PSI | Presentation Systems Inc.
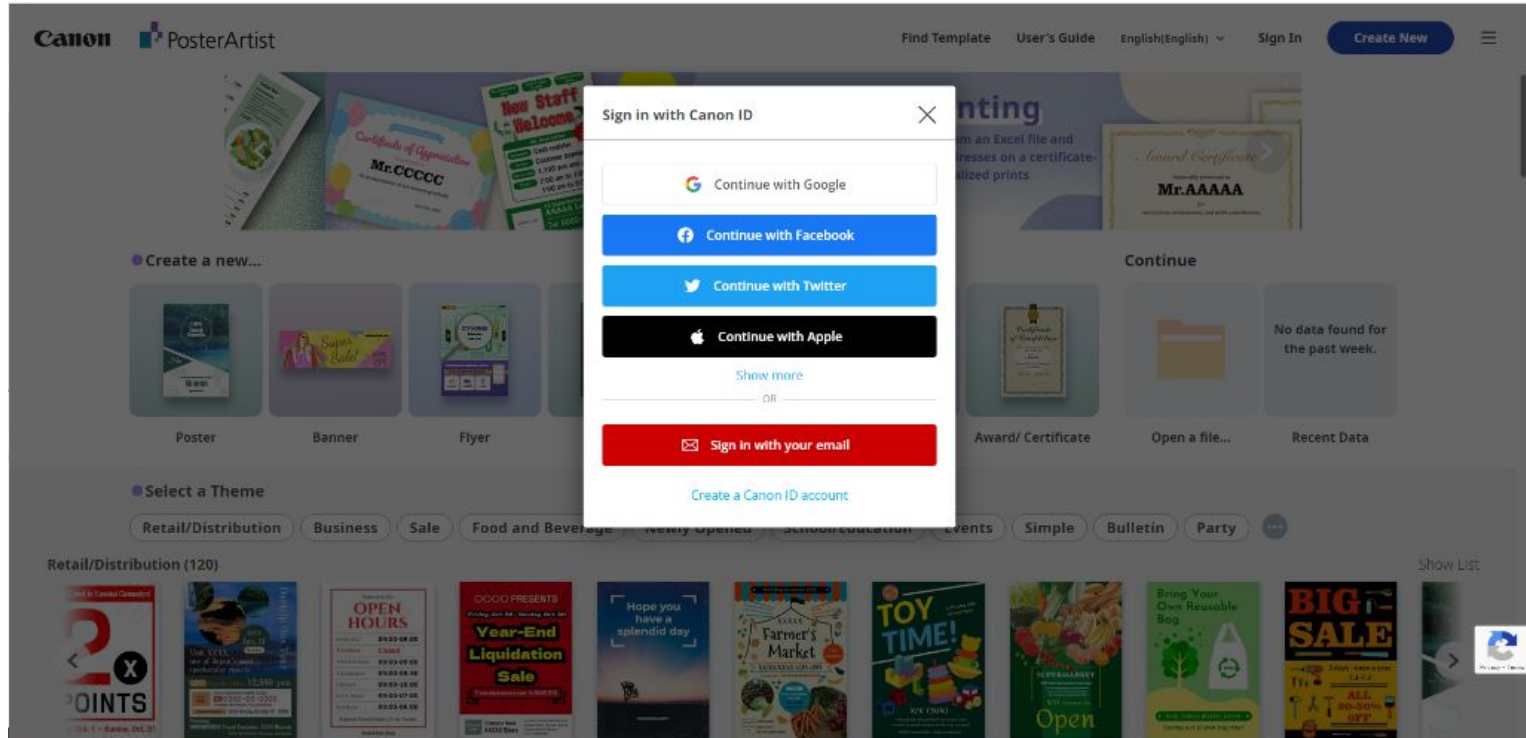
ecolor+

Online Poster Artist

Go to this link to get started: https://posterartist.canon/

You will first need to make an account. Click Create a Canon ID account.

You can use your email to do so.

After you create your account, click the menu icon in the top right corner and make sure the correct OS is selected.

Now you can start making a poster. Click the Create New button and Blank Page.

