**Visual Aids:**

Videos, presentation, visual info, pictures: provides clarity; illustrates/showcases the information visually

* Clarity
* Support
* Illustrate
* Augment

**Categories:** properly labeled

* Statistical: the visual relationship between numbers (pie charts, charts)
* Illustrative: Visually describe an idea or concept (photos, symbols)

**Visual aid rules:**

* Captions: Figure1
* Title: notation
* Note: description
* Citation: publication/author, URL

Helps retain, understand, and enjoy the presentation

**Two types of slides:**

* Structured: template-based; everything looks same: routine, forward business, project updates: better for complex information
* Free form: different visual orientation, a more dynamic, engaging audience

**Slide design: tips**

* Avoid too much text,
* Highlight key points only,
* Signal shifts in thoughts (use headings),
* Illustrate concepts with visuals,
* Don’t overuse animations: AODA,
* Use copyright free images,
* Cite third party sources,
* Follow AODA
* Intext citation/reference section
* Remember 10/20/30 rule: no more than 10 slides, 20 minutes of talking, 30-point font,
* Design in three (title, text, image),
* Use sans-serif fonts (Arial, Helvetica, Verdana),
* High contrast background and text: black on white or white on black,
* Use simple language,
* Don’t overcrowd slides: no more than 7 points,
* Videos: captioned,
* Audio: AODA asks for a transcript if needed,
* Hyperlink with a descriptive title,
* Use alt text for graphs and pictures.

**Copyright-free image sites:**

* Pixabay
* UnSplash
* Pexels
* Clip art, the noun project

**The Slide Report:**

* Slide decks are digital reports: in-between written report and presentation,
* It is not presented but read,
* Contains proper text, descriptive summaries,
* May incorporate images: 75 text and 25 visuals.

**Steps:**

* Pick software,
* Choose a template,
* Create outline,
* Source your visuals,
* Create your desk.

**For Group Project:**

* Need a Title slide,
* Table of contents,
* Introduction,
* Findings,
* Conclusion,
* Works-cited,
* Appendix.