INSTITUT CANADIEN DU SERVICE EXTÉRIEUR

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Department of Foreign Affairs and International Trade

Canada

SIGNET-C4 LAN

Training Guide

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INTRODUCTION

Who Will Benefit From this Course

You will probably get the most out of this course if you are required to create, modify, send or receive classified material. You should be familiar with working in the Windows environment although no specific knowledge of Microsoft Windows NT is assumed.

You must have at least a **SECRET** security clearance and have a need-to-know requirement to access the SIGNET-C4 system.

Course Objectives

At the end of the training session, the participant will be able to:

- Identify the characteristics of the SIGNET-C4 system and identify users on CDCS and other classified systems
- Distinguish between classified information and designated information
- Handle and protect sensitive information in accordance to departmental and government regulations
- Log on, log off and change a password on a SIGNET-C4 Workstation
- Select network resources to connect and share such as printers, CD-ROM, drives, directories and files

MS Exchange

- Create and send a message within MS Exchange to all users of classified systems
- Create personal and shared folders, reply, forward and print messages
- Access C4 Organizational Mail

WordPerfect 6.1

- Create, file and send messages drafted in WordPerfect 6.1 to CDCS addressees
- Create, file and send WordPerfect 6.1 documents as attachments to other C4 addressees

The following topics are not covered in the Training session:

Chat

- Connect to a distant user using the CHAT feature within Windows NT

Schedule +

- Schedule and respond to appointments and meetings within Schedule+

Quattro Pro 6.0

- Import a Quattro Pro 6.0 spreadsheet into a WordPerfect document for sending through MS Exchange
- Create, file and send a Quattro Pro 6.0 spreadsheet as an attachment

Presentations 3.0

- Create, modify and play a slide show within Presentations 3.0

LESSON 1 - Introduction to SIGNET-C4

Lesson Objectives

- Identify the characteristics of the SIGNET-C4 Wide Area Network (WAN) and how this network differs from other systems being used in DFAIT

- Identify and recognize the software and hardware associated with the C4 system and how they are used

- Identify addressees on other systems and understand the requirements of unique procedures for addressing messages to these users

What is C4?

Definition - SIGNET-C4 is the classified side of SIGNET. The SIGNET-C4 WAN will include either workstations connected as part of a Local Area Network at large missions, or single communicating workstations at small missions.

What it offers to users -

Users will be able to exchange messages, including attachments to all other C4 addressees, using MS Exchange.

Why - The C4 network uses cryptographic equipment previously used on C1, C2 and COSICS to provide high grade security for the protection of all data up to and including **SECRET**.

Concept of Operations

Users of the C4 system must be Canadian Nationals with a security clearance of **SECRET** and a need-to-know requirement.

Software available on SIGNET-C4 includes the Windows NT 3.51 operating system, MS Exchange, McAfee Antivirus and PerfectOffice 3.0 which includes WordPerfect 6.1, Quattro Pro 6.0 and Presentations 3.0. Windows NT and the software is available in both English and French.

How to Get Help?

Headquarters support is SXT personnel who will provide centralized management of the global network (WAN). This support includes hardware, software, technical information from Microsoft and Compuserve when required.

First Line support for the C4 users will be carried out by the Cda-Based System Administrators and the Cda-Based technicians. They will be responsible for account management, access control to shared resources, and installing and supporting software applications.

Reference Document

For additional information, refer to the *SIGNET-C4 User Documentation and Security Procedures*.

L E S S O N 2 - Security

Lesson Objectives

- Identify sensitive material that is of National Interest (i.e. International Affairs, Defence of Canada, ...) as classified information
- Identify sensitive material not in the National Interest whose unauthorized disclosure could cause injury to the other interests for which the government has assumed responsibility. (i.e. personal information, third party (business) information, safety of individuals, ...)
- Identify the proper equipment to use for the preparation, storage and transmission of classified material and designated material
- Recognize the abilities and limitations of the C4 system
- Apply good computing skills to limit the chance of viruses infecting your workstation and corrupting valuable data
- Create an appropriate password

Classified Information

Classified information is information that could cause national disservice if it were compromised.

TOP SECRET: Applies to the very limited amount of information that, if compromised, could reasonably be expected to cause exceptionally grave injury to the National Interest. **TOP SECRET** material **MUST NOT** be sent using SIGNET-C4. A Secure Fax can be used for this purpose.

Examples of **TOP SECRET** material are:

- Disruption of international relations of essential importance
- Potential armed hostilities against Canada or its allies
- Compromise of vital plans for the defence of the nation
- Information about methods and successes in national intelligence and counter-intelligence services
- Reports whose dissemination could result in the death or torture of an individual

SECRET: Compromise of this information could reasonably be expected to cause serious injury to the National Interest.

Examples of **SECRET** material are:

- Records of discussions of the Cabinet or Cabinet committees
- Details of important international negotiations
- Scientific or technical developments relating to national defence or national security

CONFIDENTIAL: Compromise of this information could reasonably be expected to cause injury to the National Interest.

Examples of **CONFIDENTIAL** material are:

- Record of discussions of interdepartmental committees
- Instructions on the protection of highly classified information
- Reports from Missions or from Canada that may be of advantage to foreign powers or that might cause an injury to international relations

Designated Information

Information that, if it were compromised, could cause injury to other interests for which the Government has assumed an obligation. This information is sensitive but outside the National Interest.

PROTECTED C: Extremely sensitive: applies to the very limited amount of information that, if compromised, could reasonably be expected to cause exceptionally grave injury outside the National Interest.

Examples of **PROTECTED C** material are:

- Safety of individuals
- Important commercial information
- Law enforcement

PROTECTED B: Particularly sensitive: applies to information that, if compromised, could reasonably be expected to cause serious injury outside the National Interest. Serious injury includes "lasting harm or embarrassment that will have direct negative effects on an individual's career, reputation, financial position, safety, health or well-being".

Examples of **PROTECTED B** material are:

- Solicitor-client privilege
- Federal-provincial relations
- Company financial information and business agreements
- Long-term strategies and tactics

PROTECTED A: Low-sensitive: applies to information that if compromised could reasonably be expected to cause injury outside the National Interest.

Examples of **PROTECTED A** material are:
- Disclosure of an exact salary figure
- Social Insurance Number

Identifying Equipment for Processing Sensitive Information

There are various systems and equipment available to you to process sensitive material. Each of these have their own limitations of which you must be aware.

SIGNET-D

SIGNET-D is designed and accreditated to process information that is determined to be **Unclassified** or **Protected A** only. There is a great deal of misunderstanding surrounding use of SIGNET-D for the processing of information. When using SIGNET-D, you have the option of selecting one of two levels of sensitivity for the message: **Unclassified** or **Protected**. When you indicate that your message is **PROTECTED,** you are not affording your information any greater degree of protection than if you had selected **UNCLASSIFIED**. You are in fact providing handling instructions to the intended recipient.

SIGNET-C

The SIGNET-C systems are the only ones designed and accreditated to process the following categories of classified and designated information:
- **SECRET**
- **CONFIDENTIAL**
- **PROTECTED B** and **C**
- SIGNET-C4 uses the KG84C and STUIII to provide high grade cryptographic protection of information being transmitted on the system
- The Windows NT operating systems meets government and departmental security requirements for storing and handling classified material. Users on the network can store classified material and this information will not be accessible by other users

When processing sensitive information, you must:

- Ensure that the appropriate security classification is indicated in the upper-right hand corner of each page

- Remove all diskettes and hard drives used to process sensitive information and store in a security approved container

- All diskettes and hard drives used for processing of sensitive information must be clearly marked at the highest level of sensitivity contained on the medium, and only used on the secure system

- SIGNET-C4 **CANNOT** process **TOP SECRET** information or material. This material must be created on a stand alone tempest computer and transmitted by using a Secure Fax to a security cleared individual

Laptop Computers

In exceptional circumstances, where the processing of sensitive information (up to **SECRET**) cannot be done at the mission, the use of a laptop may be permitted by your Director or Director General. The following precautions must be taken:

- When used, the laptop must not be connected to a power outlet (i.e. battery operated) to reduce the level of electromagnetic emanations

- The laptop and related storage media containing classified information must not be left unattended unless stored in a security approved container within the mission

- The laptop modem must not be used, even for the exchange of unclassified information

- Upon return to Canada, or even before if possible, the hard drive of the laptop must be sanitized to ensure all classified information has been erased and overwritten (see ISCA for sanitization procedures)

- The carrier of the laptop must carry a diplomatic courier certificate and must never consign the laptop and related storage media to the cargo hold

Standalone Computers

You may process sensitive information on a standalone tempest computer provided it is fitted with a removable hard drive. Printing of this material must be done using any SIGNET-C printer or a local tempest printer.

Protecting Against Computer Viruses

- Scan each diskette coming from a workstation other than your own before using it
- Only approved software may be installed on a SIGNET-C4 workstation or server. The Canada-Based System Administrator (SIGNET support) or SXT should be consulted prior to installing any software on the workstation
- Promptly report all incidents of viruses to your Canada-based System Administrator or Mission Security Officer

Creating an Appropriate Password

- A properly constructed password should consist of special characters and letters. For example: ABC#@DEF, PASSW4ME, etc.
- Do not use a unique dictionary word, a foreign word, your spouse's name or anything else related to you
- Do not write your password under your keyboard, next to your keyboard, on a posted note or any location where someone may have access to it
- **DO NOT** share your password with anyone. Your password is the key to your electronic identity

Department of Foreign Affairs and International Trade
SIGNET-C4
ACCEPTABLE USE POLICY

SIGNET-C4 is a state-of-the art, world-wide information system designed by the Department of Foreign Affairs and International Trade (DFAIT) to process, transmit and store information up to the SECRET level. As a user of SIGNET-C4, you must be aware of your duties and responsibilities toward the use of this system. To this end, you are required to read, understand and observe the rules stated in this Acceptable Use Policy for SIGNET-C4.

I understand that:

- I can store, process and transmit any levels of DESIGNATED information (e.g. PROTECTED A, B and C);
- I can store, process and transmit CLASSIFIED information up to, and including the SECRET level (e.g. CONFIDENTIAL and SECRET);
- I shall not do any of the following without explicit authorization from the System Administrator:
    i. modify the desktop configuration;
    ii. move or tamper with TEMPEST certified equipment; and
    iii. Move or remove, either temporarily or permanently, any hardware, communications, or software items from DFAIT property;
- I shall not disclose or share with anyone my user name, password and access token;
- I shall report all security incident to the system Administrator and Mission Security Officer;
- I shall observe all restrictions which limit my access to specific locations, times, systems, files and programs;
- I shall not allow uncleared or unauthorized persons to access my desktop and any system resources at my disposition;
- I shall not grant access to users and groups that don't share the same need-to-know to the information I create;
- I shall lock my hard drive and other classified media in an approved secure container after working hours or when not in use;
- I shall mark and label SIGNET-C4 diskettes with a "SECRET" label;
- I shall not use or reuse SIGNET-C4 diskettes on IT systems not designed to process classified information (e.g. SIGNET-D); and
- SIGNET-C4 will be monitored and audited for compliance with the rules and regulations.

v1.0
3 July 1996

SIGNET-C4 Acceptable use Policy Agreement

I, ____, have read and understood the SIGNET-C4 Acceptable Use Policy v1.0, dated 3 July 1996.

