

# Use Images to Communicate

Use images in your technical writing that relate directly to the ideas in the text. Your images should communicate, not decorate. Stop and confirm that your images add meaning to the text. If any images are purely decorative, delete them.

Recommendation Report to Kelly Sutton

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October 23, 2021

## Lack of Quality in Current Bolt Supply

Reports from customers indicate the current supply of bolts does not meet our quality standards. The bolt shown on the right (Figure 2) is typical of those customers have shared. The sheared-off saddle bolts could result in injury to a customer using the bike at the time it broke.



Figure 2. Sheared-off saddle bolt, [from Flickr](#). Used under a CC-BY-SA 2.0 license.