

SRJC ENGL 84.A Technical Writing/Communication Class



Annette Gooch,

Instructor

|| Acrobat Readiness ? Quiz ||

SRJC PAR_911 [PDF, Acrobat, and Reader] an IT³ Research, Survey, Report and Presentation Project: Fall 2001:



Search WWW Search oslerbooks.com/techwrite/report
[Google in now PDF friendly.] Try "Belluzzo" sans quotes.

PAR: A working definition.

* A PDF is a document file , or Portable Document Format is a page layout description language. It is to the Reader what html is to a browser---it defines, describes and determines what you view on screen or on a printed page. However, PDFs have more descriptive power than html, and more features and flexibility in a smaller package than its father, PostScript

*Adobe Acrobat 5.0 is tool than can perform tricks with PDFs like editing, linking forms to databases, indexing and cataloging keywords for fast searches. In addition, Acrobat can annotate, digitally sign and secure documents. Plus, the little devil can capture in one document an entire Website and all of its links!

* The free Acrobat Reader is limited to viewing PDF documents. It has limited forms capabilities.



The little guys are everywhere you look because PDF is the lingua franca of document flow management. They leverage the speed and power of DTP, Web servers, digital distribution on CD and e-publishing via the Internet. See the [Pew Internet & American Life](#) Project for a an example of a big picture, high profile, November 2001, PDF publication . A second example is the UNESCO sponsored Electronic Thesis and Dissertation [ETD] Initiative. UNESCO has a 1300 page Web Capture ,Acrobat 5.0 , PDF ver 1.4 Guide to ETD online . It is current as of November, 2001. Virginia Tech , located in the wired community of Blacksburg, Virginia, is an ETD clearinghouse. VT liaisons, John Eaton, Graduate School, Edward Fox, Computer Science, and [Gail McMillan](#), [see about the authors]Professor of University Libraries and Director of Digital Media are the primary players.

Using digital technical communication tools for speed, economy, quality and impact.

"He who knows the tools of his craft , keeps them sharp and at the ready---- wins"



1. Progress Report: 2001-12-02

- **New: 2001-12-02 :** Links to ETD added. Interview with Julia Baumhoefer, Technical Writer, SRJC, Computing Services, [cccsc](#) User/Tech documentation project using FrameMaker and Acrobat. Director, Ken Fiori has installed Acrobat 5.0 wall-to-wall in his department. In addition, he supports Academic Affairs Administrative Secretary, [Maria Gaitan](#) who produces PDFs like organizational charts that are then uploaded to a public server at [www.santarosa.edu](#) to become part of the Institutional Documents collection.
- **2000-11-20:** Google searching and Readiness Quiz added. Minor edits. [PS vs PDF](#) document converted, annotated and distributed. Streamed Acrobat client/server training added to Links. The [PDF version](#) of this report project page is now available online.
- **2001-11-09:** 2001 SRJC Fact Book Forum presentation by Jeanne Johnson, Research Analyst, Office of Institutional Research, SRJC. A [summary](#) of the presentation has been completed and will be used as example of a technical communication that uses print, CD-ROMs and the Web for publishing and distribution. The Fact Book project is also a **PAR** opportunity waiting in the wings.
- **Completed:** This page contains a progress report, participants list, the proposal, examples of PDF in action, objectives, methods and tools, schedule, bibliography, and a list of links to Web resources.
- **Planned:** Refining the Survey Form and the data collection, analysis and reporting. User testing the form is in progress.
- **Problems to be solved:** Authorization of student use of campus e-mail/Outlook for distribution of a survey form to appropriate faculty, administration and classified support personnel.



2. Team players, participants and potential partners are:

- John Underwood, student
- Doug Fisk, student
- **SRJC**, Computing Services, Julia Baumhoefer, Technical Writer, [cccsc](#) documentation project
- **SRJC**, CIS: Cyndi Reese, Barbara Heiman [Introduction to Acrobat](#) 73.21A Spring 2002, Instructors.
- **SRJC**, Graphic Services: Mary Mueller, Manager Catherine Greco, Graphic Designer
- Institutional Research: Kathleen Boatsman, Manager, Jeanne Johnson, Research Analyst and the 2001 Fact Book project.
- Math Department Computer Lab: MathType and equation editing and printing.
- Community Relations: Kerry Campbell-Price ,Manager and Mike Garcia, Designer, thanks for PS vs PDF and [Insider](#), the online weekly staff newsletter.
- Rich Abrahams, Academic Computing Coordinator
- Maria Gaitan, Academic Affairs Administrative Secretary. [Institutional Documents](#).



