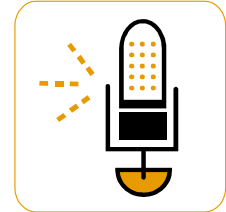


Middle Tennessee STC Chapter



## Chapter's Financial Health

The Middle Tennessee Chapter's (MTC) financial outlook remains strong for the foreseeable future. As treasurer, one of my responsibilities was to complete the FY 2005 Chapter Financial Report Form, required by the Society to be submitted prior to October 2005. This completed report resulted in the chapter's annual rebate from national, based on current membership. For 2005-2006, MTC has 69 members and 2 student members and therefore will receive a total of \$1,678.00, half of which was paid in October.

The second half will be paid in January 2006. Another great revenue generator continues to be the technical publications and online competitions. This year's competition brought in \$1,885.00 in revenues (before expenses). Great work competitions team! As of the first of November, the current balance in the MTC bank account is \$8,234.25. Generally, the account balance averages in the \$5,500 to \$6,500 dollar range depending on specific monthly expenditures.

The chapter rebate and competition revenues have boosted the balance considerably this month. Lastly, your elected officers are working diligently to provide the best programs and learning opportunities while spending chapter money wisely and with care. If you have thoughts about future program ideas, please feel free to contact the president or vice-president/ programs officer to discuss your ideas. Be sure to check out the upcoming programs and ... Happy New Year!

Jennifer Holloway Lambe

### Newsletter Articles

Financial Health	1
Say What?	1
Non-Members	
Employment Listing Fee	2
Second Lunch 'n Learn	2
Coming Live to a Desk Near You	3
Scholarship Ad	3
Currents 2006	4
STC Spotlight	4
Coming Events	4

## Say What?

As technical communicators we all deal with our share of misused words, dangling participles, misplaced punctuation, split infinitives, incorrect information, and an array of other errors in the material we receive from our SMEs. We usually deal with these without so much as a sigh, but occasionally we run into some real doozies that make even the most experienced of us stop in our tracks and exclaim, "Say what?" This article is dedicated to providing a place where we can share a few of these gems with our fellow communicators.

Here are a few examples of what we are talking about:

### Example 1

Question – Can you tell me how much of my payoff will go to *principal* and interest?

Answer – To answer this question, print out an XYZ Amortization Schedule. For the *principle* portion of the payoff, provide the customer the previous month end balance from the schedule (this is *principle for all intensive purposes*).

### Example 2

IF THIS DOES NOT LET YOU GET IN AND YOU RECEIVE AN MESSAGE AT THE BOTTOM OF THE SCREEN THEN YOU WILL JUST GO AND DISPOSE THE CONTRACT AS YOU NORMALLY WOULD AND USE THESE WRITE-OFF GUIDELINES. THEN ONCE YOU HAVE DISPOSED THE CONTRACT THEN YOU WILL MAKE AN EXTRA COPY OF THE DISPOSITION REPORT AND SEND A COPY OF IT TO JANE DOE IN A/P AND (continued on page 2)





*"Beginning January 1, 2006 non-members may post their resumes or email addresses on the Middle Tennessee STC website..."*

## Say What? (continued)

WRITE ON A STICKY NOTE TO COMPLETE WRITE OFF REQUEST.

*Example 3*

**Location** – When Size is less than 100% this sets whether the text overlay will cutoff from the top to down, or from the down to up. For instance, if Size is 50%, and Location is Top, and Direction is down, the text will scroll from the top of the ad space, and disappear at 50% down the

ad space height. If the Location is Bottom, the text will appear 50% down the height, and scroll to the bottom.

We plan to include this article in future issues of the newsletter, so if you run across something that makes you shake your head in disbelief, chuckle, or otherwise feel affirmed that there will ALWAYS be a need for technical writers,

pass those "gems" along to Jennifer Nunley at [Jennifer.Nunley@Cat.com](mailto:Jennifer.Nunley@Cat.com).

## Non-Members Employment Listing Fee Policy

Beginning January 1, 2006 non-members may post their resumes or email addresses on the Middle Tennessee STC website employment page for a fee of \$9.00 per quarter. Non-members may also post web site links on the Middle Tennessee STC website employment page for a fee of \$12.00 per quarter. The submission will remain posted for 3 months from the submission date unless a request is sent to

the webmaster to have it removed. Fees are not refunded and are not prorated if the resume is removed prior to expiration.

Postings may be extended by purchasing additional 3 month increments at a cost of \$9.00 for resumes or email links and \$12.00 for web site links.

Renewal fees are assessed to the submitter every 3 months, 15 days prior to

expiration. Submissions will be removed 15 days after the expiration date if renewal fees are not paid in full.

Contact the director of employment, Joel Butts, for more information.

