

Dateline Houston

Volume 41, Issue 6

Designing the future of technical communication

February 2002

Manila Folder Out, Leather Notebook In Tips for Creating a Winning Portfolio

by Courtney Graves, Senior, Sam Houston State University

You have a portfolio, or know you should, but when was the last time you looked at it? Whether you're a rookie or a seasoned professional, a winning portfolio can help you land your next job. I've asked hiring managers, professors, and professionals for their suggestions on compiling, or revamping, a portfolio. There's no better time to dust off your sample work than now.

The Basics

So, what exactly should go in a portfolio? There are the obvious elements: cover letter, resume, writing samples, letters of recommendation, references, anything that makes you shine! Some navigation aids that you might include are a preface, table of contents, and an index. Your portfolio should include your best work, be a representation of who you are, and exemplify what you can bring to a potential employer.

Also, you might want to include an introductory page before each of your writing samples to explain the audience, purpose, format, and style of each piece. You can even list the

things you learned from the writing experience. If you worked with a group on the sample, the introductory page is a good place to mention the things you didn't have input in creating. "Don't blame me for the graphic! I didn't design it!"

If you don't have samples of your work, write some. Create a mock brochure or user guide. Better yet, contact a local nonprofit organization (STC included!) in your area and ask if they have any projects you can adopt. The more organized, professional, and easy to navigate your portfolio is, the better!

Presentation

Crystal Rawls of Compaq has a great point. "A creative layout and presentation of a portfolio enables the candidate to stand out above the rest." If you photocopy your samples and shove them into a twice-used manila folder, your portfolio might end up in the trash. A leather binder or a spiral bound notebook give a clean and professional look to your work. Keep in mind that dividers, headings, and color can also bring a fresh look to anything you're creating.

Alternate Media

Implementing alternate media is a great way to add some flair to your portfolio. CDs and various other media can bring a personal touch, but remember that nothing can take the place of a hardcopy presentation. It's easy to flip through and doesn't require hardware for viewing.

Use alternate media as a supplement to your paper portfolio; with an excellent hardcopy and a knockout CD, your portfolio will carry twice the punch. You can easily make several copies of a CD and include it with a condensed paper version of your master portfolio.

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Dateline Houston

Dateline Houston is the newsletter of the Houston Chapter of the Society for Technical Communication, a nonprofit organization. Ten issues are published each year (September through June).

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From the President

Membership Specials

by George Slaughter, Information Developer, BMC Software

This month we talk about membership issues, ranging from our March program meeting to the upcoming new member breakfast.

March Meeting

The March meeting promises to be special for several reasons. You'll have an outstanding speaker in Marlene McClinton. She will talk about writing for video.

Too often people think of technical communicators as writing only software manuals and online help. But many of you write much more than that. Videos are one market in which technical communicators make a difference, yet this topic has not been addressed in recent program meetings.

Marlene is an international video producer and media consultant. Her experience includes more than 20 years as a broadcast journalist. She is president of Batyah Productions, Inc. of Houston.



George Slaughter

Price of Admission

For this meeting only, members who bring a nonmember guest will get in free. Guests will also receive free admission. Nonmembers will be asked to fill in a registration form so STC can follow up with membership information. Nonmembers who come on their own, and who complete a registration form, will also be granted free admission.

New Member Breakfast

Each year STC Houston hosts a new member breakfast to welcome new members and give them some time with chapter leaders. This is your chance to make new friends and get active in STC Houston. One person who personifies this is Stephanie Donovan. She was at the new member breakfast last Spring, and now she is doing a great job as your external publicity manager.

This Spring our new member breakfast will be at 9:30 a.m. Saturday, March 23 at Le Peep restaurant, 11199 Westheimer. Thanks to Linda Oestreich, your membership director, and Ron Hartberger, your Employment Committee manager, for coordinating this event.



Melody Locke, Volunteer of the Month

by George Slaughter, Information Developer, BMC Software

Melody Locke is the STC Houston February Volunteer of the Month for her work with the annual Technical Publication, Art, and Online Competition and Awards Banquet.

Melody has been an active member of STC Houston for many years. This is the fourth consecutive year in which she has prepared the slide show that people view at the awards banquet—a subtle, but visible and vital contribution towards making the evening pleasant for everyone. Not only does Melody prepare the slide show, she also takes photos of the winning entries so everyone can easily see them.

