



# DIGITAL POSTER

## Instructions

## Table of Contents

### Plan

1. Determine how to communicate *(page 2)*
2. Select graphic design software *(page 2)*
3. Decide how you will collaborate *(page 2)*

### Create Poster Graphics

4. Layout your team poster *(page 3)*
5. Download as PNG *(page 3)*
6. Upload your poster image *(page 4)*
7. Link your poster image to the Digital Poster tool *(page 5)*

### Digital Poster: Edit Mode

8. Add annotations (Text, images, videos, and/or links) *(pages 6)*
9. Edit annotation box appearance *(page 6)*
10. Add content to annotation *(page 7-8)*
11. Move and resize annotations *(page 9)*

### Digital Poster: Preview Mode

12. Enter preview mode and review your poster *(page 10)*

### Digital Poster: Display Your Poster

13. Post and submit your poster *(page 11)*

### Digital Poster: Visit Classmate Posters

14. Experience your classmates' digital posters *(page 11)*

### Prefer Videos?

We have them!

[Plan](#)

[Create Poster Graphics](#)

Digital Poster

- [Edit Mode](#)
- [Preview Mode](#)
- [Display Your Poster](#)
- [Visit Classmate Posters](#)



# DIGITAL POSTER

## Instructions

## Plan

### 1. Determine how to communicate

**Text-based communication** is recommended.

- Messages can be viewed later, allowing team members to participate at the times that they are available



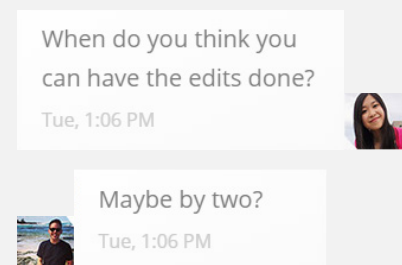
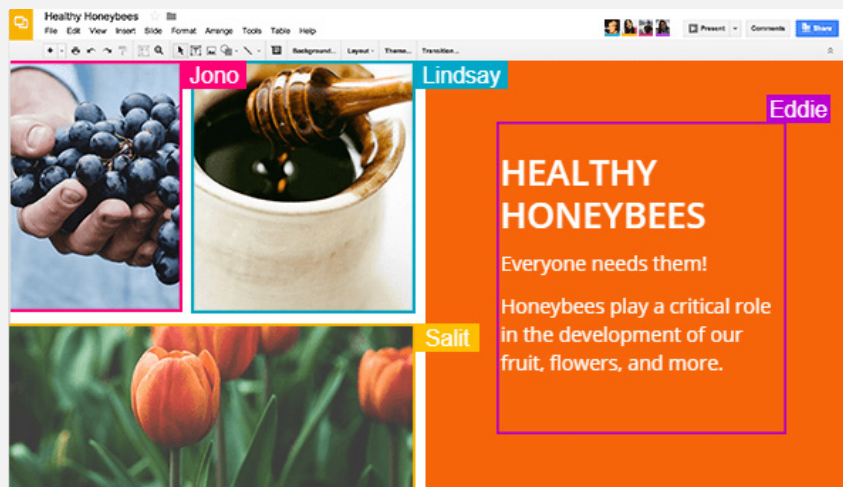
### 2. Select graphic design software

[Google Slides](#) is recommended for creating your poster image thanks to its combination of design and collaboration features.



### 3. Decide how you will collaborate

**Real-time collaboration** is the recommended way to work together (Everyone working and commenting on the same document at the same time). Available with [Google Slides](#).





