



Graphics Guidelines for TxDOT Reports

TxDOT requires that all CTR reports be edited and formatted in a consistent style. Regarding graphics, CTR reports should contain graphics that are legible, consistent, and black and white. *Graphics may be printed in color if written permission is obtained from the Project Director.*

The graphics department will assist with report graphics. Services include figure preparation, as well as tips and requirements for figure legibility. If you have questions regarding graphics, please call or e-mail the graphics office.

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In addition to report graphics, our department can provide assistance with PowerPoint presentations, slide duplication, transparencies, presentation boards and posters. We can also help with graphic design and web work.

Graphics Guidelines for TxDOT Reports

General Guidelines

SIZE of Figures, Tables and Photos

- Maximum width: 6.5 inches (as wide as text within margins)
- Portrait orientation preferred, Landscape accepted

NUMBERING

Number Figures, Tables and Photos consecutively within chapters.

- Figure 2.1 would represent the first figure of Chapter 2.
- Photos are considered figures, name consecutively relative to figures.
- Table 2.1 would be the first table in Chapter 2.

If possible, when submitting reports, please submit report figures created in Excel, in Excel as well as in report.

SOFTWARE

Software used in graphic production at CTR:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Freehand (vMX)
- Illustrator (v10)
- Photoshop (v7)

Guidelines for Figures, Tables and Photos

FIGURES

Fonts in Figures:

- Graphic Title (if applicable), Arial 10 point
- x- and y-axis labels: Arial, 9 point
- Unit numbers, Arial 8 point
- Explanation/Legend, Arial 8 point
- Specific data labels, Arial 10 point

Figures with data points, consider using: *(See page 5 and 6 for samples)*



Figures with data lines, consider using:

- Different line weights
- Different line patterns



Colors for printing (reproduction) in black and white

Legible reproduction

Black
Dark Blue
Red
Dark Green
Dark Purple

Illegible reproduction

Yellow
Light Blue
Pink
Light Green
Lavender

Captions:

Captions for figures should be placed below the figure. Please do not make the caption part of the figure, make it part of the report document.

If using Report Template:

(http://www.utexas.edu/research/ctr/intranet/research_reports/CTR_report_template.dot), use style named “**CTR figure caption.**”

TABLES

Fonts in Tables:

- Headings, Times New Roman, 9, 10, or 11 point, Bold
- Data, Times New Roman, 9, 10, or 11 point

Captions:

Captions for Tables should be placed above the table. Please do not make the caption part of the table, make it part of the report document.

If using Report Template:

(http://www.utexas.edu/research/ctr/intranet/research_reports/CTR_report_template.dot), use style named “**CTR table title.**”

PHOTOS

Photos will be printed in black and white. Generally, photos will not be changed to black and white, but only printed in black and white. If color elements in photo necessitate color to distinguish particular aspects of photo, author must get and receive Project Director’s written permission to print in color.

Captions:

Captions for photos should be placed below photo.

If using Report Template:

(http://www.utexas.edu/research/ctr/intranet/research_reports/CTR_report_template.dot), use style named “**CTR figure caption.**”

FYI

GRAPHICS REVIEW (CTR guidelines)

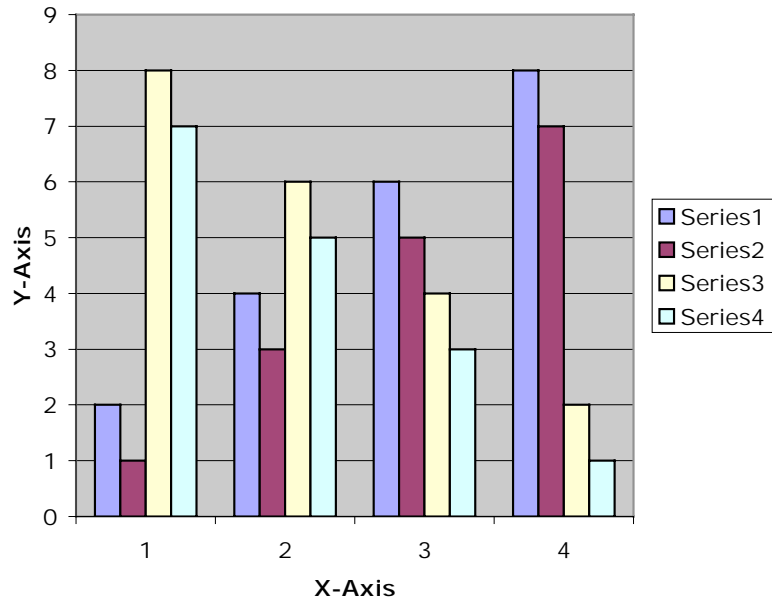
Considerations used in decision to redraw:

- Legibility of text
- Complication of presentation; is there a better way to present data (this includes landscape vs. portrait)
- Illegible scans
- Any information that looks questionable...verbiage in graphic matches verbiage within report content (figure caption will help in looking for this).
- Color translation: Yellow, blue, pink, some greens do not show when printed in black and white. This is fairly easy to spot in copy of submitted report.

