

OCTOBER  
1  
1992

Vol. 209  
October 1, 1992

## TO ALL FACULTY & STAFF ON TIMESHEETS

There will be an early cutoff for the pay period ending October 16, 1992. All timesheets must be submitted to the Payroll Clerk on the 4th floor no later than 9 a.m. on Wednesday, October 7, 1992. All late timesheets will not be processed until the following pay period.

Karen Kelly

### NEW FAX NUMBERS FOR CITY CENTRE

**Administration**  
**443-8588**

**Student Services**  
**443-8444**

Vancouver Community College  
King Edward Campus - Library  
P.O. Box 24620, Station F  
Vancouver, B.C. V5N 5T9

## WELCOME!

Mimi Chau has joined our KEC team as our new mailroom clerk. Mimi previously worked in Continuing Education at City Centre Campus. Please drop by and introduce yourself to her.

## JAIL 'N BAIL - PLEDGES NEEDED TO BAIL OUR PRESIDENT OUT OF JAIL

John Cruickshank, President of VCC will be jailed on October 6 when he participates in the Cancer Campaign Jail 'N Bail.

In order to bail out one fearless leader we need pledges and for this we need your help. If you would like to pledge (income tax receipts will be provided) please call Sarah Lucas (Loc. 7158). By pledging you will be contributing to 2 good causes:-

- 1) returning our President to the College where his presence is urgently required
- 2) contributing to the Canadian Cancer Society.

**PLEASE CONSIDER THE IMAGE OF THE  
COLLEGE AND SEND YOUR PLEDGES  
NOW.**

Sarah Lucas  
Executive Assistant to the President



## MENTAL FITNESS CORNER

### PUZZLE:

If a man wishes to place a post along three hundred metres of fence on one side of his property, how many posts will he need?

### TRIVIA:

What is the meaning/translation of Hong Kong?

### ANSWERS TO LAST WEEK'S SUBMISSIONS:

### PUZZLE:

Six - five from the 25 cigar butts and then one more from the five butts after the cigars are finished.

### TRIVIA:

Pokey

Wayne Ko

## P.D. FUNDS COMMITTEE UPDATE

To: V.C.C.F.A. Members

Please access your P.D. Funds by completing the green form. State the rationale for reimbursement of funds as it relates to your professional development activity. You are guaranteed \$300.00 per eligible F.T.E. for this fiscal year.

Your KEC P.D. Funds Committee representatives are: Colleen van Winkle, Mark Goertz and Fred Grimman.

Thanks to Aphrodite Harris for the wonderful contribution that she has made on behalf of the union members.

Lynda Stewart

## THANK YOU!

Students and staff want to thank KESA (KEC Student Association) and the Canadian Federation of Students for providing the campus community with the joyful music during their promotion week, September 21 - 25.

Bruce Coughlan, a North Vancouver guitarist/vocalist/composer and lyricist entertained with excellent selections and the KEC Music Department provided us with joyful, uplifting melodies. Thank you.

Lynda Stewart

## YOU'RE INVITED

You are invited to hear an overview on the current constitutional crises.

Speaker: Dr. Charles Bourne  
Date: Wednesday, October 7, 1992  
Time: 9:30 a.m.  
Place: Room 2134

Lynda Stewart



## LIBRARY NEWS

### New Library Assistant IV

Please join us in welcoming Bel Jung, our new Senior Support Staff Supervisor. Bel brings a wealth of experience to her new position, most recently from the Loans Division at Simon Fraser University Library. We wish her all the best.

### The C Word: Copyright

A reminder that it is College policy that approval be obtained for the duplication and/or distribution of all materials protected by copyright. Common examples include photocopying from books or journals to create class handouts or providing multiple copies for library reserve loan. Videos and all A/V materials have similar restrictions. Use of off-air dubs or video store rentals, whether for a class or individual use, is illegal.

Please contact your department liaison librarian. S/he will attempt to negotiate with the copyright holder for clearance. Any fees that may be incurred will now be charged to a special fund created for that purpose and will not be charged back to the department.

The cover story in the September 92 issue of Spectrum Update provides an interesting profile of the copyright situation at VCC.