Before Melody got involved with the banquet in 1999, she served as the STC

Houston Bylaws Committee manager. Melody was very proactive in this role, working with the STC Houston Administrative Council and the membership. She researched, developed, and edited the proposed

Melody was very proactive in her role as STC Houston Bylaws Committee Manager

bylaws changes that STC Houston members ultimately approved in Spring 2000.

Melody's STC Houston service began with her tenure with *Dateline Houston* in 1996–1997. She and her team did quality work, as evidenced by the

newsletter winning an Award of Merit in the STC Newsletter Competition for that program year. Melody also earned internship credit from the University of Houston–Downtown Professional Writing Program.

Melody is an information developer at BMC Software. She likes to joke that she is the technical publications manager, editor and flunky, all in one package, for her business unit team. Before joining BMC in March 1999, Melody worked for Texaco, where she developed a variety of documentation products.

STC Houston is pleased to honor Melody Locke as February Volunteer of the Month.

Manila Folder Out, Leather Notebook In

continued from page 1

Then you'll have no qualms about leaving it with the interviewer. Don't forget, those web pages you designed are *meant* for screen viewing, and an alternate medium maintains that look.

Have you thought about submitting your resume or some sample material authored in the programs that the company uses? Demonstrating that you can use their tools can make your work stand out from other candidates and shows the potential employer your initiative and creativity.

Bad Ideas

Okay, now you know what to do, but how about what *not* to do? First, avoid including confidential material in your portfolio, showing that you can be trusted with classified information. Fix those typos and grammatical mistakes. Believe it or not, everyone I spoke with mentioned the importance of leaving these things out of your work. You'd

think these tips are no-brainers, but there's always room for surprises!

Finally, and most importantly, don't look for a new job without bringing samples of your work! Design and use a portfolio—it could be the deciding factor in your next job search.

Final Notes

Figure out what the employer wants and needs, and show it to them in your portfolio. Remember, your portfolio is a representation of yourself. Shape these ideas and suggestions into your own winning combination!

For more tips and tricks on portfolios, check out Richard Nelles' book, Proof of Performance: How to Build a

Career Portfolio to Land a Great New Job. A preview of this book is available at Amazon.com.

Advanced FrameMaker Seminars

Coming to Houston, February 2002

Don't miss this one-time opportunity! Shlomo Perets will be coming to Houston this month, to teach a series of advanced FrameMaker seminars:

- **FM-to-Acrobat Advanced Techniques (Feb. 18-19)**
Learn a multitude of creative solutions and techniques, for creating interactive PDFs by defining all Acrobat features within FrameMaker
- **Single-Sourcing with FrameMaker (Feb. 20)**
Create online help, PDFs, multiple product versions, print and online manuals from the same FrameMaker source material with minimum effort
- **FrameMaker Template Design (Feb. 21-22)**
Make your templates comprehensive yet easy-to-use. Expert tips and tricks, automation strategies, common pitfalls, and techniques for applying new templates

Visit www.microtype.com for

Seminar outline ♦ Feedback ♦ PDF samples ♦ Free FrameMaker / Acrobat resources & FAQs

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Society News

STC Authors Have Web Opportunity

The STC web site has a new section (www.stc.org/member_pubs.html) devoted to books about technical communication written by STC members. The site will accept listings for any such books that have an ISBN and are available for sale in an online bookstore (for example, Amazon.com or BarnesandNoble.com).

To post a listing for your book, visit www.stc.org/member_pub_form.html and provide the following information:

- your name
- your e-mail address
- title of your book
- abstract of your book no longer than fifty words
- your book's ISBN

Note: STC reserves the right to review all information submitted.

February 2002: STC Telephone Seminars

Two STC telephone seminars will be held this month. On Wednesday, February 6, Hans E. Fenstermacher will host "From World-Weariness to World-Ready: Usability for International Users." On Wednesday, February 20, John V. Hedtke will present "Creating Effective Documentation Plans." Detailed information about both seminars is located on the Society web site at www.stc.org/seminars.html.

Because you pay only for the connection, not the number of people participating, telephone seminars are a cost-effective way to train groups of technical communicators. Cost per site is \$125.

