

# Technical Writing Portfolio

## FrameMaker 7.0:

- Produced FrameMaker 7.0 document–  
*Arthur Rubinstein–A Competition for Pianists*
- Chapters 1-16
- Book format
- Document design
- Created FrameMaker 7.0 document and custom master pages:
  - Cover page
  - Running H/F
  - Anchored frames and graphics
  - Paragraph designer
  - Table of contents
  - Index (marker)
- Extensive research, writing, editing, formatting

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Feasibility Study:

- *Alternative Solutions for Installation of a New Data Modeling System*
- Done in MS Word
- Extensive research, writing, editing

**Steven Heitman**

Information Architect

Technical Writer

[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)

[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Instruction Set:

- *How to Install RAMSINKS*
- Done in MS Word
- Extensive research, writing, editing, revisions

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Standard Operating Procedure (SOP):

- SOP for production of Steinway & Sons, A-88 bass string (Model D, concert grand piano)
- *SOP AB-9F88, Release 5*
- Attachments with illustrations (not included)
- Graphic design, used grids
- Illustration and drawing
- Done in MS Word, Illustrator, Photoshop
- Form document SOP from real-world technical writing environment
- Revisions accomplished and document successfully implemented
- Extensive research, writing, editing, revisions

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Press Release:

- For GeneChip Technologies, Inc.
- *EMONEG 2.0™—Enables Researchers to Obtain Accurate DNA Blast Scores from Precompiled Blast Scores*
- Done in MS Word
- Extensive research, writing, editing, revisions

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

Informative Abstract

Executive Summary

White Paper:

- Informative Abstract
  - *Illustrations in User Manuals: Preference and Effectiveness with Japanese and American Readers*
- Executive Summary
  - *When to Automate Translation Processes: Calculating Cost Along the Automation Continuum*
- White Paper
  - *When to Automate Translation Processes: Calculating Cost Along the Automation Continuum*
- Done in MS Word
- Extensive research, writing, editing, revisions

# Technical Writing Portfolio

## Press Kit for *The Arthur Rubinstein (AR) Collection:*

- Front Cover
- Letter to The Juilliard School of Music
- Press Release–*The Arthur Rubinstein Collection–Available in Stores*
- Rubinstein’s Biography
- Press Release–*Premiere of Selected CDs at Carnegie Hall*
- Agenda
- Samples of Music from 7 CDs
  - Volumes: 14, 18, 31, 37, 42, 48, 81
- Reviews
- Reservation Form
- Order Form
- Photograph 1: AR, Dancing on Street in Spain (1962)
- Photograph 2: AR, Touring in Poland (1974)
- Drawing: AR, New York (1969)
- Handwritten Statement about Chopin: AR (1978)
- Back Cover–94 CDs and Book  
(Shows *The Arthur Rubinstein Collection* and Products)
- Document design and layout
- Done in MS Word and Photoshop
- Graphic design, logo design, used grids
- Extensive research, writing, editing, revisions

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Tutorial:

- *Module 1: Tutorial for Adobe InDesign 3.0 CS*
- *Modules 2 and 3 (not included)*
- Done in MS Word, Photoshop, InDesign 3.0 CS
- Screen shots–included with tutorial
- Extensive research, writing, editing, revisions

**Steven Heitman**

Information Architect

Technical Writer

[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)

[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Usability Testing Report:

- Did usability testing for *Module 1* (InDesign 3.0 CS)
- Worked with end users; did interviews
- Observations and notes
- Done in MS Word
- Extensive research, writing, editing, revisions

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## InDesign 3.0 CS:

- Three-panel brochure for GENECO
  - Graphic design, used grids
- Newsletter for Information Architects-INTERFACE
  - Graphic design, used grids
- Typography design for marketing ad
  - Graphic design, used grids
  - Univers-A modern typeface
- InDesign 3.0 CS, Photoshop, MS Word
- Extensive research, writing, editing, revisions
- Service Bureau for final printing of documents

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Technical & Professional Writing (TPW) Internship:

- Did technical writing internship at San Francisco Neighborhood Parks Council (NPC)
- Technical writing, project manager, document design
- Graphic design, used grids, photography
- Press kit for *Blue Greenway*
- Brochure (11" x 17") for *Blue Greenway*
  - Annotated map
- Online tutorial for *Blue Greenway*
  - Information Architecture
- Done in MS Word, InDesign, Photoshop
- Extensive research, production, writing, editing, revisions

**Steven Heitman**  
Information Architect  
Technical Writer  
[www.stevenheitman-ia.com](http://www.stevenheitman-ia.com)  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# Technical Writing Portfolio

## Technical & Professional Writing (TPW):

- TPW Certificate (equivalent to BATPW)
- Letters of Recommendations
  - TPW internship (NPC)
  - Previous supervisors
- Quotes-References