



Dialog!

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The Chapter President's Report

In this issue....

- [The Chapter President's Report..... 1](#)
- [Selecting a translation service..... 2](#)
- [The Editor's Mark..... 3](#)
- [Chapter Treasurer's Report..... 4](#)
- [Credentials can boost job opportunities.. 5](#)
- [Clean documents with Remove Hidden Data..... 7](#)
- [Fran's Footnotes 8](#)
- [Yahoo site to get new life 8](#)
- [Use of trademarks in documentation 9](#)
- [September kicks off a new season 10](#)
- [Oklahoma Chapter Activity Calendar 2006-07 11](#)
- [Leaders meet for "lunch and learn" 12](#)

September meetings

Stillwater - Tues., Sept. 12
Tulsa - Wed., Sept. 13
Oklahoma City - Sat., Sept. 16
Networking, door prizes and a chance to learn something new. Come to one; come to all. See you there!

New year, new technology

We are happy to announce the plans for this year's STC meetings for the Oklahoma Chapter. Once again, we are trying to address the disparate geographical needs of our membership by offering networking meetings in Stillwater, Tulsa and Oklahoma City.

We will also try to use video conferencing technology for our statewide meetings so that members can attend workshops locally. We are currently firming up our calendar of presentations, but the September meetings are ready to go. For details, see Page 10.

A complete calendar of events will be posted on the Web site <<http://www.stc-ok.org/events.htm>>, and more detail will be provided closer to the meeting dates. A copy of the calendar can also be found on Page 11 of this issue.

Dr. Linda Mason of the Oklahoma State Regents Office on Higher Education has agreed to give another workshop on Grant Writing. Since this was, by far, our most popular workshop last year—and so many folks missed the opportunity to attend—we've decided to bring Linda back for another presentation. This will be available by video conference in Stillwater, Tulsa and Oklahoma City so don't let the high gas prices keep you from marking your calendar for this seminar.

Also speaking at the individual networking meetings this fall will be STC OK member, Eric Lowber, with his presentation on Six Sigma and its use in improving technical documentation. Six Sigma techniques are in use from NASA to local businesses. Come learn how these procedures can improve your technical communications. We also anticipate visits from STC's national staff this year and will provide that information as soon as the dates are firmly scheduled.

So help us kick off this "back-to-school" fall season by joining us for September's meetings throughout the state of Oklahoma. Local networking meetings are held during the second week of the month, Tuesdays in Stillwater, Wednesdays in Tulsa and Saturdays in Oklahoma City. We look forward to seeing you there!

If it's your first STC meeting, be sure and look for a chapter officer and introduce yourself. We'd love to know more about you. You might even find yourself spotlighted on the pages of this newsletter!



Sandee Wagner
Oklahoma Chapter President

Sandee

Selecting a translation service

By Eric Lowber

As a technical communicator, you may one day be required to oversee and manage the translation of various documents into various languages. To do this, you will have to find and work with a translation service. Researching and selecting a translation service involves more than just checking to see if they can translate into the target language your client requires.

There are several questions you need to consider:

- What will the translation cost?
- How quickly can the service translate your document?
- Can they translate into the specific dialect that your client needs?
- Do they have knowledge of the subject matter you want translated?
- Do they use the same word processing tools you use?

What will the translation cost?

Translation cost estimates are most often based on word count, but the price for each word can vary greatly from service to service. Time is also a factor – the sooner you want the work completed, the higher the price is likely to be.

If you provide a potential translator with your documents, they can give you a quote. If you have not yet finished writing the documents that need translation, you can give the service an estimated word count or even a sample document that will give them an idea of what kind of material they will receive and how lengthy that material is.

Another factor in translation cost is document formatting – do you expect the service to format the translation in the exact way that the English version is formatted or do you simply want them to write the translation in something like Word, leaving you to work out formatting details later?

Does your document include graphics?

If so, is text included in the graphics? Translation services normally will charge you more if they have to take the time to erase the existing text on the graphic and then size, position, and add the translated text.

