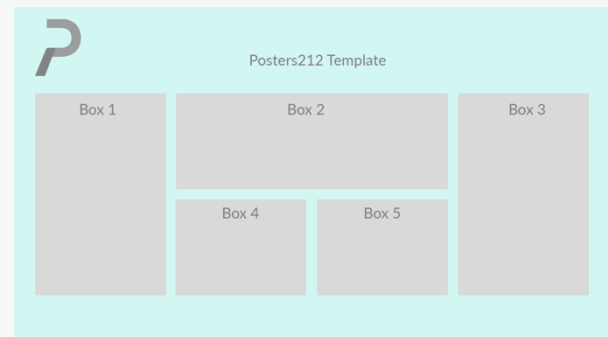




Version 3.0

USER GUIDE



Posters212 Team

www.posters212.com
www.choice.technology

Share Your Knowledge



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Posters212

Application User Guide Version 1.6

Introduction

Posters212 is a web-based Software as a Service (SaaS) poster application accessible over the Internet. The application allows users to use predesigned templates to organize content and publish it online. The application provides an intuitive set of tools to combine text, images, and videos into an interactive poster. The application uses SSL certificate and the communication between the user browser and the poster application is encrypted using strong SHA2 & 2048-bit encryption.

Application Overview

Posters212 application consists of the following components:

- Event posters management
- Poster templates
- Poster listing & viewing
- Poster analytics
- Author ratings
- Author profiles

This user guide provides instructions for the poster speakers and authors. A separate set of instructions are developed for the event manager access

Legend



Area, link, button, or icon to **click**



Area, link, button, icon, or text to note



Screenshot illustration



Arrow explanation pointer

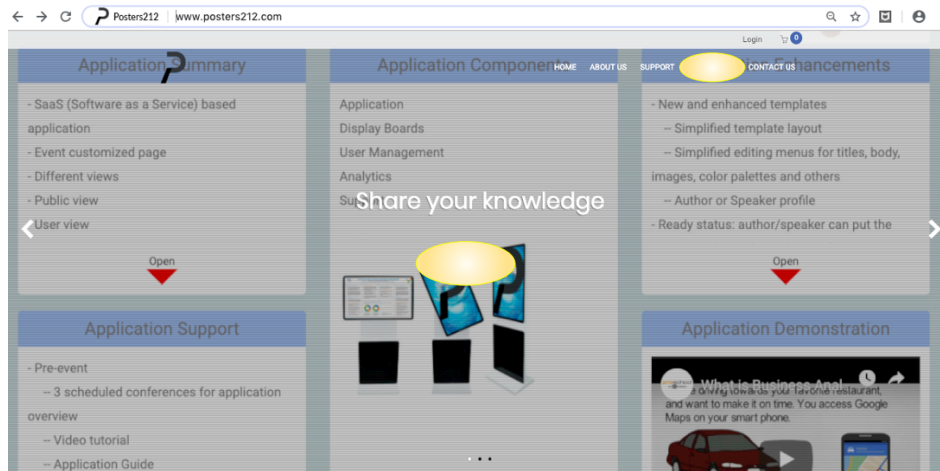


Click action (link, button text, or image on which you can click)

Accessing Posters212 application (View mode)

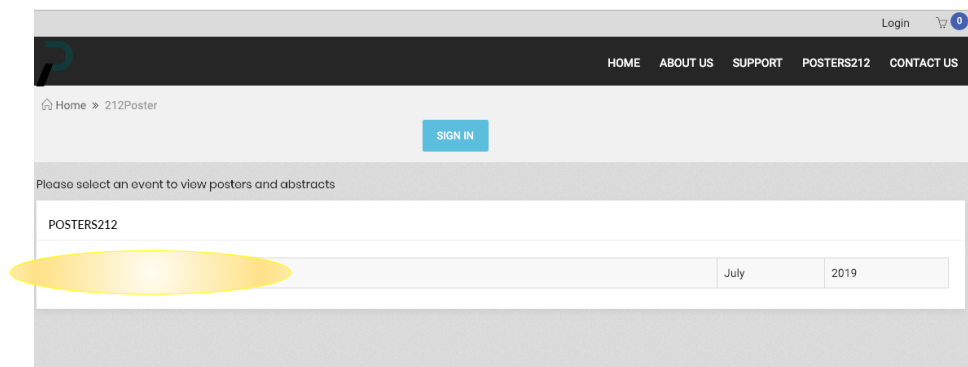
To access Posters212 application:

