

Publications List and Communicators' Resource Guide

*Tektronix is an equal opportunity
affirmative action employer.*

Publications List and Communicator's Resource Guide

**Published by
Employee Communications
Sixth Edition,
June 1985**

**As information changes,
please send changes to
Carol Koval, 53-078,
642-8927**

This publication is a place to start for employees wanting information about Tektronix publications and graphics resources. It does not include names of all persons involved with publications nor does it list everything printed by Tektronix (such as technical manuals and marketing information). Additional copies may be ordered from Employee Communications, del. sta. 53-078

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TECHNICAL OR GENERAL NEWS PUBLICATIONS

(mostly for Tek personnel)

AE Interface	Anita Hicks, 54-016, 642-8057 (ISG System Support Group). Application information. Monthly. Circulation restricted to persons working with GPIB interfacing or programmable instruments or systems. Limited distribution. For sample copy call Anita.
Agenda	Ken Cushman, 53-078, 642-8903 (Employee Communications). Newsletter for Tek managers or equivalent staff members. Every week or more often, as needed, 4-8 pages. To receive: If a manager, call 642-8903. Others may pick up a copy in Employee Communications, 53-078.
Annual Report	Corporate Secretary's Office, Y3-119, 643-8159. Published annually in August and mailed to all Tek shareholders and employees at home address.
Component News	Barbara Tuttle, 74-900, 627-1772 (Technical Communications). Technical information on components, reliability and design for engineering and manufacturing staff. To receive, call 627-4501.
Connections	Joan Knapp, 53-072, 642-8719 or Paul Gilbarg, 53-072, 642-8796 (CS & FS Information Systems). Group newsletter to keep users informed of application and field network status. Limited distribution.
CSC Interface	Nancy Peate, 74-900, 627-1763 (Technical Communications). Information about the Computer Science Center. Topics include operating systems (including CYBER NOS, UNIX and VMS), the Tektronix Engineering Network, Software Tools, CAD/CAM and other computer-related information. Every two months. To receive: send request to CSG Interface with name, delivery station and payroll code.
ECB Manufacturing Newsletter	Marilyn Dame, F1-292, 640-2288 ext. 4294 (ECB Manufacturing). Communicates, informs and disseminates data, concerns and issues applicable to Forest Grove. Published monthly. Deadline first of each month.
FOS-Talk	Karen Leeper, 51-313, 643-8824 (FOS Support). Contains procedural reminders (i.e., order processing), project status, solutions to common problems, etc. for FOS personnel.
Hotlines	Rob Stewart, 53-027, 642-8765, (Service Marketing). Information vehicle to keep the field service organization abreast of Service marketing activities including: recognizing progress against goals; promoting new/existing marketing programs; identifying contract issues/awards.
IDG On-Line	Vicki Quick, 63-635, 685-3617 (IDG Marketing Communications). Monthly newsletter for the field on IDG Marketing activities. Limited distribution.
IG Sales News	Shirley Kilcup, Y6-119, 627-8459 (IG Marketing Operations Systems). Circulation restricted to Instruments Group sales and marketing personnel.

