

NOVEMBER  
12  
1992

# King Edward

Vol. 215

November 12, 1992

## CHRISTMAS CLOSURE

The College will be closed December 25, 1992, to January 03 inclusive. The first day back to work in the New Year will be Monday, January 04, 1993.

Thursday, December 24 will be a regular work day for support staff and any one wishing to take this day as vacation will be charged for a 7-hour work day, or if you are on the fortnight system, 7.75 hours.

Karen Kelly

## GOOD NEWS FROM THE CURRICULUM DEVELOPMENT COMMITTEE

Start organizing your curriculum development proposals. Funds are available for the January to March term. A call for proposals will be made before the end of November.

Barbara Ash  
Co-Chair, C.D. Committee

## STUDENT PLACEMENT OFFICERS

The E.I.C. Co-ordinator of Student Programs is currently recruiting student Placement Officers for the Canada Employment Centres for students. The offices will operate from April 15 - August 31 and the deadline for application is Friday, February 19, 1993. Candidates should be full-time students at a post-secondary institution, proficient in the use of the English language, and planning to continue their studies in 1993. They should also have experience in effectively dealing with people.

Information is posted in the Student Cafeteria and the Counselling Resource Centre.

Lorraine Herlick

## SECURITY

Please note that we now have a cellular phone for the evening and night security. This is only for EMERGENCY calls

**889-4136**

Remember to dial 9 when calling from a campus telephone.

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



## FIAT MODE II

"Let there be fashion"

Graduates of VCC's Fashion Arts Program will present their current collections at Fiat Mode II, a **FASHION SHOE** and **RAFFLE** to raise funds for fashion arts bursaries. The show will feature the work of Twenty designers and will include a wide variety of original, inventive and wearable designs.

Fiat Mode II, sponsored in part by Mr. Jax Fashions Ltd, begins at 8:00 p.m. Monday, December 7th at the Commodore Ballroom.

Raffle prizes have been donated by major fashion businesses in Vancouver including, Koret, Jax Fashions, Pfaff and House of Virani. Garments from local designers including Dana Cleland, Mary Van Osch, Margaret Blackburn and Jacqueline Conoir will be raffled. Omega Travel, Vancouver Symphony Orchestra and the Waterfront Hotel have also supplied prizes.

Tickets cost \$10.00 and will be available after November 15th at the Continuing Education Office, Vancouver Community College, City Centre, 250 West Pender, At Batvia Trading Co. - 3570 West 4th Ave., Mr. Jax Fashion Fabrics, 316 West Cordova St. and Pfaff Sewing Centre, 2404 Granville St. Tickets at the door are \$15.00.

## ENTERTAINMENT' 93

Books available in aid of Phoenix Rising Dragon Boat Team. See Grace Shaw, local 7290, office 3231.

## SEASON'S GREETINGS!

The Educational Foundation is getting into the greeting card business. VCC's friends can now raise funds for students, each



*Greeting reads: Wishing you a wonderful holiday season*

time they buy a package of our non-denominational "Christmas" cards. Actually, "Christmas" isn't exactly the right word. Keeping in mind the different cultures of the VCC community, the foundation's card is suitable for people of many faiths who extend season's greetings.

If your household or business is sending Hanukkah, Christmas or greeting cards this winter, we'll make it easier by eliminating the selection and shopping steps. Although we can imprint a corporate logo, do not ask us to sign and address them for you!

Profits, along with a dollar-for-dollar match from the provincial government, go directly into the student aid endowment fund at Vancouver Community College.

You can help provide scholarships and bursaries for VCC students by wishing your family and friends seasons greetings with the Educational Foundation's cards. A box of 12 cards is \$11.95. To order, call the foundation office at 871-7173/7174.

## CONGRATULATIONS

Angela Flores of Margaret Bellmaine's 065 Writing class for submitting the winning entry in the Learning Centre's "Best Hallowe'en Story" contest.

