TO Plain Language Address//OPI//2nd OPI (if more than one OPI)...//
Plain Language Address//OPI//OPI//
INFO Plain Language Address//OPI//OPI//
Plain Language Address//OPI//OPI//
TEXT: (This is the word TEXT, not the text of the message)
TEXT (This is the actual text of your message)

(The word "**TEXT:**" is the delimiter of the address and TEXT is the actual text of the message)

The following is an example of a note:

SECRET
TO MARCOMHQ//N61//N4//
MARPACHQ//N6//N4//
INFO NDHQ OTTAWA//DISEM 6//DISEM 3//
CFB BORDEN//OPS O//TMO//
TEXT:
THIS IS A MESSAGE FROM DEFENCE ATTACHE THROUGH THE DFAIT
SIGNET ELECTRONIC MAIL SYSTEM.

4.   Send the message.

Composing and Sending a Message with Attachment(s)

In order for the recipient to quickly browse attachments, the correct extension should be selected when choosing attachments. Following are the most common formats:

WPD - WordPerfect 6.1
WP - WordPerfect 5.2
ASC or TXT - for text files
WB2 - Quattro Pro 6.0
SHW- Presentations 3.0.

Attachments can only be included if all the recipients are on C4 (i.e.: all addressees have a -C4 or -C4R suffix). Ensure all attachments appear on the first page of the message. This will permit recipients to see there are attachments when the message is browsed.