

# CLIENT TIPS

## Using the Tab Key Feature

There may be times when it would be useful to present some of the information in an e-mail message in columns. An example of this follows:

Arrival date	Flight	Destination	Departure
22 Dec 95 11:10	AC085	Vancouver	09:05
03 Jan 96 19:30	CP901	Ottawa	11:10

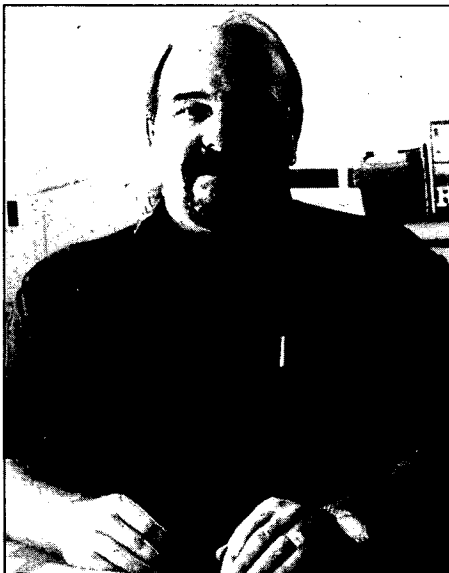
At present, the only way to do this in ICONDESK is to press the space bar the required number of times to align the information. Here is the way to accomplish this by using the WordPerfect (or any text processing Windows application) tab key feature:

- Open WordPerfect;
- Press the Tab key (according to the size of the tab space you require);
- Highlight the area the tab covers;
- Copy it to the clipboard by using the Edit/Copy command in WordPerfect (or use the Ctrl-Ins key combination);
- Switch to ICONDESK, open the Compose Message window and position the cursor in the Note area;
- Prepare the message. Each time you want to use a tab, use the Edit/Paste command (or the Shift-Ins key combination) to set up your columns;
- Repeat the Edit/Paste command until all of your information is in the column format.

**Note:** This tip is not foolproof. While the format may appear perfect to the sender, depending on the system setup of the recipient (i.e., video, printers, etc.), the information may not be perfectly aligned.

Fred Dahm, IT Architecture and Standards (STEA)

Christian Meloche (PARIS), Regional Systems Administrator for Africa and the Middle East, is excellent at reminding us at Headquarters of the value of SIGNET at missions. "Nowhere is SIGNET seen as such a vital tool as in the small missions," says Christian. "I recently visited our embassy in Libreville, Gabon, who received SIGNET late last year. There I met a small, hard-working and dynamic team who have found SIGNET a very useful tool.



**Yvon Levesque (shown in the photograph)** is an Africa specialist who is called upon to juggle many roles in the field. Not only is he the Mission Administrative Officer, but also Consul, Mission Systems Administrator, Mission Financial Officer (with Kinshasa as a spoke) and SIGNET Super User. 'SIGNET is like having a third arm,' says Yvon. 'It allows me to manage all these roles effectively.'

Like the large missions, small mission Libreville is only an e-mail away from Headquarters.