## LIBRARY NEWS

### Second Language Instruction/ Acquisition Abstracts (SLIAA)

We now subscribe to this important abstracting and indexing source. Each volume contains a collection of nonevaluative abstracts and dissertation entries which reflect the world's literature in language instruction and areas of related interest. It is held near the ERUC indexes on the north wall of the reference collection. The call number is : P 51 .S336 Vol.-

## NEW VIDEOS

Art of the Inuit

CBC News in Review (Feb, Mar, Apr, 1992)

Cocaine and Crack: The New Epidemic

The Company of Strangers (International award-winning NFB feature film directed by Cynthia Scott)

Differences (Short NFB drama examining the racial conflicts that can occur among children when an "outsider" appears.)

Hints for Hearing Impaired People/Families

My Daddy's Ears are Broken (Documents experiences of three adults who have suffered permanent hearing loss)

The Myths of Mental Illness

Standing Alone (Document Women on Assertiveness)

Using the Compound Microscope

Vidioms: Activating Idioms for ESL

Women in Management Series: (2 titles: The Feminine Style; and Wasted Assets)

Working With Assertiveness.

### INDONESIA: SLIDE SHOW AND TALK BY TREVOR SAWKINS 1991 VCC Pacific Rim Scholarship Recipient.

The VCC Pacific Rim Scholarship is awarded to a student at KEC and at Langara in alternate years. Trevor Sawkins was awarded the 1991 Scholarship (KEC) to carry out a self-designed, 8-month project of language and culture studies in Indonesia, which he carried out between October, 1991 and May, 1992.

Trevor's project consisted of three phases: Studying the language and culture by living with an Indonesian family; more language and culture study through learning the art of Indonesian mask carving; and investigating Canadian development projects in Indonesia.

Bring your lunch, come and find out more:

12:00 noon - 1:30 p.m.

Monday, November 30, 1992  
KEC, Room 5025 (5th Floor Boardroom)

**MENTAL FITNESS CORNER  
PUZZLE:**

How far can a dog run into a forest?

**TRIVIA:**

In the game of Scrabble, which letter of the alphabet has the most number of tiles are there of this letter?

Answers to last week's submissions:

**PUZZLE:**

House number

**TRIVIA:**

John Napier

Wayne Ko

This series will be held at Langara Campus, 100 West 49th Ave. The Nov. 4 and 25th sessions will be held in Room A130, and the Nov. 18th sessions will be held in Room L001 (basement of Library). All sessions begin at 7:30 p.m. and admission is FREE.

Please call 324-5511 for more information or to arrange childcare.

**CAMPUS PAPER RECYCLING PROGRAM**

- We have gone a little over one week now with our recycling program and so far there have been no problems. Currently we are only collecting good quality white bond paper and white computer paper but in time we will be able to collect other papers as well.
- In the Receiving Department we are now able to collect and recycle cardboard boxes so those people who regularly ask for packing boxes will have to be quick before they are cut and flattened.
- I still have some individual desk size blue boxes for those who are really keen about recycling, Please call me at 7373 to make sure I am in before coming around to pick one up.
- In an effort to support the recycling program the King Edward Times will now be published using some sheets of white bond paper so that part of this publication can be recycled.

**THE WORLD AS IF WOMEN COUNTED**

Women all over the globe are challenging world views. The new "global economy" and "competitiveness" are creating profound changes in women's lives. Rather than fitting into the current social and economic picture, women are developing a whole new vision that reflects their day to day realities.

In three evening presentations, panellists will discuss women's issues and experiences: at work and home, in communities, and from our past realities and into the future. The sessions will examine the following questions:

- What work is valued? Who assigns this value?
- Who is included or excluded in the new economic picture?
- How are the different needs of women being addressed?
- How are women charting their own global realities?
- What are women doing locally to create a world on their own terms?
- How different could the world be if women really counted?

