

# INKSCAPE

## A GUIDE TO GANNON UNIVERSITY'S POSTER USING INKSCAPE

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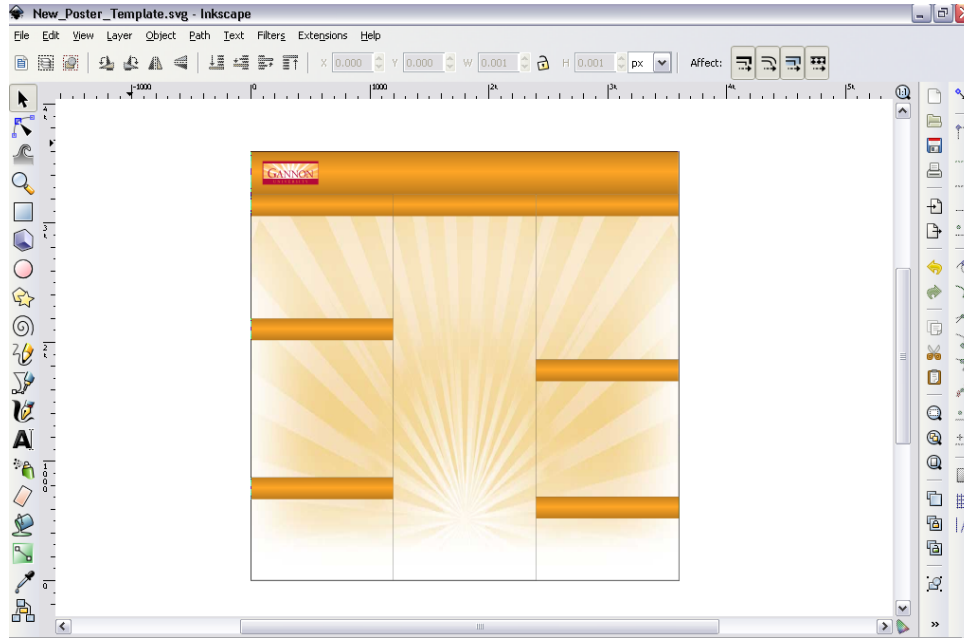
### GETTING STARTED

The purpose of this guide is to help you construct a poster in digital format which you can print at the Gannon's GU press and present at professional conferences. Before you even begin work on your poster, there are several steps that you can take which streamline the process.

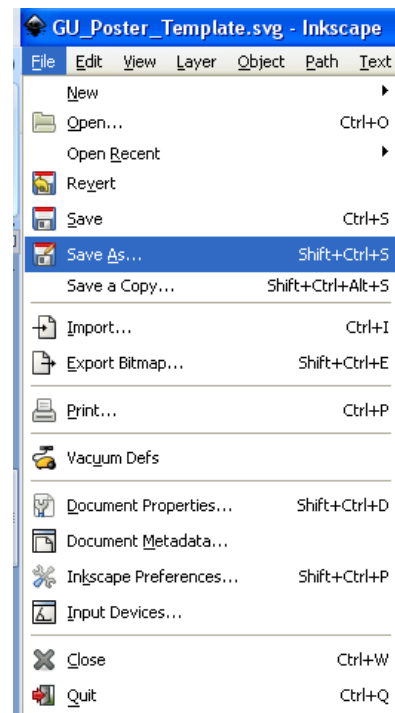
1. Gather up your content. Most likely, you already have text, images, graphs and other digital content that you would like to include in your poster. Locate the content and save these materials in one folder on your computer or on flash drive. **Organizing your content *before* you begin poster construction will make the task easier.**
2. Know the size requirements for your poster. The Gannon Press printer can print posters up to 40 inches. That means that one of the dimensions of your poster must be 40 inches or less. The other dimension can be as long or short as you require. Your conference may also have limitations as to the size of your poster. But remember, if you want to print it at GU press, one dimension must be 40 inches or less.
3. Download the Gannon Poster template.
4. Download the free, open source drawing program, Inkscape. You can download Inkscape onto your personal computer, using the link below. Inkscape is also available on computers in Palumbo 2023.  
<http://inkscape.org/>
5. You can download the **GU Poster Template for Inkscape** at <http://angel.gannon.edu/default.asp>