I ***agree/disagree*** to abide by the regulations stipulated herein.

Signed:	Date:
______________________________	______________________
Mission Security Officer (MSO)	Expiry Date:
______________________________	______________________

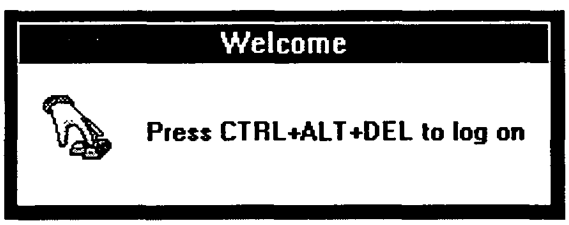
If you disagree, please state your reasons:

LESSON 3 - SIGNET-C4 Workstation

Lesson Objectives

- Review procedures to log on, log off, shutdown and change password on a SIGNET-C4 workstation
- Lock workstation during short periods of absence rather than leaving unattended or logging off
- Connect to network or local printers when you wish to print on a different printer than the default one
- Switch keyboard
- Connect to network drives or to a CD-ROM that has been installed for users
- Understand the drives available and how to change permissions
- Identify the SIGAPPS (Common) group icons

Logging On and Logging Off



SIGNET-C4 workstations use the Windows NT operating system.

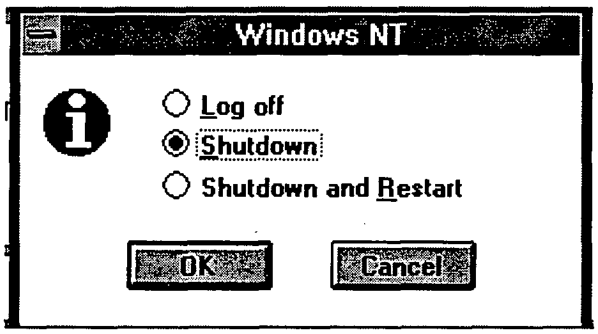
To Log On:

1. Press **Ctrl+Alt+Delete** when prompted by the *Welcome* window. The ****ATTENTION**** dialogue box appears.
2. Click on the **OK** button. The *Welcome* dialogue box appears.

3. Enter your username in the *Username* field.
4. Enter your domain name in the *From* field.
5. Enter your password in the *Password* field (case sensitive).
6. Click on the **OK** button.

To Log Off or Shutdown:

1. Press CTRL+ALT+DELETE within any application or program. The *Windows NT Security* dialogue box appears.
2. Click on the **Logoff...** button. The *Logoff Windows NT* dialogue box appears. OR click on the **Shutdown...** button. The *Shutdown Computer* dialogue box appears.
3. Click on the **OK** button to confirm.



Note: a) If **Logoff** was selected, the *Welcome* window will eventually reappear
b) If **Shutdown** was selected, the *Shutdown Computer* dialogue box will appear
c) Wait for the *Shutdown Computer* dialogue box to indicate "It is now safe to turn off your computer." before powering down

4. Turn key, remove the hard drive and store it in a secure container.
5. Label diskettes with the appropriate classification and store them in a secure container.

Exercise

Users practice **Log on, Log off** and **Shutdown.** Users should now **Log on** in order to continue with the course.

Changing Your Password

Windows NT requires all users to enter a password when they first log on to the workstation. Passwords must be 8 characters in length and must be changed every 90 days. To this end the system will prompt users to do so. The system keeps the last eight passwords in memory.

To Change Your Password:

1. Press CTRL+ALT+DELETE within any application or program. The *Windows NT Security* dialogue box appears.
2. Click on the **Change Password...** button. The *Change Password* dialogue box appears.
3. Enter your current password in the *Old Password* field. Press TAB.
4. Enter your new password in the *New Password* field. Press TAB.
5. Enter your new password again in the *Confirm New Password* field. Press ENTER. The *Change Password* dialogue box reappears with confirmation of the password change.
6. Click on the **OK** button to confirm.
7. Click on the **Cancel** button to resume.

Locking a Workstation During a Temporary Absence

Should you wish to leave your workstation unattended for a short period of time, you may lock your workstation. When you return, enter your password and resume your work session.

To Lock Your Workstation:

1. Press CTRL+ALT+DELETE within any application or program. The *Windows NT Security* dialogue box appears.
2. Click on the **Lock Workstation** button. The *Workstation Locked* dialogue box appears.

To Unlock Your Workstation:

1. Press CTRL+ALT+DELETE. The *Workstation Locked* dialogue box appears.
2. Enter your password in the *Password* field.
3. Click on the **OK** button.

Exercise

Users should lock their workstation, and attempt to log on to another workstation in the classroom, see the results. To continue, unlock your workstation.

Changing Your Default Printer

Every C4 workstation has a default printer selected.

To Select a Different Default Printer:

1. Double-click the **Print Manager** icon within the *Main* group. The *Print Manager* window appears.
2. Select **Printer, Connect to Printer** from the menu bar in the *Print Manager* window. The *Connect to Printer* dialogue box appears.
3. Select the desired printer from the *Shared Printers:* list.
4. Click on the **OK** button.
5. Exit the *Print Manager* window.

Changing Your Keyboard to French or English

You may change the keyboard to either French Canadian or English. The following steps should be taken if you have the *KEYBOARD* icon displayed at bottom left of your screen.

To Switch Your Keyboard to French or English:

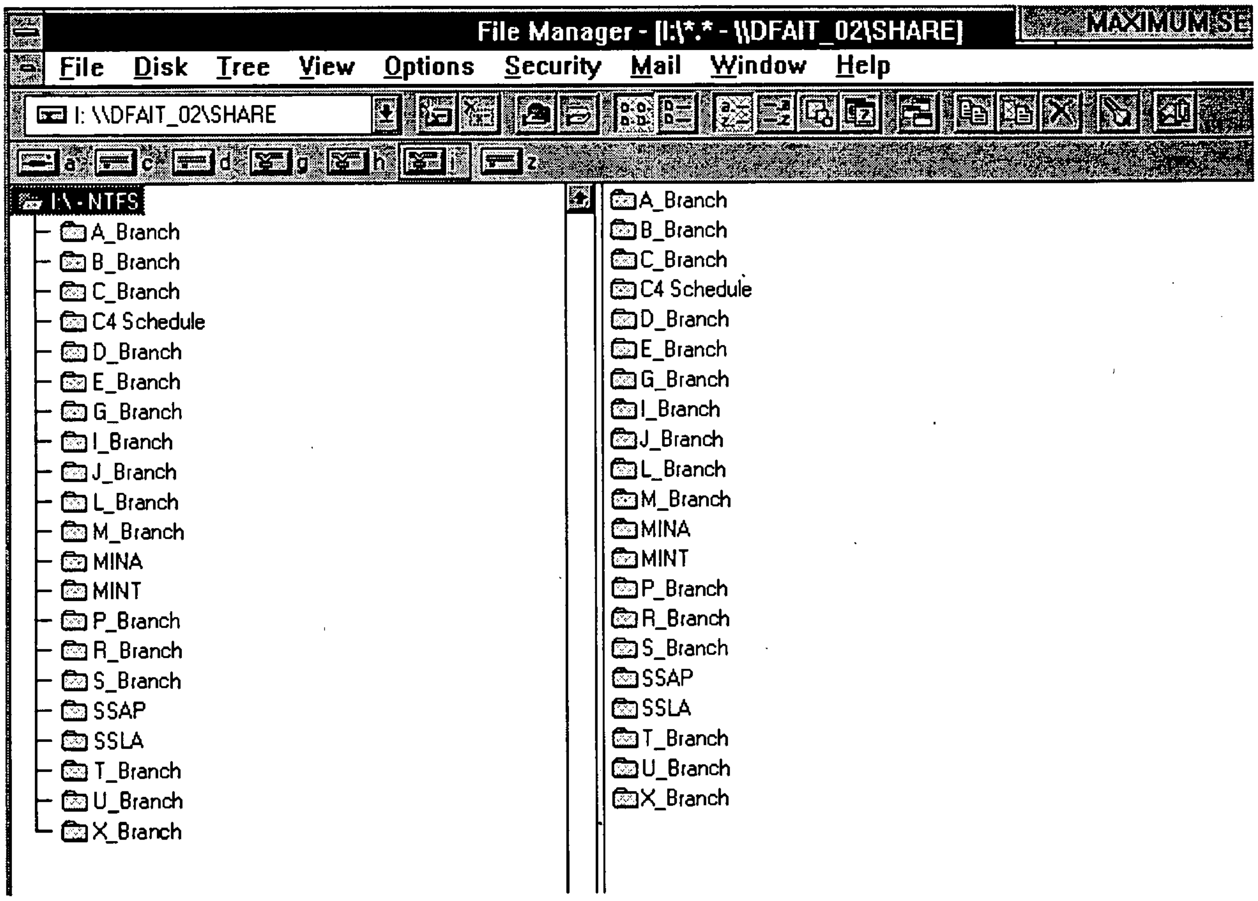
1. Press CTRL+ALT+SPACE BAR (toggle between the keyboards).

File Manager

To View the Drives Available:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. The drives are displayed on the toolbar

   A: diskette
   C: English NT files
   D: French NT files
   H: personal files on network, daily backup
   I: shared files on network, daily backup
   Z:\document personal files on hard drive, no backup.



To Connect to Network Drives or CD-ROM:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Select **Disk, Connect Network Drive** from the menu bar in the *File Manager* window. The *Connect Network Drive* dialogue box appears.
3. Select the appropriate drive.
4. Click on the **OK** button.