**Jay Strachan  
Building Service Manager**

**NOTICE TO ALL MEMBERS AND PROSPECTIVE MEMBERS**  
**V.C.C. EMPLOYEE BENEFIT PLAN**

The Vancouver Community College Employee Benefit Plan (E.B.P.) was established in late 1985 to provide a vehicle whereby plan members/eligible V.C.C. employees could defer a portion of their monthly income for the purpose of financing a future sabbatical leave. Amounts contributed to the E.B.P. are not subject to income tax until such time as payment is received by the individual from the plan in accordance with an advance tax ruling given to the plan by Revenue Canada in March of 1985.

**BRIEF DESCRIPTION**

For those prospective members who are unfamiliar with the plan, the following brief description of the plan as currently constituted should be informative:

**What is the Employee Benefit Plan?**

The Employee Benefit Plan is a vehicle through which eligible V.C.C. employees can defer a portion of their monthly income exclusively for the purpose of financing a future sabbatical leave.

**Who can become a member?**

All full-time permanent employees of V.C.C. are eligible to apply for plan membership through the "Plan Administration Committee."

**Income Tax Implications**

Amounts contributed to the Employee Benefit Plan by payroll deductions are not taxable until the amounts are paid out of the plan to the employee. As a result, the employee obtains a deferral of income tax on the amounts contributed to the plan much the same as a registered pension plan or registered retirement savings plan provided the contributions are for the purpose of financing a future sabbatical leave.

**Other Features**

The plan allows the employees to defer the taxation on their employment income to a future year. This is especially attractive for those employees whose income is more than sufficient to meet the present cash needs and who wish to "save" a portion of this income for future years to finance a sabbatical leave.

The amount that can be directed to the plan is limited to 30% of your earnings and the deferral period is limited to six years by which time your sabbatical leave should commence. All contributions must be withdrawn from a member's account within the calendar year following the end of the six-year deferral period. At that time, a new sabbatical leave deferral period may commence, with resumption of contributions.

The Employee Benefit Plan is funded outside of Vancouver Community College. As a result, employees are assured that the funds are held by an independent custodian. The amounts contributed to the custodian of the plan, Canada Trust, will be invested with interest earnings accruing in the name of the member/contributor.

Plan members/contributors have the discretion to elect to receive their payout from the plan in a predetermined number of instalments during the sabbatical leave or in a lump sum. This could also facilitate income tax planning by spreading the taxation of the amounts throughout the period of a sabbatical leave.

Should a plan member retire or otherwise cease to be an employee of V.C.C. prior to taking their sabbatical, the entire amount of their account must be paid over within a period of one year from the date the member ceased to be an employee. Contributions made prior to July 1, 1986, are exempt from this payout imperative.

You should be aware that Revenue Canada Taxation takes the position with respect to such plans that the plan cannot provide for payments to the contributor except under the following conditions:

- (a) Death (to the designated beneficiary)
- (b) Voluntary or involuntary cessation of employment
- (c) For demonstrable financial need
- (d) For sabbatical leave purposes.

For taxation purposes the taxable income shown on the T4 slips of plan members is net of contributions to the plan authorized by the members' Letters of Agreement.

Annual interest earnings on each member's account of contributions are payable through Canada Trust in December of each year and are subject to deductions of income tax. A T4A slip is issued by the investment company and mailed to each member.

## **ENROLMENT**

All present and prospective plan members/contributors who wish to defer a portion of their 1993 income for the purpose of financing a future sabbatical leave must file with the Employee Relations Department, newly completed and signed Letters of Agreement covering the calendar year 1993. **The member's Letter of Agreement must be submitted no later than December 23, 1992** and shall designate for each month of the calendar year 1993 the amounts to be deducted from remuneration for that year. Plan membership and contributions by payroll deductions for the calendar year 1993 may not be authorized and accommodated after the foregoing deadline, December 23, 1992.

Contributing members may, under special circumstances with the approval of the Plan Administration Committee, supplement or amend by written agreement their designated contributions.

Full details governing the plan are found in the "Plan Rules" in the office of Employee Relations. Please contact this office to obtain the necessary forms (Letters of Agreement) to facilitate your 1993 enrolment. Enrolment forms have been provided, under separate cover, to current plan members.

