

# Dateline Houston

Volume 41, Issue 7

Designing the future of technical communication

March 2002

## How to Write Fast(er)

by Bill Yarberry, Principal, William Yarberry & Associates

**Y**ou're a fast writer or you wouldn't be in this industry. Most of us are familiar with the old saws about fast writing—write wildly first, edit second; be comfortable; play music—Mozart or heavy metal, depending on the vagaries of your personality; write during your most productive hours (the “time sweet spot”); and don't write overly long sentences like this one.

To accelerate to the next level of writing velocity we need more techniques and technologies. Let's start with techniques.

### Visualize

Most writers—particularly if they are writing about a new subject—need a visualization method. My favorite is “mind mapping” (from Tony Buzan's book *The Mind Map Book*). By placing single word ideas on large paper and using neuron-like links between ideas, complex subjects are much easier to organize. Hence, much easier to write.

Other techniques include simply jotting down ideas in random sequence. However, placing too much structure at this point is verboten—that comes later. Use imagination first, logic last.

### Google™

Don't use the Internet merely to check facts or get details<sup>1</sup>. Engage your favorite search engine and ask it questions: “How can I buy a cheaper telephone system?” Use the results to get a plethora of ideas.

What slows down writing is rarely typing speed but the dearth of ideas. Many of those ideas are locked away in some remote synapse in your brain; the Internet will help them come out of the closet.

### Machine-Write

Don't try this at home unless you have DSL or cable modem. Let's assume that you have a large project that will result in many chapters or sections. How do you gather up enough initial

facts and questions to get a rough structure? One way is to set up blank Word chapters and do a cut-and-paste from the Internet.

For example, when writing my book *Computer Telephony Integration*, I created a pseudo-chapter of 50 to 100 pages per chapter by doing a cut-and-paste from relevant web pages.

After the pseudo-chapters are created, print them out (unless you like to read on-line), study and highlight key concepts. Now start writing the real chapter—armed with current knowledge of the subject matter and industry.

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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 Honoring Some Special Individuals

by George Slaughter, Information Developer, BMC Software

**G**ood news for STC Houston! Four of our colleagues have received individual honors in recent days, and it's a pleasure to talk about them a bit here.

### Associate Fellow

The STC Board of Directors grants the Associate Fellow title to senior members who have attained "distinction in the field of technical communication." This year, STC so honors Deborah Silvi.

Deborah has held many roles with STC Houston, the most recent being treasurer for the Region 5 Conference. She served as chapter president from 1997–1998 and has been consulted by her successors (and many others) on a host of chapter issues. Deborah is a technical publications manager at BMC Software and continues her strong support of STC by serving as our chapter historian.



George Slaughter

### Distinguished Chapter Service Award

The STC Board also votes for Distinguished Chapter Service Award winners and, for the first time, STC Houston has three award recipients this year.

Marilyn Barrett O'Leary is the leader of our Louisiana Gulf Coast satellite. She was a key organizer of that group and has served in a number of roles. Marilyn works for the Louisiana Sea Grant College Program at LSU.

Melanie G. Flanders has worn many hats—pun intended—for STC Houston. She has written for *Dateline Houston* and has served on many committees over the years. Melanie owns her own company, KnowledgeMasters, Inc., and teaches at the University of Houston–Downtown.

Karen Graber is the leader of our Bryan–College Station satellite. Like Marilyn, Karen was a key organizer of her satellite group, serving in a number of roles. Karen works for the Ocean Drilling Program at Texas A&M University.

STC Houston is pleased to congratulate Deborah, Marilyn, Melanie, and Karen on their well-deserved honors!



# Book Review

## Ethics in Technical Communication

by Courtney Graves, Senior, Sam Houston State University

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**E**thics plays a role in our day-to-day lives, so there's no question that it plays a part in technical communication. The question is: What is the best way to incorporate ethics in our writing? In *Ethics in Technical Communication*, Paul Dombrowski has provided us with a solid stepping-stone to help us cross these ethical waters.