## SETTING UP YOUR DOCUMENT

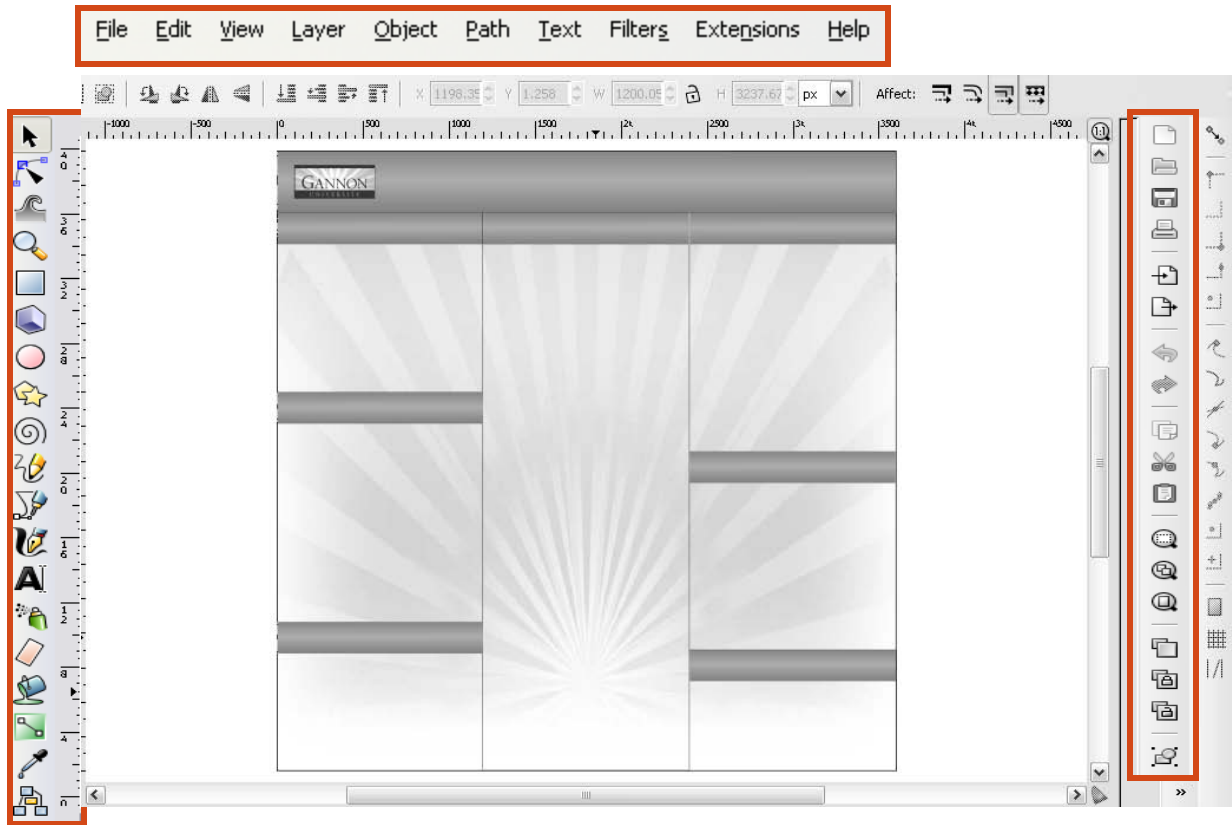
1. Open the Gannon Poster Template using Inkscape.
  - a. Go to **File**
  - b. Click on **Open**
  - c. Click **New\_Posters\_Template.svg**