3. Proposal:

- **Introduction:** This project will be a survey of the current use of PDF technology and the Acrobat application suite at **SRJC**. PDF and Adobe Acrobat 5.0 have a significant and growing [presence](#) within the **SRJC** community.
- For our purposes, we have identified three groups of PDF users: the *passive group* that trolls and browses with Reader, the archiving and *distributing group* that collects and shares their finds, and the *creative group* includes technical writers, designers, illustrators and others who create new material, or edit and repurpose existing source documents. Clearly, these groups overlap. See the Venn diagram at the bottom of the page.

- **Overview of the Technology: Local stories** as to how [PDF](#) can help save time and money while improving the quality of many written and graphic communications.
- Here is an [brief overview](#) of the technology, a bow to one of the [JC's own](#), and some recent [educational deployments](#). Our prototype [survey form](#) is a PDF document produced in Word and made interactive with Acrobat 5.0 and some [Acro.js](#) magic. We may [deploy PAR, a simple form that is](#) user friendly.
- **Objectives:**
 - * First, to survey and collect empiric data from SRJC departments, instructors, and staff as to who is using Acrobat Reader to view, archive and distribute PDF documents.
 - * Second, to identify those to are using Acrobat 5.0 to actively edit and publish PDF files. In a word, we are inquiring as to the completeness of the technology tool chest the technology tool chest for managing paper flow, communication, and information in the service of instruction at SRJC.
 - * In addition, we anticipate that the survey will stimulate a sharing of "best of breed" practices and ideas that use digital publishing, e-Books, and Information Technology.
 - * Finally, we expect to identify needs and opportunities for Acrobat integration, training, certification and credentialing.
- **Methods:** Tentatively, we will use the campus e-mail system to widely distribute a survey document as an attachment. That document is an example of an Acrobat /PDF form . The form will include both questionnaire and free text information. That form and its data will be submitted electronically for analysis and processing into a final report. The final report will be printed, loaded to the server and will be part of a Power Point Presentation before the last week of December, 2001. At least one business graphic/chart will be included.
- **Resources and tools:** MS Word, Excel, FrontPage, Adobe InDesign, PageMaker, FrameMaker, Illustrator, Photoshop, ImageMaker, Acrobat 5.0, and standard Unix client/server services. Both PDF and FTF formats will be tested. Team members and roles will require multi-tasking, flexibility, and rapid response to deadlines. In addition, this project may become a framework for demonstrating [Acro.js](#) and CGI applications for **processing survey form data** using a combination of client-side scripting and server-side scripting. The spread sheet component below requires than you have Microsoft Office (Excel) on your computer.
- **Schedule:** Week one: form team , assign roles and jobs, design, test and deployment a sample survey form, development web site. Identify and contact stakeholders and partners . Week two: Submit proposal for approval. and distribute survey form for testing. Week three: Finalize form design and testing. Target survey population and distribute form. Week four: Data analysis. Week five: Report draft and graphic preparation. Week six: Print final report, and present an oral summary of the project findings and conclusions.
-
- **Cost:** Time is the primary resource. Output will equal input.



4. Report and Presentation: To be published within six weeks of project approval.

5. Bibliography:

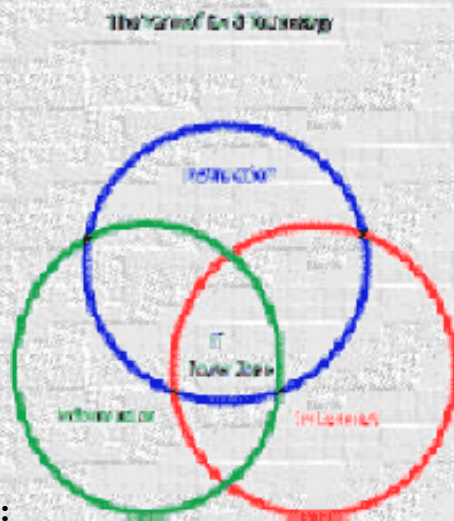
- Pdf with Acrobat 5.0 , VQG , Jennifer Alspach, Peachpit Press, 2001
- PDF Reference, 2nd edition, Addison Wesley, 2000
- Adobe Acrobat 5 Bible, Ted Padova, HungeryMinds, 2001
- Information Anxiety2, Richard Saul Wurman, Que, 2001
- the future of ideas: the fate of the commons in a connected world, Larry Lessig, Random House, 2001

