

access at the click of a mouse to other elements of the document being browsed, other sections of this Web site, or other useful Internet sites around the world.

The other component of the Web site is the native format document collection, mostly WordPerfect 5.2. These files are difficult to view, but may be downloaded using a Web browser. Many longer documents are available to the public in this way, which circumvents the expense of conversion to HTML that is required to make documents viewable on the Web. The documents on the IBB Service that are not restricted to WIN Exports-registered Canadian companies also appear in their native format on the Web site.

Current plans for on-going development of the DFAIT Web service include the addition of a search engine and a re-structuring of the hierarchical menu system of the Web site, which includes the integration of HTML and native format documents in the same relevant menu.

## Missions and the Internet

Several missions have requested guidance on how to publish their information on the Internet and the use of the DFAIT Web site for this purpose. As can be expected, there are a number of options and issues to be considered, including resource implications, information maintenance and technical support requirements. These are under review. The InfoCentre (SKI) is pleased to provide missions with services that include publishing hierarchically organized collections of HTML documents on the Department's Web site. For more information on these services, please contact SKI.

## 2. Intranet Web Site

This service will allow corporate dissemination of information and documents to DFAIT staff via SIGNET. Types of documents for this system include departmental manuals, administrative circulars press releases, speeches and other documents designed for internal consumption. Newsletters such as *Panorama* and *SIGNET News* will also be contained on the site.

The objectives of this site are to facilitate access to corporate information, to reduce corporate printing costs and to provide clients with a more effective means of searching for and locating information. For more information, please refer to "The Intranet: Corporate Information On-line" on page 2.

## 3. The DFAIT Research Page

A user-friendly research tool, The DFAIT Research Page was designed to help DFAIT staff navigate the Internet as easily and efficiently as possible. It offers a starting point and reference to hundreds of pre-evaluated and pre-mapped sites that may contain relevant, current information for the business of the Department. See "Research On-line: The DFAIT Research Page" on page 4.

## 4. SIGNET User Access to the Internet

At present, DFAIT staff can access the Internet from a standalone computer using a commercial service provider. Standalone workstations having access to the Internet can be found in the Library and in the BICOs and LISOs.

This spring, a limited number of users at Headquarters who require access to the Internet for their daily

work, will be able to access the Internet via SIGNET across a secure firewall. This service will be phased in over a period of months. The software used to access the Internet is a Web browser called Netscape. The Netscape icon will be located in the Network Apps group on SIGNET.

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

The InfoCentre information network, especially the DFAIT World Wide Web site on the Internet, is only as good as the material it contains. To make the site a success, the information it contains must be up-to-date, relevant and in compliance with the Official Languages Act. Document contributors are asked to send material to INFOPUB, SKI's new central ICONDESK mailbox. 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 provide contributors with information on how to format and submit documents to the InfoCentre's public access information services, including the Department's Web Site.

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## 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.

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Units wishing to have a notice published in *SIGNET News* should forward the text to STC with a memo signed at the director level. All readers are invited to send via ICONDESK ( Suggestions) draft articles they wish to have published.