

# SIGNET WALK-IN CENTRE GUIDELINES

The purpose of the Walk-In Centre at Headquarters is to make available to SIGNET users a variety of specialized hardware and "off-the-shelf" commercial software often unavailable in each division. The increased use of the Walk-In Centre and the corresponding demand on staff time have, therefore, led to the need to establish guidelines with respect to its use and to restrict some of its functions. Activities such as those associated with colour printing and the production of transparencies, for example, have to be limited because of the costs of special paper, transparencies and colour cartridges, as well as the time required to complete the tasks.

Following are the guidelines we ask you to follow when using the Centre.

## GUIDELINES

1. All clients are required to sign in.
2. Service is on a first-come, first-served basis.
3. Client software cannot be installed on the Centre's PCs.
4. Colour printing of official work should be limited to 25 copies at a time. Personal work, for training purposes, is limited to two copies.
5. Clients requiring transparencies in excess of 20 per month are to provide their own transparencies.
6. Supplies are issued for use in the Walk-In Centre only.
7. Food and drink are not permitted at the workstations.
8. Walk-In Centre staff are available to demonstrate software and assist clients with their special needs, but not to perform the complete task.
9. When in doubt, please ask for assistance.

Only final copies should be printed on transparencies. If uncertain about the colour or the text, make a colour print-out first.

## Spring Cleaning - Revisited

### Keep your Outbox Free of Byte-consuming Files!

"Frequently people ask me for copies of the current draft of the Information Management Plan, which is a large byte-consuming file (800K), and I send them by e-mail. It just occurred to me that I had many megabytes of wasted space sitting unnoticed in my outbox and wondered how many others around the Department do the same thing. Did you know that every message in the outbox that has an attachment or forward associated with it represents a lot more bytes than an ordinary text message?"

To supplement general exhortations to erase unneeded files (see *SIGNET News*, April 18, 1995, "Spring Cleaning! HQ, It's Time to Tidy Up the H: and I: Drives," p. 1), a specific reminder like this would be useful. If those of us who should know better overlook such simple sources of wasted space, I'm sure the average user is even less likely to think about it."

Ron Hartling (STD)

#### Reply from Informatics Support and Operations (STOS)

Important point, Ron. Please remember that messages and attachments in the outbox take lots of valuable disk space. We appreciate efforts to keep your outbox free of such byte-consuming files.

Questions? Please contact SIGNET Support.



## Attachments to Messages

### An Important Announcement for all SIGNET Users!

Consular Operations and Emergency Services Division (JPO) advises that it has received an increasing number of messages that have attachments with "personal" file extensions such as .svy, .pvt, .m16, etc. We're sure that JPO is not alone in receiving such messages.

**A word to the wise:** Please use file extensions which relate to format types such as .wpe. These are easily browsed directly from ICONDESK (simply double click on them), unlike personal file extensions which take valuable time to export in order to read them.