



Quill & Disk

SOCIETY FOR TECHNICAL COMMUNICATION
SAN GABRIEL VALLEY CHAPTER

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March Meeting Topic: Killer Portfolios

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About the Presentation

Creating the Perfect Portfolio: How To Use a Portfolio to Ace Your Next Interview or Land New Clients

Most tech writers think a portfolio is simply a collection of writing samples—not true! A portfolio is an interviewing or sales tool that you can use to walk a client or potential employer down a path of understanding that

1) you are an expert in your field, 2) you can do what you say you can, and 3) you can solve the problems they are facing.

Come to the March 24 meeting and learn how to create

and use a killer portfolio to land that dream job or contract!

Jack has also offered to do personal evaluations of portfolios as time allows. If you wish to have Jack evaluate your portfolio, please mention it in your email when you make your reservation.

About The Speaker

Jack Molisani has been a project officer in the Space Division of the United States Air Force, and the manager of training and Documentation of a multi-million dollar software company. He is currently is the president of ProSpring, Inc., an award-

winning technical communication and placement firm (www.prospring.net), and LavaCon: the International Conference on Technical Communication Management



ment (www.lavacon.org). He can be reached at jack@lavacon.org.

See March Meeting, page 4

Quote of the Month

“Even if you're on the right track, you'll get run over if you just sit there.”

- Will Rogers

STC Membership Notes

Upcoming Meeting Dates:

- April 28
- May 19
- June 23

Meetings are held the fourth Monday of each month at the Four Points Sheraton Hotel, 700 W. Huntington Drive, Monrovia.

In early March, ballots and voting instructions for the upcoming election for Society office will be emailed to members who indicated on renewal forms and new member applications that they would like to receive their election materials electronically. All other members will receive their ballots via first class mail.

Information on candidates is included in the March 2003 issue of *Intercom*

If you didn't pay your 2003 membership dues by Feb. 28, please do so as soon as possible so you won't experience a lapse in membership. Don't forget that most, if not all, of the

useful content on STC International's Web site requires a current member login!

To renew online, simply go to:

www.stc.org/members_only/login_reminder.asp

Seminar on Personal, Career Goals

In these uncertain times, achieving a sense of overall balance in our professional and personal lives is a top priority. The Los Angeles Chapter of the Society for Technical Communication (LASTC) is hosting an all-day workshop on Saturday, April 26, 2003, that will provide a process-oriented approach to planning and achieving personal and career goals.

The workshop will be presented by Raymond Urgo, a professional coach and recognized leader in policies and procedures, technical communication, and organizational development.

As a workshop participant, you will:

- Assess your satisfaction with

the balance in your personal life and technical communication career

- Discover what drives your passion in your life
- Create a vision and vision statement for your life
- Brainstorm ideas for meeting your vision
- Set goals for achieving your vision
- Identify strengths, opportunities, and obstacles to achieving your goals
- Develop an action plan to achieve your goals
- Learn techniques and tips for staying motivated, creative, and accountable for progress

See Goals, page 4

STC @ 50: Opportunities Abound For Job-Seekers

Advance registration is already open for the national conference in Dallas scheduled for May 18-21. Sign up now to celebrate the organization's 50th anniversary with your co-members!

With attendance expected to top 2,200, this year's event promises to be chock-full of unique and rewarding networking and learning opportunities. Even if you're currently not working—actually, *especially* if you're not working—the conference is a good chance to keep abreast of the latest technical communication trends so you'll know all those important buzz words for job interviews. This year, there will be an Employment Information Booth where employers can look over resumes of job-seekers and post job listings.

For more information on submitting your information for the Employment Information Booth, read the guidelines posted at:

www.stc.org/50thConf/infEmpBooth_print.asp



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Notices

U.S. Government: Future Looks Bright For Writers

Finally, some good news from the federal government!