Job Transfer Opportunities (Tekweek)	Job Transfer Opportunity Center, Y6-092, 627-8004. Posting of job openings for employees (Oregon-Washington mostly). Weekly tabloid. Local distribution.
Library Bulletin	Julianne Williams, 50-210, 627-5385 (Corporate Library). Provides listing of new books and journals available in the Building 50 Corporate Library. To receive call Julianne Williams. (Also available on UNIX by subscribing to "Tek Library.")
MRP Newsletter	Wanda Anderson, 78-612, 627-5062 (MRP Program Group). Shares information, provides status updates (re: MRP projects); achievements, and recognition regarding MRP related personnel (may include some Grass Valley Group information); general PR and announcements. Bi-monthly. Limited distribution.
Ordering Processing Bulletin	Renee Hanneman, 73-768, 627-2011 (Order Processing). Monthly communication between Beaverton and field offices and field order processing areas.
Pipeline	Barbara Massinger, 92-691, 629-1963 (LA Marketing). Communicates to SE's and AE's important technical and procedural information regarding Logic Analyzers in a timely manner. Limited distribution.
Quality Update	Ed Richter, Y3-400, 643-7702 (Corporate Quality Assurance). Shares information and recognizes achievements pertaining to quality improvement throughout Tektronix. Published as part of Tekweek.
Quarterly Shareholders Report	Fletcher Chamberlin, Y3-407, 643-8140 (U.S. Finance). Public report on the company's financial results. Mailed to all shareholders after first, second, and third quarters of fiscal year.
Random Access	Myrl Kwiatkowski, 92-635, 629-1734 (MDP Technical Support). Keeps the MDP sales force informed of product capabilities and limitations. Limited distribution.
Seminar Announcements	Jacquie Workman, 74-900, 627-6867 (Publications and Training Support). This flyer announces upcoming technical seminars and conferences. Monthly, more often if needed. To receive call the mailroom, 627-4501.
Service Management Library	Mary Ellen Zander, 53-102, 642-8917 (Service Administrative Support). Provides all U.S. field service managers with current organized, consistent and accessible operational information. Monthly. To field service managers only.
Service Organization Bulletin	Janet Hemenway, 53-102, 642-8940 (Service Administrative Support). For delivery of information to technicians (within 24 hours of development of information). Published as needed. Limited distribution.
Softalk	Susan Joplin, 63-336, 685-3920 (Graphic Workstations Division). Technical information to Tek field systems analysts about Information Display Products, software problems/solutions, software changes, new publications. Monthly. To receive send an IOC with payroll code to Softalk. Limited distribution.
Technology Report	Art Andersen, 53-077, 642-8934. Technical information for engineering and scientific community. Every two months. To receive, send IOC with name, delivery station, and payroll code. Not available to field offices.
TekSecretary	Carol Koval, 53-078, 642-8927 (Employee Communications). Newsletter for secretaries. To receive, call Charlotte Shumaker, 642-8920.

**Tektronix Standards
Newsletter**

Ida Martyn, 78-529, 627-1802. Contains information related to standards activity throughout Tektronix. For company use only. To receive, call 627-1800.

Tekweek

Richard Koe, 53-078, 642-8916 (Employee Communications). Weekly newspaper for all Tek employees, domestic and worldwide. News, features, photos, letters. Company-wide distribution through mailroom (74-300, 627-4501.)

Trading Post

Employee Communications, 53-078, 642-8920. Provides an opportunity for employees to list items for sale, or services. Oregon/Washington sites. Twice a month as a Tekweek insert.

Western Roundup

Joan Staton, Kansas City Field Office. For western region field offices.

Wizards Workshop

Janet Hemenway, 53-102, 642-8940 (Service Administrative Support). Technical and procedure articles for Beaverton and Field Service Organization. Every two weeks. To receive, call 642-8940.

08 Update

Mattie Calvert, 08-444, 696-7476 (Plastics). Newsletter for Vancouver, Washington, employees. Weekly.

TECHNICAL OR GENERAL NEWS PUBLICATIONS

(Mostly for customers)

ANSWER newsletter

Carol Hilden, 58-699, 627-2235 (TV Marketing). Applications newsletter for customers. Four times yearly. To receive call Carol.

Handshake

Bob Ramirez, 54-016, 642-8082 (Instrument Group System Support Group). Applications, new product information, interfacing information and programming hints for users and potential users of signal processing and programmable measurement instruments or systems. Quarterly. For sample copy, call Bob.

**MDP System
User's Newsletter**

Byron Lunz, 92-635, 629-1730 (MDP Marketing). Microcomputer Development Products news for customers.

**Microfiche Product
Files (MPF)**

Donna Lowry, 73-275, 627-1951 (Publication Support). Contains Sales/Service, Mod Summary, and Manual documentation per product. Portions are available to customers on a subscription basis.

Service TEKnotes

Janet Hemenway, 53-102, 642-8940 (Service Administrative Support). Technical information articles for large customers who maintain their own Tek equipment. Every two months.

**SPS Programming
Update**

ISI Marketing, C1-895, 253-5801. Published as needed to update users of Signal Processing Systems software.

