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Marisela Cadena-Smith

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Caleidoscope

Nov. 12, 1990

No. 188

Published by the Office of Public Information

FROM THE PRESIDENT'S OFFICE:

President's Advisory Committee will meet at 9 a.m. on Tuesday, Nov. 13 in the president's workroom on Central Campus.

THIS WEEK ON CAMPUS:

Monday, LUNCH by Homemade Express
Nov. 12 11 a.m. - 1 p.m., 2nd floor/CC

Tuesday, LUNCH by Grandys
Nov. 13 11 a.m. - 1 p.m., 2nd floor/CC

Wednesday, LUNCH by Taco Delite
Nov. 14 11 a.m. - 1 p.m., 2nd floor/CC

Thursday, LUNCH by King's BBQ
Nov. 15 11 a.m. - 1 p.m., 2nd floor

GREAT AMERICAN SMOKEOUT

ANNOUNCEMENTS:

This week on CCCC's "Caleidoscope":

Internationalizing the Curriculum

Guests: Janet Schriver, Humanities
Denise Hennicke, Math

Moderator: Shelley Lane

Air Time: Channel 35, Plano Telecable
Monday, Nov. 12, 5 p.m.
Friday, Nov. 16, 7:30 p.m.

continued from last week

MEETINGS ARE A GREAT PLACE TO IMPRESS THE RIGHT PEOPLE. HERE'S HOW:

14. Step into the chair when needed. Provide leadership at critical points without threatening the formal leader.

15. Perform promised follow-up. If few people deliver on their promises to accomplish assigned tasks between meetings, you'll stand out by coming through.

Teleconferences:

Nov. 14

Title: Sail on, Voyager
Time/Place: 3 - 5 p.m., Bijou Theatre
Sponsor: National Technological Univ.
Cost: FREE

Nov. 15

Title: Edward de Bone on the Art of Creative Thinking
Time/Place: noon - 2 p.m., Bijou Theatre
Sponsor: ALC
Cost: FREE

Title: Developing Partnerships:
Contract Education
Time/Place: 2 - 3 p.m., Bijou Theatre
Sponsor: ALC/LRC
Cost: FREE

STAFF NEWS:

Vickie Harris, Toni Allen, Mary Culberson and Billie Collins attended the Texas Association of Collegiate Registrars and Admissions Officers annual meeting in Lubbock Nov. 4 - 8.

Cooperative Work Experience (CWE) and Career Planning and Placement are co-hosting a career fair on Monday, Nov. 26, in the conference center/SCC. The career fair will be held from 1-6 p.m. and is open to all students interested in part-time employment while in school, co-op positions, or post-graduation permanent jobs. This career fair will be the forum for the area's leading employers to meet with students in all disciplines to discuss opportunities with their company. Please encourage your students to attend (and to bring resumes). For more information, contact Helene Cavanaugh, ext. 5735, or Barbara Money, ext. 5772.

STAFF DEVELOPMENT:

"Making the Difference" Human Relations Task force

Facts to Know

- FACT:** Federal Law says that students with disabilities can receive educational services until they are 22 years old.
- FACT:** After school, people with disabilities do not always get the help they need. For many students, there are no services available once they finish school.
- FACT:** In the 1985-86 school year, over 3,000 students in Texas special education programs dropped out, while about 9,000 graduated.
- FACT:** Two-thirds of people with disabilities between the ages of 16 - 64 are not working. Of those who do work, only one in four works full-time and another one in ten works part-time.
- FACT:** In 1988, between 65 percent and 85 percent of Texas students with disabilities graduated without jobs.
- FACT:** Texas students with disabilities may graduate before the age of 22 only if they:
- meet the same requirements as students without disabilities or have a full-time job or
 - have the skills they need to hold a job or
 - can get into a program for adults, such as vocational rehabilitation programs.

Americans Disability Act (A.D.A.) is finally law:
For more information contact:

Texas Governors Committee
4900 N. Lamar Blvd.
Austin, TX 78751-2316

A grantsmanship workshop on "How to Write Successful Proposals" will be offered on September Nov. 17 at the Holiday-Inn at North Park. The cost is \$89 per person.

In this all day seminar-workshop, the fundamentals of proposal writing will be presented as well as the "tricks of the trade" that all grantsmen must employ to be successful. An abundance of proposal writing information and materials will be distributed including Dr. Donn D. Martin's nationally popular, "Essentials of Writing Successful Proposals-A Hands-On Workshop" (sold separately for \$30 but free to all participants). For further details and registration information, contact Roberta Kess, ext. 6609.