An additional \$10 will be charged for registrations received less than five

days before the seminar. For more details about STC's upcoming telephone seminars, including registration information, see the December 2001 issue of *Intercom* or visit the STC Web site at www.stc.org/seminars.html.

STC Calendar: A Look Ahead

April 15: Return STC election ballots to the Society office (postmark date)

April 19: Register for the annual conference by this date to receive lower registration fee

May 5–8: STC's 49th Annual Conference in Nashville, Tennessee

August 1: Deadline for submitting proposals for STC's 50th Annual Conference, May 18–21, 2003, in Dallas

September 1: Deadline for Associate Fellows interested in applying for nominations to the grade of Fellow to send their résumé updates to the Society office

Survey

We're looking for ways to improve our online delivery of *Dateline Houston*. We want to know what you think.

How would you prefer to read *Dateline Houston*?

- PDF
- HTML
- No Preference

Please respond at www.stc-houston.org. Voting closes on February 20!

Annual Conference Preliminary Program

Look for STC's 49th Annual Conference Preliminary Program. It was mailed with the February issue of *Intercom*.

The program contains registration materials, hotel and tour information, and titles of more than 200 technical sessions that are scheduled.

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STC Mission Statement

The mission of the Society for Technical Communication is to improve the quality and effectiveness of technical communication for audiences worldwide.

From the Editor

Expanding Your Horizons

by Rebecca Taylor, Product Marketing Analyst, Compaq Computer Corporation

I think we've all felt the budget crunches at work. We've all heard of, and many of us are experiencing, companies eliminating bonuses and trimming training budgets. And, it's that time of year for many of us to be drafting our development plans for the coming year. So, faced with diminished or nonexistent training budgets, how do we manage to develop ourselves and our careers? We find cheap (or relatively inexpensive) alternatives to those multi-day seminars and training classes!

Book Learnin'

Ever since grade school, we've heard the mantra "Read more books!" That still rings true. These days, you can find books about anything you need to know to do your job better: project

management, HTML, information mapping, desktop publishing, creative writing, and grammar refreshers. Check out every issue of *Intercom* and *Technical Communication* for book reviews. Better yet, consult the STC Web site for books written by STC members (www.stc.org/member_pubs.html) and help support a fellow STC'er!

Web Surfin'

None of us wants to shell out our own money for expensive training, but sometimes you just have to cave in and do something to keep up with the rest of the world. Web-based training is a great alternative to expensive seminars and training classes. A couple of sites that I have used are www.vu.org and www.smartplanet.com.

Networkin'

You all know about our monthly program meetings and our annual awards banquet. We also try to keep you apprised of the latest networking opportunities provided by other local organizations (see our monthly Networking Opportunities section in *Dateline Houston*). Have you tried going online to expand your networking horizons? The Yahoo! club for Technical Communicators (clubs.yahoo.com/clubs/technicalcommunicators) is a good place to start.

If you know of networking opportunities that you would like to share in the newsletter, please send me a note!

Member Feedback

[I] love *Dateline Houston* and feel that the staff does a really excellent job of obtaining articles that interest many, putting the newsletter together, and arranging for distribution. Because the paper will be distributed online in the future, is there any way to make the layout more online-reading friendly? The three-column format looks terrific in print but makes it difficult to follow a story because of the need to continually return to the top of the

story to follow the story line. Meanwhile, keep up the terrific work.

– Corrine Stith

I just got finished reading the latest issue of *Dateline Houston*—I actually read it from cover to cover this time! I wanted to say how much I enjoyed all the subheads that the editors (or whoever) inserted in the various articles. It made the articles so much

easier to scan and read. Keep up the good work!

– Melanie Flanders

Editor: *As always, thank you for your suggestions. Over the next couple of months, we'll be considering a new layout to facilitate online reading. Please send me more suggestions!*

Send us your feedback and suggestions at www.stc-houston.org/contacteditor.htm.

Changing Your Address?

STC members changing their address can easily update their record with the STC office. Visit the address change page on the STC web site at www.stc.org/address_change.html to make your switch.

Also, if you're changing your e-mail address, you'll want to subscribe to the STC Houston Mailing List (www.stc-houston.org/maillinglist.html) and the *Dateline Houston* Mailing List (www.stc-houston.org/newsmailinglist.html). These e-mail lists are invaluable sources for chapter news and events.

