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Nota di contenuto	TITLE -- COPYRIGHT -- ABOUT THIS BOOK -- ABOUT THE AUTHORS -- CONTENTS -- TO THE READER -- PART I When and Why to Use Visual Aids -- SELF EVALUATION -- WHEN TO USE VISUAL AIDS -- Use a visual to: -- Avoid using a visual when it: -- WHY TO USE VISUAL AIDS -- PART II VISUAL MEDIA -- WHAT'S YOUR MEDIUM? -- VISUAL AIDS INVENTORY -- OVERHEAD PROJECTOR -- ADVANTAGES -- DISADVANTAGES -- Designing Transparencies -- Transparency Frames -- Setting Up The Room -- Delivery Techniques -- Using Pointers -- Pens and Markers -- Advanced Delivery Techniques Using An Overhead Projector -- 35-mm SLIDE PROJECTOR -- ADVANTAGES -- DISADVANTAGES -- Designing Slides -- Setting Up The Room -- Delivery Techniques -- Should You Use the Overhead or Slide Projector? -- CHARTS AND GRAPHS -- FLIPCHARTS -- ADVANTAGES -- DISADVANTAGES -- Flipchart Design Tips: -- Lettering -- Lettering Techniques -- Cartoons -- Delivery Techniques -- POSTERS -- ADVANTAGES -- DISADVANTAGES -- Delivery Techniques -- MOVIES AND VIDEOTAPES -- ADVANTAGES -- DISADVANTAGES -- Questions To Consider -- Delivery Techniques -- MODELS -- ADVANTAGES -- DISADVANTAGES -- Delivery Techniques -- PART III ORGANIZING AND CREATING VISUALS -- CONCEPT -- Audience Profile -- The Overall Look -- Thumbnail Sketches -- Storyboards -- A SAMPLE STORYBOARD -- DESIGN -- Basic Design Principles -- Applying The Principles --

Design Hints -- Adding Pizzazz -- COLOR -- Using Color -- Color Psychology -- Color Contrasts -- USE OF TEXT -- What to Include -- The Rule of Six -- Exercise-You Try It -- Lettering Size -- TYPOGRAPHY -- THINGS TO REMEMBER -- PART IV TIPS AND CHECKLISTS -- PRESENTATION TECHNIQUES -- FIVE WINNING TIPS -- VISUAL AIDS CHECKLISTS -- PART V RESOURCES -- WHERE TO FIND EQUIPMENT &amp -- SUPPLIES -- TOOLBOX: SHAPES, DESIGNS, IDEAS -- BASIC SHAPES -- VARIATIONS OF BASIC SHAPES -- VARIATIONS OF BASIC SHAPES.
COMBINATIONS OF BASIC SHAPES -- COMBINATIONS OF BASIC SHAPES -- FLIPCHART IDEAS -- BIBLIOGRAPHY.