Tips to design your proxy statement and implement graphics in Wdesk

Your Message. Understood.





Creating clear, easy to read Proxy Statements



Wdesk is a helpful platform for creating SEC disclosures autonomously. It is packed with many of the familiar features we appreciate from Microsoft Word with the added benefit of collaboration. But the many features available to users do not always result in the beautiful, easy-to-read documents that your readers may expected of you.

It's one thing to understand all the features available to you, along with the intricacies and quirks. It is something quite different to know what makes a clean, useful document design.

Key Considerations when designing your proxy on Wdesk

- Be consistent
- Properly implementing color
- Selecting a clear font with adequate spacing
- Clear levels of title
- Improving document usability
- Appropriate, carefully selected graphics and charts
- Clarity in Print
- Trends in Proxy disclosures



Using Style Guides

Consistency

Consistency is the key to useful document design - Style Sheets are the key to consistency.



Before applying any level of design to a proxy statement, set the style guide

- If applicable, style guides should follow the corporate branding or selected design
- When properly used, an edit to the style guide will ensure that the edit is adopted consistently throughout the document.
 - Avoid one off or on the fly style edits wherever possible
- » Under the 'Edit' panel, select the style sheet drop down menu, then 'Edit Style Guide'.



Argyle

Style Guide

Styles	✓ Text	Prevent Changes Preview	across multiple documents
Normal Normal (Table)	Font: Montserrat SemiBold Font Size: 24	Yes This is the default placeholder text that helps define how the selected style looks in	
Heading 1	Font Color:	comparison.	—— Start with selecting an appropriate font, pt size
Heading 2	Emphasis: B I U	This is an example of	appropriate form, pr size and color.
Heading 3	Alignment: 🗐 🗐 🗐	the selected	
Body Text	- Indentation	style.	
Heading 4	First Line: 0"		
Heading 5	Left: 0"	This is the default placeholder text that helps define how the	
Heading 6	✓ Spacing	selected style looks in comparison.	
Table Graphic Title	Line Spacing: Single -	Yes	
Table Column Head (right)	Before: Opt	Yes	Always use the spacing feature to establish space
Table Body	After: 24pt	Yes	before or after. Avoid
Footnotes	✓ Notes		hard returns to establish
Table Stub Head	UPPERCASE		desired spacing.
V			accined optioning.
Add / Remove Style			
ast Edit: 08/27/18 16:56 Nar	ncy Mentesana	Cancel Apply	
		a).	
		<i>i</i> th a set aroup of	
	, ,	e modified or deleted.	
	New styles can alw		
	Common styles inc		

- Graphic titles
- Table headers
- Callout text

» Apply styles by highlighting the appropriate text and selecting the style name from the list.

Applying Color

06

Selecting the appropriate colors and applying consistently.



Using the hex code color system ensures that color is properly applied in all circumstances

- Brand colors can easily be converted with a simple google search, or by using online tools such as color-hex.com
- Printers can convert the Hex color back to the appropriate PMS or CMYK color when going on press.

Example:

100% PMS 2685	Hex# 4B238D
70% PMS 2685	Hex# 8065AF
40% PMS 2685	Hex# B7A7D1

» MS Word and Powerpoint have a color picker/eyedropper function making it easy to identify the correct color from logos and other marketing pieces.



Typography

Clean fonts and open line spacing are two of the simplest ways to modernize a document design.

Before

After

MATERIALS On approximately Juna __2018, the Company Jopan malling to baseholders either this Prov Statement or a Notice of Internet Availability of Prov Material containing instructions on how to access provy materials is the Internet and how to rote online at www.investorvets.com/HAE. The Company's 2018 Annual Report, this Provy Statement, and a form of provy are available at www.investorvets.com/HAE.

Shareholders who have received a Notice of Internet Availability can request a paper copy of the proxy materials by contacting our transfer agent, Computershare Shareholder Services, PO Box 505008, Louisville, Kentucky 4023 by telephone at 1 (866)641-4276 or by email at investorvel@computershare.com. There is no charge to you for requesting a copy of the proxy materials.

The Company's principal executive offices are located at 400 Wood Road, Braintree, Massachusetts, USA 02184, telephone number (781) 848-7100.

