

# The Prentice Bulletin

**Prentice Centre**  
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**June 1991**

No. **22**

## Course Schedule

**Bookings: 365 4111**

*New courses: Intro to Word (PC), Intro to Mac, Intro to Word (Mac), Special Topics in WordPerfect, TopText*

Course	UQ Price	Ext Price	Date	Time
<b>June</b>				
Introduction to SAS	free	\$300	Jun 3-Jun 7	1-4pm
Introduction to MSDOS	\$60	\$180	Jun 3-Jun 5	1-4pm
Introduction to WordPerfect	\$80	\$240	Jun 4-Jun 7	9-12am
Introduction to UNIX	free	\$240	Jun 11-Jun 14	1-4pm
Introduction to VAX/VMS	free	\$240	Jun 11-Jun 14	9-12am
Advanced PC Management	\$60	\$180	Jun 17-Jun 19	9-12am
Introduction to SAS	free	\$300	Jun 17-Jun 21	1-4pm
Introduction to WordPerfect	\$80	\$240	Jun 18-Jun 21	1-4pm
Using MAIL	free	\$60	Jun 21	9-12am
Introduction to SPSSX	free	\$300	Jun 24-Jun 28	9-12am
Introduction to Macintosh	\$60	\$180	Jun 25-Jun 27	9-12am
Introduction to QuattroPro	\$60	\$180	Jun 24-Jun 26	1-4pm
<b>July</b>				
Introduction to ORACLE	free	\$300	Jul 1-Jul 5	9-12am
Introduction to MSDOS	\$60	\$180	Jul 1-Jul 3	1-4pm
Using AARNet	free	\$60	Jul 5	1-4pm
Introduction to DBaseIII	\$80	\$240	Jul 9-Jul 12	9-12am
Introduction to SAS	free	\$300	Jul 15-Jul 19	9-12am
Introduction to QuattroPro	\$60	\$180	Jul 16-Jul 18	1-4pm
Introduction to UNIX	free	\$240	Jul 22-Jul 25	1-4pm
Introduction to WORD (PC)	\$80	\$240	Jul 23-Jul 26	9-12am
Introduction to SPSSX	free	\$300	Jul 29-Aug 2	9-12am
Introduction to WordPerfect	\$80	\$240	Jul 30-Aug 2	9-12am
<b>August</b>				
Introduction to VAX/VMS	free	\$240	Aug 5-Aug 8	1-4pm
Introduction to Macintosh	\$60	\$180	Aug 6-Aug 8	9-12am
Introduction to WORD (PC)	\$80	\$240	Aug 6-Aug 9	1-4pm
Special Topics in WordPerfect (Tables)	\$20	\$60	Aug 9	9-12am
Introduction to TopText	free	\$240	Aug 12,13,15,16	1-4pm
Special Topics in WordPerfect (Equations)	\$20	\$60	Aug 13	9-12am
Using AARNet	free	\$60	Aug 15	9-12am
Advanced PC Management	\$60	\$180	Aug 12,13,15	1-4pm
PC↔Mainframe Communications	free	\$60	Aug 16	9-12am
Introduction to SAS	free	\$300	Aug 19-Aug 23	9-12am
Introduction to Macintosh	\$60	\$180	Aug 19-Aug 21	1-4pm
Introduction to MSDOS	\$60	\$180	Aug 21-23	9-12am
Introduction to WordPerfect	\$80	\$240	Aug 26-Aug 29	1-4pm
Introduction to ORACLE	free	\$300	Aug 26-Aug 30	1-4pm
Introduction to WORD (Macintosh)	\$80	\$240	Aug 27-Aug 30	9-12am
Advanced WordPerfect	\$60	\$180	Aug 26-Aug 29	9-12am

*TopText is a typesetting program running on Brolga. It is the "public" system to replace JUSTIF on the KL-10. More about this package in the next Bulletin—those attending should have a working knowledge of Unix and vi—courses in June and July.*

### Payment

Payment must be made within three (3) working days of a booking to confirm a place; otherwise the booking will lapse. UQ departments can use an *Interdepartmental Requisition*; all other payments should be by cheque made payable to the *Prentice Centre, The University of Queensland*. Payments should be forwarded to *Course Bookings, the Prentice Centre, The University of Queensland 4072*.

## Is your Artwork professional?

**If you have answered "no", then The Prentice Centre's new Graphic Design Unit may be your solution.**

The new Graphic Design Unit comprises a large section of self-help areas where staff and students can do their own artwork and poster production at a greatly reduced rate, under the supervision of Graphic Artist, Sue Gray.

For example, if you were making a poster in the self-help area, you could cut cardboard to the size you need, paste on your artwork (diagrams, graphs, pictures), then use the lettering machines for labels.

There are two types of lettering machines: Leteron and Kroy. They are both quite simple to use.

Leteron makes self-adhesive coloured letters up to 3 cm in height. Use Leteron for major headings on your poster.

Kroy produces black letters up to 1 cm in height on a clear adhesive tape. Kroy lettering is ideal for labelling diagrams.