### KEC Liaison Librarians

Contact your liaison librarian for ideas and assistance for any library-related activity: Bibliographic instruction, research skills workshops, materials requests and suggestions, copyright clearance, etc.

### Brenda Appleton, Local 7319

Business & Computer Studies  
Continuing Ed. (excluding TESL)  
Small Business

### Mark Goertz, Local 7223

Careers  
College Foundations  
ESL - College Prep.  
International Education  
Music

### Aphrodite Harris, Local 7318

Continuing Ed. (TESL only)  
ESL - ELS  
ESL - Vocational

### Irene King, Local 7183

Basic Education  
BEST  
BTSD  
Computer Software  
IEPA

### Amanda Palacios, Local 7180

KEC & Central Administration  
Counselling  
Student Health Services

### Cathie Perry, Local 7183

Hearing Impaired  
Sign Language Studies  
Visually Impaired

### Rightful Book Owner Sought

We have received a book we did not order. Does it belong to anyone at KEC? Please contact Mark Goertz, Local 7223, if The Empire Club of Canada: Addresses 1990-1991 is yours.

Mark Goertz

Vancouver Community College  
King Edward Campus - Library  
P.O. Box 24620, Station F  
Vancouver, B.C. V5N 5T9



**NEW HOURS FOR RICHARD HAAN  
I.C.S.C. INSTRUCTIONAL ASSISTANT**

**OLD SCHEDULE:**

Monday	8:15	4:30
Tuesday	8:15	4:30
Wednesday	1:15	9:30
Thursday	12:15	8:30
Friday	8:15	4:30

**NEW SCHEDULE:**

Monday	8:15	4:30
Tuesday	1:15	9:30
Wednesday	12:15	8:30
Thursday	8:15	4:30
Friday	8:15	4:30

**©© Kin ~ Lalat ©©**

Music from Guatemala

**in concert**

*"After 500 years..."*

*The Music Is Still Alive"*

Saturdays at 8 pm

**Oct 3**

**Surrey Arts Centre Theatre**

13750 - 88 Avenue, Surrey

☎ 596 1515

**Oct 10**

**McGill Theatre**

Robson Square Conference Centre

800 Robson, Vancouver

☎ 660 2630

**Oct 24**

**Centennial Theatre**

2300 Lonsdale Avenue, North Vancouver

☎ 984 4484

Tickets \$12

At the theatre box offices or at the door

More info:

☎ 872 0297 - 253 7342 - 434 4122 - 325 6357

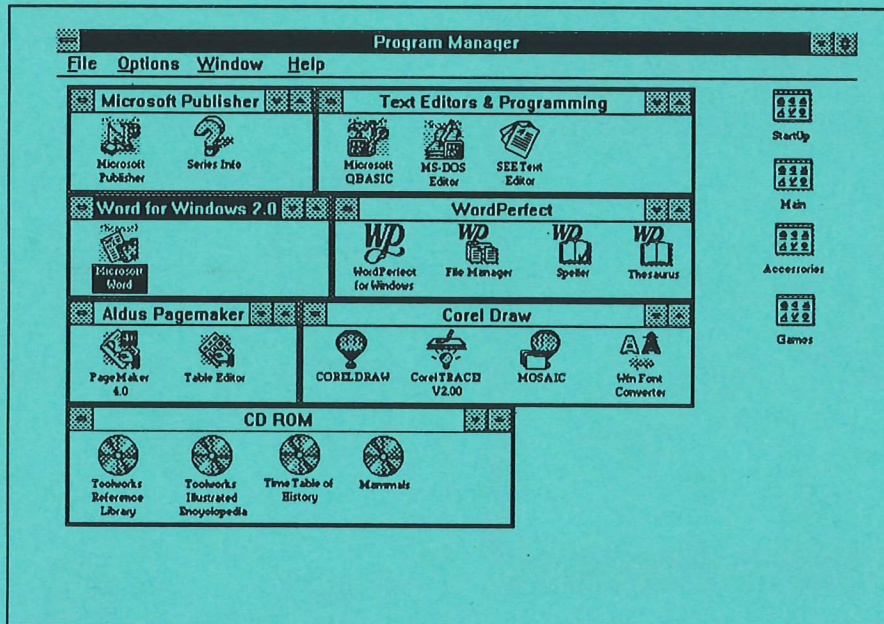


# ICSC Computing Corner

Newsletter of the Instructional Computing Support Centre

October 1992

## Windows



### What is Windows?

Windows is a piece of software which changes the way in which you interact with that computer. For example, when Windows is loaded, you do not need to type anything to see the list of programs on the hard drive. Instead, each program is represented by a small picture (icon) on the screen. The illustration above is an example of a Windows screen. You can see at a glance what software is loaded on the hard drive.

