

Mail Perspectives

Quick Start Guide

Version 1.0



indev software

<http://www.indev.ca/>
<http://support.indev.ca/>

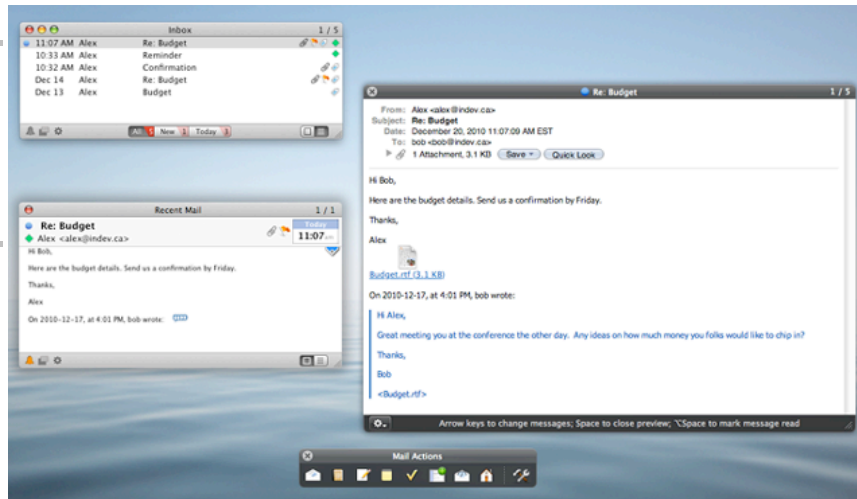
Introducing a new look for your email.

Our experience of working with Mail has taught us that organizing email involves more than just tagging, categorizing and acting on messages. It also requires quick and easy access to important emails and mailboxes. We have found that traditional Mail browsers are very Inbox-centric and it is too easy to forget about key messages no longer in Inboxes. Access to these messages is difficult and slow, especially when there are numerous mailboxes to navigate.

Mail Perspectives changes all this by introducing four new windows to Mail.

Perspective Window is a compact window showing your essential message details at a glance. (p. 4)

Recent Mail Window displays your recently arrived messages. You decide what recent means by setting its window options. (p. 12)



Quick Look Window appears on demand when you need to see more detail on any message. (p. 13)

Actions Window gives quick access to common Mail Actions so you don't have to switch to Mail just to compose a message or write a note. (p. 14)

About this Quick Start Guide

This guide is meant to be a companion to the Interactive Tour that is available when you first start Mail with Mail Perspectives. You can access the tour from the Help menu.

| | |
|---|----|
| Installation and Registration | 3 |
| Perspective Window | 4 |
| Recent Window | 12 |
| Quick Look Window | 13 |
| Actions Window | 14 |
| Window Arrangements | 15 |
| Preferences | 16 |
| Getting the most out of Mail Perspectives | 17 |

Installation and Registration

System Requirements

Mail Perspectives 1.0 requires OS X 10.6 or higher, and Apple's Mail Application.

Installation

Mail Perspectives is a plugin to Apple's OS X Mail application. Unlike most applications for OS X, Mail Perspectives needs to be installed in the correct location to be used. Launch the "Install Mail Perspectives" application and follow the installation instructions.

Uninstalling Mail Perspectives

To uninstall Mail Perspectives launch the "Uninstall Mail Perspectives" application found on the installer disk image.

Registration

Mail Perspectives 1.0 requires a registration code to use beyond its 30 day trial period. To purchase a registration code visit our store at <http://www.indev.ca/store>. To register after purchasing, click the register button in Mail Perspectives preferences.

Support

Indev provides online support for Mail Perspectives via our support site: <http://support.indev.ca>
Feel free to browse the FAQ's and start a support discussion.

Upgrade Information

Mail Perspectives is the successor to Mini Mail. It is a free upgrade to Mini Mail 2.0 users, and their Mini Mail 2.0 registration code will continue to work. Mini Mail 1.0 users should contact Indev for upgrade information.

