

89 MAY 19

# VVINSIDER

VVINSIDER:

VOLUME 7:

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MAY 19, 1989

## GRADUATION

The next VVI graduation is planned for July 13, 1989. The guest speaker will be Dr. Dennison from UBC.

Over the years the general format for graduations has remained the same if, however, you have any comments, questions, or suggestions for change, please phone JOHN VANDENAKKER, Dean of Administrative and Student Services at local 238.

## LIBRARY NEWS

REA DEVAKOS advises that the Library staff have recently completed an *"Instructors' Guide to the Library"*, the Insider will be publishing excerpts from the guide over the next couple of months.

Meanwhile Rea and her reference staff would like to remind you that they are always available to provide assistance. They have a variety of useful indexes, texts, and reference works on VVI's instructional areas and on educational research. In addition they can search over 300 commercial databases on practically any topic. In most cases, search costs are nominal.

Although the Library tries to let everyone know about new materials in their specific fields, sometimes people are missed. Please let the Library know if you are interested in a particular subject area. They have microfiche catalogues of their books and A/V material as well as 300 periodicals and specialised bibliographies.

## INTERNATIONAL EDUCATION NEWS

The International Education Department is holding a workshop, on Tuesday, June 13, 1989, to bring together College employees who are involved in I.E. in order to focus on better communication and co-operation between departments, divisions and campuses. This is open to all support staff, professional staff, and managers.

If you are interested, give Girlie Chan a call (875-1131, local 356) for details of time and place.

VCC-VANCOUVER VOCATIONAL INSTITUTE  
LIBRARY

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## THINKING ABOUT CHANGING JOBS DEPARTMENT

The following positions are open for applications Submit resumes to the VCC Employee Relations Department.

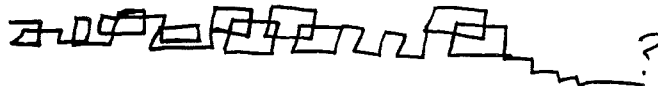
1. DEPARTMENT HEAD: Culinary Arts - Advanced Department - VVI  
Closing Date: May 23, 1989
2. DEPARTMENT HEAD: Culinary Arts - Basic Department - VVI  
Closing Date: May 23, 1989
3. PROGRAM DIRECTOR, International Education - CE  
Closing Date : June 12, 1989
4. ASSOCIATE DEAN, INSTRUCTION - KEC  
Closing Date: June 2, 1989
5. BTSD INSTRUCTOR MATH/SCIENCE - KEC  
Closing Date: June 30, 1989
6. BTSD INSTRUCTOR ENGLISH/SOCIAL STUDIES - KEC (2 positions)  
Closing Date: May 31, 1989
7. COORDINATOR I - BTSD YOUTH - KEC  
Closing Date: June 1, 1989
8. COORDINATOR I - BEST PROGRAM - KEC  
Closing Date: June 16, 1989

## HOW TO TAKE NOTES DURING A MEETING

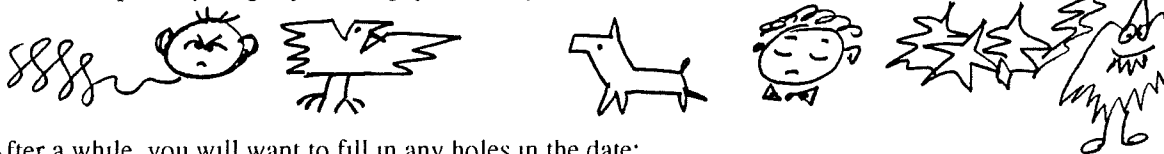
1. Use a yellow legal pad. At the top write the date and underline it twice

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2. Now wait until an important person such as your boss starts talking. When he does, look at him with a look of enraptured interest, as though he is revealing the secrets of life itself. Then write interlocking rectangles, like this



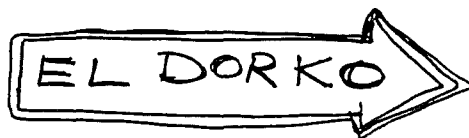
3. If it is an especially lengthy meeting, you can try something like this:



4. After a while, you will want to fill in any holes in the date:

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5. Also, if you're sitting next to somebody you can trust, you can use your notepad to discuss various other people at the meeting:



