



DIGITAL POSTER

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We have them!

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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



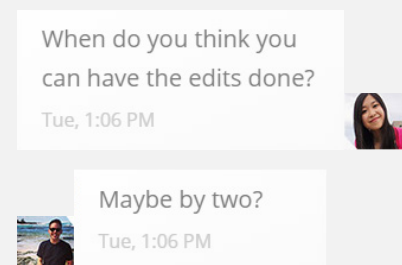
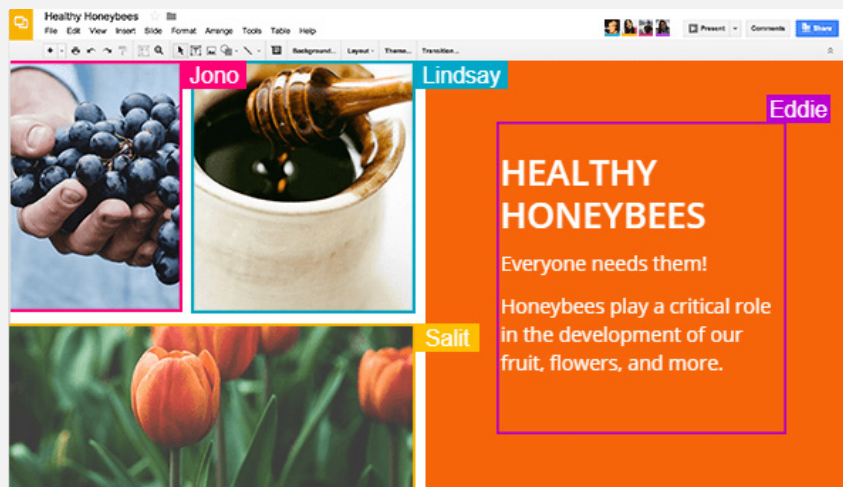
2. Select graphic design software

[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](#).



