

HOW TO EDIT A UNBC POSTER TEMPLATE IN MICROSOFT WORD

1. Update Microsoft Word

Ensure you have the most up-to-date version of Microsoft Word installed on your PC or Mac computer. You will find best results editing the templates on a Windows computer.

2. How to edit text content:

You will notice when you open the template, certain sections are highlighted in yellow. Those are the fields you are allowed to edit in addition to photos.

To turn off the yellow highlight to view your poster more clearly:

- i. Go to the **Review** tab at the top of the panel
- ii. Click **Restrict Editing**
- iii. Un-check the box that reads “**Highlight the regions I can edit.**”

3. How to replace an image:

- i. Click once on the image you want to replace.
- ii. In the top menu, click **Shape Format** under **Drawing Tools**.
- iii. Click the drop-down arrow next to **Shape Fill**.
- iv. Select **Picture**
 - A dialogue box will open that allows you to navigate to your files, a search engine (bing) or One Drive
 - Navigate to the photo you want to use, click the photo you want to add one time, then select Insert on the bottom right of the window.
- v. You may notice, depending on the shape of the box you are inserting your photo, that the photo is “skewed” or “stretched.” To fix that:
 - Click **Format** under **Picture Tools** in the top menu.
 - Click the dropdown arrow under **Crop** and click **Fill**.
 - You’ll notice that some of the photo may now appear outside your shape “greyed out.” That’s OK – you can left-click and hold to drag the photo around the shape until it is positioned how you like it.
 - Once you are done, click out of the image.

4. How to save your poster:

Once all information is inputted with your event info, you have double-checked all spelling, and you have made sure you are following all rules laid out in this document, go ahead and:

- **File > Export > PDF** (Windows users) or **File > Save as >PDF** (Mac users). *Your poster is now ready to print!*

5. General rules to follow:

- Please try and keep all the text styles and size of font (Arial only) the same as how you downloaded the template. If you need to decrease the size of the font to fit all of your content, the smallest font size allowed is 8pt. If that does not work, please choose another poster template that has a bigger text area.
- Your poster should have official UNBC contact information. Please make sure your poster has your department name, email or phone number and website if applicable.
- Do not use clip art.
- You are welcome to use any photos from the UNBC poster photo library that are applicable to your event. If you have your own photos, please ensure they are appropriate and of good quality.