1. Go to www.posters212.com
2. To view posters under a specific event, click on Posters212



Cloud based poster application

3. Select & click on the event to expand the event information and poster list



4. Select the poster you wish to view

Event Title & Date

Event Description

Poster title slideshow

Author or Speaker name Search

Poster List

Click to "View Poster"

Poster Title Author's Picture Author's Name Poster's Date & Time

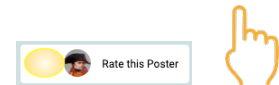
5. Poster information – Poster Rating & Speaker/Author Information

To rate a poster or speaker/author, click on the "Rate this poster" and choose your rating

To view the speaker/author information, click on the speaker/author icon. Only the information flagged "public" by the speaker/author will show.

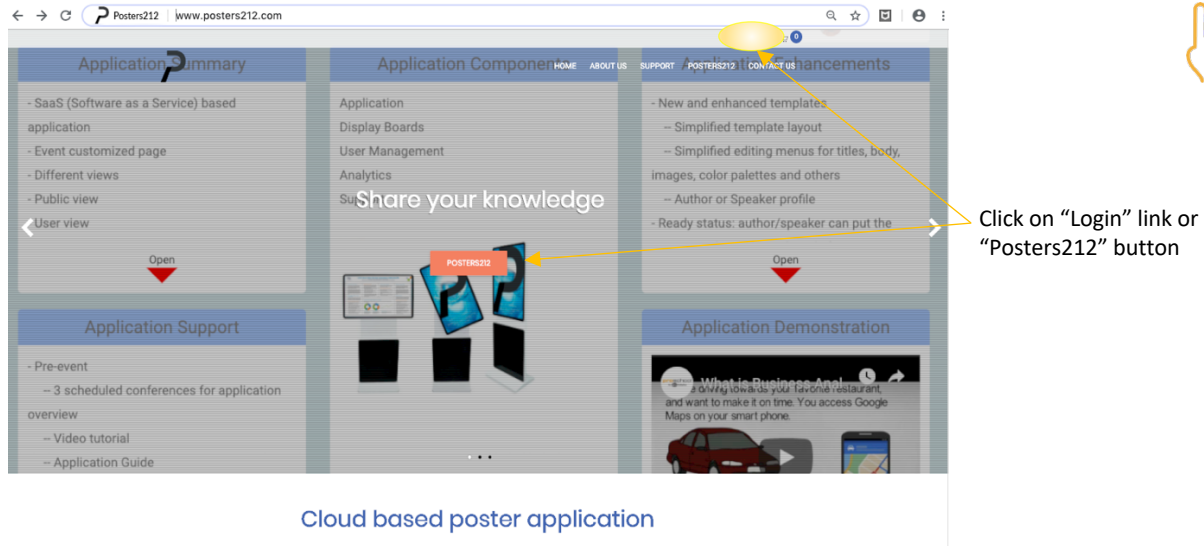
6. Downloading a Poster

To download a poster, click on the download icon in the poster view
 The poster will be downloaded as an Adobe Acrobat (PDF) document and saved on your computer.

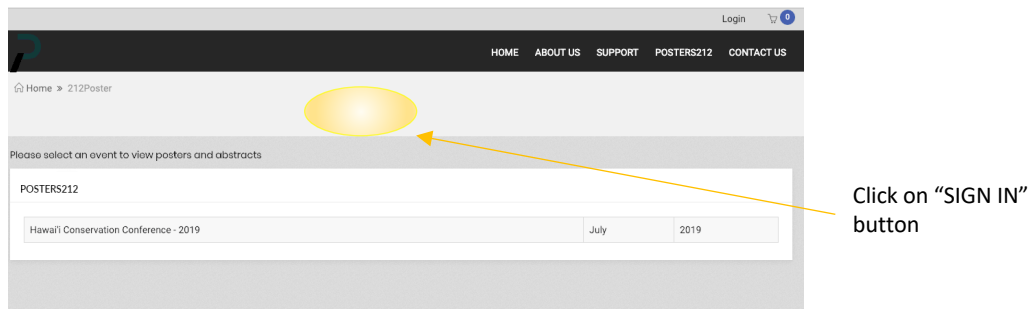


Accessing Posters212 Application (Author/Speaker mode)

