

# bsuaop keynoter

Boise State University

Association of Office Personnel

Volume 11, Number 2, November 1992

1910 University Drive  
Boise, Idaho 83725

Marian K. Graham, Editor  
Department of Nursing

Circulation: 275

DEBRA SUE MASONER  
RECORDS CLERK  
LIBRARY

## Emotional Disturbance

from Dr. Martin Seidenfeld's Workshop

We want to thank Dr. Seidenfeld for his always entertaining and informative workshops. Dr. Seidenfeld spoke with us about understanding emotional disturbances and why we get angry or upset.

Dr. Seidenfeld taught us that it isn't the event that makes us angry, it is our own perceptions of the event. He suggests that if we analyze why the event upset us, we will find that we can control the thoughts that make us angry.

The ABC Theory of Emotional Disturbance (Dr. Albert Ellis, Ph.D.) was used to show us that A-the activating event, leads to B-your belief about or interpretation of the event, which leads to C-the emotional consequences. To break the cycle, you must add D-the disruption of your irrational ideas, and to E-the new emotional consequences.

The example was A-someone breaks up with you, B-your self-esteem is damaged, you feel like you must be a bad or worthless person or they wouldn't have left, therefore, C-you are upset. If you want to take the steps to help yourself feel better, you would then go to D-by disrupting the irrational ideas, are you really a bad person, are you really worthless? You're not, therefore you must realize that and break the cycle of depression and guilt. After you have broken this cycle, you move on to E-the new emotional consequence, you accept that person left and that it is a fact of life and let yourself off the hook, their actions aren't your responsibility. Dr. Seidenfeld says that my accepting these events instead of letting them control us, we can take control of our emotions.

## COMING EVENTS

BSUAOP Holiday Auction  
December 8, 1992  
11:30-1:30 p.m.  
Lookout Room, SUB

BSUAOP Luncheon Meeting  
January 11, 1993  
Pizza Hut  
(across Capitol)

IAEOP Spring Conference  
April 30 - May 1, 1993  
Red Lion-Riverside  
Boise, Idaho

NW Professional  
Development Day  
June 26, 1993  
McCall, Idaho

NAEOP Meeting/Institute  
July 19-23, 1993  
Tucson, Arizona

BSUAOP has been organized to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.

-BSUAOP Handbook

## HOLIDAY DECORATION COMPETITION COMMITTEE

The BSUAOP Holiday Decoration Committee wants to remind you that time is getting short to participate in the BSUAOP Holiday Decoration Contest. We are hoping for the best participation ever this year! It's fun, it's easy, it doesn't have to be costly, and it's a great morale booster! If you have misplaced your registration form, please call Robin Lane, X 1407; Jane Campbell, X 3909; Virginia Stenson X 1442, or Lynda Howard, X 3366. Any one of us would be happy to furnish you with a new registration form. Deadline to register is November 20. Judging will be done on December 2 and December 3 by last year's contest winners from College of Technology, Student Services Department. There will be 1st, 2nd, and 3rd place winners. The winners will be announced at the BSUAOP annual Holiday Auction, and will receive a beautiful plaque. Come on folks, join in the fun!!

## Annual Holiday Auction

The BSUAOP Annual Holiday Auction will be held December 8, 1992 in the Lookout Room at the SUB. The auction will be from 11:30-1:30 p.m.

Items to be auctioned include: Stoneware dishes, a magazine subscription, and a Christmas tree.

Proceeds from the auction go to scholarships for BSUAOP members.



The new employee stood before the paper shredder looking confused.

"Need some help?" a secretary, walking by asked.

"Yes," he replied, "how does this thing work?"

"Simple," she said, taking the fat report from his hand and feeding it into the shredder.

"Thanks, but where do the copies come out?"

## WORDPERFECT 5.1 HINTS or "Little Things Manuals Never Told You"

*By Marian K. Graham  
Department of Nursing*

Here are a few hints that most WordPerfect books and classes probably haven't taught you.

A problem I've always had with WordPerfect was answered for me recently. Often, when I am looking at a document and using the down arrow keys to check it, the lines begin to double up. That is, they repeat themselves, on the screen. These lines are not really there, but make it hard to check a file. I have always used home-home-up and then home-home-down, to reformat the document. This helps, but you have to keep using it and you lose your place. The correct way to reformat or rewrite the document is to use Ctrl F3, and 3 - rewrite, to rewrite the screen.

If you have several printers in your department, you have probably had the problem where, when you retrieve a file, you need to change the printer to your default printer. Now, if the printer that was on default when the file was created is not one on your printer selection list, WordPerfect will automatically reformat the file for your default printer. But say you have several printers on your select printer list and the file was created on one of those printers. You still want it to be formatted for your default printer and so you have to physically change it. So here's what you do. Select Shift F1, 4 - initial settings, and 4 for default printer - select Y. Your default printer will now be selected whenever you retrieve a file.

If you are networked it's a good idea to change the location of your macro files to your personal drive, otherwise, the macros will be stored somewhere out in the system. Again select Shift F1, 6 - location of files, and change 2 - macro files to your personal drive.

## Holiday Stress

by Marian K. Graham  
Department of Nursing

As the holiday season comes upon us, many people will feel overwhelmed by the stresses that come with the season. Here a few ideas that may help you to cope with the stress and allow you to enjoy the holidays again.

