

STANDARD FORMAT FOR DESIGN BOARD

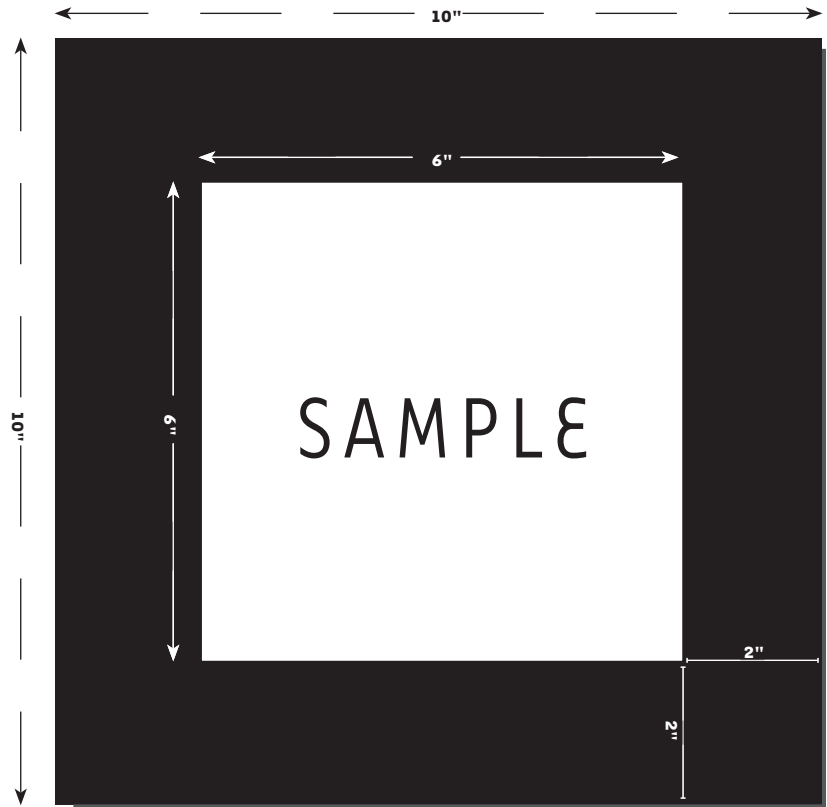
All boards, unless otherwise noted, are to be presented as indicated in this diagram. Check Project handouts for dimensions and size.

In this example, rendered material is flush-mounted on **6" x 6"** smooth white Bristol board or white Letramax. Next, the white board is mounted on Letramax super black board with a 2" border on all sides. This will make the final presentation board **10" x 10."**

All boards are to be covered first with a sheet of tracing paper, and then a cover sheet (find any heavier paper stock—brown craft paper, butcher paper or any suitably protective paper stock is appropriate). First tape the tracing paper **all the way across the back with white Artist tape**, fold to the front and trim neatly to the board size. Do the same with the cover stock, taping it separately to the back (**all the way across**) then trimming it to the board size and with a two inch piece of tape. Tape to back on the bottom center of the board as shown on bottom left. Use Artist tape. Do not use Scotch tape, painter's tape, or masking tape.

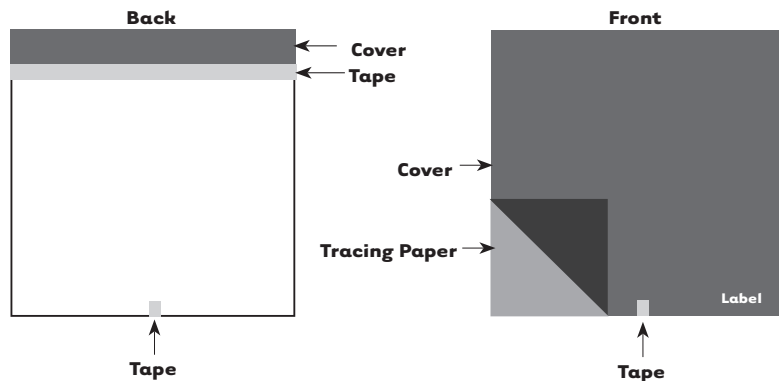
Make sure the surface of your work is free of any adhesive so that the tissue paper can be lifted easily without sticking.

Label the front of the **cover** on the bottom right hand corner.



FORMAT FOR LABELING

Jane Doe (Student)
 Graphic Software (Class Title)
 Witucki (Instructor)
 Project 1 (Assignment)



All work turned in NOT following these guidelines will be returned without a grade.

TIPS AND TRICKS

- Cut Letramax board with a sharp utility knife—use slow, multiple cuts as opposed to attempting to cut it first time. This saves your blade and board. Replace blades often.
- Use a T-Square or Triangle to check measurements.
- Use tissue/tracing paper under your working hand to avoid oils from your hand getting on the white board.
- Keep your hands clean and free of glue.
- Erase all visible pencil lines.