MATERIALS

On approximately June __2018, the Company began mailing to shareholders either this Proxy Statement or a Notice of Internet Availability of Proxy Materials containing instructions on how to access proxy materials via the Internet and how to vote online a www.inwestorvote.com/HAE. The Company's 2018 Annual Report, this Proxy Statement, and a form of proxy are available at www.investorvote.com/HAE.

Shareholders who have received a Notice of Internet Availability can request a paper copy of the proxy materials by contacting our transfer agent, Computershare Shareholder Services, PO Box 505008, Louisville, Kentucky 40233 by telephone at 1 (866) 641 4226 or by email at investorvote@computershare.com. There is no charge to you for requesting a copy of the proxy materials.

The Company's principal executive offices are located at 400 Wood Road, Braintree, Massachusetts, USA 02184, telephone number (781) 848-7100.

PROXY STATEMENT SUMMARY

Voting Roadmap

This provy statement (this "Provy Statement") is turnished in connection with the acticitation of provides by the Board of Directors of Hearnonetics (the Board') for use the 2018 Annual Meeting of Shareholders to be held on Thursday, July 26, 2018 at 8:00 A.M., Eastern Time, at the offices of the Company, 400 Wood Road, Braintree, Massachusetis 02184.

MATERIALS

On approximately June _____ 2018, the Company began mailing to shareholders either this Proxy Statement or a Notice of Internet Availability of Proxy Matemia containing instructions on hore to access proxy materials via the Internet and how to vide online at www.investorvets.comHAE. The Company's 2018 Annual Report, this Proxy Statement, and a form of proxy are available at www.investorvets.comHAE.

Shareholders who have received a Notice of Internet Availability can request a paper copy of the proxy materials by contacting our transfer agent, Computershare Shareholder Services, PO Box 505008, Louisville, Kentucky 40233 by telephone at 1 (866) 641-4276 or by email at Investrovte@computershare.com. There is no charge to you for requesting a copy of the proxy materials.

The Company's principal executive offices are located at 400 Wood Road, Braintree, Massachusetts, USA 02184, telephone number (781) 845-7100.

MEETING AGENDA AND VOTING RECOMMENDATIONS

Voting Items	Board Recommendation	For Further Information
1 Election of three directors, each to serve three-year terms expiring in 202	21 FOR each director nominee	Page
2 Approval, on an advisory basis, of our named executive officers' compen-	sation FOR	Page
3 Ratification of independent registered public accounting firm for fiscal 20	19 FOR	Page
4 Approval of amendments to Charter and By-Laws to reduce certain supe voting requirements to majority voting standard	r-majority FOR	Page
5 Shareholder proposal to elect each director annually	AGAINST	Page

HOW TO VO

ONLINE Go to www.investorvote.com E and enter the 12-digit control number provided
 BY MAIL
 IN PERS

 copy
 If you received a paper copy
 See the

 of your powy materials by beginnin nysur
 for your powy materials by beginnin mail, complete, sign and respectively and the processory of the powy received and the powy and the powy of the accompanying preur
 weeting, addressed envelope.

PROXY STATEMENT SUMMARY

Voting Roadmap

This proxy statement (this "Proxy Statement") is furnished in connection with the solicitation of proxies by the Board of Director of Haemonetics (the "Board") for use at the 2018 Annual Meeting of Shareholders to be held on Thursday, July 26, 2018 at 800 A.M., Eastern Times at the offlects of the Company, 400 Wood Road, Bharthee, Massachusetts 02184.

MATERIALS

On approximately June __ 2018, the Company began mailing to shareholders either this Proxy Statement or a Notice of Internet Availability of Proxy Materials containing instructions on how to access proxy materials via the Internet and how to vote online at www.investorvote.com/HAE. The Company's 2018 Annual Report, this Proxy Statement, and a form of proxy are available at www.investorvote.com/HAE.

Shareholders who have received a Notice of Internet Availability can request a paper copy of the proxy materials by contacting our transfer agent, Computershare Shareholder Services, PO Box 505008, Louisville, Kentucky 40233 by telephone at 1 (866) 641-4226 or by email at investorvotel@computershare.com. There is no charge to you for requesting a copy of the proxy materials.

The Company's principal executive offices are located at 400 Wood Road, Braintree, Massachusetts, USA 02184, telephone number (781) 848-7100.