According to a recent report published by the U.S. Department of Labor, demand for writers and editors is expected to increase faster than the average for all occupations through the year 2010. Other points include:

- Most jobs require a college degree either in the liberal arts—communications, journalism, and English are preferred—or a technical subject for technical writing positions.
- Persons who fail to gain better paying jobs or earn enough as independent writers usually are able to transfer readily to communications-related jobs in other occupations.

Read the full report at:
www.bls.gov/oco/ocos089.htm



Classes

“Evaluating an Index (Even If You Only Have Five Minutes)”

STC Telephone Seminar

Evaluating and editing an index requires careful consideration of all its clues. In this seminar, we will discuss how to measure the effectiveness and accuracy of an index by looking at it whole, in select parts, and in the context of the documentation itself.

Specifically, we will discuss:

- Inclusion
- Depth
- Format
- Connectivity
- Language

The seminar is from 10-11:30 a.m. PT. Simply call the toll-free 800 number, enter your personal identification number, and you're connected!

The cost is \$145 per U.S. site. Registrations received less than 5 days before the seminar are an additional \$10 each. To register, go to www.stc.org/seminars.asp.



Sites to See

You Better Shop Around

Hard times shouldn't mean you stop buying books, especially if they may help you get your next job. One book site will actually save you money by searching for the cheapest price online. (Note: The site has a similar service for music, videos, and—of all things—bicycles.)

www.bestbookbuys.com

Monkey Around With HTML

Wired Magazine's online sister publication, Hotwired.com, may be gone, but its legacy remains with [Webmonkey](http://Webmonkey.com). This award-winning site is a popular stop for novice and expert Web developers alike.

hotwired.lycos.com/webmonkey/

World History At Your Fingers

More than 3,000 years of world history in 2,000+ linked files comprise this colorful and extremely useful site. Whether you're a history buff, fact checker, or just someone who needs a visual map of the past, this is one panorama worth bookmarking!

www.hyperhistory.com/online_n2/History_n2/a.html

March Tech Tip: FrameMaker TOC Spellchecking

Tired of spending time spell checking your table of contents and code paragraphs? Tell FrameMaker's spell checker to skip paragraphs by making a minor change to your paragraph tags' Default Font properties:

1. Put your insertion point in a paragraph you don't want spell-checked.
2. Open Paragraph Designer and select the Default Font properties sheet.
3. Select None from the Language pop-up, then click Update All. Repeat for any paragraph that shouldn't be spellchecked, then import the paragraph formats into the necessary documents. Since the language is set to None, FrameMaker will not attempt to spell check them!

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March Meeting, continued from page 1

About The Location

The meeting begins at 6 p.m. Monday, March 24 at the Four Points Sheraton Hotel, 700 W. Huntington Drive, Monrovia.

The cost is \$15 for STC members, and \$17 for non-members. A buffet dinner will be served. The hotel provides free parking. Payment will be accepted at the door in the form of check or cash.

Walk-ins are welcome.

Directions: To get to the hotel, take the 210 (Foothill Freeway) and exit at Huntington Drive. Turn left from the off-ramp and look for the hotel a few blocks down to your right (on the south side of Huntington Drive).

The hotel phone number is (626) 357-5211.

Goals, continued from page 2

WHAT: Personal Strategic Planning Workshop

WHO: Raymond Urgo, personal coach and communication consultant

WHEN: 8 a.m. to 4:30 p.m., Saturday, April 26, 2003

WHERE: Westside Pavilion; 10800 West Pico Boulevard, West LA

FEE: \$100 for STC members and \$150 for non-members

REGISTRATION DEADLINE: Friday, April 18, 2003

****Please Note****

The workshop fee is non-refundable after the deadline.

CAPACITY: maximum of 25 people; minimum of 15 people.

PARKING: Free!

For your convenience, complete information about the event will be available on the Los Angeles STC chapter Web site (www.lastc.org) in the Education section.

For more information contact Shauna McGee, Education Coordinator, at education@lastc.org, or call (626) 823-0463. You may also contact the chapter registrar at programs@lastc.org.

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