

Electronic Posters

Directions

1. Download one of Poster Templates from Amvonet/Moodle. *Make sure you are using a computer with PowerPoint, as the electronic poster is created using this platform. If you do not have PowerPoint, computers in the White Hall labs are equipped with this program. You can also purchase the Office Suite through the University Bookstore at a discounted price.*
2. Edit the template to meet your needs. Please watch the screencasts posted in Amvonet/Moodle for directions on how to edit.
 - a. You can change the headers (titles of each section) to any text you like. Delete the text that is currently there by highlighting it and pressing backspace. You can then proceed to write your information.
 - b. You can insert pictures and graphics by selecting 'Insert' in the tabs at the top of the page. Once you insert an object, you can resize it. You can also drag it to the space you would like it to be.
 - c. If you would like less sections than the template has (for example, some templates have 5 sections, and you may only want 3), you can delete the extra sections altogether. Do this by cutting the text boxes. On a PC, you right click on the top of the text box and select 'cut'. On Apples, you usually use Open Apple Command (though some Apple platforms may be different).
 - d. You can change the color and design of the template. Select 'Design' at the top of the page to alter the current design, and select colors to change the pattern. You can also do this manually by selecting background color (in each text box). A right click on a PC brings up the tool bar- the paint can be used to change the background color of that box.
3. When you are finished, save you PowerPoint as a PowerPoint 97-2003 document using an original file name (such as YourName_PosterPresentation_Date). This is important because it will allow you to come back and edit your poster in PowerPoint should you need to. Next, save your file as a PDF. For computers using Vista or Windows 7, saving as PDF is an automatic option that you can select. Other operating systems may require you to download a tool to save files as PDFs. PrimoPDF is an excellent tool that is absolutely free and downloads fast. Once it is on your computer (and you have set it up), you can always save files that are printable as PDFs. To get the PDF, you select "Print"

then choose “PrimoPDF” as the printer in the dropdown menu on the print page. This will create a PDF for you. Here is the website to obtain the download:

- <http://www.primopdf.com/index.aspx>
4. Decide whether you want to present your poster information to the class live (i.e., in class), or if you would like to create a screencast to go over it. Screencasts allow you to record your voice talking as you share your computer screen. Once it is saved properly, a link is provided that allows others to view your presentation. Directions on creating a screencast are posted separately in Amvonet/Moodle.