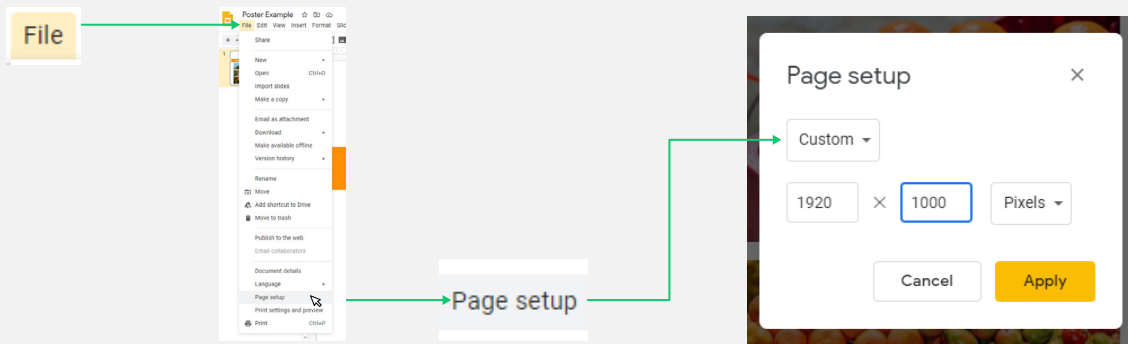


Create Poster Graphics

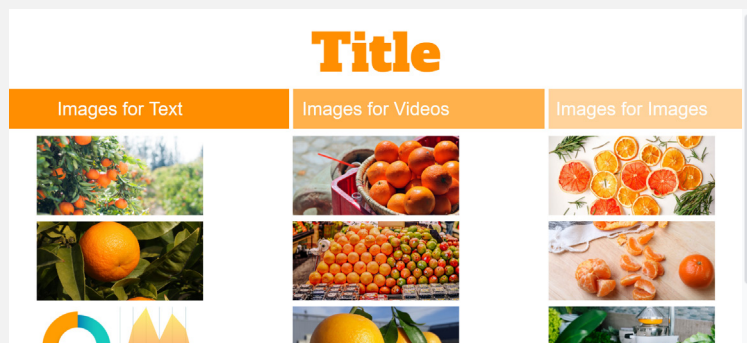
4. Layout your team poster

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

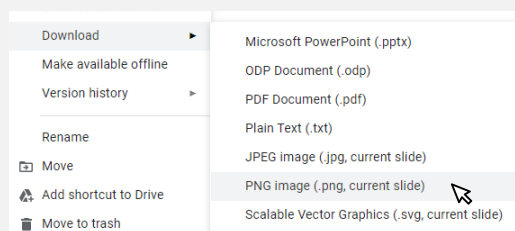


- Work as a team** to research, plan, and design the poster image that you wish to use



5. Download as PNG

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



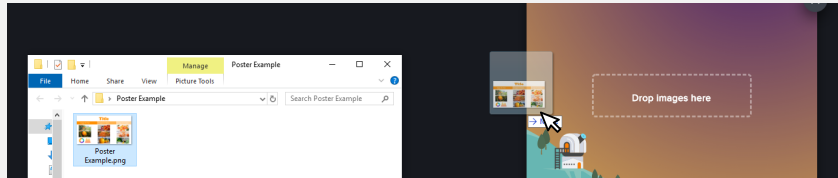


6. Upload your poster image

- Go to imgur.com
- Select **New Post**

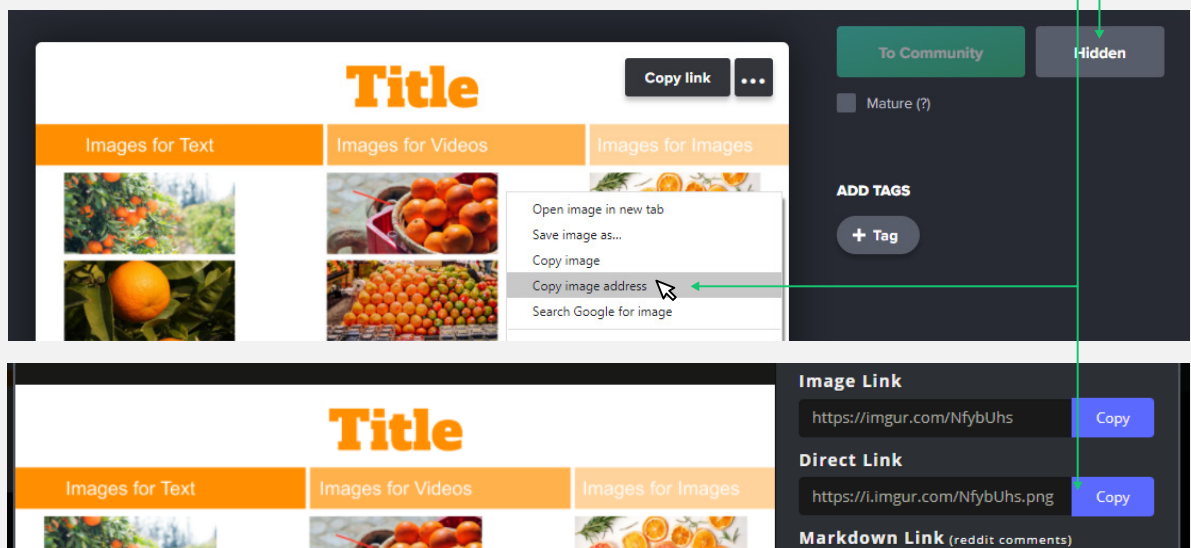


- Upload your image



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

(You must copy the "Image Address" or "Direct Link". These copy the same link, and can be identified by the ".jpg" or ".png" the link will have at the end)