Compatibility Information

Please be aware that Mail Perspectives, like all Mail PlugIns, are not officially supported by Apple. We will be providing compatibility releases of updates of OS X10.6.

We plan to have Mail Perspectives compatible with OS 10.7 (Lion) when it is released later this year.

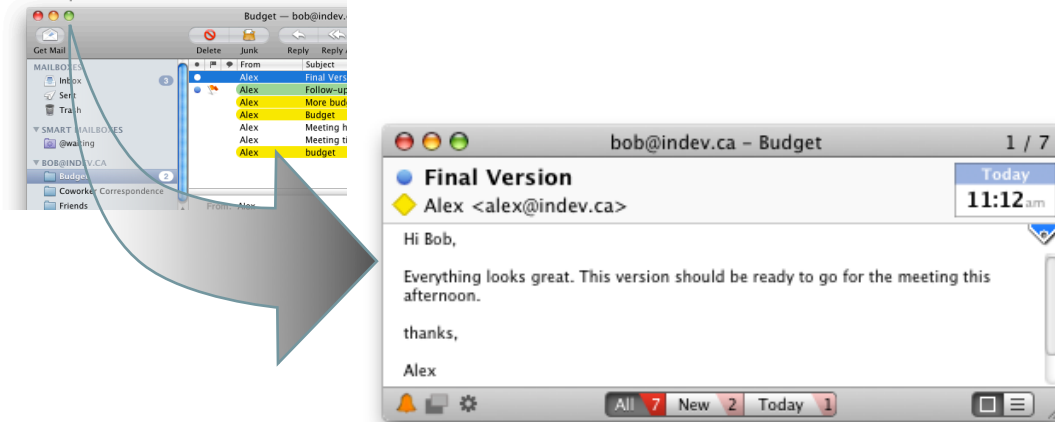
Note: Mail Perspectives will disable previous installations of Mini Mail 2.0.

Introducing the Perspective Window

A Perspective Window is an alternative to a standard Mail Message Viewer. Any standard Message Viewer can be turned into a Perspective Window:

1. select a message or mailbox(es)
2. click the Message Window zoom button

Click the zoom button



Tip

There are a number of different ways to make a New Perspective Window.

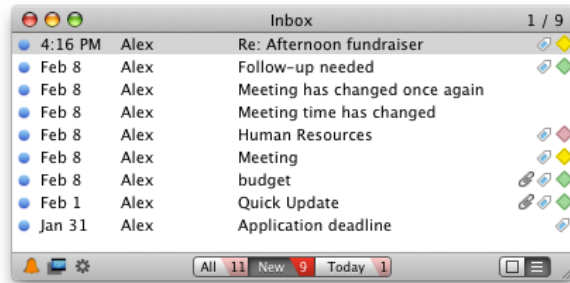
Select a mailbox, and ...

1. click on the green zoom button at the top left of the Mail window
2. right click on the Mailbox and select New Perspective Window from the contextual menu
3. press ⌘-return

Modes

The first thing to note about a Perspective Window is that it can display mail messages in one of two modes: message list mode and single message mode.

Message List Mode shows essential details (date, sender, subject and status) on several messages.

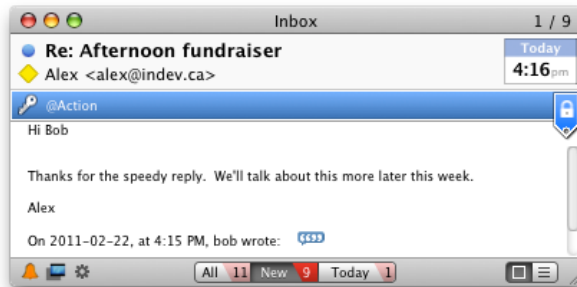


– Title Bar (p. 6)

– Message Info (p. 7)

– Option Bar (p. 10)

Single Message Mode focuses on one message at a time, providing more message details.



– Title Bar (p. 6)

– Message Info (p. 7)

– MailTags

– Content (p. 8)

– Option Bar (p. 10)

Tip Use the mode selector button to change Modes.



Tip Use the '/' key to instantly switch between the Single Message and Message List Modes.

