

TECH

STC
society for technical communication
Orlando Chapter
Volume 3, Number 6
May/June 1999

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A Note from the President . . .

Welcome to the New Officers and Goodbye from Me

by Dick Hughes

My first order of business is to inform you of the newly elected chapter officers for the 1999 – 2000 chapter year. Starting in July, Lori Corbett will be your new President, Gail Lippincott will be your new Vice President, W.C. Wiese will stay on as chapter Treasurer, and Dr. Carl Feigenbaum will be the new chapter Secretary. The elected members of the chapter Nominating Committee for the following year will be Laurie Benson and Bill Paskert. I will assume the position of Immediate Past President.

Carl will be moving out-of-state at some point this summer, so we will have to find an interim replacement as chapter Secretary. Din Bissoondial has graciously volunteered to fill this role.

Editors Urgently Needed

Nadejda Bojilova, *Tech Trends'* Managing Editor/Design Editor/Layout Editor/Production Coordinator has moved into new areas of responsibility and will be unable to continue in this role after this issue. Therefore, we must find some capable, enthusiastic, and willing folks to help in this endeavor by the end of June. We have been using PageMaker ® as our desktop publishing tool and have established a fairly automated layout process. We need some talented volunteers to help with new design concepts, content editing and proofreading, article placement and layout refinement, and printing coordination. If you would like to be part of the *Tech Trends* team, please contact Lori or me

immediately; we need to start the transition planning very soon.

And Finally...

As outgoing president after four years, I'd like to thank everyone who has contributed their time and talents to making our chapter thrive. We have accomplished much.

As we near 2000, and prepare to host the first ever STC Annual Conference in Florida, I hope more of you will commit to becoming active in chapter affairs. Unfortunately, we suffer from the typical "volunteer organization" syndrome of having 75-80 percent of our membership as absentee members while 20-25 percent carry all the load. Hopefully, with the attention and excitement that the STC Annual Conference generates in host communities, we will see more of you become active chapter participants and future leaders. ☒



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Chapter Notes

by Laurie Benson

March Program--Tour of Full Sail

Full Sail Real World Education is a local private school that offers Associate of Science degrees in the recording arts, film and video production, digital media, show production and touring, and computer game design. As technical writers, we may not be directly involved with these areas now but we are likely to become more involved with sound and visual media as technology pushes us into the 21st century.

At the March meeting, STC members had the opportunity to learn about Full Sail's program and tour the Full Sail facility. Full Sail's educational program lasts between 12 and 14 months (30 semester hours) and costs between \$23,000 and \$27,000. The school provides lifetime job placement assistance for its graduates.

If you are interested in taking only one or two courses, you may apply to the school and take courses on an individual basis without being part of a degree program.

The school considers passion and a positive attitude to be the primary requirements for success.

April Program--Dreams Can Come True Presented by Frank Dasse

At the April meeting, we brought a little variety into our monthly meetings by offering a topic that is not directly related to our occupational pursuits. Instead, we opened our minds to consider our future financial needs and planning for the eventual retirement from our occupational pursuits.

April attendees had the opportunity to listen to financial words of wisdom from Dr. Frank Dasse, a certified financial planner with a PhD in economics. He talked about how we can make our dreams come true with successful financial planning. As Dr. Dasse says, "Although money isn't everything, money does make sure your kids will keep in touch."

Dr. Dasse presented some financial charts that help determine how much money you will receive from Social Security, and how much money you will need to receive from other sources. The charts then show how much money you need to invest each year to accumulate enough to provide the additional source of income.

This kind of financial planning is crucial to those of us who are self-employed or work as consultants. It is also crucial to those of us who may not be taking full advantage of the 401k plans offered by our employers.

If you would like to obtain a copy of Dr. Dasse's financial charts, please contact Lori Corbett at stcmember@aol.com. She will bring copies for everyone who requests one to the next chapter meeting. ☒

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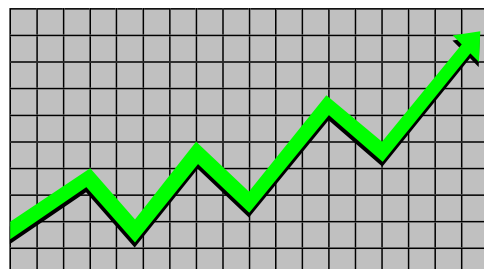
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Tech Trends, published six times per year, is the official publication of the STC Orlando Chapter. We encourage letters, articles, and other items from STC members for publication. Please refer to "Coming Up..." for deadline information. Address submissions to Nadejda Bojilova, 975 Vineridge Run #308, Altamonte Springs, FL 32714, or send them to nbojilova@paysys.com.