Director-Sponsor Report

Where Are You Going, and How Will You Get There?

by J. Suzanna Laurent, Region 5 Director-Sponsor

Do you know where you are going, and how you will get there?

Yogi Berra, the New York Yankee who told us “It isn’t over until it’s over,” also cautioned that “You’ve got to be very careful if you don’t know where you’re going, because you might not get there.”

When people ask me how I have achieved so much, I tell them that you can do anything you want to do—as long as you know where you are going and how you’re going to get there! But you need an effective “road map” or plan to guide you because it’s very easy to get off the right track. Personal goals can provide the “road map” you need to achieve it all. If you’ve done a good job of setting your goals, you know not only where you’re going but also how you are going to get there.

The power to achieve outstanding success comes from within people themselves; it’s what we call self-motivation. Each of us is the end result of what we think we are. When we develop qualities like personal courage, enthusiasm, skill, confidence, and a belief in our own abilities, we sharpen our desire to achieve more.

Did you know that scientific research has proven that average adults use only 25% of their total mental capacity? That means another 75% remains idle and unproductive! A study by the Stanford Research Institute attributes 88% of success to attitude and only 12% to knowledge and skill. Since all growth and progress comes from within, there is practically no limit to what a personally motivated person can accomplish. But how do you motivate yourself? Where do you begin?

Well, first you must make a frank and honest appraisal of where you stand now. Evaluate your strengths and weaknesses, your assets and liabilities. Put your answers down in black and white because writing them down is very important. Face yourself squarely, honestly, and realistically. What are your goals in every area of life? Ask yourself, “How can I become successful through personal motivation?”

Paul J. Meyer owns the Success Motivation Institute and is a world-renowned motivational speaker from Waco, Texas, who owns over 40 successful companies. Millions of copies of his works have been distributed around the world. He developed a Million Dollar Personal Success Plan, which I have used for many years to help me become all I can be. I’d like to share these five steps with you so that you can be more successful if you choose:

- **First, crystallize your thinking.** Determine what specific goal you want to achieve. Then dedicate yourself to its attainment with unswerving singleness of purpose.
- **Second, develop a written plan for achieving your goal and a deadline for its achievement.** Plan your progress carefully. Do you know that we spend more time planning our vacations than planning our lives? Organized activity and enthusiasm are the well-springs of your power.
- **Third, develop a sincere desire for the things you want in life.** A burning desire is the greatest motivator of every human action. The desire for success implants “success consciousness,” which, in turn, creates a vigorous and ever-increasing “habit of success.”

- **Fourth, develop supreme confidence in yourself and your own abilities.** Enter every activity without giving mental



Suzanna Laurent

- recognition to the possibility of defeat. Concentrate on your strengths instead of your weaknesses—on your powers, instead of your problems.
- **Fifth, develop a dogged determination to follow through on your plan,** regardless of obstacles, criticism, or circumstances—or what other people say, think, or do. Construct your determination with sustained effort, controlled attention, and concentrated energy.

If you use these five steps to develop your goals, you will be more successful at whatever you do.

One of my favorite poets is Amanda Bradley because she has written some wonderfully motivating works. I have this poem posted on the wall of my office because it is helping me become all I can be. I hope it motivates you as well as it does me!

*Within our reach lies every path
we ever dream of taking.
Within our power lies every step
we ever dream of making.
Within our range lies every joy
we ever dream of seeing—and,
Within ourselves lies everything
we ever dream of being!*

For Suzanna’s previous director-sponsor articles, visit pages.prodigy.net/slaurent. You can reach Suzanna by email at slaurent@prodigy.net.

And the Awards Go To

STC Competition Awards 2001–2002

As the 2001–2002 STC Houston competitions were announced, competition managers thought they'd be lucky to receive half of last year's 161 entries, considering the prevailing economic conditions. However, this year STC Houston received a resounding 135 entries!

The Southwestern Ohio chapter judged our entries, recognizing 84 entries with *Merit*, *Excellence*, or *Distinguished* awards. The official award presentations were made February 1 at the STC Houston Awards Banquet, held at the Hilton Houston Westchase & Towers.

The 12 *Distinguished* award winners have been entered in the next level of competition—the STC international competitions.