To Change Permissions:

When you wish to save a document on the I:\ drive you may wish to modify the default permissions. The procedure to change permissions is as follows:

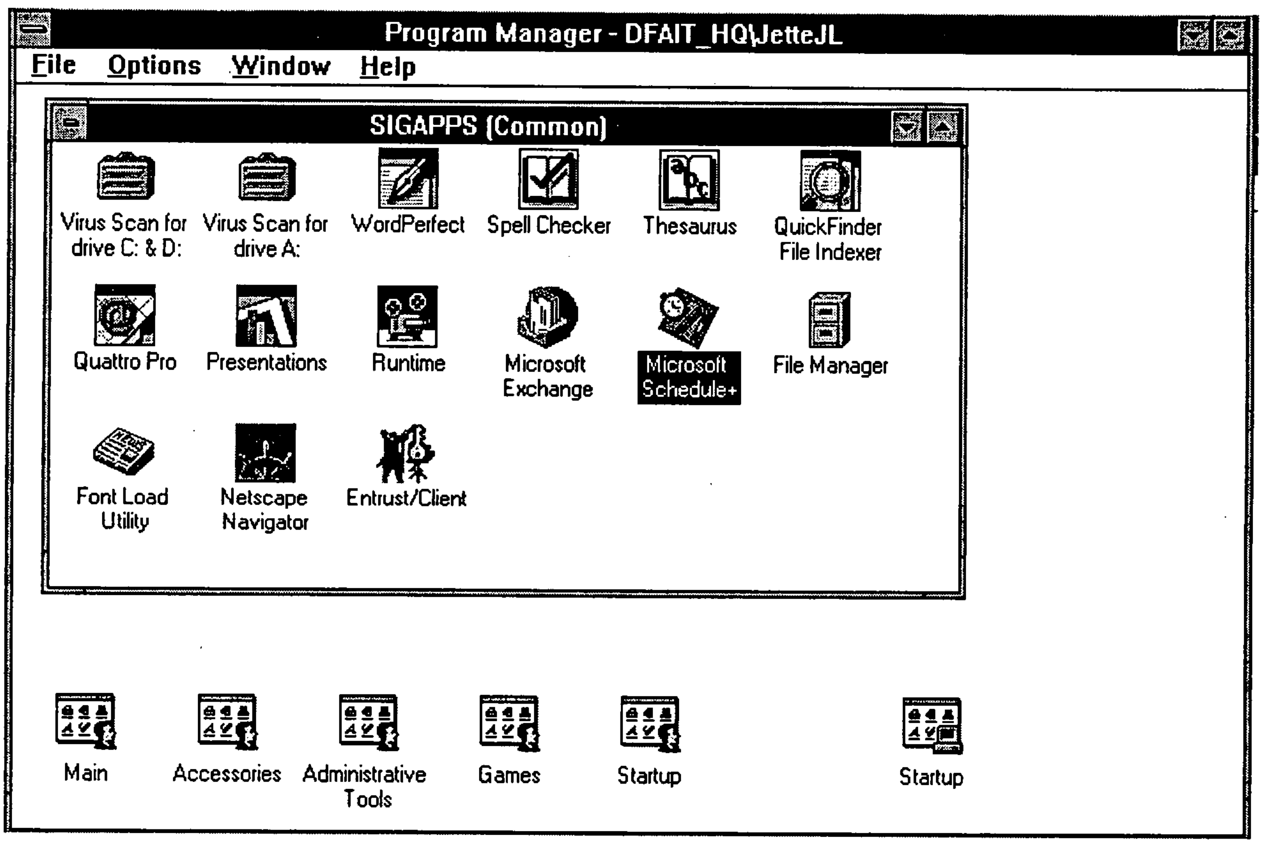
1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Select the **I:** drive, then single-click the file you wish to modify.

3. Select **Security, Permissions** from the menu bar in the *File Manager* window. The *File Permissions* dialogue box appears.
4. From the list, select the group/individual for whom you wish to set permissions.
5. Select the appropriate option from the *Type of Access* drop-down list.

To Prevent Other C4 Users From Accessing Your File:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Select the **I:** drive, then single-click the file you wish to modify.
3. Select **Security, Permissions** from the menu bar in the *File Manager* window. The *File Permissions* dialogue box appears.
4. From the list, select the group/individual for whom you wish to set permissions.
5. Select **No Access** from the *Type of Access* drop-down list.

SIGAPPS (Common) Group



L E S S O N 4 - Microsoft Exchange

Lesson Objectives

- Review screen components
- Understand the folder setup and access mail from the Public folders
- Create personal folders
- Compose (using the Message Assistant) and send sensitive messages with or without attachments
- Use spell check to proofread your messages prior to sending them
- Use the Save feature to edit before sending
- Create, save, edit and send a Template message
- Forward, read, reply, print and delete messages
- Review the MS Exchange tools and options

Accessing MS Exchange

To Access MS Exchange:

- Double-click on the **Microsoft Exchange** icon in the *SIGAPPS (Common)* group

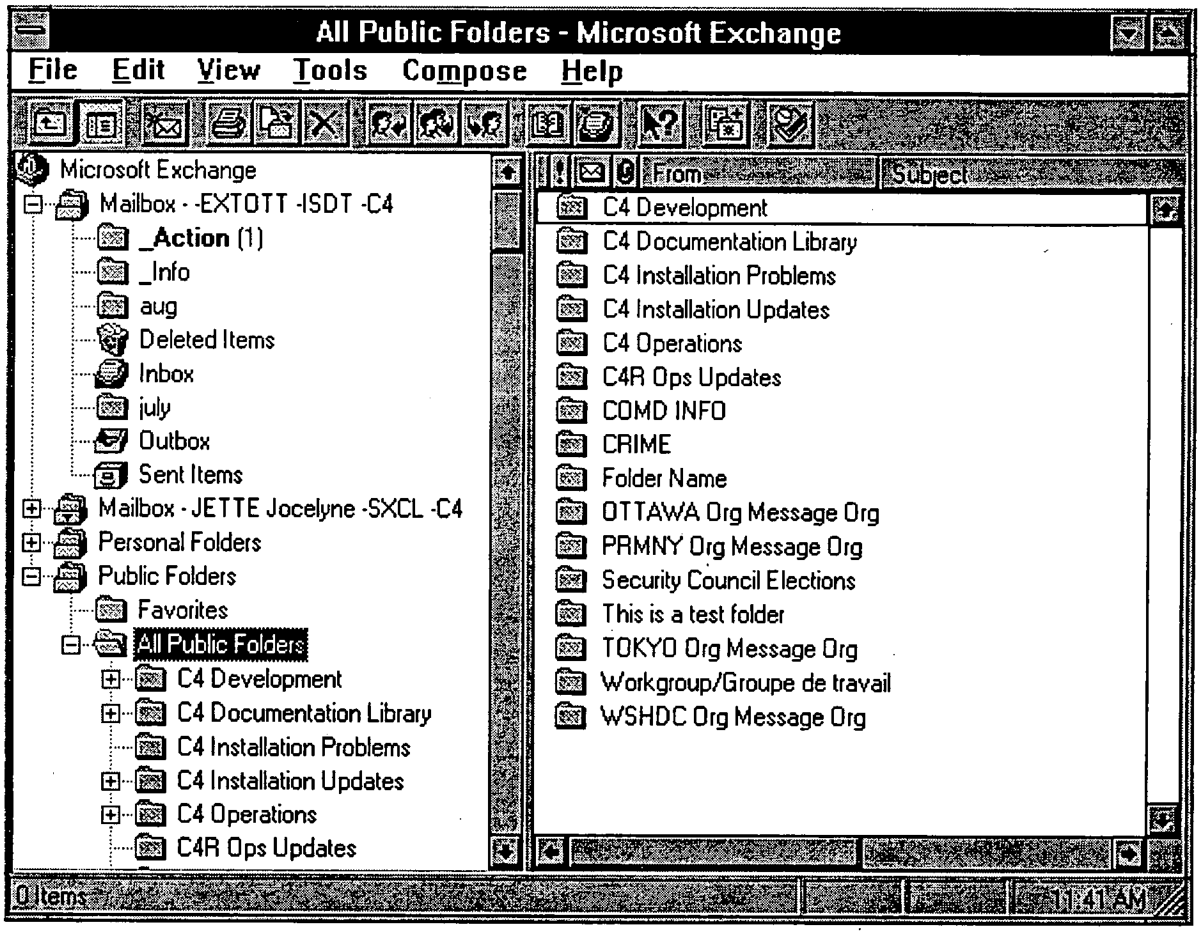
When you start MS Exchange you will be advised if you have any unread mail in your Inbox. This is indicated by the number of unread mail next to the Inbox (i.e. **Inbox [3]**).

Understanding the Types of Folders

To Access and View the Folder Setup:

- Click the + sign beside the folder name to expand

- Click the - sign beside the folder name to condense



MS Exchange contains three types of folders: Mailbox, Personal and Public folders.

The Mailbox folder is where your incoming and outgoing mail is delivered. It contains four basic folders: Inbox, Outbox, Sent Items and Deleted Items. You may create additional folders to store messages. Folders may be nested to any level that is manageable.

Public folders are those which can be accessed by you and others in your group (site). You can use these folders to share information with others in your organization.

Creating, Renaming and Deleting a Personal Folder

Folders can be created to categorize mail for quick access at a later date.

To Create a Personal Folder:

1. Select your personal Mailbox (Mailbox - Username).
2. Select **File, New Folder** from the menu bar. The *New Folder* dialogue box appears.
3. Enter the name of the new folder (i.e. Saved Messages or Templates) and click on the **OK** button.

Exercise

Create two **Personal** folders, one titled **"Saved Messages"**, the other **"Templates"**. These folders will be required later on.

To Rename a Folder:

1. Select the folder.
2. Select **File, Rename** from the menu bar.
3. Enter the new name and click on the **OK** button.

To Delete a Folder:

1. Select the folder.
2. Press **Delete**.
3. Confirm the deletion.

Accessing Mail From Public Folders

Users can share folder information (both outgoing and incoming), provided permissions are assigned accordingly.

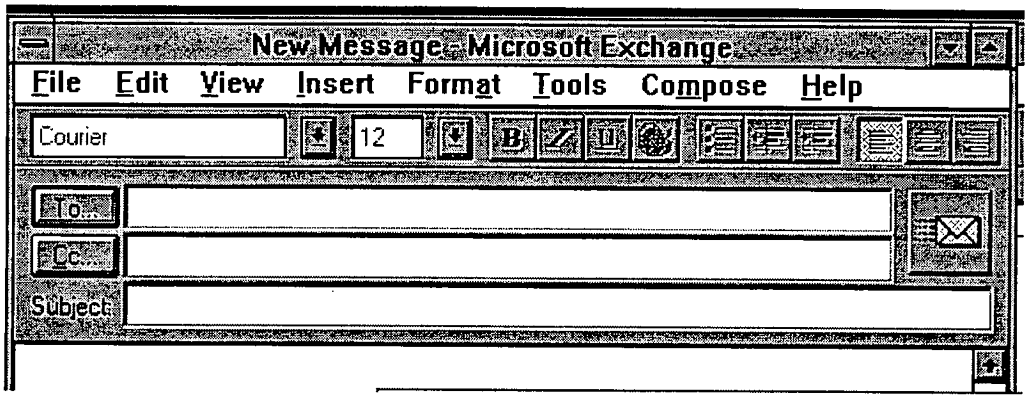
To Access Mail From Public Folders:

1. Click on the + sign beside *Public Folders*.
2. Select the desired public folder, then the message from the public folder and press ENTER.
3. The message may now be edited or printed as required, depending on the permissions granted by the originator. Users may forward, reply to, and print but otherwise cannot modify the message(s) in the shared public folder.

