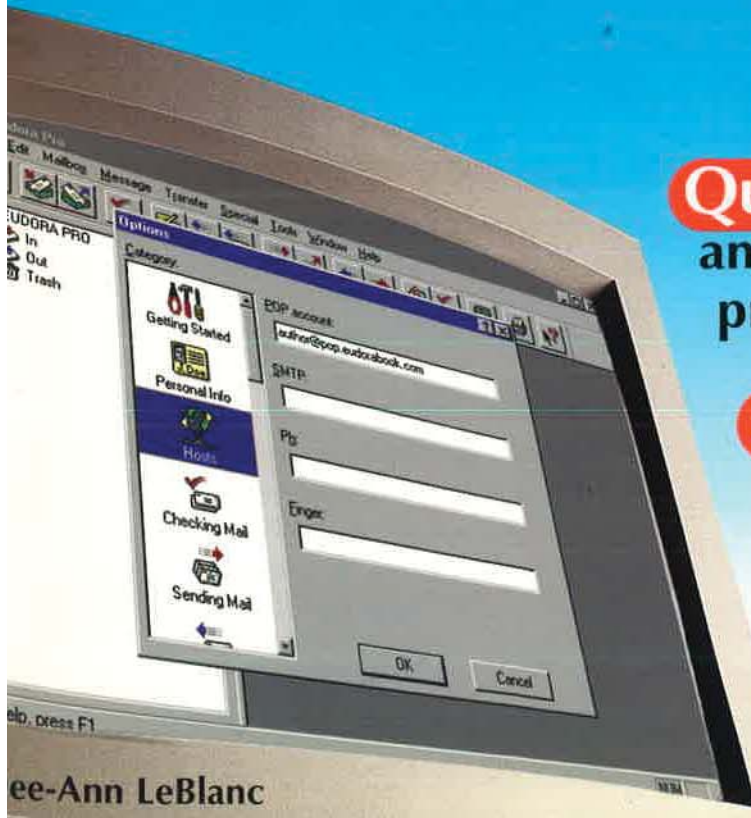
Includes  
Latest coverage  
for Macintosh®  
and Windows®

*Using*

# Eudora™

Second Edition

*The Fast and Easy Way to Learn*



**Quick**

answers to everyday  
problems

**Simple**

step-by-step examples

**Essential**

tips and shortcuts

**QUE®**

**DOCKET  
ALARM**

Find authenticated court documents without watermarks at [docketalarm.com](http://docketalarm.com).

# Windows

## Shortcut Keys for Windows Users

### Moving and copying

	Shortcut
Copy selection to Clipboard	Ctrl+C
Cut selection to Clipboard	Ctrl+X
Delete selection	Del
Paste from Clipboard	Ctrl+V
Paste from Clipboard as Quotation	Ctrl+'

### Editing

	Shortcut
Undo last action	Ctrl+Z
Select all of the message	Ctrl+A

### Managing mail

	Shortcut
Attach file to mail	Ctrl+H
Check your mail	Ctrl+M
Close a message	Ctrl+W
Create a new message	Ctrl+N
Delete the current message	Ctrl+D
Filter messages	Ctrl+J
Open the In mailbox	Ctrl+I
Queue the current message	Ctrl+E
Reply to the current message	Ctrl+B
Save the current message	Ctrl+S
Send message	Ctrl+E
Send queued message	Ctrl+T

### Finding messages and text

	Shortcut
Find a message or text in a message	Ctrl+F
Find again	F3

### Moving between messages in a mailbox

	Shortcut
Go to the previous message	↑ or ←
Go to the next message	↓ or →
Move to the end of the current mailbox	End
Move to the beginning of the current mailbox	Home
Move up one "screen" in current mailbox	PgUp
Move down one "screen" in current mailbox	PgDn

### Moving between messages from message windows

	Shortcut
Go to the previous message	Ctrl+↑ or Ctrl+←
Go to the next message	Ctrl+↓ or Ctrl+→

### Address Book

	Shortcut
Open the Nickname window	Ctrl+L
Make Address Book entry	Ctrl+K

### Other shortcuts

	Shortcut
Help	F1
Open a file	Ctrl+O
Print a message	Ctrl+P
Quit Eudora	Ctrl+Q
Stop what Eudora is doing	Esc
Directory Services	Ctrl+Y

**Using**

**Eudora<sup>®</sup>**  
**Second Edition**

**Using**

**Eudora<sup>®</sup>**  
**Second Edition**

---

*Dee-Ann LeBlanc*

---

**QUE<sup>®</sup>**

# Explore Litigation Insights

Docket Alarm provides insights to develop a more informed litigation strategy and the peace of mind of knowing you're on top of things.

## Real-Time Litigation Alerts



Keep your litigation team up-to-date with **real-time alerts** and advanced team management tools built for the enterprise, all while greatly reducing PACER spend.

Our comprehensive service means we can handle Federal, State, and Administrative courts across the country.

## Advanced Docket Research



With over 230 million records, Docket Alarm's cloud-native docket research platform finds what other services can't. Coverage includes Federal, State, plus PTAB, TTAB, ITC and NLRB decisions, all in one place.

Identify arguments that have been successful in the past with full text, pinpoint searching. Link to case law cited within any court document via Fastcase.

## Analytics At Your Fingertips



Learn what happened the last time a particular judge, opposing counsel or company faced cases similar to yours.

Advanced out-of-the-box PTAB and TTAB analytics are always at your fingertips.

## API

Docket Alarm offers a powerful API (application programming interface) to developers that want to integrate case filings into their apps.

## LAW FIRMS

Build custom dashboards for your attorneys and clients with live data direct from the court.

Automate many repetitive legal tasks like conflict checks, document management, and marketing.

## FINANCIAL INSTITUTIONS

Litigation and bankruptcy checks for companies and debtors.

## E-DISCOVERY AND LEGAL VENDORS

Sync your system to PACER to automate legal marketing.