To open any of these programs, use the mouse to point to the icon representing that program and click on the left mouse button.

Windows also allows you to load more than one program into the computer's memory. You can easily switch from one of these programs to another.

### What's Inside?

**Windows Defined ..... Page 1**

**Wordprocessing ..... Page 2**  
How a typical wordprocessing screen looks in Windows 3.1

**Software For Windows .... Page 2**  
A list of popular programs written especially for Windows.

**User's Reactions ..... Page 2**  
What some Windows users on campus are saying.

**TrueType Fonts ..... Page 3**  
Useful fonts that come with Windows.

**Smart Keys ..... Page 3**  
Short cut keys to speed up the whole process.

**Getting Started ..... Page 3**  
Computer hardware and memory that you should have to get started with Windows.

**Terms Defined ..... Page 4**  
Some definitions to help you understand what Windows offers you.

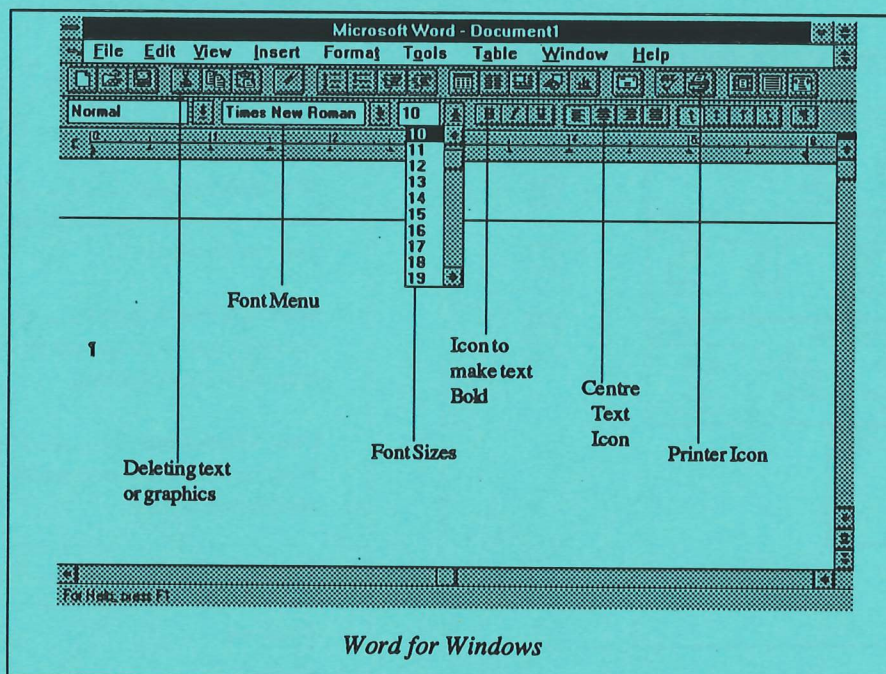
**Sound ..... Page 4**  
Windows 3.1 offers the possibility of adding sound to your productions.



## Using Windows Software.

When Windows is installed on your computer, you can use the programs which are written especially for Windows. One big advantage of Windows is that most programs use the same commands, so if you know how to use one Windows program, it is easy to learn another.

*Word for Windows* is a typical Windows application. All the commands needed to produce good looking documents appear on the menu bar across the top of the screen.



To choose a font, click on the Font menu.

To change the size of a font, click on the size menu and choose the number of points desired.

To centre text, click on the Centre Text icon.

To make text bold, click on the Bold icon.

To print, click on the Printer icon

Other Windows applications use similar icons.