# DIGITAL POSTER

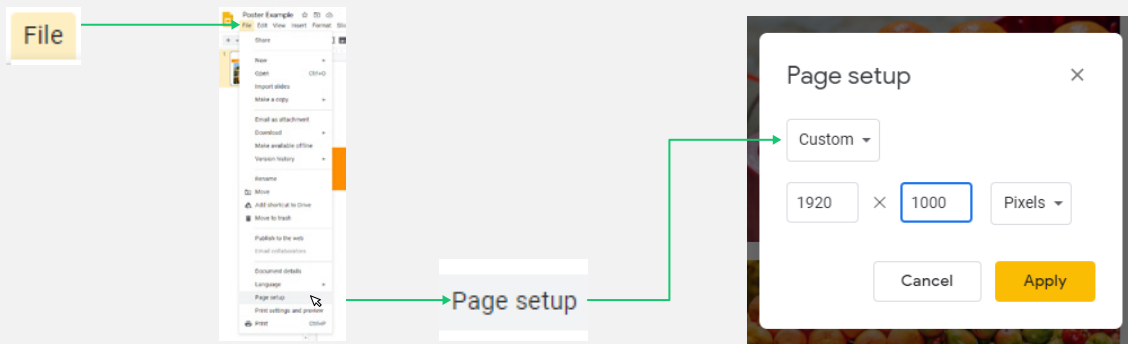
## Instructions

## Create Poster Graphics

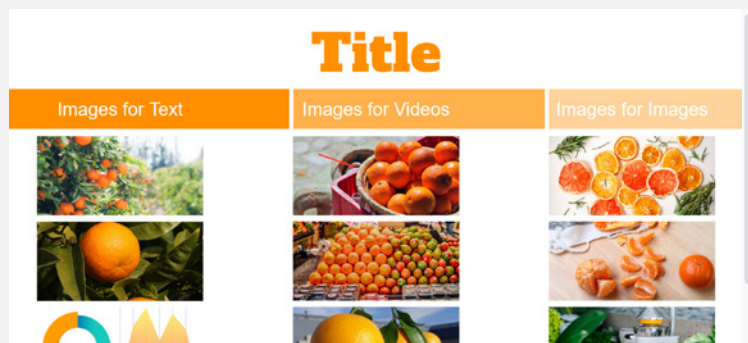
### 4. Layout your team poster

Set the poster **image size** by going to **File > Page setup**.

- Make sure to **set a large width**, such as a custom width of 1920 pixels, to ensure that your final poster image will not be blurry
- Height is your choice** since your poster will be scrollable

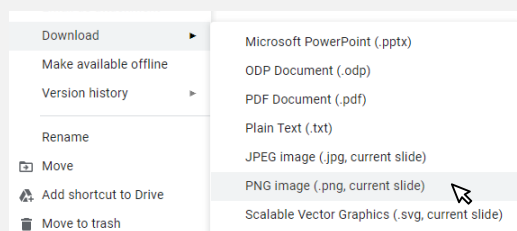


- Work as a team** to research, plan, and design the poster image that you wish to use



### 5. Download as PNG

In Google Slides, go to **File > Download**.



