# Slide 1: Practice with Visuals

# Slide 2: Skewed Images

[Note: Two images are presented.]

See how the top image is proportionate but the bottom image is skewed.

Right click the bottom image and see if you can make the image proportional again.

# Slide 3: Small Images

[Note: A poor image of a graph is presented]

See how small the text is on this image? Can you read the vertical axis label?

Make the image bigger and see if it is easier to read.

# Side 4: Blurry Images

[Note: The same poor image of a graph is presented at a larger size]

You still really can’t read that vertical axis label even at a larger size.

Try inserting a text box to replace the blurry text with something clearer. It doesn’t need to be real words.

TIP: If you can make the background of the text box white, you can place it directly over the original text and it won’t show through.

# Slide 5: Blurry Images Continued

[Note: the same poor graph image but with the vertical text is clearer.]

See how much easier this is to read?

# Slide 6: White Space

[Note: Small picture of produce in the center of page surrounding with a large white border.]

Do you want to insert an image in Canvas but your text is too close to the picture? Add some white space.

Add space around this picture by clicking on the image then on the crop tool. Instead of dragging the bars in to crop, drag them out to add space. Save it as an image and add it to your Canvas page to see how it looks.

# Slide 7: White Space continued

[Note: Two pages are shown – one with no white space surrounding the image, the other with white space added.]

See the difference?

TIP: Want to know how to float images in Canvas? In the text editor, click on the image and then click right or left align.

# Slide 8: Alignment

[Note: Both a Word document and a web document demonstrate strange alignment.]

Depending on your writing habits, if you copy and paste from Word, you may see some odd things in your alignment.

# Slide 9: Alignment continued

[Note: Same Word document provided on the previous slide.]

Try using built-in headings (in Word), bulleted lists, numbered lists, and center and right align (sparingly) to make things line up cleanly in Your Canvas page. When presenting tabular data, go ahead and use a table. Practice with this text box (arrow pointing to the Word document on the slide).

TIP: Use tables for tabular data. Try not to use them for general page layout and formatting as that creates accessibility issues.