## Window Users on Campus


Instructors who have switched to Windows from DOS applications, say that they find the Windows application easier to

use. One WordPerfect user found that it was much easier to learn the visually oriented WordPerfect for Windows than WordPerfect 5.1. Another instructor said of Windows "I love it."


## Software for Windows:

Examples of popular software written specially for Windows are:


### Wordprocessors:


Word for Windows   
WordPerfect for Windows  
Works for Windows

### Spreadsheets


Excel   
Lotus for Windows  
Works for Windows

### Desktop Publishing

Publisher   
Pagemaker  
Ventura

Windows comes with its own Communications Software. 

## Cost?

Windows 3.1 costs roughly \$80.00-\$89.00. If you are upgrading from Windows 3.0, you should be able to pay less with proof of ownership of Windows 3.0. 

## Games:

Solitaire and Minesweeper are two games which come with Windows 3.1. Playing Solitaire is a fun way to master the pointing, dragging and clicking skills needed for using Windows..



# TrueType

Windows 3.1 comes with some very useful fonts called TrueType. You can print these fonts in any size that you want from 5 points to 500 points in **Bold**, *Italic*, ***Bold Italic*** or Normal. What appears on the screen will look exactly the same as what appears on your printed page.

The TrueType fonts are illustrated below. The point size shown is 14 and the style is Bold.

Arial (similar to Helvetica)  
Courier New  
Times New Roman

*All appear above in 14 point Bold*

Two interesting fonts are **Windings** and **Symbols**, both illustrated below. The top line shows some examples of Windings, the bottom line some Symbols.



## Some Wingdings and Symbols



*Two wingdings 48 points in size*

These *scalable* fonts are available to Windows users. (*Scalable* means that you can print your characters in any size that you want from 5 points, very small, to 500 points, extremely large.)

## Smart Key

**These short-cut keys work with any Windows 3.1 program:**

**Alt-Tab key allows you to switch from one program in memory to another .**

To use it, tap the TAB key repeatedly. A message pops up with the name of each of the

programs in memory. When the name of the program that you want appears, release TAB and that program becomes active. This switch key works even if you are using a DOS program, so you could switch from WordPerfect 5.1 to Publisher.

# Windows Requirements

**To run Windows effectively, the minimum hardware requirement is a 386 SX computer with a mouse.**



**Windows programs occupy lots of disk space, so a large hard disk is essential.**

## Memory

**At least 4 megabytes of RAM is advisable. With any less, Windows is irritatingly slow.**

The memory rule is:  
*The more the better.*



## Monitor

Since so much of windows is visually oriented, a good monitor is essential with a



VGA card is essential. A super VGA card is advisable.

## Smart Keys contd.

## Ctrl-X will cut selected text

## Ctrl-C copies selected text

**Ctrl-V** pastes the text which has been copied into any program you choose, if this program has been loaded into memory.

These keys will work when carrying out these operations in any WIndows program



## Understanding Windows Terms

**Cutting and Pasting.** ✂ Windows allows you to copy data from one document and paste it into any other document.

**OLE**  
**Object Linking and Embedding.** The idea behind OLE is that data can not only be cut and pasted, but going one step further, when it is updated in the original document, it is automatically updated in the one it has been copied into.

**SMARTDrive**  
SMARTDrive is a disk-caching program which comes with Windows 3.1. This means that when it is installed, everything speeds up.

**Dr. Watson**  
When an error occurs, Dr. Watson provides clues as to what went wrong. He pops up and asks you to describe exactly what you did before the error occurred. This helps the experts to give you the right advice to correct the error.  
Dr. Watson comes with Windows 3.1, but you have to install him yourself.

**Installing Dr. Watson**  
Click on the Program Manager icon. Click on FILE and again on RUN. When the command line appears, type DRWATSON.

## Windows Reference Material



The following two magazines are obtainable from supermarkets or drug stores.

**WindowsUser**  
This magazine describes itself as "A Window into Windows" Easily readable articles on windows features and questions asked by non-experts. Premier issue costs .95 cents.

**Windows**  
This magazine is devoted solely to Windows features. Cost \$3.25. It describes itself as *Hardware and Software for Graphical Computing*.

