

Step by step guide to editing poster one template

1. **Amending text**, text is easily amended as the template is saved in a Microsoft document so can be edited the same way as any word document. Starting at the top with the header and working your way to the footer, add in all your written information. By working this way it should mean that no text section is forgotten and left with stock text, e.g. lorem ipsum or

xxxxxxx@bristol.ac.uk, etc.

- **Header**, ideally the title of the faculty/school/division should fit onto one line, this may require the font size to be changed from the current size of 44. This is fine to do.
The event heading can be the title of the event or the type of event, i.e. Inaugural lecture, conference, etc. again the font size can be made smaller, but where possible keep it quite large (however do not make font larger than 48)
- **Headline**, the headline can be a short strapline or the title of the event if it has not already been added into the header. If the event title is in the header do not duplicate in the headline text – add in a strapline instead.
The headline font size can be changed as well as being made bold if need be. The headline should fit over three lines maximum.
- **Date and time**, keep to suggested format in the template, e.g. day, date, month, year, time. For times use am and pm rather 24 hour clock.
- **Main body**, try to keep the main body text to a maximum of 45 words. This should be a concise description of the event. Links to further details can be given in the footer section.
- **Speaker/Venue**, in this section you can add names of speakers or organisers. And the location details. It is always good to add the postcode so location can be found easily on sat navs, etc.
- **Footer**, add in cost if there is one or leave it as free entry. Change tel. no. and email. The email should not break over two lines, if it does, move it down.
Change web address

2. **Adding an image**, when choosing and including imagery the identity guidelines should be adhered to on the correct use of imagery bris.ac.uk/visualidentity/guidelines/imagery.pdf. By adding the image before choosing colours from the University's colour palette you can see which colours will work best with your image.

- Click in the image area to highlight the greyed out image box area
- Click on *insert* along the top navigation
- Click on *picture* in the top navigation
- Choose your picture from your saved files and double click to insert

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- The image should fill the entire space, if extremely large then you can resize, but do not distort image.
- Image can also be formatted to be made, brighter, darker, more or less contrast, transparent or greyscale.

3. **Customising colours**, colours need to be chosen from the colour palette in the Identity guidelines. Guidance on how these colours can be used and paired is available here bris.ac.uk/visualidentity/guidelines/colours.pdf. The CMYK codes of all the colours are also available so that you can customise the colours in your Publisher template

- To change the colour of background text click on the greyed out boxed area.
- Right click and then click on the drop down arrow on the *paint pot* that shows in the small formatting tools box.
- Go down and click on *more fill colours*.
- On the colour palette box click on *custom* to add in the codes for the correct colours in the UoB palette.
- Make sure the *colour model box* is showing *CMYK* which is suitable for professional and desktop printing. This should then have four boxes that you can add numbers values in. All the CMYK codes are available in the identity guidelines. Add in the code for the colour you want and click *OK*.
- To change the colour of text, highlight the text you would like to change and follow the same process as above after clicking on the drop down arrow on the *A box*.

Once you have added your custom colours they will appear in the *recent colours* section and you can select from there.

4. **Saving your document**, it is important that your document is suitable to send to a printer. The best way to do this (whether you are printing on your own desktop or sending to print services) is to convert your document to a PDF.

- Save your document in the usual way.
- Once saved click on the *File* tab in the top navigation again and select *Save as Adobe PDF*. This will convert the document to a PDF which can be saved along with your editable Publisher file.

On completion of designing and saving your poster, contact print-services@bristol.ac.uk, and a member of the Print Services team will advise you on the next steps to get your poster produced.