Composing and Sending Messages

To Compose and Send a Message:

1. Select **Compose, New Message** from the menu bar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window.

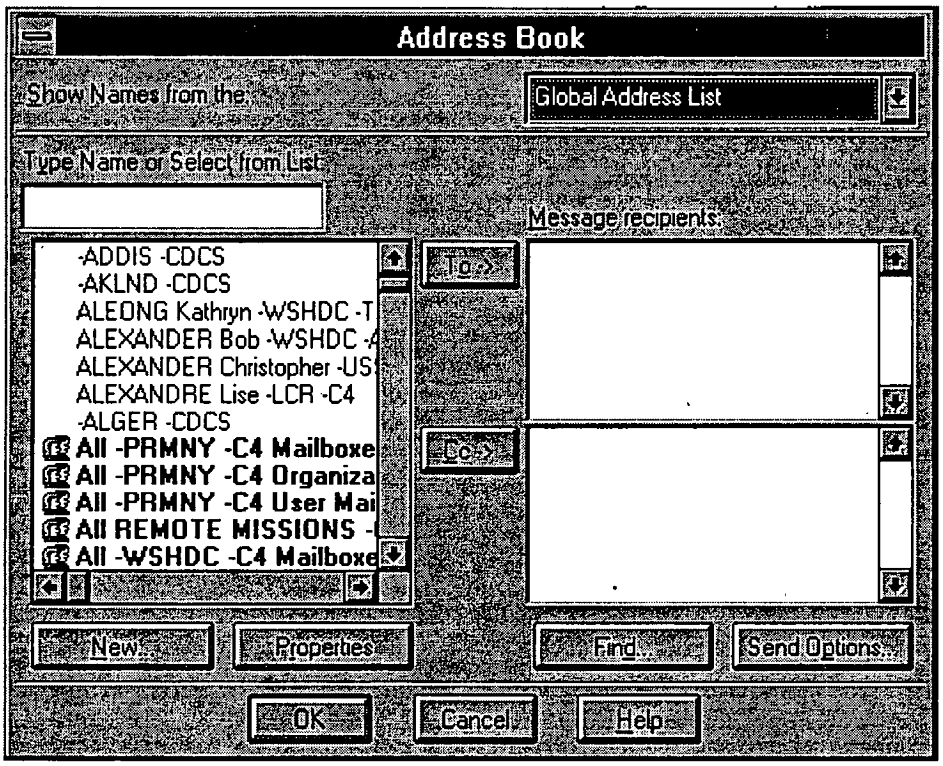


If the *Message Assistant* dialogue box is covering a part of the desktop you wish to see, it may be moved by clicking and dragging on its title bar.

2. Select the desired message designation or classification in the *Designation/Classification* field by clicking on the drop-down list box.
3. Select the desired caveat in the *Caveat* field by clicking on the drop-down list box or enter the caveat if it does not appear in the list.
4. Select your division's acronym in the *Message ID* field by clicking on the drop-down list box.
5. Enter the message number (i.e. 0001) in the input field to the right of the *Message ID* field. This number would be obtained from your Document Registry and any

information appearing in the registry referring to the classified message should be of an unclassified nature.
If an organizational addressee is included in the message, both fields of the *Message ID* must be completed. The *Invalid Addressees* dialogue box appears when the message is sent if the *Message ID* field was not properly completed.

6. If the message is not an organizational message, deselect the **Cc: CCATS** option which is set by default.
7. Click on the **Hide** button to continue the message.
   If an organizational address is not included in the message, and the **Cc: CCATS** option is selected, the *Cc: CATS* dialogue box appears requesting the confirmation a copy of the message be sent to CCATS.
8. Click on the **To...** or **Cc...** button to select the addressees. The *Address Book* dialogue box appears.
   Scroll down the list to choose the addressee



OR
Click in the *Type Name or Select from List:* field and enter the mission name to view all mission program mailboxes or enter the recipient's name. This will bring up all users with the same name. Click on the name of the recipient and click on

the **To→** or **Cc→** button. If you double-click on the name, it will automatically be inserted with the last type selected. Click on the **OK** button when finished.

9. Press **TAB** to the *Subject:* field and enter the subject line.
10. Press **TAB** to the *Note* field and enter your message.
11. When the message is complete, select **File, Send** from the menu bar OR click on the **Send** button on the toolbar OR click the **"Enveloppe"** button located next to the *To...* and *Cc...* fields.

Please note:

- It is not necessary to enter the message ID in the *Subject:* field as it will be inserted automatically from the Message Assistant dialogue box during transmission.
- It is not necessary to enter the Designation/Classification in the first line in the *Note* field as it will be inserted automatically from the Message Assistant dialogue box during transmission.

To View the Different Address Lists:

1. Select one of the following in the *Show Names from the:* drop-down list box:
   Global Address List: Worldwide list of C4 addresses
   Personal Address Book: User's personal address book (users may add or delete addresses most commonly used)
   Other: SIGNET-C4 - not active
   External OTT - Same as global
   WSHDCPO - Washington list of C4 addresses.

To View the Message Assistant While Composing a Message:

1. Select **Tools, Show SIGNET-C4 Message Assistant** from the menu bar of the *New Message - Microsoft Exchange* window. The *Message Assistant* dialogue box appears.
   OR
1. Select **View, Toolbar** from the menu of the *New Message - Microsoft Exchange* window to show the toolbar then click on the **Show Message Assistant** button on the toolbar. The *Message Assistant* dialogue box appears.

To Spell Check the Message Before Sending:

1. After writing the note, select **Tools, Spelling** from the menu bar.

To Spell Check Automatically All Messages Before they are Sent:

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:

TO Plain Language Address//OPI//2nd OPI (if more than one OPI)...//
Plain Language Address//OPI//OPI//
INFO Plain Language Address//OPI//OPI//
Plain Language Address//OPI//OPI//
TEXT: (This is the word TEXT, not the text of the message)
TEXT (This is the actual text of your message)

(The word "**TEXT:**" is the delimiter of the address and TEXT is the actual text of the message)

The following is an example of a note:

SECRET
TO MARCOMHQ//N61//N4//
MARPACHQ//N6//N4//
INFO NDHQ OTTAWA//DISEM 6//DISEM 3//
CFB BORDEN//OPS O//TMO//
TEXT:
THIS IS A MESSAGE FROM DEFENCE ATTACHE THROUGH THE DFAIT SIGNET ELECTRONIC MAIL SYSTEM.

4. Send the message.

Composing and Sending a Message with Attachment(s)

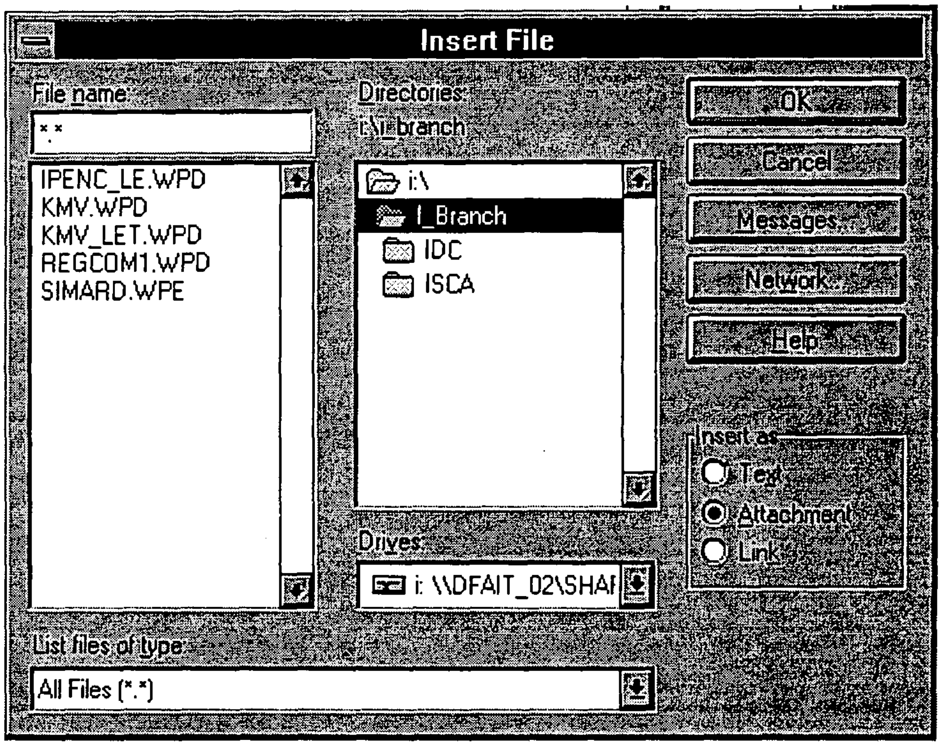
In order for the recipient to quickly browse attachments, the correct extension should be selected when choosing attachments. Following are the most common formats:

WPD - WordPerfect 6.1
WP - WordPerfect 5.2
ASC or TXT - for text files
WB2 - Quattro Pro 6.0
SHW- Presentations 3.0.

Attachments can only be included if all the recipients are on C4 (i.e.: all addressees have a -C4 or -C4R suffix). Ensure all attachments appear on the first page of the message. This will permit recipients to see there are attachments when the message is browsed.

To Compose and Send a Message with Attachment(s):

1. Select **Compose, New Message** from the menu bar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window.
   If the *Message Assistant* dialogue box is covering a part of the desktop you wish to see, it may be moved by clicking and dragging on its title bar.
2. Select the desired message designation or classification in the *Designation/Classification* field by clicking on the drop-down list box.
3. Select the desired caveat in the *Caveat* field by clicking on the drop-down list box or enter the caveat if it does not appear in the list.
4. Select your division's acronym in the *Message ID* field by clicking on the drop-down list box.
5. Enter the message number (i.e. 0001) in the input field to the right of the *Message ID* field. This number would be obtained from your Document Registry and any information appearing in the registry referring to the classified message should be of an unclassified nature.
   If an organizational addressee is included in the message, both fields of the *Message ID* must be completed. The *Invalid Addressees* dialogue box appears when the message is sent if the *Message ID* field was not properly completed.
6. If the message is not an organizational message, deselect the **Cc: CCATS** option which is set by default.
7. Click on the **Hide** button to continue the message.
   If an organizational address is not included in the message, and the **Cc: CCATS** option is selected, the *Cc: CATS* dialogue box appears requesting the confirmation a copy of the message be sent to CCATS.
8. Click on the **To...** or **Cc...** button to select the addressees.
   The *Address Book* dialogue box appears.
9. Press **TAB** to the *Subject:* field and enter the subject line.
10. Press **TAB** to the *Note* field.
11. Select **Insert, File** from the menu bar OR click on the **Paper clip** button on the toolbar. The *Insert File* dialogue box appears.
12. Select the location (drive and directory) where the attachment resides.
13. Select the file then click on the **OK** button. The file's icon will be inserted at insertion point (at the top of the page). This will ensure that the recipient will see that there is an attachment with your message.



14. Add any comments after the **Attachment** icon in the Note.
15. Select **File, Send** from the menu bar OR click on the **Send** button on the toolbar.

Exercise Create a short message, insert an attachment and send it to the user with whom you are paired.

To Change the Current Message Options:

1. In the current message window, select **File, Properties**.
2. Click the desired check box to change the setting of each option and click **OK**.

To Move Messages:

1. Select the message and click/drag to desired folder.

OR

1. Select the message and select **File, Move** from the menu bar and double-click the desired folder.

Saving Outgoing Messages Before Sending

Occasionally, there may be a need to create a message and send it at a later time. This activity requires four steps:

- creating the message
- saving the message
- reusing the message
- sending the message.

To Save a Message:

1. Prepare message as outlined previously - DO NOT CLICK ON THE **SEND** BUTTON.
2. Select **File**, **Move** from the menu bar. The *Move* dialogue box appears.
3. Click on the plus sign (+) beside your personal Mailbox. The folders in your mailbox appear.
4. Select the **Saved Messages** folder and click on the **OK** button.

