112 West Ave.

Apt. 239

San Marcos, TX 78666

November 4, 2014

Mr. Michael Farris, Director

Educational Technology Center

Texas State University

San Marcos, TX 78666

Dear Mr. Farris:

I have enclosed the brochure you hired me to write on September 3, 2014, titled “Using TRACS.” I completed the brochure on November 12, 2014.

I began by reviewing the material in the TRACS Student Guide. I then selected key components of the interface to include in the brochure. Next, I organized the selected components according to the order in which the user interacts with them. Then, I included screen captures of the selected components and described how to interact with them. Finally, I laid out the information in Adobe InDesign in a trifold brochure format.

I hope the brochure helps the Educational Technology Center to reach out to students using TRACS, and I look forward to working for you again in the future. If you have any questions or comments about the brochure, please contact me at 210.482.9474(c), or at so1132@txstate.edu.

Sincerely,

Stuart Olsen

Enclosure: “Using TRACS”