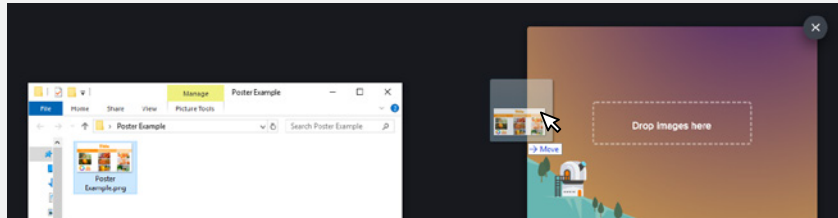


## 6. Upload your poster image

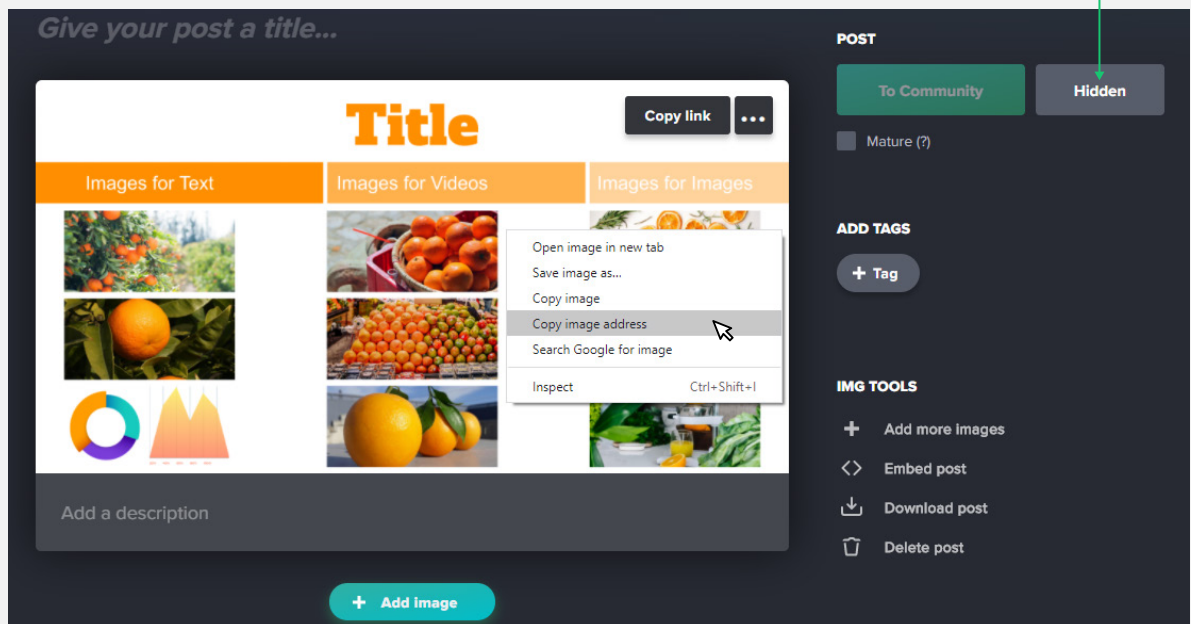
- Go to [imgur.com](https://imgur.com)
- Select **New Post**



- Upload your image



- Bookmark this URL
- Make sure **Hidden** is selected
- Right-click** your image (control-click on Mac), then select **Copy image address**





# DIGITAL POSTER

## Instructions

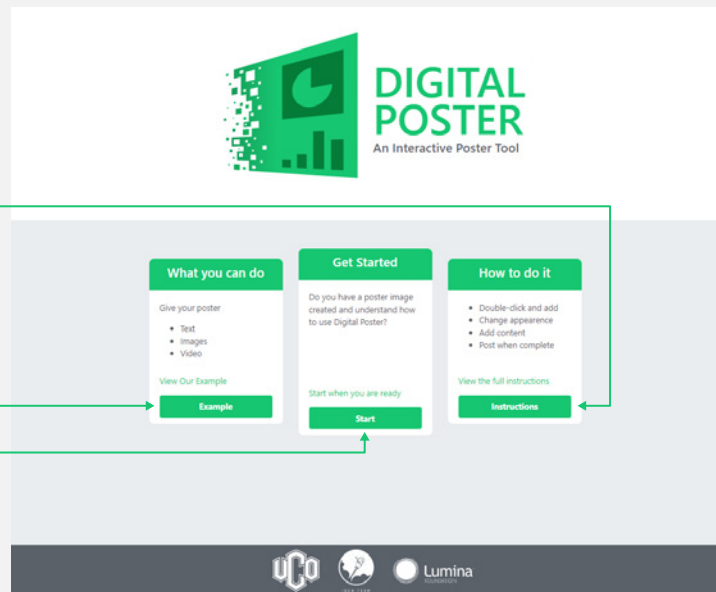
### 7. Link your poster image to the Digital Poster tool

a. Go to the [Digital Poster](#)

