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Caleidoscope 2/11/1991

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Caleidoscope

Feb. 11, 1991

Published by the Public Information Office

No. 198

This Week on Campus

Monday,
Feb. 11

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



Staff Development Task Force
Meeting 3 p.m., F110/SCC

Tuesday,
Feb. 12

LUNCH by Subway
11 a.m. - 1 p.m., 2nd floor/CC



Baseball Game - Double Header
CCCC vs. Texarkana College
1 p.m., Texarkana

Wednesday,
Feb. 13

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



Music Recital
noon - 1 p.m.,
John Anthony Theatre/SCC



Wellness Advisory Council Meeting
12:15 p.m., F110/SCC



Men's Basketball Game
CCCC vs. Temple College
8 p.m., gym/SCC

Thursday,
Feb. 14

HAPPY VALENTINES DAY!



Wellness Blood Pressure Check
7:30 - 8:30 a.m., B207/CC
1 - 2 p.m., A217/SCC

LUNCH by British Baker
11 a.m. - 1 p.m., 2nd floor/CC



Foundation Board Meeting
11:30 a.m. - 3:30 p.m.,
Conference Center/SCC

Friday,
Feb. 15

Baseball Game - Double Header
CCCC vs. Odessa College
1 p.m., Odessa

Saturday,
Feb. 16

TASP Testing
7:45 a.m., both campuses



Baseball Game
CCCC vs. Howard College
1 p.m., Big Spring



Men's Basketball Game
CCCC vs. Weatherford college
8 p.m., Weatherford

**HEAR YE..
HEAR YE..**



Announcements

*Have you seen it?
Have you heard it?*

The Campus Crier has arrived, with bell in hand. Representatives from various student organizations appear at both campuses to announce the week's meetings and events.

Announcements are made Mondays and Tuesdays:
Spring Creek Campus 9:50/atrium
Central Campus 10:45/atium

Announcements of interest to students are to be submitted to the Student Activities Office (B250/CC, F129/SCC) by noon each Friday.

This week on CCCC "Caleidoscope":
Black History Month

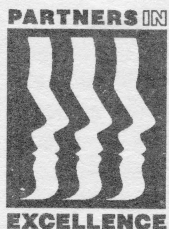
Guests:

- Juanita Austin, Dean of Developmental Education
- Barbara Money, Dir. of Career Planning and Placement
- Timmy Newsome, Former Dallas Cowboy

Moderator: Mary Rabaut

Air Time: Channel 35, Plano Telecable
Monday, Feb. 11, 5 p.m.
Friday, Feb. 15, 7:30 p.m.

Notes from the CCCC Foundation



CCCC faculty and staff already are responding to the college's first fund raising program by participating in the "Joint Venture Campaign." As of last Monday (Feb. 5), more than 20 faculty and staff had invested in the campaign.

During the next few weeks, this space will answer your questions about the campaign.

What is the "Joint Venture Campaign" goal?

The goal of the campaign can be stated best in terms of participation rather than dollars. The goal is 100 percent involvement of all board members, faculty and staff. Each individual may decide how much he/she desires to invest.

How will my investment be used?

Investments through the "Joint Venture Campaign" will support two important programs to benefit CCCC employees. Your investment will help provide a permanent source of funding for the Employee Emergency Loan Fund that is available to all full time employees. It also will underwrite a scholarship to CCCC that will be awarded annually to the son or daughter of a CCCC employee.

The "Joint Venture Campaign" is the first phase of a comprehensive fund raising program.

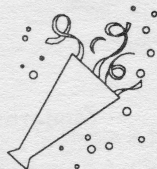
The external campaign among businesses and friends of the college will be implemented later in the year. It will seek support for student scholarships and other vital needs.

If you did not receive an investment form in your January pay envelope or have misplaced your form, call ext. 6611 and a replacement form will be forwarded to you.

Notes from Human Resources

Happy Birthday to:

Norma Johnson	2/13
Don Hancock	2/16
Edelin Rubino	2/17
Barbara Oakry	2/18



Staff News

To Rebecca Crowell and the admissions staff:

"You did a great job! The College Day/Night program was a success."