Part of the Allen and Bacon series in technical communication, this book begins at the very core of ethics with sections on the links between ethics and rhetoric in communication. In part one, our favorite Grecians wave to us from the pages, including Socrates, Plato, Aristotle, and the Sophists. Their beliefs and ideas are reinforced and contemplated by some of our modern philosophers—Kant, Burke, and Gert, et al.

In part two, Dombrowski gives an in-depth look at four complex, real-world cases—Nazi “scientific” research, the Challenger disaster, the tobacco industry, and the overselling of the Strategic Defense Initiative. Through analysis and exploration, we can find our own views on ethics and its relation to technical communication and discover that answering ethical questions is never an easy task.

Finally, part three is a section of ethical exercises designed to help us form our own ideas about ethics and its relation to our field. By exercising the ethical awareness that is accentuated in the first half of the text, we can only become more adept in applying an ethical consideration to our writing and the rest of our lives.

Although this book is aimed at undergraduate and graduate students, it is

also a resource for the experienced technical writer. The book tackles an important issue of technical communication in an easy-to-read and informative way. Dombrowski's ideas and explanations are readily applicable to everyday situations and will push you to make ethics a part of your professional life.

Also, be sure to check out Allen and Bacon's web site specifically for technical communicators. Loaded with resources and news about our field, it is a place for all tech writers, from the undergrad to the professional. It is available at [www.abacon.com/techcommunity](http://www.abacon.com/techcommunity).

*Ethics in Technical Communication*  
Paul Dombrowski  
Boston: Allen and Bacon, 2000.  
258 pages, with index. 3540  
ISBN: 0-205-27462-5

## How to Write Fast(er)

*continued from page 1*

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### Borrow

Need an illustration? Copy it off the web and send a letter to the creator, asking permission to use it in your work (with credit given). When you are in a hurry, *honest* borrowing is a good thing.

Since most of us are awash in technology, it's difficult to say something new about writing and machines. However, since we're technical writers, some technology comments are *de rigueur*:

- Use a voice recorder, with permission. It is sometimes hard to corral a busy subject matter expert. I'd rather not go back after the interview and ask needless questions because I couldn't read my scribbled notes.
- Learn your software packages in depth.
- Try voice-to-text dictation software. Only after I got a machine with a speed of 1.5 MHz did it work well enough to be practical.

One caveat: can you organize your thoughts well enough to dictate reasonably polished copy? I can't—so I use my Dragon Systems software merely to do a brain dump after long meetings.

All these techniques converge to a single result. They keep you writing. And it's so much easier to edit what's on paper—even if it's rough—than to stare at a blank screen. Good (and fast) writing to my fellow STC members!

# Rebecca Taylor and David Pacheco

## Volunteers of the Month

by Dorothy Murray, Senior Writer and Editor, Bergan et al., Inc.

**R**ebecca Taylor and David Pacheco are STC Houston Volunteers of the Month for March.

Rebecca was president of the STC student chapter at New Mexico Tech (New Mexico Institute of Mining and Technology) in Socorro for two years (1997–1999). She was also layout and design editor for the newsletter *Technikos*, which won an Award of Merit in 1999.

Rebecca received a Distinguished Chapter Service Award in 1999 for reviving the chapter newsletter, raising money for student members to attend STC conferences, and recruiting new members. She gave a presentation on “Developing a Support Web Site for a ‘Best in Class’ Help Desk” at the 2000 Region 5 Conference in Albuquerque, New Mexico.

After graduating in 1999 with a B.S. in technical communication, Rebecca moved to Houston, joined STC Houston, and became webmaster for the Technical Editing SIG. Then she agreed to be the manager of the Publications Committee for the Region 5 Conference. Her team created the fresh, hip design and copy for the program and proceedings CD.