To Edit and Send a Saved Message:

1. Double-click on the message in the **Saved Messages** folder. The *Message Assistant* dialogue box.
2. Make the required modifications.
3. Select **File, Send** from the menu bar OR click the **Send** button.

Exercise

Create a message, save it to the **Saved Messages** folder, recall the message and edit it then send it.

Creating Templates

A template could represent a user or group of users with whom you interact on a regular basis. The template may include both **To** and **Cc** addressees.

To Create a Template:

1. Select **Compose, New Message** from the menu bar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window.
   If the *Message Assistant* dialogue box is covering a part of the desktop you wish to see, it may be moved by clicking and dragging on its title bar.
2. Select the desired message designation or classification in the *Designation/Classification* field by clicking on the drop-down list box.
3. Select the desired caveat in the *Caveat* field by clicking on the drop-down list box or enter the caveat if it does not appear in the list.
4. Select your division's acronym in the *Message ID* field by clicking on the drop-down list box.
5. Enter the message number (i.e. 0001) in the input field to the right of the *Message ID* field. This number would be obtained from your Document Registry and any information appearing in the registry referring to the classified message should be of an unclassified nature.
   If an organizational addressee is included in the message, both fields of the *Message ID* must be completed. The *Invalid Addressees* dialogue box appears when the message is sent if the *Message ID* field was not properly completed.
6. If the message is not an organizational message, deselect the **Cc: CCATS** option which is set by default.
7. Click on the **Hide** button to continue the message.
   If an organizational address is not included in the message, and the **Cc: CCATS** option is selected, the *Cc: CATS* dialogue box appears requesting the confirmation a copy of the message be sent to CCATS.
8. Click on the **To...** or **Cc...** button to select the addressees. The *Address Book* dialogue box appears.
   Scroll down the list to choose the addressee
   OR
   Click in the *Type Name or Select from List:* field and enter the mission name to view all mission program mailboxes or enter the recipient's name. This will bring up all users with the same name. Click on the name of the recipient and click on the **To→** or **Cc→** button. If you double-click on the name, it will automatically be inserted with the last type selected. Click on the **OK** button when finished.
9. Press TAB to the *Subject:* field and enter the template name.
10. Press TAB to the *Note* field and enter your message.
11. When the message is complete, select **File, Move** from the menu bar.
12. Click on the **Templates** folder and then click on the **OK** button.

To Send Using a Template:

1. Open the **Templates** folder to view the template messages.
2. Highlight the desired template message.
3. Select **Compose**, **Forward** from the menu bar OR click on the **Forward** button on the toolbar. The *Message Assistant* dialogue box appears.
4. Add information to all required fields.
5. Enter note or insert attachment.
6. Select **File, Send** from the menu bar OR click the **Send** button. The message will be transmitted and after transmission will be stored in the **Sent Messages** folder. Your template will remain in the **Templates** folder.

To Edit a Template:

1. Select the **Templates** folder in the *Mailbox*.
2. Double-click on the template message you wish to modify. The *Message Assistant* dialogue box appears. Edit and modify as required.
3. Select **File, Save** from the menu bar.
4. Select **File, Close** from the menu bar. The file is saved to the *Templates* folder.

Exercise

Create a template, name it "C4 Training", and add all users in training room to the template. Move the template to the *Templates* folder. Using your new template, modify the contents add some text and send it.

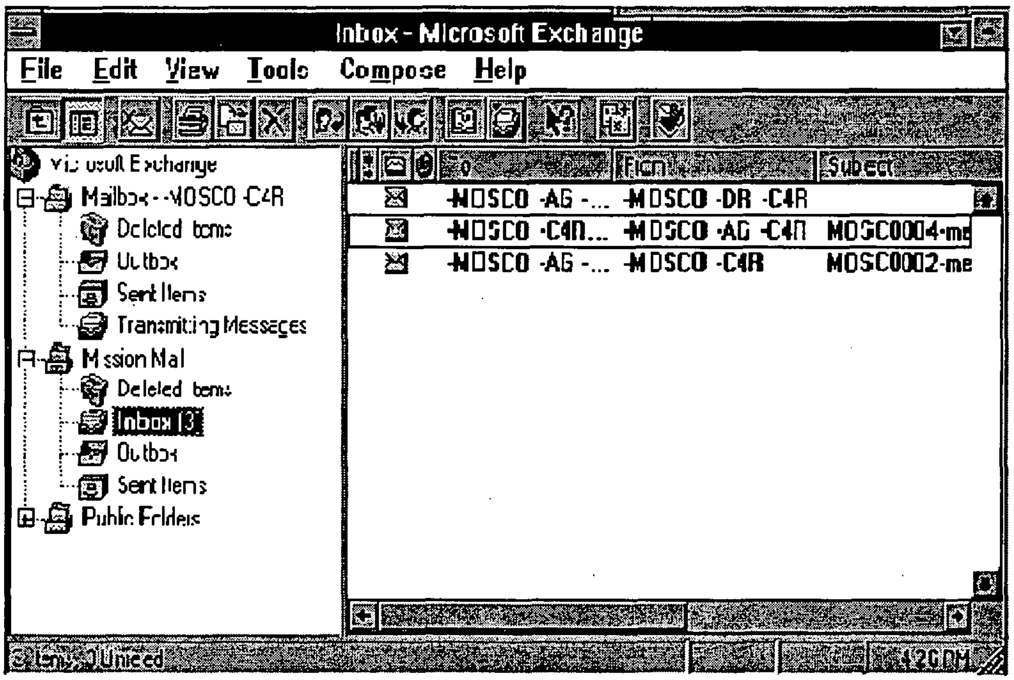
Reading Messages

To Read One Message:

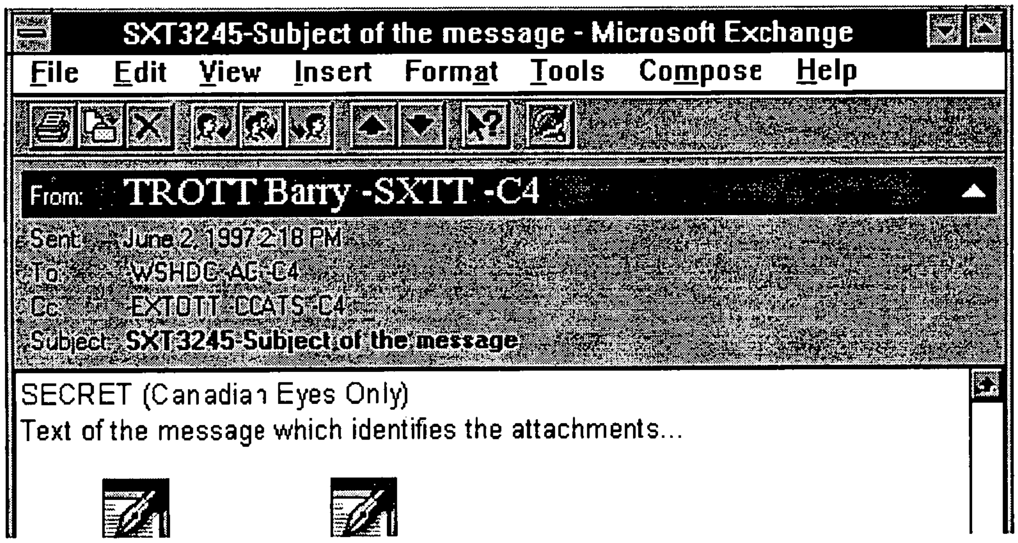
1. Double-click on the desired message in the *Inbox*. The message appears.

To Browse Several Messages:

1. Select the messages you wish to browse. Use **SHIFT+CLICK** for consecutive messages and **CTRL+CLICK** for non-consecutive messages.
2. Press **ENTER**. This will bring up all the messages selected. Press the up or down arrow to move between selected messages.



The "browse" screen of a message with attachments:



Forwarding Messages (Incoming and Outgoing)

Incoming and outgoing messages can be forwarded to another addressee on the C4 system. Attachments from the original message are also forwarded with the message.

To Forward A Message (Incoming or Outgoing):

1. Select the message to forward and click on the **Forward** button on the toolbar. The *Message Assistant* dialogue box appears and *FW* appears at the beginning of the *Subject:* field and the previous address appears in the *Note* field.
2. Prepare the message as outlined previously.
3. Insert the **addressee(s)** and pertinent comments in the *Note* field
4. Select **File, Send** from the menu bar OR click on the **Send** button.

Exercise

Forward one of the messages you've received from the user with whom you are paired, to another user in the class.

Replying to Incoming Messages

Attachments from the original message are NOT included with the reply.

To Reply to Incoming Mail:

1. Select the message to which you wish to reply, click on the appropriate **Reply** button on the toolbar. You may select **Reply to Sender** or **Reply to All**. The *Message Assistant* dialogue box appears. *RE* appears at the beginning of the *Subject:* field and the previous address appears in the *Note* field.
2. Modify the recipients' list if you wish.
2. Insert your comments in the *Note* field.
3. Select **File, Send** from the menu bar OR click on the **Send** button.

Deleting Messages

To Delete Messages:

1. Select a message to be deleted and click on the **Delete** button on the toolbar.
   OR
1. Click and drag the message to the *Deleted Items* folder.

To Restore a Deleted Message:

1. Double-click on the **Deleted Items** folder.
2. Select the message you wish to restore and click and drag it to the appropriate folder.

When you exit MS Exchange, the messages in the *Deleted Items* folder are permanently deleted.

Printing Messages (Incoming and Outgoing)

The printed message will identify the Account Addressee in bold characters.