If you have the time, and you want to save your company some money, you may do this work for the translator by using Photoshop or another suitable tool

to erase the existing text, and then position and size an empty textbox so that the translator simply adds the translated text to it. Make certain your translator has an original copy of your document so that they know what to put in that blank text box.

How quickly can the service translate your document?

Some services can get a 100- to 150-page document translated in about two weeks, but I have found that the average turnaround time for this kind of document is about a month, sometimes more.

So, if turnaround time is critical, make certain that the translation service you are considering has seen your documents (or at least sample documents) and understands everything that you want them to do so that you can get an accurate estimated completion date from them. And make certain that you get that estimate from them in writing.

Again, if you require a quicker turnaround time than what they first estimate for you, you can expect a higher price for the work.

Can the service translate in the specific dialect your client needs?

It may not be enough that the translation service can translate your documents into Spanish or Russian. Make certain that the translation service you choose can accommodate the specific target language that your client requires.

I once had a client who requested a technical manual be written in Castilian Spanish. I already had a portion of that manual written by native Mexicans employed by one of our vendors, so in an effort to save time and money, I included that translation. However, even though I didn't know the difference, our client did, so they rejected that portion of the manual.

Does the service have knowledge of the subject matter you want translated?

Many translation services specialize in certain areas, such as the medical writing, law, or engineering. Make sure the service you choose knows something about the material you give them.

If you want an automotive repair guide translated, think about how many people you know who would not be able to describe the parts of an engine, or how

Continued on Page 3

Selecting a translation service

an engine even works, in English, let alone in another language.

Does the service use the same word processing tools that you use?

Nothing would be worse than selecting a translator, getting a quote and an estimated completion date, and then writing a 300-page document in Framemaker, complete with graphics, only to find out that your translator uses everything but Framemaker.

By converting the document to PDF, the translation could still be done, but your translator would likely charge you more for having to format the translated text and graphics in another application. In addition, you would be receiving a translated document that is not written in the application you prefer or even have.

The Editor's Mark

By Fred Stowell

Who is our audience?

Whether we write process documentation or training curriculum, we must know and understand our audience. Usually we think that our audience consists of people just like us: our age, ethnic background, gender, and educational level. This thought pattern creates immediate barriers to reaching and teaching our audience. Statistically, our audience is not like us. They are, in fact, very different.

In the recent issue of *Intercom*, a number of articles dealt with the idea of writing for a global market including the use of Global English and Standard Technical English (STE). These ideas should be considered when writing for our local audience. The terms and descriptions that my generation knows and uses, such as carbon copy, are lost on the younger readers. And, speaking from my standpoint, they are all younger. And not as well educated. Yes, they know more about technology and can program VCRs and operate iPods. But they lack the cultural knowledge that we may take for granted.

As I have mentioned before, I am a dinosaur. I like books and I write books. However, our organization is currently shifting to the development of on-line delivered curriculum. One of our partner organizations in this effort wants all the material delivered on-line

Continued from Page 2

If you haven't started writing your document yet and you know it will have to be translated, make sure you consider the fact that the application you are writing it in may not be an application that a potential translator will use.

In conclusion, the research that you do before selecting a translating service can save you a lot of time and money. Even if they can provide you with a translation in the language you are looking for, not every translation service is suitable for every job. Make certain that what they offer in terms of price, timeliness, language, subject matter and software is a good match with your company's and your client's resources and needs.

without the need for any hardcopy textbooks. This goes against my personal bias. And yet, it is in keeping with our audience. Obviously, our partner knows the audience better than I do. And that audience is nothing like me.

I remember a very drastic shift in the way training was delivered to my generation in the 1960s. The Department of the Army shifted from technical training manuals to the use of illustrated comic books to meet the learning style of the draftees during the Viet Nam War. At the time, the Army was correct in adjusting to the abilities of the people who were populating its ranks. Fortunately, that shift has changed again as the educational level of today's volunteers has increased.

