

Practice

Back Up your Files

Make part of your everyday routine is to make copies of files stored in your C:\ and A:\ drives every day. You never know when a file might become unrecoverable either because of system problems or human error. A back-up file will help prevent disaster.

The network drives, H:\ and I:\, are backed-up automatically every day. If you need to restore a file on one of the network drives, contact your SIGNET Support Team.

Training Announcement

As noted in the January 29 edition of the *News*, the SIGNET Client Services Division (STC) is re-evaluating its delivery of SIGNET user training. The one-hour workshops will not be held at Headquarters in March, but the regular all-day courses will continue to be offered. Please see the schedule on page 7.

More relevant Internet addresses *USS recommends...*

As recently noted, Gordon Smith accesses a number of news sources on the Internet to keep current with world events (see "At the Leading Edge of Information," *SIGNET News*, January 29). Listed below are five more sites on the Internet relevant to the business of the Department that Mr. Smith recommends to desk officers. To access international dailies using **The DFAIT Research Page** as your guide, click on Canada News or click on International News, and they will appear on your screen.

- Canadian Press
- *The Globe and Mail*
- Reuters

- *The New York Times*
- Quick News (Time Warner)

For Graeme McIntyre, Eastern Europe Division (REE), the Internet is an essential tool. "I recently found an excellent source of information on the Internet, the Jamestown Foundation, whose daily news reports I rely on to monitor developments in the former Soviet republics where we don't have posts to provide us with the up-to-date information I need to prepare briefs. For me and my colleagues in REE, the Internet is an excellent source of online research. It offers fast access to complete, relevant and high quality information."

Time to Change Your Password?

If it's time to change your password, we recommend doing it at the end of the day. That way, you won't experience a delay when you logon to SIGNET the next morning.

Quick reminder: For SIGNET, a secure password is eight letters in length, and composed of alpha, numeric and special characters.

Canada's International Business Strategy is now On-line

Canada's International Business Strategy (CIBS) 1996-97 is now available on-line. This year, CIBS is accompanied by the *CIBS Compendium*, an electronic list of federally and provincially sponsored industry sector activities and events taking place in Canada and abroad, in which the business community can participate. The *CIBS Compendium*, also available on-line, is regularly updated. CIBS and the *Compendium* can be found on the Department's Internet homepage (<http://www.dfait-maeci.gc.ca>), the electronic bulletin board, the FaxLink (613-944-4500), and is also found on Corporate Applications. Copies of the document are available on WordPerfect diskettes and a limited quantity of hard copies are also available upon request at the InfoCentre.