



## Writing and Editing

### *Integrated communication enhances reader comprehension*

WRITTEN AND EDITED TEXT FORMS THE HEART OF your written materials; quality text enhances reader comprehension. Solari can create written communication that meets your company's needs and those of your readers. Whether we are your writer or editor, we ensure *quality* materials that are accurate, accessible, comprehensive, concise, complete, correct, and above all, clear.

Quality means your audience comprehends and understands quicker (which saves *them* time and money), gains confidence in the interaction, and responds and acts as you intended. Quality also means that you meet your goals (which can both earn and save *you* time and money).

As your writer and editor, we are your collaborator in clear communication.

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#### SOLARI'S WRITING AND EDITING SERVICES:

- ◆ Write and edit reports and plans
- ◆ Design content
- ◆ Plan and design process flow
- ◆ Technical writing and editing
- ◆ Write user guides, online help, and training materials
- ◆ Create print and Web page content
- ◆ Design information architecture
- ◆ Develop software-related manuals & interfaces
- ◆ Design and layout documents
- ◆ Implement single sourcing

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#### MATERIALS WE HAVE WRITTEN AND EDITED:

- ◆ Planning and operational studies
  - ◆ Operational and other plans
  - ◆ Internal communication
  - ◆ Regulatory agency and governmental reports
  - ◆ Presentation slides
  - ◆ Proposals responses to RFPs
  - ◆ Legislative testimony
  - ◆ Media communication
  - ◆ Board of Director reports
  - ◆ Web pages
  - ◆ Marketing materials
  - ◆ White papers
  - ◆ Annual reports
  - ◆ Reference materials
  - ◆ Quick start and operational guides
  - ◆ Instructional materials
  - ◆ Training materials and guides
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