

## **Using Visuals in Document Design**

In this exercise, you will focus on designing an effective document that integrates visuals. Prior to class, find four or five sample documents (no more than a page or sheet) that integrate visuals. In groups, analyze the documents, focusing on design of the overall page. Comment on the use of:

- Headers, footers, titles
- Headings and bulleted lists
- Labeling of visuals
- Placement and size of visuals
- References to visuals in the text
- Use of color

Each group will present its analyses with the documents projected and connect each analysis to purpose & audience.