Note

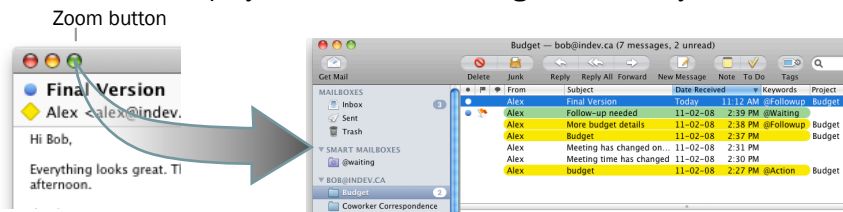
The Tag status is only displayed with MailTags installed.

Title Bar

The title bar displays the standard close, minimize, and zoom window button, the window title and the number of messages.

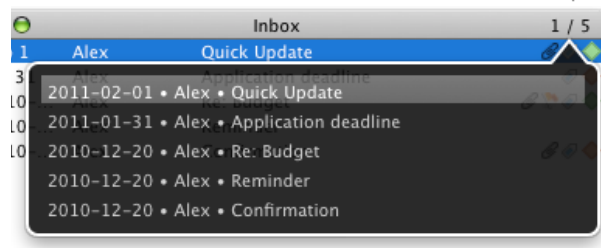


Click the zoom button to display the standard Message Viewer for your selected mailbox.



The message count on the right shows the number of the current message, followed by the total number of messages in the mailbox.

Click on the Message Count to quickly select a different message to view.



Tip

By default the window title is the name of the mailbox, but this can be changed in the window settings, accessible via the gear icon in the Options Bar. (p. 10)

Message Information

The message information displayed depends on the mode of the Perspective Window.

Message List Mode displays key message information, including the date or time the message was received.

| Unread Status | Sender | Subject | Status Marks |
|---------------|---------------|--------------|--------------|
| | 11:07 AM Alex | Re: Budget | |
| | 10:33 AM Alex | Reminder | |
| | 10:32 AM Alex | Confirmation | |
| | Dec 14 Alex | Re: Budget | |
| | Dec 13 Alex | Budget | |

Date the message was received or Time if received today

Single Message Mode displays the same variety of message information, with more of a visual emphasis on the date and time a message was received.

| Unread Status | Subject | Date the message was received or Time if received today |
|---------------|-----------------------|---|
| | Re: Budget | Today |
| | Alex <alex@inde.v.ca> | 11:07 am |

Color Sender Status Marks

Status Marks

- Attachment
- Flag
- Tags
- Color
- Junk

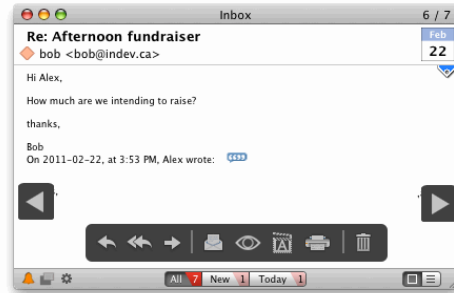
Tip

If the message is in a sent mailbox the message will appear with an arrow icon followed by the name of the recipient. Alex


Message Content


In Single Message Mode the message content area has a compact format that will always show just the text of the message.

The content message area has a number of specially designed features, such as quotes to optimize space, a hover toolbar and navigation arrows.



Quotes

When a message includes quotes from an earlier message the  icon will display in place of the quote.

The quote and earlier message is always accessible. Hover on the  icon to see the quoted text.

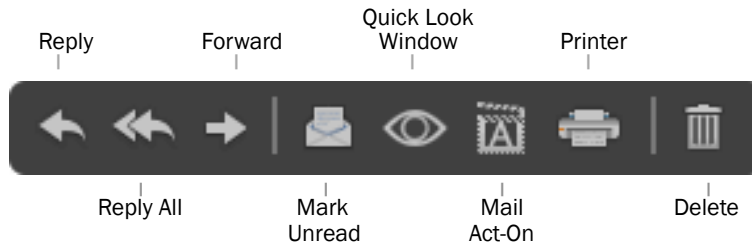
Click on the  icon to open the accompanying message in its own window.