2001 was a year for STC Houston innovation, with the call for entries going online, as did the notification of winners.

Thanks go to all members who devoted their time and energy, and specifically to:

- Erika Frensley, general manager of competitions
- Jessica Dickerson, technical publications judging
- Rene Gedaly, technical art judging
- Dean Liscum, online communications judging
- Heather Shelly, who managed the entry return event and applied her experience as the 2000–2001 director of competitions to numerous questions

- Cynthia Pao, general manager of the awards banquet
- Melody Locke, who produced and published the PowerPoint presentation for the ceremonies
- Linda Oestreich, master of ceremonies at the awards banquet

Award winners can request duplicate certificates (at \$15 per copy) until February 15. Complete the request form that was included with your award certificate, or download a request form from the STC Houston web site (www.stc-houston.org). Mail the form with your check to:

STC Houston
Attn: Erika Frensley
PO Box 42051
Houston TX 77242-2051

Direct any questions to Erika at erika_frensley@bmc.com.

Technical Publications

Title	Submitter	Contributor	Award
1–Promotional Materials			
OnDemand Marketing	BISYS Banking Solutions	Veronica Jordan	Excellence
2–Informational Materials			
Compaq iPAQ Pocket PC Accessories Information	Compaq Computer Corporation	Deborah Crockett, Jocelyn Campitelli, Alicia Green	Distinguished
Compaq Remote System Management for Industry-Standard Servers	Compaq Computer Corporation	Linda King	Excellence
Industry-Standard 64-Bit Computing on Compaq Servers	Compaq Computer Corporation	Linda King	Excellence
Compaq Resource Partitioning Manager: A Server Consolidation...	Compaq Computer Corporation	Linda King	Merit
3–Quick Reference Guides			
Compaq ProLiant DL590/64 Server Troubleshooting Flowchart	Aesbus Knowledge Solutions	Ken Holtgrewe	Excellence
Compaq ProLiant Clusters for SCO UnixWare 7 U/300 Installation Poster for the Compaq ProLiant ML370	Aesbus Knowledge Solutions	Glenda Winburn	Excellence
Compaq DeskPro Workstations	Compaq Computer Corporation	Jean Schuck	Merit
My Movie Studio - Getting Started Guide	Compaq Computer Corporation	Jennifer Royle, Michael Featherston	Merit

Title	Submitter	Contributor	Award
4–Software Guides			
VigilEnt Policy Center User Guide	PentaSafe Security Technologies	Nadja Pollard	Distinguished
PATROL for Informix Getting Started	BMC Software, Inc.	Verna M. Dunn	Excellence
Configuration Assessor User Guide	Net IQ Corporation	Michael A. Torok	Excellence
NetIQ NetWare Migrato User Guide	Net IQ Corporation	Michael A. Torok	Excellence
VigilEnt Security Agent for BEA WebLogic User Guide	PentaSafe Security Technologies	Sandra Alvarado	Excellence
PATROL for Microsoft Exchange Servers Getting Started	BMC Software, Inc.	Bill Hunter	Excellence
BindView RMS Console and Information Server User Guide	BindView Corporation	Marla Lineberry, Norma Taylor	Excellence
bv-Control for Active Directory User Guide	BindView Corporation	Doree Remont, Norma Taylor	Excellence
eStation Commerce Connections Installation Guide	Kitba Consulting Services, L.P.	Kitba Documentation Solutions Group	Excellence
PATROL for Microsoft SQL Server Getting Started	BMC Software, Inc.	Verna M. Dunn	Merit
SiteAngel User Guide	BMC Software, Inc.	Melody Locke	Merit
PATROL for MQ-Operator User Guide	BMC Software, Inc.	Terry Lambert	Merit
VigilEnt Security Agent for Firewall-1 Installation Guide	PentaSafe Security Technologies	David Remson	Merit
PATROL for Sybase Getting Started	BMC Software, Inc.	Pamela Macaul	Merit
PATROL for IBM Enterprise Storage Server Getting Started Guide	BMC Software, Inc.	Denise Wenner, Dana Forbes	Merit
Fedem Theory Guide	Kitba Consulting Services, L.P.	Kitba Documentation Solutions Group	Merit
Backup and Recover Products for IMS Administrator Guide	BMC Software, Inc.	Paula Green	Merit
5–Hardware/Software Combination Guides			
Compaq Smart Array 5300 Controller User Guide	The Integrity Group	John Turner	Excellence
Compaq ProLiant ML370 Generation 2 Server Setup and Installation Guide	Outpost Enterprises, Inc.	Outpost/Compaq ProLiant ML370 G2 Doc. Team	Excellence
Compaq ProLiant DL380 Generation 2 Setup and Installation Guide	Outpost Enterprises, Inc.	Outpost/Compaq ProLiant DL380 G2 Doc. Team	Merit
6–Computer Hardware Guides			
Compaq ProLiant DL380 Generation 2 Server Maintenance and Service Guide	Outpost Enterprises, Inc.	Outpost/Compaq ProLiant DL380 G2 Doc. Team	Distinguished
Compaq ProLiant ML370 Generation 2 Server Tower-to-Rack Conversion Guide	Outpost Enterprises, Inc.	Outpost/Compaq ProLiant ML370 G2 Doc. Team	Distinguished
Compaq ProLiant ML370 Generation 2 Server Maintenance and Service Guide	Outpost Enterprises, Inc.	Outpost/Compaq ProLiant ML370 G2 Doc. Team	Distinguished
Compaq End User Replaceable Parts Program - Replacing the Hard Drive	Kitba Consulting Services, L.P.	Kitba Documentation Solutions Group, Inbox Marketing Communica- tions, Compaq	Excellence