## **PLAN ADMINISTRATION COMMITTEE**

Current members of the Plan Administration Committee are:

|                  |                |             |
|------------------|----------------|-------------|
| Mary Wilson      | Counselling    | City Centre |
| Gerry Porter     | Journalism     | Langara     |
| Ted Hougham      | BTSD           | KEC         |
| Brian Humphrey   | Drafting       | City Centre |
| John Vandenakker | Administration | City Centre |

Two Committee positions will be vacated in December, 1992. Please contact any Committee member if you are willing to join the Committee.

*The VCC Music Department proudly presents  
Concert #2 in the 1992-93 "In Concert" series*

# *Shannon Gunn Band*

*featuring  
Vocalist Shannon Gunn with special guests  
Bob Murphy - piano, Miles Hill - bass,  
Tom Colclough - saxophone, Graham Boyle - drums*

**••In Concert••**

**12-1 PM, Thursday,  
November 19, 1992**

**VCC King Edward Campus Auditorium  
1155 East Broadway**

**FREE ADMISSION**

*The "In Concert" series is made possible through the cosponsorship of the VCC  
Music Department, Local 145 of the American Federation of Musicians  
Music Performance Trust Fund, the King Edward Student Association,  
and VCC King Edward Campus Council.*

## POSITION OPENING

### King Edward Campus

Office Clerk (a) Counselling Department  
Closing date: November 13, 1992

Admission Clerk  
Closing date: November 25, 1992.

### City Centre

Work Experience Advisor, Community and Career Education  
Department, Career Awareness Program Temporary)  
Closing date: November 13, 1992.

Laboratory Demonstrator(a), Denturist Program  
Dental Technician/Denturist Department)  
Closing date: November 24, 1992.

### Langara Campus

Word Processor Operator(a), General Office  
Closing date: November 13, 1992.

Office Assistant (Mailroom)  
Closing date: November 13, 1992.

Bookstore Assistant (temporary)  
Closing date: November 13, 1992.

Admission Clerk, (Student Service)  
Closing date: November 24, 1992.

Office Clerk (a), (Student Service)  
Closing date: November 24, 1992.

Admission Clerk, (Student Service), Temporary position to  
March 31, 1993).  
Closing date: November 24, 1992.

### Miscellaneous

One year Secondment opportunity: ESL Provincial  
Coordinator, Urban Colleges and International Education  
Branch, Ministry Of Advanced Education, Victoria. See  
VCCFA Bulletin Board (4th Floor Administration).  
Closing date: November 13, 1992.

## CLASSIFIED

IKEA Tian floor lamp, white/chrome. Ex. condition \$19.  
Call Local 7362 or 438-3473.

Mr. Coffee automatic coffee maker, 2-8 cups, good  
condition \$10. Call 7362 or 439-3473.

Firewood, cut, seasoned, dry. mixed (Alder, Birch, Maple)  
just less than 2 cu. meters, #50, call local 7362 or 439-3473.

Very good quality, Dining Room or Board Room Chairs,  
needs recovering, 5 chairs available, Walnut wood legs,  
castors, fabric seat, back & arms, sat in by many famous  
people! (list given upon request). 5 dollars each (firm), call  
Building Services Manager local 7373.

Dove gray, metal, industrial styled, recipe trays, with  
adjustable support for those who cannot fill the whole  
container! also great for storing old Christmas cards, paid  
bills, junk mail, etc. Could also be used to hold fiesch, (but  
who would?) contact Building Service Manager for more  
details and ask about the special on bulk purchases. Call  
local 7373 between 8:00 a.m. and 4:30 p.m.

## FOR RENT

Furnished house , 4234 West 9th Ave. Completely furnished  
newly renovated home on prettiest street in Vancouver.  
Close to UBC, school, parks and shopping, 3 bedrooms,  
den, study, 2 baths, \$1950/moth. Call Marty Puterman,  
home 224-6754 , office 822-8388.

