

CONNEXIONS

COMMUNICATION TECHNOLOGY NEWSLETTER OF THE DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE

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12 HOT! Tips

At *Connexions* (formerly *SIGNET News*), one of our priorities is to help you use SIGNET and associated software easier, faster and better. One way we do this every month is by printing tips, many of which come from users. This month, we have put together a special issue on tips. They have been selected in consultation with the Informatics Learning Centre (SXC), and are among the ones you most often request. These and other great tips can be found in the DFAIT Software Reference Manual, which is now on Intranet at the following URL or address:

<http://folio01.lbp.dfait-maeci.gc.ca/english/branches/corporat/info-man/learncen/tips-e1.htm>

Missions will receive the Manual shortly.

Keep the tips handy. We hope that they will help you to work more efficiently and enjoyably.

[Editor's Note: In the May issue of *Connexions*, we said that beginning in June staff at Headquarters would receive the newsletter electronically (see *Connexions* in the What's New? section of the DFAIT Intranet Home Page). Our readers have persuaded us of the merits of distributing one more issue of the newsletter to everyone at HQ. As of July, however, *Connexions* will be available only electronically, with one hard copy distributed to each division.

Posts will continue to receive the newsletter in hard copy.]

Microsoft WINDOWS



Help Always On Top

The most frustrating thing when using the Help function is having to switch back and forth between the instruction provided and the document on the screen. Did you know that with most Help windows, you can enable Always On Top which will eliminate this problem?

To activate this option, select Help from the Menubar of the HELP window. Choose ALWAYS ON TOP (a check mark will indicate that the option is enabled).

ICONDESK message. Instead, you can substitute the name of the document with a comment about the contents of the file.

To do this, in the Attachments window, click on the filename once. Type a DESCRIPTION in the text box labelled as such. Don't forget to type the appropriate format (WPE). Click on ADD.

ICONDESK ver 4.4



Internet

If you need to send a message to someone via the Internet, use the Template. Simply perform a query for - internet. Once located, double-click on Internet Template to copy this address to the Recipients section of the window. Double-click on the address copied to Recipients to generate the X.400 window. Click on Details and substitute the correct internet address for smithj(a)qucis.queensca.ca. HINT: You may also want to change the Free Form Name.

Query

If you aren't certain how a name is spelled, try using the wildcard symbol in your query. For example sm* will generate a list of all names beginning with the letters sm.

Don't forget that you don't need a name to perform a query. Searching for -division and/or -mission (e.g. -SXC) will generate a complete list of members of those groups.

Attachments

Attach The filename of your attachment need not be Attach displayed in your



In this issue

See page 3 for the HQ Informatics Learning Centre Workshop Schedule for July. Are you having a problem trying to create a spreadsheet? Come on in. The Learning Lab is open every Wednesday. Check it out!