

Dear Michael ,

Today more than ever before, it is critical to make [documentation](#) clear, understandable, and easy to use, both to improve productivity in an increasingly competitive marketplace and to help organizations comply with an ever-growing number of rules and regulations.

"[Six Steps to Better Documentation](#)" is a valuable guide to help you write, assess, or revise, your policies, procedures, training materials or other documentation. The steps are distilled from the principles of [Information Mapping](#), a proven, research-based, structured writing approach that makes information easy to access, understand, and use.

- Reduce [training](#) time
- Develop new materials more quickly and with consistency
- Provide employees with the information they need to improve performance

**Get Your Free Guide!**

[Click now](#) to receive your [complimentary guide](#), "Six Steps to Better Documentation," a beautiful, easy-to-read, full-color, and tabbed reference handbook you will use for years.

For more information or answers to your documentation questions, email [solutions@infomap.com](mailto:solutions@infomap.com) or call Information Mapping at **(888) 631-7750**.

Sincerely,

Deborah Kenny  
Vice President and General Manager



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