# Government Telephone Directory Now Online

Need to quickly review the government listing for CIDA in order to see who is responsible for Africa and the Middle East Branch and can't find your (probably out-of-date) Government of Canada Telephone Directory? Then you'll be glad to know that the electronic version of the Directory is now on the Internet.\*
The address is:

http://canada.gc.ca/search/direct500/geds_e.html

This site provides Government Electronic Directory Services (GEDS), an integrated directory of all federal public servants. It brings together two directory services: the E-mail Address Exchange Service (EMAX) with .X400 addresses of more than 160,000 public servants and the Government of Canada telephone directories.

\*If you haven't got an Internet account, remember that standalone workstations having access to the Internet can be found in the Library and in the BICOs and LISOs, where you can also get expert advice on how to obtain information from the Internet.

# The Internet Column

Now that desktop access to the Internet is beginning to be provided at Headquarters and at three pilot missions (Copenhagen, Detroit and Hong Kong), we thought it would be timely to introduce a column to promote effective use of the Internet. This month, we are pleased to provide you with the answers to two frequently asked questions about the Internet.

**Q** I've found some information on the Internet that I would like to integrate into a document I'm preparing. How can I do this?

**A** There are two ways in which you can do this. You can use the Edit, Copy and Paste feature of Netscape to capture part of the document or, if the entire document is needed, you can save it and open it in a wordprocessing application. To do this, the document must be on your screen. The steps are as follows:

1. Select Save As from the File Main Menu
2. Select Plain text entension (\*.txt) from the Save File As Type box.
3. Select appropriate Directory.
4. Name your file.
5. Click OK.

If the .txt is not selected, the HTML coding will also be saved, producing a document that requires extensive reformatting. Open it into the Write, Notepad or WordPerfect applications. Write will produce a better copy. WordPerfect requires the most reformatting of the three. All applications will require some reformatting of the text depending on the needs of the user. [The Write and Notepad applications are found in the Accessories group in Program Manager.]

**Q** Do I single-click or double-click on a link? When is it safe to click on another link?

**A** SINGLE-click only. Double-clicking in Netscape 1.1 asks the software to perform the same function twice and will eventually cause it to freeze. Clicking Stop may bring up the site, as it stops the double search.

Do not click on another link before the previous link has completed loading. If you no longer want that site, press Stop before proceeding. If Stop is red, you should let the action finish or click Stop before initiating any further action such as clicking on the Back or Forward buttons.