



Quill & Disk

SOCIETY FOR TECHNICAL COMMUNICATION
SAN GABRIEL VALLEY CHAPTER

November, 2002
Volume 11, Issue 12

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Quote of the Month

"For me, words are a form of action, capable of influencing change."

- Ingrid Bengis

Upcoming Meeting Dates:

- November 25
- Dec. 9—Holiday Party!
- January 27

Get the Respect You Deserve!

The November meeting of the San Gabriel Valley STC chapter promises to be an interesting one. Our chapter's own Cindy Kight will present "Getting the Respect You Deserve: How to Live in Harmony With SMEs and Still Get Your Job Done."

About the Presentation

Do you ever feel invisible? Are you left out of meetings? Do they make changes to the product and forget to tell you?

Difficulty establishing

relationships and gaining cooperation from subject-matter-experts is a common problem for technical communicators. Fortunately, there are ways to deal with this that don't require yelling, giving ultimatums, or taking hostages to exchange for copies of the latest specifications.

Cindy's presentation will cover:

- How to get your point across - three steps to gaining credibility.
- How to turn it around - what you can do to

gain visibility, recognition, and respect.

- When to get tough — strategies for handling the impossible.

About The Speaker

Cindy Kight is the Technical Communications Manager for the Retail Management Solutions group of Gilbarco Veeder-Root, a manufacturer of retail petroleum industry products and software.

Her career also includes

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Workshop on Breaking Into the Indexing Biz

The Southern California Chapter of the American Society of Indexers (ASI) is sponsoring a workshop on "Getting Your Indexing Business Off the Ground." The workshop will be presented by Janet Perlman, former ASI national officer and indexer with more than 25 years of experience.

Topics covered include: training, income expectations, legal requirements, time management, computer and equipment needs, setting rates and prices, financial matters, and initial marketing steps and materials.

The workshop will be held from 11 a.m. to 3 p.m. on

Saturday, December 7, 2002 in Sun City Palm Desert, about 15 miles east of Palm Springs. The cost is \$25 for members, \$30 for non-members and includes a boxed lunch.

For registration information, contact Debbie Lindblom at alindblom@aol.com.

Your Region Needs You! A Call For Volunteers

The Region 8 Conference, "Around the World in T.C. Ways," will be held Jan. 12-15, 2003 in Las Vegas, Nevada.

You can help make the conference a great success by volunteering your talent and time. Even if you don't plan to attend the conference, you can make a contribution. Volunteer jobs look great on your resume, give you an opportunity to meet and work with leaders in the profession, and stretch your skills.

Among the volunteer positions up for grabs include:

- Publications Committee Manager
- Publicity Committee Manager
- A/V Coordinator

- Roommate Coordinator
- Room Monitor Coordinator
- Room Monitors (8 needed)
- Conference Shopper
- Conference Stem Coordinator (4 needed)
- Database Coordinator
- Registration Forms Coordinator
- Webmaster
- Webmaster Assistant
- Signage Coordinator
- Forms Designer
- Conference Program Designer
- Corporate Sponsor Coordinator
- Region 8 Coordinator
- Newsletter Coordinator

- Advertising Coordinator
- Networking Lunch Coordinator
- Table Host

Descriptions of the above positions and their responsibilities are available on the STC Region 8 Conference Web site, located at:

<http://www.stcregion8conference.org/> (Click the "Call for Volunteers" link in the left-navigation bar.)

To sign up as a volunteer, contact Volunteer Committee Chair Kathryn Munn at president@stc-berkeley.org, or do it online at:

http://www.stcregion8conference.org/volunteer_registration.php.

Paying Your Dues

Around this time of year, it's easy to get lost in the flurry of holiday-related activities. But there's one task you shouldn't leave undone before the end of the year — renew your STC membership!

Most memberships dues must be paid by the end of February, but now is the time to renew if you want one less thing to remember come January, or if you want the tax deduction for the current tax year. (Remember, STC dues are tax deductible!)

To make sure your subscriptions to *Intercom* and *Technical Communication* go uninterrupted, and to continue having access to the now-members-only features on the STC Web site—including the jobs database and our annual salary survey—renew now!

STC has made doing so easier than ever. Simply go to our quick and easy online renewal form at <http://www.stc.org/renew.asp>.

STC San Gabriel Valley Chapter Taking a Break in December

This is just a friendly reminder that San Gabriel Valley chapter will be taking a break from its regular meeting schedule in December. There will also not be a newsletter published to give the newsletter's editor and readers a well-deserved break. There will be a newsletter in January.