MEETING AGENDA AND VOTING RECOMMENDATIONS

Vor	ting Items	Board Recommendation	For Further Information
1	Election of three directors, each to serve three-year terms expiring in 2021	FOR each director nominee	Page
2	Approval, on an advisory basis, of our named executive officers' compensation	FOR	Page
3	Ratification of independent registered public accounting firm for fiscal 2019	FOR	Page
4	Approval of amendments to Charter and By-Laws to reduce certain super-majority voting requirements to majority voting standard	FOR	Page
5	Shareholder proposal to elect each director annually	AGAINST	Page _

HOW TO VOTE





Compatible Fonts

Move beyond Times New Roman and Arial to create a feel that is aligned with branding.

Aldine 401 BT	Georgia	PT Sans Pro
Alright Sans*	Gibson*	PT Serif Pro
Arial*	Gill Sans MT*	Raleway*
Avenir LT Pro*	Helvetica*	RBNo2.1a*
Bauer Bodoni Pro	HelveticaNeueLT*	Recta
BEBAS NEUE	Impact	Roboto*
Bembo	Inconsolata	Roboto Slab*
Bodoni MT*	Interstate*	Rockwell MT
Book Antiqua	Lato*	Ronaldson
Cabin	Leitura News*	Ropa Sans PTT
Caecilia LT Pro*	LTC Law	Scala Offc
Calibri*	Lucida Sans*	Segoe Script
Cambria	Malgun Gothic	Source Sans Pro*
Candara	Mark OT	Swis721 BT*
Celeste	Maven Pro	Tahoma
Century Gothic	Montserrat*	Tarsus
Clearface Gothic LT*	Museo Sans*	Trade Gothic*
Dax Offc Pro	Myriad Pro*	Trajan Pro
DIN*	New Baskerville ITC Pro	Trebuchet
Effra*	NewCenturySchlbk LT	Tw Cen MT Std
Equip*	News Gothic	Uniform Condensed Light*
Eurostile LT Pro Condensed	OCR A Extended	Univers LT*
Franklin Gothic*	Open Sans*	Univers Next*
Frutiger LT*	Optima LT Pro	URWGrotesk
Futura*	Optima nova LT	VAGRounded LT*
Galano Grotesque*	Overpass	Verdana
Garamond	Palatino	
Gentium Basic	Proxima Nova*	

Wdesk has a broad range of supported fonts to choose from

- Consider selecting fonts with multiple weights (indicated by an asterisk).
 - Enables greater distinction
 when creating levels of title
- Consider using two separate fonts for heading and body text
- Make sure the selected font for tables has aligning numbers
- Contact your Wdesk Rep to have select fonts activated on your account
- » https://success.workiva. com/help/Wdesk/wdeskresources/supported-fonts

Levels of Title

Preparing a document with intentional and distinctive levels of title allows readers to effectively locate the information in which they are most interested.

Title 1-Interstate Bold; 24pt; 90% Black; Align Left; Title Case

Body text: interstate light: 9pt; 90% black; align left; sentence case; Gendelec tempue eatiae rem rem laboribus andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda quides volorunt qui bea nos in repelessit et quam

Title 2- Interstate Regular; 18pt; 90% Black; Align Left; **Title Case**

Body text; interstate light; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus andus re culla nonseguias aut mi, coriatur, consed qui conse nosapitio te nonsegue iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda quides volorunt qui bea nos in repelessit et quam

Title 3- Interstate Regular; 12pt; Cyan; Align Left; Title Case

Body text bold; interstate bold; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda guides volorunt gui bea nos in repelessit et quam

- Bullet text; interstate light; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda quides volorunt qui bea nos in repelessit et quam Bullet text; interstate light; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus
- andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniei venitas utatem reratiunt poriti volupta dis imusae nonem re cullanda quides volorunt qui bea nos in repelessit et quam Bullet text; interstate light; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda quides volorunt qui bea nos in repelessit et quam

Title 4- Interstate Regular: 10pt: 90% Black: Align Left: Title Case

Body text italic; interstate italic; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda quides volorunt qui bea nos in repelessit et quam

Title 5- Interstate Regular; 10pt; 90% Black; Align Left; Title Case

Body text; interstate light; 9pt; 90% black; align left; sentence case; Gendelec temque eatiae rem rem laboribus andus re culla nonsequias aut mi, coriatur, consed qui conse nosapitio te nonseque iniet venitas utatem reratiunt poritia volupta dis imusae nonem re cullanda guides volorunt gui bea nos in repelessit et guam

Clear document hierarchy enables effective communication

09

- Readers navigate content based upon the major sections within any large text document
- Establishing the levels of title up front allow clear outline of document architecture
- · Creating a "cheat sheet" allows for simple and consistent adoption of titles throughout the drafting process
- Successful implementation of hierarchy requires the use of style guides



Table of Contents

The table of contents is the most highly referred to section within any text intensive document.