6. Links:

- **Sample [survey form](#):** A pdf document using one of many layout tools.
- **[PDF Zone](#):** Q.) What do HPR, Agilent SR, USAF Family Support Services. the CDC , the NEJM and the IRS all have in common? A.) Acrobat 5.0, "It is everywhere you look."
- **[Adobe.com](#):** The place for QuickTime and pdf overviews of Acrobat 5.0.
- **[Acrobat Training](#):** **PDF Conference 2001 and PlanetPDF : Milman** Streaming Power Point and audio. Via DigiPub.com.and Carl Young
- Word to **[FrameMaker Conversion](#):** A 20 page PDF White Paper from Carl Young of DigPub.com.
- **PDF Conference West: [Nov, 2001](#).** Presentation Summaries: Forms, javascripting, XML, databases, document management, tips and techniques. Adobe, Cardiff, [Ted Padova](#), OS X.1 etc. The PDF Conference East will be in Washington D.C. in early June, 2002
- Technical Writing: A [Glossary from Gary Conroy](#).

7. Graphics:

8. Appendix A:



Contact Information:

2001-12-02

Doug Fisk dfisk@santarosa.edu

The is the index page for the Technical Communication Empirical Report Project



[Advanced Search](#) [Preferences](#) [Search Tips](#)



Search WWW

Search oslerbooks.com

Tip: In most browsers you can just hit the return key instead of clicking on the search button.

Searched pages from **oslerbooks.com** for **belluzzo**.

Results **1 - 5** of **5**. Search took **0.10** seconds.

[\[PDF\] Richard Belluzzo](#)

Your browser may not have a PDF reader available. Google recommends visiting our [text version](#) of this document.

... INFORMATION TECHNOLOGY / TELECOM VALLEY: Sonoma County Bio Richard **Belluzzo**(Rocket Rick) : President, Microsoft BORN : Nov. 26, 1953 CHILDHOOD **Belluzzo** is the ...

www.oslerbooks.com/telecom/rb.pdf - [View as HTML](#) - [Similar pages](#)

[New at the Firestone Project: www.oslerbooks.com](#)

... Diamond Lane/Nokia is one of the contributors. Another Sonoma County product is Richard **Belluzzo** pdf document He moved from HP to Silicon Graphics to r head of ...

www.oslerbooks.com/whatisnew.html - 26k - [Cached](#) - [Similar pages](#)

[The Firestone/OslerProject HomePage: Medical Internet 2001 IT3 ...](#)

... and then oslerbooks using the keyword "cosmocrat". Compare the results. A Google "**Belluzzo**"(links to Business movers and shakers) search on the oslerbooks.com ...

www.oslerbooks.com/ - 28k - [Cached](#) - [Similar pages](#)

[What is New in TELCOMM/DATACOMM](#)

... Tutorial on fiber-optical technology. (222 k pdf file), **Belluzzo** Bio (2k pdf file), Telnet, according to the nytimes, is an old-fashioned, but fast bypass if you ...

www.oslerbooks.com/telecom/ - 7k - [Cached](#) - [Similar pages](#)

[\[PDF\] Winning in Business Using the Internet as a Stategic Weapon](#)

Your browser may not have a PDF reader available. Google recommends visiting our [text version](#) of this document.

... program and engineer a teaching carrel. Features include: * a site search engine Search on "**Belluzzo**" for a brief-Bio in PDF format of the SRJC graduate and Ex ...

www.oslerbooks.com/resume/bad.pdf - [View as HTML](#) - [Similar pages](#)

[Search within results](#)

Unsatisfied with your results? [Help us improve.](#)

[Google Web Directory](#) - [Cool Jobs](#) - [Advertise with Us](#) - [Add Google to Your Site](#) - [Google in Your Language](#) -
[All About Google](#)