In short, we, as technical writers and editors, must be able to determine the knowledge, skills, and abilities of our audience and adjust our perspective to meet their needs. My bias for books (you can fall asleep in bed reading them) will have to be kept in check while I write for the electronic market and the generations that do not know what an LP record is (round, vinyl, long playing device similar to a CD).

Fred



Chapter Treasurer's Report

By Barbara Adams, Oklahoma
Chapter Treasurer

..... **Estimated Budget - Oklahoma Chapter**
..... **FY 2006-2007**

BEGINNING BALANCE		\$1,949.01	
EXPECTED INCOME:			
Dues refund from Society	\$1,290.00		
Interest on CD	\$24.00		
Meetings/Workshops (admissions)	2,500.00		
TOTAL EXPECTED INCOME	\$3,814.00		\$3814.00
TOTAL FUNDS AVAILABLE			\$5,763.01
EXPECTED EXPENSES:			
Meetings/Workshops (room, speaker, refreshments/food/other)	\$2,000.00		
2006 Conference Registration Prize	\$1090.00		
Web site hosting fee	250.00		
Awards, prizes or gifts	150.00		
Member handbook (printing and paper)	100.00		
Publicity (chapter brochure)	100.00		
Administrative Postage	90.00		
Miscellaneous	50.00		
TOTAL EXPECTED EXPENSES	\$3830.30		
PROJECTED SURPLUS (Total income less total expenses)			\$1,93301

Credentials can boost job opportunities

By Jim Wolf, MA Organizational Dynamics

Today's job market is somewhat stronger than it has been in a while. Companies are still reducing staff, even as I write this article, but far fewer than circumstances three or four years ago.

You might be inclined to relax and shelve plans to update skills and your resume, but I hope you are not among those who have decided that complacency is entitled to be a houseguest when it comes to career planning.

Career opportunities cycle over time, but we can minimize the risk of unemployment by being prepared for the next downward cycle. Several certification programs are now available that increase your value to your current employer and increase your chances of employment should you find yourself downsized in the future.

Having been displaced through staff reductions at Michigan-based Zenith Data corporation in the early '90s, Netherlands-based Memorex-Telex in the mid- to late- '90s and Tulsa-based Visionael in the late '90s, I have come to the conclusion that opportunity, or more specifically in this case, career change, does indeed favor the prepared. In certain environments, being 50+ years old could increase my chances of losing work, which only adds to the importance of my being prepared to deal with the next transition when it arrives. These certifications could very well provide that extra boost.

An edge over the start-line competition

As documenters of varying sorts, we are beyond fortunate when it comes to taking control of work changes. Many of the tasks commonly found in job descriptions are things that we routinely excel at doing. For example, most job openings stress the ability to communicate, and often the opening indicates the ability to write at a professional level. We are professional communicators.

Job openings specify the ability to handle multiple tasks and manage projects -- things we often have well underway before finishing our first cup of coffee in the morning. Work opportunities specify the ability to remain orga-

nized -- merely a prerequisite for any successful professional documenter. They also often list a good learning attitude -- a key ingredient in our success because we have learned how to work with new software and hardware technologies. Another key point in any progressive work opportunity is the ability to work successfully with others. Frankly, if we are having issues there, we may want to consider a more radical change in the type of work that we do. After all, we are essentially in the education business and as a result must always look at how successful working relationships help us to accomplish our jobs with less effort.

Keeping the edge

We may have the knowledge and skills to deal with many work opportunities, but we are often not very effective at helping others understand what we can bring to their enterprise, public or private.

Why is this? Because what we know about our abilities and what others perceive about our abilities can differ greatly. We are, after all, often part of the support resources in a project. While it is true that we can either lead or follow, we are more often in a position of following by virtue of what our jobs require.

When you factor out favoritism, politics, and a handful of other unseemly strategies that can backfire at any time, I believe you may come to the same conclusion that I have. Those who do not know us will determine our ability to do a job based on our portfolio of work accomplishments and the associations we have with achievements that they value.