Thank you!

Billie, Dawn and Judy C.
Articulation and Transfer

The 1991-92 Calendar Task Force has been appointed. Anyone with comments or suggestions should contact task force chair Rex Parcells.

Faculty may wish to advise students that UT Dallas is accepting applications for the Anson L. Clark/UT Dallas Presidential Scholarship for 1991-92.

The award provides a \$2,000 stipend to an entering junior along with a \$500 travel supplement to enable the student to attend a conference in his/her field of study. Based upon student performance, the scholarship may be renewed through completion of graduate study.

Information may be obtained at the CCCC Financial Aid Office or by writing:

Dr. Christopher A. Parr
Dean of Undergraduate Studies
University of Texas at Dallas
Box 830688, MS JO 32
Richardson, TX 75083-0688

Co-op News

Cooperative Work Experience (CWE) hosted a luncheon on Tuesday, Feb. 5 in appreciation of all CWE faculty coordinators. The videos "Dreams at Risk" and "Dreams Rescued," part of a workshop that shows other institutions how to implement student retention programs, were shown. A brief presentation outlining CWE program improvements and changes in forms and policies was also given. The luncheon concluded with role plays by Diana Ramsower and Helene Cavanaugh illustrating the importance of thorough site visits to employers by faculty coordinators. Faculty coordinator appreciation luncheons are hosted by CWE at the beginning of each fall and spring semester.

Joint Venture Offers Speakers for Meetings

Have a question about the "Joint Venture Campaign?" If you or others in your department have questions which you would like to have answered in person, several volunteers are available to attend your departmental or organizational meeting.

Volunteers available to answer your questions include Larry Collins, Mary Emerson, Jack Gray, Bill James, Mary Rabaut and Tom Rodgers.

You can request a campaign volunteer to attend your meeting by calling the listed above or ext. 6611.

Staff Development Activities

Support staff are reminded that Friday, Feb. 22, is "Celebrate Support Staff Day." The day's program, titled "A Day for Me," is keynoted by David McCall III, past chair of the DART board, and includes sessions on motivation, wellness, financial management, depression, risk taking and self defense. Lunch and a style show will also highlight the day's activities. Please call Shari Swift at ext. 6611 to register. (schedule attached)

A call for proposals for the 1991 Annual League for Innovation Conference on Computing in Community Colleges has been issued. Scheduled for Nov. 3 - 6 in San Diego, the conference is titled "The Difference Technology Makes." It will focus on improving teaching and learning, retaining and serving students more effectively, improving administrative function, and expanding access and diversity. Deadline for proposals is March 15. Contact Tom Rodgers or Deanna Wilson for more information.

The Department of Educational Administration at Baylor University has announced implementation of a new doctoral program in two-year/community college administration. It is designed to allow a person with a full-time position in a two-year college to achieve a doctorate over a three-and-one-half year period. Call Tom Rodgers for more information.

Parking Information for TJCTA

Parking will be provided for those attending the TJCTA convention Feb. 21 -23. The parking is available for both registered hotel guests and individuals driving to the convention sessions and staying elsewhere. As automobiles enter the airport complex, tickets will be received at the toll booths. The tickets may be validated at the hotel front desk upon registration or by the hotel bell captain upon presentation of a TJCTA convention registration badge.

TJCTA Annual Meeting's registration fee will be paid by the college as in the past. Membership fees must be paid by the individual. If you have any question, please call Jeff Edwards, ext. 5833 or Larry Collins, ext. 6820.

Notes from the Wellness Program

"Wellness Blood Pressure Checks" will be offered free of charge on Thursday, Feb. 14. The service is open to the public.

Central Campus

7:30 - 8:30 a.m. / B207



Spring Creek Campus

2 - 3 p.m. / A217

Wellness Partners is offering a free seminar on "Understanding Your Allergies." It will be from noon to 1 p.m., Wednesday, Feb. 20, in G218/SCC. The speaker will be Gretchen Lawrence, certified respiratory therapist of Baylor Asthma Center.

