MEMO TO MEMBERS

"Creating and supporting a forum for communities of practice in the profession of technical communication."

STC Orlando Chapter: *A 2003 and 2004 Chapter of Distinction*   **Volume 3, Issue 8** ❖ **September 2004**

STC WINNER

Winner of STC's Chapter of Distinction Award, 2003 and 2004

From the President's Desk
The Value of Chapter Meetings: Networking
By Mike Murray, Orlando Chapter President

Where do you go to search out new job or career opportunities? If you have such a place, do they have regular meetings that allow you to learn while you're networking? How do you go about discovering new ways to do things or get your grammar or software questions answered? Do you even *have* a place, or do you look for answers online? How about volunteers to assist with a class or provide professional interviews for students? Need assistance with a resume or an article or with finding additional professional resources? No idea how to put together a portfolio or create a Web site with full index? By the way, how much would you pay for all this?

Welcome to the Orlando Chapter STC, where networking is included in your chapter affiliation! We'll see you on the fourth Tuesday of the month at the Winter Park Civic Center. Networking begins at 6:30 and program at 7:00. *MtM*

Tuesday, September 28th at 6:30 PM
The Plug and Play Technical Communicator: Providing Value at All Stages of a Product Life Cycle
By Christina Hammock, Orlando Chapter Vice President

What do you do when the project's over? As technical communicators we need to adapt to change and seek opportunities for growth. At our September 28th chapter meeting, Mark Hanigan, a former STC Society President, will introduce us to project life cycle documentation.

Mark will begin with an overview of project life cycle documentation and discuss the opportunities it offers for technical communicators who want to expand their skill sets and perhaps even branch out into related fields such as project analysis and project management.

Mark will then discuss Intellectual Property (IP) Harvesting. This is a concept we more often refer to as content reuse or content management. IP Harvesting enables the reuse of the products we create as technical communicators, both within a deliverable set for one project and across deliverables for other projects.

The presentation will conclude with an explanation of how technical communicators are best suited to lead this effort, including a discussion about steps that we can take to further prepare ourselves for this challenge and how we can effectively implement and integrate the results in our work.

This presentation will surely be an inspiration to us all as we look forward in our careers and seek opportunities for advancement in our field. I hope to see you all there! *MtM*

**Plug In with Us!
Tuesday, Sept. 28th
6:30 PM
Winter Park Civic Center**

Fees (cash or check):
$5 - Student members
$8 - Student visitors
$8 - Members
$12 - Visitors

RSVP by 9/27/04 to:
vicepresident@stc-orlando.org

Giving Back: STC Members Volunteer at UCF

By Jennifer Selix, FTC President and STC Education Committee Member

The bond between STC Orlando and the University of Central Florida is stronger than ever. Student membership is on the rise, our Mentorship Program is about to kick off its second year, and ten UCF students will be joining us at the 2005 Conference in Seattle.

Now, yet another opportunity has arisen for our professional and student members to join forces. Led by Jennifer Selix and Bonnie Spivey, our professional members have and will volunteer their time and expertise to help enhance the technical skills of UCF students and other interested members of the STC community.

On Saturday, September 18, Bonnie Spivey taught a workshop on Microsoft styles applications. Her agenda included template creation and uses, as well as tips for organizing existing styles.

On Saturday, September 25, our STC Orlando Chapter Vice President Christina Hammock will be unveiling the complex world of high-volume documentation in her workshop: Advanced Microsoft Word Applications. She will reveal the secrets of managing 400+ page documents and other intimidating tasks.

The Future Technical Communicators at UCF will host these free workshops in the Technical Writing Lab in Colburn Hall, room 203. All events will take place between noon and 1:30 p.m., and a light lunch will be provided. If you are interested in teaching or attending one of these groundbreaking workshops, please e-mail futuretek2004@hotmail.com.   *MtM*

Upcoming FTC Workshops (Fall '04)

September 25, 2004: Advanced Word—Learn how to manage large Word documents, professionally format collaborative projects, and prepare your document for the printing press.

October 9, 2004: Healthcare PACS— Steven Shim of Health First will introduce the emerging technology of Picture Archiving and communication System (PACS) and show us the strategies Health First is using to adopt and deploy this new industry tool.

October 23, 2004: Dreamweaver Basics Learn how to create impressive web pages or update your existing sites with this easy to learn and easy to use tool.

November 6, 2004: CSS Basics—Learn how to create Cascading Style Sheets that will revolutionize the way that you write for the web.