NOTES FROM HUMAN RESOURCES:

<u>Positions available:</u>	<u>Deadline</u>
Coordinator of Job Location and Development-SCC	Nov. 16
Part-time faculty spring 1991	TBA
Respiratory Therapist (faculty)	TBA

HAPPY BIRTHDAY TO:

Saun Hytche	11/10
Gloria Cockerell	11/11
Audrey Newsome	11/14
Susie Gnader	11/17

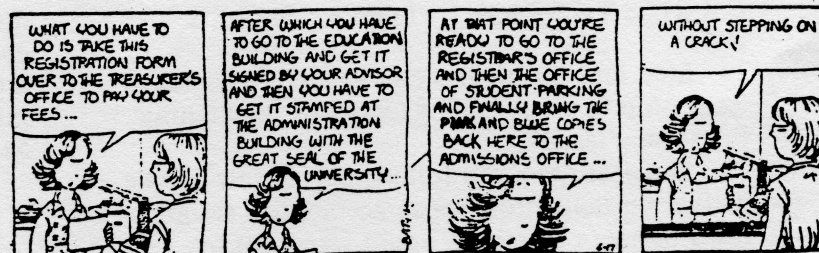
Congratulations to Piper Nominees!

The nominees are:

Mike Crawford	Arts and Humanities
Jeff Edwards	Business and Industry
Judy Godwin	Developmental Ed.
Gary Hodge	Social Sciences
Doug Proffer	Science and Health

Final selection will be announced this week!

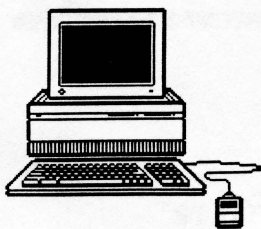
CARTOON CORNER:



NOTES FROM LRC:

The following journals have been replaced by UMI microfilm. The paper copies are available to any faculty or staff member until December 15, 1990. The journals can be picked up in D105, LRC PERIODICALS dept., Spring Creek Campus, between 8 a.m. - 4:30 p.m., Monday through Friday. If you work at Central, the journals can be sent to the LRC there. If you have any questions or requests, please call Karen Arnold at ext. 5856.

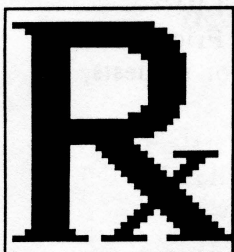
ADULT EDUCATION QUARTERLY
AMERICAN BEHAVIORAL SCIENTIST
AVIATION WEEK AND SPACE TECHNOLOGY
BROADCASTING
BUSINESS EDUCATION FORUM
CHEMICAL WEEK
EDUCATION DIGEST (SCC only)
ELECTRONICS
INDUSTRIAL AND LABOR RELATIONS REVIEW
INTERIORS
JOURNAL OF DEVELOPMENTAL EDUCATION
MEDIA AND METHODS
ROLLING STONE (SCC only)
SCHOLASTIC COACH (SCC only)
SCIENCE (SCC only)
VIDEO REVIEW
JAMA (Journal of the American Medical Association) (SCC only)
COMMUNITY, TECHNICAL, AND JUNIOR COLLEGE JOURNAL



Collin County Community College District ACADEMIC COMPUTING SERVICES

November 12, 1990

Volume 2, No. 2



Organize Long Documents

Tips for Getting the Most Out of Your
WordPerfect 5.0

Creating and editing long documents can be a real problem. As documents grow in length, editing slows down. If the file becomes damaged, it can result in the loss of your whole document. You can avoid these problems by splitting a large document into smaller files and linking them into one master document.

Master documents have a number of other advantages. Changes made in subdocuments are always reflected in the master (and vice versa). You can expand or condense a master to display all the text or just the links between the documents, making it easy to rearrange sections.

To create a master document, follow these steps:

1. Create your document in a number of local units, each saved to a separate file.
2. To link the separate documents (called subdocuments), open a new file and press **ALT-F5,S**. Type the subdocument's name (include drive and filename) and press **<ENTER>**.
3. For each additional subdocument, press **ALT-F5,S** and identify each subdocument. Be sure to press **CTRL-ENTER** if you want the subdocument to begin on a new page.
4. If you want to add a comment to identify the file, press **CTRL-F5,C,C** and enter your notes, then press **F7**.

You can expand the master to display the contents of all subdocuments by pressing **ALT-F5,G,E**. New boxes appear that identify the beginning and end of each document. You can jump between subdocuments by pressing **F2,ALT-F5,S,S,F2** (beginning) or **F2,ALT-F5,S,E,F2** (end). To move backward, press **SHIFT-F2**.