There will be a free glaucoma screening from 9 - 11 a.m. Wednesday, Feb. 27, in B207/CC. It will be done by the Texas Society to Prevent Blindness and the Wellness Program.

BIBBLAGE

(bib' lij)

**THE BEST OF
SNIGLETS®**

n. The angle of one's body while scanning the library shelf.

Teleconferences

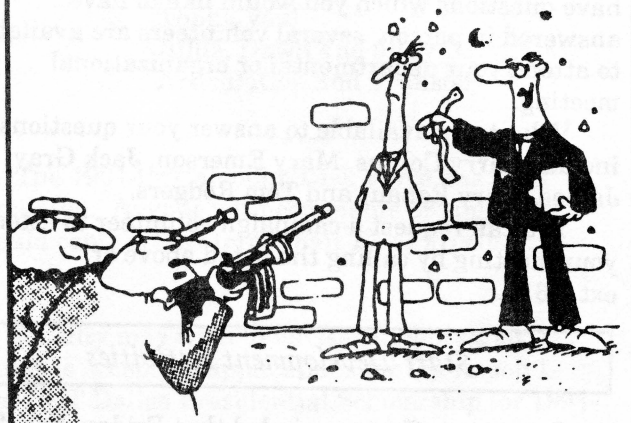
Title: "Assessing Minority Opportunities in Technical and Vocational Education"
 Date: Thursday, Feb. 14
 Time: 2 - 3 p.m.
 Place: Bijou II/SCC
 Cost: FREE

Title: "The Rise in Campus Racism: Causes and Solutions"
 Date: Wednesday, Feb. 20
 Time: noon - 2 p.m.
 Place: Bijou I & II
 Cost: FREE

Title: "Macintosh Solutions for Administrators"
 Date: Thursday, Feb. 21
 Time: 3 - 4 p.m.
 Place: Bijou II
 Cost: FREE

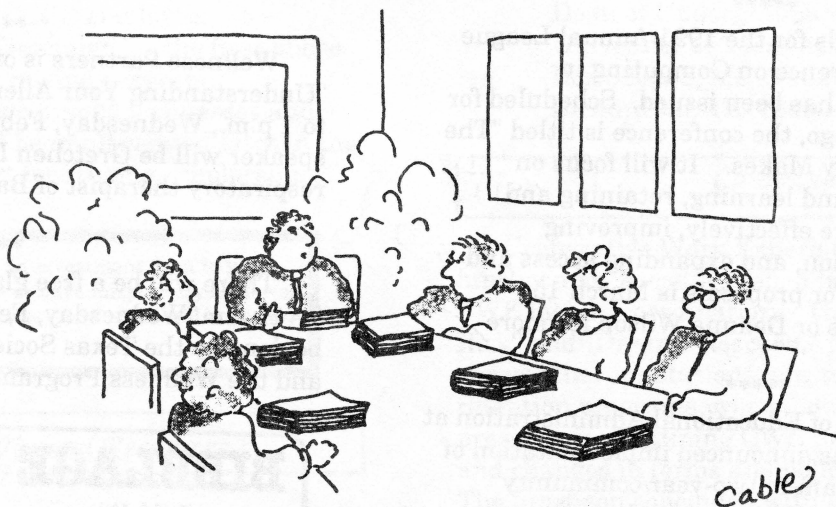
Cartoon Corner

Farcus



© Farcus Cartoons Inc. 1990

After all Freemont... a deadline is a deadline.



THE CHRONICLE OF HIGHER EDUCATION

"The first year of the college's Five-Year Plan will be devoted to reading it."

CAROLE CABLE

MEMORANDUM

DATE: February 5, 1991
TO: All Staff
FROM: Ralph G. Hall
SUBJECT: Recommendation of the All-College Council Subgroup on Controlling Copier Costs

Because of budget limitations for the current fiscal year, Dr. Anthony has asked that we implement those recommendations from the All-College Council Subgroup which do not impact the budget. Hopefully for 1991-1992, funds will be available to implement the remaining recommendations.