As a recent graduate, Rebecca wants to involve more students in STC activities. She is currently working on the chapter procedures documentation project with George Slaughter and Melanie Flanders. As a term project, technical communication students at the University of Houston-Downtown will document procedures for several STC Houston functions.

Rebecca is also the managing editor of *Dateline Houston*, our award-winning newsletter. She works as a marketing

analyst for Compaq Computer Corporation.

David Pacheco received a B.S. degree in computer information systems from DeVry Institute, Los Angeles, in 1991. David works as a senior information developer for NetIQ Corporation.

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*“I hope everyone will agree that the newsletter has looked mighty fine these past few months”*

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Before he knew about STC Houston, David helped a colleague by creating a macro for the CIC SIG web site; with the macro, a webmaster can generate résumé web pages.

David joined STC in 2001 and was promptly recruited as layout editor of *Dateline Houston*. His stunning photo layouts have enhanced the online newsletter. As mentor to other members of the newsletter team, David coaches them in FrameMaker.

Rebecca’s description of David is on the mark: “As our resident FrameMaker guru, he’s in high demand! I can say, from my perspective on the Newsletter Committee, that he has made my job a lot easier. With him as the layout editor, I know that I don’t have to worry about layout. I hope everyone will agree that the newsletter has looked mighty fine these past few months with his creative energy behind the look!”

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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

## Subscribe to our Mailing Lists

by Rebecca Taylor, Product Marketing Analyst, Compaq Computer Corporation

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The best way to stay up to date with STC Houston happenings is to subscribe to our mailing lists. Perhaps you already know about these lists and have subscribed. If not, I hope to see you online! Don't forget that you can also share these great resources with your colleagues.

### STCHOU-L

STCHOU-L is a discussion list where chapter members can share information with other members through e-mail. Have a documentation problem at work? Ask for help on the list! Have a friend who has a friend who knows of a job opening? Post it on the list! Want to stay abreast of upcoming chapter and STC events? Subscribe to the list!

I'd like to make a quick note about listserv etiquette, though. Once in a while, someone will post something that's not appropriate (spam, solicitations, or offensive content). Remember that this is a discussion list that allows member posts and replies, so be careful about hitting the "Reply" button to send a nasty zing to the offending poster.

If you have a problem with a post, respond directly to the poster or send a note to the chapter webmaster. Make sure you aren't replying to the list—that just floods everyone's mailbox with unwanted mail and is a situation that is better avoided altogether.

You can also maintain your STCHOU-L subscription through a convenient web interface. You can

read past messages, search the archives, and even update your e-mail address. Go to [www.stc-houston.org/maillinglist.html](http://www.stc-houston.org/maillinglist.html) to subscribe or access the web interface.

### Dateline Houston

If you're reading this, chances are you already know about our chapter newsletter notification list. I'm just covering my bases! Unlike STCHOU-L, this is not a discussion list; it is a notification list that is used explicitly for distributing *Dateline Houston* notices. Subscribers cannot reply to messages that are posted by chapter leaders. Go to [www.stc-houston.org/newsmailinglist.html](http://www.stc-houston.org/newsmailinglist.html) to subscribe.

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## Louisiana Satellite Workshop Scheduled

Take advantage of a wonderful professional development opportunity at the annual Louisiana Gulf Coast Satellite workshop. "Working with the Web" is the theme of the workshop, which will be held from 9 a.m. to 3 p.m. on Saturday, April 20 at the Radisson Hotel and Conference Center in Baton Rouge. For registration details, visit the Louisiana website at [www.stc-houston.org/~stcla/index.html](http://www.stc-houston.org/~stcla/index.html).

James O'Byrne, features editor of *The Times-Picayune* and the recipient of a

Pulitzer Prize, will keynote the event with "How to Know Everything: The World Wide Web Finally Earns Its Name."

Other presenters include a Louisiana state senator, representatives from several government agencies and academia, and freelance technical communicators.

