

Business Efficiency

Tips To Make Your Handouts Top Drawer

(NAPSA)—Do you dress for success—dress up your presentation handouts, that is? The work you pass on to others is a direct reflection of your message and your personal image, and will reflect on you long after the presentation is over.

Cardinal, a leader in the office products industry, offers the following tips to help you put together a memorable handout:

- Proofread, proofread, proofread. Bad grammar and spelling reflect poorly on you and the product, service or idea you're trying to sell.

- Charts, graphs and diagrams can really get a message across and can be easier to understand than the most descriptive paragraph.

- A little color goes a long way. Well-placed color can add zing to handouts, but to keep it professional looking, use black text for all body copy and limit headlines to one alternative color.

- Be sure to include your name and contact information in an easy-to-find spot on your handout. A company overview can also be helpful.

- A table of contents at the front of a handout makes information easy to locate and provides an overview of the presentation.

It's easy to create professional-



Creating a handout that looks professional is easier when you start with the right binder.

looking handouts with the right products. For example, EasyOpen SpineVue binders have a clear wraparound overlay that lets you label the entire binder with just one sheet of paper, eliminating the fumbling trying to wedge skinny pieces of paper into the narrow spines of typical view binders. You can print colorful inserts from your computer and insert them in minutes without measuring or trimming—which can really save time if you're filling multiple binders. And the EasyOpen rings open, close and lock with one touch, making the inside of the binders easy to fill, too.

For more information, visit www.FingerFriendly.com.