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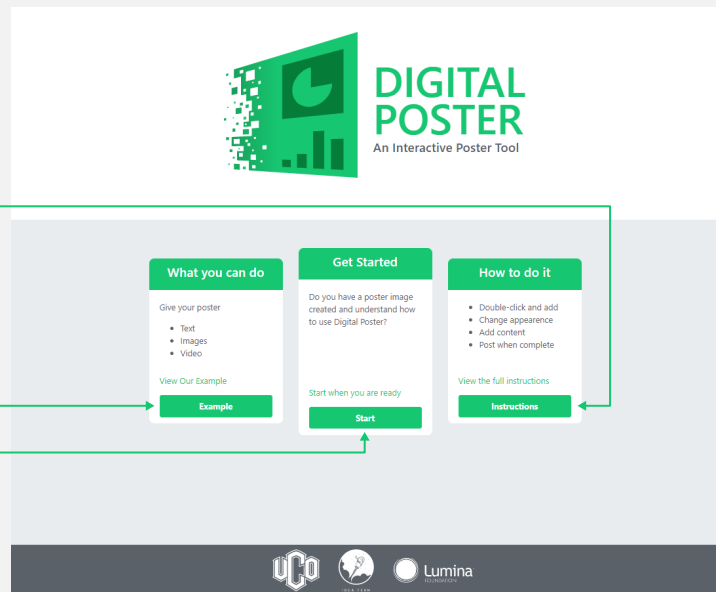
7. Link your poster image to the Digital Poster tool