TABLE OF CONTENTS

BOARD AND GOVE	RNANCE MA	TTERS	10	
ITEM 1: ELECTION O		ITERS.	10	
GOVERNANCE PRA		MEWORK	10	
COMMITTEES OF T			13	
THE BOARD'S ROLE		BILITIES	15	
SELECTION OF NOM	AINEES FOR ELEC	CTION TO THE BOARD	18	
DIRECTOR COMPEN			21	
CERTAIN RELATION	SHIPS AND RELA	TED TRANSACTIONS	24	
COMMUNICATING	WITH THE BOAR	D	24	
DIRECTOR NOMINE	ES		25	
AUDIT MATTERS			32	
ITEM 2: RATIFICATI	ON OF INDEPEN	DENT REGISTERED ACCOUNTING FIRM	32	
FEES OF THE INDEF	ENDENT REGIST	ERED PUBLIC ACCOUNTING FIRM	32	
AUDIT COMMITTEE	PRE-APPROVAL	POLICIES AND PROCEDURES	33	
REPORT OF THE AU	DIT COMMITTEE		33	
COMPENSATION N	ATTERS		34	
ITEM 3: ADVISORY	VOTE TO APPRO	VE EXECUTIVE COMPENSATION	34	
COMPENSATION D			35	
	ESUMMARY		35	
		ISATION PROGRAM	39	
PROCESS F	OR DETERMININ	IG SENIOR EXECUTIVE COMPENSATION (INCLUDING NEOs)	42	
PAY FOR PI	ERFORMANCE		44	
	ATION POLICIES		47	
		UNTING CONSIDERATIONS ON COMPENSATION DESIGN	48	
COMPENS PARTICIPA	ATION AND MAN	AGEMENT DEVELOPMENT COMMITTEE INTERLOCKS AND INSIDE	R 49	
		ND MANAGEMENT DEVELOPMENT COMMITTEE	49	
EXECUTIVE COMPE			50	
CEO PAY RATIO			62	
NFORMATION ON	STOCK OWN	IERSHIP	63	
DIRECTORS AND EX			63	
CERTAIN SHAREHO		ERG	64	
		SHIP REPORTING COMPLIANCE	64	
		RTFORD'S ANNUAL MEETING OF SHAREHOLDERS	65	
HOUSEHOLDING O	- COMPANY AND A REAL PROPERTY OF THE PROPERTY		65	
FREQUENTLY ASKF		AD	20	
OTHER INFORMAT				
APPENDIX A: REC	Insert Hy	perlink		
	Display:	Item 1—Election of Directors		
	Dispidy.			
	O URL:	http://		Exhibits
	 Section: 	Front Cover		
4 www.thehartford.co		Notice		
		TOC		
		Proxy Statement Summary		
		Item 1—Election of Directors		
		Item 2—Advisory Vote on Compensation of Named E	xecutive Officers	
		Item 3—Ratification of the Appointment of Independe	nt Registered Pul	olic Accounti

TOCs should be useful and to any extent possible, interactive

- All primary and secondary levels of title should be included in the Table of Contents.
- Using a secondary color allows for distinction between the major sections.
- In Wdesk, break the document into sub/sections in order to benefit from internal links.

- » Select the content that you want to link, right click.
 Select the appropriate section or subsection to link to, click 'Apply Hyperlink'.
- » In order to link to another section in the document, it must be in its own sub/section.



Document Navigation Tools

Applying headers and footers throughout the document enables readers to locate specific content





