

Wellspring Info

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Tips for creating your content

Emailing logos, images, and maps:

- Please send high-resolution vector files such as eps or jpg.
 - If your images are in a Word document we can print them, they just won't be as sharp as an eps or jpg.
 - Have any questions? Email Design@WellspringInfo.com or call 800.268.3682.
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Other tips:

- Please email us your content in Word. You don't need to fuss with templates—our design team will create a PDF for you to approve.
 - Make it clear where each tab begins and ends. Using all caps for tab titles helps.
 - Keep tab titles as short as possible. Example: EMERGENCY CONTACTS will look better than EMERGENCY RESPONSE CONTACTS.
 - Try to include a numbered list of tab titles at the top of your document.
 - If your content is a PDF or in PowerPoint, we can keystroke it into Word.
 - As a general rule, when it comes to emergency procedures, less is more. That said, if you have a lot of content, our design team will make it work.
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Three ways to edit a Wellspring PDF proof:

1. Use Sticky Notes or some other editing program.
2. Email us a description of your changes.
3. Print out our PDF, mark it up in pen, scan the marked-up pages, and then email them to us. Please write extremely neatly.

To approve your PDF, please go to www.WellspringInfo.com/ProofApproval