TEKniques	IDG Marketing Communications, 63-635. Application, programming, product information to IDG Graphics Systems owners/users. Every three months.
Tektest Times	Alan Whiteside, 94-441, 629-1035 (STS Marketing). Keeps the STS customer base informed as to new software revisions, new products, hardware modifications and marketing activities.
Tek Video News	Cindy Naucier, 58-699, 627-2230 (TV Products). Informs select group of TV Broadcast engineers, video dealers, and private or non-broadcast customers about new product information, technologies and application information. Every three months.
TM Notes	Linda Malstrom, C1-694, 253-5910 (ISI Marketing). Publication to installed base of TM 500 customers.
User Group News	Myrl Kwiatkowski, 92-635, 629-1734 (MDP Marketing). Makes customers aware of new MDP products as they are introduced. Serves as reference for current product capabilities and limitations. Quarterly.

REFERENCES—PUBLICATIONS & PEOPLE

Advertising	Contact division Marketing Communications Managers or Corporate Marketing Communications. Catalog distribution and advertising literature distribution, Julie Schmidt, 642-8703.
Audio Tape Library	TV/Media Services, 74-115, 627-1586. Product orientation, operation and maintenance training audio tapes for purchase. Catalog available. Duplication and distribution services (or see "videotape library").
Capital Planning Manual	Beth Andersen, Y3-433, 643-8223 (Profit Planning Staff). For anyone at Tek involved in capital purchases.
Chemical Safety Data Manual	Rod Christiansen, 38-340, 627-0255 (EMCG). Updated as necessary, 200 pages loose leaf. Distributed to nurses stations and to managers using chemicals.
Common Design Parts Catalog	Tom Gibbons, 92-267, 629-1809 (Catalogs & Documentation). Separate Common Design parts Catalogs printed for Semiconductor, Electro-Mechanical, Resistors/Capacitors, Mechanical, Materials and Wire. For use by instrument designers, manufacturing personnel, field service, etc. To order, send name, delivery station, and cost center to 92-267.
Corporate Identity; Communications Guidelines	Steve Dawson, Y3-400, 643-8280 (Corporate Marketing Communications). Promotion policy and practices, corporate advertising and identity program.
Customer Service Training Catalog	Linda Morrisson, 54-058, 642-8079 (Training Publications).

Development Center Manual	Liz Vidor, 55-002, 627-5105 (DPO Technical Support Documentation).
Employee Benefit Booklets	Ed Nieuburt, Y6-529, 627-8210. Group benefit plans, retiree insurance plans.
Employee Handbook	Pat Johnson, Y6-591, 627-8106 (Personnel Policy and Technical Support). General orientation to Tek, pay, benefits, practices, policies and services.
Environmental Guidebook	Frank Deaver, Y6-060, 627-8545. Resource for dealing with environmental concerns—air and water quality, chemical handling, etc.
Exchange, The	Pat Johnson, Y6-591, 627-8106 (Personnel Policy and Technical Support). Periodic publication intended to be an informative and helpful means of sharing information on human resource issues (EEO, Immigration, Tektronix Policy and Procedure, Affirmative Action Planning), of interest to Tek. To receive call 627-8104.
Field Administration Procedures	Grace Stone, 51-317, 643-8814 (FOS). Administrative procedures and guidelines for field management and field personnel. Updated as necessary.
Field Reference Manual	Karen Leeper, 51-313, 643-8824 (FOS). Order processing information for field office Customer Service Representatives. Published as necessary. To receive call Karen.
Finance and Accounting Manual	Bill Kallimanis, 55-521, 627-1600 (Finance and Control Systems).
Financial Relations	Fletcher Chamberlin, Y3-407, 643-8140. Investor relations, financial information.
IDG Configuration Guide	David Bealby, 63-635, 685-3797 (IDG Marketing Communications). Information about IDG product configurations, options, standards and optical accessories and field kits.
Information Display Group Catalog	Cathy Bachelor, 63-635, 685-3059 (IDG Marketing Communications).
Marketing Communications	
Communications Group	Communications Network Analyzers Katherine Melcher (Public Relations Supervisor), Redmond, 923-4420. FDI Mary Trowbridge (Marketing Communications Program Supervisor), 58-741, 627-4225. TV Jeanine Navarra (Marketing Communications Manager), 58-699, 627-1843.
Corporate	John Kadel (Corporate Marketing Communications Manager), Y3-401, 643-8233.
Design Automation Group	Microprocessor Development Products Marty Boyeson (Marketing Communications Manager), 92-635, 629-1573. Semiconductor Test Systems Rick Hill (Marketing and Sales Manager), 94-441, 629-1435. Logic Analyzers Dave Parmley (Marketing Manager), 92-691, 629-1964.
Information Display Group	Alison Nuessle (Marketing Communications Manager), 63-635, 685-3056.