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

b. **Instructions** stored here

c. View our **example**

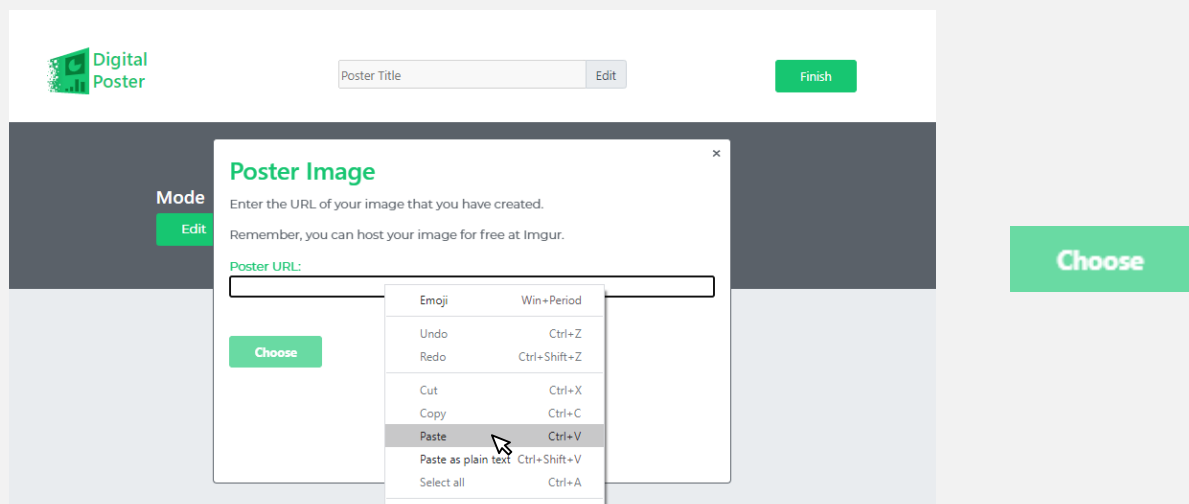
d. Select **Start**



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**



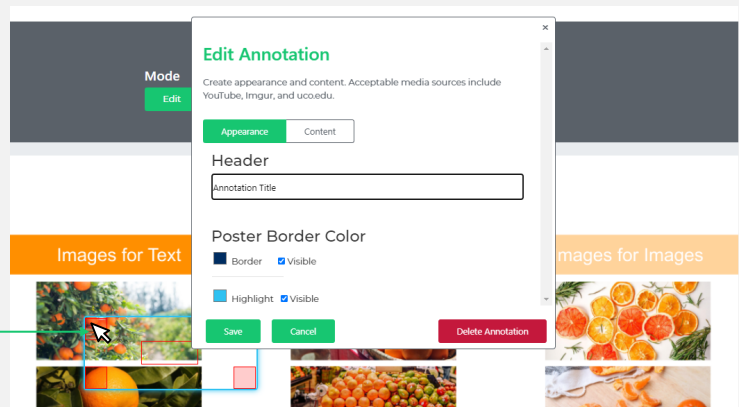


Digital Poster: Edit Mode

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

Add an annotation.

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



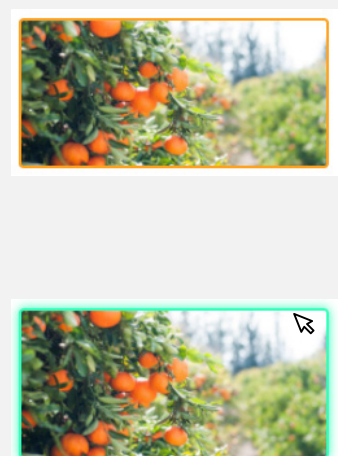
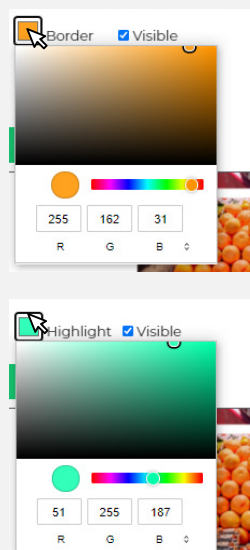
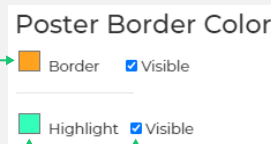
- b. Give the annotation a title where it says **Header**



9. Edit annotation border

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

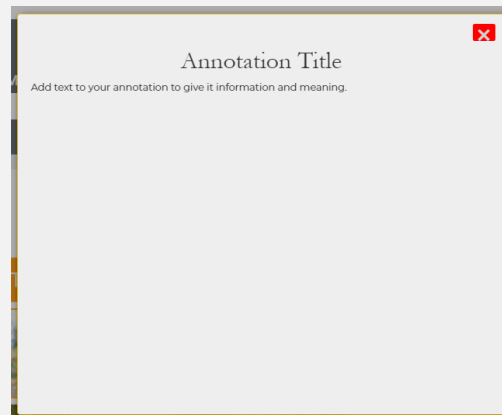
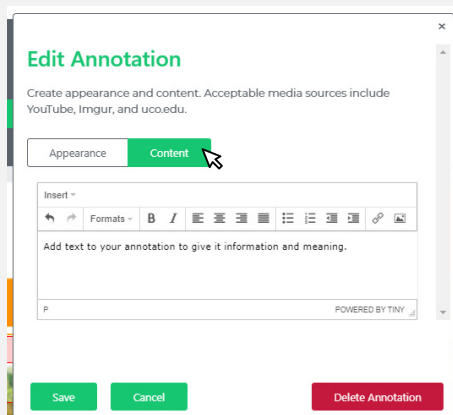
- a. **Border** is how it looks when no cursor is over it
- b. **Highlight** is how it looks when a cursor moves over it
- c. If **Visible** is turned off for border, then no border will show (Turn it off for highlight and no highlight will show)



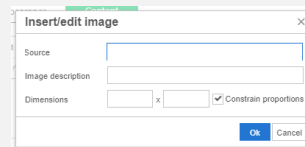
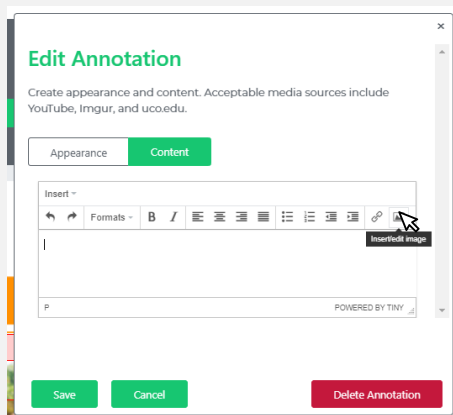


