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publishing policy, official languages policy and information overlap.

At present, the InfoCentre, in collaboration with the United States Branch (UGB), is researching these various issues and will shortly provide recommendations on the establishment of mission World Wide Web Sites**. Missions are being requested to delay setting up Internet sites until formal guidance is provided by Headquarters. In the interim, however, SKI suggests that missions prepare for their site by making an inventory of the information that they will want to disseminate to their clients and identifying program staff to provide it.

2. Internal Web Service

Currently in development, this Service will eventually allow corporate dissemination of information and documents to DFAIT staff via SIGNET. Types of documents for this system include administrative manuals and other information designed for internal consumption and newsletters such as *Panorama* and *SIGNET News*.

The objectives of this Service are to speed up access to corporate information, reduce corporate printing costs, and provide clients with a more effective means of searching for and locating information.

More information on this system will be provided in the fall, once the project has matured.

3. SIGNET User Access to the Internet

Later this year, SIGNET users at Headquarters should have access to the Internet across a secure firewall.

4. Research Home Page

The Information Resources Bureau (SKD) has developed a Research Home Page (or directory) to help all employees easily locate effective and efficient sources of information on the Internet. Instead of spending time "surfing" for information sites relevant to the Department's work, the Research Home Page will allow you to click on menu choices that have already been identified and evaluated to ensure that they contain relevant, up-to-date information.

Your Support is Needed To Make our Internet Site a Success!

The InfoCentre information network, especially the Internet Site, is only as good as the material it contains. To make the Internet Service a success, the information must be up-to-date, relevant and in compliance with the Official Languages Act. **Therefore, when you prepare information for the public, please provide the InfoCentre with an electronic (WordPerfect) copy.**

Once in the system, these products are then automatically available to clients upon demand via fax, modem or telephone. The InfoCentre can, in return, provide you with valuable feedback concerning the demand for your information. **Remember: these new information services relieve you from responding individually to requests for information or publications, they enhance the image of the Department; they reduce costs; and they are easier on the environment.**

The InfoCentre will soon provide an information kit to all employees of the Department on how to provide information for the new Internet Site.

SIGNET News will keep you up to date on key developments in the Info-Internet Implementation Plan.

*Gopher

Gopher is both a database of information as well as a program used to access that information.

** World Wide Web

A database or "server" application that contains information that can be accessed with special "browser" software. A WWW server can include text, sound, image, voice and even moving pictures.

Alias Quick Tip

One name aliases, whether Internet or SIGNET addresses, can be modified straight from the Addresses Window, rather than from the Aliases window. Simply double-click on the Alias name once it is in the Recipient field of the Addresses Window.

The change is effective for the outgoing message ONLY. The amendment made will not be saved to the Alias list.