

Tyler Peebles  
February 16th, 2026

### **Substantive Editing Project | Document Worksheet:**

#### **The Communicators:**

1. *Who are the originator and owners of the document, and what are their purposes?*
  - a. The communicators are Walgreens Co. as a whole, as well as those in charge. The current CEO is Mike Motz, while John Lederer is the Executive Chairman.
  - b. There are other people that are likely in charge of the marketing and design – Min Cho has been cited online as the Design Officer and Chief Format Concepts since 2022.
  
2. *Who are the content developers (e.g., writers, editors, illustrators), and what are their responsibilities and authority?*
  - a. The writers are responsible for correcting errors detected by editors, and creating content that appeals to the owner of the document and the audience. The writers of the document are not listed.
  - b. I am the technical editor and copyeditor, and it is my responsibility to check the document for errors and relay these errors to the document owner.
  - c. Illustrators are responsible for creating and adding images that represent the information relayed in the document. The illustrators of the document are not listed.
  
3. *As editor, what are your goals, responsibility, and authority?*
  - a. My goals as the editor are to identify errors in the design, grammar, and information and to communicate the errors to the document owner so that the owner can approve the edits and/or edit the document.
  - b. My responsibility is to make edits to the document to improve user accessibility, readability, and to relay these edits to the document owner clearly and respectfully.
  - c. I have the authority to suggest edits to the document owner, and to mark-up the unedited document with tools provided in Microsoft Word.
  
4. *Who are the others in the communication chain?*
  - a. The communication chain includes: Min Cho, who likely conceived of the document and got it approved.
  - b. Leadership such as Mike Motz and John Lederer may have authorized the project and approved it.

- c. Writers generated the text and content.
- d. Illustrators added images related to the content.
- e. The editors (me) detect errors and relay changes to the authority (Mike Motz or Min Cho).
- f. The original project creator (Min Cho) or editors (myself) make the suggested changes.

**The Audiences:**

*1. Who are the audiences of the document?*

- a. *Primary (New Hires)*  
-Informs new hires on what to wear
- b. *Secondary (Current Pharmacists, Pharmacy Techs, Managers and Employees)*  
-Remind existing workers of the dress code  
-Update existing workers on changing dress codes
- c. *Tertiary (CEO, Chairman, Leadership)*  
-Updated on existing dress code in the case that an employee is not in dress code

*2. What information do they already have and what do they still need or want about the topic?*

- a. Audiences have access to dress code information and help lines for questions about benefits.
- b. Audiences are missing necessary contact information for general questions related to the information.
- c. Audiences are informed about how they can prepare for their first day and what documentation will be required.
- d. Audiences are informed of Walgreen's purpose and their purpose as an employee of Walgreens.
- e. Audiences are not informed of information regarding safety, general protocols, or expectations, which will likely be communicated to them in person.

*3. What expectations and preferences do they have for the document?*

- a. Audiences expect to know everything that they will need to complete the onboarding process (documentation, ID, etc) on their first day.
- b. Audiences will expect up-to-date uniform information so that they arrive in the correct uniform on their first day to make a good impression.
- c. Audiences will expect the "Benefits Support Center" will be a 24/7 resource as listed.
- d. Audiences will expect all links to be working to ensure access to all necessary information.
- e. Audiences will expect the "Pharmacy Referral Program" to be valid.

- f. Audiences will expect access to contact information for assistance with general questions.
- g. Audiences will expect an easy-to-navigate document that is readable and accessible.

4. *Where and how will they use the document?*

- a. The document will be used at home and the user will likely work on it by themselves.
- b. Employed minors may use this document in the presence of a parent or manager.
- c. The document will be used by the employee to make informed decisions on how to properly dress and prepare documentation for their first day on the job.
- d. This document may be used as a reference for managers and higher-ups to be reminded of the dress code so that it can be properly enforced in the workplace.

**The Contexts:**

1. *What is the document's relation to other documents?*

- a. The document is an introduction for the uniform policy that is relayed in greater detail in other documents that are connected through links.

2. *What legal and ethical issues must be considered?*

- a. The document must relay correct uniform information in order to ensure that employees are not reprimanded for incorrect uniforms.
- b. The document must relay correct information about compensation and benefits to ensure that employees get rewarded fairly.

3. *What policies and standards must be followed?*

- a. There are specific design standards that can be found in [this document](#).

**The Document:**

1. *What is the document?*

- a. The article is an Onboarding PDF for new hires that explains Walgreen's goals, the dress code, and essential information for new employees.
- b. The document offers information on what the first day will look like, what will need to be worn, and what documentation is required.

