

# What happens to your messages when you are away?

Do you on average receive 25+ messages a day? Are you planning to be on leave for two weeks or more and not logon during this time? The combination of these factors will have consequences for your e-mail account.

When you are away, messages sent to your account accumulate and wait to be accepted. The maximum number of messages which can wait to be accepted is 256. Once this limit is reached, your account is full. No more messages can be accepted. In the present version of ICONDESK, new messages will bounce back to the originators who will also receive a system error. To avoid this happening, we recommend that the following two steps be followed:

1. Activate the Auto Reply function in Mail (see instructions on page 10) just before your departure and leave a message that states both the length of your absence and a contact name. For example, "On leave for the period Friday, August 2 to Friday, August 16. Please contact J. Smith at 992-1111."
2. Ask someone like your divisional secretary or a colleague to logon to your account and accept messages on your behalf.

## CLIENT TIPS *Identify attachments, please!*

I have a simple suggestion for easing the pain and suffering of those of us who have to export and print out innumerable e-mail attachments daily from various mailboxes.

At the top of the Note portion or beginning of an e-mail, indicate:

1. the subject matter of the attachment
2. the type of software used to produce the attachment (i.e., WordPerfect, Quattro Pro, etc.). If no indication is given, it is often difficult to figure out what software was used to generate an attachment(s).
3. the approximate number of pages of the attachment

Example: Attached is a 13 page document generated by Quattro Pro.

By doing this, you will save your fellow users considerable time, energy and frustration.

- Albert Hardy (Tokyo)

## *Using a macro to turn footnotes into endnotes*

I found turning footnotes into endnotes very useful when I worked on a document that had over 300 footnotes and each one needed to be checked/proofread. The footend.wcm macro allowed me to print the footnotes separately from the document, and thus made working on the footnotes manageable. I was also able to change the font size, which made the endnotes easier to work with.

Here's how to turn footnotes into endnotes:

- ① Click on Macro, open Play.
- ② In the Files list, click on footend.wcm
- ③ The macro will now run. Wait for it to finish.
- ④ Your footnotes are now endnotes.

Note: To turn endnotes back into footnotes, play the endfoot.wcm macro.

-Annemarie Manuge, Office of the Agent for Canada in the Fisheries Jurisdictional Case Before the International Court of Justice (JFC)