To Print Messages (Incoming and Outgoing):

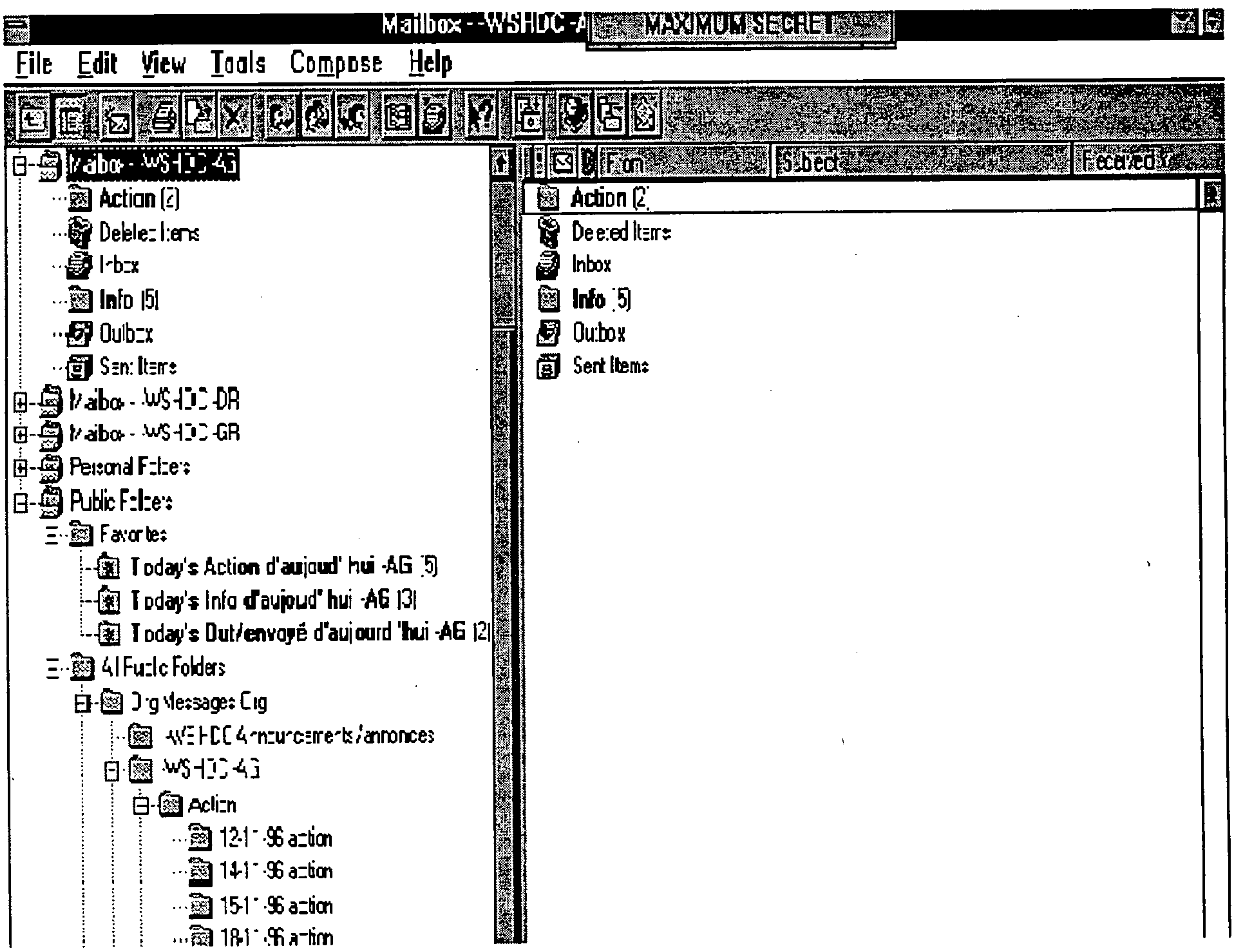
1. Select the desired message and select **File, Print** from the menu bar. The *Print* dialogue box appears.
2. Select the number of copies you wish to print and click on the **OK** button.

OR
You may select the **Printer** button from the toolbar, you will not be prompted for the number of copies. Only a single copy will be printed from the default printer.

During printing, the default font is **Courier**. Any text formatting will not be printed and will only show in the View window.

When a message is printed, the security designation or classification, as identified in the *Message Assistant* dialogue box, is printed left-justified in the first line of the message. All caveat information is also printed as it appears in the message. When printing sensitive documents, the printer must be supervised to prevent unauthorized disclosure of the printed material. Users must ensure the entire document has been retrieved and all pages of the document are securely attached together.

C4 Organizational Messaging



The organization's (division, branch) mailbox is accessible to those users who have been given access rights. This mailbox is displayed when you access MS Exchange.

The organizational mailbox contains the same folders as your personal mailbox, namely: Deleted Items, Inbox, Outbox and Sent Items. As well, it includes **-Action** and **-Info** folders.

These last two folders contain messages received for your organization. The **-Action** folder contains messages sent **To** your organization. The **-Info** folder contains messages **Cc** (copied) to your organization.

When your organization receives a new message, the **-Action** or **-Info** folder appears in bold and the number of unread messages appears next to that folder. Once you browse these messages, the folder returns to normal font.

When the messages are dealt with, they can be moved to *Public Folders* where they can be accessed by other members of your organization, if they have been given permission.

Tips and Tricks

To Add Users to a Personal Address Book:

1. Select **Tools, Address Book** from the menu bar. The *Address Book* window appears.
2. Select **Tools, Options** from the menu bar in the *Address Book* window. The *Addressing* dialogue box appears.
3. Click on the *Show this address list first* drop-down list box.
4. Select **Personal Address Book**, this will ensure your Personal Address Book will be displayed by default each time you select the address book.
5. Click on the **OK** button.

The last three instructions only have to be executed once to setup your Personal Address Book as your default address book instead of the Global Address List.

6. Select **Global Address List** from the *Show Names from the:* list.
7. Click in the *Type Name or Select from list:* field.
8. Enter the last and first name of the addressee.

9. Select the addressee(s).
10. Select **File, Add to Personal Address Book** from the menu bar.
11. Select **File, Close** from the menu bar.

To Delete an Address From Your Personal Address Book:

1. Select **Tools, Address Book** from the menu bar OR click on the **Address Book** button on the toolbar. The *Address Book* window appears.
2. Select **Personal Address Book** from the *Show Names from the:* list.
3. Highlight the address you wish to delete.
4. Click on the **Delete** button on the toolbar OR press **DELETE**. The *Microsoft Exchange* dialogue box appears.
5. Confirm the deletion by clicking on the **OK** button.

To Create a Personal Distribution List:

A personal distribution list (PDL) is a distribution list you create and add to your Personal Address Book. A distribution list is a name assigned to a group of recipients. When a message is addressed to a PDL, each user in the list receives the message. The system administrator creates and maintains distribution lists in the Global Address List but you create and maintain your own PDL's in your Personal Address Book (important to update).

1. Select **Tools, Address Book** from the menu bar. The *Address Book* window appears.
2. Select **File, New Entry** from the menu bar. The *New Entry* dialogue box appears.
3. Select **Personal Distribution List** from the *Select the entry type:* list.
4. Select *In The* option, and then select **Personal Address Book** if it is not displayed from the *Put this entry* field.
5. Click on the **OK** button. The *New Personal Address List Properties* dialogue box appears.
6. In the *Name:* field enter the name you want for the PDL and then click on the **Add/ Remove Members...** button. The *Edit Members of...* dialogue box appears.
7. Double-click each name you wish to add to the PDL OR select each name and click on the **Members→** button.
8. Click on the **OK** button until all the open dialogue boxes are closed.
9. Select **File, Close** from the menu bar in the *Address Book* window.

To Edit a Personal Distribution List:

1. Select **Tools**, **Address Book** from the menu bar. The *Address Book* window appears.
2. Select **Personal Address Book** from the *Show Names from the:* field.
3. Double-click the **PDL** you want to modify from the *Type Name or Select from List* list. The PDL's *Properties* dialogue box appears.
   OR
   Select the **PDL** and then select **File, Properties** from the menu bar in the *Address Book* window. The PDL's *Properties* dialogue box appears.
4. Click on the **Add/Remove Members...** button. The *Edit Members of...* dialogue box appears. Do one or both of the following:
   - To add a name to the **PDL**, enter or select the name(s) from the *Type Name or Select from List* list, and then click on the **Members→** button
   - To delete a name from the **PDL**, select the name in the *Personal Distribution List:* field, and then press the **DEL** or **BACKSPACE** key.
5. Click on the **OK** button until all the open dialogue boxes are closed, and then select **File**, **Close** from the menu bar in the *Address Book* window.

To Delete a Personal Distribution List:

1. Select **Tools**, **Address Book** from the menu bar. The *Address Book* window appears.
2. Select **Personal Address Book** from the *Show Names from the* list.
3. From the *Type Name Or Select From List* field, enter or select the PDL you want to delete, and then select **File, Delete** from the menu bar in the *Address Book* window OR click the **Delete** button on the toolbar. The Microsoft Exchange dialogue box appears.
4. When you are asked to confirm the deletion, click on the **Yes** button and then select **File**, **Close** from the menu bar in the *Address Book* window.

To Compose a Draft Message for Approval:

At some time there may be the need to compose a draft message for approval. This message would contain all the addressees as well as the message. The user would wish to have it approved before it is sent.

1. Compose the message and include all addressees.

2. Select **Tools**, **Spelling** from the menu bar in the *Compose Message* window to do a spell check. The *Spelling* dialogue box may appear.
3. Select **File**, **Move** from the menu bar in the *Compose Message* window. The *Move* dialogue box appears.
4. Highlight the folder where you wish to store your draft message.
5. Double-click on the folder.
6. Create a new message, this time address it only to the Approving Authority.
7. Add the classification of the draft message as the first line of the note.
8. Select **Insert**, **Messages** from the menu bar in the *Compose Message* window. The *Insert Message* dialogue box appears.
9. Click on the folder where the draft message was stored in the *Location:* field.
10. Double-click on the draft message in the *Items:* field.
11. Add any additional text then click on the **Send** button.

When the message arrives at the approval authority the approver opens the mail and double-clicks on the **Attachment** icon. After the message has been amended/approved, the approver closes the attachment. With the mail opened, the approver clicks on the **Forward** button and returns it back to the drafter if desired. The approver may send the amended/approved message while the attachment is opened by simply clicking on the **Send** button. Remember the user actually sending the message will appear as the sender.

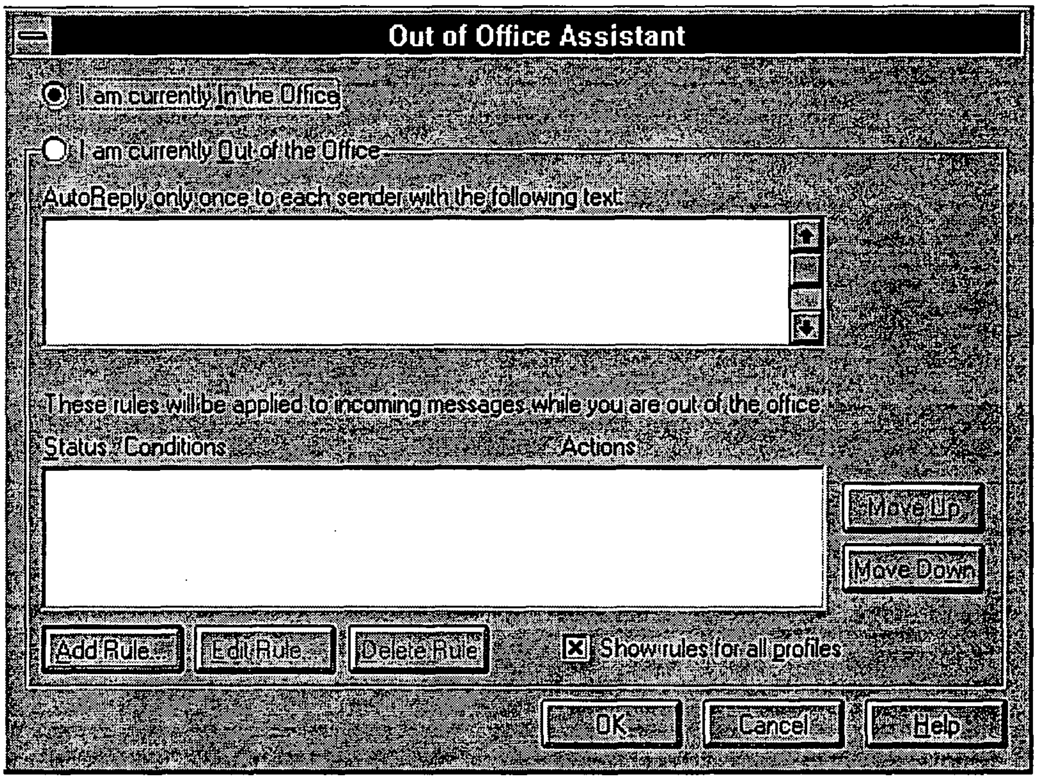
To Activate Message Notification:

This option should be used if you wish to be notified of incoming messages.

