caveat. For this reason, DO NOT send appraisal input or other sensitive personnel related material to CATS. Please file a paper copy instead.

It also goes without saying that CONFIDENTIAL, SECRET, or CANADIAN EYES ONLY material should not be sent through SIGNET or filed to CATS until the classified versions of these tools are introduced.

If I work at a mission, do I have to cc messages to CATS?

Yes, SIGNET users at missions must cc messages actioned or info'd to Headquarters addresses to CATS if they fall into the categories given above. This allows CATS to contain complete stories and not just the Headquarters half of the story.

FYI: ISO (Operations and Intelligence) reviews new messages copied to CATS, as they used to review telegram packs.

Missions also produce material that is only of local interest (e.g., invitation lists). This kind of material should NOT be copied to CATS. We would like to give you a clearer rule on what not to copy, but that will take time to develop. Experience will show what is useful to maintain in the corporate database and what would be better stored only at missions. As SKR is concerned about this situation, it is evaluating document management software to meet the specific needs of missions.

If I work at a mission, will I be able to retrieve documents from CATS?

Yes, mission users who need to have a document retrieved from CATS should send their request to the MKRS (SKRS) organizational mailbox. The request will be routed to a BICO who will carry out the search and forward the relevant document or information to you. Do not send requests for information to the CATS mailbox. Remember! the CATS mailbox only collects material for filing.

Save trees. Save money.

On a final note, whenever possible, please cc CATS instead of printing and filing paper. Please do not send both an electronic and a paper copy of the same document to file.

Questions about CATS? Please contact Ann Désormeaux (SKRC) at 943-2155 or send e-mail to DÉSORMEAUX Ann - SKRC.

FORUM

Copying from WordPerfect to ICONDESK - Line Length Problems

Question from Joanne Gosselin (Tokyo)

In response to your answer to Douglas Forsythe (JLE), (see *SIGNET News* of November 7, 1994) regarding the best way to cut and paste long messages between WordPerfect and ICONDESK, I have the following suggestion to offer from Stephen Wright, a technician here at the Embassy:

In WordPerfect, put the right margin to 1.5" and the left margin to 1.2".

When you cut and paste to ICONDESK, you do not have to make any changes.

Reply from Ron Hartling (MSD)

You're right. That's a very simple solution and it will work fine provided that everyone you are communicating with is using the same version of ICONDESK that you are. Since the WordPerfect document that you are working from is customized by the margin setting to the size of your ICONDESK window, then the fact that the "soft" carriage returns that

permit word wrapping are replaced by "hard" carriage returns doesn't matter.

If, however, your message is read by someone in another department who was using Microsoft Mail, for example, then the formatting would be all wrong. This problem will also arise with ICONDESK 4.4 because users will have a choice of two different font sizes for their screens. This means the lengths of lines will vary.