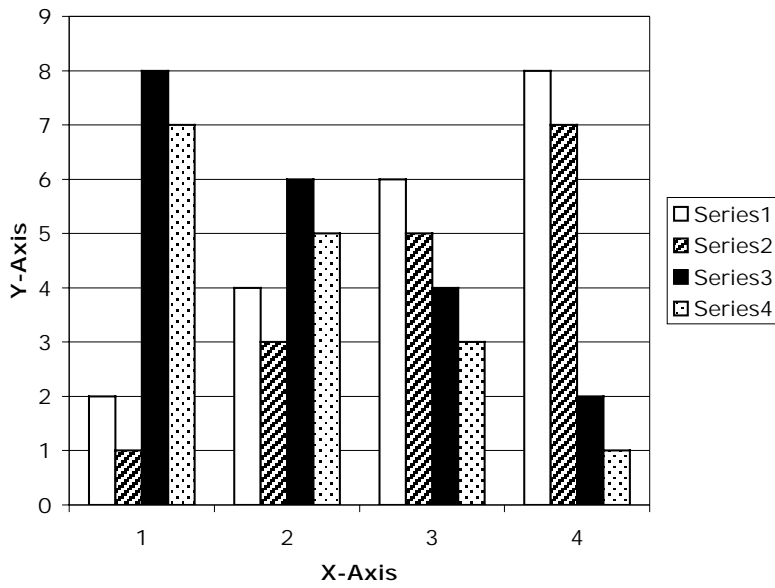
Graphic Redraw Considerations:

- Complication of drawing: too many data points particularly in a scan are not worth the time; possibility for error is increased.
- Number of graphics
- Workload
- Is there an existing drawing that can easily be repurposed (look in previous same-project-number report archives if applicable)

Bar Chart

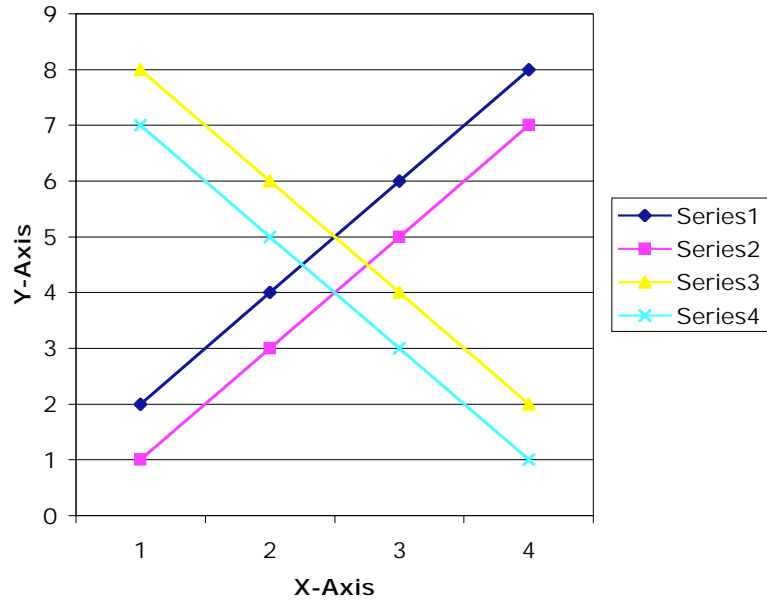


With Color

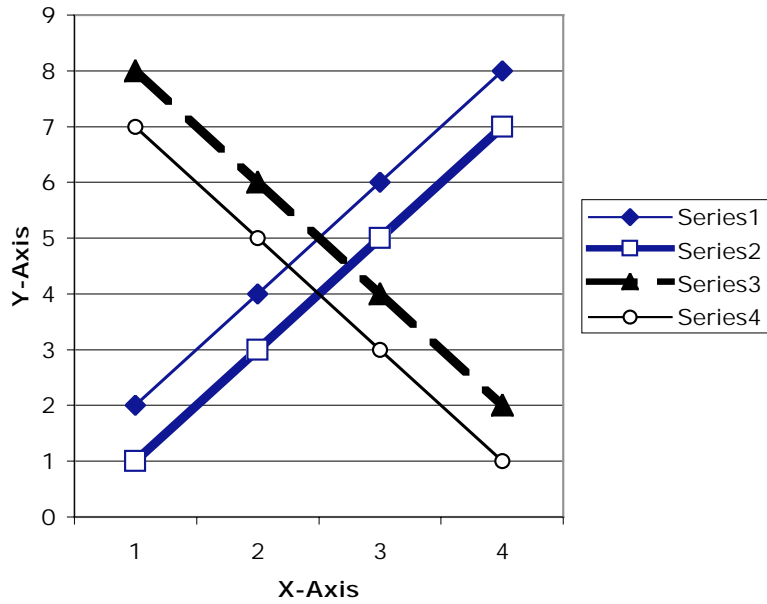


Without Color

Line Graph with Data Points



With Color



Without Color