Tip To view images or attachments hit the spacebar and use the Quick Look Window.

Tip The content area of the single message can be scrolled using a mouse wheel or trackpad.

Hover Toolbar

Hover over the lower part of the content area to access a tool bar of actions you may take on a message.



Navigation Arrows

A navigation arrow appears if you hover over the left or right side of the message.



Tip You can also use the keyboard arrows keys to move forwards and backwards through your messages.

Tip Option-right arrow selects the last message in a Perspective Window, and option-left arrow selects the first.

Tip Track pad users can use a 3 finger swipe to navigate.

Options Bar

Every Perspective Window has an options bar with the following features.



Window Option

The two icons on the left of the option bar are basic settings for the window. Turning the bell on (orange) makes this window a notification window. A notification window will pulse and come to the foreground when it receives new mail.

Turning the layer option on will float this window above specific windows on your computer. This is helpful if you always need to see a mailbox no matter what application you are using. The layer option is blue when active.

The gear icon displays a sheet for changing all settings for the window - including the mailbox selected for the message, the title, and other options.

Tip Hit escape to dismiss a notification window.

Tip Set the duration of the notification in preferences (p. 15)

All/New/Today Selector

Use the All/New/Today selector in the middle of the Options Bar to focus a Perspectives Window on a subset of messages.



Each section will show you how many messages are in its subset. In the example above: 5 total messages, 1 marked new (unread), and 3 arrived Today .

Viewing Mode Selector

Use the mode icons on the right of the options bar to quickly switch between Message List Mode and Single Message Mode.

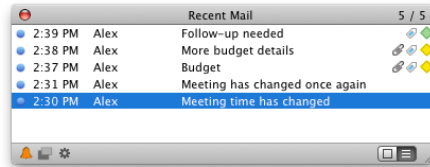


Tip

The All selection is particularly handy for Smart Mailboxes because it displays an easy to spot total message count for the smart mailboxes you are monitoring: for example, “Messages to followup”.

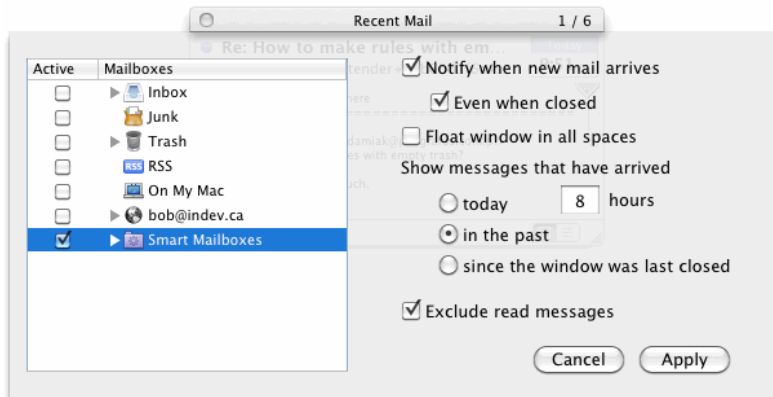
Introducing the Recent Mail Window

The Recent Mail Window is a special type of Perspective Window that displays only recent mail.



- There is no green zoom button (there is only a red close button), and there is no All/New/Today selector. The focus in the Recent Window is always on the recent messages that make up a mailbox.
- The Recent Mail Window can be set to notify even if it is closed.
- You get to customize what Recent (“Today”) means.

Click on the gear icon in the Option Bar to specify what Recent means and to set the notification options. You can also select the mailboxes to monitor.



Tip Use the Recent Mail Window to monitor important incoming messages.