Title	Submitter	Contributor	Award
7–Noncomputer Equipment Guides			
Halliburton AVA Model OOW Linear Hydraulic Wireline Cutting Actuator	Kitba Consulting Services, L.P.	Kitba Documentation Solutions Group, Halliburton Technical Communications	Merit
8–Organizational Manuals			
Kitba Employee Handbook	Kitba Consulting Services, L.P.	Kitba Documentation Solutions Group, Kitba Media Solutions Group	Merit
12–Newsletters			
Oncolog (May, June, July/August 2001)	Dawn Chalaire	MD Anderson Cancer Center, Department of Scientific Publications	Excellence
13–Technical Reports			
Atlas of Rare Endemic Vascular Plants of the Arctic	US Geological Survey National Wetlands Research Ctr.	Stephen S. Talbot, Sue Lauritzen	Excellence
17–Books			
Words into Print, Third Edition	Julia M. Starr	MD Anderson Cancer Center, Department of Scientific Publications	Excellence
18–Documentation Sets			
Schlumberger Testing Services	Schlumberger Oilfield Services	David Harrison, Martha Dutton, Elsa Kapitan-White	Distinguished, Best of Show

Online Communications

Title	Submitter	Contributor	Award
1–Help			
VigilEnt Policy Center Help	PentaSafe Security Technologies	Ken Camerino	Excellence
PATROL Storage Console Help	BMC Software, Inc.	Theresa Dunson, Deborah Drucker, Dana Forbes	Merit
Aspen Operations Log Help	Aspen Technology, Inc.	Rick Sanchez	Merit
PassMan Help	Aspen Technology, Inc.	Yvonne Wade	Merit
VSA for BEA WebLogic Help	PentaSafe Security Technologies	Ken Camerino	Merit
VSA for VPN-1/Firewall-1 Help	PentaSafe Security Technologies	Ken Camerino, David Remson	Merit
2–Demonstrations			
Compaq Remote Deployment Utility Flash Demonstration	The Integrity Group	Cynthia Meunier, Sean McLain	Distinguished, Best of Show
Compaq Insight Manager XE Product Demonstration	Compaq Computer Corporation	Crystal Rawls, Daimon Thompson, Kim Aucoin	Merit
3–Technical Marketing			
Compaq Insight Manager XE: Training Videos	Compaq Computer Corporation	Nathan Taylor, Crystal Rawls	Excellence
Internet Design Solutions Website	John C. Gibbs	Internet Design Solutions	Merit
Documentation CD	Compaq Computer Corporation	Melinda Patrick, Greg Costanzi	Merit
RLX Technologies: Managing Ultra-Dense RLX Server Blades	The Integrity Group	Ruben Garcia, Lorraine Sneed	Merit

