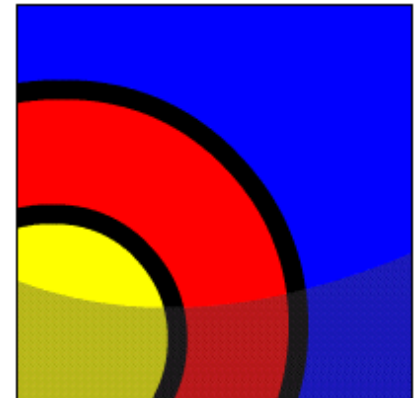


Preparing Visual Materials

What Will I Learn?

In this lesson, you will learn to:

- Construct entity relationship diagrams that demonstrate industry conventions
- Prepare tables and visuals that support their database documentation
- Demonstrate and provide examples of table formatting for database documentation

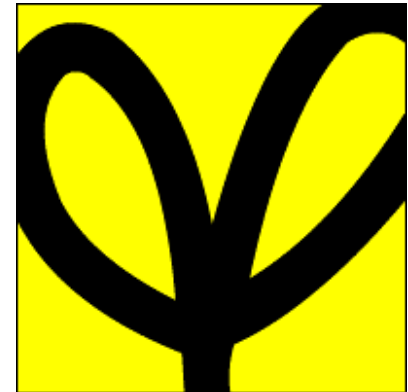




Why Learn It?

Visual materials complete the presentation. They complement the written documentation and the oral presentation.

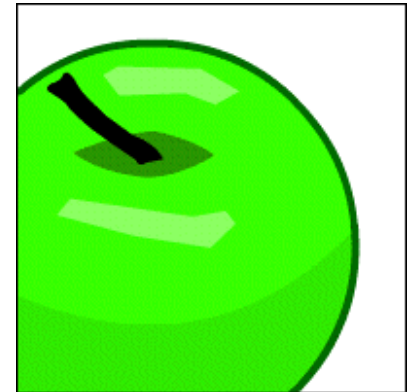
For nontechnical readers, graphs, tables, and visual presentation of data are key to understanding and clarifying the written documentation.



Tell Me / Show Me

A picture is worth a thousand words.

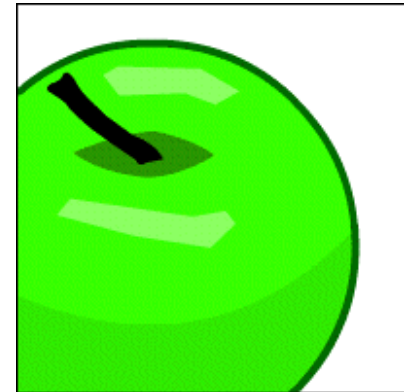
People take in a lot of information through their eyes, much more than through their ears. Well-drawn and clearly labeled visual materials add impact to the presentation as it is being delivered and support it afterward.



Tell Me / Show Me

Guidelines for Preparing and Using Visual Elements

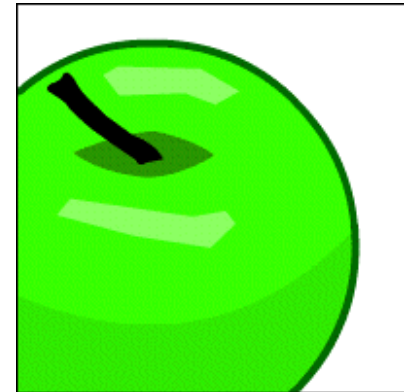
1. All diagrams, drawings, tables, or graphs should have a title that identifies what it depicts.
2. All diagrams, drawings, tables, or graphs should have a label that identifies it for reference from the written documentation. For instance, label a diagram "Figure 1 - ERD " and refer to it as "Figure 1 – ERD" in the written documentation.



