

WORD PROCESSING CENTER EAST CAMPUS BUILDING 1, ROOM 255

The Word Processing Center is a support facility for East Campus faculty. All of your classroom typing and printing support are provided in this area. We use both the Macintosh and Dell platforms and utilize a variety of software: Microsoft Word, Excel, Powerpoint, Quark XPress, Photoshop, Illustrator, and Acrobat. There is a computer and printer available for faculty use along with a scanner for grading tests. Training on the use of the scanner is available.

OPERATING HOURS:

Fall and Spring Terms

Monday-Thursday	6:30am-7pm
Friday	6:30am-5pm
Saturday	Open limited hours the first 2 Saturdays of every term.

Summer Terms

Monday-Thursday	6:30am-7pm
Friday	6:30am-12pm
Saturday	Open limited hours the first 2 Saturdays of every term.

STAFF:

Gwen Davis, Word Processing Supervisor
Darla Brown, Staff Assistant II
Rosa Carnero, Senior Word Processing Specialist
Donna DeLong, Senior Word Processing Specialist
Jackie Harris, Senior Word Processing Specialist
Juan Montalvo, Lead Reprographics Specialist

DESIGN

Flyers/Posters/Programs/Invitations & Other Graphic Materials

We utilize a variety of programs to create detailed flyers, posters, programs, invitations and other graphic materials you may need. We can print your material in color and have large-format (color) poster printers. If you have any questions regarding design, please call Gwen Davis at (407) 582-2258. Click on the link below to see some designs recently created in the Center: <http://www.valenciacc.edu/wordprocessing/RecentFlyers.asp>.

DOCUMENT CONVERSION

We have the ability to convert documents to the pdf format. We can also convert pdf documents to Microsoft Word. Please call Gwen Davis at (407) 582-2258 for more information.

TESTBANKS:

Some textbook publishers provide testbanks with their textbooks. If you are interested in using testbanks, please make an appointment with the Center Supervisor.

TEST GRADING:

We have a scanner to grade multiple choice tests for you. Please see Gwen Davis for computer answer sheets and for training in the use of the scanner. A scanner is also available in the Academic Success Center (ASC) in Building 4, Room 101. The ASC is open until 9:45pm Monday-Thursday, 8pm on Fridays, and from 8am-4pm Saturdays.

HOW DO I GET MY TYPING/PRINTING DONE?

Bring your work to the Word Processing Center, Building 1, Room 255, and fill in a "Typing/Printing" Instruction Slip. Be sure to include your full name, telephone number, mail code, and the name of the account to which your printing should be charged. The name of the account can be obtained through your department secretary. Also, be sure to tell us how many copies you want printed and where they should be held for you. We prefer to hold tests in locked cabinets in the Copy Center for you to pick up since this is the most secure. Other documents can be sent to your mailbox.

TURNAROUND TIME:

Letters, memos	Next Day
Longer documents (Tests, syllabi, etc.)	3 Days
Special Projects (books, mailing lists, etc.)	See Gwen Davis

During peak periods (i.e., final exams, first week of classes) special deadlines are posted.

E-MAIL:

You can e-mail documents for printing. Fill out the electronic [printing form](#) and attach your work in a compatible format.

RUSH ITEMS:

Occasionally you will need to have rush handling of an otherwise routine document. Please contact Gwen Davis at (407) 582-2258.

PRE-RECORDED MATERIALS:

Make an appointment with the Center Supervisor to discuss the capabilities of recording documents for long term retention. This service is particularly helpful with exams, course materials and outlines.

COLOR PRINTING:

We offer color printing in limited quantities. After departmental approval, you can request transparencies, flyers, invitations, certificates, nametags, etc. produced in color. Also, you can bring in photographs and other non-copyrighted material to be scanned and saved for use on the internet.

LARGE POSTER PRINTING:

Word Processing Center can print large format color posters. Please call Gwen Davis at (407) 582-2258 for more information.

COPYING SERVICES:

COPY CENTER:

The East Campus Copy Center is available for all classroom printing. Two-day turnaround is provided for regular printing jobs. Books, manuals, and final exams have special deadlines posted each term. Please call Gwen Davis at (407) 582-2256 for more information.

COPYRIGHT:

Typing and copying of materials must be in keeping with copyright laws. Written permission from the publisher of copyrighted documents should be obtained prior to requesting that the document be printed.

EMERGENCY COPYING:

A copier is provided for your use in Rm. 4-101, the Academic Success Center. A code can be obtained from your department. Emergency copying is limited to 500 copies each term.

QUESTIONS?

Please call Gwen Davis at (407) 582-2258.