Credentials matter

My research over the past few months led me to three organizations that offer obtainable, highly regarded and recognized credentials. They are Six Sigma, the Project Management Institute and ISACA.

I am convinced that by working toward acquiring these credentials, I will help to ensure that if I interview for work in the future, interviewers

Continued on Page 6

Credentials can boost job opportunities

will better understand my documentation- and project-related skills, as well as my strong preference to only be a part of an ethical and considerate work environment.

These organizations now offer lower level certifications that are easier to obtain and less expensive than their more popular certifications that also take more preparation time to obtain. Some might argue that only the more popular certifications are worth pursuing, but when it comes to the importance of an organizational affiliation on a resume, we can safely assume that even a lower level certification will be more impressive than no certification whatsoever.

Six Sigma has proven to be far more than the passing fad we associate with TQM type programs. Former GE CEO Jack Welch describes it as not the program du jour, but a fundamental change in the way to do business.

While the program offers methodologies and tools that can take a while to master through their martial arts-like certifications (black-belt is considered a high accomplishment), they also offer a simpler Green Belt certification and an even simpler Yellow Belt certification that greatly resembles a useful workshop many of us have attended through the years.

What is important is that the certification speaks volumes to a future prospective employer or contract holder. Six Sigma's value is not exclusive to the manufacturing business although its roots are tied to the manufacturing industry. It is likely true that volume manufacturing in the U.S. will probably make its way to Six Sigma-type practices or will be destined for relocation beyond U.S. borders to offset our often higher labor costs. It is important to remember, however, that the overall program is heavily embraced by the service sector of the economy as well.

PMI offers its classic PMP certification program for which it is famous because the PMP program affirms to all who know about it, that the person holding the credential uses an ethical, methodical and proven successful approach to problem solving and to project completion.

Recently PMI has added a new certification with fewer requirements, Certified Associate in Project Management (CAPM). Like the Six Sigma Yellow Belt this credential tells others many things about who you are

Continued from Page 5

as an applicant and what you value professionally. It says that you are about quality. It says that you at least know about a proven plan to accomplish projects, large and small.

The other organization, Information Systems Audit and Control Association (ISACA), deals with integrity and professionalism. It is widely recognized in government-related operations, but also in the private sector. ISACA deals with methodology for handling information, and what is information if not documentation in one of its various forms?

ISACA is heavily tied to Sarbanes Oxley organizational transparency and disclosure regulations that affect many private and public enterprises. Their certification, Certified Information Systems Auditor (CISA), proclaims to all who see the credential that the bearer is a focused problem solver who understands the importance of proper business and government practices, knows how to find unacceptable practices and can be instrumental in helping the enterprise move toward best practice methods that will help ensure enterprise success.

Summary

In the words of Bob Dylan, "You don't have to be a weather man to know which way the wind blows." Clearly many organizations are trying to discover how they can be more competitive. They want an advantage in the marketplace but our past accomplishments as professional documenters, skilled communicators and accomplished project managers do not always convince them that we are the best candidates for the job.

In the past our only other leverage opportunities were the look of the resume, the interview, our portfolio and our references. Today we have more methods with which to communicate our value. When we stop to consider the hiring process from the enterprise perspective, we can see that internationally known and proven certifications and the methodologies they encompass offer us an advantage. These tools are not only ours to pursue but could be the means by which we are selected for future work opportunities if we take action now.

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Clean documents with *Remove Hidden Data*

Utility removes all the sneaky "extras" that accompany files

By Barbi Harrison

From the Association of Systems Management (ASM) April meeting comes this gem of a utility, *Remove Hidden Data*.

This is a great little application that allows you to permanently remove hidden and collaboration data, such as "change tracking" and "comments" from Word 2003/XP, Excel 2003/XP, and PowerPoint 2003/XP files, which bloat the file size and really get in the way over time.