Tell Me / Show Me

Guidelines for Preparing and Using Visual Elements

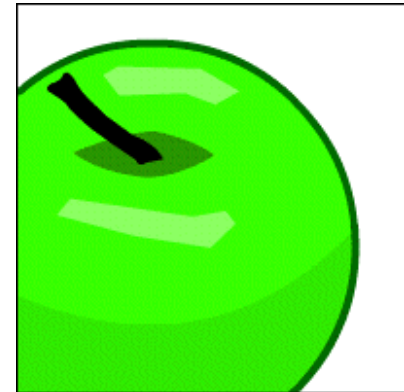
3. If different colors or different styles of lines are used in a drawing, be sure to make a key to explain their meaning.
4. Keep all diagrams, drawings, tables, and graphs simple and easy to understand. The reader doesn't need 85 rows of data output to understand your point.
5. Size diagrams, drawings, tables, and graphs to fit in the flow of the documentation and within the page margins.



Tell Me / Show Me

Guidelines for Preparing and Using Visual Elements

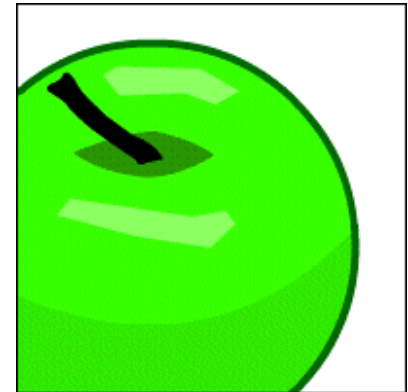
6. Use tables for numerical data and to show database output.
7. Label each table with a centered bold row heading and a column heading.
8. If several tables are part of a group, label them Table 1-1, Table 1-2, etc.



Tell Me / Show Me

Guidelines for Preparing and Using Visual Elements

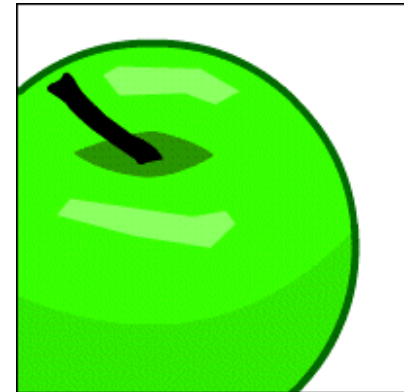
9. Use the same font size and style of all similar elements in each table.
10. Line up decimal points in columns.
11. Don't abbreviate without providing a key. If you use "mname," make sure you reference it. Your audience may not know if this is maiden name, middle name, or manager name.



Tell Me / Show Me

Guidelines for Preparing and Using Visual Elements

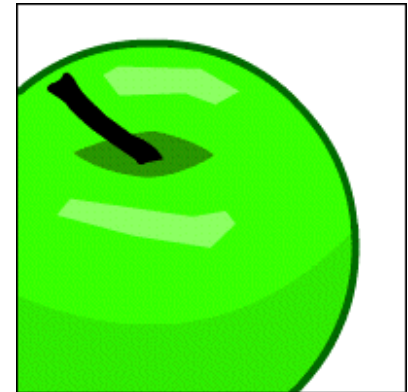
12. For charts and graphs, choose the style (pie chart, bar graph, line graph) that best fits the data being illustrated.
13. For visuals to be shown to during a presentation, make sure the print size is large enough for someone to read from the last row of seats.



Tell Me / Show Me

Guidelines for Preparing and Using Visual Elements

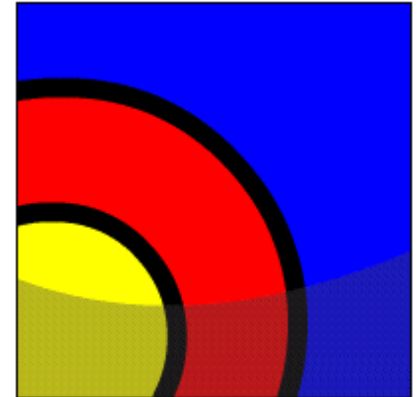
14. Keep visual content simple. Your audience may not understand technical jargon or have time to read many lines of text.
15. Rehearse the presentation to make sure you understand how to explain all visual elements.



Summary

In this lesson, you have learned to:

- Construct entity relationship diagrams that demonstrate industry conventions
- Prepare tables and visuals that support their database documentation
- Demonstrate and provide examples of table formatting for database documentation



Summary

Practice Guide

The link for the lesson practice guide can be found in the course outline.

