

Sending Attachments to the Internet

SIGNET Client Services Division (STC) trainers are often asked what's involved in sending attachments to the Internet. While the procedure is as straightforward as sending attachments within ICONDESK, there are four key points to keep in mind:

1. **Your recipients must use e-mail software that supports the "MIME" (Multi-Purpose Internet Mail Extension) protocol.**
2. **Identify your attachments.** This is especially important if you are sending more than one attachment. Identify attachments by title or by the first word or phrase in the title. This will make it easier for your recipient to figure out which attachment is which. Also, if you send more than

one attachment, they may be received in reverse order — what was your first attachment becomes your recipient's second attachment, and vice versa.

3. **Identify what application was used to create the attachment and the version** (e.g., WordPerfect 5.2). When sending messages outside SIGNET, it's basic e-mail courtesy to notify your recipients of this information. Internet addresses often use different word processing and spreadsheet systems than the Department does. Informing recipients of what format was used allows them to take the appropriate action to retrieve the attachment.

Note: applications are only downward capable

(e.g., WPE 5.2 does not recognize files created in WPE 6.1).

4. **Limit the size of any one attachment to 1 megabyte** (1 megabyte = 1 million bytes). See *SIGNET News* of January 29, "How do I find out the size of an attachment?", page 2). If you have an attachment of this size, send it on its own and send related attachments with a separate message.

The Internet is a useful tool in certain circumstances. You should, however, be aware of its important limitations: **no privacy, no guarantees of delivery, no directory of Internet addresses and no control** (once your address is out there, there is no easy way to limit the volume of e-mail you receive).

What to cc to CATS: A refresher course

The Department has a legal requirement to maintain its records. CATS (Corporate Automated Text Storage system) is the corporate records management system developed for use with SIGNET (see "Filing Problems? CATS Will Sort Them Out," *SIGNET News*, January 30, 1995). The CATS mailbox collects material for filing.

Each of us has an obligation to file records material to CATS. If we don't, the material we generate won't be part of the corporate record. Copying messages to CATS is easy — CATS is the first address in the ICONDESK address list in the Send Mail window.

Please cc to CATS:

- final versions of briefings, background notes, talking points
- reports
- final versions of instructions, statements, speeches
- most organizational messages
- messages involving financial matters
- messages involving legal matters
- documents that record how or why decisions and actions were taken
- significant drafts of agreements or policy documents
- any document that you think ought to be part of the corporate memory

If you aren't sure whether to copy a document to CATS, please contact your BICO.

Questions about CATS? Please contact Ann Désormeaux (SKR) at 943-2155 or by e-mail.