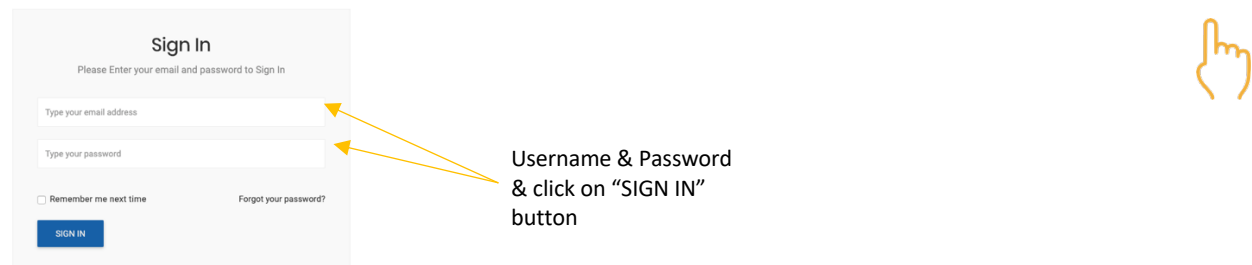
1. To access your account and create, edit, publish, unpublish, or delete a poster
2. Click on [login](#) link on the top right hand corner (or follow this link <http://www.posters212.com/site/login.html>)



3. Click on "SIGN IN" button to enter your username and password

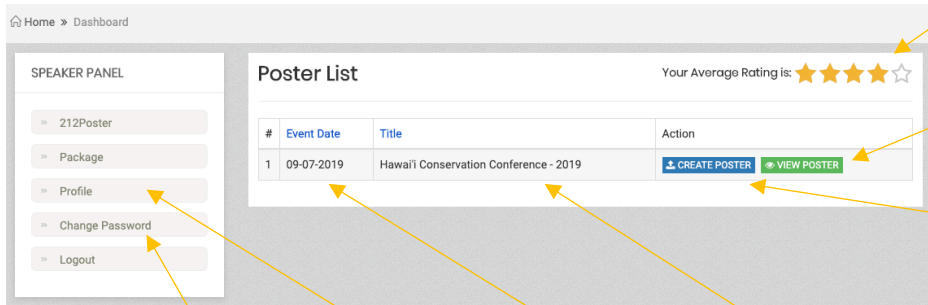


4. Enter your username and password (for help, contact you event manager)



If you forgot your username, contact your event manager. If you forgot your password, click on "Forgot your password?" to initiate the password reset process.

5. Speaker/Author landing page



Your average rating from the poster viewers

View posters which you have created


Create a poster. A template page opens up

Password change tool

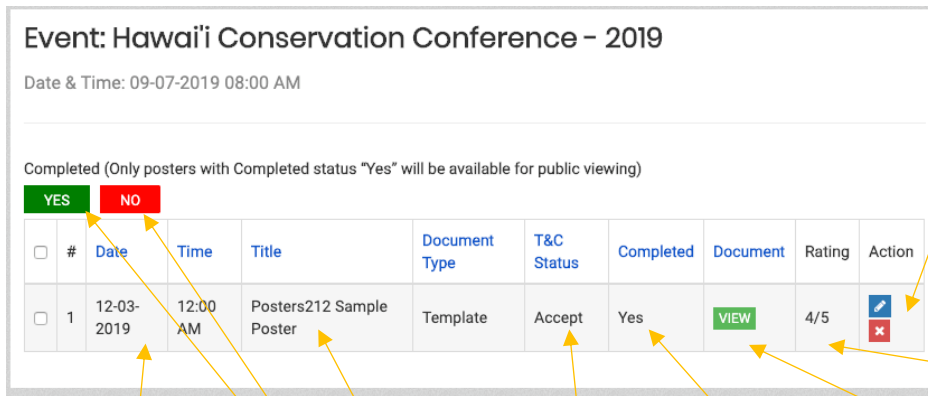
Your profile information


Start date of the event


The event you are assigned to

6. To view the posters you have created, click on the view poster button 

7. The list of posters under your account will be displayed



Edit icon to edit the poster 

Delete icon to enter the delete poster dialogue box 

Overall poster rating

View the poster



Poster date & Time
Optional & can be deleted inside the template. If shown, ensure that it reflects the date and time of poster session