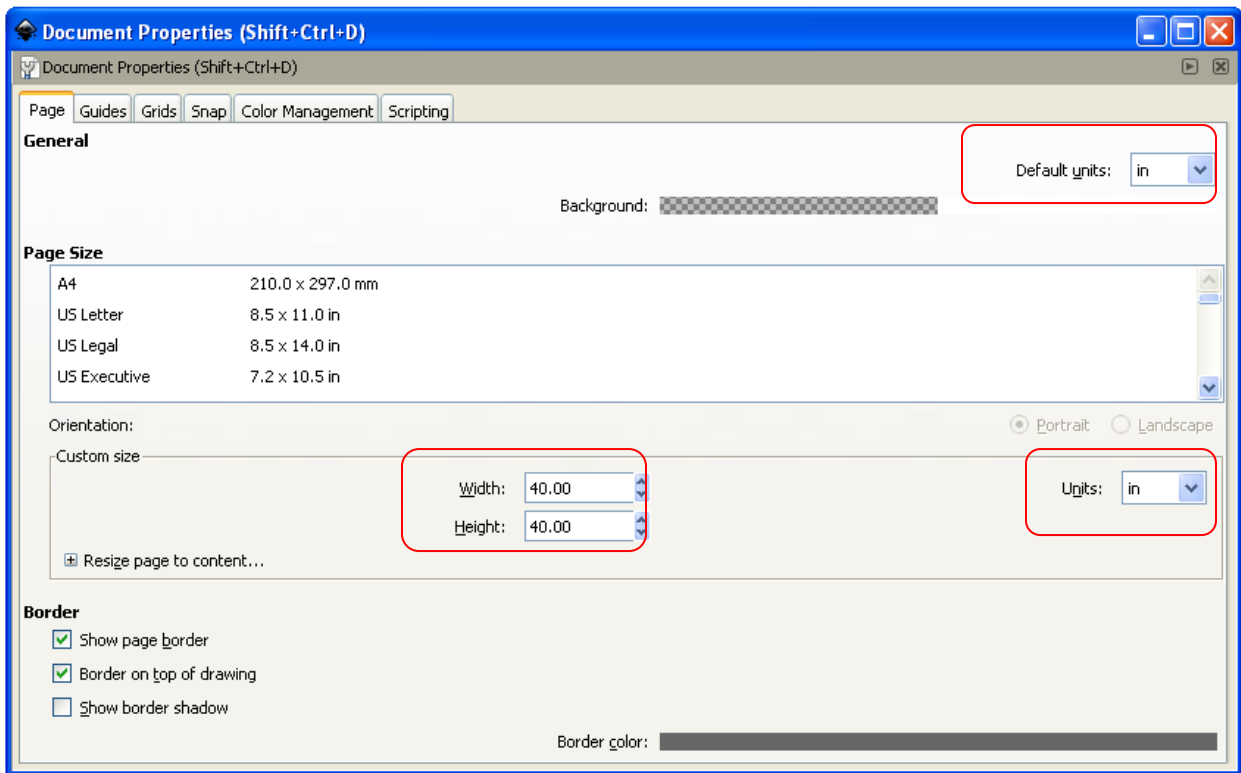
2. Save the Inkscape Gannon Poster Template under a new name.
  - d. Go to **File**
  - e. Click on **Save As...**
  - f. Click **New\_New.svg** (Notice the File extension)



3. Take a moment to notice the set-up. The tools that you will use most frequently are located in the tool bar on the left side of the screen and in the drop-down menus across the top of the screen.



4. Now click on the File menu >> Document Properties. Notice that the poster template has a height of 40 inches and a width of 40 inches. You can use adjust **ONE AND ONLY ONE** of these dimensions to exceed 40 inches. Use the menus on the right side of **the Document Properties** window to change the units of measurement to inches, if necessary.
- Go to **File**
  - Click on **Document Properties**
  - Make the changes as needed
  - Once you have set the dimensions and units you need, **Close** the Document Properties Window



