1.    Select **Tools, Options** from the menu bar.  The *Options* dialogue box appears.
2.    Select the **Spelling** tab.
3.    Select the **Always check spelling before sending** option from the *General options* field.
4.    Click on the **OK** button.

**Exercise**    Create a short message and address it to the user with whom you are paired.

**To Compose and Send a Message to a CDCS Addressee:**

Compose a message but the following procedures **must** be observed when sending messages to CDCS (Canadian Diplomatic Communication Service) addressees:

*   Do not request a confirmation of receipt (this would only arrive from the Gateway)
*   Do not send attachments (you can use Copy and Paste from WordPerfect)
*   The second line in the note is reserved for special handling instructions to be carried out by the recipients

**To Compose and Send a Message to Military Addressees:**

If you wish to send messages to Department of National Defence addressees that do not appear in the mailbox list provided, you should select the following address as a substitute:

**-NDHQ OTT DNDGW-CDCS**

When a message containing the above address passes through the gateway, it will be afforded special handling by the Automated Defence Data Network (ADDN). The ADDN System Interface Device (SID) will look for DND addressees in the message text (equates to the SIGNET-C4 note). Should you select the above GATEWAY address for your message, the following rules apply for note contents:

1.    Complete the message header as usual.
2.    Address to the **-NDHQ OTT DNDGW-CDCS.**
3.    Beginning on the first line of the note, a message to a DND address must be formatted exactly as follows: