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2006 Chapter Election

By Betsy Malone, OCSTC 2nd VP Membership

The Nominating Committee is pleased to announce the OCSTC council candidates for the 2006-2007 term. Council positions require a one-year commitment and begin in June 2006. Outgoing council members are ready to assist new council members in the transition and training.

Support your chapter and cast your vote now by visiting the OCSTC web site, www.ocstc.org. Voting began on March 15 and concludes on April 15. Election results will be posted to the OCSTC web site and announced at the May 16 OCSTC meeting.

Here are the candidates for the 2006-2007 term and their statements:

President - Jeffrey Randolph

During my first three years as president, we have improved in a number of areas:

- Continued to stabilize the chapter finances
- Increased meeting interest and attendance
- Established a statement of purpose and a set of core values

We are at the cusp of growth, and I hope you will help. You expressed a desire to redo the chapter web site. Our education committee is offering some new courses. Maybe we can have some meetings on nights other than Tuesday. I would like to see increased participation in all our positions by you, so members don't feel these volunteer positions are like having a second job. Membership size does matter—it allows us to secure additional finances, occasionally pay for top-tier speakers, expand beyond providing basic services, and experiment with different types of events, while not losing sight of the "personal touch" by greeting everyone with a first name at meetings.

First Vice President, Meetings - Bruce Tepley

Bruce Tepley grew up in Colorado, where he developed a zest for hiking, bicycling, writing, math, and folk dancing. Bruce graduated from UCLA and worked in research and computer systems analysis projects. Bruce became a technical writer in 1999 and has been a member of the Orange County chapter of the Society for Technical Communication for five years.

Bruce has three years' experience organizing annual and monthly dance events, which gives him an appreciation for the way an

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Publication Policies

The *TechniScribe* is published 11 times a year as a benefit to the members of the Orange County Chapter of the Society for Technical Communication. The goal of the publication is to reflect the interests, needs, and objectives of OCSTC members. The *TechniScribe* strives to be an advocate for, and an inspiration to, technical communicators by keeping them connected to each other and to opportunities for professional growth.

Articles published in this newsletter may be reprinted in other STC publications if credit is properly given and one copy of the reprint is sent to the *TechniScribe* managing editor.

Submission Information

The editorial team retains and exercises the right to edit submitted and requested material for clarity, length, and appropriateness.

When submitting material, please remember to

- Include a 25-word biography about yourself.
- Send articles in Word format, RTF (Rich-Text Format), ASCII, or in the body of an e-mail message.
- Send material to the managing editor (suzanne@madisonavenuepublications.com) five weeks prior to the date it will be published.

Editorial Staff

Managing Editor Suzanne Madison
Copyeditor & Proofreader Rosemary Hulce
Copyeditor Anne Stratford
Copyeditor Barbara Young
Proofreader Steve Blossom
Proofreader Jennifer Gardelle
Web Version Jeff Randolph

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- Full page \$80

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President's Message

By Jeff Randolph, OCSTC Chapter President



The chapter- and society-level elections are drawing to a close. Over the course of the next couple of months, we'll be transitioning to a new set of officers who will continue to guide us forward. Over the past few years significant changes have occurred in our pro-

fession, our local membership, and STC. Locally, we have more or less run the chapter like a business. We have a long way to go, especially rebuilding the membership base, but first we must ensure that we continue to put forth a quality product.

Just as the chapter needs a mission statement, a strategic plan, a set of goals, and metrics set to fit our needs, we need a statement of principles. I outlined those principles a couple of years ago, and would now like to introduce a set of principles that speak to how we conduct business. These principles are a reflection of Patrick Lencioni's 2002 book, *The Five Dysfunctions of a Team, a Leadership Fable*. The principles are Absence of Trust, Fear of Conflict, Lack of Commitment, Avoidance of Accountability, and Inattention to Results.

Mr. Lencioni's principles are so basic, you can apply them to virtually any team situation. His book is a fable of conflicts among seven people, in which spoken and unspoken conflicts were causing an organization to implode. To solve these problems the CEO hired "a female Jack Welch" to get the board back in focus. The personality profiles of each of the central characters describe people we all have worked with or worked for over the years. However, for the sake of space considerations let's get right down to the principles reflected in *The Five Dysfunctions of a Team, a Leadership Fable*. These are progressive dysfunctions; the first is the most basic, it leads to the second, and so on.

1. Absence of Trust As Lencioni sees it, absence of trust stems from one or more team members not admitting to "vulnerability," that is, not being able to admit mistakes or weaknesses. People are afraid to express views, question the motives of others, or have their opinions dismissed by leaders or another group with their own agenda. Building trust, on the other hand, creates a more functional team. (On a personal note, I'll be the first to admit I've made many mistakes and been diverted by things beyond my control.)

2. Fear of Conflict Absence of trust leads to fear of conflict, debate, or raising conflicting agendas. (I remember being in meetings ten years ago and think-

continued on page 4 >

Next Meeting

Topic: Creating a Document Tracking Web Application with Dreamweaver

Speaker: Mary Ann Howell

When: Tuesday, April 18, 2006, 6:00–9:00 P.M.

Where: Doubletree Club Hotel
7 Hutton Centre Drive
Santa Ana, CA 92702
714.751.2400

Cost: Members with reservations **\$22**
Students with reservations **\$16**
Nonmembers with reservations **\$27**
Walk-ins or those registering after the deadline **\$31**
No-shows billed **\$22**

Reservations:

Reservations are due by 12:00 P.M., Friday,
April 14, 2006

Registration:

Register online at www.ocstc.org/dinres.asp

Directions to the Doubletree Club Hotel



From the North 405

Exit at MacArthur Blvd. and turn right. Continue on MacArthur Blvd., passing over the 405 Freeway, and later passing under the 55 Freeway. At the second traffic light beyond the underpass, turn left onto Hutton Centre Drive. At the traffic light (for Sandpointe Ave.), turn left into the hotel entrance.

From the South 405

Exit at MacArthur Blvd. and turn right. Continue on MacArthur Blvd., passing under the 55 Freeway. At the second traffic light beyond the underpass, turn left onto Hutton Centre Drive. At the traffic light (for Sandpointe Ave.), turn left into the hotel entrance.

From the North 55

Exit at MacArthur Blvd. and turn left, passing under the 55 Freeway. At the second traffic light beyond the underpass, turn left onto Hutton Centre Drive. At the traffic light (for Sandpointe Ave.), turn left into the hotel entrance.

From the South 55

Exit at MacArthur Blvd. and turn right and then move quickly into the left lane. At the first traffic light, turn left onto Hutton Centre Drive. At the traffic light (for Sandpointe Ave.), turn left into the hotel entrance. ♦TS♦

Editor's Desk

By Suzanne Madison, TechniScribe Managing Editor



It appears that we jumped the gun last month by announcing the winners of the STC SoCal Technical Communication Competition. Since last month's issue went to press before the Spotlight Awards were actually presented on February 25, unfortunately we did not properly credit our winning chapter members and their teams. Since they all deserve extra recognition, I will use my space this month to publish the entire, corrected list below. To find out about all the interesting content of this month's issue, please refer to the Table of Contents on the first page. ♦TS♦



STC SoCal Technical Communication Competition

And the Winners Are...

Online Communication Category:

- Arlyn Lee, Tracy Oxley, Bill Utter, and Moira Zucker for *Epson America, Inc. Support Site* - Merit Award
- Amy Dorsett, Christopher Botelho, Burt Courtier, and Arlyn Lee for *Epson P-2000 Multimedia Storage Viewer Demo* - Merit Award
- Chris English, Carmen Jercic, Arlyn Lee, and Tom Logan for *Epson Stylus Photo RX620 FAQ* - Merit Award

Technical Publications Category:

- Karen Bergen, Trisha Krinke, Linus Su, and Arlyn Lee for *PictureMate Deluxe Viewer Edition* - Best of Show/Distinguished Award
 - Richard Helling, Arlyn Lee, and Linus Su for *Epson Story Teller* - Distinguished Award
 - Gary Schwind, Richard Dickenson, and Mary Ann Howell for *3700 Plus Optics Upgrade Kit* - Excellence Award
 - Peter Dallman, Mike Brumbaugh, and Leah Metz for *DataManager Reference Manual* - Excellence Award
 - Richard Dickenson, Mary Ann Howell, and Leah Metz for *Clearing NVR* - Merit Award
 - Mike Brumbaugh, Peter Dallman, and Gary Schwind for *M-360C Basic Training* - Merit Award
- Congratulations to all the winners. We hope you enjoy the spotlight. ♦TS♦

EduNotes from B&B

By Bill Darnall, OCSTC Senior Member and
Brian McCaleb, STC Associate Fellow

Assuming you have a solid undergraduate foundation in technical writing, consider some recommendations for advanced continuing education.

1. Identify with the field in which you are working or in which you wish to work, such as finance, aerospace, transportation, or medical electronics. Learn as much as you can about this field—where and how the field began, who the innovators are, where the field has been, and where it is going. Find out what is happening throughout the world. Do web searches, read books, subscribe to publications, and participate in online discussion and special interest groups (SIGs). Take every opportunity to talk with experienced practitioners in your field. Do listen more than you talk.
2. Master the detailed language of your field. Start and maintain a glossary of terms unique to your field. Discover where the terms originated. Learn how the terms are pronounced. Read industry publications. Make copies of sample usage. Learn about related laws, standards, practices, and terms. You may encounter Sarbanes-Oxley, ISO 9000, Graham-Leach-Bliley, MIL-STDs, E760, ASP, or APIs.
3. Master the tools of your trade. Do you use Word or FrameMaker? Excel? PowerPoint? RoboHelp? Knowing how to use a tool is not the same as mastering it. Tool mastery requires training and practice. Use examples of documentation formats, styles, and applications from Recommendations 1 and 2.
4. Master the methodologies of your trade, including how you approach a problem and how you organize and manage your resources to solve that problem. Methodologies include their own set of terms and concepts, for example: architecture, taxonomy, ontology, and content.

A more structured continuing education opportunity is OCSTC Online Training. If you have not already, you will soon receive an invitation to register for the free OCSTC course (IACM201) on Information Architecture (IA) and Content Management (CM). We apologize for the delay in getting started; we underestimated the amount of time needed to develop support for this course.

After you register for IACM201, you will receive Lesson 1 by e-mail. You can begin the course at any time, by signing up at <http://www.ocstc.org/trsched.asp>.

Course Objectives: At the conclusion of this course you will have a clear understanding of the principles of IA and CM. More important, you will be able to apply these principles to help improve your performance as a technical writer.

Course Overview: This is a course for practicing technical writers. The first lesson is an overview of IA and CM. The objective of the first lesson is to bring all students to a common level of understanding and expectation. Subsequent lessons will present foundations of IA and CM.

E-mail your comments and suggestions about education to Bill at mesawriter@sbcglobal.net or Brian at mccaleb@acm.org. ♦TS♦



< [President's Message from page 2](#)

ing to myself, "If I keep my mouth shut the meeting will be over that much quicker.") Mastering these conflicts helps, again, to build a more functional team.

3. Lack of Commitment The first two dysfunctions guarantee the third—lack of commitment, or "lack of buy-in." If there is no trust, if decisions are made in secrecy and if opposition is ignored, team members have no emotional stake in the outcome. Even worse, people might *hope* an initiative fails. To build a team that can accomplish its goals requires achieving commitment on the part of all members.

4. Avoidance of Accountability Without committing to a clear plan or path of action, members of the team will avoid noticing when others are missing their goals, if they even have any goals. Team members will also avoid any updates or changes to the plan. To successfully accomplish team goals, each member must embrace accountability to the goals and the actions taken to accomplish those goals.

5. Inattention to Results Trying to insulate themselves from what is going on, team members may focus only on their own results or they might mentally "check out." They no longer focus on team success. To be successful, all team members must focus on the results and the actions required to achieve those results.

Breaking the cycle is not easy, and it requires work on all levels. If two groups or individuals are not trusting, people can develop a very thin skin, and the sharper the criticism, the more it is interpreted and deflected as a personal attack. According to Mr. Lencioni, "Not finance. Not strategy. Not technology. It is teamwork that remains the ultimate competitive advantage, both because it is so powerful and so rare..." Mr Lencioni's principles can be applied equally well in our workplace and in our own STC chapter.

The Five Dysfunctions of a Team, a Leadership Fable is Patrick Lencioni's third book. His latest, released in February 2006, is titled, *Silos, Politics, and Turf Wars*, about how to "destroy the barriers that turn colleagues into competitors." Next on my list to read is his 2004 work, *Death by Meeting*.

To share your thoughts with Jeff, e-mail him at erandolp@ix.netcom.com. ♦TS♦

"Words" of Wisdom

Hints on the Use of Microsoft Word 2000 - 2003

By Vivian Carroll, OCSTC Member

This month's topic is Toolbars, Part 2. See last month's article for information on creating and deleting toolbars.

How to Change the Look of a Toolbar Button

First make sure your toolbar is visible. (If not, select **View | Toolbars** and click the toolbar name.)

Changing the words on a button face: Let's assume that your toolbar contains a button labeled **Cross-reference...** and that you want to change the button label to only **CR**. Right-click the **Cross-reference...** button, and then click **Customize**. First, open the *Customize* dialog box (select **View | Toolbars | Customize**) and click the **Commands** tab. Click the **Cross Reference...** button and then click the **Modify Selection** button in the *Customize* dialog box. (Alternatively, right-click the **Cross Reference...** button.) In the dropdown list, change the **Name** to **CR** and then press **Enter**.

Changing the button face to a picture: If you want a picture instead of words or letters on a button face, open the *Customize* dialog box and then right-click the button you want to modify. From the dropdown list, select **Change Button Image** and then click the image you want (e.g., the heart). Right-click the toolbar button again and select **Default Style**. If you want to edit the button picture, right-click the button and select **Edit Button Image**. In the dialog box, click a color and then click the squares in the box at the left to change the picture. Click the **Clear** button to erase the picture and start over. Watch the *Preview* area to see what your button will look like.

Copying a button face: If you like the picture on an existing button and want to make a modified version of it for another button, open the *Customize* dialog box and right-click the button that you like. From the dropdown list, select **Copy Button Image**. Then right-click the button that you want to change and from the dropdown list select **Paste Button Image**. Then edit the image as described above.

How to Add a Menu to a Toolbar

Open the *Customize* dialog box and click the **Commands** tab. In the **Categories** list, select **New Menu**. From the **Commands** list, drag the *New Menu* command onto your toolbar. Add a command to the menu by dragging it from the **Commands** list over the *New Menu* button and holding it until a box drops down from the button—and then drop the command onto the box. You can rename the *New Menu* button as described above, but you cannot change the label to a picture.

How to Separate Toolbar Buttons

To put a divider line between toolbar buttons, open the *Customize* dialog box and then right-click a button on a toolbar. From the dropdown list, select **Begin a Group**.

Vivian is a Certified Microsoft Office Specialist, Master. STC members are welcome to contact Vivian at vcvc@aol.com or 714.996.1409. ♦ts♦

The STC Forum

By Merrick Becchini, STC IT Manager

<http://stcforum.org>

What is the STC Forum's Business Objective?

The business objective of the STC Forum is to raise the awareness of technical communication. The Forum achieves this by providing a resource that discusses the hot topic of the day in a web space that is indexed by search engines like Google, thereby exposing STC to technical communicators who are not members of the Society. Additionally, the Forum provides opportunities for greater member involvement through volunteer opportunities by becoming part of the Forum team as a developer or moderator/leader.

How Does It Fit into the Technology and Communication Plans of STC?

The Forum provides a communication capability the organization has been missing. With areas like "STC Governance" we are adhering to one of the board's goals of a more open and transparent organization. As a result, conversations that might not have received adequate attention are now able to take place in an open environment where all members have an opportunity to contribute.

How Will it be Managed and Moderated?

The Forum is being moderated and managed by volunteers with knowledge in the areas they are overseeing. Formal instructions and help files for the moderator/leaders are being worked on by Destry Wion, one of the Forum team members. The role of the moderator/leader is to periodically visit the Forum, answer questions, and ensure that the rules that each registered user has agreed to are followed.

How Will We Know if It Is Successful?

We will be introducing an evaluation system, which will survey members at least once a year for feedback on the use, accessibility, and relevance of the Forum. The survey will also cover other areas of their membership including *Intercom*, *Technical Communication*, and educational programs. Additional measures of success will also be found in the quality of the conversation on the Forum and the growth generated by members requesting the creation of new topics. ♦ts♦

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Using Styles to Tame Your Numbered Lists in Flare

By Elaine Randolph, STC Associate Fellow

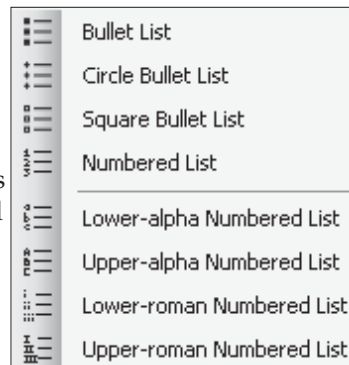
As technical writers we tend to make extensive use of lists, especially nested and mixed lists. This article describes my first attempts to use the Flare defaults for creating lists and the steps I took to ultimately get the results that I wanted.

Relying on Flare Defaults

At first glance, creating list items with Flare appears to be easy. When I clicked the list icon on the formatting toolbar, I was presented with a nice selection of items (shown at right) that seemed to cover my basic needs.

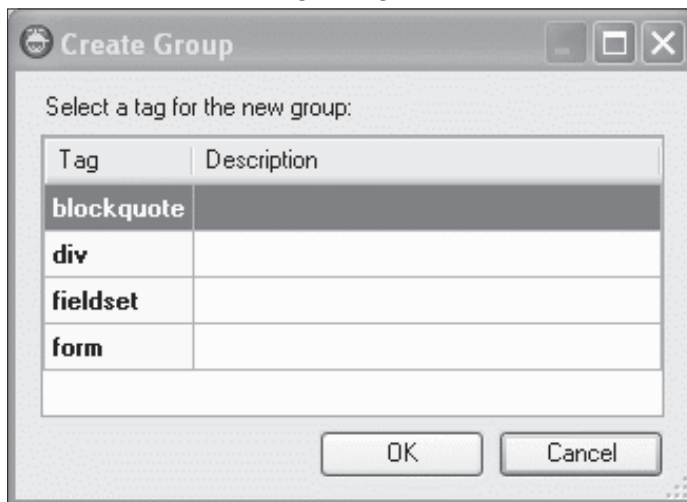
To create a test list for a procedure with three steps and two substeps, I selected **Numbered List** and typed the first two items. To create the substeps, I returned to the formatting bar and chose **Lower-alpha Numbered List**. The first substep appeared immediately under the second item and was not indented.

Drawing on my experience with RoboHelp, I clicked the right indent icon and was greatly surprised by the result, as shown in the following dialog box:



Elaine's test procedure:

1. Step 1
2. Step 2
 - a. First substep



Not expecting this behavior, I tried all four options and realized that **blockquote** was the one that I needed to select. Flare indented the substep (shown at right), but the amount of indentation was more than I liked.

Elaine's test procedure:

1. Step 1
2. Step 2
 - a. First substep
 - b. Second substep

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But wait—it gets even *uglier*. To create the third step, I clicked the indent left icon and reapplied the numbered list. As with RoboHelp, I had to manually adjust the numbering to look like the box at the right:

Elaine's test procedure:

1. Step 1
2. Step 2
 - a. First substep
 - b. Second substep
3. Step 3

I didn't like the amount of indentation or the white space surrounding the substeps. The extra white space was created by the blockquote element. I wanted my indented list to look like the box at the right:

Elaine's test procedure:

1. Step 1
2. Step 2
 - a. First substep
 - b. Second substep
3. Step 3

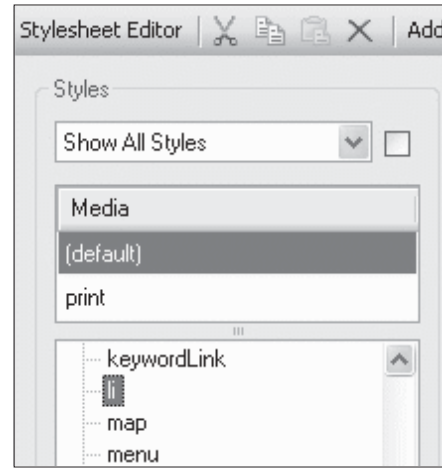
Note: For 10 or more list items, you may need to experiment with left-indent values to get the correct alignment.

Using Custom Styles to Achieve Control

So, to make my lists align more neatly, I modified my stylesheet by adding classes to control the indentation and applied the new styles. This approach eliminated the need for the blockquote and its extra white space. Here is a procedure that you can use to achieve the same results:

1. Open your document stylesheet by double-clicking it in the *Content Explorer* (look under **Resources | Stylesheets**).
2. From the list of tags in *Stylesheet Editor*, select **li**.
3. On the *Stylesheet Editor* menu, click **Add Class**.
4. In the *Add Class* dialog box, enter a name for your class. Use descriptive terms so that writers doing maintenance can understand what your notation

means. For example, you could name a first-level numbered item "li_1_number". The name describes a first-level numbered list item. Similarly, to create a first-level bulleted item, you could name the class "li_1_disc".



5. Click **OK**. The new class appears as a subset of the *li* tag.
6. In the *Properties* area of the *Stylesheet Editor*, follow these steps:
 - a. Expand the *Box* list.
 - b. Locate the entry named *margin-left* and click the dimmed text that says **(not set)**.
 - c. Click the arrow that appears to the right of the text, as shown on page 9.
 - d. Change the number to **-16px** and click **OK**.
 - e. Expand the options for *List*.
 - f. For *list-style-type*, click **(not set)** and select **decimal**.
 - g. On the icon bar, click **Save**.

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organization is always "of the members, by the members, and for the members" (to paraphrase Abraham Lincoln). If elected, Bruce will apply this principle by seeking member input and arranging for speakers who will present programs that are meaningful to you.

Second Vice President, Membership -

Michael Opsteegh

Michael Opsteegh has been a member of OCSTC since 2002. He believes OCSTC provides an invaluable resource for networking and sharing ideas, but he also believes there is always room for improvement. By day, he is a mild-mannered technical writer at Downey Savings in Newport Beach. By night, he leaps into action as a fearless graduate student at Cal State Long Beach. He has served as Treasurer since 2004 and would like to continue to serve his chapter and its members in new and exciting ways.

Treasurer - Betsy Malone

Betsy Malone is a senior member of OCSTC and has served as the First Vice President, Meetings (2004 - 2005), Second Vice President, Membership (2005-2006), Nominating Committee Chair (2006), and Employment Manager (2005-present). She holds a Master's degree in Technical and Professional Communication from Northeastern University in Boston, MA.

If elected Treasurer, she promises to serve the chapter with fiscal responsibility. She would also invite and encourage members to learn more about council leadership positions as well as contribute and collaborate in chapter meetings and events.

Secretary - Colleen Brown

Colleen Brown is a senior member of OCSTC and has been a technical writing manager for the past 13 years. Colleen believes STC is an ideal organization for technical writers to network and hone their technical communication and business skills. She wants to give something back to the organization that has helped her so much over the years.

Nominating Committee (Choose two)

Carrie Damschroder

Carrie Damschroder has a Master's degree in Technical and Scientific Communication from Miami University in Ohio. She has been a technical writer for more than three years and is currently the Director of Documentation at OfficeMate Software Solutions in Irvine, CA and a lecturer at CSULB for an English 317, Technical Communication class. Carrie has been a member of STC for almost six years and has been a member of OCSTC for three years. In the past, Carrie held the position of Vice President (Miami University Student Chapter), *TechniScribe* Newsletter Managing

Editor (OCSTC), and Nominating Committee Member (OCSTC). Carrie has won two STC (undergraduate and graduate) scholarships, two STC Awards of Excellence for her work on the *TechniScribe*, and one Award of Excellence in the Southern California Technical Communication Competition. If elected, Carrie will assist or lead the Nominating Committee in identifying and presenting candidates for yearly OCSTC elections. Carrie believes that because of her previous involvement in OCSTC, she will be able to network with members and actively recruit candidates who will promote the mission of OCSTC while serving the needs of the chapter and its members.

Adrienne Escoe

Dr. Adrienne Escoe is honored to have been a member of the Orange County chapter of STC for many years and the Second Vice President, Membership in 2003. She was also co-chair of the 2002 STC Southern California Technical Communication competition. She has enjoyed the opportunity to meet other technical communicators to share knowledge and skills and personally welcome members and guests to our meetings. She believes the Orange County chapter offers a wonderful support network for communicators at all levels of experience because of the regular meetings, newsletters, seminars, and conferences.

Dr. Escoe is president of Escoe Bliss Communication, Inc., a contract professional services firm headquartered in Tustin, that specializes in communication personnel. She earned a PhD from the University of Maryland, an MEd from Loyola University, Baltimore, and a BS degree from the City College of New York. Dr. Escoe is the author of *Nimble Documentation: The Practical Guide for World-Class Organizations* and *The Practical Guide for People-Friendly Documentation*.

Because of Dr. Escoe's broad network and experience in the technical communication community, she will be able to identify and attract the best candidates to serve OCSTC.

Suzanne Madison

Suzanne Madison has been a technical writer and member of OCSTC for seven years. During her tenure with OCSTC, she organized and managed a Contractors and Independent Consultants Special Interest Group (SIG), served as chapter secretary, and as Managing Editor of the *TechniScribe*. In these roles, she has gotten to know many chapter members, as well as become familiar with the chapter bylaws. If elected, she feels this knowledge/experience will enable her to assist the Nominating Committee in identifying and recruiting qualified candidates for chapter leadership positions.

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FrameMaker Tips

By Mary Ann Howell, OCSTC Senior Member

Aligning Graphics

Nothing says "professional" like crisp, nicely spaced graphics, arrows, and callouts. FrameMaker comes with several good tools for lining up objects in a graphic frame, and these tools are real time savers, particularly if you're a chronic perfectionist.

The tools I'm talking about are in the *QuickAccess* bar. (If it's not displayed, check the top item in the *View* menu). By default, the *QuickAccess* bar is right below the row of menus, to the right. Its tool icons change as you click the little blue up-or-down arrows.

To line up objects evenly by left, right, top, or bottom side in an anchored or graphic frame:

1. While holding down the **Ctrl** key on your keyboard, click each object until all the objects in the row or column are selected.
2. Click the little blue up-or-down arrow on the *QuickAccess* bar until you see the alignment icons (see Figure 1 below).



Figure 1

3. Click the icon for **Align Top**, **Align Bottom**, **Align Left**, or **Align Right**. The objects all line up with the last object you clicked.

To space objects evenly in an anchored or graphic frame:

1. Place the first and last objects where you want the row of objects to start and where you want them to end.
2. While holding down the **Ctrl** key on your keyboard, click each object until all the objects in the row or column are selected.
3. Click the little blue up-or-down arrow on the *QuickAccess* bar until you see the **Distribute** icon (see Figure 2 below).



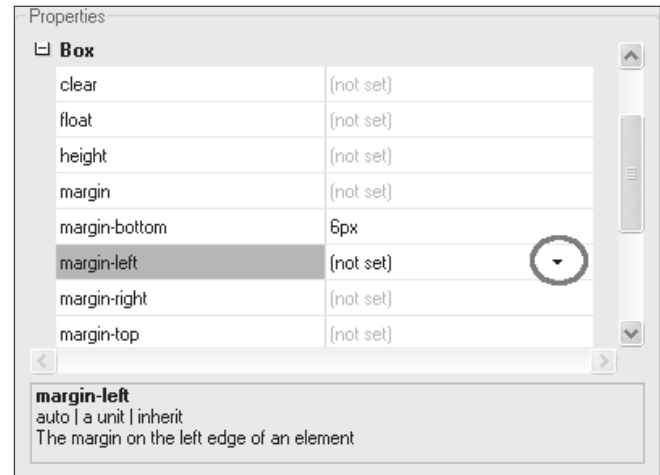
Figure 2

4. Click the **Distribute** icon. The *Distribute* dialog box appears.
5. In the *Distribute* dialog box, select **Equidistant Edges** from the *Horizontal Spacing or Vertical Spacing* list and click **Distribute**. The white space between the objects is the same.

And while you're in the neighborhood, play with some of the other graphic tools, too. To learn how to create layouts that really sing, read *The Non-Designer's Design Book* by Robin Williams.

Mary Ann is an Adobe Certified Expert in FrameMaker 7 and Acrobat 6. E-mail her at maryann@hikaripub.com or check out her web site at www.hikaripub.com. ♦TS♦

< Using Styles to Tame Numbered Lists from page 7



7. Use the same process to create a class named *li_2_alpha*.
 - a. Use the *margin-left* setting of **10 px**.
 - b. Set the *list-style-type* to **lower-alpha**.
8. On the toolbar, click the **Save** icon.

You can use the same process to control the indentation of bulleted items.

While I don't claim that this is the *only* way to tame your lists, it works well for me.

Elaine has been writing technical documentation for 25 years. She is currently a senior technical writer for Kelley Blue Book in Irvine, where she is developing a new help system from scratch using Flare. ♦TS♦

Colophon

The *TechniScribe* is produced using Adobe PageMaker 7.0 for PC. Arial and Palatino are used for heading and text fonts.

The PDF on the OCSTC web site is distilled from an EPS using Adobe Acrobat Distiller 5.0.5.



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www.ocstc.org/contractme.asp

If you have an inquiry or a job to post, e-mail Jeff Randolph at erandolp@ix.netcom.com.

A limited number of printed copies of the OCSTC web site listings are available at monthly chapter meetings.

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March Meeting Review

By Chris Seraidaris, OCSTC Senior Member

This month was the third in a series of three consecutive monthly meetings about help-authoring trends and tools. Dan Beall, product manager of Doc-to-Help, spoke to a medium sized-room of people about help-authoring trends, the uncertain fate of RoboHelp, the further delay of Microsoft's AP Help, and Doc-to-Help solutions for the present and future. Most impressive was his demonstration of Doc-to-Help's "one-click" conversion of an existing RoboHelp file.

The history of help authoring has closely followed the history of Windows help: MS-DOS Quick Help in 1998, WinHelp in 1990, and HTML Help in 1997. Help 2.0 was released in 2001 only for Microsoft Visual Studio and was never released as a general platform. Originally targeted for late 2005, the release date of Microsoft's Assistance Platform (AP) Help for Windows Vista is still uncertain, and is likely to be delayed until 2007.

The most important implication for help authors is that no help-authoring vendors will be able to begin developing AP Help-compliant tools until 2007. Given this uncertainty, the popularity of browser-based help is likely to continue. According to a 2005 WritersUA survey, 75% of the help authors polled preferred developing browser-based help.

Among the most prevalent questions that help authors ask Dan are what to do with current RoboHelp projects and whether RoboHelp will run on Windows Vista. While Adobe has hired a RoboHelp project manager, there is no news about RoboHelp for Windows Vista. So until AP Help is released, the majority of help authors are most likely to develop browser-based help.

The challenge for software developers with legacy RoboHelp projects is to convert them easily and accurately. This is where Doc-to-Help appears to shine. Dan pointed out that there are two sources of error that will need to be debugged: content created with RoboHelp macros and RoboHelp code that has existing errors. Other than those issues, the conversion is relatively effortless, as Dan demonstrated. He converted an existing RoboHelp project to Doc-to-Help format with a few clicks of his mouse.

Another appealing feature of Doc-to-Help is the flexibility of authoring a help project using Word or an HTML editor. Doc-to-Help has tool bars that integrate with Word, Front Page, and Dreamweaver to generate D2HML (Doc-to-Help's Markup Language). Since

D2HML is a collection of styles and attributes, it can be used in any browser. For more information go to: www.doctohelp.com. ♦TS♦



Orange Juice: Membership News

By Betsy Malone, OCSTC 2nd VP Membership

OCSTC Members: 328

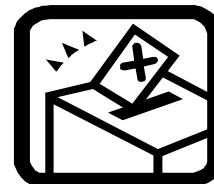
STC Members: 17,882

Welcome to our newest OCSTC members:

- Nora Coleman
- David Nordin
- Alexandra Piacenza
- Susan Whitt

Our big membership news this month is the election of new council members to guide our chapter for the next year. Please read the "2006 Chapter Election" article starting on page 1, and be sure to vote **before April 15** at <http://www.ocstc.org/election/default.asp>.

For membership information, e-mail Betsy at betsybythebeach@adelphia.net. ♦TS♦



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Looking Ahead to 2007-2008 Council Elections

Please feel free to contact any council member through-out the year if you would like to learn more about the various leadership positions. Drop by a monthly council meeting or volunteer to assist at meetings or on committees to learn more about getting involved. As always, the council appreciates hearing ideas and suggestions from members.

And, finally, a big thanks to the Nominating Committee (Bruce Alexander, Jane Baker, Steve Blossom, and Carrie Damschroder) for all their time and effort! ♦TS♦

Calendar of Events

- April 4 OCSTC Administrative Council Meeting, 6:00 P.M., Airport Executive Suites, Irvine
April 6 LASTC Lunchtime Forum and Networking, Embassy Suites, El Segundo, 11:45 A.M.
April 13 San Diego STC Chapter Meeting 5:30 P.M. , Marriott Courtyard in Kearny Mesa
April 18 OCSTC Chapter Meeting, 6:00 P.M., Doubletree Club Hotel, Santa Ana
April 20 Inland Empire STC Chapter Meeting, Peking Chinese Restaurant, Riverside

April Meeting Topic

Creating a Document Tracking Web Application with Dreamweaver



Do you need to track documents and projects but don't have thousands of dollars to spend? Come to April's meeting and learn how to do it for the price of a copy of Dreamweaver. At April's meeting, our own Mary Ann Howell will share with you how she learned to use Dreamweaver to harness free, open-source tools and build a project management system. In less than a year, starting from zero, she created and built a web application that:

- Tracks and retrieves documents
- Tracks the status of writer projects
- Enters and assigns new documents and projects
- Keeps a history of document revisions and each writer's work
- Runs a search on a PDF document library
- Provides links to each document

Don't miss April's demonstration and introduction to MySQL, PHP, and database design.

Mary Ann Howell is OCSTC Vice President of Programs. She was an electronics design engineer in her earlier life, has twenty-some years experience as a technical writer, a BA in Journalism from the University of Arizona, and is an Adobe Certified Trainer for FrameMaker and Acrobat. Currently, she's the tech pubs supervisor at Orthodyne Electronics in Irvine, CA. ♦TS♦

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