b. **Instructions** stored here

c. View our **example**

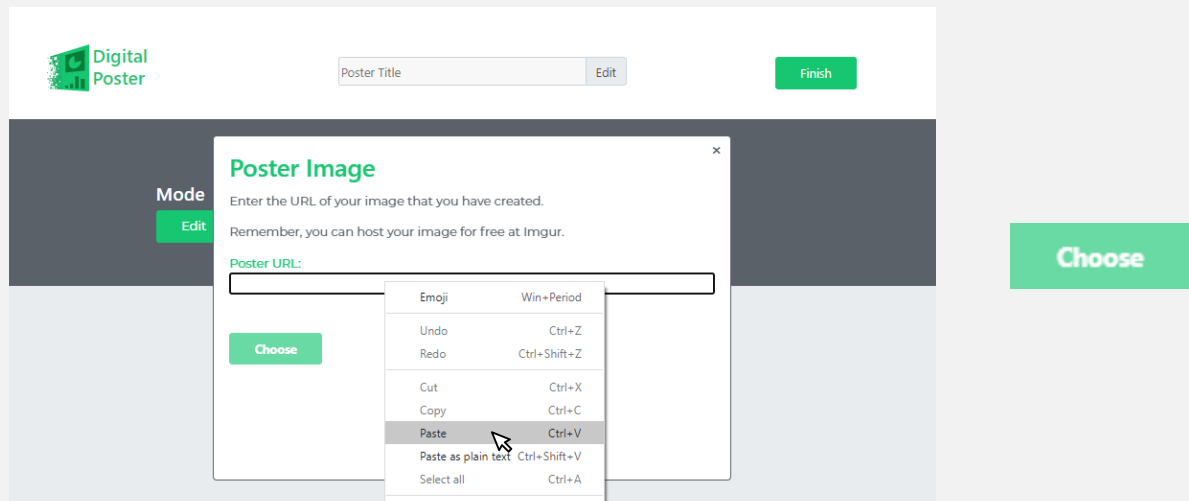
d. Select **Start**



e. **Paste your URL** that you copied from Imgur

(If copied as noted in 6f, your URL will be similar to this: <https://i.imgur.com/JiAbRVI.png>)