November 20, 2004: Introduction to Macromedia Flash—Learn how to integrate video, audio and high resolution graphics into your presentations, web site, or e-learning interface.

Risk more than others think is safe.
Care more than others think is wise.
Dream more than others think is practical.
Expect more than others think is possible.
- Author Unknown

Interview Question Gotchas
By Richard Phipps, Employment Committee Manager

"Tell me about yourself."

While technically this is not a question, it is one of the most common ways to begin the interview session. Since you only have one chance to make your first impression, this question can be deadly for you if you're not prepared for it. Interviewers love this open-ended question because it allows them to gather a snapshot of information about you without having to ask potentially illegal questions.

This is your chance to tell the long version of your "elevator speech" which I've covered in previous *Memo to Members* articles. You will want to cover your professional history explaining how you got to your current point in life; however you don't want your answer to be 100% canned. The "gotchas" in this question lie in how you respond to it.

✓ **Make it memorable**. Assess the landscape both before the interview and during the interview. Look for common areas of interest in the interviewer's office, like hints of a favorite sports team, book, CD, picture, poster, etc. Try to include something about your background that may spark a common interest with the interviewer. People like people who are like themselves, and this "bond" may be the one thing that helps your interviewer remember you.

✓ **Don't be afraid to be human**. Include a couple of hobbies or activities that make you who you are, but keep your answer professional in nature.

✓ **Stay away from controversial topics**. Stay away from *potentially* controversial topics too. While you may be a proud leader of an organization, group, political party, etc., you don't know how that cause sits with your potential employer. Since the job interview is about hiring you based on your qualifications, simply frame your experiences with that group in generic terms. This is not the time to advance the cause of your group.

✓ **Don't be long-winded**. If you find yourself still talking after 3 or 4 minutes, you've gone too long!

✓ **Relax**. Remember that your interviewer wants you to enjoy yourself and doesn't want you to be nervous.

As your employment committee manager, and a former recruiter, I'm always available to discuss any of your questions in strictest confidence. Feel free to drop me a line anytime at rphipps@ciber.com. *MtM*

Disability Mentoring Day Coming Soon!
By Trena Lackey, Orange County Schools

On October 20, students with disabilities will have an opportunity to gain hands-on experience or job shadow in the career field of their choice during Disability Mentoring Day (DMD). You can take part in DMD just by doing your job and allowing one or a group of students to observe or participate in daily activities and duties at your work place.
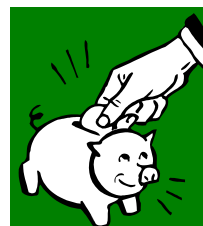
Florida's statewide DMD planning committee consists of The Able Trust, Division of Vocational Rehabilitation, Commission for Transportation Disadvantaged, Florida Community College System, Governor's Mentoring Initiative, Governor's ADA Working Group, and Volunteer Florida. This year, George Koehn, president and CEO of SunTrust Banks, Florida, is serving as the honorary chair of the statewide planning committee.

If you are interested in participating in this year's annual DMD as a workplace mentor, visit www.abletrust.org for a complete listing of local coordinators. If you don't see your community listed, please contact Abby Cruz toll-free at 888-838-ABLE (2253) or e-mail abby@abletrust.org. *MtM*

IMPORTANT
Start budgeting now for:

✓ **Your Annual STC Membership Renewal**
✓ **The STC Annual Conference**

Tool Tips: Word Version Detection
By David Coverston, Chapter Secretary

My Tool Tips articles are inspired by problems I have to deal with in the everyday work of technical communication. This article has to do with a problem I had trying to determine the version of Word with which some files were created. Opening the files and examining their properties would tell me which template they were attached to, so I could deduce the version of Word that created the files from that. But with the number of files I needed to examine, that would be a long and tedious process, and I'm not inclined to do things manually when I can figure out a way to automate them.