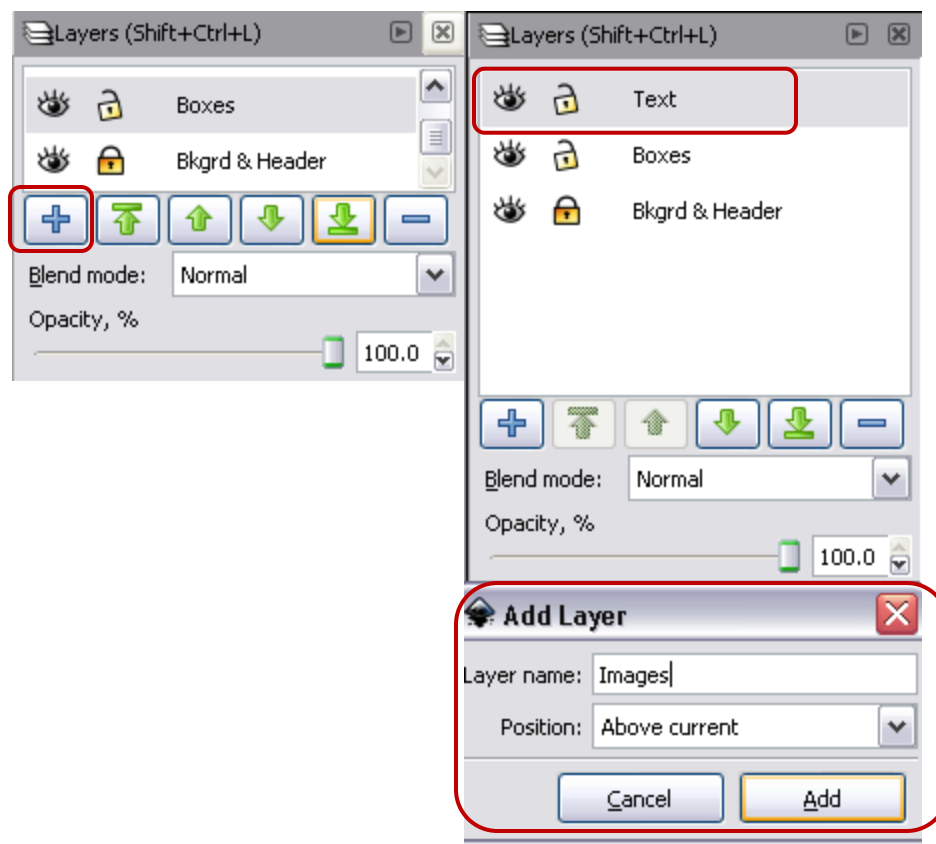
## Working with Layers

The **Layers feature** allows you to control your poster content easily. It is important to keep all of the same type of content in the same layer. Notice that the poster template already has 2 layers: **Bkgrnd & Header** and **Boxes**.

- The first layer in the list contains the box which is arranged in three columns. This layer is unlocked, which means you cannot edit the size and shape of the boxes.
- The second layer contains the rays which form the background of the poster and the header box for the poster title. This layer is locked, which means it is not available for editing.

To create your own layers:

- a. Click on the **Layers Menu**
- b. Select **Layers** from the menu that appears.
- c. Notice that the **Layers Panel** will open on your screen.
- d. Use the **+ button** in the Layers window to add additional layers for each type of content you plan to add to your poster. For instance, you may want to add a Text layer, Images layer, and Graphs layer.



**Notes:** As you add content to your poster, you will want to be sure that you have selected the appropriate layer in the Layers window.

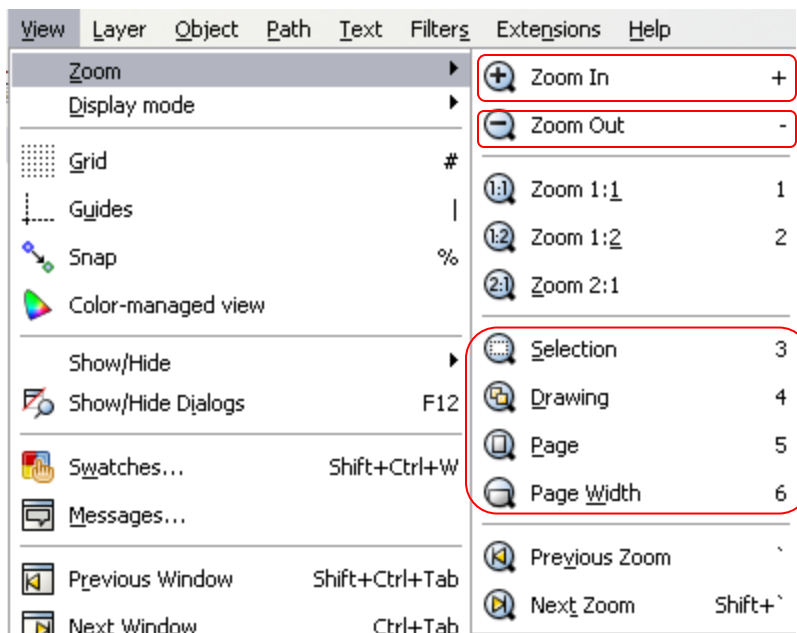
## Using the Zoom Feature

Use the view menu to zoom in and out. One of the challenges with working with a large format document is that at times you need to see the whole document and at times you need a close up view of just the section you are working on. The view menu allows you to see your poster both ways. Click on View at the top of your screen, then select Zoom from the menu.