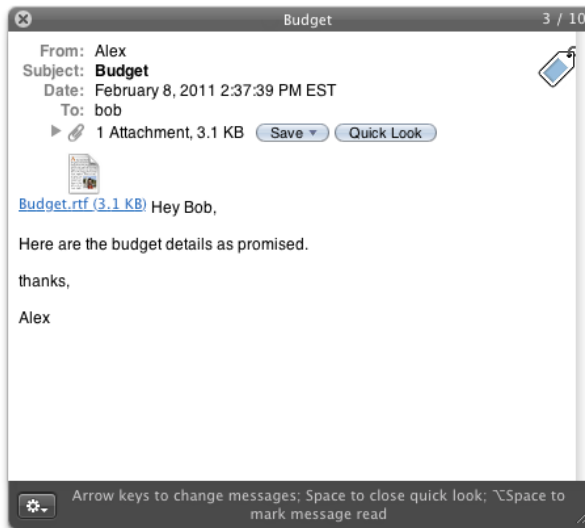
Tip To cut down on screen clutter, and have the Recent Window appear only when new mail arrives, go to Preferences to close the Recent Mail Window, and in the Option Bar select notify when new mail arrives even when closed.


Introducing the Quick Look Window

The Quick Look Window gives on demand full access to a message, including its attachments, images and tags.

The Quick Look Window is accessible from every Perspective window. Simply select a message and press the spacebar. Press the space bar again to hide the window.

Use the arrow keys to forward and backward through messages.



Tip The Quick Look Window is also accessible via the hover toolbar ( icon).

Tip Use the keyboard shortcut shift - space to mark messages as read.

Tip When you select messages in another Perspective Window the message displayed in the Quick Look Window will update accordingly.

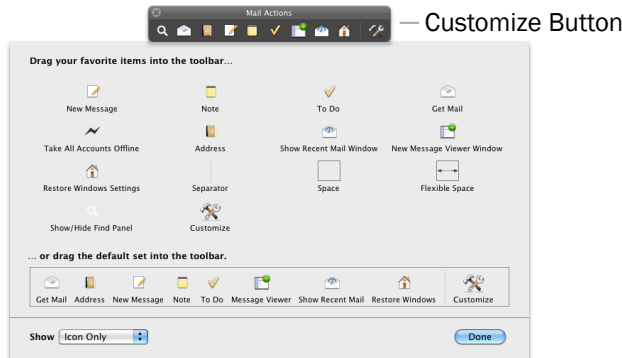
Introducing the Action Window

The Action Window gives quick, compact access to common Mail Actions so you don't have to switch to Mail just to compose a message or write a note.



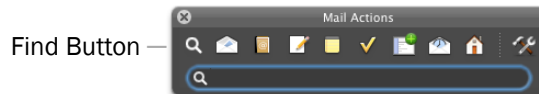
This window can be set to float above all windows on your computer so that common actions are always accessible no matter which application you are currently using (p. 14).

Click on the customize tool icon to select which Action you want accessible in the window. As with any tool customization, drag and drop the icons in the order you'd like.













Find Button

Click on the Find Button to access the find message panel. The find results will appear in a new message browser.



Tip Set a custom keystroke to hide and pop up your Action Window (p. 16)

Mail Actions

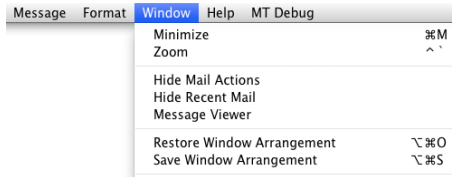
-  Find Panel
-  Get Mail
-  Address Book
-  New Message
-  Note
-  To Do
-  Message Viewer
-  Hide Recent Mail
-  Restore Window
-  Customize



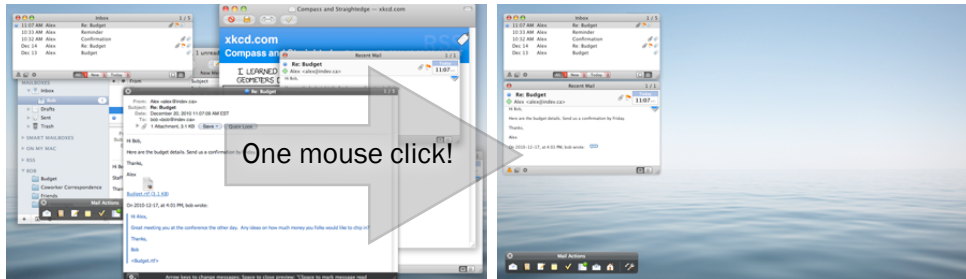
Window Arrangements

Mail Perspectives allows you to save your preferred Window Arrangements so that you can always return to a specific window organization at anytime.