10. Add content to annotation

- 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) (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)



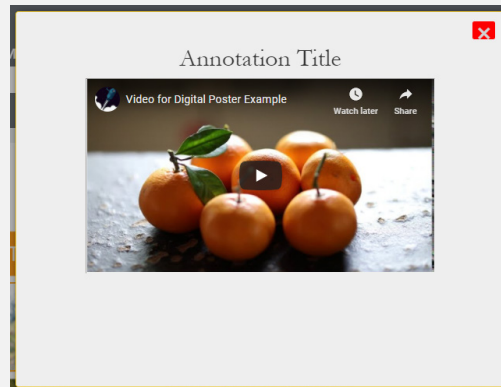
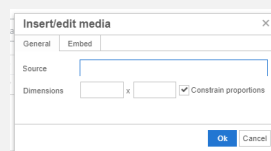
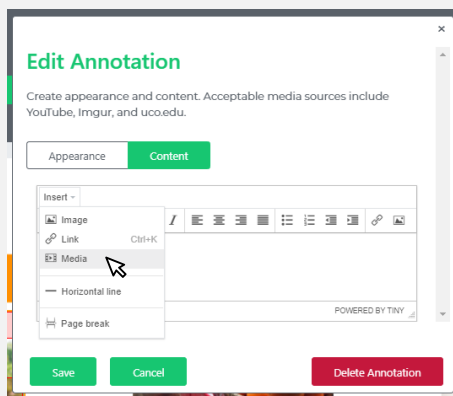


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d. **Add videos** by selecting the **Insert > Media**