Applying Design to Compensation Tables

Using tables in Wdesk supports clean presentation of information and graphics

Name and Principal Position	Fiscal Year	Salary ⁽¹⁾ (\$)	Bonus ⁽²⁾ (\$)	Stock Awards ⁽³⁾ (\$)	Option Awards ⁽³⁾ (\$)	Non-Equity Incentive Plan ompensation ⁽⁴⁾ (\$)	Co	All Other ompensation (\$)	Tota
Christopher Simon President and Chief Executive Officer	2018	\$ 858,462	\$ _	\$ 4,396,692	\$ 1,062,497	\$ 1,399,830	\$	128,315 ⁽⁵⁾	\$ 7,845,796
President and Chief Executive Officer	2017	\$ 709,615	\$ -	\$ 6,205,816	\$ 1,312,552	\$ 698,708	\$	100,307	\$ 9,026,998
William P. Burke	2018	\$ 482,328	\$ -	\$ 765,142	\$ 232,494	\$ 506,735	\$	18,049 ⁽⁶⁾	\$ 2,004,748
Executive Vice President, Chief Financial Officer	2017	\$ 301,455	\$ 500,000	\$ 1,070,178	\$ 356,249	\$ 210,473	\$	13,185	\$ 2,451,540
Michelle L. Basil Executive Vice President, General Counsel	2018	\$ 425,818	\$ 150,000	\$ 822,699	\$ 249,999	\$ 411,321	\$	22,371 ⁽⁷⁾	\$ 2,082,208
Neil Ryding	2018	\$ 432,223	\$ _	\$ 329,081	\$ 99,992	\$ 208,634	\$	20,688 ⁽⁸⁾	\$ 1,090,61
Executive Vice President, Global Operations	2017	\$ 428,248	\$ -	\$ 337,942	\$ 112,498	\$ 198,877	\$	317,431	\$ 1,417,202
Jacqueline D. Scanlan Senior Vice President, Global Human Resources	2018	\$ 375,000	\$ 100,000	\$ 386,638	\$ 117,497	\$ 301,688	\$	138,327 ⁽⁹⁾	\$ 1,419,149

 Salaries for fiscal 2018 listed above for Messrs. Simon and Burke and Ms. Basil differ slightly from the fiscal 2018 base salaries discussed the CD&A because their respective fiscal 2018 salary increases approved by the Compensation Committee took effect in July 2017.
 Represents one-time bonuses payable following completion of the Named Executive Officer's first 90 days of employment.

Make tables easy to read and more useful by applying simple design technics

- Use a secondary color to highlight the column headings, as well as the respective names
- Well defined rules between each of the rows allows for the reader to easily follow the content
- Consider using a color or bold line between the major rows for added distinction
- Set dollar signs in their own columns to ensure alignment
- Be sure to select a font with aligning figured from row to row

Implementing Graphics

Using graphics can be an effective way to communicate a complex subject and capture[°] your reader's attention. The following guidelines will help you successfully apply graphics to your Wdesk document.

Do's and do not's of using graphics in Wdesk

Do's

- Create a table and insert the graphic into a cell that has been adjusted to the appropriate size
- ✓ Output your graphics in RGB
- Try to use the highest resolution image you can find, keeping in mind that printing requires 300dpi to be high resolution
- Try to keep as much material information in text format to ensure searchability and compliance with SEC guidance
- Apply justification consistently so all graphics align when on EDGAR

Do not's

- Create a full page graphic filled with useful content (graphics are not searchable)
- Take up valuable real estate with oversized images
- × Include the graphic title within the image
- × Use a screenshot of an image
- * Use CMYK or lo resolution images
- × Disproportionally resize an image



13

Using Tables for Graphics

Using tables in Wdesk supports clean presentation of information and graphics

Voting Proposals and Board Reco PROPOSAL NO. 1 ELECTION OF DIRECTORS Election of Ms. Carol B. Moerdyk and Mr. John C. Orr as Class I The Board recommends a vote FOR each Director Nominee		 As a heading As a callout box Highlight important informati
DIRECTOR NOMINEES - CLASSI DIRECTOR NOMINEES - CLASSI DIRECTOR INCOMPANIES CACLE MOREVY. 67 Retired, Senior Vice President, International of OfficeMax Chargendem Director Since 1998 Independem Director Since 1998 Director Since 199	 Jorne of a state of the security of the security	 As director bios Inserting an image inside a table cell will restrict the size the image. Use this method to ensure consistency across placed images that may be different sizes.
DIRECTOR NOMINEES ARE INDEPENDENT HAVE SIGNIFICANT EXCOUNTY LEADERSHIP 4 LIBbey Inc.	HAVE OTHER PUBLIC COMPANY BOARD EXPERIENCE HAVE U.S. AND INTERNATIONAL OPERATIONS EXPERIENCE	⊶ As a design element



