The Word Processing Center is a support facility for East Campus faculty. All classroom typing and printing support are provided in this area. The Center utilizes both Macintosh and Dell Platforms and use a variety of software: Microsoft Word, Excel, PowerPoint, Adobe InDesign, 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**

<table>
<thead>
<tr>
<th>Fall and Spring Terms</th>
<th>Summer Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>6:30am-7pm</td>
<td>6:30am-7pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>6:30am-5pm</td>
<td>6:30am-12pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Saturday</td>
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<tr>
<td>Open limited hours</td>
<td>Open limited hours</td>
</tr>
<tr>
<td>the first Saturday</td>
<td>the first Saturday</td>
</tr>
<tr>
<td>of every term.</td>
<td>of every term.</td>
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</tbody>
</table>

**STAFF:**

- *Darla Brown*, Staff Assistant II ext. 2258
- *Whitly Charles*, Senior Word Processing Specialist ext. 2262
- *Craig Oberg*, Lead Reprographics Specialist ext. 2278
- *Ozelle Sabado*, Senior Word Processing Specialist ext. 2375

**DESIGN**

**Flyers/Posters/Programs/Invitations & Other Graphic Materials**

Various programs are utilized 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 contact Donna DeLong or Whitly Charles.

**DOCUMENT CONVERSION**

Staff can convert documents to the pdf format and can also convert pdf documents to Microsoft Word. Please contact Donna DeLong or Whitly Charles for more information.

**TEST GRADING**

There is a scanner to grade multiple choice tests. Please see Word Processing Staff for computer answer sheets and training in the use of the scanner. A scanner is also available in the Academic Success Center (ASC) in Building 4, Room 101. Please check this link for ASC operating hours.
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.

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 call the Center at (407) 582-2258.

COLOR PRINTING

Color is offered. After supervisor/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 the Center 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 Juan Montalvo at (407) 582-2278 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.

QUESTIONS?

Please call (407) 582-2258.
The Word Processing Supervisor is Becky Hopkins, ext. 2216.