Instrument Group	Mike Fitzgerald (Marketing Communications Manager), Y6-119, 627-8467.
	Portables
	Peter Locascio (Portables Program manager), 47-837, 627-5150.
	Lab Instruments
	Debra Seifert (Marketing Communications Manager), 39-262, 627-2910.
	Instrument Systems
	Bob Morse (ISI Accessories Program Manager), C1-894, 253-5757.
Master Publications Index (MPI)	Fred Schade, 73-848, 627-2156 (Customer Service Support). Cross reference of field-available publications.
MDP Technical Publications	Ray Hughey, 92-551, 629-1305. MDP technical manuals and marketing support information. User and service manuals, reference cards, application books, concepts books, newsletters, forms, slides, reports, folders, brochures, labels.
Order Processing Bulletin	Monthly communication between Beaverton and field offices and field order processing areas.
Order Processing Manual	Renee Hanneman, 73-768, 627-2011 (Order Processing). Order processing information for Customer Service. Published as necessary, 900 pages. To receive call Renee.
Parts Price and Replacement list (PPRL)	Fred Schade, 73-848, 627-2156.
Parts/Product Ordering Information	Fred Schade, 73-848, 627-2156. Reference information for internal use and customer use. Published as necessary. Items include (with some repetition of previous listings): <ul style="list-style-type: none"> Probe Cross Reference (incl in MPI) Field supplies & Equipment list (FSE) lists tools, packaging and office supplies for field use Product Availability List (PAL) Parts Price and Replacement List (PPRL) Parts Price List Parts Notice Replacements Part Record CRT cross reference lists: Tek part number; NSN number; vendor code; manufacturing numbers Abbreviations used in Replaceable Parts Record (RPR) Product Improvement Kit Instructions. Parts Replacement kit instructions for adapting new parts to old products when old parts are no longer available MOD summaries—summary of corporate modifications for user application
Product Safety Guidebook	Pete Perkins, 78-531, 627-1815 (Corporate Product Safety & Regulatory Affairs). A technical reference which describes the requirements that products must meet to comply with appropriate codes, standards and regulations. Available through Technical Standards.
Programming Manual	Bill Howarth, 55-139, 627-3582 (DPO Technical Support Documentation). Computer programming manuals.

Public Relations

Communications Group

Communications Network Analyzers

Katherine Melcher, (Public Relations Manager), Redmond, 923-4420.

TV

Cindy Naucler (Public Relations Supervisor), 58-699, 627-2230.

Spectrum Analyzers

Mary Trowbridge (Public Relations Manager), 58-183, 627-4225.

Corporate (non-technical)

Susan Stone (Corporate Public Relations Manager), Y3-439, 643-8149.

Gary Conkling (Government Relations Manager), Y3-439, 643-8148.

Corporate (technical)

Corporate Marketing Public Relations is responsible for establishing PR standards and procedures, company-wide marketing, technology and product programs.

John Kadel (Acting Corporate Marketing Public Relations Manager), Y3-401, 643-8233.

Eileen Drake (Technology Public Relations manager), Y3-408, 643-8252.

Jan Ohman (Technology Public Relations Manager), Y3-408, 643-8355.

Eleanor McElwee (Technical Communications Support Manager), 53-077, 642-8924.

Design Automation Group

Microprocessor Development Products

Marty Boyeson (Marketing Communications Manager), 92-635, 629-1573.