The recommendations were divided into three groups: copier machines, paper conservation and awareness campaign. The following recommendations will be implemented immediately since they have no direct impact on the current fiscal year budget.

I. COPIER MACHINES

1. Restrict the number of copies per original to 50. The copier machines which we currently have are not designed to produce more than 250 continuous copies. The machines will overheat and this will result in down times. Additionally, by planning and utilizing the offset press at Spring Creek, the cost can be reduced by 40%. The cost of 50 copies produced by a copier machine (not counting staff time) is \$.05 per copy or \$2.50. The cost of the offset press is \$.03 per copy or \$1.50. Additionally, the quality of the copies are much better when produced by the offset press. Remember-24 hours turnaround is required for offset press work. Contact Larry Winburn at extension 5650.

II. PAPER CONSERVATION

1. Greater use of Kaleidoscope to disseminate information. You are encouraged to keep the Kaleidoscope in mind for the dissemination of information. This could drastically reduce paper if you will utilize the Kaleidoscope.
2. Increase collection and reuse of documents such as test, handouts, etc. You are encouraged to collect and reuse documents as much as practical. This is an area which could reduce paper consumption.
3. Leave reading assignments in LRC to be checked out or copied by student. Although it may not always be practical to leave reading assignments in the LRC, you are encouraged to utilize the LRC for this purpose when appropriate. Leave reading assignments in the LRC for copying by the student should be utilized when practical.
4. Eliminate unnecessary internal use of current letterhead and envelope. District letterhead stationery should not be used for internal communications.
5. Combine short memos on one page--answer memos on originals and return. This will result in reduced paper cost.
6. Use routing sheets to pass memos from one person to another. Rather than make multiple copies of memos, etc., you are encouraged to use routing sheets.

Hopefully funds will be available for 1991-1992 which will allow for the implementation of the remaining recommendations.

Thanks to Nancy Brown for chairing this subgroup of the All-College Council and Stephanie Hanson, Denise Hennicke, Barbara Lusk, Tom Rodgers, Margie Salisbury and Larry Winburn.

RGH/wk

DATE: February 2, 1991
 TO: All Staff
 FROM: Ralph G. Hill

SUBJECT: Recommendation of the All-College Council Group on Copying Costs

Because of budget limitations for the current fiscal year, the All-College Council Group has recommended that the following recommendations be implemented immediately and they be given priority in the current year budget. The following recommendations were divided into three groups: copy machines, paper machines, and other equipment. The following recommendations will be implemented immediately and they be given priority in the current year budget.

COPYER MACHINES
 The recommendations were divided into three groups: copy machines, paper machines, and other equipment. The following recommendations will be implemented immediately and they be given priority in the current year budget.

1. The use of Calhoun to disseminate information. You are encouraged to use the Calhoun in mind for the dissemination of information. This could drastically reduce paper if you will utilize the Calhoun.
2. Increase collection and reuse of documents such as text, journals, etc. You are encouraged to collect and reuse documents as much as possible. This is an area where some extra paper can be saved.
3. When making a photocopy, use 50% of the original. This is a simple way to save paper. You are encouraged to use 50% of the original when making a photocopy. This is a simple way to save paper.
4. Eliminate unnecessary internal use of current journals and articles. District technical stations should not be used for internal communications.
5. Combine short notices on one page. This will result in reduced paper cost.
6. Use rolling copies to pass information from one person to another. Rather than make multiple copies of a document, use rolling copies.

Hopefully funds will be available for the implementation of the remaining recommendations. Thanks to Nancy Brown for sharing the support of the All-College Council and Stephanie Hanson, Denise Hansen, Bobbie Lusk, Tom Rodgers, Marie Salisbury and Larry Wadum.