Other than the chapter's holiday party scheduled for Monday, Dec. 9, the next STC SGV general meeting will be on the fourth Monday of January (Jan. 27). Details on the January meeting will be emailed to members and posted on the chapter Web site at <http://www.stcsgv.org>. Information will also be included in the January *Quill & Disk*.

In the meantime, feel free to forward any comments, suggestions, or questions about the newsletter to Marcy Harbut at mharbut@corp.earthlink.net. For general questions or comments about the chapter and its membership, email Chapter President Kathy Broman at kabroman@aol.com.



Notices

STC @ 50 Annual Conference Registration Rates Now Available

STC's 50th Annual Conference will be held May 18-21, 2003 at the Wyndham Anatole Hotel in Dallas, Texas. Members can register for the conference using the form provided in the *Preliminary Program*, which will be mailed with the February issue of *Intercom*. There is also an online registration option that will open in mid-February.

Full-conference and one-day registration rates appear below. Advance registration ends May 2.

Advanced

- Member: \$420
- Student/Retired: \$100
- Member, One Day: \$220
- Student/Retired, One Day: \$100

On-Site

- Member: \$495
- Student/Retired: \$155
- Member, One Day: \$295
- Student/Retired, One Day: \$155

Reminder: Reserve Now for the SGV STC Holiday Party!

It's not too late to reserve a space at the chapter's annual holiday party, scheduled for 6 p.m. Monday, Dec. 9 at McCormick and Schmick's Seafood Restaurant, 111 N. Los Robles Ave., Pasadena. STC members and one guest pay only \$15 per person. The dinner choices are:

- Atlantic salmon stuffed with shrimp, crab and brie
- Chicken breast with marsala mushroom sauce
- Capanelli pasta with roma tomatoes, garlic and basil.

Email your entrée choice(s) to cindy.kight@gilbarco.com by Dec. 3.



Classes

More Upcoming STC Telephone Seminars

On Dec. 13, Douglas Florzak hosts "Finding Work in Troubled Times" and on Dec. 17, Seth A. Maislin will present "A Brief, Comprehensive Indexing Primer" as part of STC's telephone seminar series.

Both seminars are from 1-2:30 p.m. EST. Registration and announcements can be accessed at <http://www.stc.org/seminars.asp>.

You pay only for the connection, not the number of people participating, so telephone seminars are a cost-effective way to train large groups, and even entire departments. You 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. More information can be found in the September/October and November issues of *Intercom*, and on the STC Web site.



Sites to See

Flowcharting Made Simple

Technical communicators are no stranger to flow charts...or are they? Long a visual must-do among the pocket-protector set, flow charts help convey concepts in the simplest, non-textual terms. For a basic introduction to flow charts — including what those different shape actually MEAN — go to :

<http://www.nos.org/htm/basic2.htm>

Test Your Spelling Mettle

Are you a spelling snob? Do you disable your text editor's spell-checker because you think you can do better?

See how well you can identify 50 commonly misspelled words. It's not surprising that some of these words pop up in tests given to job candidates! See how you fare, and then pass the link along to your colleagues.

<http://www.sentex.net/~mmcada ms/spelling.html>

It's About Time

UTC...GMT...TAI? It's all so confusing, we know. Thank goodness for the Time Zone Abbreviations Page: <http://timeanddate.com/time/abbreviations.html>.

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SOCIETY FOR TECHNICAL
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SAN GABRIEL VALLEY CHAPTER

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Quill & Disk



We're on the Web!

HTTP://WWW.STCSGV.ORG

San Gabriel

STC

Valley Chapter

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work in corporate training and private education, including doing community relations and running an inner-city literacy program. Cindy serves on the San Gabriel Valley Chapter Council as the Hospitality Chair.

About The Location

The dinner meeting begins at 6 p.m. Monday, Nov. 25 at The Old Spaghetti Factory. The restaurant is located at the corner of Central and Buena Vista, just off the 210 Freeway in Duarte. The phone number is (626) 358-2115. We will be ordering off the menu with a 15% gratuity.

If you're heading west: From the 210 west, exit at Buena Vista. At the stop sign, turn left onto Central. Turn right onto Buena Vista, and turn left into the parking lot.

If you're heading east: From the 210 east, exit at Buena Vista and continue east on Evergreen. Turn left at Buena Vista, cross Central, and turn left into the parking lot.

For more information or to reserve a spot, email 1st VP – Programs Lynne Sexton at lynnksexton@earthlink.net. Please email your reservation by 11 p.m. Wednesday, Nov. 20.

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