Semiconductor Test Systems

Alan Whiteside (Product Promotion Manager), 94-441, 629-1035.

Logic Analyzers

Wendy Morrison (Public Relations Manager), 92-691, 629-1359.

Financial Relations

Fletcher Chamberlin, (Assistant Treasurer), Y3-407, 643-8140.

Information Display Group

Graphic Workstations Products

Computer Aided Design Products

Julie Grecco (Public Relations Supervisor), 63-635, 685-3907.

Artificial Intelligence Products

(Public Relations Supervisor), 63-635, 685-3752.

Terminals Products

Peripheral Products

Vicki Quick (Public Relations Supervisor), 63-635, 685-3617.

Instrument Systems Group

Martin Middlewood, (Public Relations Manager), C1-894, (206) 253-5758.

Lab Instruments Division

Debra Seifert (Marketing Communications Manager), 39-262, 627-2910.

Portables Group

Robert Galvin (Public Relations Supervisor), 47-837, 627-5493.

Public Affairs (Washington State)

Chuck Williams (Public Affairs Manager), C1-947, 253-5791.

Recruiting Booklets

Division HR staffs or Corporate Staffing.

Replaceable Parts Record

Fred Schade, 73-848, 627-2156 (Customer Service Support).

Retirement Program Booklet

Libby Johnson, Y6-600, 627-8043 (Benefits & Retirement Programs).
Pension Plan; Profit Sharing Deferral Plan; Retirement Profit Sharing.

Safety & Health Reference Guide

Jerry Turnbaugh, Y6-061, 627-8088 (Corporate Safety & Health).
Reference for all managers.

Sales Demo Software Library Catalog

Nadine Lowry, 54-016, 642-8070 (ISG System Support Group). Listing of
program abstracts for demonstration and sales support for program-
mable measurement instruments and controllers. Limited distribution.
For catalog call Nadine.

Self-Study Training Materials

Linda Morrisson, 54-058, 642-8079 (Training Publications). Training
materials on electronic concepts and various computer programming
languages (BASIC, FORTRAN, PASCAL, COBOL). Available to field per-
sonnel; Beaverton personnel may contact PSU.

Service Pricing & Policy Notebook	Trena Haws, 53-027, 642-8764 (Service Marketing). Maintenance agreement and service pricing, and warranty information for the Service Organization. Updated quarterly. Limited distribution.
Software Center Information Exchange	Steve Shellans, 50-487, 627-4954. A collection of documents and books to aid the software engineer and manager in planning and carrying out software development projects. Over 20 categories are represented, including development standards, evaluation and testing, project management, specifications and past project reviews.
Software Project Management Guidelines	Chuck Martiny, 50-487, 627-6215. A booklet to plan and manage a software project. Identifies product development phases: Concept, specification, design, implementation, evaluation and verification, and project preparation. Within each phase—objectives, deliverables, milestones, requirements, and questions are presented.
Solution Vendor Register	Mike Schmauch, 63-575, 685-3841 (Solution Directed Marketing). Catalog for non-Tek software that supports IDG products.
SOP Manual	Bill Howarth, 55-193, 627-3582 (DPO Technical Support Documentation).
Technical Standards	Ida Martyn, 78-529, 627-1802 (Corporate Quality Assurance). Group writes and issues Tek Standards; assists with guidebooks and manuals; graphic design. Provides external standards and technical documents for Tek people. Provides information on standards.
Technical Support Manual	Bill Howarth, 55-139, 627-3582, (DPO Technical Support Documentation).
Technical Training Packages	Linda Morrisson, 54-058, 642-8079 (Training Publications). Training packages for Tek service technicians and customer maintenance technicians.
TEKFAST Operators Manual	Joan Knapp, 53-072, 642-8719. Terminal operation instructions and procedures for the TEKFAST communication network. Updated as necessary.
Tektronix Administrative Procedures Manual	Pat Johnson, Y6-591, 627-8106 (Personnel Policy and Technical Support). Formerly Secretary's Guidebook. Contains Tek procedures, practices and information for secretaries, administrative staffs and managers.
Tektronix Instrumentation Software Library	Jerry Kryszek, 54-016, 642-8027 (ISG System Support Group).
Tektronix Instrumentation Software Library Catalog	Nadine Lowry, 54-016, 642-8070 (ISG System Support Group). Listing of program abstracts for signal processing and programmable instrument control. Quarterly. To receive current catalog, call Nadine.
Tektronix Policy	Pat Johnson, Y6-591, 627-8106 (Personnel Policy and Technical Support). Formerly the Manager's Guidebook. Company policies for managers and other personnel.
Tektronix Products Catalog	Bob Chamberlain (Technical Publications Manager, Corporate Marketing Communications), 76-260, 627-2248. Employees with need may request copies from B.J. Geer, 53-067, 642-8709.