The new Graphic Design Unit is located on Level 2 (Ground floor) of the Prentice Building, opposite the Lecture Theatre at the west end of the building.

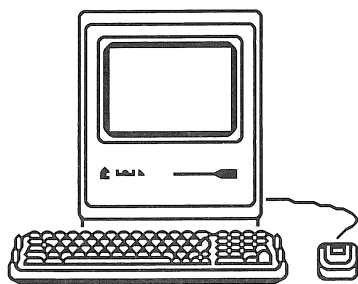
You can use these facilities for \$15 per hour plus materials. Payment can only be made using an *Interdepartmental requisition form*.

Talk to Sue about any Graphic Design enquiries on 365 4336.



Sue Gray in the new Graphic Design Unit

## Prentice offers Mac Classes



With the growing popularity of Macintosh computers on campus, The Prentice Centre will be offering Mac classes. Two types of classes will be presented in Semester 2:

### **Introduction to Macintosh**

This three half-day class provides for a basic understanding of the Mac. New users will become familiar with the mouse, menus, icons, windows, folders and desk accessories. As with all introductory classes, participants need no previous experience in using the Mac.

### **Introduction to Word (Mac)**

Participants who understand the basics of the Mac will learn wordprocessing using the popular package, *Microsoft Word* in this four half-day class. No wordprocessing knowledge is necessary, but an understanding of the Mac computer is assumed.

### **Where**

Classes will be held in the PC Lab on Level 2 (Ground Floor) of the Prentice Building.

## Shareware Updated in PC Lab

Shareware is legal, low-cost software that you can copy and use on your computer. You may even give copies to your friends! However, it is not free software. After an evaluation period, you and your friends are required to delete the software or register your copy with the author.

The Prentice Centre has now received new Shareware ready for you to evaluate—the 9th edition of the PC-SIG Library on CD ROM.

The CD ROM contains over 6000 software programs, ranging from wordprocessors, databases and graphics programs to Windows applications.

Even if you already have Shareware software, the new 9th edition comes with 400 new programs and 586 updates to existing programs. So come along to the PC Lab for the latest Shareware releases!

To have your own copy of Shareware programs, come to the PC lab, copy the programs that you want, and send payment to the author (details given with the shareware). The CD ROM is easy-to-use for extracting the programs you want. All you need is your own double density floppy disk (you cannot use high density disks), or you can purchase disks from the PC Lab.

The cost is \$2.00 per hour for the time you spend in the PC Lab plus \$2.00 per software product you copy. The PC Lab is on Level 2 (ground floor) of the Prentice Building. Telephone 365 4114 for enquiries.

## PC Lab News

PC Lab Mid-year Break Hours  
from 17 June–19 July 1991  
Monday to Friday: 8.30 am–4.30 pm



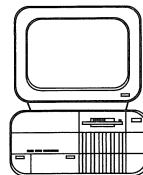
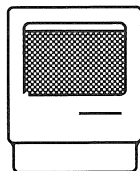
Tutorial Room Bookings (PC or Mac)  
for Semester 2 now accepted

### PC Lab

Room 212 Level 2 (Ground Floor)  
Prentice Building (42 on campus maps)  
Telephone 365 4114

Come to the PC Lab  
to use a PC or Mac  
★ only \$2/hour ★

for University staff and students



Update  
From  
The



Technology Shop

### **Bubble Jet Printer For Sale**

The Prentice Centre's Technology Shop is now selling the Canon BJ10e Bubble Jet printer.

Unlike other types of printers (e.g. dot matrix or laser), the bubble jet printer uses minute squirts of ink to produce your output.

Other features are its compact size, its quiet operation, and its durability.

This is a high quality printer at an affordable price. It is on sale at the Technology Shop for \$650 to staff and students (rrp \$800). Departments may purchase the printer for the sales tax free price of \$550.

### **Ordering Products**

We are often asked how to place an order for some product, for example, WordPerfect 5.1.

Departments should complete a "Requisition for Inter-departmental Services" (store catalogue number 12076), and forward it to the Technology Shop. Ignore the subscrip line that says don't use with A/V or PCC.

Staff and Students should come to the Technology Shop to fill in a form.

Requests will either be filled from stock or when they become available within a few days.

### **Hardware & Software Assistance**

Our hardware prices are the lowest we have been able to negotiate and leave little room for frills. If you want us to check out a system, or deliver it to your office, we will be happy to oblige at our usual rates... \$50 per hour.

Similarly, our software prices are those recommended by the suppliers and are very, very low. They do not include any provision for installing or running up the programs on a system, so again, if you want that extra service, it is \$50 per hour.

### **Technology Shop 365 3943**

A new *FactSheet* on the Prentice Centre's Central Computing Charge Rates has been sent to Pro-Vice-Chancellors and Heads of Department.

If you also need a copy of this *FactSheet*, please telephone Jacqui Hurley on 365 3765.

Please note especially the updated charge for **Optical Mark Reading**, effective from Semester 2, 1991.