

## Practices

Best

### Compose a message now; have it delivered later

If you are sending messages with large attachments<sup>1</sup>, especially to missions, for ease of delivery consider using Message Options to delay the time of transmission to non-peak times. To do this, complete your message as usual, but before sending it, click on the Options command button in the Compose Message window. Complete the Delivery on fields using the increment arrows. When this is done, send your message. The message will be delivered from the server on the date and time specified.

<sup>1</sup> see *Connexions* No. 3/96, July 29, 1996. Please keep your attachments to no more than one megabyte in size. When sending messages with numerous attachments to small or micro-missions, please keep SIGNET's limitations in mind. If you have multiple attachments to send, attach only a few per message; if possible, break up large attachments into smaller, more manageable ones and then attach them to multiple messages.

## The Cyberzone

What's the "Cyberzone?" The Cyberzone is a designated area of the Library where you will find an Internet terminal, a wide range of CD-ROM databases to explore, as well as hard copy documentation on the Internet. The "Surfboard" has timely and useful Internet addresses, three of which are listed below. Library staff are available to show you the Cyberzone and to help you with your searching.

**Organization of American States -**  
<http://www.oas.org>

This Web site has links to sections on:

- Public Information (including speeches & statements, OAS resolutions, treaties & conventions)
- Programs & Issues
- Member States and Observers
- Current Issues

**JETRO: Japan External Trade Organization -**  
<http://www.jetro.go.jp>

Includes links to information on:

- What's New
- What is JETRO
- Japanese government procurement
- Invest in Japan
- Programs, Services & Information

**Hong Kong Trade Development Council -**  
<http://www.tdc.org.hk>

This Site also includes links to valuable information such as:

- Hong Kong Beyond 1997: A Guide for Business
- TDC Mission, Activities & Services
- Economic & Trade Information on Hong Kong
- Trade Enquiry Services

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## Returning from post?

### Need computer training?

Need a little extra help accomplishing your day-to-day activities on the computer here at Headquarters? The Informatics Learning Centre (inside the SERV Centre on D1) offers one-hour refresher workshops on specific topics such as creating appointments in Lotus Organizer, Printing in Quattro Pro, Tables

and Columns in WordPerfect for Windows, customizing your ICONDESK environment, and finding an .X400 address. As well, you can drop into the Centre every Wednesday between the hours of 9:00 a.m. and 3:00 p.m. to ask questions about problem documents or about any software-related task you would

like to perform. Instructors are on hand and would be pleased to assist you. Please see the **Workshop Schedule** on pages 9 and 10 or consult the schedule outside the Services Centre on D1. You can also contact the Learning Centre at 995-2820 or at 996-2476 for more information about the courses offered.