Poster Title

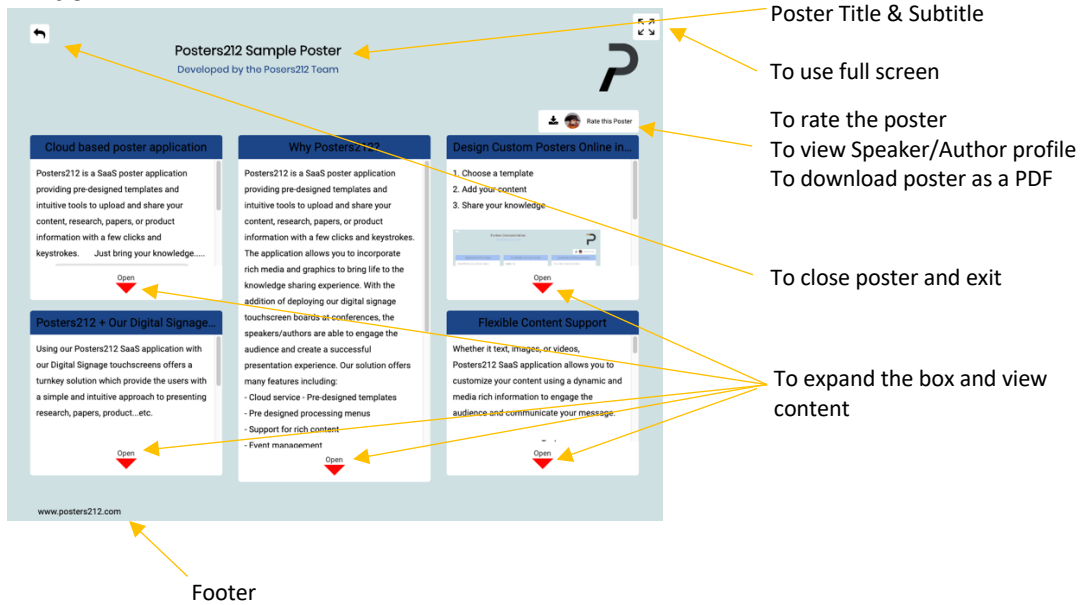
Terms & Condition accepted by Speaker/author

Approved for viewing by the author. If "No", poster is not published for viewing

Poster publish "Yes" or "No"

To keep poster in edit mode, select poster by checking box , and click on red no button 
To publish poster and make it viewable by general audience, select poster by checking box , and click on green yes button 

8. To view the poster, click on view poster button **VIEW**, the poster will be display in a new window.



Creating a new poster

1. To create a new poster, click on the [CREATE POSTER](#) button
2. A new poster template opens



Event: Hawaii Conservation Conference - 2019
Date & Time: 09-07-2019 09:00 AM

Select Template

Template Background Type *

Background Image
Select Background color or image

Date Time
Select Poster date & time

Title *

Enter Text

Title Font Color
Click inside the box to select color

Sub Title
Enter Text

Box Header & Sub Title Font Color
Click inside the box to select color

Box Background Color
Click inside the box to select color

Template Box Font Color
Click inside the box to select color

Box 1 Title
Box 1
Box 1 Youtube Url

Box 2 Title
Box 2
Box 2 Youtube Url

Box 3 Title
Box 3
Box 3 Youtube Url

Box 4 Title
Box 4
Box 4 Youtube Url

Box 5 Title
Box 5
Box 5 Youtube Url

Footer Text

Terms & Condition *

Check here to agree that you have read and agreed to the [Terms and Conditions of Posters212 Customer Agreement](#).

Your poster and its content will be available for viewing according to the retention agreement between Posters212 and your Event Organization

SAVE CANCEL

Select a template layout. 5, 6, or 7 box templates.