- 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

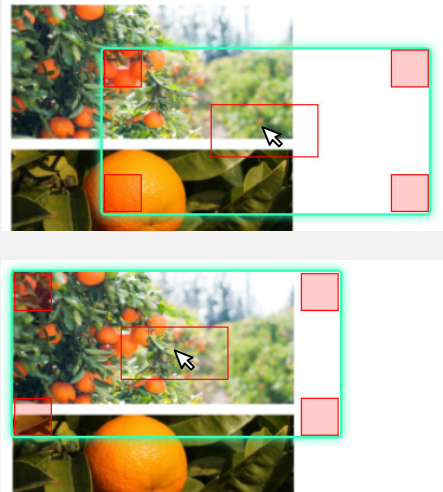
Delete Annotation



11. Move and resize annotations

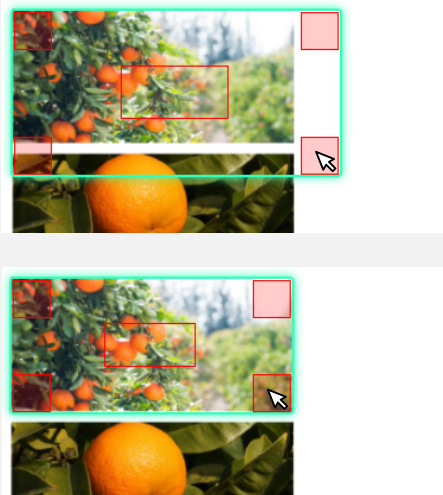
a. Move annotations

- 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

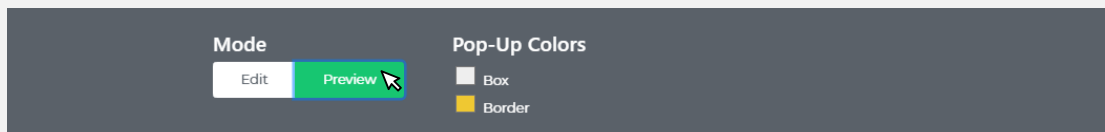




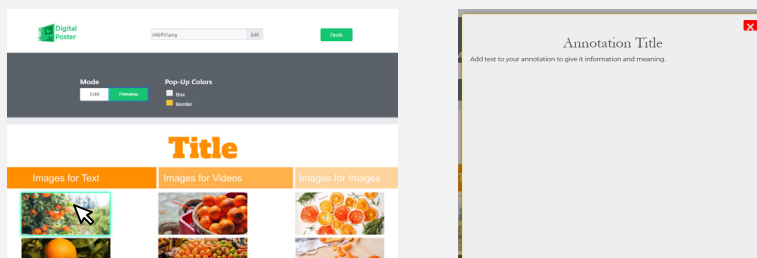
Digital Poster: Preview Mode

12. Enter preview mode and review your poster

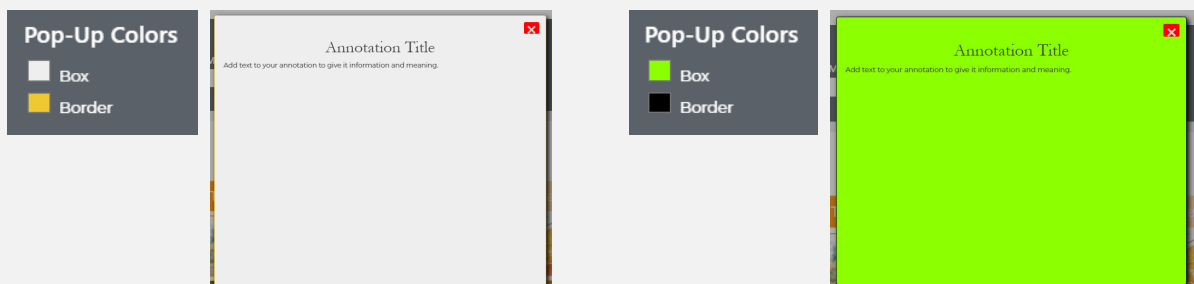
- a. **Enter Preview Mode** by selecting the Preview button on the top bar
(Locks your ability to edits and allows you to view your poster as others will view it)



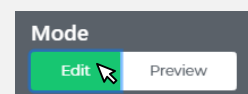
- b. **Double-click annotations** to view them and find any edits you wish to make.



- 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

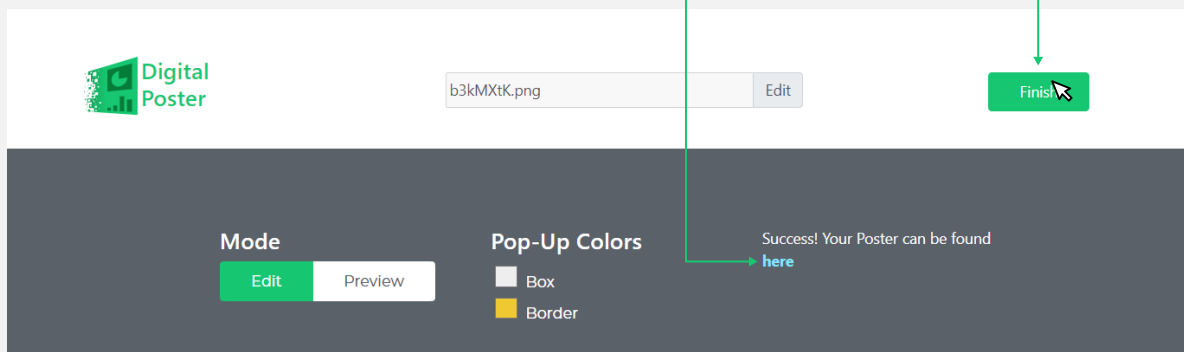




Digital Poster: Display Your Poster

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