A diligent search of the Internet landed me on the Microsoft Knowledge Base Article 224351 - *Dsofile.exe Lets You Edit Office Document Properties from Visual Basic and ASP*. The article describes the dsofile.exe, a "self-extracting executable that provides a simple in-process ActiveX component for programmers to use in order to read and modify the Document Summary Properties for an OLE Structured Storage file such as native Excel, PowerPoint, Microsoft Visio, and Word documents." In plain English, that means that you can find out the document properties, such as the Word version type, without opening the files if you know how to program in Visual Basic. Fortunately, the Visual Basic for Applications built into Office applications let me use this file to do just what I needed. Even better, a gracious person has already done the programming and made it accessible for anyone to use.
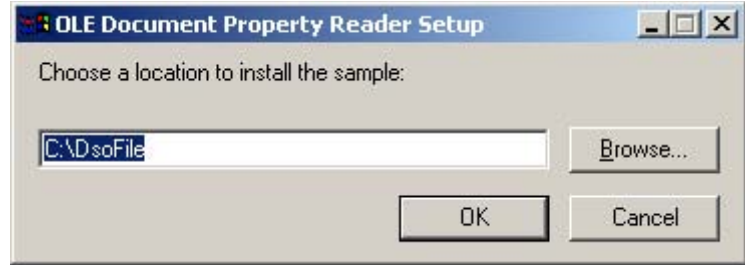
To get set up, you need to download two files: dsofile.exe, available from http://download.microsoft.com/download/office97dev/Utility/2/WIN98/EN-US/Dsofile.exe and Listprops.dot, available from http://word.mvps.org/Downloads/Listprops.zip.
1. Double-click the dsofile.exe you downloaded to install the ActiveX components you will need.
2. Click "Yes" when asked if you want to install the OLE Document Property Reader.
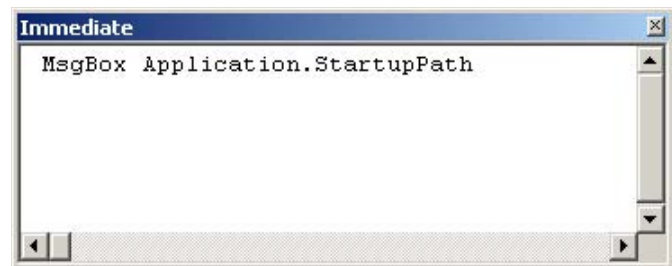

The OLE Setup dialog box

3. Click Yes in the License Agreement dialog box.
4. Choose a location to install the sample files. Don't worry too much about where you put these files, since you won't directly be using them.
5. Now extract Listprops.dot from the Listprops.zip you downloaded and place the extracted file in your Startup directory for Word.

The installation location dialog box

If you don't know where that is, the easiest way to find it is to have Word tell you. To do this, open the Visual Basic Editor by choosing Tools > Macro > Visual Basic Editor from the menu bar. Then open the Immediate Window by choosing View > Immediate Window in the Visual Basic Editor. Type "MsgBox Application.StartupPath" and press Enter. A message box displays the startup path for your machine.

The Immediate window

Extracting a template, such as Listprops.dot into this folder makes it always available for your use.
6. Restart Word to set it up for the first time.

The startup path

7. The last step of setting up your application is to set an early bound reference in the Visual Basic Editor. To do this, open your Visual Basic Editor again (I'm assuming you restarted Word), and choose Tools > References from the File menu. Check the item *DS: OLE Document Properties 1.4 Object Library* in the References dialog box and click OK.