Using tables and images together allow for optimal usability

EO	Element	Key Characteristics	NEC
19%	E	ASE SALARY	40%
	Base Salary	Fixed component; reviewed annually	
50%		ITIVE-BASED PAY	
		ance-Based; At Risk)	
	Annual cash incentive award under our SMIP	At-risk variable pay opportunity for short-term performance; based 50% on Adjusted Cash Earnings and 50% on Strategic Objectives; no guaranteed minimum payout; maximum payout of 200% of target	
	Long-term performance cash incentive awards under our LTIP	Formula-driven, at-risk cash award that comprises 50% of LTIP opportunity; based on ROIC for each year through 2017; no guaranteed minimum payout; maximum payout of 200% of target	40%
31%		ME-BASED PAY	
		(At Risk)	- 1
	Nonqualified stock options (NQSOs) granted under ou LTIP	Ir Comprise 20% of LTIP opportunity; exercise price equal to closing stock price on grant date; generally awarded annually; vest ratably over four years; expire ten years from grant date	20%
	Restricted stock units (RSUs) granted under our LTIP	Comprise 30% of LTIP opportunity; vest ratably over four years; no dividends or voting rights with respect to unvested RSUs	- 1

» Libbey Co. - Elements of Compensation



José Octavio Reyes Lagunes

Former Vice Chairman, The Coca-Cola Export Corporation, The Coca-Cola Company, a global beverage company (January 2013-March 2014) Mr. Reyes contributes global perspective and regulatory experience to the Board as a retired senior executive and Latin America group president of a leading multinational public company. His experience as a beverage industry brand manager in North America and as a director of public companies in the beverage industry provides the Board with strong consumer insight and payments experience.



Board Committees: Compensation (Chairman)

🌐 🖃 🏛

66

» Mastercard - Director Bios

Current Public Company Boards Coca-Cola HBC AG (social

- responsibility committee) Coca-Cola FEMSA S.A.B. de C.V. (KOF)
- **Additional Positions** Director, Papalote Children's Museum, Mexico City

Previous Experience

Vice Chairman, The Coca-Cola Export Corporation, The Coca-Cola Company (2013-2014)

- Executive positions at The Coca-Cola Company, including President, Latin America Group (2002-2012) and President, Coca-Cola de México (1996-2002) ٠
 - (1996-2002) Additional management positions at The Coca-Cola Company (1980-1996), including manager of strategic planning, Coca-Cola de México; manager, Sprite and Diet Coke brands (corporate headquarters, Atlanta); marketing director for Brazil; and vice president of marketing and operations, Coca-Cola de México
- Grupo IRSA, a Monsanto Company joint venture (five years' experience)

Argyle

Placing Graphics



Investors have come to expect certain graphics - these tips will ensure the best result

- Graphics are intended to be useful and tell a story keep them simple
- Use colors and branding consistently
- For optimal Wdesk compatibility, always export/save graphics in RGB (Hex Color) from the native software
 - CMYK or PMS colors will appear fuzzy, even though the original graphic is crisp
 - Printers can convert the colors back to the proper printing specifications before going to press.
- Always prepare graphics in the proper size (as in text width on the page) or larger
- If you want a graphic to sit on the page in a certain way, and resizing the image is not helping, try placing in a table
- Be sure to justify your image, even if it does not move in the editor. This will impact the EDGAR presentation.

Need Help?

Argyle is a creative communications firm offering award-winning advisory, design, graphic and print services for investor communication materials including proxy statements and 10-Ks.

As a certified Workiva Partner, we help companies design, prepare and maintain stylized documents natively on Wdesk. We work closely with your Workiva CSM and internal teams to support your document upload, design implementation and maintenance, and added support throughout the document production process.

We'd be happy to speak with you regarding your next Wdesk document.

info@argyleteam.com



About Argyle

We are a creative communications firm offering end-to-end, in-house execution capabilities.

Our experienced and passionate team is composed of attorneys, designers, project managers, thinkers and web developers. We collaborate together around a process that encompasses drafting, editing, designing and publishing across all digital and print channels.

We are thrilled that communications prepared by Argyle have contributed to trustful relationships between our clients and their readers, whether investors, employees or other stakeholders.

In turn, our commitment to our clients has resulted in meaningful long-term relationships with some of the most respected public and private companies in the world.



www.argyleteam.com

Argyle Company 401 Park Avenue South, 8th Floor New York, NY 10016 (201) 793 5400

Copyright © 2018 by Argyle

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, email the publisher at info@argyleteam.com.