

**Method**

To attach a file or document to a message:

1. Click on **MESSAGE** in the Menu Bar and select **NEW**.  
OR  
Click on the **NEW** button on the Tool Bar.
2. Complete the message header information (subject and recipients).
3. Type a cover note.
4. Click on the **ATTACHMENTS** button on the Tool Bar.  
OR  
Click on **MESSAGE** in the Menu Bar.  
Click on the **ATTACHMENTS** option.
5. Select the appropriate **DRIVE** using the drop down list arrow.
6. Select the **DIRECTORY** by double clicking on the appropriate folder icon.
7. Double-click on the **DOCUMENT NAME**.  
OR  
Click on the document name and click on the **ADD** command button.
8. Repeat steps 6 and 7 to attach other files or documents.
9. Click on the attachment filename within the **DESCRIPTION** section of the Add Attachments window.
10. Type in **WPE** in the **FORMAT** field if the attachment is WordPerfect for Windows or see the list below for the correct acronym.
11. Click on **MODIFY** in order to change the extension in the **DESCRIPTION** section of the window.
12. Repeat steps 9-11 for all attachments.
13. Click on **OK**.

**NOTE:** The attachment filenames will be displayed at the bottom of the Compose Message window

**WPE** = WORDPERFECT FOR WINDOWS  
**WB1** = QUATTRO PRO  
**ASC** = ASCII

**Exercise**

Using the method outlined above, create a new message and attach the file H:\DOC\CENTURY.