## WANTED:

International Student attending day program wishes to  
exchange some after school, evening/weekend babysitting  
and housekeeping duties for room and board. Start in  
January. Int. drivers licence, NS/ND. KEC References.  
Call Suzanna 224-6938.

Do you need someone to look after your house/pet/older  
children while you are on holiday? International student  
from Czechoslovakia with KEC references, NS/ND. Call  
Suzanne 224-6938.

# Computing Corner

Newsletter of the Instructional Computing Support Centre

November, 1992

## DeskTop Publishing What is it?

Desktop Publishing is the art of using your computer to arrange text and graphics in the most effective manner on a page. It allows you to present written material in a way that makes most impact on the reader. The written material may vary from single sheets used for instructional purposes to news letters and books.

Word processors took the anxiety out of creating good looking typing by making it possible to save a document and recall it to the screen to make changes.

Desktop publishing goes further by allowing you to add graphics to what you type and to arrange the text and graphics in whatever way you wish. What was accomplished in the past using scissors, paste and long hours measuring and laying out the page, can now be achieved quickly and economically on the computer screen.



The term "desktop publishing" was coined by in 1985 Paul Brainard, president of Aldus Corporation, California, to describe how his firm's new product, Pagemaker could be used. It allowed users to construct page layouts with their own computers.

Word processors can be used for desktop

publishing but they require advanced knowledge and some leaps in faith due to the difference between what appears on the computer screen and on the printed page. Desktop publishing software is not only easy to use, but What You See Is What You Get

(W.Y.S.I.W.Y.G.) capabilities ensures that text appears on the screen exactly as it does on the page.

In the Instructional Computing Support Centre, word processors, desktop publishing packages and two laser printers are available for instructors and staff. This equipment is being used to produce high quality, customized instructional material, course manuals, departmental newsletters or camera ready copies of books ready for publishing.

A special thank-you to the guest columnists in this month's newsletter. C.T. provides useful tips for changing over from a typewriter to a laser printer. Jamie and Ellie have shared their experience in producing a newsletter for their organization.

What was accomplished in the past using scissors, paste and long hours spent measuring and laying out the page, can now be achieved quickly and economically on the computer screen.

## What's Inside?

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# DeskTop Publishing Software

## Easy-to-Learn Programs

Desktop Publishing Software (DTP) comes in two categories: low-end and high-end software. High-end software is very powerful, but it is complicated to learn and expensive. Low-end software is usually easier to learn and use and more affordably priced than high-end software. It can provide many of the features associated with high-end software, but presents this power in a way that is easy to understand and can be put to use immediately.

**MS Publisher** is an example of low-end DTP software. It costs \$75.00, is easy to use, comes with its own clip art images (see Clip Art) and produces high quality results. Most users can produce good looking documents with columns and pictures about 45 minutes after being introduced to Publisher. It needs a PC with Windows.

**Express Publisher** is a DOS based DTP program. It costs \$159.00 (US), runs on an XT or AT and comes with 100 clip art images. It needs DOS 3.0 or later, 640 K of memory, 3 Megabytes of Hard Disk space and a Mouse. It is reported to be easy to learn.

**PrintShop** is a low-end DOS based DTP program. It has been used extensively for greeting cards, banners and report covers.

**The Writing Centre** is a low-end DTP program from The Learning

Company, written for the Macintosh. It contains all the Mac fonts, and is based on easy-to-use advanced page layouts. It contains a picture library of over 200 images. Price is \$57.50

## Complex but Powerful Programs

**Aldus PageMaker** is a leading Desktop Publishing program (DTP) and is available for the Macintosh and MS DOS computers. **Quark** for the Mac and **Ventura** for the PC are also very highly rated. These high-end products are very powerful, but they are expensive and complicated to learn. However, they are rewarding to master. **Jamie Nystrom** and **Ellie Casey** from the **Sign Language Interpreters Program** have demonstrated in their excellent newsletter the wisdom of taking the time to learn **Pagemaker**.