2. *Is the document well organized and easy to navigate? Explain.*

- a. The document has a navigation bar that acts as a table of contents to lead audiences to related content, but the information could be spaced out more strategically.
- b. Some text is touching images/other texts, making the document look cluttered.
- c. The text sometimes moves when the document size is changed by the user (which is an HTML/CSS issue).
- d. There is no title/title page at the top indicating/introducing information inside of the PDF.
- e. Some links are underlined while others are bolded, creating confusion.

- f. The navigation bar is not very specific and should be rephrased/have more categories.
- g. “High performance uniforms” does not have to be linked because the linked site can only be accessed in stores (the link reveals an error message).

*In summary, the information is somewhat organized with headers and a navigation bar, but could use a few additions to make the navigation more simple and less stressful. What could be improved the most is clutter, link inconsistencies, and titles.*

3. *Is the content complete and accurate? Explain.*

- a. There is some information in the content that is outdated and unclear.
- b. The document is missing contact information for questions concerning first day material (how to get employee ID, store #, FAQ, etc)

*In summary, there is some missing information and minor grammar mistakes.*

4. *Is the document well written and designed? Explain.*

- a. The document often breaks when the screen size is changed.
- b. Text and images are touching.
- c. The content is often too crowded.
- d. The content is well written and appears to be mostly grammatically correct.
- e. The Walgreens logo is centered and looks out of place.
- f. The navigation bar would look more appealing centered.
- g. Not many pictures included for clarity.
- h. Rectangle that says to “check out Store Dress Code for more information” is unnecessary since similar information is already available in the document. The “Dress Code” document could also be linked for better accessibility.

*In summary, the design breaks often and text/images are touching. The content is written well, and doesn't appear to have many copyediting errors, meaning that the copyediting will be light. However, the document will require heavy substantive editing.*

**The Constraints:**

1. *What is the schedule for the editing project, especially the deadlines?*
  - a. The editing project is due on February 16th, 2026 at 11:59 pm.
2. *What is the budget (including likely expenses) for the project?*
  - a. There is no budget. All tools being used, such as Microsoft Word are free.
3. *What equipment is needed for the project, and will you have access to this equipment?*

- a. A computer
- b. Microsoft Word
- c. I will have access to the necessary equipment for the entirety of this project.

Tyler Peebles  
February 16th, 2026

## **Substantive Editing Project | Editing Plan**

TO: Min Cho, Design Officer

FROM: Tyler Peebles, Technical Editor

DATE: February 16th, 2026

SUBJECT: Editing Suggestions for the *Walgreens Onboarding Information* Document

### **Editing Plan for the Walgreens Onboarding Information Document**

After carefully reviewing the *Walgreens Onboarding Information* Document provided to me by Walgreens and its design team, I've made a moderate amount of suggestions that could improve the user accessibility, accuracy, and design of the content for an overall better user experience. The document and its content was well-written and proved to have very few copyediting errors, so most suggestions highlight minor design, navigation, and content improvements. The edits cover the entire document (global scope) and are broken up into Substantive (Design) and Copyediting suggestions. Edits are listed below, and can also be found within the edited document:

#### **Heavy Substantive Editing:**

1. Add a title page as the first page of the document with the Walgreens Company name and the title of the document. This ensures that readers know what information is in the document before proceeding.
2. Add a heading beside the Walgreens logo at the top of page 1 such as "Walgreens" or the Walgreens name logo. This ensures that the branding is consistent and aesthetically pleasing.
3. Edit the navigation bar at the top of page 1 to be centered and spaced evenly. This ensures that navigation is simpler and more aesthetically pleasing.
4. Edit the spacing of the texts that are touching images, and the cluttered texts. This may require assistance from a web designer that knows HTML and CSS code. These corrections are clearly specified in the edited document. Editing cluttered text and images ensures an easier read for the audience. For example, text is touching the wall of the first image on page 1.


5. Edit hyperlinks so that all are underlined and none are bolded. Some links are underlined while others are bolded, creating inconsistency and possibly confusion for a user.
6. Remove the “High Performance Uniforms” link on page 3 under “Still Have Uniform Questions?”, since the link can only be accessed in stores and leads to an error page when clicked.
7. Consider adding example pictures of employee uniforms beside uniform requirements. This ensures that audiences are able to visualize their uniform requirements.
8. Remove the “Store Dress Code Guidelines” box on page 4, since all uniform information is already listed. Instead, add a link within the uniform requirements sections that links to the “Store Dress Code Guidelines.” This would make the extra dress code information more accessible to users.
9. Remove negative space. For example, there is a lot of negative space between the “What the Wear” section and “Guidelines for Non-Leadership...” which could cause confusion for readers. They may believe that the document ends at this portion, which could cause them to miss out on information.
10. Remove the heading “Prepare for Your First Day” the grey box behind the text on page 1. It does not introduce the content below accurately.

### **Light Copyediting**

1. Remove “all things” under the *Benefits Support Center Overview* to tighten up flow on page 1.
2. Add “a” between ‘from’ and ‘Walgreens’ under the *Guidelines for Non-Leadership* section on page 1 to tighten flow.