Notice that you can **Zoom in** and **Zoom out** on your view of your poster. Also helpful is **Selection**. This option will zoom to the object you selected on your poster. **Page** will return you to a whole-page view of your poster. Practice zooming in and out of your poster and zooming to selections. This skill will make poster construction much easier.

Now that you have your document set up, the next sections will guide you as you add content to your poster.

- a. Click on the **View Menu**
- b. Select **Zoom**

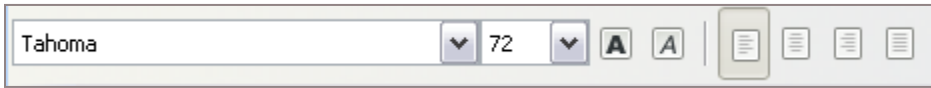


## WORKING WITH TEXT

In order to add text to the poster, you will first want to click on the Text layer that you added to Layers menu in the previous section.



Now, select the **text tool** from the toolbar on the left side of the screen. Place your cursor on the poster where you would like to add text, then click and drag to add a text box. A cursor will appear in the box. Begin typing to enter text into the box. Notice that you now have a text editor menu which allows you to format your text.




When finished typing, click on the arrow (the **selection tool**) in the left-hand tool bar.

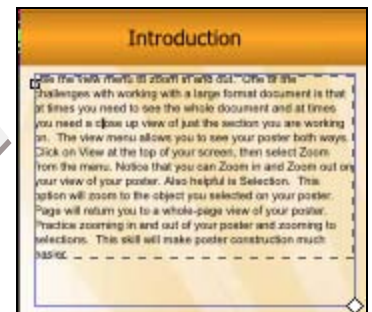
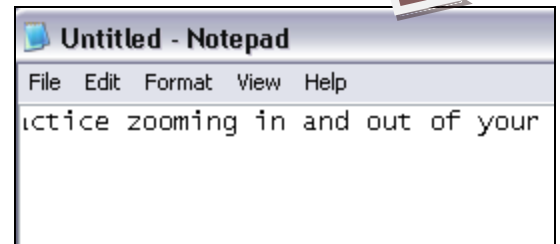
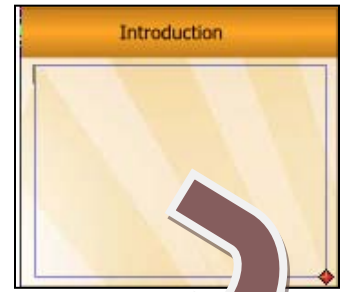


Notice that the text box now has blue arrows around it. You can now use your mouse to drag –and-drop to change the text’s location.

## Copy and Paste from a Word Document

You can also **copy and paste text from a Word document** into your poster. However, text from a Word document or PowerPoint slide must first be transferred through Notepad to remove unnecessary formatting. The process is not too difficult:


1. Click on the **text editor tool** .
2. Click and drag your mouse to create a text box on the poster.
3. Open the Word Document containing the desired text. Highlight the text and choose Copy.
4. Open your computer's Notepad
  - a. Go to the **Start Menu**
  - b. Click on **Programs**
  - c. Click **Accessories**
  - d. Select **Notepad**
5. Paste your text into Notepad.
6. Highlight the text in Notepad, Choose Copy.
7. Return to the poster, right-click in the textbox that you made and choose paste.

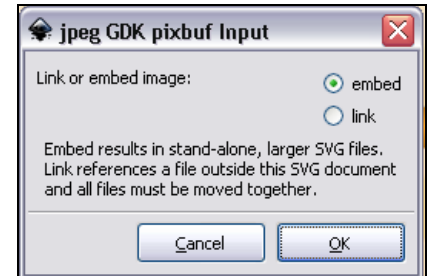




## WORKING WITH IMAGES

Images are important elements which can add interest to your poster.