Topics include web design and accessibility, usability, and how to move information from printed media to the web. The workshop will

conclude with a roundtable discussion of some issues that face technical communicators today.

If you register before March 20, the following fees apply:

- \$40 for STC members
- \$50 for non-members
- \$25 for students

Registration costs increase by \$10 after March 21.

## 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](http://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](http://www.stc-houston.org/maillinglist.html)) and the Dateline Houston Mailing List ([www.stc-houston.org/newsmailinglist.html](http://www.stc-houston.org/newsmailinglist.html)). These e-mail lists are invaluable sources for chapter news and events.

# Director-Sponsor Report

## STC January 2002 Board of Directors' Report

by J. Suzanna Laurent, Region 5 Director-Sponsor

**T**he Society's board of directors held its third meeting for the 2001–2002 year on January 25–26 in Las Vegas. The board considered many initiatives and approved these actions:

### Chapters

The new Central Pennsylvania chapter was approved by interim action on January 22, given a \$350 startup grant, and assigned to Region 4. The Clarkson University Student chapter in Region 1 and the Tri-Cities chapter in Region 7 were dissolved because of continued inactivity after attempts to reactivate them.

### Grants and Loans

A Special Opportunities Grant of \$7,580 was approved for Dan Jones and Dan Voss for a study entitled "Marketing Technical Communication to High School Audiences: Creating a Tutorial for Teachers and Promoting a Writing Contest for Students." When the study is complete, a report will be published in *Technical communication*.

A loan of \$3,000 was approved for the Oklahoma chapter to host the Region 5

Conference scheduled October 4–6, 2002, in Oklahoma City.

### New Award Program

A new Society-level award program was approved to recognize Special Interest Group (SIG) members for their outstanding work and dedication. This new program will be known as the Distinguished SIG Service Award (DSSA). The first awards will be selected by the board of directors and awarded in May at the Annual Conference in Nashville.

### Teaching Fellowship

The first Teaching Fellowship for Practicing Professionals for \$4,000 was approved for Stewart Whittemore. The goal of the STC teaching fellowship program is to promote positive academe and industry connections and to make it possible for practitioners to help in the education and training of future technical communicators.

### Standards Organizations

The board of directors strongly supports a greater role for STC

standards organizations such as IEEE, ISO, and W3C. As a result, they approved membership and will support delegate participation in the U.S. Technical Advisory Group (an organization that plays a supportive, advisory role for the creation of ISO standards). The board also approved delegate participation in the W3C (STC already is a member of that group).



Suzanna Laurent

### Several Chapters Change Names

It was announced that several chapters have changed their names since the last board meeting: Sweden chapter changed to the Nordic chapter, the South Carolina chapter changed to the South Carolina Midlands chapter, and the Central New Jersey chapter changed to New Jersey chapter.

For Suzanna's previous director-sponsor articles, visit [pages.prodigy.net/slaurent](http://pages.prodigy.net/slaurent). You can reach Suzanna by email at [slaurent@prodigy.net](mailto:slaurent@prodigy.net).

## Networking Opportunities

American Medical Writers Association (AMWA) meeting, March 20  
[www.amwasouthwest.org/calendar.htm](http://www.amwasouthwest.org/calendar.htm)

Association for Women in Computing (AWC) upcoming meetings  
[www.awchouston.org/meeting.htm](http://www.awchouston.org/meeting.htm)

Association of Authors and Publishers (AAP) meetings, March 21  
[www.authorsandpublishers.org/upcoming-events.html](http://www.authorsandpublishers.org/upcoming-events.html)

International Association of Business Communicators (IABC) meeting, March 2  
[www.iabchouston.com/meetings\\_march.htm](http://www.iabchouston.com/meetings_march.htm)

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

# What It Means to Belong to STC

by Linda Oestreich, Senior Technical Editor, BMC Software, and STC Fellow

STC membership offers more than most of us realize. I have been a member for many years, yet when I recently checked the STC web site, I was surprised by some of the benefits we receive.

As a new member we often plead ignorance of those benefits. Each new member gets an STC New Member packet but, rather than look through the materials, we put them aside and plan to look through them later.

At the other end of the spectrum, long-time members seldom reassess their membership. We take advantage of certain perks because we know they exist. We don't check to see what's changed.

As membership director of STC Houston, I now know our membership perks. It's hard to sell it if you don't know what it's worth!

To start, check the STC website at [www.stc.org](http://www.stc.org). Once there, click on **Membership**, then select **Benefits of**. It takes you to [www.stc.org/benefits.html](http://www.stc.org/benefits.html). At the left of the page, you will see several items: click on **10 Reasons to Join** or the **STC New Member Kit**. What a great surprise! Both pieces offer all kinds of information that will either remind you of stuff you've forgotten or teach you about stuff you never knew!

## My Perk List

When I first began thinking about this article, I drew a mind map of all the topics I might discuss with you.

This map was the result of some solo brainstorming—before I went to the STC web site. When you look at it, realize I built it from my personal perspective. It's not a complete list, but it shows what came to my mind in just a few minutes. I definitely forgot

some things, but look at all I remembered!

This mind map has seven major branches. How many of them do you “work”? You know what I mean—do you work the mentoring? Or the professional development? Are you someone who works the publications but passes on the mentoring and networking? Over the years, I've worked all the branches, just not all at one time! You don't have to “work” it all—but it's a lot more fun when you do!

## STC's Perk List

Rather than look at STC only through my eyes, look at the 10 areas that STC emphasizes in the brochure, “10 Reasons to Join STC” (these are also 10 reasons to *love* being a member!).

- *Intercom*
- *Technical communication*
- chapter activities
- STC annual conference
- competitions
- special interest groups
- web information
- jobs database

- STC technical communicator salary survey

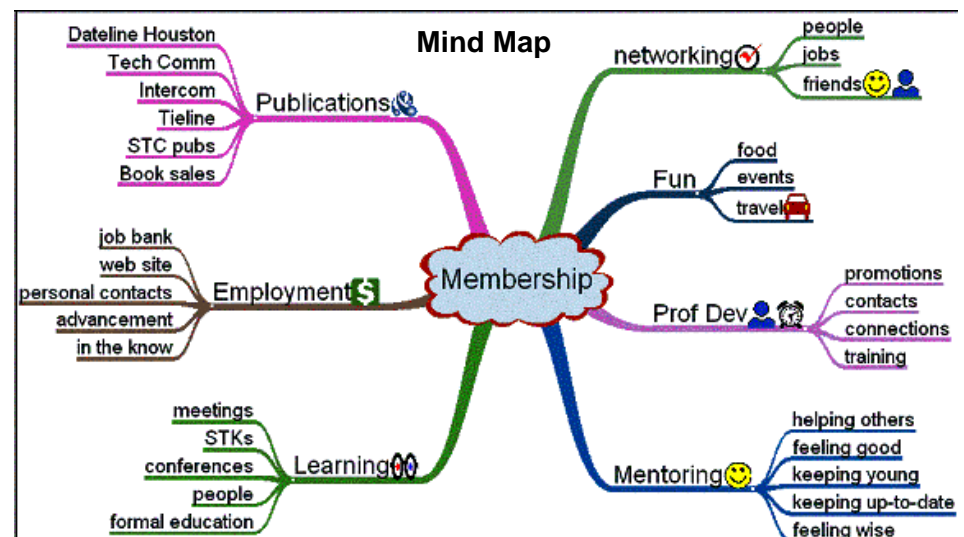
- networking

How many of the 10 do you take advantage of? Do you make time to read some of the articles in the publications? How often do you take part in chapter activities? When did you last attend an annual conference? Do you belong to a SIG? Are you active in it?

## Challenge

Whenever I hear people complain about the STC membership fee, I remind them to look at the value they get for their dues. We get so much more than we pay for! I think that STC is one of the best bargains around!

So, even though you're probably already a member, stop and reevaluate just why that is. Are you taking advantage of all STC has to offer—both in what you give and what you get? If not, I challenge you to reconsider. You'll find STC Houston a grand group to belong to. We're fun, we're smart, and we're here to help you be a better technical communicator. Give us a chance.



# STC Houston Employment News

by Gary Foster, Senior Technical Writer, Weatherford CiDRA

**T**he 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.

Prior to each membership meeting (the second Tuesday of each month), we sponsor a get-together for people looking for employment. The get-together starts at 5:30 p.m. and ends at 6:30 p.m. We discuss what works well in interviews, give advice on resumes,

and how the job market looks for the Houston and surrounding areas.

Our STC Employment web site ([www.stc-houston.org/employment.html](http://www.stc-houston.org/employment.html)) is second to none. The web site enables you see who's looking for staff and who's looking for work. We designed the web site to be easy to post job openings and also to post your particulars when looking for work.

We have created a list of local companies and consultant agencies that employ technical communicators,

which is now available electronically and can be downloaded from the Internet. This document was summarized from our membership list.

On March 2nd, we held an Employment Issues Share—the Knowledge session (STK). It was an exciting session! Keep a lookout on the STC Employment Web site. We will broadcast information about further sessions on the chapter mailing list as well, so make sure that you are subscribed. If you aren't subscribed, go to [www.stc-houston.org/maillinglist.html](http://www.stc-houston.org/maillinglist.html).

## New Members

### Phaedra Cook

Phaedra Cook became a principal of Gecko Media in 1995. Since then Phaedra has gained a great deal of project experience in many diverse areas. Gecko Media's clients include Stewart Title Company, Marathon Oil, Sodexho Marriott, and many small businesses.

Phaedra is a graphic designer for print and the web, as well as an illustrator, layout artist, technical writer, and technical trainer.

She holds certifications in Technical Communication (Print Design), Web Design, and Internet/Network technology.

### Susie Coon

Susie Coon is the owner of DISC, Inc., which is celebrating its 20th anniversary this year. DISC was included in the Houston 100 and Fast Tech 50 list of fast-growing, small technology companies last year.

Susie began her career as a teacher who loved word processing and computer technology. After several years as a word processing trainer and consultant, she started DISC because the closest conversion services she could find were in Chicago. At that time she was the computer nerd of the company.

The company is still small but now has technical staff to perform conversion and programming projects.

### Bill Wamsley

Bill Wamsley has eight years experience in technical writing, primarily writing manuals for the petroleum, petrochemical, and chemical industries, and Hewlett Packard. Bill is employed by Smith International and writes books, magazine articles, technical papers, and WBT (Dreamweaver) / CBT (Authorware) technical training.

Bill does his own photo and graphics editing and performs any required publishing duties for the written material that he produces. He writes magazine articles on subjects that interest him as a "hobby." He holds a B.S. and M.S. in Engineering from Stanford.

## Society News

### Vote in the STC 2002 Election

For this year's Society election, which opens in mid-February and closes on April 15, members can choose between voting online and voting by mail. All members will receive an STC ballot in the mail. To vote online, you must use your member number (the five-digit number on your membership

card, *Intercom* labels, and most STC mailings) and the Election Validation Number printed on the ballot to log on to the election web site at <https://vote.election.com>. After logging on, follow the online voting instructions to cast your vote. The site will become active when the election

opens. Online voting ends at 12 p.m. EST on April 15, 2002.

To vote by mail, check the appropriate box on the ballot to choose candidates and mail the ballot to election.com, P.O. Box 9213, Garden City, NY 11530. Ballots must be postmarked by April 15.

# Awards Banquet

Photos by Deborah Long

STC Houston held its annual Technical Publications, Art, and Online Competition Awards Banquet on Friday, February 1, at the Hilton Houston Westchase & Towers.