### **Schedule**

In summary, the document will likely take 2 to 3 hours to edit after taking into account all of the changes listed and marked in the document. The editor will need to prepare by making an editing plan to finalize the list of edits. Once edits are made, they will be proofread by the editor, then relayed back to the document owner for approval and finalization.



[Benefits](#) [First Day](#) [Dress](#) [Pharmacy Referral Program](#)

Walgreens is a trusted and convenient local health destination that millions of Americans rely on every day. For more than 120 years, we have delivered care with a personal connection through our network of neighborhood pharmacies and our innovative health services and products. At our core is a foundation of pharmacy and health expertise, and our team members provide essential services that help people achieve better health outcomes at an affordable cost. We're happy you've chosen to be part of something great.

**Commented [PT1]:** Centering the navigation bar and spacing out the words evenly would create a more appealing look, and would simplify user navigation experience.

**Commented [PT2]:** The text is locked inside of a shape, preventing editors from correcting errors directly on the text. Detaching the text and navigation bar from the rectangle would give editors better access.

**Commented [PT3R2]:** These are likely attached using "group" in the editing software.

**Commented [PT4]:** A header above the navigation bar would better introduce information. Consider, "Walgreens" in red text or the Walgreens logo name beside the smaller logo.

**Commented [PT5]:** Consider rewording "local health destination" to "Pharmacy and Retail Location" for clarity

**Commented [PT6R5]:** also consider removing convenient  
Example: "Walgreens is a trusted Pharmacy and Retail Location..."

**Commented [PT7]:** Edit the navigation bar to be more specific. For example, "Your Benefits, Identification, Uniform Policy, (and) Pharmacy Referral Program"

**Commented [PT8R7]:** This ensures a more simple means of navigation for users.


**Commented [PT9]:** Add a space after "products." and before "At" in the second line

**Commented [PT10]:** Add a different square to separate the welcome message from the new information. This allows for better user accessibility and navigation when topics are distinguishable.

**Commented [PT11]:** All highlights were made to confirm the accuracy of information. Nothing needs to be corrected with content highlighted in yellow unless crossed out with red lines or stated otherwise in the comments.

**Commented [PT12]:** Add when this Enrollment Worksheet might appear to ensure users have no further questions about the mail being sent.

**Commented [PT13R12]:** Add how employees are eligible for benefits



## Welcome to the Team!

We know that starting with a new company is filled with a variety of emotions; excitement, nervousness, and uncertainty, but we will help you get off to the best possible start! We've created tools and resources to guide you as you begin your career with Walgreens. This site gives you a view into our corporate social responsibility efforts, health and benefit information, our company dress code, and more!


We're excited that you're joining the team, and we wish you all the best in your first days with Walgreens.

### Your Total Rewards

Your pay, paid time off, profit-sharing, company-paid disability and life insurance, an extensive wellness program and a long list of team member discounts — together with your healthcare coverage — make up the full picture of your team member benefits: in other words, Your Total Rewards.

As a new team member, you will receive a Personalized Enrollment Worksheet in the mail if you are **eligible for benefits**. Be sure to check your enrollment deadline on the materials you receive. You must enroll within 31 days of being eligible. Otherwise, you will not have coverage for most benefits. Until then, follow these steps to explore what may be available to you.

### Benefits Support Center Overview



Our Benefits Support Center is your **24/7 online** resource for Walgreens benefits. You'll find your **Total Rewards Statement—a personalized snapshot of your total pay and benefits**—plus tools & resources that can help you **find an in-network doctor, save money when you need healthcare, enhance your well-being, and more.**

[Check Out the Overview >](#)

### Benefits for You

Until you receive your official benefits enrollment kit in the mail, follow these steps to explore the benefits available to you.

1. Visit [BenefitsSupportCenter.com](#).
2. Click *Future Team Members*.
3. Click *U.S. Benefits Guide*.
4. *Enter the code the Recruiter gave you.* If you do not have the access code, reach out to your recruiter.



We're certain you are as excited for your first day as we are to have you join our team. Many people are both excited and nervous about their first day at a new company. Quell those nerves with the following information to ensure you have everything you need for your first day at Walgreens.



### Bring Proper Identification

Be sure to check out the list of identification you must bring on your first day to help process your I-9 form.

[View Document List >](#)

**Commented [PT15]:** Consider editing "We're certain you are as excited for your first day as we are to have you join our team..." above I9 information to a more informative introduction to I9 information needed. For example, "The following information will help you ensure that you have everything you need for your first day." This cuts out a lot of excess from the text and brings readers directly to the information.

**Commented [PT16R15]:** Edit the I9 box to be detached from the text to ensure easier access for editors. The text and box are likely grouped together.