Select background from color or image. Click on arrow to select option. Select background color & click the color field to select a color, or select background image & upload image from your computer

Enter date & time. Date & time will show on the poster list. Skip if you are not sure of date & time

Select a logo for your poster. A dialog window will open to let you select an image from your computer

Poster Title. Use the menu tool bar for content editing

Poster Title font color. Click inside the box to open the color palette options, or enter color code

Poster Subtitle. Use the menu tool bar for content editing

Poster Subtitle and Box Title font color. Click inside the box to open the color palette options, or enter color code

Template Box font color. Click inside the box to open the color palette options, or enter color code

Template Box background color. Click inside the box to open the color palette options, or enter color code

Template Box Title. Type in the title text. Repeat for other boxes

Box content. Use the menu tool bar for content editing. You can use editable text, insert an image or video, insert a URL, or paste text or image you copied to clipboard. Repeat for other boxes

YouTube & Vimeo video link field. Enter the URL for your YouTube or Vimeo video. You can still add text in the template box. The text will show after the video frame.


Note that you cannot upload a video directly to the template

YouTube & Vimeo video link field. Enter the URL for your YouTube or Vimeo video. You can still add text in the template box. The text will show after the video frame.

Note that you cannot upload a video directly to the template

Editing an existing poster



1. To edit an existing poster, click on the  button next to the poster

Completed (Only posters with Completed status "Yes" will be available for public viewing)

YES	NO								
#	Date	Time	Title	Document Type	T&C Status	Completed	Document	Rating	Action
1	12/03/2019	12:00 AM	Posters212 Sample Poster	Template	Accept	Yes		4/5	

Action: Edit Poster

Event: Hawaii Conservation Conference - 2019
Date & Time: 09-07-2019 08:00 AM

Select Template

Template Background Type *

Background Image

Date Time

Select Poster date & time

Title *

Enter Text

Title Font Color

Sub Title

Enter Text

Box Header & Sub Title Font Color

Box Background Color

Box 1 Title

Box 1

Box 1 Youtube Url

Box 2 Title

Box 2

Box 2 Youtube Url

Box 3 Title

Box 3

Box 3 Youtube Url

Box 4 Title

Box 4

Box 4 Youtube Url

Box 5 Title

Box 5

Box 5 Youtube Url

Footer Text

Terms & Condition *

SAVE CANCEL

Select a template layout. 5, 6, or 7 box templates.

Select background from color or image. Click on arrow to select option. Select background color & click the color field to select a color, or select background image & upload image from your computer

Enter date & time. Date & time will show on the poster list. Skip if you are not sure of date & time

Select a logo for your poster. A dialog window will open to let you select an image from your computer

Poster Title. Use the menu tool bar for content editing

Poster Title font color. Click inside the box to open the color palette options, or enter color code

Poster Subtitle. Use the menu tool bar for content editing

Poster Subtitle and Box Title font color. Click inside the box to open the color palette options, or enter color code

Template Box font color. Click inside the box to open the color palette options, or enter color code

Template Box background color. Click inside the box to open the color palette options, or enter color code


Template Box Title. Type in the title text. Repeat for other boxes

Box content. Use the menu tool bar for content editing. You can use editable text, insert an image or video, insert a URL, or paste text or image you copied to clipboard. Repeat for other boxes

YouTube & Vimeo video link field. Enter the URL for your YouTube or Vimeo video. You can still add text in the template box. The text will show after the video frame.
Note that you cannot upload a video directly to the template


YouTube & Vimeo video link field. Enter the URL for your YouTube or Vimeo video. You can still add text in the template box. The text will show after the video frame.
Note that you cannot upload a video directly to the template

Deleting a poster

1. To edit an existing poster, click on the  button next to the poster



Completed (Only posters with Completed status "Yes" will be available for public viewing)

	YES	NO										
			#	Date	Time	Title	Document Type	T&C Status	Completed	Document	Rating	Action
<input type="checkbox"/>			1	12-03-2019	12:00 AM	Posters212 Sample Poster	Template	Accept	Yes	VIEW	4/5	



Action: Delete Poster



2. Confirm the poster deletion

posters212.com says

Are you sure you want to delete this item?