# AWARDS

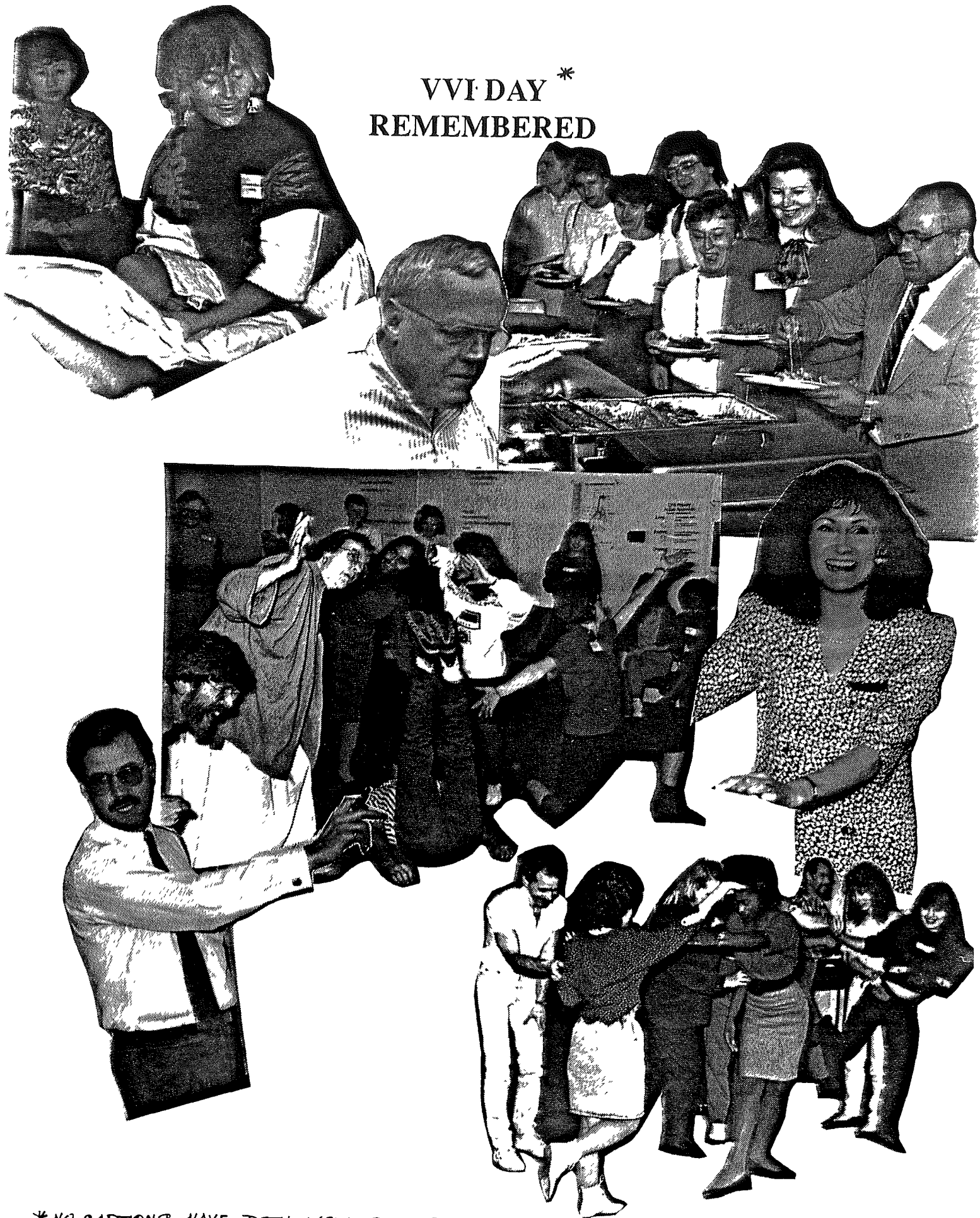
## Vancouver Community College Vancouver Vocational Institute

The VCC/VVI Awards Committee met in April to consider applicants for Bursaries and Scholarships received to March 31, 1989.

Donor representatives presented their awards on May 19, 1989.