The Knowledge Base article says that you need to register Dsofile.dll on your system to use it, but the installation I ran did this for me. We are now ready to go!
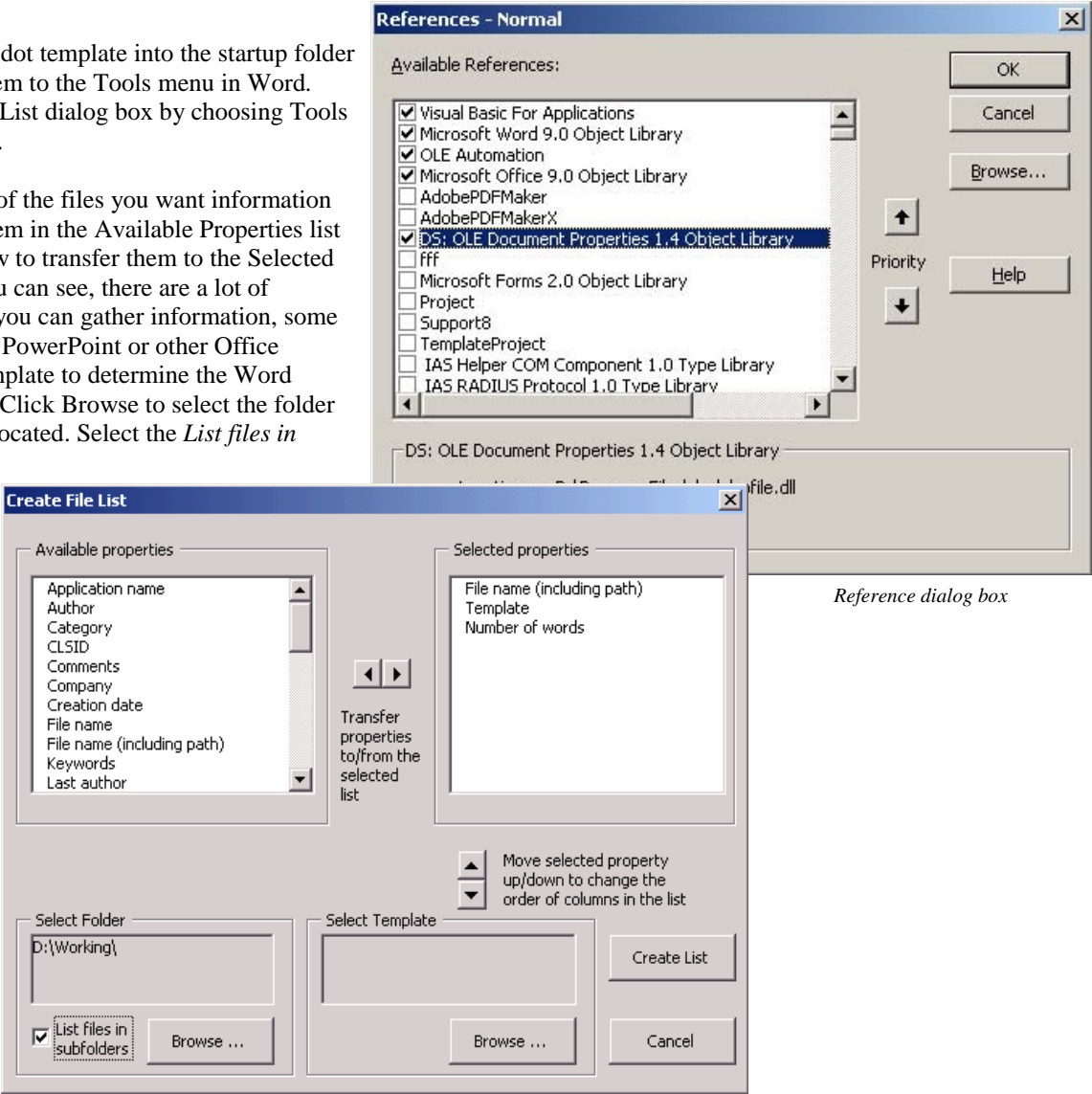
Tool Tips, continued

Putting the Listprops.dot template into the startup folder added a new menu item to the Tools menu in Word. Open the Create File List dialog box by choosing Tools > List File Properties.

Select the properties of the files you want information about by selecting them in the Available Properties list and clicking the arrow to transfer them to the Selected Properties list. As you can see, there are a lot of properties for which you can gather information, some of which are only for PowerPoint or other Office programs. Select Template to determine the Word version of your files. Click Browse to select the folder where your files are located. Select the *List files in subfolders* option for an even broader search. Finally, click Create List to finish. The program creates your list in a table in a new Word document. ***MtM***

Reference dialog box

Create File List dialog box

Let's Reach Out to Help a New Colleague

"The Power of One". . . Meet DBCC's Ed Santsaver

By Mike Murray, Orlando Chapter President

The famous American Helen Keller, who lost her hearing and sight to a mysterious illness at age 1½, once made the following commitment to herself and the world:

I am only one, but still I am one.
I cannot do everything, but still I can do something.
I will not refuse to do the something that I can do.

Ed Santsaver

Keller went to college, wrote nearly a dozen books, traveled all over the world, met 12 U.S. presidents, and lived to be 87.

Exciting educational initiatives

You don't have to be around Ed Santsaver long before you start realizing that he is a great example of "the power of one." After many years of serving the communications needs of such Fortune 500 companies as Texas Instruments, Ciba-Geigy, Microwave Corporation, and TEXTRON, Ed has turned his attention to developing the first technical writing courses for the Advanced Tech Center at Daytona Beach Community College (DBCC).

Ed's initial efforts began with "dual-enrolled" advanced junior and senior high school students who are earning college credits. It wasn't long, however, before he was "discovered" by college students and professors who are clamoring for his courses due to the demands of today's job market. As a result, Ed has initiated development of a web site that will be used to teach technical writing and design communications distance learning courses to college students.

Ed is one of the most positive, energetic, imaginative human beings you will ever meet. He has many exciting ideas and innovative approaches to serving his community and profession. While Ed currently has the backing of his director at DBCC, he has been pursing these initiatives on his own up until now.