You may reprint original material appearing in *Tech Trends* if you acknowledge the author and source and send us a copy of the publication containing the print.



VP Peeps To Summarize...

by Lori Corbett

Wow! It's hard to believe a year has passed since I was elected to be the chapter vice president. I hope you have enjoyed and learned from the various meeting programs during the year. Two of the "hottest" topics were presentations by our own members (**Sharon Wissert** and **Barbara Odom**).

This past year has been especially difficult for me on a personal basis. For those of you who don't know, my dad was extremely ill last summer and passed away in March. Unfortunately, I had to spend a lot of time with him and was away for quite a few meetings. If it hadn't been for the special efforts of our administrative council and folks like **Gwen Thomas** and **Barbara Odom**, I don't know what would have happened to our meetings.

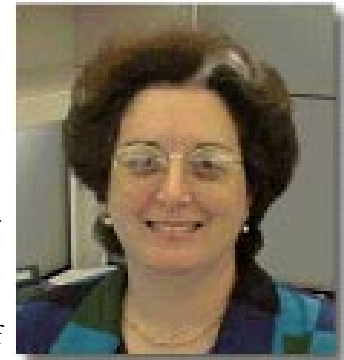
The Year in Review

As we started the chapter year, I referred to the 1998 chapter survey. As a result of that survey, we varied the week day among Tuesday, Wednesday, and Thursday to attract a wider variety of our membership. Through the year (including June), we met four times on Tuesdays, four times on Wednesdays, and once on a Thursday.

The 1998 survey indicated that our membership prefers software demonstrations, speakers and panels, and tours for our meetings. Unfortunately, we were able to offer only one software demonstration this year. However, I think that some of our speakers' topics more than made up for this. Remember the Y2K presentation by John

Matelski from the City of Orlando or Barbara Odom's introduction to the pitfalls and payoffs of working as an independent contractor?

One of the most exciting opportunities we had was to tour Full Sail in March. Looking back, I think you'll agree that it was a good year with lots of opportunities to learn and grow in our profession.



Looking Forward to June

I'm sure you'll enjoy our annual year-end celebration in June as we install our new officers and revisit the Dillbert game (remember June 1998?) to have a bit of fun with some of the ethical issues we face every day. The format for the evening will be a bit different as it is a catered buffet by Classic Creations. Starting with a fruit salad, we'll continue with a stuffed pork chop or baked macaroni and cheese. Accompanying vegetables are green beans almondine and dill carrots. I'm sure you'll enjoy the luscious real key lime pie for dessert. Of course, rolls and butter and iced tea or lemonade will be served with your meal.

We'll get on with the game after dinner. You are sure to learn a little, laugh a lot, and generally have a good time! The best news is the price for this extraordinary evening: just \$12 for members and \$17 for nonmembers.

I look forward to seeing you all on June 23! ☒

Admin Council

by Laurie Benson

Preparation for the STC Annual Conference in 2000 (right here in Orlando) continues to be a focus of attention. We will not be offering a local program in May to allow as many members as possible to attend the conference in Cincinnati. If you are attending Cincinnati please contact an officer and help us organize an Orlando presence.

Election results are in. Two officers are staying for another term on the Administrative Council and two officers are leaving the council. We are making the necessary preparations for turnover on June 30 and the beginning of the new term. ☒

Employment Opportunities

by Diane Heald

Here are the latest additions to our employment hotline. You can view all job postings on our STC Orlando Chapter Web site: <http://stc.org/region3/orl/www>. If you would like to know about available jobs as soon as they are received or if you have a job opening to post, contact Diane Heald at heald@iag.net.

Position Technical Writing Specialist
Location Orlando, Florida
Contact Lew Meltzer, Manager Electronic Publishing, EDS 1901 Summit Tower Blvd., Orlando, FL 32810, (407) 659-3192, miserdoc@aol.com

Description Senior writer to design, write, and edit documentation for a large nationwide financial software company. Ability to interface with subject matter experts and to work in a team environment. Requirements include a BA degree in technical writing or a related field, and 3-5 years experience in technical writing. Experience with desktop publishing (Interleaf), online help (RoboHelp), Acrobat, PageMaker and Microsoft Office a plus.

Position Contract Technical Writer/Trainer
Location Winter Park, Florida
Contact Ricardo Erb, Publications Manager, MediaGate, Inc., San Jose, CA, ricardo.erb@mediagate.com
www.mediagate.com, 925-295-1286

Description Contract technical writer/trainer for our Orlando (Winter Park) office. Approximate length of contract: 3 months or more (may develop into fulltime position). The writing part of the project can be done off-site about 80% of the time. The writer will receive training at Winter Park before starting the project. The software to be used is PowerPoint on a Windows NT system. The subject is computers and telecommunications; the product is a Universal Messaging System. Send resumes by email, Interview will be conducted by phone. Negotiable rate.