f. Select **Choose**



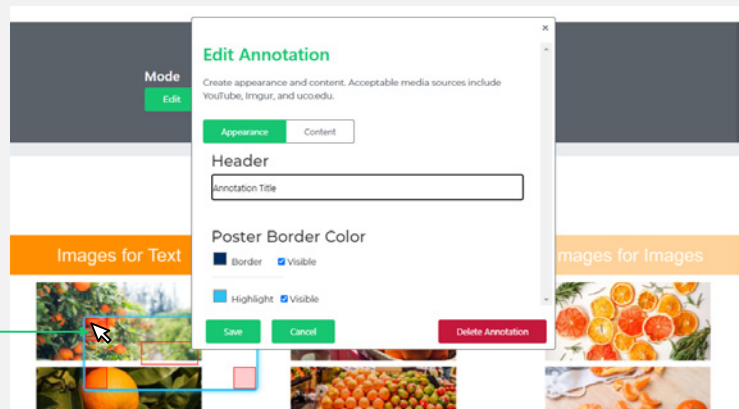


## Digital Poster: Edit Mode

### 8. Add annotations (Text, images, videos, and/or links)

Add an annotation

- Double-click to create** a new annotation in the place your cursor is at



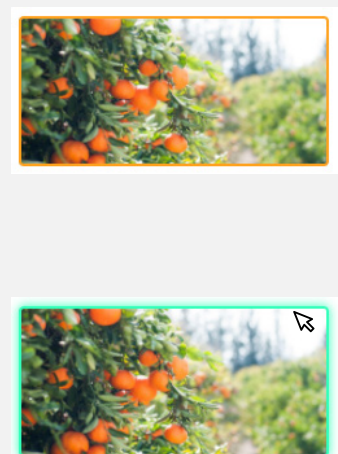
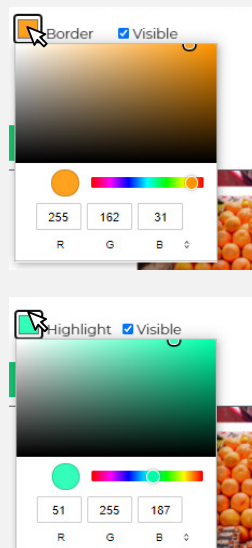
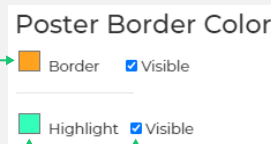
- Give the annotation a title where it says **Header**



### 9. Edit annotation border

**Poster Border Color** is how this annotation will be shown on the poster.

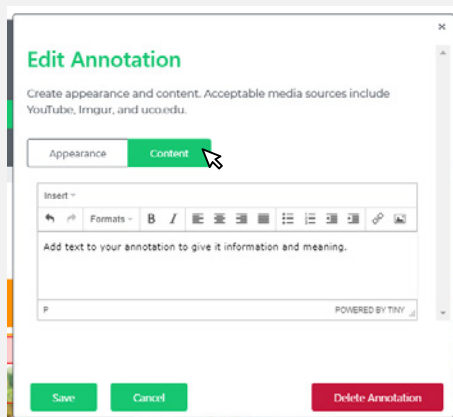
- Border** is how it looks when no cursor is over it
- Highlight** is how it looks when a cursor moves over it
- If **Visible** is turned off for border, then no border will show (Turn it off for highlight and no highlight will show)



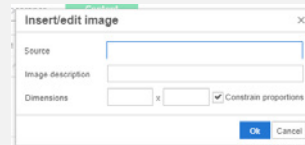
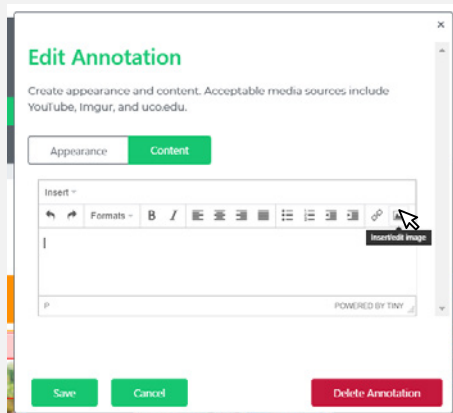


## 10. Add content to annotation

- Select the **Content** section
- Add text** by typing in the text field and Format text, however, looks good



- Add images** by selecting the **Insert/edit image** icon
  - Enter your image **URL in Source** (Can only be from [Imgur.com](https://imgur.com) or [uco.edu](https://uco.edu)) (Imgur sources must be copied and pasted as noted in step 6f)
  - Enter an Image Description
  - Enter Dimensions and alter Constrain proportions as desired (If your image is being stretch, increase the dimensions)



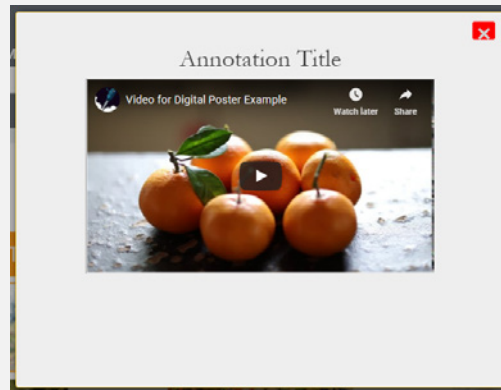
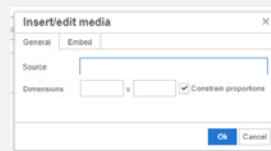
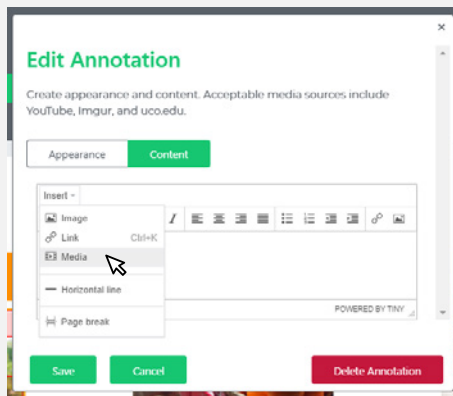


