



# How to Make an Exhibit

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CBA PRESENTATIONS

*Finish all your corrections.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.

*Delete your heading and header.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.

*Control A/Control 1 to single space.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.

*Adjust your FONT type and size—  
make it readable from 3-5 feet  
away.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.

*Do put an extra space between paragraphs so you can more easily cut them apart.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.

*Title and subtitles will be in larger fonts.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.

*You ARE allowed to use stick-on letters for your title/ subtitles.*

MOVE FROM A REGULAR WORD DOCUMENT  
TO WORK YOU WILL PUT ONTO YOUR EXHIBIT.



*The left side should have  
the Introduction  
and the Before (or Causes) section.*

PLAN THE LAYOUT OF YOUR BOARD.

*The middle part should have  
the **During** (or **Conflict**) section.*

PLAN THE LAYOUT OF YOUR BOARD.

*The right side should have  
the After (or Consequences) section  
and the Conclusion .*

PLAN THE LAYOUT OF YOUR BOARD.

*Even if you buy an inexpensive  
white 3-fold board ...*

PLAN TO ADD COLOR TO YOUR BOARD.

*Use colored construction paper for background paper.*

PLAN TO ADD COLOR TO YOUR BOARD.

*BTW, you may use the paper cutter—carefully!—to trim all your material.*

PLAN TO ADD COLOR TO YOUR BOARD.

*Lay all your pieces down where you think they should go and then get an adult to look over your layout.*

FINALIZE YOUR LAYOUT.

*NOTE—Under every photo, picture, map, or timeline that you got off the Internet, you need to add the link.*

FINALIZE YOUR LAYOUT.



*When you have everything all done to the best of your ability—and to the satisfaction of your adult—you may glue your materials to your board.*

FINALIZE YOUR LAYOUT.

*I recommend rubber cement.*

FINALIZE YOUR LAYOUT.