1. Select **Tools**, **Options** from the menu bar. The *Options* dialogue box appears.
2. Select the **General** tab.
3. Select the **Display a notification message** option in the *When new mail arrives* field.
4. Click on the **OK** button.

To Use the Out of Office Assistant:

MS Exchange allows the user, to advise senders, that they (the users) are currently out of the office, and to advise when they will be returning. The users may also direct where the messages should go to while they are absent.



1. Select **Tools, Out of Office Assistant** from the menu bar. The *Out of Office Assistant* dialogue box appears.
2. Select the **I am currently Out of the Office** option.
3. **TAB** to the *AutoReply only once to each sender with the following text:* field.
4. Enter the desired text and click on the **OK** button.

You may customize the handling of messages received while you are out of the office.

To Forward Incoming Mail to Another Addressee:

1. Select **Tools, Out of Office Assistant** from the menu bar. The *Out of Office Assistant* dialogue box appears.
2. Select the **I am currently Out of the Office** option.
3. **TAB** to the *Auto Reply only once to each sender with the following text* field.
4. Enter the desired text.
5. Click on the **Add Rule...** button. The *Edit Rule* dialogue box appears.
6. Select the **Sent directly to me** and **Copied (Cc) to me** options in the *When a message arrives that meets the following conditions:* field.

7. Select the **Forward** option in the *Perform these actions:* field and then click on the **To...** button. The *Choose Recipient* dialogue box appears.
8. Double-click on the addressee desired, click on the **OK** button (x3) to exit.

To Give Permission to Send on Your Behalf:

1. Select **Tools, Options** from the menu bar. The *Options* dialogue box appears.
2. Select the **Exchange Server** tab.
3. Click on the **Add...** button in the *Give Send on Behalf Of permission to* field. The *Add Users* dialogue box appears.
4. Double-click on the name of the person to whom you wish to give permission to send on your behalf.
5. Click on the **OK** button.

To Add an Auto Signature:

1. Select **Tools, Auto Signature** from the menu bar. The *AutoSignature* dialogue box appears.
2. Click on the **New...** button. The *New AutoSignature* dialogue box appears.
3. Enter in your name in the *Name:* field.
4. Tab to the *Contents:* field.
5. Click on the **Font** button. The *Font* dialogue box appears.
6. Select a font you wish. You may select font size, style and colour.
7. Click on the **OK** button.
8. Enter your name and any additional text you wish in the *Contents:* field.
9. Click on the **OK** button. The *AutoSignature* dialogue box appears.
10. Click on the **Set as Default** button.
11. Select the **Add the default selection to the end of outgoing messages** option if you wish to have your signature added to all outgoing messages. If you do not wish to have the signature appear on all your outgoing messages you may leave this option blank.

When you wish to add a signature to an outgoing message you may do so in the Compose Message window by selecting **Tools, Auto Signature** from the menu bar then click on the **Insert** button.

12. Click on the **Close** button.

To View Information on a Specific Addressee:

1. Select **Compose, New Message** from the menu bar. The *Compose Message* window appears.
2. Click on the **To...** button. The *Address Book* dialogue box appears.
3. Click once on the addressee in the *Type Name or Select from List:* list.
4. Click on the **Properties** button. The *Addressee's Properties* dialogue box appears.

To Find a Specific Addressee:

1. Enter the recipient's last name in either the *To...* or *Cc...* fields and select **Tools, Check Names** from the menu bar in the *Compose Message* window OR press **CTRL+K**. The *Check Names* dialogue box will provide a list of all names including the word string identified.

To Modify the Message ID List in the *Message Assistant* Dialogue Box:

The *Message Assistant* dialogue box may take an exceptionally long time to appear on the screen. If this is the case, the list of the *Message ID* field can be modified to include only those acronyms that pertain to your work. This list resides in an ASCII format file called C4CODES.CLI. To modify this file follow these instructions:

1. Double-click on the **Notepad** icon within the *Accessories* group icon.
2. Select **File, Open** from the menu bar of the *Notepad* window. The *Open* dialogue box appears. The C4CODES.CLI file is located on the Z:\CONFIG\ drive and subdirectory.
3. Open the **C4CODES.CLI** file. The contents of the file appears.
4. Modify the contents by deleting all of the acronyms which are not necessary.
5. Select **File, Save** from the menu bar of the *Notepad* window to save the modified **C4CODES.CLI** file.
6. Select **File, Exit** from the menu bar of the *Notepad* window to exit Notepad.

   If the original version of C4CODES.CLI has to be recreated, follow these instructions:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Click on the **Z:** drive button on the toolbar of the *File Manager* window. The current document window displays the *Z:* drive.

3. Click on the **CONFIG** subdirectory. The files of the *CONFIG* subdiretory appear on the right-side of the document window.
4. Select the file **C4CODES.CLI**. The *C4CODES.CLI* file is highlighted.
5. Select **File**, **Delete** from the menu bar of the *File Manager* window. The *Delete* dialogue box appears.
6. Click on the **OK** button. The *Confirm File Delete* dialogue box appears.
7. Click on the **YES** button. The *File Manager* window appears.
8. Select **File**, **Exit** from the menu bar of the *File Manager* window.
9. **Log Off** and then **Log On** to the workstation. The *C4CODES.CLI* file will be recreated.

L E S S O N 5 - WordPerfect 6.1

Lesson Objectives

- Composing messages to be sent to CDCS addressees as well as C4 addressees
- Importing a Quattro Pro spreadsheet into a WordPerfect document before sending
- Changing the options that are available on the Toolbar to better reflect the user needs

Composing and Sending a WordPerfect Document as an Attachment

WordPerfect Office software allows users to send directly from the application and the user is returned back to the application automatically. All attachments must contain the classification on each page (using headers is a good option).

To Compose and Send a WordPerfect Document as an Attachment:

1. Double-click on the **WordPerfect** icon in the *SIGAPPS (Common)* group.
2. Add the classification together with appropriate additional warning caveats.
3. Select **Format**, **Header/Footer** from the menu bar in the *WordPerfect* window. The *Headers/Footers* dialogue box appears.
4. Select the **Header A** option and click on the **Create** button. The *Headers/Footers* feature bar appears.
5. Press **ALT+F7** (flush right), insert the classification and click on the **Close** button of the *Headers/Footers* feature bar.
6. Prepare the document using all the editing/formatting functions available until the document is ready to be sent as an attachment.

MS Exchange must be open before the next step is performed.

7. Select **File**, **Send**, **MS Mail** from the menu bar in the *WordPerfect* window. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window and the WordPerfect document appears in the *Note* field as an attachment.
8. Enter required information.
9. Press **TAB** to the *Note* field and begin typing text.
10. Click on the **Send** button once the message is checked and complete.
    The user is exited from MS Exchange automatically and returned to WordPerfect.

Composing and Sending a Message to a CDCS Addressee

Users may wish to use the editing functions within WordPerfect to draft a message prior to sending it to CDCS addressees. Whenever the contents are copied to the Clipboard, remember that it becomes an ASCII file and loses many of the special features created within WordPerfect.

To Compose and Send a Message to a CDCS Addressee:

1. Double-click on the **WordPerfect** icon in the *SIGAPPS (Common)* group.
2. Complete your message.
3. Press CTRL+HOME (to go to the top of the message).
4. Press CTRL+SHIFT+END (to block the entire message).
5. Select **Edit**, **Copy** from the menu bar in the *WordPerfect* window.

The contents of the complete message are now copied to the Clipboard in an ASCII format and ready to be inserted from the insertion point in the *Note* field of the Compose Message window.

6. Select **File**, **Exit** from the menu bar in the *WordPerfect* window to exit WordPerfect.
7. Double-click on the **Microsoft Exchange** icon in the *SIGAPPS (Common)* group.
8. Click on the **New Message** button on the toolbar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window.
9. Press TAB to the *Note* field and press CTRL+V to paste the Clipboard contents.
10. Click on the **Send** button once the message is checked and complete.

Importing a Spreadsheet Into a WordPerfect Document

If you wish to include a spreadsheet into a document (i.e. financial data on a private company), WordPerfect allows the user to import the complete document or certain cells.

To Import a Quattro Pro Spreadsheet Into a WordPerfect Document:

1. Position the cursor at the insertion point where you wish to import the spreadsheet.
2. Select **Insert**, **Spreadsheet/Database**, **Import** from the menu bar in the *WordPerfect* window. The *Import Data* dialogue box appears.
3. Insert the full path and filename of the spreadsheet you wish to import.
4. Click on the **OK** button (x2) to confirm all cells.

Modifying the WordPerfect Toolbar Options

The toolbar may be modified to better reflect the user's needs.

To Modify the WordPerfect Toolbar Options:

1. Select **Edit**, **Preferences** from the menu bar in the *WordPerfect* window. The *Preferences* dialogue box appears.
2. Double-click the **Toolbar** icon. The *Toolbar Preferences* dialogue box appears. Click on the **Options** button. The *Toolbar Options* dialogue box appears.
3. Select the desired **Appearance, Location, Maximum Number of Rows/Columns to Show**.
4. Click on the **OK** button, click on the **Close** button in the *Toolbar Options* dialogue box and click on the **Close** in the *Preferences* dialogue box.

Exercise Go into your Toolbar options and experiment with appearance, number of rows and location.

L E S S O N 6 - CHAT

Lesson Objectives

- Establishing a connection using CHAT
- Customizing CHAT
- Use of CHAT to transmit text

Calling A User on a Local Or Distant Domain

Should you wish to establish a direct link to a user rather than sending an e-mail message, then CHAT is available. However, the user's workstation's identification must be known prior to initiating a CHAT session.

To Initiate a CHAT Session:

1. Double-click on the **CHAT** icon in the *Accessories* group icon.
2. Select **Conversation, Dial** from the menu bar in the *CHAT* window. The *Select Computer* dialogue box appears.

In order to invoke a CHAT session the recipient must have their CHAT program activated.

3. Select a **Computer** from the *Select Computer:* list and click the **OK** button.

The status line at the bottom of the screen, will indicate when the recipient answers. The recipient answers by selecting **Conversation, Answer** from the menu bar in their CHAT window.

4. Commence typing, your input will be displayed in the upper or the left hand window.
5. Select **Conversation, Hang Up** from the menu bar in the *CHAT* window when you wish to disconnect the call.

Exercise Set up a short CHAT session with a colleague.

Changing CHAT Options

You may customize the look of CHAT.

To Change Options in CHAT:

1. Select **Options, Preferences** from the menu bar in the *CHAT* window. The *Preferences* dialogue box appears.
2. Select the option desired in the *Window style* field and click on the **OK** button.
3. Select **Options, Background Color** from the menu bar in the *CHAT* window. The *Color* dialogue box appears.
4. Select a colour from the *Basic colors:* field and click on the **OK** button.