**Commented [PT17]:** Add a link to I9 information in order to bring readers directly to I9 information. "View Document List" within the box containing I9 information does not have a link to view the document list.

**Commented [PT18]:** Add a heading to the I9 information such as "Proper Identification" in order to introduce the below information.

**Commented [PT19]:** There is a lot of white space between "what to wear" and "Guidelines for non-leadership." Removing this white space would ensure that employees do not miss any information.

**Commented [PT21R20]:** Add the mentioned link.

## What to Wear

Here is an overview of the Store Dress Code.

### Guidelines for Non-Leadership Store Teams Members (Front-End)

- Front-End team members are expected to wear a solid navy or royal blue shirt of their choice, except where a different standard has been established based upon state or local requirements (which affected team members will be informed of).
  - This can include polo, t-shirt short- or long-sleeve options.
  - Team members can procure their shirt locally or select from any of the options available for purchase from a Walgreens' approved uniform vendor.
  - If procured locally, team members should aim to select a color option that most closely resembles "navy blue" or "royal blue". If a team member is unsure if the color selected is aligned to this Guideline, they should work with their direct manager to confirm.
- Beauty Consultants are expected to wear a solid black shirt of their choice and the company provided brush belt during working hours. This can include polo, t-shirt, and button-down style options, as well as short- or long-sleeve options. Beauty consultants can procure their shirt locally.
- As an alternative to the above expectations, non-leadership Front-End team members may wear company-issued shirts promoting Walgreens products, events, or services during management or corporate-designated time periods.

**Commented [PT22]:** Edit the uniform requirements for non-leadership employees to include the Walgreens approved t-shirts purchased in the Walgreens in-store website.

### Guidelines for Store Leadership

- Members of store leadership are expected to wear a solid navy or royal blue shirt of their choice during working hours.
  - This can include polo and button-down style options, as well as short- or long-sleeve options.
  - Team members can procure their shirt locally or select from any of the options available for purchase from Walgreens approved uniform vendor.

If procured locally, team members should aim to select a color option that most closely resembles "navy blue" or "royal blue". If a team member is unsure if the color selected is aligned to this Guideline, they should work with their direct manager to confirm.

**Commented [PT24]:** Add this paragraph to the beginning of the "Guidelines for Pharmacy Team Members" portion in order to group information.

### Guidelines for Pharmacy Team Members

- Pharmacy technicians are expected to wear company issued navy blue scrub tops and pants. Pharmacy technicians can wear their own solid white short-sleeved t-shirts under the scrub top or can wear white or navy long-sleeved t-shirt under the scrub top.
- Scrub pants are offered in a variety of lengths. Team members are expected to use care when selecting their scrub pants' size and length so that the pants are not touching the floor.
- Pharmacy team members may be permitted to wear skirts for religious reasons or as a part of a reasonable accommodation.
- Pharmacy Customer Service Associates are expected to wear a solid navy or royal blue shirt of their choice during working hours.
  - This can include polo or t-shirt style options, as well as short- or long-sleeve options.
  - Team members can procure their shirt locally or select from any of the options available for purchase from Walgreens' approved uniform vendor.
  - If procured locally, team members should aim to select a color option that most closely resembles "navy blue" or "royal blue". If a team member is unsure if the color selected is aligned to this Guideline, they should work with their direct manager to confirm. Pharmacy
- Customer Service Associates in Puerto Rico are expected to wear the company issued navy blue scrub tops and pants. They can wear their own solid white short-sleeved t-shirts under the scrub top, or can wear white or navy long-sleeved t-shirt under the scrub top.
- Pharmacy team members can wear their choice of the following: solid-color clean athletic shoes or closed-toe dress or business casual shoes.

### Still Have Uniform Questions?

The following guide should help answer any questions you may still have about our dress code guidelines. For store team members, upon your first day in the store, you can access the High Performance Uniforms site on the PC desktop, in-store only. In the interim, feel free to visit [WalgreensSwag.com](https://www.walgreens.com/retail/swag) to view and buy your choice of Swag!

**Commented [PT25]:** Remove this link. It cannot be accessed from an employee's device.



### Store Dress Code Guidelines

For a more in-depth explanation of the dos and don'ts for store attire, check out the [Store Dress Code](#).

## Pharmacy Referral Program

Walgreens team members can get rewarded for referring candidates to open pharmacy intern graduate (PHIG), pharmacist, or pharmacy manager positions in retail locations. Eligible team members can receive a **bonus of up to \$2,500\*** for referring a candidate to a retail location in all non-union locations.

\*Terms and conditions apply. Review the [Pharmacy Referral Pilot Program Guidelines and FAQs](#) for more information.

Scan the QR code below or open the [form](#) to begin the process!



To submit a referral, please have available:

- Your employee ID #
- Candidate's name/contact information
- The store # where you are referring the candidate