To condense the document, press **ALT-F5,G,O**. Press **Y** to save the subdocuments. In the condensed mode, you can use block functions to change the order of subdocuments:

1. Place the cursor above the double-dashed page-break indicator and press **ALT-F4**.
2. Press **↓** to mark the subdocument and any comments, then press **CTRL-F4,B,M**.
3. Move the cursor to the new location and press **<ENTER>**.

Why don't you give this a try? Give us a call if you run into any problems.

DIRECTORY

BAKER, Bill 5768
Software/Hardware Support

CHEATHAM, Craig 5769
Technical Support

CHOW, Charles 5877
Spring Creek Lab Manager

FARRAR, Susan 5844
Director

HAMPTON, Dinah 5766
Secretary

HENDERSON, Fred 5767
Network Support

O'CONNELL, Kevin 6877
Central Campus Lab Manager

B-WING (B217) OPEN LAB 5986

Staff Development Course

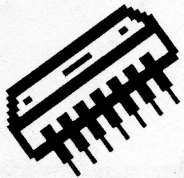
Introduction to WordPerfect 5.0

Learn the basics of WordPerfect 5.0 in this introductory course. The "hands-on", laboratory course will cover creating, editing, saving and printing documents.

The course is scheduled for November 14th and 16th in Room J121 on the Spring Creek Campus between 3:30 and 5:00 P.M. Call 881-5766 for more information or to reserve a place in the class.



Academic Computing Services is currently planning their staff development courses for the spring semester. Please call us if you have any suggestions for course offerings.



Tech Notes

Optimizing Hard Disk Performance

Hard drives pack data into a small space by stacking several, double-sided disk platters around a single spindle. A read-write head is suspended over each disk surface which moves information to and from the disk. The hard disk is a clever device. By positioning a read-write head over a circular track (like a phonograph record) on the surface, the disk's 3,600 RPM spin brings any data underneath the head for reading or writing 60 times each second.

The disk surface is also divided into pie-shaped wedges called sectors. Each sector begins with special sector-addressing information which is followed by the data you store on your disk.

When a read or write operation is requested, the head is first positioned over the proper track and the track is continuously read until it finds the correct sector. When the disk drive was formatted, magnetic coding was placed on it that is responsible for disk organization. Over time, the normal wear-and-tear on the drive causes degeneration of that coding. In addition, drive defects can develop and the read-write drive heads can go out of alignment.

As you might guess, periodic care of your hard disk drive is required to minimize these problems. What can be done? Software exists that can correct many of these problems. SpinRite II can:

- ❶ Remove errors from hard drives
- ❷ Identify surface defects
- ❸ Maximize data transfer rate to and from read-write heads
- ❹ Eliminate premature aging

SpinRite II is available from Soft Warehouse for \$64 and is easy-to-use, or Academic Computing Services has a copy and will run this software for you.

SpinRite's operation is non-destructive to your data on your drive so it's not necessary to perform a back-up before you run it (you should have a backup anyway!). It is important to note that the software takes 12 hours to run, so you need to start it before you go home at night or when you won't need your workstation for a day. SpinRite may be suspended at any time and continued when you are ready.

How often do you need to run SpinRite? It is suggested that you run it at least once every six months.

The Art of Persuasion

Advice for creating high-impact documents and presentations

Just because you can't afford to add color, fancy graphics, or exotic fonts to a document doesn't mean it has to be dull. By using text to create graphic elements, you can liven up your document while enhancing its message.

The most obvious way to use text graphically is to use headlines -- big, boldface titles that identify content and grab the reader's eye. Here's some additional hints to create emphasis:

- ✓ To help readers quickly categorize a story, use a **kicker** -- a brief label such as "Cover Story"; they usually sit above the headline, separated by a rule line and are set in a contracting typeface, style or capitalization scheme.
- ✓ Use **tag lines** -- brief phrases that provide more information about the text to draw readers' attention. Place tag lines below the headline, using the same typeface but in a different style and size.
- ✓ To set off major sections of text, use an **initial cap** (an enlarged capital letter). You can choose either "raised caps" (aligned along the bottom edge of the text) or "dropped caps" (aligned at the top), but use only one style. Set caps in bold and at least twice as large as body text with the same typeface.
- ✓ Use **subheads** to identify different subtopics within the text. Set subheads slightly larger than body text, using a different typeface, type style, or capitalization scheme. For additional emphasis, add an extra line space above subheads and place rule lines below.
- ✓ Use **pull quotes** or **decks** -- short text excerpts set large -- to break up text and to highlight key points. Place pull quotes in the middle of a column for newsletters and in the margins of business documents. Set pull-quote text about 3 times as large as body text using a contrasting typeface or style. For added emphasis, set the pull quote off with rules or inside a box.

Finally, don't overuse these text devices, especially on a single page. Always strive for the proper balance when using these and other graphic devices to enhance a document.