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Technical Writing

PAGE :

DATE : / /

1# How can you design graphics in a technical document? Discuss.

→ In a technical document, we can design graphics by keeping in mind the following points :-

i) Keep Graphics Neat and Simple

A neat, clean graphic is easy to read and interpret. Leave enough white space so that the graphic looks uncluttered and make the graphic large enough so that the reader can see all parts clearly. Using two uncluttered, simple graphics to illustrate two concepts is better than using one cluttered graphic to illustrate too many concepts.

ii) Integrate Graphics with Text

This process refers to the graphic when you think your reader will at it for the first time. Call your reader's attention to figures or tables by incorporating references into your text, using parenthesis, or creating stand-alone sentences. Verbal tables use words instead of numbers and the information is given in rows and columns.

Place each graphic in a convenient place for the reader to see. For the graphics used in reports, explain the significance of the graphic in the report as you introduce the graphic. Provide a title for every graphic, table titles and figures titles are often centered below the figures and use titles that are specific so the readers understand what

They will learn from the graphic. And also place the word source below the figure.

iii) Use Color Effectively

Before the readers pay attention to the words, the color draws a readers attention. This is why, color is a powerful design tool that can be used to :-

- Indicate a documents organization
Here we use same color for major headings.
 - Emphasize or clarify an important point
To draw readers attention, we use a color for a key word, a phrase, an idea, or part of a graphic.
 - Support your texts meaning
Using certain colors consistently to convey specific information makes ~~use~~ ~~two~~ readers to associate the color with the meaning.
 - Make your document attractive
Using color make your page more appealing
- Moreover, to use color effectively :-
- Avoid overusing color
 - Apply color consistently to elements throughout a document
 - Remain sensitive of cultural identification with colors.
 - Avoid unusual combinations of colors