

Minutes of Chapter Meeting – June 26, 2010

The Oklahoma Chapter of the Society for Technical Communications met June 26, 2010 in Stillwater, OK. We were invited to Fire Protection Publications for the meeting.

Clint Clausing presented *Web-Based Collaborative Solutions: Using Adobe's Buzzword to Collaborate on Writing*. Clint told how Fire Protection Publications had researched several options, such as Google Docs and Enterprise Wiki for a solution to their collaborative writing and editing process.



The old process included sending by email chapters of the current book. Twelve committee members reviewed the chapter and returned their edits...sometimes by paper copy. The project manager combined all of the edits. When the committee met, it took a long time to discuss all of the opinions and come to a consensus of the edits.

Using Buzzword, the team can edit in near-real-time and members can see each others' edits, adding comments as appropriate. When the committee meets, most of the discussion has already happened and the process is much smoother.

It was great to meet Sherry and Meg at the meeting! We had a great time.

- Some advantages that make Buzzword attractive include:
 - Import/Export vs Upload/Download
 - Near-real-time (refreshes every 30 seconds)
 - Controlled access and roles
 - o Coauthor – can make inline changes; can edit/delete others' comments
 - o Reviewer – can make comments; cannot edit/delete others' comments
 - o Reader – read-only access
 - All edits and comments are color coded per user
 - History of people with access rights – who has/has not opened the document and when

Attendees:

Sharon Garrity

Jim McNally

Sherry Wilson

Pam Eaker

Meg Ormiston

Clint Clausing

After the presentation, all attendees adjourned to Hideaway Pizza for lunch.

Best regards,
Sharon Garrity
Secretary STC-OK