- ✓ Cut back on your holiday "traditions," if you usually have a large party or dinner, consider having only the family this year. Intimate, smaller gatherings can be more meaningful and everyone gets more attention.
- ✓ Start early, plan your holiday events carefully, and complete your "to-do" lists a little at a time.
- ✓ Let others help. If you're like me, you tend to do everything yourself, and then complain that you didn't get any help. If you ask, you might be surprised at the response.
- ✓ Don't try to do everything. You can't go to every sale, or every event; take the time to sit down and schedule the things you want to do.
- ✓ Take time to remember the true spirit of the holidays.



## Old Faxes Just Fade Away

from: Nine to Five

**Quick! What's the average life span of a fax? The printing on a fax sheet can start to fade in 20 days. If left in direct sunlight, the text may vanish completely. Don't risk losing important material; immediately photocopy everything that comes in over your thermal fax machine.**

## MEET YOUR NEIGHBORS

by LaDawn Barrera  
Department of Nursing

Let me introduce Carol Joyce. Carol is a Secretary, Records Manager in CGISS (Center for Geophysical Investigation of the Shallow Subsurface). She has been with BSU for 8 years, 3 months, and has had the opportunity to work in the English Department and the Data Center, previous to her current position. She has enjoyed all areas she has been associated with.

Carol is an active member of BSUAOP, and has become involved in the Bylaws Committee, Public Relations Committee, and the Holiday Auction Committee during the 1992-1993 year.

When asked about her professional goals she stated that she will continue to work towards a Bachelors degree in Information Science or Accounting. Personal goals include: Visiting Australia, graduating from BSU with a degree in Business (before she retires), and working with her husband in helping their children fulfill their college and other academic goals.

In addition to a busy work schedule outside the home, Carol manages to keep busy inside the home with her husband, Don, a Captain with Boise City Fire Department, and her two children, Patrick, 18, and Bryndi, 16, both students. To Carol, mind therapy is outdoor gardening, walking, bike riding, sewing, knitting, and homemade craft projects.

Her advise to others is this: "Those who say it can't be done are usually interrupted by those doing it."

New secretaries would be offered the following: "As secretaries, we are often the first contact for visitors and customers. It is our responsibility to project a professional image that compliments our supervisors, co-workers, department, and university. Take this responsibility seriously."

Thanks, Carol, for all your work and dedication to BSUAOP and the university.

## VIRUSES

from PC Computing Magazine

With all the talk about Viruses and the devastation they can create, I thought it would be fun to have a look at a few of the new "viruses" out there:

**Ted Turner Virus:** colorizes your monochrome monitor.

**Mario Cuomo Virus:** It would be a great virus, but it refuses to run.

**Texas Virus:** Makes sure it's bigger than any other file.

**Adam and Eve Virus:** Takes a couple of bytes out of your Apple.

**Jeffrey Dahmer Virus:** Eats away at your system's resources piece by piece.

**Warren Beatty Virus:** Constantly tries to prove its virility by attaching itself to younger or newer files.

**Airline Virus:** You're in Boise, but your data is in Singapore.

**Ollie North Virus:** Turns your printer into a document shredder.

**Dan Quayle Virus:** There is something wrong with your computer, you just can't figure it out.

**Paul Revere Virus:** This revolutionary virus doesn't horse around. It warns you of impending hard disk attack--once if by LAN, twice if by C:.

**Government Economist Virus:** Nothing works, but all your diagnostic software says everything is fine.

**Congressional Virus:** Computer locks up, screen splits vertically with a message appearing on each half blaming the other side for the problem.

**Elvis Virus:** Your computer gets fat, slow, and lazy and then self-destructs, only to resurface at shopping malls and service stations across rural America.

**Jimmy Hoffa Virus:** Nobody can find it.

**Congressional Virus:** Runs every program on the hard drive simultaneously, but doesn't allow the user to accomplish anything.

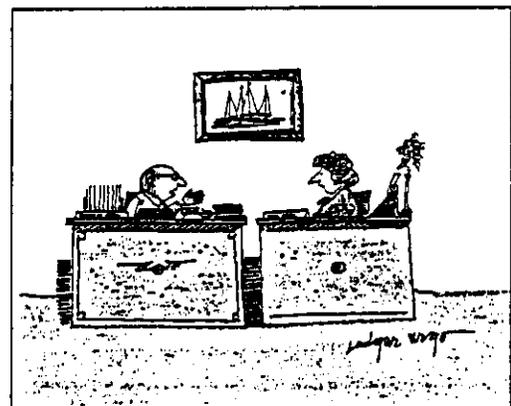
**Star Trek Virus:** Invades your system in places where no virus has gone before.

## **AVOIDING RSI**

from: *The Office Professional*

An article in The Office Professional recently addressed the problem of RSI (Repetitive Stress Injuries), which include tendinitis and carpal tunnel syndrome. The article gave the following checklist to use in reducing the dangers of repetitive work:

- Can you easily adjust your table or desk, your chair, and your monitor?
- Are they adjusted correctly for each person using the workstation?
- Do you position your wrists and arms properly when you stroke the keys?
- Do your wrists or forearms rest on the edge of the table or some other hard edge? Are wrist rests used incorrectly, putting pressure indirectly on the median nerve and isolating finger movement from the wrist and arm?
- Can you reduce or eliminate repetitive actions by creative use of macros and other software functions?
- Is it practical and cost-efficient to scan printed data to reduce keyboarding?
- Can you change anything to reduce the keyboarding workload? Are you re-keying something that has already been keyed in another part of your organization?
- Do you take frequent rest breaks or change work activities often?
- Is the workplace clean and uncluttered so the keyboard and mouse can be used comfortably?
- Is there space so that documents and other work materials can be used comfortably without conflicting with computing activities?



*"I really hate it when my mind is made up and you try to confuse me with facts."*