WARNING:

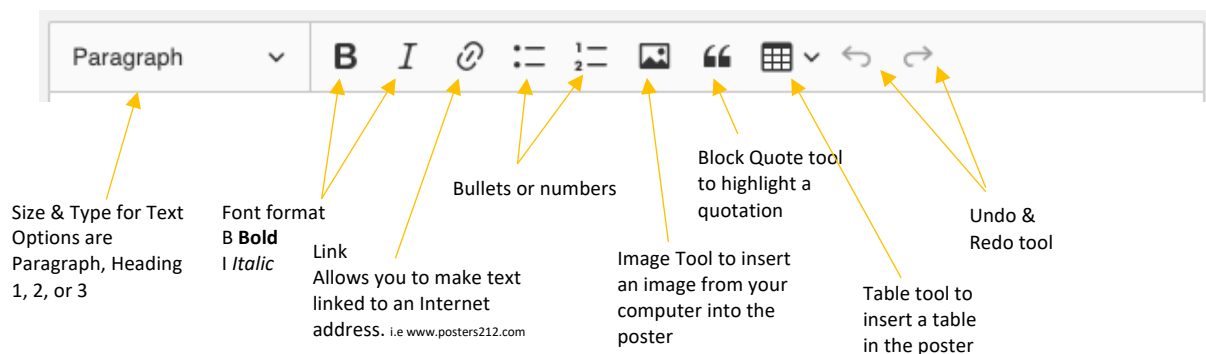
MAKE SURE YOU WANT TO DELETE THE POSTER BEFORE PROCEEDING WITH THE DELETION ACTION. ALL CONTENT IN THE POSTER WILL BE LOST.

FORMATTING TEMPLATE CONTENT


1. Supported Content

The Posters212 application supports the following content formats:

- Rich Text
- Tables
- Bullets
- Images
- Videos
- URL Links




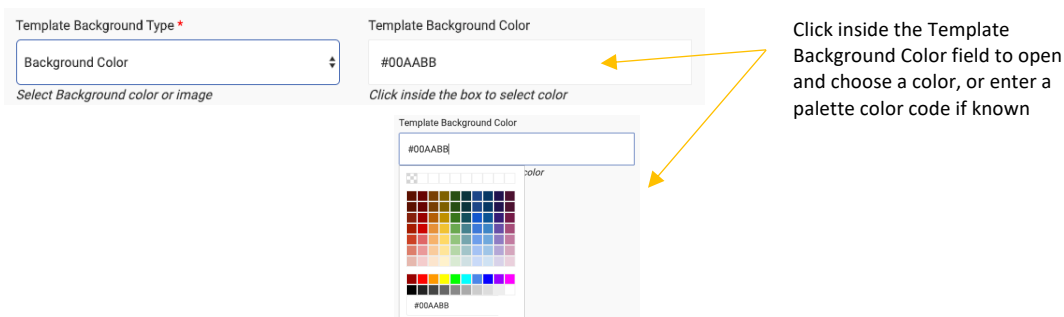
2. Formatting Content – Poster Background

The template provides 2 options to format the background. Click on the arrow on the right side of the background field and select the option. 



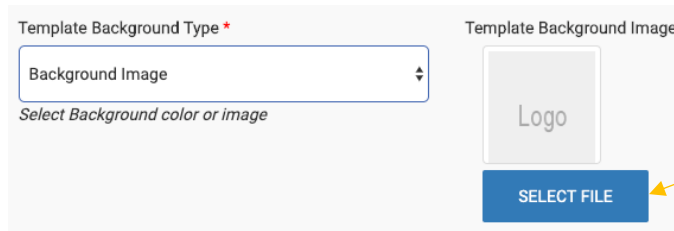
2.1. Background color (*select Background Color*)

To select a color for the poster background, click in the color field 



2.2. Background Image (*select Background Image*)

To select an image as the poster background, click on Select File button, and choose a file from your computer



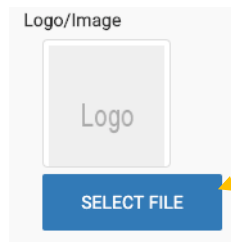
Click "SELECT FILE" button to select an image file from your computer and upload it to the poster template



Note: Ensure the image is high quality

3. Formatting Content – Poster Logo

You can include a logo on the poster. The logo will show as a small image on the right-hand side and aligned with the poster title. Click on the "SELECT FILE" button for the Logo/Image

