User manual for poster template

Important: Please follow all steps in sequence
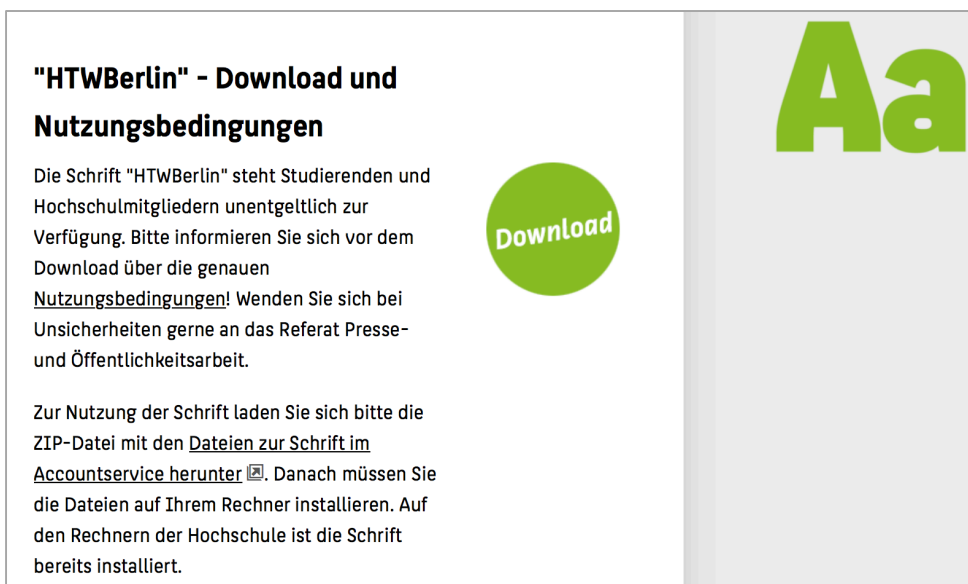
1. **Installing HTW-font.**

   On the website

   *http://corporatedesign.htw-berlin.de/schrift-farbe/schriften/*

   students and employees of HTW Berlin can download the font "HTWBerlin" free of charge – simply click on the "Download" button and enter data. Install the downloaded font.

   Attention: If a program was open before installing the font, it must be closed and opened again so that the font appears in the program:
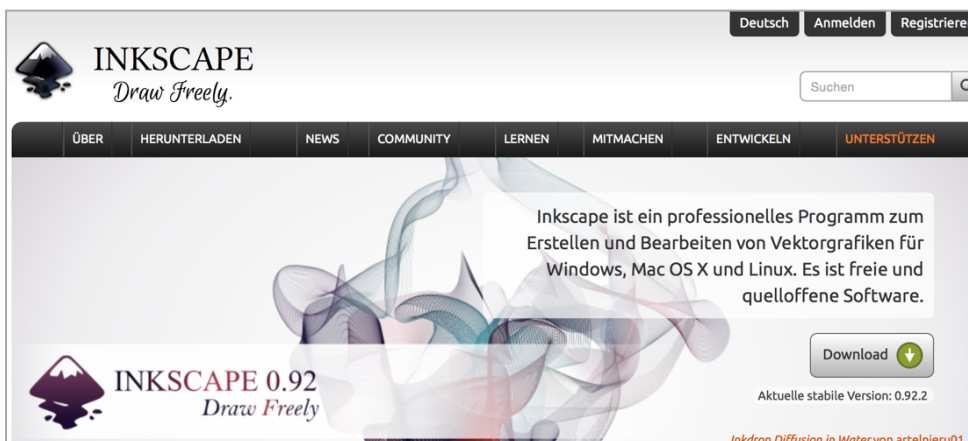
2. **Installing Inkscape.**

   On the website

   https://inkscape.org/de/

   the program can be downloaded free of charge. (Version Inkscape 0.92.2)

3. Filling template.

Default settings

After opening the template document, please check whether the page size is A0 via "File" - "Document-Properties".

Headline

If there is no subtitle, the heading can also be over 2 lines. The font attributes of the heading remain. If there is only one line and no subtitle, everything which is below can be moved up one line.

Figures

The gray boxes are suggestions for placements of figures. Hereby, the columns must be kept strictly. However, it is optional whether and how many pictures are used. An image can either cover both columns (in the example above) or over a whole or a half column (in the example on the bottom right). In the case of covering half the column, the distance to the text box next to it must be considered. The text paragraphs are placed within the boxes marked in green which are displayed on the layer "Layout" in the template file.

Captions of figures are positioned left below the figure in Italic, 36pt or 30pt (depending on the font size of the flowing text). However, two to three smaller figures can also be inserted side by side within the large gray box.

If the gray box as depicted on the top of the example is not used for pictures, the text boxes can be moved up to the top of this position.

Text box

In the flowing text, the font size is 36pt or if there is a lot of text, then 30pt – but not both. It is important to ensure that the unit for the font size is specified in point (pt), not in pixels (px). The flowing text can be subdivided into several paragraphs (text boxes).

The paragraphs (text boxes) can be aligned with: "Object" - "Align and Distribute" or Shift + Ctrl + A

F8: creating and editing text objects – drag the text box with the diamond at the right lower bottom of the text box → resizing larger/ smaller

Note:

Text fields must be filled with text, which means that they cannot be "empty". If the text does not fit in the appropriate size of the text box, the frame will appear in red color → drag the text box larger until the frame color becomes blue; one text box per paragraph.

Only after the layout including figures has been determined, the text boxes should be dragged to the appropriate size and then the text can be inserted.

Logos

All relevant logos are listed in the column below. If only the HTW-Logo is used, it should be positioned in the right, lower corner and the study course logo and supervising professor down a little further, at the level of the HTW-logo.

4. Saving file and creating PDF.

Showing layers window: Shift + Ctrl + L and afterwards hide the layer "Layout". The file has to be saved as a PDF file via "Save As". This is important for both, the process of controlling and printing. Please do not save it as PDF via print preview because objects could be moved or displayed incorrectly.

For general questions about the usage of *Inkscape* you can find helpful tutorials under:

https://inkscape.org/de/lernen/tutorials/