# DIGITAL POSTER

## Instructions

d. **Add videos** by selecting the **Insert > Media**

- I. Enter your video **URL in Source** (Can only be from YouTube.com)  
(Imgur sources must be copied and pasted as noted in step 6f)
- II. Enter an Image Description
- III. Enter Dimensions and alter Constrain proportions as desired



- e. Select **Save** to save your progress on the annotation
- f. Select **Cancel** to erase changes made to the annotation
- g. Select **Delete Annotation** to completely erase the annotation

Save

Cancel

Delete Annotation

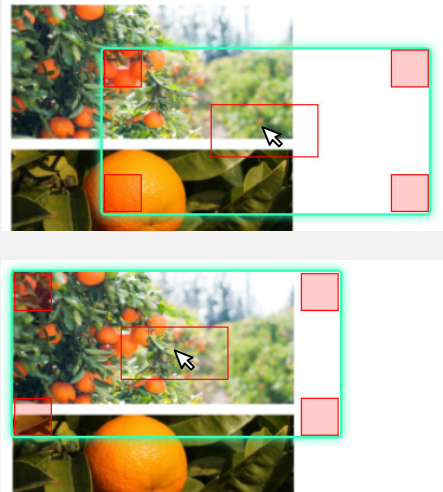




## 11. Move and resize annotations

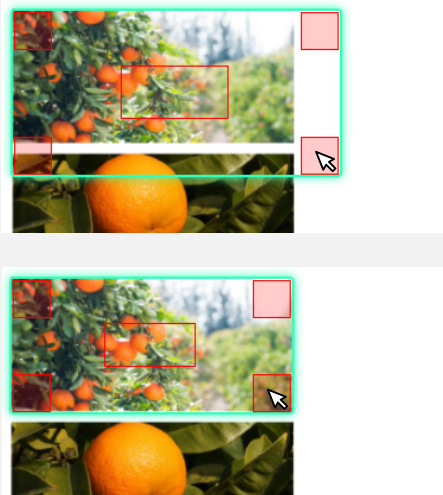
### a. Move annotations

- I. **Left-click and hold** while inside the **empty red box** in the middle of the annotation
- II. **Drag it** to where you want it to be
- III. **Release** the mouse button



### a. Resize annotations

- I. **Left-click and hold** while inside one of the **shaded red boxes** in the corners of the annotation
- II. **Drag it** to where you want it to be
- III. **Release** the mouse button