Overview of *Remove Hidden Data*

When you distribute a Microsoft Office document electronically, the document might contain information that you do not want to share publicly, such as information you've designated as "hidden" or information that allows you to collaborate on writing and editing the document with others.

The *Remove Hidden Data* add-in is a tool that you can use to remove personal or hidden data that might not be immediately apparent when you view the document in your Microsoft Office application.

You can run the *Remove Hidden Data* add-in on individual files from within your Office XP or Office 2003 application. Or you can run *Remove Hidden Data* on multiple files at once from the command line. In either case, to run the tool you must have the application installed in which the document was created.

Dumb packaging labels

In case you needed further proof that the human race is doomed through stupidity, here are some actual label instructions on consumer goods.

1. On Sears hairdryer: "Do not use while sleeping." (Gee, that's the only time I have to work on my hair)
2. On a bag of Fritos: "You could be a winner! No purchase necessary. Details inside." (Evidently, the shoplifter special)
3. On a bar of Dial soap: "Directions: Use like regular soap." (And that would be how...?)

The *offrhddreadme.htm* file included with the add-in contains a complete list of all the types of data that the tool will help to remove. By default, you can locate this file in the \Program Files\Microsoft Office\Remove Hidden Data Tool\1033 directory in the drive where you installed the tool.

If you installed the tool to a different directory, you can locate this .htm file in the \1033 directory, a subdirectory of the add-in installation folder.

System Requirements

Supported Operating systems include Windows 2000 SP 4 and Windows XP SP1. Note that the *Remove Hidden Data* add-in has not been tested on Microsoft Windows 2000. Also the add-in cannot be installed on Windows 98 or Windows Millennium Edition.

This download works with the following Office applications:

- MS Office Excel 2003
- MS Office PowerPoint 2003
- MS Office Word 2003
- MS Excel 2002
- MS PowerPoint 2002
- MS Word 2002

Note: *The application is available for download from:* <<http://www.microsoft.com/downloads/details.aspx?FamilyId=144E54ED-D43E-42CA-BC7B-5446D34E5360&displaylang=en>>.

4. On some Swanson frozen dinners: "Serving suggestions: Defrost." (But it's *just* a suggestion)
5. On Tesco's Tiramisu dessert (printed on bottom of box): "Do not turn upside down." (Oops, too late!)
6. On Marks & Spencer Bread Pudding: "Product will be hot after heating." (As night follows the day...)
7. On packaging for a Rowenta iron: "Do not iron clothes on body." (But wouldn't this save even more time?)

Fran's Footnotes

By Fran Danner



A while back someone sent me the following story about punctuation.

An English professor wrote the words: "A woman without her man is nothing" on the chalkboard and asked his students to punctuate it correctly.

All of the males in the class wrote: "A woman, without her man, is nothing."

All the females in the class wrote: "A woman: without her, man is nothing."

Punctuation is powerful.

The Little Red Book

Mend Your Speech by Frank H. Vizetelly, Litt.D., LL.D.; published 1920.

Aftermath. A word persistently misused. Early July is the time of the math; that is, the first mowing of a meadow. The short grass – with a sufficiency of

rain – will grow again, and later will come the second mow or aftermath. Not "the aftermath of love," unless a second marriage is involved; nor "the storm and its aftermath," unless the reference is to a reward reaped, or a penalty incurred, as the result of a family quarrel.

"No *aftermath* has the fragrance and the sweetness of the first crop." – Southey.

From Merriam-Webster's online dictionary:

Main Entry: **af·ter·math**

Function: *noun*

Etymology: ⁴after + math (mowing, crop)

1 : a second-growth crop -- called also rowen

2 : CONSEQUENCE, RESULT <stricken with guilt as an aftermath of the accident>

3 : the period immediately following a usually ruinous event <in the aftermath of the war>

It appears the use of aftermath has changed since 1920.

Until next time,
Fran

Yahoo site to get new life

By Linda Stark

As some of you may remember, a few years ago when he was chapter president Jim Wolf established an Oklahoma Chapter Yahoo site. Various circumstances intervened before the site was fully functional, so it was really never used as intended.