Using CHAT to Exchange Text

CHAT may be used to exchange or transfer text between two users, either locally or between domains.

To Use CHAT to Exchange Text:

1. Double-click on the **CHAT** icon in the *Accessories* group icon.
2. Select **Conversation, Dial** from the menu bar in the *CHAT* window. The *Select Computer* dialogue box appears.
3. Select a **Computer** from the *Select Computer:* list and click the **OK** button.
4. Commence typing.
5. Press **ALT+TAB** to move to the *Program Manager*.
6. Double-click on the **WordPerfect** icon in the *SIGAPPS (Common)* group.
7. Select **File, Open** from the menu bar in the *WordPerfect* window. The *Open File* dialogue box appears to open the required document.
8. Press **CTRL+HOME** (to go to top of paragraph).
9. Press **SHIFT+DOWN ARROW** (to block selected text).
10. Select **Edit, Copy** from the menu bar in the *WordPerfect* window.

The highlighted text is now copied to the Clipboard in an ASCII format for insertion into your conversation window.

11. Press **ALT+TAB** to return to the *CHAT* window.
12. Press **CTRL+V** or select **Edit, Paste** from the menu bar in the *CHAT* window to paste the Clipboard contents.

The user you are calling will receive your document. They can then in turn do the same.

L E S S O N 7 - Schedule+

Lesson Objectives

- Adding appointments with/without reminders to your calendar
- Using Schedule+ to setup meetings or responding to meeting requests
- Establishing a work plan by adding tasks to the appointment book and allotting time for each task

Starting and Quitting

There are two methods to exit Schedule+, you may quit Schedule+ and leave MS Exchange running or you may exit and quit Schedule+ and MS Exchange.

To Start Schedule+:

1. Double-click on the **Schedule+** icon in the *SIGAPPS (Common)* group.

To Quit Schedule+ and Keep MS Exchange and Reminders Running:

1. Select **File, Exit** from the menu bar in the *Microsoft Schedule+* window.

To Quit Schedule+, Mail and Reminders

1. Select **File, Exit and Sign Out** from the menu bar in the *Microsoft Schedule+* window.

Choose this method if you are finished working with Schedule+ and Mail.

Adding an Appointment and Setting Reminders

A valuable feature of this application is to prompt the user with a reminder of an upcoming appointment.

To Add an Appointment:

By default the current day's appointments are displayed.

1. Double-click in the box corresponding to the start time. The *Appointment* dialogue box appears.
   OR
   Click once on the box corresponding to the start time and right-click on the mouse and select **New Appointment** from the pop up menu. The *Appointment* dialogue box appears.
2. Enter the appointment description, select the options as desired and click on the **OK** button.

To Set reminders:

By default Schedule+ sets reminders to **15** minutes before an appointment.

You may change reminders in the *Appointment* dialogue box when entering an appointment.

Exercise Add an appointment and verify that the reminders are properly set to your wishes.

Inviting, Receiving and Responding to Meeting Request

Schedule+ can be used to invite users to meetings and respond to request for meetings. This function will only work well if all users check their mail or Schedule+ frequently each day.

To Invite a User to a Meeting:

1. Double-click in the box corresponding to the start time. The *Appointment* dialogue box appears.
   OR
   Click once on the box corresponding to the start time and right-click on the mouse and select **New Appointment** from the pop up menu. The *Appointment* dialogue box appears.
2. Enter or modify the appointment description and select the options as desired.
3. Select the **Attendees** tab.
4. Click on the **Invite Others...** button. The *Meeting Attendees* dialogue box appears.

5. Select the attendees from the list.
6. Add names to **Required→**, **Optional→** or **Resource→** fields by clicking on the appropriate button.
7. Click on the **OK** button (x2) when finished. The *Meeting Request* window appears.
8. Select **File, Send** from the menu bar in the *Meeting Request* window OR click on the **Send** button on the toolbar.

To Receive and Respond to a Meeting Request Within Schedule+:

Messages sent from Schedule+ are received within the MS Exchange Inbox and Schedule+. If the *Display a notification message* option is selected in the *When new mail arrives* field of the *General* tab of the *Options* dialogue box option within MS Exchange, MS Exchange displays a dialogue box (providing you are logged onto MS Exchange). Click on the **Yes** button in the *Microsoft Exchange* dialogue box if you wish to read your mail now.

1. Clicking on the **Yes** button will open a *Meeting Request* window.
2. The recipient has the option to **Accept, Decline, Tentatively Accept** or **View Schedule.**
3. Click on the **Accept** button in the *Meeting Request* window. The *Meeting Request* window appears. Insert a response as necessary.
4. Select **File, Send** from the menu bar in the *Meeting Request* window OR click on the **Send** button in the toolbar and a message will be returned to the sender.

The meeting has been added to your appointment book and a 15 minute reminder will be sent prior to the meeting.

Exercise Invite a colleague to a meeting and respond to his request.

Contacts List

Schedule+ can be used to keep a list of associates and acquaintances.

To Add Contacts:

1. Select the **Contacts** tab in the *Microsoft Schedule+* window.

2. Select **Insert**, **Contact** from the menu bar in the *Microsoft Schedule+* window. The *Contact* dialogue box appears.
3. Complete the *First:* and *Last:* (Name) fields as well as all other business related information.
4. Select the **Phone** tab and fill out the fields as required to enter the contact's phone numbers.
5. Select the **Address** tab and fill out the fields as required to enter personal information.
6. Click on the **OK** button.

Exercise

Add two contacts, i.e. your own name and information plus an additional name.

L E S S O N 8 - Quattro Pro 6.0

Lesson Objectives

- Compose, file and send a spreadsheet as an attachment

Composing and Sending a Spreadsheet as an Attachment

Spreadsheets are normally for financial data and therefore the use will generally be limited to financial data such as budgets.

To Compose, File and Send a Spreadsheet as an Attachment:

1. Double-click on the **Quattro Pro** icon in the *SIGAPPS (Common)* group.

Prepare the document using all the editing/formatting functions available until the document is ready to be sent as an attachment.

2. Select **File, Save** from the menu bar in the *Quattro Pro* window. The *Save File* dialogue box appears and insert the desired file name and click on the **OK** button.

MS Exchange must be open before the next step is performed.

3. Select **File, Send, MS Mail** from the menu bar in the *Quattro Pro* window. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window and the Quattro Pro document appears in the *Note* field as an attachment. Fill required information.
4. Press **TAB** to the *Note* field and begin typing the text.
5. Click on **Send** button once the message is checked and complete.

The user is exited from MS Exchange automatically and returned to Quattro Pro.

Exercise Create a short spreadsheet and send to a colleague.

L E S S O N 9 - Presentations 3.0

Lesson Objectives

- Use the application to play existing slide shows or create your own
- Apply many of the features available within Presentations to add new slides to an existing slide show or add a different transition between each slide
- Use Runtime in order to copy a slide show to a diskette

Starting, Playing and Quitting an Existing Slide Show

Slide shows are becoming more and more used in place of overhead projections.

To Start and Play An Existing Slide Show:

1. Double-click the **Presentations** icon in the *SIGAPPS (Common)* group.
2. Select the **Work on an Existing File** option in the *File Options* field and click on the **OK** button in the *Document Selection* dialogue box. The *Open File* dialogue box appears.
3. Select a file (i.e. *C4train.shw)* in the *Filename* list, and click on the **Open** button. The *Slide Editor View* window appears.
4. Select **Slide, Play Slide Show** from the menu bar in the *Presentation 3.0* window. The *Play Slide Show* dialogue box appears.
5. Select the starting slide and click on the **Play** button. The *Slide Show* screen appears.
6. Click on the left mouse button or the **DOWN ARROW** to advance to the next slide.
7. Click on the right mouse button or the **UP ARROW** to move to previous slide.
8. Hold the left mouse button down to draw line(s) or highlight aspects of the slide.

Quitting

To Quit:

1. At the end of the slide show, you are returned to the *Slide Editor View* window.
2. Press ESC to return to the *Slide Editor View* window from anywhere in the slide show.
3. Select **File, Exit** from the menu bar of the *Presentation 3.0* window.

Starting and Creating a New Slide Show

To Start and Create a New Slide Show:

1. Double-click the **Presentations** icon in the *SIGAPPS (Common)* group.
2. Select the **Create a New Slide Show** option in the *File Options* field and click on the **OK** button in the *Document Selection* dialogue box. The *New Slide Show* dialogue box appears.
3. Click on the **Gallery...** button in the *Step 1 - Select a Master from the Gallery* field. The default background is shown and select a master gallery.
4. Click on the **Title** drop-down list box in the *Step 2 - Select a Template* field and click on the **OK** button. Normally the first slide should be a Title slide.
5. Double-click within the indicated boxes and add the title and subtitle.

Adding new slides

To Add New Slides:

1. Select **Slide, Add Slides** from the menu bar in the *Presentation 3.0* window. The *Add Slides* dialogue box appears.
2. Click on the **Titles** drop-down list box in the *Template* field, choose **Bullet Chart** and click on the **OK** button.
3. Double-click in the indicated boxes and add the title, subtitle and bullet text.

Notice that new bullets are created when you press **ENTER** and sub-bullets are created if you press **TAB** after **ENTER**.

4. Select **Slide, Add Slides** from the menu bar in the *Presentation 3.0* window. The *Add Slides* dialogue box appears.
5. Click on the **Bullet Chart** drop-down list box in the *Template* field and choose **Text** and click on the **OK** button.
6. Double-click in the indicated boxes and add the title, subtitle and bullet text.

Notice that text word wraps within the box and no bullets are created when you press **ENTER**.

Adding Slide Transitions

You may wish to use a special effects to bring in slides that you are trying to emphasize.

To Add Slide Transitions:

1. Select **Slide, Transition** from the menu bar in the *Presentation 3.0* window. The *Slide Transitions* dialogue box appears. Change to Slide 1.
2. Click on the **Normal** drop-down list box in the *Transition* field and choose **Open** and accept the default **Vertical** in the *Direction* field.
3. Click on the **Preview** button. The *Preview Transition* window appears.
4. Change to Slide 2.
5. Click on the **Normal** drop-down list box in the *Transition* field and choose **Spots** and accept the default **Small** in the *Size* field.
6. Click on the **Preview** button.
7. Change the type of transition on all of the remaining slides and click on the **Preview** button after each change.
8. When all the slides are complete, click on the **OK** button.
9. Select **Slide, Play Slide Show** from the menu bar in the *Presentation 3.0* window to view your creation. The Slide Show screen appears.

Using Runtime to Transfer a Slide Show to Diskette

If you have a slide show that needs to be played on a computer that may not have Presentations installed, use this feature to copy it to a diskette.

To Use Runtime to Transfer a Slide Show to Diskette:

1. Select **Slide, Make Runtime** from the menu bar in the *Presentation 3.0* window. The *Make Runtime* dialogue box appears.
2. Enter **a:** in the *Directory* field of the *Location to Copy Files* field.
3. Enter the slide show name (i.e. my show) in the *Name* field of the *Slide Show* field and click on the **OK** button.

As slide shows can be quite long, this copying can take a few minutes.

4. Click on the **OK** button when advised copying is complete.