RGH:kw

COLLIN COUNTY COMMUNITY COLLEGE
CELEBRATE SUPPORT STAFF DAY
"A DAY FOR ME"
Spring Creek Campus
February 22, 1991

8:30 - 9:00

Muffins, Fruit, Juice & Coffee

9:00 - 9:25

**Keynote: *MOTIVATION IN THE
WORKPLACE***
David McCall III
Facilitator: Tom Rodgers

9:25 - 10:00

Breakout Groups on Keynote
Group Leaders: Shari Swift
Marilyn Schmittou
Glenda DeLeon

12:30 - 2:00

Concurrent Sessions II (cont'd)

4. *DEPRESSION: WHY CAN'T I SNAP OUT
OF IT?*
Dr. Sylvia Gearing, Licensed Psychologist
Facilitator: Kathy Dunham

Lunch and Fashion Show
Courtyard Dining Room
Kathy Hirschler

10:00 - 10:15

Break

2:15 - 3:15

Session III

5. *DARE TO BREAK OUT - RISK
WITH SUCCESS!*
Sue Mottinger, Ph.D.
Facilitator: Cindy Rowe
6. *SELF PROTECTION*
Deputy Danny Wilson,
Collin County Sheriff's Department
Facilitator: Stephanie Hanson

10:15 - 11:15

Concurrent Sessions I

1. *ENERGY ENGINEERING: INNOVATIVE
STRATEGIES FOR HIGH ENERGY
PERFORMANCE*
Michele Burris,
Licensed and Registered Dietitian
Facilitator: Mary Diekman
2. *WELLNESS: RELAXATION TECHNIQUES
FOR STRESS MANAGEMENT*
A107 - Dance Studio
Trish Siekman
Facilitator: Betty Wolfe

3:30 - 4:15

Session IV

7. *SELF DEFENSE DEMONSTRATION*
Deputy Jimmy Broyles
Collin County Sheriff's Department
Facilitator: Mary Wright

11:15 - 12:15

Concurrent Sessions II

3. *FINANCIAL MANAGEMENT FOR
WOMEN: TAKING ACTION*
Lois Powell of A.G. Edwards,
Certified Financial Planner
Facilitator: Peggy Burch

Door Prizes - Deanna Wilson
Favors - Judy LaGrone, Dinah Hampton
Table Decorations - Dinah Hampton
Dress - Casual

CONTACT SHARI SWIFT, EXT. 6611, FOR RESERVATIONS

CONTACT SHEET SHEET EXT. 6811 FOR OBSERVATIONS

Date: 08/01

Table Locations - Main Hallway

Front - Judy Lagrone, Dana Harrison

Back - John Wilson

11:15 - 12:15

Concurrent Session II

Facilitator: Betty Wong

Topic: Self-Defense

Topic: Dance Study

FOR STAYERS MANAGEMENT

2. WILLIAMS: REPLICATION TECHNIQUES

Facilitator: Mary Ingraham

Learned and Registered Children

Alphabet Books

PERFORMANCE

STRATEGIES FOR HIGH ENERGY

1. ENERGY ENGINEERING: INNOVATIVE

Concurrent Session I

10:15 - 11:15

10:30 - 10:45

Break

Cherry Del'ano

Marilyn Schmitt

Group Leader: Shari Smith

Present: Groups on Kinesis

Facilitator: Tom Rogers

David McColl III

RESERVANCE

Kinesis: MOTIVATION IN THE

Motives: Food, Love & Coffee

9:30 - 9:45

DEMO: STONE: MAX CAVETT & SANDY OCK

Concurrent Session II (cont'd)