Orlando Chapter STC support

Recently, Ed heard about the Orlando Chapter STC and attended our first meeting of the 2004-2005 chapter year, which happened to be the energetic and hugely successful "*Washlines X*: Baltimore Comes to Orlando." That same night, Ed joined STC and STC joined Ed!

He was immediately supported with some of the excellent resources that have been produced by our Education Committee under the leadership of (now retired) committee manager Dan Voss. Ed has found the committee's technical communications multimedia presentation particularly useful.

He says the materials "really turn on the students and simplify everything without boring lectures."

In addition, newly installed Education Committee manager Gail Lippincott has already been providing Ed with a wealth of information and positive support even though she is in the middle of a move from Dallas to Orlando!

Ed had the materials, support, and momentum to fulfill his dream of integrating technical communications with technical class work – then Hurricanes Charley and Frances reared their ugly heads.

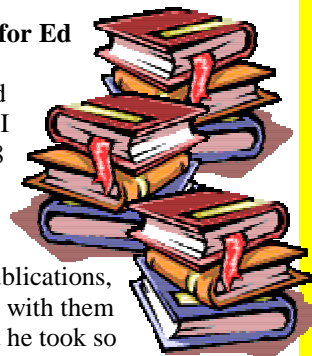**Destructive fury of Hurricanes Charley and Frances**

Hurricane Charley delivered a major shot to Ed Santsaver, inflicting fairly extensive damage upon his home, but it was still livable. Then before Hurricane Frances crept across Florida, its outer bands in the fierce right front quadrant devoured what remained of Ed Santsaver's home, along with his technical writing books, view foils, and other materials.

As people who love our profession and our Central Florida community, the members of the Orlando Chapter of Distinction have quickly risen to Ed's support. An initial call to our chapter e-mail listing subscribers resulted in pledges of support by an Orlando Chapter member who lives on the east coast, and a Suncoast Chapter member on the west coast. Both STCers are paying the postage to have some replacement materials sent to the Orlando Chapter on Ed's behalf.

The Orlando Chapter's "Books for Ed Night" and drive

In honor of Ed's achievements and to ensure his future successes, the I have proclaimed the September 28 chapter meeting as "Books for Ed Night." On that special evening, members are encouraged to bring used technical communications publications, view foils, and other presentations with them to help replace Ed's resources that he took so long to lovingly collect. All who bring donations will be identified in the October edition of *Memo to Members*. Better yet, donors will receive the supreme satisfaction that accompanies helping a fellow human being in need.

Power, continued

Can't make it to the meeting? The drive will continue at our October 26 chapter meeting. If you do not normally attend meetings, please contact me, Mike Murray, and special arrangements will be made to pick up your contributions. You can reach me at:

    Home Phone: 407-384-6657
    Work Phone: 407-306-4681
    Work E-mail: mike.murray@lmco.com

When my home e-mail access recovers from the recent hurricanes, it will be available to you as well.
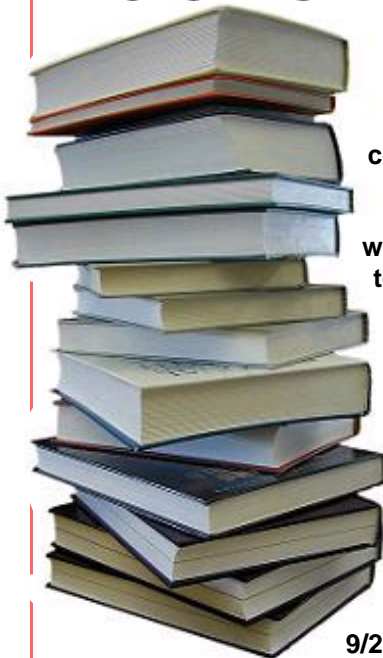
"I shall return!"
The one-two punch of Hurricanes Charley and Frances might have slowed Ed Santsaver down a little, but it has certainly not stopped him or daunted his positive attitude. Says Ed in a recent e-mail, "Like [U.S. Army General] Doug MacArthur said, 'I shall return,' and so shall this old boy!" His e-mails remain upbeat and positive and serve as ongoing evidence of the resiliency of the human spirit.

Ed's approach to life's challenges brings to mind another quote, this one from Henry Miller:

    Life moves on whether we act as cowards or heroes.

Ed's identity is obvious. Keep the faith, my friend! *MtM*

BOOKS FOR ED!