STC Houston salutes this year's winners and thanks the many volunteers whose hard work made the evening possible for guests and members.

*Verna Dunn, Erika Frensley (general manager of competitions), and Mike Wethington enjoy the festivities at the Awards Banquet.*



*Sean McLain, winner of Best of Show – Online for Compaq Remote Deployment Utility Flash Demonstration, with George Slaughter.*



*Elsa Kapitan-White, David Harrison, Martha Dutton, winners of Best of Show for Schlumberger Testing Services, with George Slaughter.*

*George Slaughter with Caren Steffes (Diamond Offshore) and James McAnear (Pegasus Design) winners of Best of Show – Art for Diamond Offshore 2000 Annual Report Cover.*



# March 12 Program Meeting

## Writing for Video

This program meeting brings three-time Emmy Award winner Marlene McClinton to STC Houston. Marlene will share some tips that will help technical communicators more effectively write for video. Marlene's presentation will include sample video to help illustrate specific points.

Marlene McClinton is president of Batyah Productions, a private video production company. She is also president of Direct Communications, a private communication company that generates news, documentary, magazine, and industrial programming for television and corporate clients.

Marlene is perhaps best known to Houstonians as a reporter and anchor-woman at KHOU Channel 11. She has 20 years of experience as a broadcast journalist.

### Date:

Tuesday, March 12

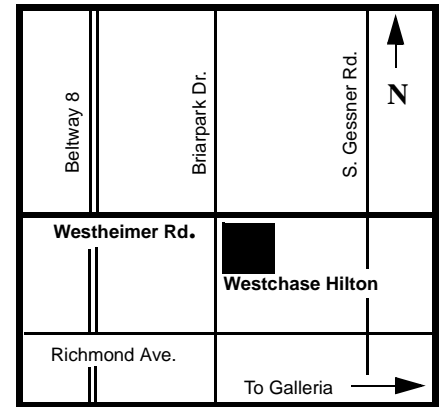
### Time:

5:30 p.m. networking  
(hors d'oeuvres)  
6:20 p.m. announcements  
6:30 p.m. program

### Cost:

During March, STC Houston is offering a special admission. Members who bring a non-member guest get in free! Non-members will also receive free admission after they complete a simple form listing their name, street address, email address, phone number, and employer. Otherwise, normal fees apply:

\$10 (members)  
\$3 (student and unemployed members)  
\$6 (student non-members)



### Drawing:

A drawing for various prizes is held at the end of each general meeting. Proceeds benefit the Marx Isaacs Student Scholarship Fund.

## Calendar of Upcoming Events

Date	Time	Event/Topic	Location	Contact
Mar. 2	10 a.m.	Employment STK Getting a Job, From A to Z	Hilton Houston Westchase & Towers 9999 Westheimer Road	John Turner john.turner2@compaq.com
Mar. 5	6 p.m.	Administrative Council meeting	Kitba Consulting Services 2900 Wilcrest, Suite 270	George Slaughter gslaughter@flex.net
Mar. 12	5:30 p.m.	March program meeting	Hilton Houston Westchase & Towers 9999 Westheimer Road	Paul Mueller answersforall@pobox.com
Mar. 25	EBD*	Deadline for May newsletter	N/A	Rebecca Taylor rebecca.taylor@compaq.com

\*end of business day

### Copyright

*Dateline Houston* invites writers to submit articles for publication.

**Note:** By submitting an article, you implicitly grant a license to *Dateline Houston* to run the article and for other STC publications to reprint it without permission.

Copyright is held by the author. In your cover letter, please let the editor know whether this article has run elsewhere, and whether it has been submitted for consideration to other publications.

### Reprint Policy

*Dateline Houston* may grant permission for articles to be reprinted in STC and non-STC publications.

### 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](mailto:rebecca.taylor@compaq.com).