

Two New URLs for The DFAIT Research Page

In the recent article on The DFAIT Research Page (DRP) (see **Research Online: The DFAIT Research Page**, *SIGNET News*, September 25, 1995, pp. 1-2), we invited you to become part of building DRP, the Department's primary tool to navigate the Internet. In their exploration of the Internet, Diane Crouse and Ann Désormeaux of the Information Retrieval Systems Division (SKR) have identified sites that they think would be very useful for the Department. Here are the two new URLs or addresses that are now part of the DRP thanks to their individual efforts:

1. **Open Text Index.** The Index is a fast, powerful search tool on the Internet. It allows you to do a Simple Search, Power Search and a Weighted Search using full Boolean Logic.

To access Open Text Index through the DRP, click on Search Tools under the Main Menu.

Questions about the Index? Please contact Clancy Coughlin, Information Resources Services Division (SKS), at 944-0214 or Rick Dossett (SKS) at 995-6934.

2. **CultureNet.** Another WWW site, CultureNet is an excellent source of information on Canadian culture. The home page contains timely information on cultural organizations (for example, The Canada Council, The National Ballet of Canada, The Stratford Festival and the Vancouver Symphony Orchestra), including their programs.

To access CultureNet through the DRP, click on Subject Index, then Culture (Art, Literature & Sports) and then click on Canada. CultureNet is on the list of sites shown.

A **reminder:** all users can access The DFAIT Research Page from any workstation connected to the Internet. Standalone workstations having access to the Internet can be found in the Library and in the BICOS, where you can also get expert advice on how to obtain information from the Internet. The URL or address of THE DFAIT Research Page is :

<http://www.dfait-maeci.gc.ca/res>

If, in your exploration of the Internet, you find a site that you think should be included in the DRP, please use the feedback mechanism associated with it or contact Clancy Coughlin (see above). We wish you a fruitful search!

FORUM

Modifying the name of an attachment



Question from Marie-Hélène de L'Étoile, Africa and Middle-East Trade Development Division (GBT)

How can I change the name of an attachment that I am forwarding to a colleague so that it is easily comprehensible?



Answer from Jill Morrell, SIGNET Client Services Division (STC)

Most attachments are received with the name and drive from where they were attached. The name of your

attachment makes sense sometimes, but because of the eight letter naming restriction, it may not. Here are the steps to follow to give an easy to understand name to attachments.

1. In ICONDESK, go to **Compose Message**.
2. Click on **Attach** icon or click on **Message**, then **Attachments**. The drives are listed in the Workstation section of the screen. Select the drive and directory and the file you want to attach.
3. Single click on the file. (Verify that the correct file name is in the file name box above.)

4. Move the cursor to the **Attachment** box (below the Directory box) and provide a clear, meaningful description of the file and other information such as type of file (e.g., wpe, wb1, etc.)

5. Click the **Add** button. When you return to the **Compose Message** box, the description given in 4. (above) will be in the **Attachment Comment** box.

When the recipient gets the message and attachment, he/she sees the description and type of file. At the time they export it, they select the drive, directory and name for the file.