

accessibility of the Intranet to the majority of missions via a SIGNET-connected Web service. There is, therefore, a need to provide these missions with paper copies of lengthy corporate documents. As a few small missions do not currently have access to SIGNET, there is also a continuing, albeit limited, requirement to distribute some corporate documents on paper (e.g., administrative manuals, directories and newsletters). STD is investigating alternatives to provide a similar Intranet service at missions.

### What kind of information is available on the Intranet?

In order to effectively plan for its implementation, users were consulted on what corporate documents should be on the Intranet. Material for the system will include information such as departmental manuals, administrative circulars, and newsletters such as *Panorama* and *SIGNET News*. At present, the site contains documents such as recent issues of *Panorama*, circular documents, press releases, speeches, the telephone directory and a news service. The majority of the Web pages are still under construction and will be finalized as documents such as departmental manuals are converted for electronic access.

### How can I access information on the Intranet?

The Intranet is accessed by using the Web browser software called Netscape. The Netscape



icon will be located in the Network Apps group on SIGNET. Once logged onto SIGNET, users should open Netscape and the Intranet Home Page will open by default. The URL or address of the site is

<http://folio01.lbp/english/index.htm>

Once the Intranet home page is accessed, simply click on the item required. For example, clicking on "What's New?" will bring up a page listing the most recent additions to the Intranet. This could include, for example, a new departmental publication. Hypertext links allow the user to go from one document to another with the click of a mouse. Users should scan "What's New?" once a week to keep up-to-date with new material on the Intranet.

### Is training available?

While the goal is to make "navigating" or using the Intranet as easy as possible, to introduce users to the service, information sessions, with demonstrations, will be given by Information Systems/SIGNET Client Services Division (SKR/STC) in the Auditorium on March 21.

Workshops and open houses will also be held on navigating the Intranet using Netscape. More information on training will be provided shortly.

### What You Can Do to Make the Intranet a Success

The Intranet, like the DFAIT World Wide Web site on the Internet, is only as good as the information it contains. To make it a success, the material submitted for publication must be accurate, up-to-date, and in compliance with the Official Languages Act. Documents to be published on the Intranet have the same requirements as documents to be published on paper: they must be authorized by the responsible division. The division is also responsible for keeping the documents up-to-date and deleting them, as required. Information explaining what types of documents should be on the Intranet and the process for formatting and submitting them is available on the home page under the heading "Description of the Intranet."

If you have questions relating to the Intranet, its home page, and the documents they contain, please contact André Côté, Administrative Publications (SKIA), via SIGNET. Questions concerning the installation and operation of Netscape should be directed to SIGNET Support.

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\* These projects are the DFAIT World Wide Web Site on the Internet; the Intranet Web Service; The DFAIT Research Page; and SIGNET User Access to the Internet.