

Don't know the difference between a serif or sans-serif font?

Not sure what the correct resolution for printing photos is?

Are your documents inconsistent with different authors?

Do you know that creating a style in Word or InDesign can save you time (and money)?

These questions can be answered by consulting with the experts!

Contact information for questions or to schedule projects:

Carrie Dittmer

Compositor/Designer

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documents
grammar
deliverables
posters
presentations
editorial assistance
styles



Teresa Hiteman

Editor/Composer

Teresa has over 15 years experience in project administration/document production in both the government and private industry sectors. She has produced documents for Los Alamos National Laboratory (LANL), the Department of Energy (DOE), the New Mexico Environment Department (NMED), the Nuclear Regulatory Commission, Bandelier National Monument, the Bureau of Land Management, the University of New Mexico, and Los Alamos County.

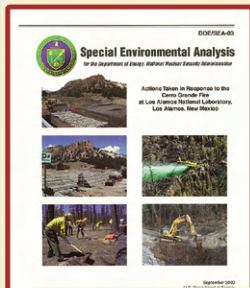
Responsibilities include:

- ✿ Edits and formats reports, proposals, and presentations
- ✿ Provides document quality assurance
- ✿ Performs post-delivery quality management assessments
- ✿ Develops and manages electronic records

Document Highlights:

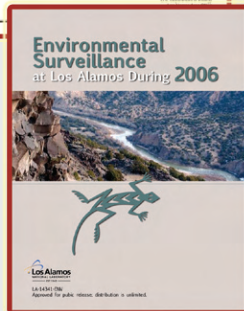
Special Environmental Analysis in Response to the Cerro Grande Fire

Designed, compiled, and coordinated with commercial publisher, Starline Printing
www.eh.doe.gov/NEPA/seas/sea03/cover.pdf



Environmental Surveillance at Los Alamos During 2005
 Environmental Surveillance at Los Alamos During 2006
 These are full-color, 300-page reports which are produced for DOE

www.lanl.gov/environment/air/reports.shtml?1



What we can do for you

- ▶ Assist you in the initial planning process so document production deadlines are met with ease and a quality document is produced
- ▶ Design and create templates in Word and InDesign to suit your needs
- ▶ Organize your project electronic files for ease of use and retrieval
- ▶ Edit your documents for consistency of writing styles, grammar, punctuation, acronym usage, and measurement abbreviations
- ▶ Design creative report covers, presentations, posters, pamphlets, and CD labels
- ▶ Add the finishing touches for a polished, professional document
 - ✓ format text and tables for better readability
 - ✓ add style codes to generate automatic table of contents
 - ✓ improve those not-quite-perfect maps, charts, photos, and graphics and convert them to Word-friendly file formats
- ▶ Provide quality assurance reviews on final deliverables

Carrie Dittmer

Composer/Designer



Carrie has over 10 years experience in desktop publishing/design and document production in both the government and private industry sectors. She has produced documents for LANL, DOE, and NMED, in addition to performing layout for a 300-page quarterly natural food catalog. She has a Bachelor of Science in Business Administration with emphasis in Marketing from the University of Colorado at Denver and has studied digital media arts from the University of New Mexico at Los Alamos.

Responsibilities include:

- ✿ Maintains the North Wind Los Alamos office Intranet
- ✿ Creates graphics for the North Wind Los Alamos office (flyers, door signs, posters)
- ✿ Formats/edits reports, procedures, correspondence
- ✿ Creates PowerPoint multimedia presentations and templates

Document Highlights:

Designed twelve posters (4 ft × 3 ft)
 Global Nuclear Energy Partnership public information meetings



Environmental Surveillance at Los Alamos During 2005
 Provided photos and design elements for a full-color, 300-page reports which are produced for DOE

www.lanl.gov/environment/air/reports.shtml?1

