DISPLAY BOARD APPEARANCE TIPS

Here are some suggestions to help you setup your display board.

Font Sizes: *(these are only suggested sizes and will vary depending on the font you choose)*
- Title – as big as will fit…
- Other section headings (problem, hypothesis, introduction, etc) – 48
- The text for each of the sections – 18-26

Fonts:
- Titles and Headings: creative and unique fonts are okay, as long as they are legible.
- Text: Professional fonts such as Times New Roman, Arial, Verdana, Georgia, Helvetica.
- Fonts to avoid for text: any script or decorative font, any font that is intended to look like it was handwritten (example: Comic Sans, Marker Felt)
- Limit fonts to 2-3 styles (choose one font for titles/headings and another for text and stay with those throughout the board)

Colors:
- Text must be black or dark blue.
- Titles and Headings can be creative colors as long as they are **legible**.
- Limit colors to 2-3 colors.

Tips to make your board more interesting:
- Print your text on colored paper.
- Color the background of your board.
- use colored paper as a backdrop behind text and graphs, etc.

If you are using Microsoft Word:

Formatting Your Sources with a hanging indent:
- Highlight the text for your sources.
- Click Format on the main menu.
- Click Paragraph…
- Make sure you are on the Indents and Spacing Tab.
- Click the Special drop down list in the Indentation section and choose hanging.
- Click OK.

Landscape layout:
- I recommend that you type the information in **landscape** layout (**sideways** paper).
- Click File
- Click Page Setup
- Click the Landscape button on the Layout Tab.
- Click OK.

Margins:
- I also recommend changing your page margins to increase the amount of text per page.
- Click File
- Click Page Setup
- Change the **Margins to 0.5"** for the Top, Bottom, Left and Right boxes.
- Click OK.
- (If your computer says that one or more of the margins is outside the printable area, click Fix, then click OK)

Landscape

Portrait