**Corel Draw** is a graphics program which allows you to create very impressive single page documents. The latest version contains 15,000 pieces of clip art and over 150 fonts

## DTP Software in the Instructional Computing Support Centre

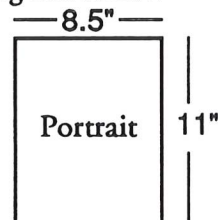
In the ICSC, you will find a copy of **Pagemaker** on Computer #5 and on the Macintosh. Other DTP programs found there are **Ventura Publisher**, **Microsoft Publisher** and **PrintShop**.

## How Should You Use DTP Software?

The type of DTP you will find most useful depends on what you need to use it for. For single page instructional hand-outs or title pages, you can type in your text while in the desktop publishing program. When working with longer documents, eg manuals or books, it is better to use your word processor to create the text. This can then be imported into your desktop publishing program and laid out on the page in whatever manner you desire.

## Page Orientation

Page orientation means the shape and measurement of the page. **Portrait** orientation means that the page is long and narrow



**Landscape** orientation means that the page is short and wide



The option to change the orientation of a page may be found on the program's menu either under **Print Setup** or **Page Setup**. For example to change the page orientation while using **Publisher**, click on **File**, then on **Print Setup**

# Working With Text

## Type Shape

The shape of the characters on the printed page can influence the way that the eye travels over the text. Serifs are little curls or feet on the bottom and top of some characters. They guide the eye by linking characters together and are usually found in body text.

visual  
serif

visual  
sans serif

Typed characters without serifs, sans serif, are regarded as cleaner and more formal and are usually used in headlines. Sans serif type needs more space between the lines to

guide the eye.

## Type Size

Type can vary in size from small to large. The size of type is expressed in "points" rather than in inches. The larger the number of points, the larger the type size.

## Type Weight

The weight of a character involves the thickness of the stroke. Characters can be light (thin) medium, or bold (heavy) in weight.

## Type Families

Typed characters belong to different families, all designed with a specific purpose in mind. They can be evenly or proportionally spaced. Courier is an evenly spaced type family closely resembling the type produced by typewriters. Since each

character occupies the same space on the page, there is a fixed number of characters to a line. Times Roman or Garamond are two proportionally spaced type families. Wide characters like "w" or thin characters like "i" occupy a different amount of space and so many more characters appear on a traditional length of line.

An example of the dramatic difference in the line length of proportional and non-proportional type families can be seen here in two lines with an identical number of characters.

**This is a type family.**

*Non-proportional type*

**This is a type family.**

*Proportional type*

## From a typewriter to a laser printer: You *can* teach an old dog new tricks

When you use a laser printer with proportionally spaced fonts, you have to discard some of the old typing rules and adapt printing guidelines.

### A few of the basics:

- Use a shorter line length. Line measure depends on type size. A line length of 2.5-5" is suitable for 10-point text, and a 3-6" line is suitable for 12 point text.
- A serif typeface (like Times

Roman) is recommended for body copy, usually between 9 and 12 points, with 10 points being the norm.

- Emphasize text (sparingly) with italics and bold. Forget the underscore—it is a holdover from the typewriter, and never appears in typeset publications.
- Ten running words is the maximum for using all caps. Studies have shown that reading rate is 15% slower when copy is set in all caps. IF YOU REALLY WANT TO TORTURE YOUR READER, DO AN ENTIRE PAGE IN ALL CAPS.
- The safest text alignment is flush left/ragged right. Use full justified text only if you are willing to find the proper balance between font size, line length, and hyphenation

to achieve relatively even spacing between words and letters.

- Learn how to make proper left and right curly quotations marks (" and "). The one that you used on your typewriter (") is now only used in measurements, for the inch mark.
- Learn how to use right and decimal tabs to align numbers. It is impossible to line up numbers with the space bar.
- Space only once after a period at the end of a sentence. (This really upsets old typists.)

