ANNUAL SAFETY REPORT

Accident Cost Factors by Departments

(Incurred losses per 1,000 hours)

Group	Base Period 3 Years	Last Year	This Year
Production Division	$5.40	$7.10	$2.50
Sales Division	7.20	3.25	6.70
Company Average	8.50	5.10	3.60

Fig. 13-5. For use as a visual aid, complicated statistics should be converted into simple graph for greater clarity. Typed slide (left) also shows poor spac-

can be tiring. Try white on black and black on yellow.

Use of color

Color enhances both nonprojected and projected visuals. Color is almost a must for graphics. Contrasting colors always should be used. For example, black lettering shows up best on a white background, next best on a yellow or light orange background, and worst on a dark blue.

With projected visuals, color adds realism, provides contrast values that can bring out important points, and gives a professional look to the completed visual

With color film, for instance, title frames can be made attractive and closeups can be shot against black or colored backgrounds for good contrast. Textured backgrounds and colored lighting effects lend a professional touch.

For posters, dramatic effects can be obtained with the high visibility fluorescent paints, chalks, and papers, particularly if "black" light is used

Color can be added with large blocks of instructor's colored chalk or with colored felt-tipped pens that make a broad, heavy line Colored designs easily can be made by spraying through stencils or simple cutouts Spray cans can be used also to give overall color, and powdered colored chalk can be daubed lightly over lettered material to give a tinted effect

Colored tape and ready-made arrows, circles, and other stock designs can be used to make charts and graphs, and also to mark important parts in equipment photographs

Drawings and graphs

Because of the size of type and the amount of copy, a graph, chart, or other line drawing may become illegible when reproduced on film or viewed from a distance Therefore reduce the details to those fundamentals required to illustrate the point

The same rules that apply to lettering apply to drawings. the line work should be broad and opaque. Frequently a complex item can be constructed from areas cut out