TEP Catalog and Schedules

Corporate Education Department, Y6-047, 627-8470. Course descriptions and time schedules for Tek Education Program. Central distribution for all Tek Oregon and Washington facilities. Catalog published annually. Schedules published quarterly in Tekweek.

TIPS (Tektronix Interplant Packaging System)

Jim Johnson, 78-554, 627-2258 (Packaging Design). Tek interplant packaging system. One time publication, 100 copies, 124 pages, for areas involved in packaging parts for interplant shipment from manufacturing area to warehouse to using area.

Videotape Library

TV/Media Services, 74-115, 627-1586. Company information, product orientation, operation and maintenance training videotapes available for loan or purchase. A catalog is available upon request.

403-68, 69,70 Microfiche Reports

Janet Hemenway, 53-102, 642-8940 (Service Administrative Support). Provides a list of customer products covered by maintenance agreements. Each accounting period. Limited distribution.

COMMUNICATION RESOURCES

The following persons have indicated that they or their staff would be willing to help with your communication problems as time permits:

Bulletin Boards

Central Services managers in each building are in charge of clearing and posting all material on corporate bulletin boards.

Consulting

Help with communications problems—
publishing, editing, program pre-
sentations, technical papers,
how to get started.

Ken Cushman (Employee Communications manager), 53-078, 642-8903. Tekweek, Agenda, Employee Benefits and Retirement booklets, TekSecretary, Job Transfer Opportunities.

Technology Communications Support, 53-077 (Eleanor McElwee, manager, 642-8924; Andrea Fowler, Graphic Design manager, 642-8979). Central support group, part of Corporate Marketing Communications. Full range of editorial, graphic design, and production support for technical papers/slide shows, management presentations, other communications projects.

TV Division Productions, Jeanine Navarra (Marketing Communications Manager), 58-699, 627-1843. Television, multi-media and film production. Coaching for on-camera presentations. Communications consultation.

TV/Media Services, 74-115, 627-2372. Consultation, videotapes, script-writing, direction, production duplication/distribution.

Jacquie Workman (Publication and Training Support manager), 74-900, 627-6867. Component News, CSC Interface, Seminar Announcements. Help with training manuals, papers and presentations for internal audiences. UNIX training and documentation.

Editing

Eleanor McElwee (Technology Communications Support manager), 53-077, 642-8924.

Graphic Design and/or Illustration

Andrea Fowler (Graphic Design Group manager, Technology Communications Support), 53-077, 642-8979. Central support group for graphic communications. Professional staff providing project management, art direction, graphic design, technical illustration, photo art direction, and print buying services. High resolution computer equipment for typesetting and high-quality, low-cost color slides and overheads.

Chuck Corbridge (Graphics manager), 76-337, 627-2196.

Bok-Soon Pattamanuch (Graphics), 76-165, 627-2218. Design, illustration and composition for manuals, brochures, forms, newsletters, posters, signs, 35mm or overhead slides, etc.

Jacquie Workman (Publications and Training Support manager) 74-900, 627-6867. Design and illustration.

Graphic Reproduction (photography)

Rich Ronek, 76-270, 627-2222 (Graphics). Photographic prints, negatives, plates, PMT's, Powergraph Mylars, Dry mounting, Scotchcal, Image and Transfer, 35mm Aperture Card projection, etc.