If the new rules are just too much for you, stick to Courier font on your laser printer, and use the old typewriter rules. But if this old dog can learn new tricks, I'm sure you can, too.

C.T.

# Working With Graphics

## Clip Art

Clip art is a collection of pictures on a disk. These images can be copied from the disk and placed anywhere on your page that you choose. A wide variety of clip art is readily available for both DOS and Mac computers.

Corel Draw, Publisher, WordPerfect for Windows, Works for Windows and Word for Windows come with their own supply of clip art which you are free to use.. Clip art libraries include just about everything you can imagine or have seen. For example, ART O'CANADA is a collection of clip art with a Canadian theme. It includes maps of Canada and the provinces, provincial symbols, birds and animals.

## Generic Art

Art services sell generic art on a disk and give you permission to use these images in your documents. Modem users can obtain clip art from bulletin boards or user groups. When downloading graphics from a

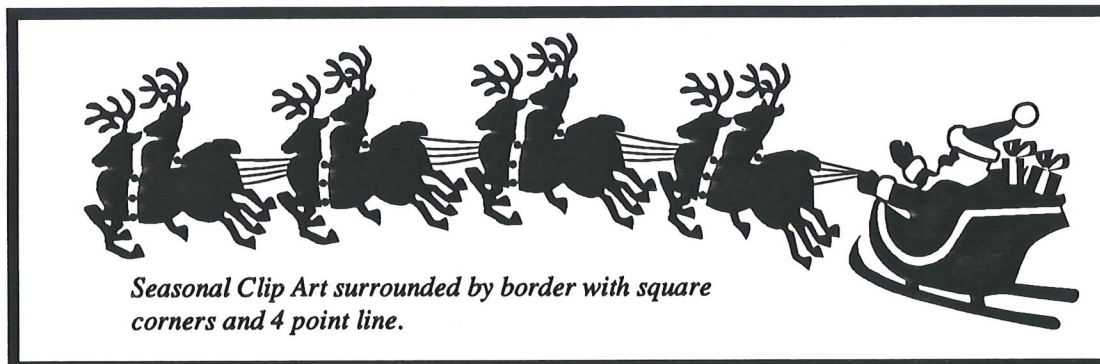
bulletin board, always check with the provider of the art to determine permission to use.

## Lines and Boxes

Lines are the simplest kind of artwork. All DTP programs are

otherwise dull page. They can be plain, filled or have a drop shadow to create a 3 dimensional effect. When text is placed inside a border, space should be left between the inside edge of the border and the typed characters.

A copy of the newsletter discussed below may be found in the ICSC.



*Seasonal Clip Art surrounded by border with square corners and 4 point line.*

supplied with a variety of lines. Choices of line types are usually displayed on the program menu. You can choose from a variety of thickness's. Hairline is very fine, or 4 point is quite thick (see above). Other line types vary from a single line to a series of dashes, from a vertical or perpendicular to a slanted line or arrows pointing in any direction.

## Borders and Boxes

Borders and boxes can be squares, rectangles or circles. The squares and rectangles can have square or rounded corners. You choose the

border by pointing to the shape you desire on the menu and

dragging the cursor across the page. Borders can be used to highlight text or to provide variety to an

## THE WORLD OF DESKTOP PUBLISHING

by Jami Nystrom and Ellie Casey

When we joined the newsletter staff of our provincial organization of sign language interpreters, we were confronted with the joys and challenges of the world of Desktop Publishing. That's when we discovered the wealth of resources tucked away in the Instructional Computing Services Center. We soon discovered the ease of using Aldus PageMaker 4.0 especially for importing graphics and placing text. Through Windows, we could readily access clip art programs such as Mosaic and Art O'Canada. Within a short period of time, we were able to master the skills necessary to produce a well-designed newsletter. Our membership was pleased with the results.

PageMaker was also useful in sprucing up our out-of-date office forms and memos.

When text is placed inside a border, space should be left between the inside edge of the border and the typed characters.