WEEKLY WRITING JOURNAL: Week of April 8th, 2019

TASKS

Today's articles were fairly straight forward. I've been focusing my effort on transferring articles as quickly as possible. By using Google's autocomplete, I can cut down the time required to fill out the labeling fields. At this point I have finished converting 120 articles into SharePoint.

Most of my time is spent on stripping the original format and editing the new article to match the original format. Since the style of these documents bold each interface button within the instructions, there are several edits to be made. Many of these articles have bullets as well, which I have to clear and add correct bulleting.

OBSTACLES

I finished the Advisement Reference Guide and worked on a lone article that needed special attention to convert the content into SharePoint. While most articles allow me to copy the entire table and paste the content clear of the format, this table was broken and required me to reconstruct some of the content after pasting. This included the number listing and some of the text. Furthermore, the HTML was cluttered with unnecessary code, which I scrubbed to make sure the final product presented properly.

After completing the lone article, I started the Faculty Reference guide. This will be the third step sheet I'm working on, all serving the CUNYfirst system. I am paying a little closer attention to the professionalism of these articles since the audience is faculty.

PERSONAL COACHING

I also met with Jon Frost today. He offered me insight into the Technical Writing industry, and what may be good for me to know going into the field. I was able to ask him questions about his experience, and what helped him with his success. Some of his suggestions included:

Start a Brag Book
Get involved with STC, IABC, Usability Profession Association, or a National Labor Force
Consider job titles like Business Analyst, Searching Job boards, Documentation Titles
Be familiar with Change Management, Robotics, Automation, XML Language
Be receptive to new technologies and generational differences
Whatever I'm interested in read and learn about
Think 5 years ahead, anticipate change and where/ how it may affect my role
Keep Inventory of skills
Content is King
Keep an eye on accessibility