

Composing and Sending a Message to a CDCS Addressee

Users may wish to use the editing functions within WordPerfect to draft a message prior to sending it to CDCS addressees. Whenever the contents are copied to the Clipboard, remember that it becomes an ASCII file and loses many of the special features created within WordPerfect.

To Compose and Send a Message to a CDCS Addressee:

1. Double-click on the **WordPerfect** icon in the *SIGAPPS (Common)* group.
2. Complete your message.
3. Press **CTRL+HOME** (to go to the top of the message).
4. Press **CTRL+SHIFT+END** (to block the entire message).
5. Select **Edit, Copy** from the menu bar in the *WordPerfect* window.

The contents of the complete message are now copied to the Clipboard in an ASCII format and ready to be inserted from the insertion point in the *Note* field of the Compose Message window.

6. Select **File, Exit** from the menu bar in the *WordPerfect* window to exit WordPerfect.
7. Double-click on the **Microsoft Exchange** icon in the *SIGAPPS (Common)* group.
8. Click on the **New Message** button on the toolbar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window.
9. Press **TAB** to the *Note* field and press **CTRL+V** to paste the Clipboard contents.
10. Click on the **Send** button once the message is checked and complete.

Importing a Spreadsheet Into a WordPerfect Document

If you wish to include a spreadsheet into a document (i.e. financial data on a private company), WordPerfect allows the user to import the complete document or certain cells.

To Import a Quattro Pro Spreadsheet Into a WordPerfect Document:

1. Position the cursor at the insertion point where you wish to import the spreadsheet.
2. Select **Insert, Spreadsheet/Database, Import** from the menu bar in the *WordPerfect* window. The *Import Data* dialogue box appears.
3. Insert the full path and filename of the spreadsheet you wish to import.
4. Click on the **OK** button (x2) to confirm all cells.