You can restore a saved Window Arrangement with the Window menu, Action Toolbar, or via a keystroke.



Restore a saved Window Arrangement to clean your workspace quickly.



Mail Perspectives will also restore your saved configuration on launch.

Tip

Use Keystrokes to save and restore your Window Arrangement.

To save:
command-option-S

To restore:
command-option-O

Preferences

Use the settings in Preferences to customize message viewing, appearance and notifications, as well as setting keyboard shortcuts.

General Appearance Notifications Keyboard Shortcuts

Double Click Behavior

- ⌘ Open Message in new Message Viewer
- ⌘ Open Message in Single Message Viewer
- ⌘ Unzoom Perspective window
- Click Mail in Dock to open new Message Viewer
- Mark message as read when replying, forwarding etc
- Restore saved windows at launch
- Check for updates at launch

General Appearance Notifications Keyboard Shortcuts

Body Font Size

- Float Mail Actions window above other windows
- Show quoted text in messages
- Sort messages in reverse order by date
- Show unread column in list mode
- Automatically show tag bar if MailTags are present

General Appearance Notifications Keyboard Shortcuts

Notifying Windows return to their original space upon

- Leaving Mail
- Changing Spaces

Hide new Mail notification after seconds.

- New Perspective windows notify by default
- Select new messages as they arrive

General Appearance Notifications Keyboard Shortcuts

To change a shortcut, double-click the shortcut and press new key combination.

| | | |
|-------------------------------------|-------------------------------|--------|
| <input checked="" type="checkbox"/> | Zoom Window | ⌘↵ |
| <input checked="" type="checkbox"/> | Preview Message | Space |
| <input checked="" type="checkbox"/> | Mark Message Read | ⌘Space |
| <input checked="" type="checkbox"/> | Toggle List View | / |
| <input checked="" type="checkbox"/> | Change Displayed Mail Type | ⇧ |
| <input checked="" type="checkbox"/> | Show/Hide Mail Actions Window | ⌘/ |
| <input checked="" type="checkbox"/> | Show/Hide Recent Mail Window | None |
| <input checked="" type="checkbox"/> | Save Window Settings | ⌘⌘S |
| <input checked="" type="checkbox"/> | Restore Windows Settings | ⇧⌘⌘↵ |

Mail Perspectives 1.0b668

Register Buy Now Credits Indev Software Support

Getting the most out of Mail Perspectives

Getting the most out of Mail Perspective Windows will depend on your email organization. Here are some Perspectives Windows that we have found useful. If you have more tips for using Mail Perspectives we'd love to read them at <http://support.indev.ca>

Flagged Messages: Create a Perspective Window for flagged messages.

Recent Sent Mail: Create a Perspective Window for mail you've recently sent.

Groups of Inboxes: Group related inboxes in a different Perspective Window. For example, your work inboxes can share a window while your personal inbox can be kept separate.


RSS feeds: Create Perspective Windows for your favorite RSS feeds to make mini RSS readers (and never miss another update of xkcd).

Message Followup (with MailTags installed): Set up a smart mailbox using Keyword tags to create Perspective windows for messages you're waiting on a response on (keyword @waiting), or for messages that require further action on your part (keyword @followup).

Projects (with MailTags installed): Use Project tags in combination with a smart mailbox to create Perspective Windows that automatically contain all the messages to do with a single project (for example: Taxes).

Due Today (with MailTags installed): Set up a smart mailbox for messages due today (tickle date), and then create a Due Today Perspective window.

Message replies: To keep track of message replies and responses you can also combine inbox mailboxes and sent mailboxes in the same Perspective Window.

The arrow icon  indicates a message you have sent, followed by the name of the message recipient.