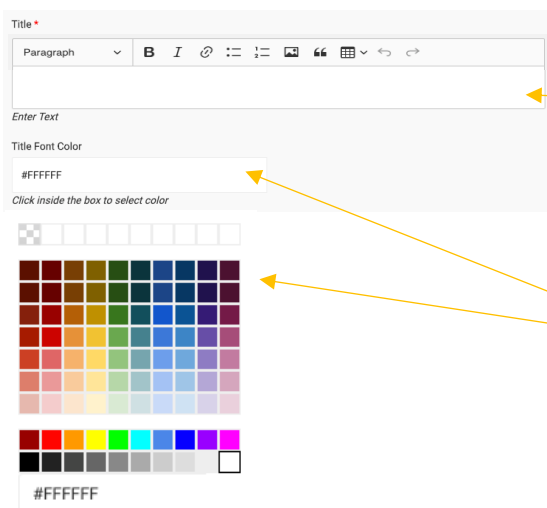


Click "SELECT FILE" button to select an image file from your computer and upload it to the poster template

4. Formatting Title

4.1. Formatting Poster Title

The poster title is a required field. To add a title, click inside the title field and type in the text. You can further format the title i.e. **Bold**, *Italic*, Hyperlink, or color

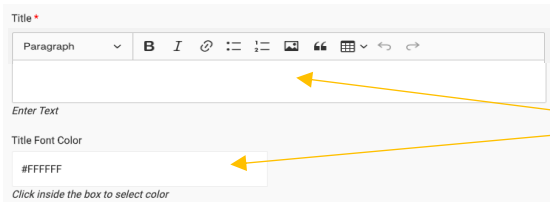


Click here and type title text

Click here to select title text color. You can either use a color code if known, or select a color from the color palette

5. Formatting the Subtitle

The poster subtitle is a required field. To add a title, click inside the title field and type in the text. You can further format the title i.e. **Bold**, *Italic*, [Hyperlink](#), or color

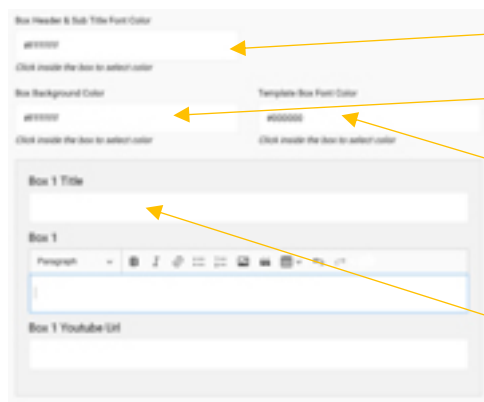


Click here type in the subtitle text and format it using font bold, italic, hyperlink, and color



6. Formatting the Box content

6.1. To format the box properties,

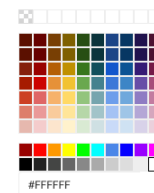


The poster subtitle font color applies to the box title color

Click here to select Box background color. Default is White

Click here to select Box font color. Default is black

Use color code or color palette for box font & background color





Click here and type in Box title text





6.2. To make text **Bold**, click on the **B** before typing, or block the text and click on **B**


6.3. To make text *Italic*, click on the *I* before typing, or block the text and click on *I*

6.4. To link text to an Internet address, click on the text, click  and enter the URL

6.5. To use bullets and numbers, click on your preference of bullets or numbers  

6.6. To add an image to the poster, click on the image icon  to open the image dialogue, & upload an image from your computer

6.7. To format text as a quotation, select & block the text, and click 

6.8. To use a table in the poster, click on the table icon  and select the number of rows and columns

6.9. To undo the last action, click on  To redo the last action, click on 

6.10. To insert a video in the template, you can use the dedicated YouTube / Vimeo field, and type (or copy and paste) the video URL (Internet address)

6.11. Inserting a video

6.11.1. To insert a YouTube or a Vimeo video and make the template box dedicated to the YouTube or Vimeo video, go to the YouTube / Vimeo field & enter the YouTube or Vimeo URL (Internet address) of the YouTube or Vimeo video. You can still add text to the template box. Note that the text will show after the video frame.


7. Formatting the Template Footer

To add a footer text, click in the Footer Text field and type in the footer text



The poster subtitle font color applies to the box title color

8. Terms & Conditions (T&C) Agreement

This is a required field and must be checked before saving the poster. Read the T&C and check the “Agree” box to proceed. Click on “CANCEL” button  if you do not agree with T&C, and to exit the poster without saving content.

The poster subtitle font color applies to the box title color



9. Saving the Poster

To save the poster with all of the recent changes, click on the “SAVE” button



To cancel and exit without saving click on the “CANCEL” button



User Guide prepared by the Posters212 Team

www.posters212.com
www.choice.technology