AT the next STC Orlando chapter meeting on September 28, we will be collecting used books and view foils in support of Ed and his important work. Now is your chance to clear unused clutter from your book shelf that will be as good as gold to someone in need. Please make a note to yourself to gather unused technical communications and design books, as well as view foils, and bring them with you to our 9/28 meeting!

If You Missed Our Last Meeting. . .
By David Coverston, Chapter Secretary

...then you missed the news on the latest ideas in technical communication.

As one who did not get to attend the Baltimore conference, I really appreciated the time and energy our presenters spent in bringing it back home and sharing it with us. If you have been to the annual Washline meetings before, you may not have recognized this one. Tables were all decked out in nautical themes (Baltimore is a port city), complete with matching balloons and candles. An elegantly designed program schedule guided us to the topic being presented at each table. Regrettably, you could not attend all of the presentations, but if the ones I heard were representative, they were all great.

The first table I attended was Mike Murray's. I fell prey to his bribe of free beads if you visited his table. (My 5-year-old daughter loved them.) Since we could pick our topics I asked Mike to talk about the STC Transformation initiative. Basically, the STC is looking for ways to adapt to changes in the workforce. After that, Mike went over Section 508 and communicating the value that technical communicators add.

Then, it was time to move to the next table. W.C. Wiese reviewed a couple of topics for us, but his topic "Trends, Technologies, and Skill Sets" alone made it worth coming to the meeting. Really, what could be more important than keeping track of trends in our own profession?

Next, I visited Karen Lane's table to hear an entertaining talk on science writing and metadata. I finished my table tours by listening to the inimitable Dan Voss speak about metrics, white papers, and "Good, Fast, and Cheap" in a way that only Dan can do.

I would be remiss if I did not mention that Bonnie Spivey, Robin Horn, Christina Hammock, Laurel Moll, Alex Garcia, Jen Selix, and Rose Petralia also hosted tables. Add to that a large student turnout, visitors—some from out of town—and you have one exciting meeting. Now you can download some of this material from the conference, but the presentation of it just won't be the same.

See you at the next meeting. *MtM*

IABC Jacksonville Meeting Invitation

The First Coast chapter has cordially invited us to join them in Jacksonville this October for an exclusive opportunity to board the Carnival Cruise Line's Celebration and learn more about the cruise industry in Jacksonville. Please refer to the following information for details.

Dear IABC First Coast Members and Friends:
Please join us on October 28 for an *exclusive* opportunity to go aboard the Celebration and to hear from a panel of executives and communicators from Carnival Cruise Lines (*our host!*), Jacksonville Port Authority (JAXPORT) and the Jacksonville & the Beaches Convention and Visitors Bureau (CVB) who are involved in bringing cruise ships to Jacksonville – and keeping them here!

Space is limited, so RSVP today!

Date: Thursday, October 28, 2004
Time: 11 a.m. (*sharp!*)* – 2:30 p.m.
Location: JAXPORT Cruise Terminal *For directions to*

Terminal, go to *www.jaxport.com/sea/c_drex.cfm*
Cost: Members: $25, Guests/non-members: $30

Ship inspection/tour and lunch will be included. Parking is free.
* You will need to allow 10-15 minutes for parking and security checks, and we must be ready as a group to board on time. Once we go onboard, latecomers will not be allowed to join us.

NOTE: **Reservation and payment must be received by *no later than* October 1**! Your legal name, birthdate, job title and company name will be required for reservation. Space is limited. Reservations will be accepted on a first come/first serve basis. Attendees must be 21 years or older. Photo ID will be required for boarding.
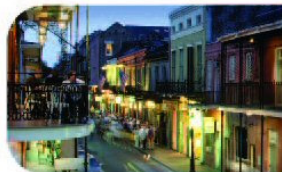
To RSVP, contact Kathy McIlvaine at 904-519-1955 or kmcilvaine@att.net; payment (by check or money order) should be sent to:

Kathy McIlvaine
IABC First Coast, Vice President-Professional Development
8217 Bay Tree Lane
Jacksonville, FL 32256

Technical Communication: A View From Below

By Jonathan W. Baker, STC Director/Sponsor Region 1 *(submitted by Beth Tanner, STC Director/Sponsor Region 3)*

As August winds down, I am struggling to put some thoughts together about the field of Technical Communication. I don't know about you, but I am worn out talking about the economy, the changing technical communications field, the war in Iraq, terrorism, and just about everything else. In fact I am so bummed that I want a special SIG set up for burnt out, fried, and otherwise abused technical communicators. Maybe we can call it the Walking Wounded SIG or the Burnt Up, Used Up, Dried UP SIG.