OT II

Dr. Sylvia Orling: Learned Psychology

Facilitator: Kathy Harrison

Dr. Sylvia Orling: Learned Psychology

Facilitator: Kathy Harrison

Dr. Sylvia Orling: Learned Psychology

Facilitator: Kathy Harrison

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Facilitator: Kathy Harrison

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Facilitator: Kathy Harrison

Dr. Sylvia Orling: Learned Psychology

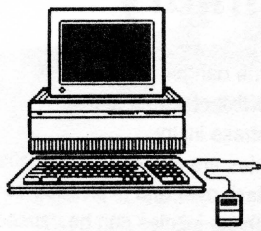
February 22, 1981

Spring Creek Canyon

A DAY FOR ME

CELEBRATE SUPPORT STAFF DAY

COLLIN COUNTY COMMUNITY COLLEGE



Collin County Community College District ACADEMIC COMPUTING SERVICES

February 8, 1991

Volume 2, No. 3

Lotus 1-2-3 Easy Printer Control

You've just created a spreadsheet and are ready to print. What can you do to enhance its appearance? Most users of 1-2-3 use setup strings with the **Print Printer Options Setup** command. Few users realize that you can embed these strings in a worksheet. By using embedded printer-setup strings, you can employ a variety of print styles in a report. For instance, you can print column headings with underlines, column totals in bold, and so on. 1-2-3 will let you embed printer-setup strings quickly and easily.

Lets suppose that you have an Epson printer that prints in bold; \027E is the 1-2-3 setup-string to turn on bold print. When you print, the worksheet interprets this embedded string as a control code for bold print. 1-2-3 uses the double vertical bar (||) label prefix as an instruction to the printer. The program reads the characters following the prefix as printer control codes and ignores anything else in the row.

To embed a setup string, move the cell pointer to the first row where the new print attribute should begin (e.g., bold, italics, underscore, condensed print, etc.). Insert a blank row with the **Worksheet Insert Row** command, Enter ||\027E in the first column of the new row. 1-2-3 displays only \027E in the cell. Note that you must include this label in the first column of the Print range.

- ✧ *How can I find the control codes for my printer?* These codes are found in the manual that came with your printer; if you cannot locate your printer manual, call us to either determine the control codes or secure a replacement manual.
- ✧ *What type of printers can these control codes be used with?* These control codes can be used with both dot matrix and laser printers.
- ✧ *Can a macro be set up to automate this process?* Absolutely! If you don't know how to create macros, give us a call and we will help you set it up, or come to our Intermediate Lotus class on April 15th and learn to do it yourself.

Desktop Publishing on a Budget PostScript Fonts

Pacific Page produces a postscript font cartridge for your HP LaserJet. The font cartridge gives the capacity to use multiple fonts (typefaces such as Helvetica, Courier, Times Roman) in any point size. This means that you can print a letter from a size which is barely visible to one that covers the entire page!

The cost of the postscript cartridge is \$499. Currently they are having a special offer which includes 2 megabytes of additional memory to add into your printer at no additional cost. Please call us if you need additional product information or local vendors that sell the cartridge.

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

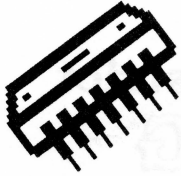
Staff Development Courses February 1991

Introduction to WordPerfect 5.0
February 11 and 13
Central Campus, A208
3:30-5:00 PM

WordPerfect 5.0 - Fonts & Graphics
February 18 and 20
Spring Creek Campus, J121
3:30-5:00 PM

WordPerfect 5.0 - Advanced Features
February 25 and 27
Spring Creek Campus, J121
3:30-5:00 PM

Call 5844 to make a class reservation or for more information.



Tech Notes

Data Compression: Getting More From Your Hard Disk

Ask anyone who has had their computer for 6 months, "What's the first upgrade you need to make to your PC?" Ninety percent of the responses are either more RAM or more hard disk space. We are going to cover the problems with hard disk space in this article. Having too much disk space is like being too rich — there's no such thing. Don't despair, there are affordable ways to make more effective use of your disk space. The key is **data compression**. In general, data compression will double the storage capacity of your hard disk. The exact amount depends upon the mix of file types on your disk.

How data compression works. The concept is quite simple. There are repeating patterns in all languages and data. In computer files there are many patterns that repeat and these are replaced by a 1-character code. This compression of the file size can be repeated over and over achieving reduction in file sizes of up to 1,000%. Database and spreadsheet files are especially useful for this type of compression.

The options for compression products can be divided into two camps: add-in boards (hardware) and software. The software products are of several types: archives, on-the-fly compressors, and backup software.

Hardware products. These products are boards that are inserted into one of the expansion slots inside your PC. It intercepts all files loaded from or saved to the disk. It compresses files when they are saved and decompresses the file when it is loaded into memory.

