

# HOT! Tips

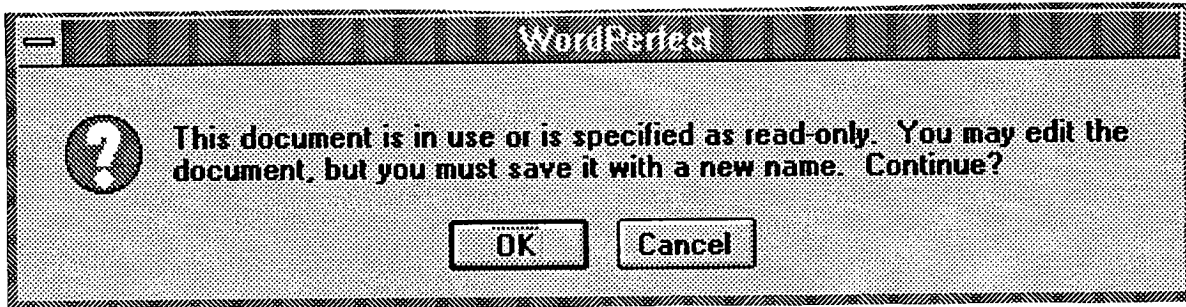
Theresa Ladouceur of the Services, Investment and Intellectual Property Division (EEI), has come to us with an interesting and worthwhile suggestion. "I don't always have time to read *SIGNET News* cover to cover, but value the information it provides, particular the tips on ICONDESK 4.4 and best practices. Would it be possible to produce an edition of the *News* devoted to 'The Best of...?', she asked.

We liked Ms. Ladouceur's idea, and in the Spring we will bring out a special edition of the *News* on SIGNET software tips and tricks to help you work more efficiently and enjoyably. In the meantime, to give you a sense of what is to come, here is one of the HOT! Tips.

## Protect Your Files

Do you create documents which serve as templates or do you share documents with colleagues? These can be secured so that they cannot be overwritten accidentally or otherwise.

Adding a Read Only attribute to your document will protect your file against modifications. The document can be viewed or even used as a template, but changes cannot be made to the original file. The Save As option must be used to save the revised document.



To add the Read Only attribute, open the File Manager from the Main program group. Select the file you wish to protect and choose FILE/PROPERTIES from the Menu Bar. Enable the Read Only attribute. The attribute can later be removed by following the same steps and Disabling Read Only.

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## ICONDESK 4.4 Basics

### Moving Messages to ICONDESK Folders

Messages are filed to specific folders using the Move command.  
To move a message to a folder:

Using the Menu Bar:

1. Select a message
2. Click on **File** in the Menu Bar
3. Click on the **Move** option.
4. In the **New Folder** field, either type in a folder name or click on the drop down arrow and select an existing folder.
5. Click on the **OK** command.

Using the mouse:

1. Select a message(s) in the Mail Manager window.
2. Drag the message(s) to its destination folder in the Folders List window.