

# WORD PROCESSING CENTER

## EAST CAMPUS, Rm. 1-255

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.

### OPERATING HOURS

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

SERVICES (Please call Gwen Davis at ext. 2374 if you have any questions)

- SUBMITTING DOCUMENTS FOR PRINTING (Color Printing available with departmental approval)

Online (you never have to come to the Center!)

Submit documents for printing using the [online printing form](#). The option is available to pick up your work in the Center or have it mailed to your box. (Extra time is needed for documents that are mailed to your box.)

Traditional

If you'd like to drop off your work, please stop by the Center and fill out a printing form. The option is available to pick up your work or have it mailed to your box.

Things to Remember

- ▶ **Printing Turn Around:** Two-day turn-around is requested for regular printing jobs that you will pick up (we understand if you might need a small rush job). Please add an extra day turn around if you want documents mailed to your box. Books, manuals, and final exams have special deadlines posted each term. Please call Gwen if you have a large printing job.
  - ▶ **Copyrighted Material:** 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.
- **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. Click on [this link](#) to see some designs created by Word Processing Staff.
  - **POSTER PRINTING**  
The Center can create and/or print large format color posters.

- **SCANTRON TEST GRADING**

There is a Scantron grading machine located in the Center. 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. During the Fall/Spring Terms, the ASC is open until 9:45pm Monday-Thursday, 8pm on Fridays, and from 8am-4pm Saturdays. During the Summer the ASC is open until 9:45pm Monday-Thursday, 12pm on Fridays, and from 8am-2pm Saturdays.

- **DOCUMENT CONVERSION**

We have the ability to convert documents to the pdf format. We can also convert pdf documents to Microsoft Word.

- **PRE-RECORDED MATERIALS**

You can have documents typed and saved long term. This service is particularly helpful with exams, course materials and outlines. Imagine, only having to make minor changes to exams or syllabi every term!

- **TESTBANKS**

Some publishers provide testbanks with their textbooks. If you are interested in using testbanks, call the Center to see if the testbank is available. If not, the Center will work with your division to get the testbank you need.

- **RUSH ITEMS**

We understand that occasionally you will need to have rush handling of an otherwise routine document. Not a problem! Stop by the Center and speak to a staff member or call (407) 582-2258.