NAME OF AWARD	RECIPIENT	PROGRAM	NAME OF DONOR
<i>Margaret Anderson Award</i>	Beryl Doerksen	Printing Production	Helen Pullyblank
<i>Business Endowment Fund Award</i>	Joan Anderson Steven Czeck	Medical Office Assistant Computer Programmer	
<i>Credit Union Foundation</i>	Laura Parr	Computer Graphics	Rose Moore, Administrator
<i>Kiwanis Club Awards</i>	Jennifer Tibbitt James Munro	Cooking a la Carte Cooking a la Carte	
<i>National Association of Broadcast Employees and Technicians Union, Local 83</i>	Jeff Leese	Computer Electronics Diploma	Will Carrilho Treasurer, N A B E T
<i>Native Indian Service Council Award</i>	Alvina Louis	Baking and Pastry Arts	
<i>Pacific Bakers' Exhibition Legacy Fun</i>	Patrick Sessford	Baking and Pastry Arts	Karl Eibensteiner
<i>Royal Canadian Legion Mt Pleasant Branch, #177 Award</i>	Dorothy Johnston		Joan Longley President, R C L #177
<i>Ellen Shellington Award</i>	Tess Robert	Practical Nursing	
<i>Linda Singer Award (Vancouver A M Tourist Services Association)</i>	Alison Halyk	Travel Agent	Hilary Wooler, President
<i>Vancouver Executives' Association Awards</i>	Teresa Carpenter Todd Keller	Medical Office Assistant Printing Production	Jack LaVan, President
<i>Versa Food Service Association Award</i>	Laurie O'Brien Paul Robinson	Food & Beverage Management Food and Beverage Management	Gail Walker
<i>Vocational Instructors Association Award</i>	Brian Ross	Jewellery Art and Design	
<i>Ken Wheeler Awards</i>	Norman Bienvenu  Roy Fisher Laurence Hill	Electronics Telecommunications Diploma Consumer Electronics Electronics Telecommunications Diploma	Ken Wheeler
<i>Chaim Zbar Awards</i>	Jeannie Matelich Shelley Reid	Dental Assisting Dental Assisting	Chaim Zbar
<i>Vancouver Vocational Institute Awards</i>	Ron Uldall-Ekman Harvey Jackson Donna Leisen Jack Lewis Alvina Louis Randy Miles	Jewellery Art & Design Jewellery Art & Design Jewellery Art & Design Electronics Telecommunications Diploma Baking & Pastry Arts Shoe Repair	

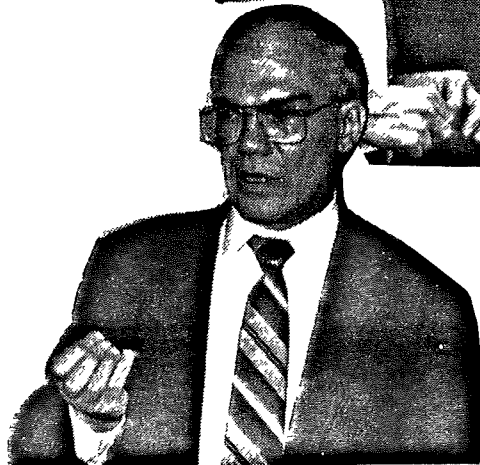
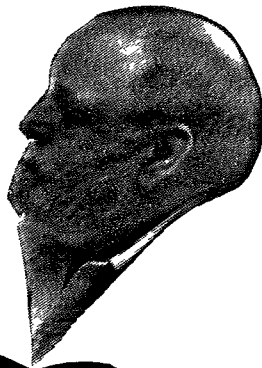
# VVI DAY \* REMEMBERED



\*NO CAPTIONS HAVE BEEN INCLUDED - SO YOU CAN MAKE YOUR OWN!!



