

Method**Pasting an address into ICONDESK:**

1. Open the ICONDESK application.
2. Click on the **NEWMSG** button on the tool bar.
3. Click the left mouse button to the right of **TO:** in the **RECIPIENTS** section of the window.
4. Press **SHIFT-INSERT** to paste the contents of the clipboard at the cursor position.
5. Continue creating the message as usual.

Exercise

In the following exercise, you will find all the Smiths at Transport Canada.

1. From the OGD main window, click the **SEARCH** button or choose **EDIT** from the menu bar and then **NEW LIST**.
2. To start a new search, click the **CLEAR** button.
3. Leave the List option at replace and the search options as Surname and Literal.
4. In the **NAME** text box, type **Smith**.
5. Press the **TAB** key or click in the **DEPARTMENT** text box. Notice that a number appears in the button to the right of the name text box. This represents all the Smiths found by the system for all departments.
6. Click the button to the right of the **DEPARTMENT** text box - the Department window appears.
7. In the Department window, select Health Canada by clicking on it once.
8. Use the scroll buttons on the right of the window to go down the list.
9. Select Transport Canada by clicking on it once, then click the **OK** button.
10. Back in the Search window, click on **OK**.
11. The result of your search is now displayed in the OGD main window.