The following magazines are obtainable in the KEC Library.

**PC Computing Magazine**  
August 1992 pages 209-215  
Optimizing Windows 3.1 contains useful pointers on installation, memory management and troubleshooting Windows 3.1.

**PC Today**  
June 1992 page 47. Windows 3.1: Very Good gets Better is a readable description of the features of Windows 3.1

**PC Magazine**  
April 28, 1992 Windows 3.1 Brings More of Everything cover story is an in depth look at the new features of Windows 3.1.

## Sound

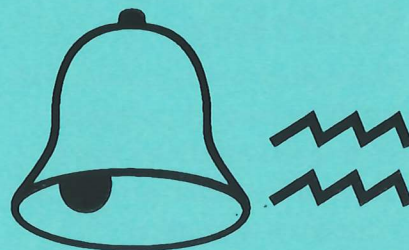
Sound Recorder is part of Windows 3.1.

It allows you to include sound with any of your documents or graphics. For example words could be pronounced from your word processor.

You will need a sound card installed in your computer to make the best use of Sound Recorder. *Sound Blaster* is one example of a sound card and costs about \$100.00.

### Freebies

Microsoft and others have developed a set of instructions\* which allow you to use the speaker which is built in to your computer without adding an expensive sound card. Modem users can dial Microsoft Windows support Bulletin Board at (206) 637-9009 and download a copy of these instructions. They will not give you the sound capacity of an expensive sound card, but the price is right. You can then add interesting sounds to your creations.



\* A sound driver is the name given to this set of instructions.







Publisher is a program for Windows which enables you to improve the appearance of your instructional materials using graphics and attractive fonts.

Short demonstrations using Publisher will take place in the Instructional Computing Support Centre during the following times:

Monday, October 5 .....10:00-11:00am  
Tuesday, October 6 .....1:00-2:00pm  
Wednesday, October 7 .....5:00-6:00pm  
Thursday, October 8 .....3:30-4:30pm  
Friday, October 9 .....12:00-1:00

To register for a demonstration contact Anne McElroy,  
Local 7382 or Richard Haan, Local 7218

Small group workshops on using Publisher can be arranged by contacting Anne McElroy, Local 7382, to arrange a suitable time.



## IMS MEDIA WORKSHOP SERIES MEMO

920917

**To: Faculty & Staff, KEC, CE, Central Admin.**

**From: Paul Boissonnault, IMS KEC**

**Re: IMS Presentation on Copyright**

**Room 2145, KEC**

**12:00 noon to 1:30 p.m., October 6, 1992**

*The results are in from our recent survey and the response from faculty and staff at KEC & CE is impressive! You have told us that you are interested in finding out about new technology, as well as getting more information on what is already available to you through your Instructional Media Services. You have also indicated an interest in topics related to the use of media in the classroom.*

*Our first "production" will be a presentation on copyright by Bruce MacLean, Director of Instructional Media Services and Linda Prince, Coordinator, Library Media Services. The Copyright Act, both in its current form and proposed revisions, has serious implications regarding:*

- how instructors may make use of any materials in any media that has been authored or created by others.*
- all college employees using computer software.*
- instructors and support staff who copy written, audio or video materials for any College department.*

*Bring your lunch and your copyright questions to Room 2145. Due to limited space, preregistration is strongly advisable. Fill out the form at the bottom of this page and send it ASAP to me via campus mail.*

**Paul Boissonnault**  
**IMS - KEC**

-----  
☐ **Yes, I will attend the Copyright presentation**

**Name:** \_\_\_\_\_

**Dept.:** \_\_\_\_\_

**Local:** \_\_\_\_\_



# INVITATION TO RETIREMENT PLANNING SEMINAR

Dear Employee:

As you may know, VCC's Employee Benefits Committee is responsible for overseeing the operation of the College's employee benefits program. The Committee is made up of two members representing the College plus a representative from each of the various employee groups within the College.

During 1991, the Employee Benefits Committee determined that many of the college's employees could benefit from the opportunity to attend a retirement planning seminar. In this regard, a recent survey of the College's employees who are age 40 or over indicated overwhelming interest in attending such a seminar. Initially the seminars will be offered to those employees who are age 50 or over.

