



ARRANGEMENT BY DESIGN® (ABD) PRODUCT OVERVIEW

Create consistent training guides, procedures, online documentation and other corporate documents with this simple tool

Do you have a diverse team creating multiple documents such as procedures, contracts, online documentation and training guides that need to be presented in a consistent format?

Our easy-to-use ABD software works with Microsoft Word and is designed to help you create professional looking documents that promote consistency and save you time and money.

HOW DOES ABD WORK

The software functions much like a standard Microsoft Word toolbar or ribbon, enabling your team to develop documents with a consistent, professional style and format for almost any type of project—contracts, proposals, facilitator guides, participant guides, self-study guides, online reference materials and procedure manuals.

WHO SHOULD USE ABD

- Training and instructional design professionals
- Process improvement specialists
- Technical writers
- Policy and procedure specialists
- Administrative personnel



People, Process, Technology & Training Reinforcement

WHAT ARE ABD'S BENEFITS

The ABD software not only promotes consistency among the documents your company produces, it helps adults more easily learn and process information.

Just as important, ABD saves development time and money by simplifying and automating your document preparation functions by as much as 33 percent.

myCOREformance™ SOFTWARE

As part of our services, we also offer the myCOREformance Software course which gives your team specialized training to teach you how to get the most out of this tool. After completing this course, participants will be able to:

- See how ABD brings consistency and improved transfer of knowledge to corporate communication, policies, procedures and training materials.
- Efficiently create a step-by-step procedure in a "chunked" layout that allows for easy comprehension and use.
- Organize a procedure in a format tailored to online publication.
- Create icon-driven training materials that present content with clarity while minimizing facilitator preparation time and ensuring quality and consistency in delivery.

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