Title	Submitter	Contributor	Award
4–Tutorials/Training			
PEP Online Tutorial	Enron	Internet Design Solutions	Merit
Management and Protection of Information CBT	Kitba Consulting Services, L.P.	Kitba Learning Solutions Group, Kitba Media Solutions Group	Merit
Equilon Transportation CBT	Kitba Consulting Services, L.P.	Kitba Media Solutions Group, Kitba Learning Solutions Group	Merit
5–Books			
Compaq TaskSmart W2200 Appliance Server Administration Guide	Aesbus Knowledge Solutions	Shelley Schnittker	Excellence
Compaq TaskSmart C4000 Models 30, 40, and 50 Servers System Reference Guide	Aesbus Knowledge Solutions	Nikki VanHorn	Merit
Compaq ProLiant DL590/64 Server Setup and Installation Guide	Aesbus Knowledge Solutions	Ken Holtgrewe	Merit
Deep-Water Reservoirs of the World	Bergan et al., Inc.	Gail Bergan	Merit
Compaq iPAQ Microportable Projector MP1410 User's Guide	The Integrity Group	Carey Gregg, Emily Perlman	Merit
6–Reference Material			
iPAQ Pocket PC Flash and Ebook	Compaq Computer Corporation	Deborah Crockett, Scott Meyer, Christina Meyer	Excellence
Schlumberger Oilfield Glossary	Schlumberger Oilfield Services	Gretchen M. Gillis, Martha Dutton	Excellence
RLX Management Software Reference Guide: RLX Control Tower (v.1.2)	The Integrity Group	Marcello Frau, Lorraine Sneed	Excellence
Compaq Smart Array 5300 Controller User Guide	The Integrity Group	John Turner	Excellence
Landata Associates Handbook	Landata Systems, Inc.	Donald Potthoff	Merit
Candle Documentation Library	Candle Corporation	John Hardy, Lee Vertuno, Ben Spain	Merit
RLX Management Software Reference Guide: RLX Control Tower Remote Console (v.1.2)	The Integrity Group	Marcello Frau, Lorraine Sneed	Merit
Schlumberger ESC Production Process	The Integrity Group	Paige Dean, Bryan Adams, Lain Gay	Merit
Compaq TFT 5600 Rackmount Keyboard and Monitor (RKM) Maintenance and Service Guide	The Integrity Group	Amy Lafitte	Merit
7–User Support Tools			
KM Consistency Help Model	BMC Software, Inc.	Keith Knox, KM Consistency Doc Team	Merit

Technical Art

Title	Submitter	Contributor	Award
2–Poster Design			
Compaq ProLiant DL380 Generation 2 Server Hardware Installation and Configuration Poster	Outpost Enterprises, Inc.	Outpost/Compaq ProLiant DL380 G2 Doc. Team	Excellence
4–Interpretive Illustration Tone			
iPAQ Music Center	Compaq Computer Corporation	David Lemm	Excellence

Title	Submitter	Contributor	Award
Kitba Business Card	Kitba Consulting Services, L.P.	Kitba Business Development Group, Kitba Media Solutions Group	Merit
7-Annual Report Design			
Diamond Offshore 2000 Annual Report	Pegasus Design, Inc.	James McAnear, Pegasus Design, Inc., Caren Steffes, Diamond Offshore	Excellence
10-Cover Design			
Diamond Offshore 2000 Annual Report Cover	Pegasus Design, Inc.	James McAnear, Pegasus Design, Inc., Caren Steffes, Diamond Offshore	Distinguished, Best in Show
Diamond Offshore Rigamarole Magazine Cover	Pegasus Design, Inc.	James McAnear, Pegasus Design, Inc., Caren Steffes, Diamond Offshore	Excellence
Enron Unified Process	Enron	Internet Design Solutions	Excellence
11-Promotional Design Poster			
Enron Freight Markets Poster	Enron	Internet Design Solutions	Excellence
13-Packaging Design			
Equilon Transportation CBT Packaging Art	Kitba Consulting Services, L.P.	Kitba Media Solutions Group	Distinguished
Kitba Proposal Binders and CD Labels	Kitba Consulting Services, L.P.	Kitba Business Development Group, Kitba Media Solutions Group	Excellence
14-Promotional Materials Design			
Kitba – Marketing Collateral and Stationery	Kitba Consulting Services, L.P.	Kitba Business Development Group, Kitba Media Solutions Group	Distinguished
The Integrity Group Self-Promotional Folder	The Integrity Group	Ana Ferragut, Ken McDowell, David Cobb	Excellence
16-Quick Reference Design			
The Integrity Group Mailout Brochure	The Integrity Group	Ana Ferragut, Ken McDowell, David Cobb	Distinguished
GeoNet Quick Reference Guide Artwork	Kitba Consulting Services, L.P.	Kitba Media Solutions Group, Kitba Documentation Solutions Group	Merit