The Employee Benefits Committee is pleased to announce that a two-day retirement planning seminar program has been designed. The seminar content will include:

- ☐ Financial planning and money management;
- ☐ Pension information;
- ☐ Information on wills;
- ☐ Life transition and relationship adjustment; and
- ☐ Health, accommodation and leisure time.

Outside seminar facilitators with considerable experience in retirement planning will lead the seminars. The seminars (including all materials) will be provided free of charge to VCC employees and their partners.

You and your partner are invited to attend one of the seminars.

DATE	TIME	PLACE
<ul style="list-style-type: none"><li>■ October 28 and 29, 1992</li><li>■ November 12 and 13, 1992</li></ul>	<div>{ 8:30 a.m. to 4:00 p.m. each day</div>	<div>{ 5<sup>th</sup> Floor Boardroom at King Edward Campus (Room 5025)</div>

If you are **age 50 or over** and would like to attend a retirement planning seminar, please complete the application on the reverse side of this letter and return it as soon as possible to the Employee Relations Department. Attendance will be limited to a total of 30 individuals per seminar in order to allow participation by attendees. Confirmation of your registration will be provided to you well in advance of the seminar.



## APPLICATION TO ATTEND RETIREMENT PLANNING SEMINAR

*(Please print all Information)*

NAME \_\_\_\_\_

WILL YOU BE BRINGING YOUR PARTNER?

☐

YES

☐

NO

NAME OF YOUR PARTNER (IF ATTENDING) \_\_\_\_\_

PLEASE SPECIFY THE SEMINAR YOU PREFER TO ATTEND:

☐

OCTOBER 28/29

☐

NOVEMBER 12/13

IN ORDER TO ASSIST THE SEMINAR PLANNERS, WE REQUIRE YOUR PRESENT AGE AND EXPECTED NUMBER OF YEARS UNTIL YOUR RETIREMENT:

YOUR PRESENT AGE \_\_\_\_\_ NO. OF YEARS UNTIL YOU EXPECT TO RETIRE \_\_\_\_\_

IF YOU ARE UNABLE TO ATTEND ONE OF THE ABOVE SEMINARS, WOULD YOU BE INTERESTED IN ATTENDING A SUBSEQUENT SEMINAR?

☐

YES

☐

NO

Please Return to:

Employee Relations Department  
5th Floor  
King Edward Campus  
1155 East Broadway  
Vancouver, B.C. V5T 4N4

Attention: Ms. B. Baty



## POSITIONS OPENING

### City Centre

Bookstore Manager (Temporary). Closing date: October 9, 1992.

Coordiantor II (Computer Graphics Department). Closing date: October 19, 1992.

### King Edward Campus

Clerk Typist II (20/35 Basis) (Learning Centre). Closing date: October 6, 1992.

Admissions Advisor (Registrar's Office). Closing date: October 9, 1992.

Instructional Assistant I (Assessment Centre). Closing date: October 13, 1992.

Department Head, Basic Education - Adult Basic Education Division. Closing date: October 15, 1992.

Department Head, Humanities - Adult Basic Education Division. Closing date: October 19, 1992.

Coordinator II (Pharmacy Technical Assistant Program). Closing date: October 19, 1992.

Coordinator II (Institutional Aide Program). Closing date: October 19, 1992.

Department Head, English as a Second Language (Vocational Department). Closing date: October 19, 1992.

Department Head, English as a Second Language (Outreach Department). Closing date: October 19, 1992.

### Miscellaneous

Short Term Overseas assignments: Russia and the Baltic (Various). See VCCFA bulletin boards (4th Floor Admin., Cafeteria Faculty Lounge) for more information. Closing date: October 15, 1992.

## CLASSIFIED

### FOR SALE

1985 Volkswagen Jetta GL, 132,000 km, automatic, \$4500 obo; Antique oak dinette, \$600; Palliser couch & custom swivel rocker, navy/beige, gd. cond., \$550.

Darcy, Local 7124

1987 Dodge Ram 50 4X4 pick-up w/canopy, gd. cond., \$7000.

Rob, 987-7617 (Evenings)