Software products. These products achieve the same result but through a variety of means. *Double-Disk*, from Vertisoft System creates a simulated disk to which it saves all the files it compresses. The remainder of your disk is unchanged. Your compressed files can still be used just as before as long as DoubleDisk is running.

Archiving programs compress files for storage purposes. You must decompress the file in order to use it. This is helpful for files that are normally used on your hard disk. *PKZIP* is the "king" of the archiving programs and we can provide you with a free copy of this software. This program compresses files in ZIP files which can be unZIPped when you need to use them. Many software manufacturers send their software in ZIPped files.

Backup programs also employ data compression to reduce the number of floppy diskettes required to backup your data. Another advantage to backup software is that it reduces the amount of time to complete a backup of your hard disk. As with archiving software, backup software requires that you decompress the files before you can use them. The compression offered by backup programs doesn't help you get more space on your hard disk.

Hardware or software? First and foremost, hardware is faster than software although it is less convenient to install. Second, hardware does not require any RAM to operate; software products will require some RAM. Hardware solutions apply the compression to all files on your hard disk — and therefore the whole disk benefits from the reduced space requirements. Software is less expensive (\$100-500) and is easier to install.

High-tech Hazards: → Repetitive use injury

Working at a PC keyboard may not have the danger of factory line work, but it shares one important hazard: the risk of carpal tunnel syndrome (CTS) or other forms of repetitive stress injury.

As the name implies, repetitive stress injuries are associated with jobs requiring the employee to perform the same task over and over, such as striking the keys over and over. Sometimes these injuries can be caused by overuse of a mouse.

CTS results when frequent bending or movement of the wrist or hand causes tissues to swell, leading to a pinched nerve in the wrist. The symptoms range from a dull ache to excruciating pain in the wrist, arm or hand. The treatment for carpal tunnel syndrome is usually drastic: surgery repairing the tissue or tendons.

Of course, the best course is prevention. At the first sign of discomfort, keyboard users should consider several options, including buying another keyboard. At a minimum, keyboards should be detachable and as thin as possible. In some cases, users may require a wrist rest, which users can make for themselves from foam or padding or buy from such companies as Anacom, Inc. of Atlanta.

Much of the time the problem can be alleviated by a combination of changing work habits — taking more frequent breaks and changing posture. Some workers found that a combination of keyboard use in combination with sports activities causes the problem and that curtailing these activities relieved the symptoms.

Another action is to consider the design of the work area. Try to place the keyboard about 30 inches from the floor. Upper arms should hang vertically while forearms angle downward slightly. Wrists and hands should be relaxed. For some users, the ideal solution may be a balance between the use of the keyboard and the mouse.

→ Taking the Red out of VDT Work

Eye strain is a common affliction of PC users. Symptoms range from blurred vision and fatigue to severe headaches and even depression.

The best remedy is often a change of work habits, including frequent breaks with a change of atmosphere, and focusing on objects in the distance. Vision Aerobics, Inc. of Red Bank, New Jersey sells software for exercising eyes during prolonged computer use, "increasing the stamina of the visual system," thereby "delaying the onset of fatigue and eye strain."

Modifying the equipment may actually be necessary, particularly if it is old. For obvious reasons, high-resolution monitors are less problematic than the low-resolution predecessors. Products that magnify the screen are available from Premtech Corp. of Atlanta and Less Gauss Corp. of Rhinebeck, New York.

Antiglare screens are also available, but quality varies greatly and it's important that they don't cause more distortion than they correct. A few vendors are Norad Corp. of Santa Monica, California; Optical Coating Laboratory of Santa Rosa, California; and Anacom of Atlanta, Georgia. Approaches vary, including mesh screens and coated filters. Most of the products also address reflection problems and many are grounded to repel dust, pollen and other particles.

Perhaps the most important element in preventing eye strain is lighting. This should be adjusted to create as little screen reflection as possible. Preferred lighting is general, rather than task-oriented, and nonfluorescent.