Position Technical Writer
Location Lake Mary, Florida
Contact Michelle A. Blanford, mblanford@rens.com or call (888)830-9119 / (407)916-9119. Please reference this position and include requested salary.

Description A permanent position for a technical writer to develop end-user documentation and online help/electronic documentation. Research, design, write and publish documentation with high-end publishing systems and on-line help. Edit and test existing documents for accuracy and completeness. 4 year degree in Tech. Comm., English or Journalism preferred. 2 years. tech writing and/or publishing preferred. Excellent oral and written communication skills. Experience with FrameMaker, Interleaf Publisher and/or RoboHelp. Strong people skills necessary. The salary is 40 - 50K, based on experience. Excellent benefits.

Position Technical Writer
Location Naples, Florida
Contact Tom Romnios, Corporate Recruiter, Allen Systems Group, tomr@asg.com, (941) 435-3613, Fax: (941) 643-6309
<http://www.asg.com>

Description Experienced technical writer to develop online product documentation. A fulltime, permanent position. Four+ years writing documentation in a software development environment. Extensive experience with Acrobat and FrameMaker, including creating templates and using conditional text. Experience developing Windows, NT, and UNIX online help. Intermediate knowledge of HTML. Candidates with Quadralay Webworks experience will receive top consideration. ☒

Getting Ready for Orlando 2000

by Lori Corbett

Even as the STC Annual Conference in Cincinnati is just around the corner (or depending on when you're reading this, just passed), we're already starting to plan for next year's conference right here in Orlando. Check out the following list of support committee management opportunities. If you are interested in one of these positions, please let me know the position and the reason you think you would be the best candidate for it. Please send your information to:

Lori Corbett

c/o Triton Network Systems,
Inc. 8529 SouthPark Circle,
4th Floor Orlando, FL 32819
stcmember@aol.com

To encourage your participation, each committee manager will receive a paid registration for the conference in Orlando. All managers must be members of STC.

Support Committee Management Opportunities:

Deputy Manager

In addition to helping the CAC Liaison as needed, this person will manage a committee of volunteers to help with the following tasks:

- Setting up the Competition Display.
- Overall Hospitality, including volunteers to seek out STC registrants who look like they might need direction. Hospitality volunteers have a role to play in many other areas including the welcome reception, lunches, etc.

Publicity Manager

Coordinate and manage two sub-committees:

- Newsletter, committee of volunteers who produce a daily 1 page (2-sided) newsletter at the conference (usually Sunday through Wednesday) with late-breaking session news and an article about a local event or other interesting local item. Additionally, this team will be responsible for writing 4-6 articles to be printed in *Intercom* during the months preceding the conference.
- Online, the committee of volunteers who produce an online web site similar to the site produced for this year's conference (<http://stc.org/region4/soc/46thconf/>).

Corporate Support Manager

Manage the effort to find funding support for local activities.

Please feel free to contact me if you have any questions. ☒



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Regional News

Recent Events

by Michelle Ratcliffe

On May 17-19, 1999 more than two thousand technical communicators will descend on Cincinnati, OH for the STC annual conference. The annual conference provides a virtually limitless bounty of opportunities for attendees. Whether it is through the session content, networking opportunities, fun activities, recognition ceremonies, etc., I leave with much more than I expect each year.

I hope that many of you are planning to attend and I want to invite you to and encourage you to attend these special activities throughout the conference:

- Region 3 Reception, Monday, May 17, 6:30-8:30 p.m. Don't, I repeat, do not miss this very fun event and special time to meet fellow Region 3 attendees and to celebrate the happenings of the year. This party is included in the conference and the refreshments will be a cheese spread, light hors d'oeuvres snacks, soft drinks, and wine. I really hope to see you there!
- Leadership Day, Sunday, May 16, 8-12 a.m. Leadership day is a great opportunity to learn more about leadership roles in STC, share ideas and stories with fellow STC volunteers, and get inspired for Cincinnati the new year of activities. This also includes the STC Mall, which can serve as a resource for finding resources (so to speak).
- Honors Banquet, Tuesday, May 18, 6-9 p.m. This very special banquet honors the newly elected fellows and associate fellows and other significant achievements. Join us in celebrating the newest associate fellows in Region 3!



