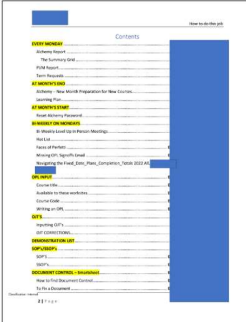
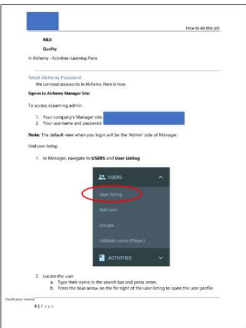


Some departments - and businesses - need a little humor to feel at ease with the information provided. It makes those using the document feel as though the people "above" feel their pain, and makes the learner less resistant.



A clickable Table of Contents makes for an easy search and find, especially if you don't know how to use the Ctrl-F feature. Using the TOC feature also allows the writer to organize their content easily, and check the overview to be certain that the flow is correct.

A final bonus is that when you choose to change the order or add to it, updating the TOC is extraordinarily easy.



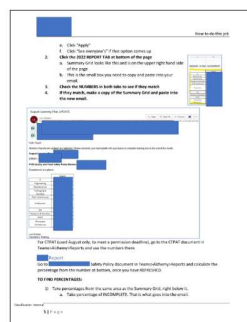
Exceptional Procedural Documents have it all, including the step-by-step procedures and the images that help the user know that s/he is in the correct place.

Additionally, anything you can do to highlight where their eye should go saves a great deal of time as these seemingly small bits of learning time are reduced.

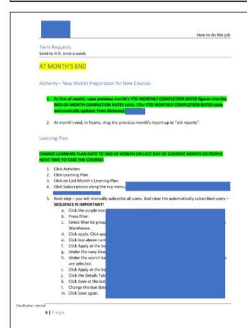


The work we all do is complex. Spreadsheets, PowerPoints, KPI's, step-by-step instructions, designs and If this > Then That's

To offer the easiest and most digestible trainings on paper, you have to know how to use design, writing style, graphs, graphics, layout and more to get through to all learner types - not just the old-style "lowest common denominator".



Using the precise materials you use every day - including emails - helps you in a number of ways as well: indicating the date of this Live document helps you know if it is time to replace the image in the document.



This is Live document. When you are sharing it, you can highlight the aspects of the document that need to be checked, or changed. This is an easy and eye-catching way to make the needed work stand out, and get corrected, in record time.