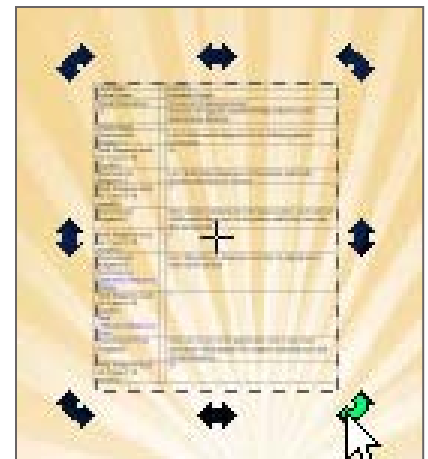
1. From the Layers menu (Layer >>Layers), click on the Images Layer that you made in the Setting Up your Document section. Visit that section of this handout if you need to make an Images layer.
2. With the **Images layer** selected,
  - a. Click on the **File menu** at the top the screen,
  - b. Select **Import** from the menu that appears.
  - c. Use the dialog box to navigate to the image you want to add to your poster.
  - d. Click **Open**.
  - e. In the window that appears, make sure that **embed** is selected,
  - f. Then click OK.
  - g. Use the  **Selection tool** to move the picture into position.
  - h. Notice the picture has several arrows long its border. Click and drag the corner arrows to resize the picture.



## WORKING WITH GRAPHICS

Graphs and tables are easy to bring into Inkscape, if you first create them in Word or PowerPoint.

1. From the Layers menu (Layer >>Layers), click on the Graphs & tables Layer that you made in the Setting Up your Document section. Visit that section of this handout if you need to make a Graph & table layer.
2. Open up the Word document that contains the desired table or graph.
3. Highlight the **graph or table**. Right-click and choose Copy.
4. Return to the poster.
5. Click on **Edit** and **Paste** the graph or table in the Poster.
6. Click on **Edit**, then **Paste** or **Right-click** and choose **Paste**.
7. Use the corner arrows to re-size the table or graph.

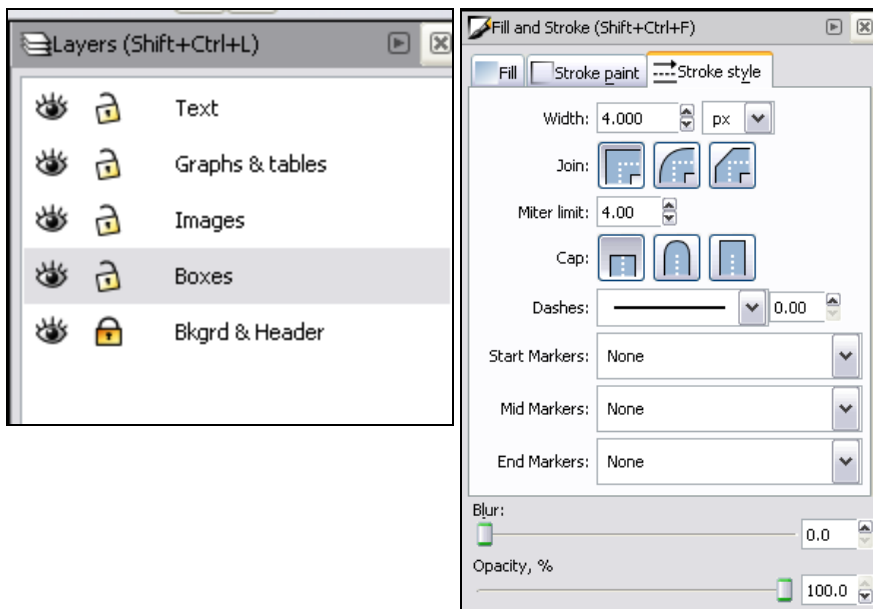



## WORKING WITH SHAPES AND COLOR

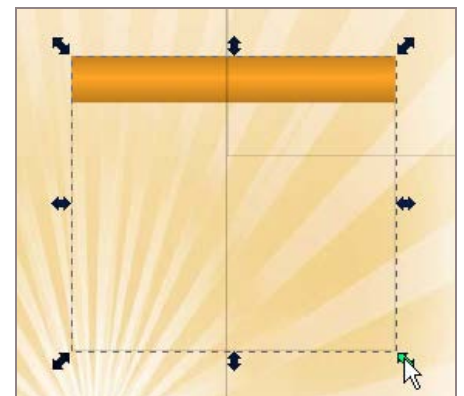
### Editing the existing boxes

The template contains several pre-made boxes. You can easily edit the size, position and color of these boxes. If you do not have the Layers menu open, please open it now.