OK. I am honestly trying to be funny. But there is some truth to the idea that this field is at least 3 years into perhaps the worst downward spiral we have experienced in 50 years. And many of us are feeling less than perfect, compared to how we felt about ourselves a few years back. I mean, don't

> "I am so bummed that I want a special SIG set up for burnt out, fried, and otherwise abused technical communicators."

you just want to have some fun, like back in the good old days of 1999. Everything was rock and roll, way back then. Jobs were plentiful and if you didn't have one on Monday, you surely would have a choice between two or three jobs on Tuesday.

So, how do we go about feeling better about our field and ourselves? I would suggest that this is a great time to go back to school. Whether you take a course in RoboHelp or Java, whether you get into a degreed program or take an evening school crafts course, you will be doing something to help yourself. Everything you learn eventually adds value.

Last spring, I took a motorcycle maintenance course. I thought this wasn't related to technical communication, but then I learned that there actually are technical communicators out there putting together the motorcycle service manuals we used in class. It never occurred to me that my skills could be used in this business.

Another positive that came out of taking the class was that it got me out of the house and got me thinking about something other than work. There is LOTS of value in that.

> "Jobs were plentiful and if you didn't have one on Monday, you surely would have a choice between two or three jobs on Tuesday."

A few years back I took a Webmasters' certificate program from a local university. It gave my career a good kick at a time I needed it. The interesting thing is that I really never became a Webmaster, but it sure is great to have that knowledge in my inventory of skills. Employers liked to see my interest in learning, too. I don't think it really mattered to them what the subject matter was; it showed that I was engaged and willing

to learn. If you want to stay in this field for the near term, maybe it is time to sign up for that technical course to advance your skills and differentiate yourself from everyone else.

Personally, I do believe that many in STC want to do nothing

> "Employers liked to see my interest in learning, too."

more than be good technical communicators. And that is a great goal. Not all of us should move on to other things like information architecture, usability, or project management. Some writers simply want to be writers and some editors want nothing more than to edit. To stay in these areas, advanced technical knowledge is essential. The more you have, the better. Some of us will go on to those other disciplines, but it doesn't change the fact that we are all communicators and need to keep our skills — both technical and communication — fresh.

If you haven't been back to school in the last three years, it is time for you to give it serious thought. The STC website (http://www.stc.org/academic.asp) has listings of some educational programs that are meaningful to our field, but don't forget to check out your local colleges and universities. I just found out that there is a college in Massachusetts which is providing a very robust program in Communication and Information Science. And yet, even with years of chapter experience in Massachusetts, I had never heard of this program. So the message is to get out there and turn over some stones to find some of the neat things going on in your own community.

> "If you haven't been back to school in the last three years, it is time for you to give it serious thought."

I am about to embark on my next learning adventure — a Masters of Science, Human Factors in Information Design. I recommend that you do the same.

On the STC front, the transformation is progressing. If you haven't heard about the transformation or aren't clear on what is happening with the transformation, contact me or the Director of your choice for further information. If we don't have the answers, we probably know someone who does. Be sure to check out the transformation pages on the STC website — http://www.stc.org/transformation/Default.asp. (NOTE: you do have to log in to get to this page.) The website is the authoritative source. There are still lots of transformation activities underway and the Board will be reporting out on the current status of our efforts soon after

Technical, continued

the September Board meeting. In addition, we are already planning sessions on the transformation for our annual conference in May. If there is something you want to see or hear from us, let us know.

Look for some changes in your membership renewal forms this year. We are beginning to roll out the new membership packages – Classic, Limited, E-Membership, and others – this fall. Again, if you have questions about these packages, contact me or another Director. In addition, the office will be able to answer any questions about the membership packages.

Finally, it is September. That means your chapter is about to get into full gear. I've chatted with many of the Region 1 chapter presidents and you have a great group of people working on your behalf. Get out and support them by attending chapter events. It is a great way to network and keep up with your local technical communications community. In fact, volunteer! Most chapters will welcome you with open arms. And chapter work is extraordinarily rewarding. So jump in and see what happens. *MtM*

LETTER TO THE EDITOR

Dear MtM Editor:

I'm writing to express my appreciation to everyone at STC-Orlando who contributed to making the "Washlines" event so successful. Although I have been a member of the Orlando chapter for several years, this was the first time I have been able to attend the yearly, kickoff Washlines meeting and I found it even more informative than advertised. As I drove home, I realized I carried with me a feeling of pride to be part of an organization that makes such extraordinary efforts to care for and provide value to its members. As always, the opportunity to socialize and learn together with so many talented colleagues made our August meeting valuable. Thanks again to all the contributors and participants.

