



**The Intermountain Chapter
of the
Society for Technical Communication
Invites you to our
February, 2009
Professional Development Meeting
featuring
Tom Johnson
&
Ben Minson
speaking on
" Quick Reference Guides: Short and
Sweet Technical Documentation"**

Date: Thursday, February 26, 2009

Time: 7:00 p.m.

**Location: Salt Lake City Public Library
(Main Branch) 210 East 400 South
Conference Room A
(see map/driving directions)**

Presentation Summary:

Users often want documentation in a format that will give them the basics and get them on their way as fast as possible. Not all technical communication situations will benefit from quick reference guides, but almost every user rejoices at the sight of one-page documentation.

Despite the brevity of quick reference material, the thought process involved in creating, organizing, and laying out the content is time-consuming. This format requires you to right-size content and decide the most important information the user needs to know.

Additionally, you must describe with extreme concision and clarity processes that usually require dozens of pages of explanation.

Beyond strategies for quick reference material, we will also review several tools, such as Adobe InDesign, that can be used to create quick reference guides.

We will present feedback we have received from users and project managers that highlight the benefits of the quick reference format.

About the Speakers:

Tom Johnson is a senior technical writer for the User Education team at The Church of Jesus Christ of Latter-day Saints. He maintains an active technical communications blog and podcast at www.idratherbewriting.com, where he explores the latest trends in technical communication. He also maintains WriterRiver.com, a Twitter-like social news site where anyone can submit links to articles about technical communication. He holds a BA in English from Brigham Young University and an MFA in Literary Nonfiction Writing from Columbia University in New York City.

Ben Minson is a technical communicator on the User Education Team for The Church of Jesus Christ of Latter-day Saints. He creates online and print documentation for in-house and public facing applications. He also provides training in person and over the Web for some of these applications. He blogs at www.gryphonmountain.net on technical writing and other writing topics. He earned a BS in English with a Professional and Technical Writing emphasis at Utah State University.

Driving Directions:

Exit I-15 at 4th South. Go East to 200 East. The Library underground parking entrance is just past the main library entrance on your right.

Or, ride TRAX! The Library Station provides direct access to the Library's North Entrance.

Directions to Conference Room A:

Conference Room A is located on the lower level beneath the library foyer. It's accessible using the foyer staircase (down the stairs and to the left) or using the elevator next to the auditorium.

Salt Lake City Public Library

210 E 400 S
Salt Lake City, UT 84111-2825
(801) 524-8200

 [1 Reviews](#) | 

Map for Salt Lake City Public Library

