

DON'T SAY IT — *Write It!*DATE August 1, 1999TO JaneFROM John

It is important to remember that DSIs are only for informal internal communications. Do not use the DSI template for documents that will be part of an official record or file.

To open a PNNL template, place the cursor on "File" on the menu bar, click and slide the arrow down to "New," select the PNNL tab in the dialogue box that opens, then select **PNNL_DSI_Template.dot.**, which will open up the new DSI template.

The DSI template will automatically insert the current date and will prompt you for the "To" and the "From" names. The first time you use this template, it will trigger the prompt asking you if you want to save the sender information as the default. If you say yes, then your name will automatically be inserted in the "From" box until you change the default. You may subsequently change the sender's name; not saving it as the default will allow the template to remember the most recent entry in the "From" box that was saved as the default.