## Second Lunch 'n Learn Set

Thanks to Jennifer Wendell for facilitating our first ever lunch 'n learn, and thanks to all those who attended and help make the event a success. Our chapter has set a second lunch 'n presentation. Bring your lunch on February 9<sup>th</sup> and join Dan Beall, Product Manager for Doc-To-Help at ComponentOne, for a discussion of the current RoboHelp situation, the future of Help authoring, and how Doc-To-Help's One-Click RoboHelp Converter offers a solution for help authors. Check the website for more details!

TrackAccess webcasts feature live presentations and audience participation via chat (and via audio in smaller groups). The webcasts are delivered via streaming audio and video, which means no additional long-distance costs for participants! Each webcast runs 60-90 minutes and costs only \$19.95. To participate, you need a web browser and Flash. You'll also need audio output through speakers or headphones to listen to the presenter. You can participate and ask questions via live chat; in some presentations, two-way audio may be enabled. If you want to ask questions instead of typing them, you'll need a microphone or audio input device. If you have technical questions or concerns, please contact us. We'll be happy to set up a test meeting to ensure that you can participate. January 13, 11 a.m. Eastern time, 60 minutes XML/XSL Technology Overview (TrackAccess) Cost: \$19.95 In this session, you'll learn about Extensible Markup Language (XML) and its companion technology,

Extensible Stylesheet Language (XSL). Intended for individuals with little or no prior knowledge of XML. February 3, 11 a.m. Eastern time, 90 minutes Managing Implementation of Structured Authoring (TrackAccess) Cost: \$19.95 In this webcast, Sarah O'Keefe will deliver a live presentation on structured authoring implementation. Don't miss this chance to listen in and ask questions. February 21, 11 a.m. Eastern time, 60 minutes DITA: Is It Right for You? (TrackAccess) Cost: \$19.95. This live webcast provides you with the information you need to make an informed decision about Darwin Information Typing Architecture (DITA) implementation.

Registration is limited, so sign up today! Register for TrackAccess webcasts:  
[http://store.scriptorium.com/Browse\\_dept\\_items.asp/categ\\_id/27/parent\\_ids/0](http://store.scriptorium.com/Browse_dept_items.asp/categ_id/27/parent_ids/0)

## STC Academic Scholarships



### SCHOLARSHIP APPLICATIONS AVAILABLE

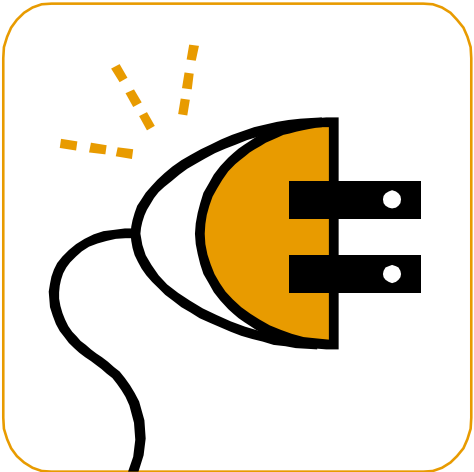
Each year, STC offers scholarships to full-time graduate and undergraduate students pursuing careers in technical communication.

Four awards of \$1,500 each will be granted for academic year 2006-2007.

**Application deadline is February 15, 2006.**

Application forms and instructions are available from the STC office:

901 N. Stuart Street, Suite 904  
Arlington, VA 22203-1822  
(703) 522-4114  
[www.stc.org](http://www.stc.org)



The STC Atlanta Chapter is proud to announce Currents 2006, the 17th annual technical communications conference, on March 24 and 25, 2006 at the Atlanta campus of Mercer University. Currents 2006 includes a full-day workshop on Friday, March 24 and a full-day conference on Saturday, March 25. BreakPoint Books will be present on Saturday with technical

communication-related books for sale.

For more information on Currents 2006, point your browser to <http://www.stcatlanta.org/currents.htm>. Additional details will be posted to the Web site as information becomes available.

## STC Spotlight

Middle Tennessee Chapter's own Jennifer Holloway Lambe has published the magazine article "Lyne Drawing" in the Winter 2006 issue of the magazine Arts Across Kentucky. Jennifer, treasurer of the MTC chapter, is the author of the picture book KUDZU CHAOS. She works as a freelance technical and creative writer and has published several

magazine articles. You can contact her at [www.jenniferhollowaylambe.com](http://www.jenniferhollowaylambe.com).

## January and February Events

<b>Developing Visual Fluency Webinar</b>	Wednesday, January 25, noon  Square D/Schneider Electric	Presenter: William Horton This webinar is aimed at boosting your visual creativity and communicating your message better.
<b>Intro to Web Technologies for User Assistance</b>	Thursday, February 23 <sup>rd</sup> , 6 PM  Location: HCA	Presenter: Dave Gash This session introduces user assistance(UA) technologies and explores their roles in the world of HTML-based UA.
<b>Lunch 'n Learn: Doc-To-Help</b>	Thursday February 9 <sup>th</sup> , noon  Square D/Schneider Electric	Presenter Dan Beall of ComponentOne Bring your lunch and learn about the future of help and Doc-To-Help's One-Click Project Converter