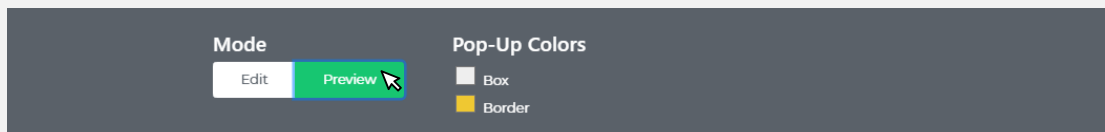




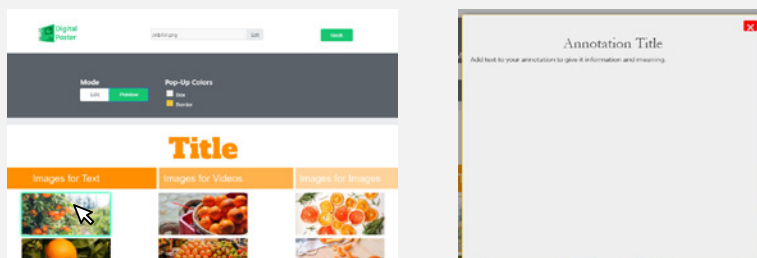
## Digital Poster: Preview Mode

### 12. Enter preview mode and review your poster

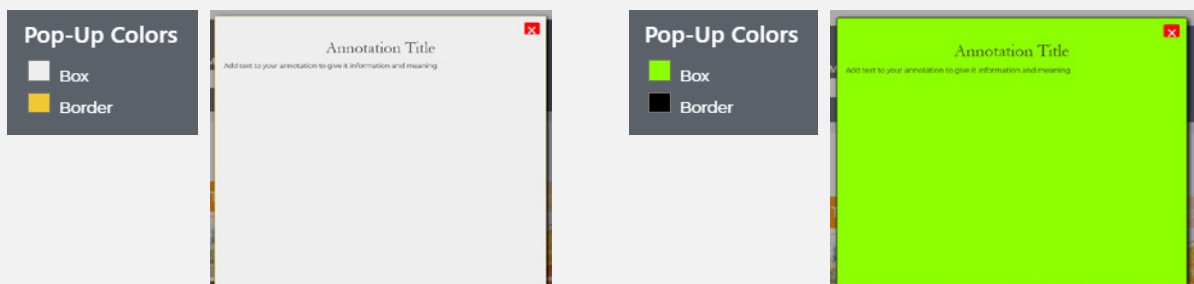
- a. **Enter Preview Mode** by selecting the Preview button on the top bar  
(Locks your ability to edits and allows you to view your poster as others will view it)



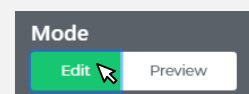
- b. **Double-click annotations** to view them and find any edits you wish to make.



- c. **Change the color** of the annotation boxes and borders using the top bar



- d. To **return to Edit Mode**, select the Edit button on the top bar

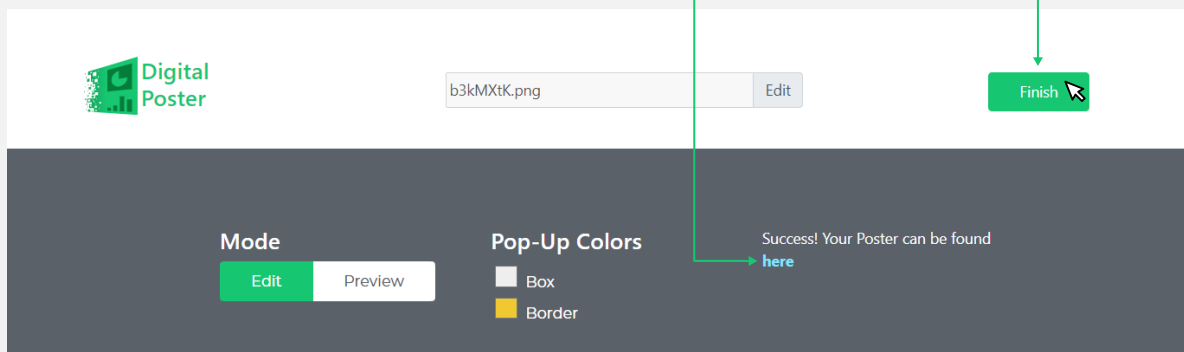




## Digital Poster: Display Your Poster

### 13. Post and submit your poster

- Once you are done with your poster, select **Finish** in the top bar (This will provide you with a link to where your image is posted)
- Bookmark and save the link, then submit it as instructed by your professor for your classmates to experience.



## Digital Poster: Visit Classmate Posters

### 14. Experience your classmates' digital posters

- Access your classmates' URLs as instructed by your professor
- View their graphics, interact with their annotations, and experience their digital poster