Networking Opportunities

American Medical Writers Association (AMWA) Calendar
www.amwasouthwest.org/calendar.htm

Association for Women in Computing (AWC) meeting, February 20
www.awchouston.org/meeting.htm

Association of Authors and Publishers (AAP) upcoming meetings
www.authorsandpublishers.org/upcoming-events.html

International Association of Business Communicators (IABC) meeting, February 14
www.iabchouston.com/meetings.htm

If you have a networking opportunity to share, please tell us! Go to www.stc-houston.org/contacteditor.htm
or send a note to Rebecca.Taylor@compaq.com.

Terry Devlin, manager of client services at Bernard Haldane Associates, was the January program meeting speaker.



January Program Meeting

The STC Houston January program meeting was about helping you create partnerships for success through successful networking. If you attended this meeting, you learned how to develop your “soft-networking” skills and third-level contacts to find your next professional opportunity.

The presenter was Terry Devlin, manager of client services in the Houston offices of Bernard Haldane Associates. Terry has a Master’s degree in Counseling from the University of Houston and has worked with more than 5,000 clients during the past 11 years.

Terry is on the editorial staff of *Power and Gas Marketing*, a national trade journal, and writes a regular column on career issues.

STC Houston has an employment table at its program meetings for members between opportunities. Staffing the table at the January meeting are Gary Foster, left, and Berry Davis.



Paul Mueller, left, STC Houston programs director, and Linda Oestreich, STC Houston membership director and STC Fellow, visit before the January program meeting.

John Turner, left, and Maria Fee visit before the January program meeting. John is a writer for the Integrity Group and Maria is president and CEO of Kitba Consulting Services.



STC Houston enjoyed a large crowd at its January program meeting.



STC Employment Committee Update

by Gary Foster, Senior Technical Writer, Weatherford CiDRA

The STC Houston Employment Committee was created to help members find employment and advance their careers in technical communication. If you are one of these people, we are here to help.

Before each program meeting (the second Tuesday of each month) we sponsor a get-together for people looking for employment. The get-together starts at 5:30 and ends at 6:30. We discuss what works well in interviews, what the job market is for Houston and the surrounding areas, and give advice about resumes.

Our STC Employment Committee web page is second to none. The web page lets you see who's looking for staff and who's looking for work. We designed the web page so it is easy to post job openings and post your particulars when looking for work.

We have created a list of local companies and consultant agencies which employ technical communicators that is now available electronically and can be downloaded from the internet. This document was summarized from our membership list.

In February, we are planning to have an Employment Issues Share the Knowledge (STK) session. This should be an exciting session, so keep a lookout in *Dateline Houston* and at the STC Employment Committee web page.

The time and location are yet to be determined. We will broadcast this information on the STC Houston mailing list when it is available.

To subscribe to the mailing list, go to www.stc-houston.org/maillinglist.html.

Calendar of Upcoming Events

Date	Time	Event/Topic	Location	Contact
Feb. 1	7 p.m.	Competition Awards Banquet	Hilton Houston Westchase & Towers 9999 Westheimer Road	Erika Frensley erika_frensley@bmc.com
Feb. 5	6 p.m.	Administrative Council meeting	Kitba Consulting Services 2900 Wilcrest, Suite 270	George Slaughter gslaughter@flex.net
Feb. 25	EBD*	Deadline for April newsletter	N/A	Rebecca Taylor rebecca.taylor@compaq.com
TBD	TBD	Employment Share the Knowledge (STK) session	TBD	Gary Foster gary.foster@weatherford.com

*end of business day

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Submissions

Newsletter contributions are due by the 25th of each month in Microsoft Word or FrameMaker format. All submissions are subject to editing. Please send your submissions to Rebecca Taylor at rebecca.taylor@compaq.com.