- Click on the **Layer menu** on the top of the screen
- Then click on **Layers**
- Locate the **Boxes layer** in the menu.
- The **lock icon** in this layer is in the closed position.
- Click on it to **open** and make this layer editable.
- When working with shapes, you will also need the Fill and Stroke menu.
- You can open this menu by clicking on **Object** at the top of the screen and selecting **Fill and Stroke**.

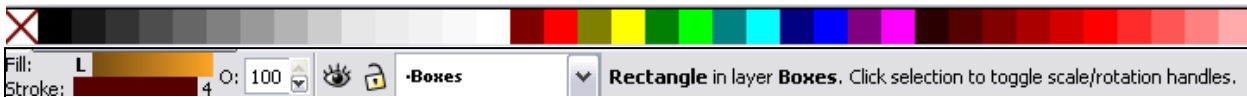


To change the position and size of a box, use the  selection tool to click on and drag it to its desired location. Use the arrows along the box's edge to re-size it, if necessary.



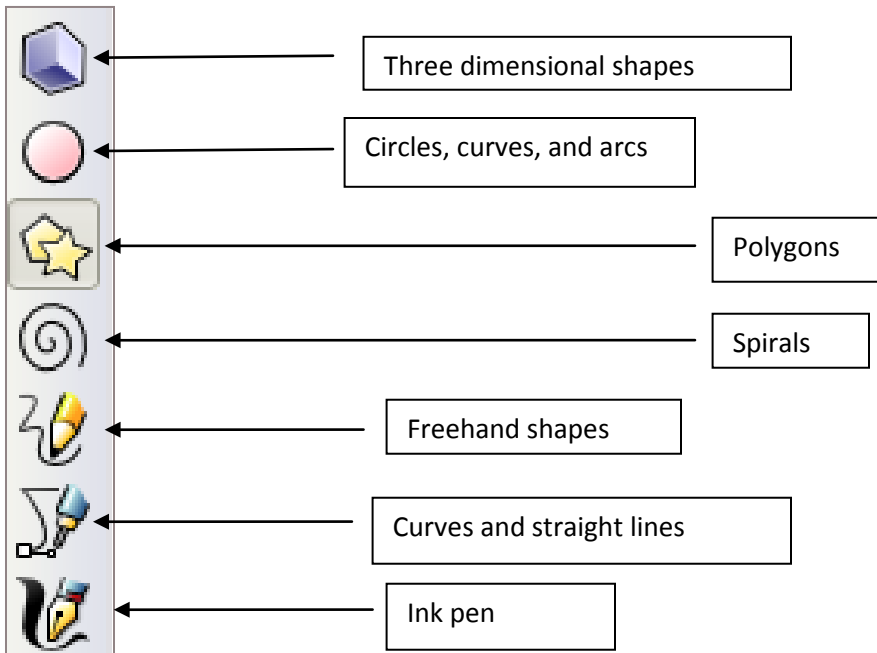
To change the color of either the section header or the outline of the box :

- a. First right-click on the object, then select **Ungroup** (**Group** and **Ungroup** are located in the **Object Menu**)
- b. This separates the section header from the box.
- c. Now you can change the color of either object.
- d. Click on the section header, then **click** on the desired color in the palette along the bottom of the screen to change the object's fill.
- e. **Shift + click** on a color to change the color of the **shape's outline**.



### Adding your own shapes

There are a variety of tools in the menu that you can use to add your own custom shapes to your poster.



## GETTING YOUR POSTER PRINTED

Once completed, your final work will be saved with .SVG extension. When you are ready to send it to print, you will need to save your poster as a .PNG file type (see below) and email it to Catrina Spano ([spano001@gannon.edu](mailto:spano001@gannon.edu))

- Go to File
- Click on Save As...
- Click on the Save as type drop down menu
- Select Cairo PNG (\*.png)

