

"Green" Tip

Has this happened to you? When printing a document, do you occasionally receive extra printed pages with only odd notations in the top left-hand corner? "People have complained to us about this situation," says the Office of the Co-ordinator for Environmental Assessment and Stewardship (JEN). "What a waste of paper!" We took the problem to Linda Séguin of SIGNET Support, Tower A, for resolution. This is her reply:

This problem will happen only if you are using a Laser III or IIID printer.

Here's why it occurs: When you save a document in WordPerfect, the configuration of the printer selected is also saved in the document. Therefore, if you have a Laser III or IIID printer in your office and are printing a document that was saved originally onto a PC connected to a Laser 4 printer (it could be a document you created on another PC, or one received from a colleague via e-mail, etc.), the following message will print on a separate page before each printout:

```
@PJL RDYMSG DISPLAY = "WordPerfect Job"  
@PJL SET RESOLUTION = 600  
@PJL ENTER LANGUAGE = PCL
```

To avoid this problem, in WordPerfect:

1. Select **F**ile, **P**references, **E**nvironment (from the Menu Bar). In Environment Setting (under Settings), select Reformat Documents for Default Printer on Open by clicking once on the box to the left of it. Click on OK to return to WordPerfect.
2. Make sure that you have the correct printer selected (from the Menu Bar), select **F**ile, **S**elect Printer, highlight printer (should be the Laser III or IIID printer you normally use), then click on **S**elect to return to WordPerfect.

From now on, when you open a document that was created using another type of printer, the prompt "Please wait..." will appear at the bottom of the screen. This means that the document is being re-formatted for your default printer.

A reminder: E-mail is to be used for official business only.

Privacy Facts

Putting personal data on the highway

*the Privacy Commissioner of Canada recommends... **

The hype (and confusion) surrounding the information highway led many people to ask the advice of the Office of the Privacy Commissioner on how to better protect themselves in view of the lack of legal protection in the private sector. The Office offers the following general advice on transmitting any personal data by interactive networks:

- assume the system is not secure unless the carrier can prove to the contrary — don't transmit any personal information you're not prepared to have anyone know;
- don't give out bank card numbers and financial information unless the system encrypts the information;
- ask the operators of user groups how they store and use the personal detail you supply to identify yourself as a legitimate user; are they secure?

** from the Annual Report of the Privacy Commissioner, 1994-95.*

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