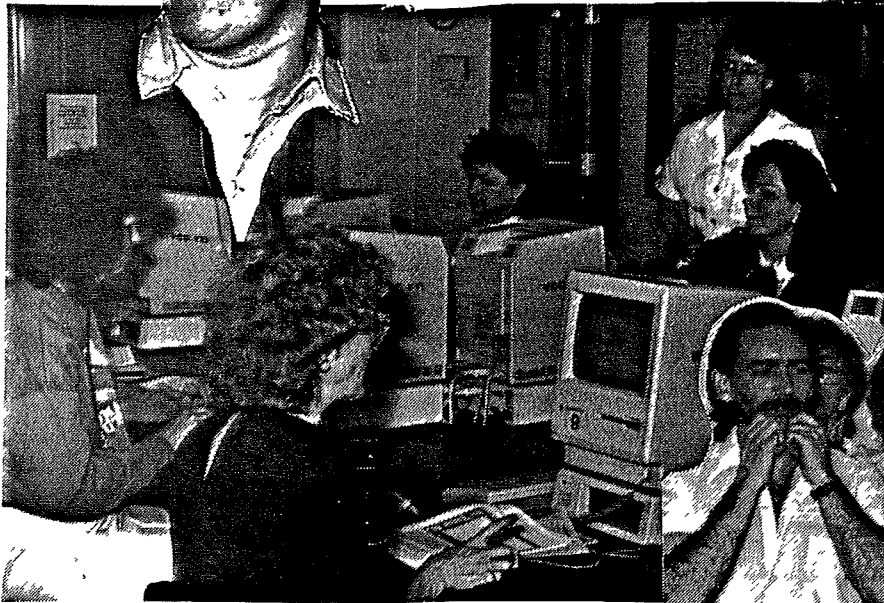
VVI DAY  
REMEMBERED







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## HUMAN RESOURCE DEVELOPMENT

### WORDPERFECT "CORNER"

As a follow-up to our recent workshops, HRD will be providing a series of columns with tips, suggestions and ideas to help you build your competence and to assist you over the rough spots that are so common with first attempts at using a new skill. Through the courtesy of our "Phantom in the Machine", we will be happy to entertain your questions and problems. Just address them, in writing, to Human Resource Development at Central Administration.

#### SOFT FONTS

What is a soft font? It is a set of images of letters and numbers in a given typeface or style that can be transported electronically from 1 computer to another. The usual way a soft font is sent from a computer to another is through a process called "downloading". This means that the electronic information comprising the soft fonts is sent from the computer to the memory of the printer. A good example of this process is using a LaserJet Series II laser printer. This printer has over 500 kilobytes of its own memory, which is available for temporary storage of printer instructions, including soft fonts. In order to use soft fonts, they must be stored in a directory accessible to Word-Perfect. In the case of the computer system in room A209 at Langara, these fonts are already available and all that remains is to send them to the printer. This is handled by WordPerfect through option 7, Initialize printer, of the Print function, SHIFT +F7. What will happen next is that fonts already selected through a previous process will be downloaded into the printer memory.

Selection of Fonts: You need do this process only if necessary. Once the fonts have been updated in the printer driver file, then initialization will cause them to be downloaded.

#### How to:

1. SHIFT + F7 for printer menu, followed by S for "Select Printer".
2. after choosing the desired printer, press 1, then repeat step 1 if necessary
3. now choose 3 for "Edit", followed by 5 for Cartridges and Fonts.
4. then choose Soft Fonts by pressing 1 after highlighting this option.
5. after a pause, you will see all the soft fonts available to you. By marking these fonts with \* or +, you determine how they will be used during a print job. Using the \* will mean that the fonts will be present before a job commences, whereas a + label indicates that the font can be loaded or unloaded during a job. Once the fonts have been labelled, the font set-up is saved by F7 to Exit.



Soft fonts continued:

Initialization of Printer: When you have a document that requests soft fonts, through codes embedded via the font selection, those fonts can be sent to the printer as follows:

1. SHIFT + F7 for the printer menu, followed by 7 to initialize printer. If you are interested in this process, you may follow its progress through SHIFT + F7, then press 4 for Control printer. Under Current Job, Job Status, you will see the fonts being downloaded. Meanwhile, at the printer, the Ready light and Form Feed light will blink, indicating that soft fonts are being received.

#### REMINDER

Soft fonts are volatile! This means that when the printer is powered off, the soft fonts disappear. In contrast, the normal internal fonts (e.g. the default Courier set) are non-volatile.

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#### WORKSHOPS SCHEDULED & PARTICIPANTS ENROLLED

May 24 & 25	Performance Review & Appraisal - VMREU
May 29 & 30	Performance Review & Appraisal - VMREU
June 1	Customer Relations
June 8, 12 & 15 (3 hrs each day)	Cross Cultural Communications
June 5, 6, 7 & 8 (3 hrs each day)	Introduction to WordPerfect 5.0
June 19 to 22	Management Skills for Supervisors - Part I - Session A for VMREU