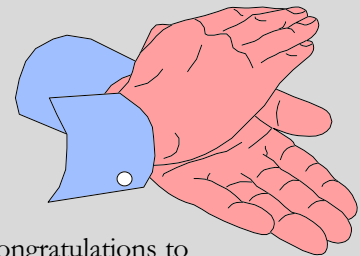
CONGRATULATIONS NEW REGION 3 ASSOCIATE FELLOWS: **Jeanne Dole**, East Tennessee Chapter and **Dan Voss**, Orlando Chapter!!

See you in Cincinnati!

Michelle Ratcliffe
8942 Bayaud Drive
Tampa, FL 33626
813.920.3539
MRatcliffe@msn.com ☒

STC Orlando Chapter Members Attain Senior Status

We are pleased to announce that two members of our chapter, **Gloria M. Jones** and **Chris Laning**, were recently conferred the grade of Senior Member of the Society.



Congratulations to both!!

Online Documentation Ad

on Language

Getting "Test"-y

by Mary Kendig



Well, how did you do?

Thanks to those who sent me emails requesting the correct answers. It boosted my spirits to discover that some of you really care about keeping your grammar skills sharp, something that I (of course) believe is critical. So, let's get to it! Here are the answers to the test in the March/April 1999 issue of *Tech Trends*:

1. True or false: A period or comma always goes inside quotation marks.

ANSWER: True.

2. What punctuation mark will most effectively separate the parts of the sentence below?

Researchers don't like to report the details about failed projects/you can understand why.

ANSWER: A semicolon. Researchers don't like to report the details about failed projects; you can understand why.

3. Should the two parts of the sentence below be separated by a comma?

Jane called to confirm the delivery date and asked that you call the shipper.

ANSWER: No. What follows the conjunction *and* is not a complete sentence.

4. Name the type of error in the sentence below, and correct the sentence.

After it was examined thoroughly, we decided that the car was a good buy.

ANSWER: This is a dangling participle. The corrected sentence:

After we examined the car thoroughly, we decided that it was a good buy.

5. Is the phrase separated by commas below essential or nonessential?

NARF, the name of the new organization, stands for North American Research Facilities.

ANSWER: Nonessential.

6. Is this sentence correct? (If not, fix it.)

He founded the company in Belleville, Illinois in 1994.

ANSWER: No. In text, always spell out the state name and use a comma before and after: He founded the company in Belleville, Illinois, in 1994.

7. How about this sentence? Correct or incorrect? (If it's incorrect, fix it.)

She was the subject of an intense nationwide search.

ANSWER: Correct. You do not need a comma between *intense* and *nationwide*.

8. Is *from* or *than* correct in this sentence?

My results seem to be different from/than yours.

ANSWER: *From*.

9. Change one word to make the sentence below correct.

Each of the new employees need training.

ANSWER: You need a singular verb to agree with the singular subject, *each*: Each of the new employees needs training.

10. Identify the error in this sentence.

Please provide the required information, such as your name, address, and telephone number, etc., on the first page of the form.

ANSWER: In the same sentence, *such as* and *etc.* are redundant. You must remove the *etc.* in this sentence.

11. Is this sentence correct? (If not, fix it.)

I sent the package to 155 7th Street, Newark, Delaware.

ANSWER: No. Always spell out ordinal numbers: I sent the package to 155 Seventh Street, Newark, Delaware.

12. Does the pronoun below match its noun (antecedent)?

The committee has added a new section to their report.

ANSWER: No. You need a singular pronoun to match its singular antecedent, *committee*: The committee has added a new section to its report.

13. Is this sentence correct? (If not, fix it.)

Refer to the new specification, FX00912 for information regarding system requirements.

ANSWER: No. You must insert a comma after the appositive: Refer to the new specification, FX00912, for information regarding system requirements. ☒

Coming Up...

May 16-19 STC Annual Conference.

Cincinnati, OH

June 23 Chapter Meeting: Dinner, Installation of Officers, and End of Year Celebration. See "VP Peeps" on page 3 for details. RSVP **required** for participation. Please RSVP to Lori Corbett by Sunday evening, June 20 at stcmember@aol.com or call her by noon on Monday, June 21 at 407/903-2042.
Members: \$12.00 / Nonmembers: \$17.00
6:30 p.m.: Gathering and Networking
6:45 p.m.: Dinner
7:30 p.m.: Let the Games Begin!

Winter Park Civic Center
1050 W. Morse Blvd.
Winter Park, Florida

July 2 Submission Deadline for the July/August issue of *Tech Trends*. Contact Dick Hughes at 407/660-2552 or hughesrl@cdm.com for more details on how to submit articles for the Orlando STC chapter newsletter.

TECH TRENDS

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—PLEASE FORWARD—



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