Mailing Services

Beaverton Mail Center, 74-300, 627-4505.
Walker Road Mail Center, 92-666, 629-1790.
Wilsonville Mail Center, 63-046, 685-3993.
Building Y3 Mail Center, Y3-343, 643-8353.
Clark County Mail Center, C1-687, 253-5012.
Forest Grove Mail Center, F1-438, 640-2288 x4222.

Microfilm Services

Marjorie Miller, 76-270, 627-2770 (Graphics). Source Microfiche filming and duplication. 35mm Aperture Card filming and duplication services.

Overhead Transparencies

Andrea Fowler, Technology Communications Support, 53-077, 642-8979.
Machines for making overheads from camera-ready art are available at: Central Services Centers.

Jacquie Workman (Publications and Training Support manager), 74-900, 627-6867.

Photography

Jason Kinch (Studio Photography manager, Graphics), 76-270, 627-2223. A fully equipped and professionally staffed photography service providing a variety of visual communications support. Services include: meeting slides and overhead transparencies (design and typesetting through photography), slide and transparency duplication, black and white and color print making, studio and location photography in formats from 35mm to 8x10.

Printing

Chuck Corbridge (Graphics manager), 76-337, 627-1702. A good place to start if you need everything—typesetting, design, illustration, photography, pasteup and printing. If we can't handle your job, we'll help find someone who can. If your copy is camera ready, you can take it to Dorothy Vuylsteke, 76-100, 627-2203.

Promotional Literature

Contact Division Marketing Communications manager or Corporate Marketing Communications manager.

Reference Publications

Tektronix Abbreviations, Acronymns & Symbols Standards, very useful if you've ever wondered what all the initials mean that are used around Tek. Request by part number 062-1737-00 from Technical Standards, 78-529.

Trademarks, Copyrights and Related Proprietary Matters Standard. Request by part number 062-1701-00 from Technical Standards, 78-529.

Directory of Standards. A listing and brief description of all standards issued by Technical Standards. Request by part number 062-4055-00 from Technical Standards, 78-529.

Corporate Identity Manual. Published by Corporate Marketing Communications department, Y3-400, 643-8280. Deals with corporate design (trademark, stationery, communications guidelines, product color standards, signage).

Sound/Slide Shows

Technology Communications Support, 53-077, 642-8924 or 642-8979.

Typesetting

Andrea Fowler, Technology Communications Support, 53-077, 642-8979.

Bonnie Wilson, typesetting (Graphics), 76-165, 627-2211. Typesetting for manuals, brochures, newsletters, forms, posters, signs, 35mm or overhead slides, etc.

Jacque Workman (Technical Communications), 74-900, 627-6867.

Videotapes

TV Media Services, 74-115, 627-2372. Custom television services.

TV Division Productions, Jerry Schneider, Communications Manager, 58-699, 627-2654. Corporate television productions.

COMMUNICATORS ORGANIZATIONS

Communicators' Organizations

International Association of Business Communicators, Oregon-Columbia chapter. Monthly meetings and workshops. Of more value for the general audience communicator than for technical writers. For more information call Ken Cushman, Employee Communications, 53-078, 642-8903.

International Television Association (ITVA), Portland Chapter. Meetings and seminars of interest to industrial television writers, producers and technicians. For information, call Jeanine Navarra, 627-1843.

Society of Motion Picture and Television Engineers (SMPTE), N.W. Section. Meetings, journals and seminars of interest to communications engineers. For information, call Steve Kernan, TV Division, 58-699, 627-5545.

Society for Technical Communication (STC), Willamette Valley chapter. Meetings and workshops. Of interest to technical writers. For more information, call Carolyn Schloetel, Technical Communications, 74-900, 627-1762.

Women in Communications, Inc. (WICI). A national professional association for both men and women in all types of communications (newspapers, magazines, radio, television, film, advertising, public relations, and journalism education). Local chapter offers monthly programs, workshops, and classes. For information, call Colleen Dorough, TV Media Services, 74-115, 627-1098.

Portland Advertising Federation, John Kadel, Corporate Marketing Communications manager, Y3-401, 643-8233.

