

Sample Projects

- Created all Technical Service Manuals for a leading manufacturer of respiratory assist devices. Services include: creating and developing detailed service procedures, document designs, overseeing photography, DTP, electronic publishing for the Internet, and CD design and production.
- Developed all Retrofit Instructions for the application of electronic and computer controls to industrial / commercial circuit breakers for a leading manufacturer of electrical equipment.
- Produced newsletters, marketing materials, reference materials, internal / external forms and documentation, as well as provided software technical support for a leading nonprofit professional organization.
- Provided all services necessary to create a comprehensive reference manual (over 1,400 pages) documenting all Pennsylvania State laws and required procedures pertaining to vehicle titling, registration, and driver licensing. Services included project management, research, writing, editing, proofreading, graphic design, and DTP.

The Brandon Group (TBG) Incorporated creates publications for clients ranging from international corporation to private individuals. Although we specialize in technical and creative writing, our staff is comprised of personnel with diverse areas of expertise including: graphic design; desktop publishing; engineering; electronics; public relations; and education.



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**Technical Writing,
Creative Writing,
Desktop / Electronic
Publishing, and
Graphics Services**



**Solving YOUR
Documentation
Problems!**

QUESTION

What can you do to solve YOUR company's documentation problems?

ANSWER

Use The Brandon Group's Technical Writing, Creative Writing, Graphics, & Desk Top / Electronic Publishing Services.

TBG is divided into six departments to address each client's needs:

- **Technical Writing;**
- **Creative Writing;**
- **Desktop Publishing;**
- **Electronic Publishing.**
- **Graphics;**
- **Editing and Proofreading; and**

The abilities that our staff possesses not only enable us to complete any type of project, but to offer several different services. The following is a list of quality products that TBG can create for hard copy and / or electronic distribution:

- Operating and Maintenance Manuals;
- Software User's Manuals;
- Reference Materials;
- Safety and Training Materials;
- Internal / External Company Forms and Documents;
- Newsletters;
- Proposals and Reports;
- Resumes;
- Press Releases;
- Brochures;
- Illustrations; and
- Corporate Identity and Standards.

Technical Writing



Well-written technical manuals allow companies to spend more time developing new, or improving existing technologies, and less time providing technical support. The Technical Writers at The Brandon Group, Inc. are experts in converting raw materials and technical information into user-friendly manuals. We are never intimidated by a new task, but instead consider it to be a challenge. We take pride in our extensive research and

preparation before each project begins. This pride and attention to detail carries on through the completion of the finished product.

Creative Writing



The Brandon Group, Inc. understands that not every aspect of a business is technical. Our creative writers have experience in public relations and marketing that enables them to write press releases, newsletters, brochures, and more. In addition, they know how to manage effective advertising techniques and media relations that will help promote a business.

Desktop Publishing



The Desktop Publishing staff at The Brandon Group, Inc. works creatively to produce effective documents. Areas of specialization include:

- The layout & design of an entire document for hard copy and / or electronic (CD ROM, Internet, etc.) distribution.
- Incorporating high resolution graphics and illustrations, either created at TBG or supplied by the client, into a document's text to eliminate the possibility of abstraction.
- Creating and maintaining a logical and sequential presentation of materials throughout a document.
- Generating a table of contents and index that make the document easy to follow and use.

Electronic Publishing



The Brandon Group, Inc. can fashion your document for CD ROM distribution and / or Internet access. TBG specializes in creating web pages and interactive CD's that allow your readers to point, click, and obtain the information they need quickly and easily.

Editing and Proofreading Documentation



The Editors at The Brandon Group, Inc. will edit and proofread your existing documentation to ensure that it's grammatically correct and that its content is accurate and suitably crafted for the target audience.

Graphic Design



The Brandon Group, Inc. is staffed with Graphic Design Artists whose expertise is generating high resolution photographic images, drawings, and illustrations. The Graphics department can also modify existing illustrations that need updated or enhanced.