That old Yahoo site, now called STC-OK-ALL, will soon be brought back to life under a new name, STC-OK-members-only.

The new URL is: < <http://groups.yahoo.com/group/STC-OK-members-only>>. This site will become an added benefit for our Oklahoma Chapter members, and will serve as our "sign-in" area of the chapter Web site until we can add that feature to our chapter site.

Plans are to make this an invitation-only listserv and site, which was also Jim's original intent. Invitations will be sent out to members of the Oklahoma STC chapter with instructions on how to sign up for the benefit.

If you signed up for the STC-OK-All list, you will have to sign up again for the new one. We apologize

for the inconvenience, but that is really the only way we have of ensuring that the list is limited to members only.

A variety of information will be posted on the site including employment opportunities, white papers, presentations, chapter-related information, meeting photos, software and book reviews, and many other things that will provide value for our members. If you have any information you would like to share with our fellow technical communicators, please consider forwarding it to STC-OK-members-only.

Look for the invitation in your email box, and follow the instructions. You will have to reply to the email, then be accepted.

If you are worried about being inundated by volumes of listserv mail, do not worry. The actual traffic probably will not be all that high. The major advantage of reviving the site is that will provide us our long-awaited, much-needed members-only online area where we can store and share information.

Use of trademarks in documentation

By Elspeth Bloodgood

Note: Elspeth Bloodgood works as a Business Analyst and Product Development Manager for ChoicePay. She has ten years experience in marketing communications and is really, really bothered by trademarks gone wild.

What Is a Trademark?

A trademark is a word, symbol, or phrase adopted by any company to identify their products and services and distinguish these products and services from their competitors (Spacely®, Sprockets™).

One of the best explanations of proper use of trademarks is from Adobe. At www.adobe.com you can find detailed instructions on how to use their registered and trademarked product names. The majority of this article was based on their examples for proper usage.

Proper Trademark Format

Note that the proper form for product names normally includes the registered company name. For example, “Spacely® Sprocket™ brand gear” is preferred over “Sprocket™ gear.” Cogswell® brand cogs™ would be the correct reference, not cogs™. If you say the company name, followed by the word brand, and then the product name, you have hit on the correct usage for that registered or trademarked item:

CocaCola® brand soft drink

Adobe® brand PhotoShop® software

Chrysler® brand PT Cruiser™ automobile

Never vary the spelling, add or delete hyphens (even for normal hyphenation at the end of a line of text). Never make one word two. PhotoShop® is not Photo Shop, ever.

Trademarks must always be used as adjectives followed by a generic term (such as “software” or “gear” or “service”), and never as nouns or verbs. Be very careful to not include spaces unless they are an actual part of the name. For example:

Correct: The consumer jetted to work using a Spacely® Sprocket™ gear.

Incorrect: The consumer jetted to work using a Spacely gear.

or

Correct: George Jetson was caught using the Spacely® Sprocket™ trap.

Incorrect: George Jetson was trapped using Spacely.

Never Plural or Possessive

Trademarks must never be used in the possessive. For example:

Correct: You’ll value Spacely customer service training and responsiveness.

Incorrect: You’ll value Spacely’s training and responsiveness.

Because trademarks are not nouns, they should not be used in the plural. For example:

Correct: Representatives may use the Spacely® Sprocket for data entry.

Incorrect: Sprockets can take payments over the web.

Special Marks

The term “Spacely” when used to refer to Spacely products is a trademark, and its use is governed by the guidelines above. However, when “Spacely” is used only to refer to Spacely Inc., then it is being used as a corporate name, not a trademark. When “Spacely” is used as a corporate name, no trademark marking or attribution is necessary—do not use the ™ or ® symbols.

Correct: Spacely announced a new product today.

Incorrect: Spacely® announced a new product today.

and

Correct: Spacely Inc., providers of Sprocket™ components

Incorrect: Spacely Inc., providers of Sprockets.