Regards,
Mark Wray

Society News

**BEST PRACTICES CONFERENCE & INNOVATOR'S FORUM
JoAnn Hackos's 6th Annual Best Practices Conference will be held in Chatham, MA, on October 18-20, 2004, and Innovator's Forum on October 21, 2004. For additional information, please visit the conference Web site at http://www. infomanagementcenter.com/BestPractices/2004/index.html.

**INTERCOM ONLINE WEB SITE LAUNCHED!
Intercom, the magazine of the Society for Technical Communication, is published to provide examples and applications of technical communication that will promote its readers' professional development. Now, members can view each month's issue online! Search articles, get advertising information, purchase STC merchandise, and more. Visit http://www.stc.org/intercom/.

**ACADEMIC PROGRAMS DATABASE IS UP AND RUNNING
To assist those interested in pursuing a career in technical communication, STC provides a database of academic programs worldwide. Schools are welcome to add their programs to the database. For more information visit: http://www.stc.org/academicDatabase.asp

**FLORIDA TECHNICAL COMMUNICATION COMPETITION
It's time for the 2004-2005 **Florida Technical Communication Competition (FTCC)**. FTCC is a statewide competition that recognizes the best technical communication materials produced each year. STC membership is not required to enter materials or to serve as a judge. The Suncoast Chapter has sponsored this competition since 1991. All of the forms associated with the Florida Technical Communications Competition can be found on the Orlando Chapter Web site at http://www.stc-orlando.org/links/links.asp under the "Florida Technical Communication Competition" heading. *MtM*

FYI

According to the latest Society membership counts as of June 30, 2004, the Orlando Chapter ranks:

★ 1st in size in the state of Florida
★ 2nd in size in Region 3 (Atlanta 1st with 469)
★ 3rd internationally in the number of student members at 40 (New Zealand 1st with 58 and Twin Cities 2nd with 55; largest actual student chapters are Southwest Missouri State U. with 35 and Texas Tech U. with 34)

FROM THE EDITOR'S DESK

Washlines X was a smashing success and an excellent kickoff to what can only be described as a roller-coaster year of fun, exciting, and informative presentations.

But wait, there's more. In addition to our monthly chapter meetings, take note of the awesome FTC Saturday Workshops being offered by our friends at UCF. Plus, you can sign up for one of STC's incredible Telephone/Web Seminars. That is, if you still haven't been overwhelmed by all your membership has to offer. So, what are you waiting for? Get out there and enjoy your membership!

As always, I welcome your feedback and opinions, so feel free to e-mail me at newsletter@stc-orlando.org.

Thanks for reading,
Erika

YOUR OPINION COUNTS

Remember to let a chapter leader (red badge) know if you have any ideas for ways we can make chapter meetings even more valuable to you. *MtM*

BE HEARD!

✓ Write a letter to the editor

✓ Contribute an article to *MtM*. (For submission guidelines contact newsletter@stc-orlando.org)

✓ Give a presentation at one of our monthly chapter meetings.

THE ORLANDO CHAPTER OF STC WELCOMES THE FOLLOWING NEW MEMBERS!

✓ Daniel Heath
✓ Tom Tiedemann
✓ Allison Johnson (transfer)

Mark Your Calendars!

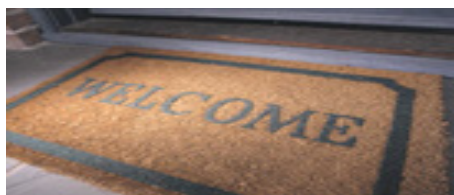✓ **September 28th: Chapter Meeting at the Winter Park Civic Center, 6:30 PM**

✓ **October 13th: Council Meeting**

✓ **October 16th: Boss' Day, Sweetest Day**

☎ **September 29, 2004: Cascading Style Sheets: Creating Layouts without Tables (Part II)**
Presenter: Char James-Tanny. Level: Beginner/Intermediate. Type: Web-Telephone. http://stc.webex.com/

☎ **October 6, 2004: Communicating With Older Audiences**
Presenters: Dana Chisnell and Amy Lee. Level: Advanced Type: Web-Telephone. http://stc.webex.com/

☎ **October 20, 2004: A Brief, Comprehensive Indexing Primer**
Presenter: Seth Maislin. Level: All Levels. Type: Web-Telephone. http://stc.webex.com/