

Figures and Tables

Visually Enhancing your Report

Guidelines for Illustrating Technical Documents

- Consider your audience – what do you want your readers to learn from each illustration
- Keep every illustration simple and uncluttered
- Let each illustration depict only one main point
- Label each illustration clearly (figures beneath; tables above)

Guidelines for Illustrating Technical Documents

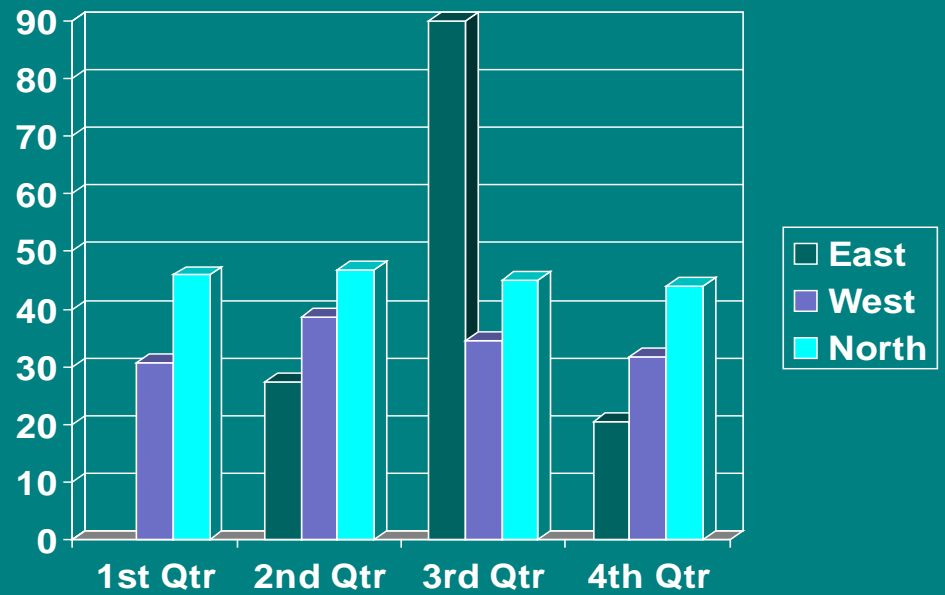
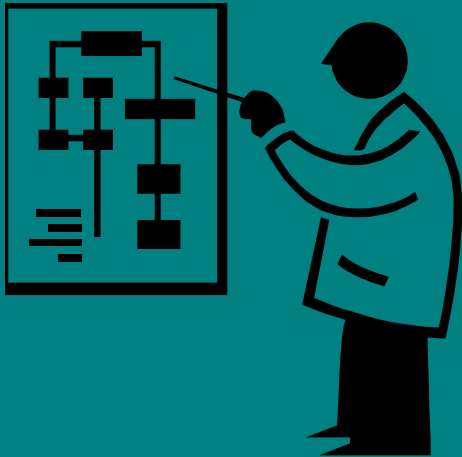
- Illustrations must be referred to in the text at least once
- Insert figures in a text box
- Position each illustration as near as possible to the narrative it supports
- Number your figures sequentially
- Write a caption for your figures

Figures Include

- Photographs
- Diagrams
- Drawings
- Graphs
- Charts

Examples of Integrating Visual Information

- As illustrated in Figure 1, ...
- Figure 1 shows the effects of ...
- X can seriously damage ... (Figure 1)
- Table 1 depicts frequency of damage ...



Tables

- Present material in a very organized, easy-to-read manner
- Take up less space than the same information in narrative form

What is easier to read?

0°F is equal to -17.8°C. 0°C is equal to 32°F. 1°F is equal to -17.2°C. 1°C is equal to 33.8°F. 2°F is equal to -16.7°C. 2°C is equal to 35.6°F. 3°F is equal to -16.1°C. 3°C is equal to 37.4°F. 4°F is equal to -15.6°C. 4°C is equal to 39.2°F. 5°F is equal to -15.1°C. 5°C is equal to 41°F. 6°F is equal to -14.5°C. 6°C is equal to 42.8°F. 7°F is equal to -14.0°C. 7°C is equal to 44.6°F. 8°F is equal to -13.4°C. 8°C is equal to 46.4°F. 9°F is equal to -12.9°C. 9°C is equal to 48.2°F. 10°F is equal to -12.2°C. 10°C is equal to 50°F. 11°F is equal to -11.7°C. 11°C is equal to 51.8°F. 12°F is equal to -11.1°C. 12°C is equal to 53.6°F. 13°F is equal to -10.6°C. 13°C is equal to 55.4°F. 14°F is equal to -10.0°C. 14°C is equal to 57.2°F. 15°F is equal to -9.4°C. 15°C is equal to 59°F. 16°F is equal to -8.9°C. 16°C is equal to 60.8°F. 17°F is equal to -8.3°C. 17°C is equal to 62.6°F. 18°F is equal to -7.8°C. 18°C is equal to 64.4°F. 19°F is equal to -7.2°C. 19°C is equal to 66.2°F.

°C	°C/F	°F	°C°C/F	°F	
-17.8	0	32.0	-12.2	10	50.0
-17.2	1	33.8	-11.7	11	51.8
-16.7	2	35.6	-11.1	12	53.6
-16.1	3	37.4	-10.6	13	55.4
-15.6	4	39.2	-10.0	14	57.2
-15.1	5	41.0	-9.4	15	59.0
-14.5	6	42.8	-8.9	16	60.8
-14.0	7	44.6	-8.3	17	62.6
-13.4	8	46.4	-7.8	18	64.4
-12.9	9	48.2	-7.2	19	66.2

Table 1. Temperature conversion

List of Illustrations

- Provides page references for all illustrations, photographs, graphs, diagrams
- Provides page references for all Tables
- Listed by Caption
- Listed in sequence
- Appears on separate page following Table of Contents

Include Figures and Tables in Table of Contents

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