Marking With ® or ™

When using the Spacely® trademark on any materials that will be distributed or presented to the public, use the registered trademark symbol ® on the most prominent (or if none is prominent, the first) appearance of the trademark in the materials. For any Spacely trademark that is not registered (i.e., gear), the ™ symbol should be used in place of the registered trademark symbol (®). Once marked, it is not normally necessary to mark subsequent appearances of the trademark in the document.

Continued on Page 10

Every appearance of corporate logos and product names in stylized form should always appear with the appropriate ® or ™ symbol, and may be used only under license with the company—unauthorized use is strictly prohibited.

Use of Logos, Product Signatures, and Stylized Marks

A logo is a graphical design that may include text and other design elements. Stylized trademarks or “logotypes” are those that appear in word form in a particular style of type by a company. Logos are often required to be represented in certain sizes and should not be re-sized without verification of these strictures.

Product Names and Descriptions

Although product names and descriptions will often have trademarks and registration marks, websites cannot be trademarked and anything followed by .com, .net, or .org should ever be marked.

Intellectual Property

When publishing content using other companies’ trademarks, use of the ® or ™ symbols is required. In addition, a generic attribution statement should be used unless there is an agreement in place with the other company. For example:

- © 2005. All rights reserved. Sprocket, Gear, Cogs and SuperRocket are trademarks or registered trademarks of Spacely, Inc.
- Cogswell® Cogs™ is a registered trademark of Cogswell, Inc. All other brand names are property of their respective owners.

Permission and Approval

Most logos may not be used to imply affiliation with, or endorsement by, a company without written permission. Once permission is granted, a logo may be used only for the stated purpose and in the manner for which permission is granted.

Source: <http://www.adobe.com/misc/pdfs/TM_Guide-forThirdPartiesFinalPrint.pdf>

September kicks off a new chapter season

Ahhh...the air is cooler. The kids are back in school. The stores all feature fall decorations. September is here, and this is the month when the Oklahoma STC Chapter kicks off another exciting year.

We start our season this month with meetings in Oklahoma City, Tulsa and Stillwater. Come to one, or come to all three.

As always, bring your business cards to put into the drawing bowl. Each time you attend a meeting you get a chance to enter the drawing for a free registration for the 2007 STC International Conference in Minneapolis. Bring a guest or two and you get to put extra cards into the drawing bowl! If you don't have business cards, a slip of paper with name and contact info will do just fine.

Stillwater

The month's events kick off with a luncheon meeting from 11:30 a.m. to 1:30 p.m. on Tues., Sept. 12. Chris Reding will talk about Technical Communicators in Government. The meeting will be held at Hideaway Pizza at 230 S. Knoblock; the cost is \$6 for a pizza lunch. For reservations or more information, contact Barbara Adams at 405-744-4232 or Pam Eaker at 405-743-5382.

Tulsa

Tulsa's event this month is a Networking Dinner at 6 p.m. on Wed., Sept. 13, at the Full Cup Cafe, 4634 E. 31st St. Bring your business cards and resumes. Come meet and greet other Tulsa technical communicators as you learn more about this year's upcoming chapter events. For more information, contact Sandee Wagner at <spwagner1@cox.net>.

Oklahoma City

The Oklahoma City networking meeting will be held on Sat., Sept. 16 from 10:30 to 12:30 at the Edmond Library, 10 S. Boulevard in Edmond. Guest speaker Eric Lowber will explain Six Sigma methodology and his experience in applying it to one of his real-life work challenges. Reservations due by COB Sept. 14. For reservations, contact Linda Stark at <linda.stark@starkclarity.com> or by calling 405-759-3974.

