# Chip’s Visuals (tiny) Bits

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## tables, charts, diagrams, other common visuals

* We did some of this already, in Word and Excel:
  + Common visuals in these programs include numerical tables, tables containing text, bar charts, line charts, pie charts, flowcharts, organizational charts, tree charts, and pictograms (search these terms in MS Office programs or online for more).
* Graphic illustrations (semi-realistic diagrams such as a building’s evacuation floorplan, e.g.)
* Cutaway and exploded diagrams show the workings of devices, their component parts, etc.
* Maps, symbols, icons
* Photographs (and videos)—copy from the web only with great care!
* Clip art (simple pictures, symbols, and other images)
  + In newer versions of MS Office, in place of “Insert clip art,” from the “Insert” tab, select “Online pictures” and type “Clip art” in the search bar
  + Creative Commons clip art (requires acknowledgment of source and may involve restrictions, such as “only for noncommercial use,” e.g.)
  + Public domain clip art (search online)
* A good idea *always* to acknowledge your source, even if discreetly

## placement, sizing, editing

* Insert image in document, then right-click and select “size and position” and “format picture” to explore options
* Better, when possible, to edit and resize images initially in visual editing software (Photoshop, MS Paint, MS Photos, etc.)
* Text wrapping (around or through inserted visuals): experiment with different settings, including fixed position on page and “move with text,” have text run through image
* Easier to manipulate, locate, and edit in Publisher than Word. . . . Easier to move to background, bring forward, etc.
  + In Publisher, use “insert picture placeholder,” place and shape it as you like, then insert the image into the placeholder
  + Arrange text by inserting textbox overlapping one portion of the image, experimenting with wrapping options
* Avoid resizing too drastically (pixilation) or stretching, compressing, or otherwise distorting