L E S S O N 5 - WordPerfect 6.1

Lesson Objectives

- Composing messages to be sent to CDCS addressees as well as C4 addressees

- Importing a Quattro Pro spreadsheet into a WordPerfect document before sending

- Changing the options that are available on the Toolbar to better reflect the user needs

Composing and Sending a WordPerfect Document as an Attachment

WordPerfect Office software allows users to send directly from the application and the user is returned back to the application automatically. All attachments must contain the classification on each page (using headers is a good option).

To Compose and Send a WordPerfect Document as an Attachment:

1. Double-click on the **WordPerfect** icon in the *SIGAPPS (Common)* group.
2. Add the classification together with appropriate additional warning caveats.
3. Select **Format, Header/Footer** from the menu bar in the *WordPerfect* window. The *Headers/Footers* dialogue box appears.
4. Select the **Header A** option and click on the **Create** button. The *Headers/Footers* feature bar appears.
5. Press **ALT+F7** (flush right), insert the classification and click on the **Close** button of the *Headers/Footers* feature bar.
6. Prepare the document using all the editing/formatting functions available until the document is ready to be sent as an attachment.
MS Exchange must be open before the next step is performed.
7. Select **File, Send, MS Mail** from the menu bar in the *WordPerfect* window. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window and the WordPerfect document appears in the *Note* field as an attachment.
8. Enter required information.
9. Press **TAB** to the *Note* field and begin typing text.
10. Click on the **Send** button once the message is checked and complete. The user is exited from MS Exchange automatically and returned to WordPerfect.