Oklahoma Chapter Activity Calendar 2006-07

September

12 (Tues.)	Stillwater Hideaway Pizza, 230 S. Knoblock Stillwater, OK	Stillwater Luncheon Networking Meeting 11:30 a.m. to 1:30 p.m. Topic: Technical Communicators in Government Speaker: Chris Reding Cost: \$6 (For all-you-care-to-eat Pizza Lunch) POC: For information, contact Barbara Adams* or Pam Eaker*
13 (Wed.)	Full Cup Cafe 4634 E 31st St. Tulsa, OK 74135	Tulsa Networking Dinner 6 p.m. Bring your business cards and resume. Meet and greet other technical communicators and learn more about this year's chapter events. POC: For information, contact Sandee Wagner*
16 (Sat.)	Edmond Library 10 S. Boulevard Edmond, OK	OKC Networking Meeting 10:30 a.m. to 12:30 p.m. Topic: Six Sigma Applied! Speaker: Eric Lowber POC: For more information, contact Linda Stark*

October

21 (Sat.)	Francis Tuttle Tech.Ctr. 12777 N. Rockwell Ave. Oklahoma City OSU-Tulsa Campus, Tulsa Mercury MerCruiser, Stillwater	Statewide Video Conference: Grant Writing Workshop 9 a.m. - 1 p.m. Speaker: Linda Mason Come with a particular grant application in mind or just come to learn. More information to be announced.
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November

14 (Tues.)	Stillwater	Luncheon Networking Meeting; Details to be announced
15 (Wed.)	Tulsa	Luncheon Networking Meeting; Details to be announced Details to be announced.
18 (Sat.)	Oklahoma City	Networking Meeting; Details to be announced

December

2 (Sat.)	8132 E. 9th St. Tulsa	Christmas Open House , 2 p.m. to 8 p.m. "Come and Go" event at Sandee Wagner's house
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January

9 (Tues.)	Stillwater	Luncheon networking meeting; Details to be announced
10 (Wed.)	Tulsa	Luncheon networking meeting; Details to be announced
13 (Sat.)	Oklahoma City	Networking meeting; Details to be announced

February

16 (Thurs.)	Oklahoma City, Stillwater, Tulsa	Statewide Video Conference Workshop ; Details to be announced
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March

13 (Tues.)	Stillwater	Luncheon networking meeting; Details to be announced
14 (Wed.)	Tulsa	Luncheon networking meeting; Details to be announced
17 (Sat.)	Oklahoma City	Networking meeting; Details to be announced

April

10 (Tues.)	Tulsa	Luncheon networking meeting; Details to be announced
11 (Wed.)	Stillwater	Luncheon networking meeting; Details to be announced
14 (Sat.)	Oklahoma City	Networking meeting; Details to be announced

May

19 (Sat.)	Oklahoma City, Stillwater, Tulsa	Statewide Video Conference Workshop ; Details to be announced
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*Meeting points of contact:

Stillwater	Barbara Adams < Barbara@osufpp.org >	Pam Eaker < pam_eaker@mercmarine.com >
Tulsa	Sandee Wagner < spwagner1@cox.net >	
OKC	Linda Stark < linda.stark@starkclarity.com >	

Chapter leaders meet for “lunch and learn”

August meeting focuses on planning for the upcoming year and beyond



Standing, from left to right, Sandee Wagner, chapter president; Fran Danner; Pam Eaker, chapter vice president; Linda Stark; Bob Palermo, publicity chairperson; and Candie McKee. Seated, from left to right, Barbi Harrison; Suzanna Laurent; and Barbara Adams, chapter treasurer.



Suzanna Laurent met with chapter board members, committee chairs and volunteers on Aug. 19 to share ideas for the upcoming chapter year, as well as ideas to help position the chapter for future growth. Above: Barbara Adams, left, and Pam Eaker.

Photos courtesy Sharon Garrity

Chapter Contacts

Comments? Suggestions? Ideas for meetings? Questions? Contact us. Let us know what's on your mind.

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Treasurer: Barbara Adams <Barbara@osufpp.org>

Secretary : PJ Raymond <pwidget_one@yahoo.com>

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- **Fred Stowell, Managing Editor**
- **Pat Wade, Electronic Distribution**
- **Linda Stark, Layout**

Oklahoma Chapter logo courtesy Hui Zeng

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