You can select a template, or start designing on a blank canvas.
If you are starting from a template, you won't need to change the page size.
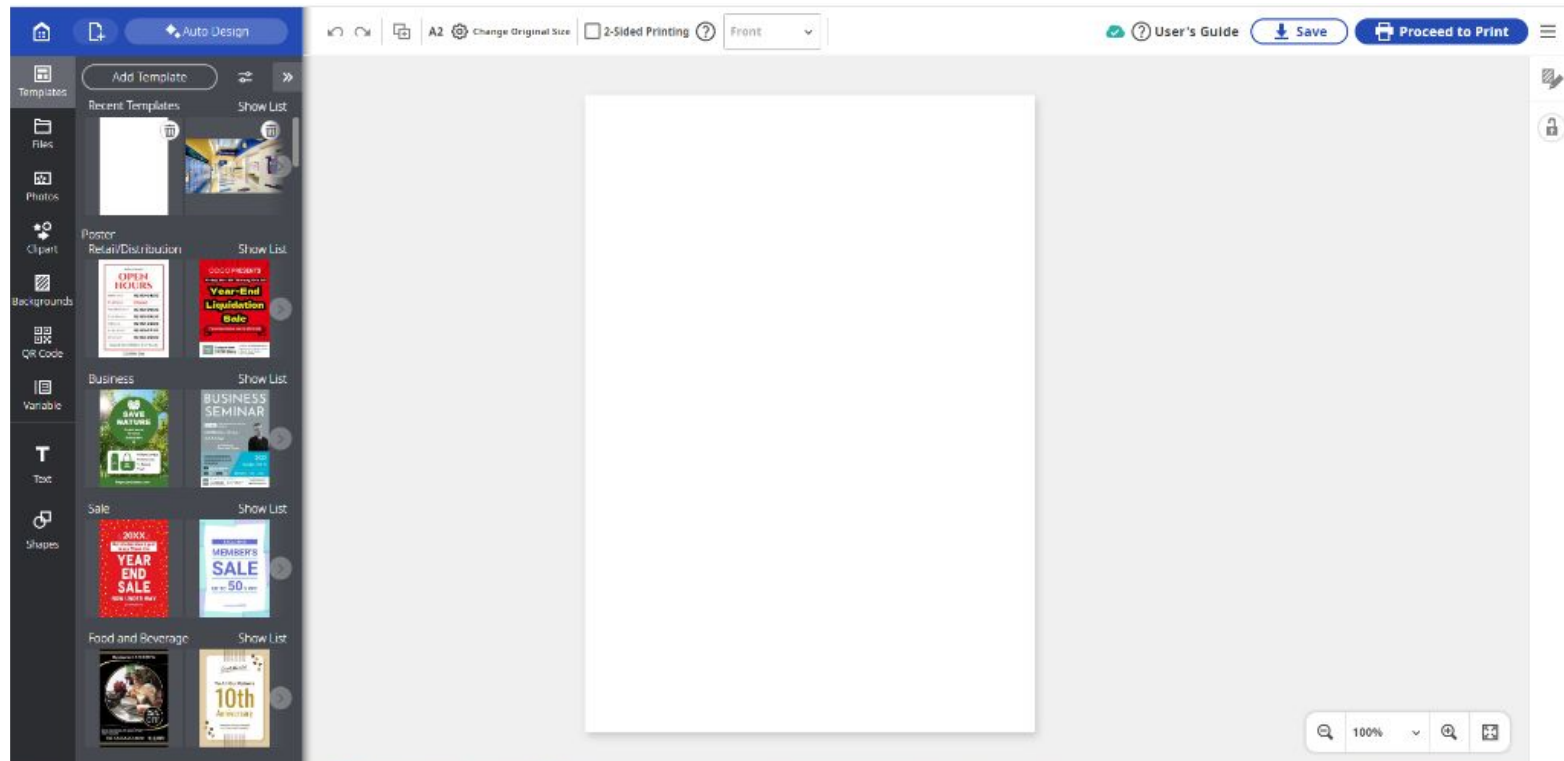
If you are starting with a blank poster, you will need to make sure the poster is the correct size. If you have 36in paper in your eColor, you will need to make sure one of the sides of the poster is 36in. If you have 24in paper, you will need to make sure ones of the sides is 24 in. To view the page size settings, click Change Original Size. You can change the size accordingly in the right panel. Ex) 24x36 is under the ARCH Category. Then, choose whether you would like Portrait or Landscape.
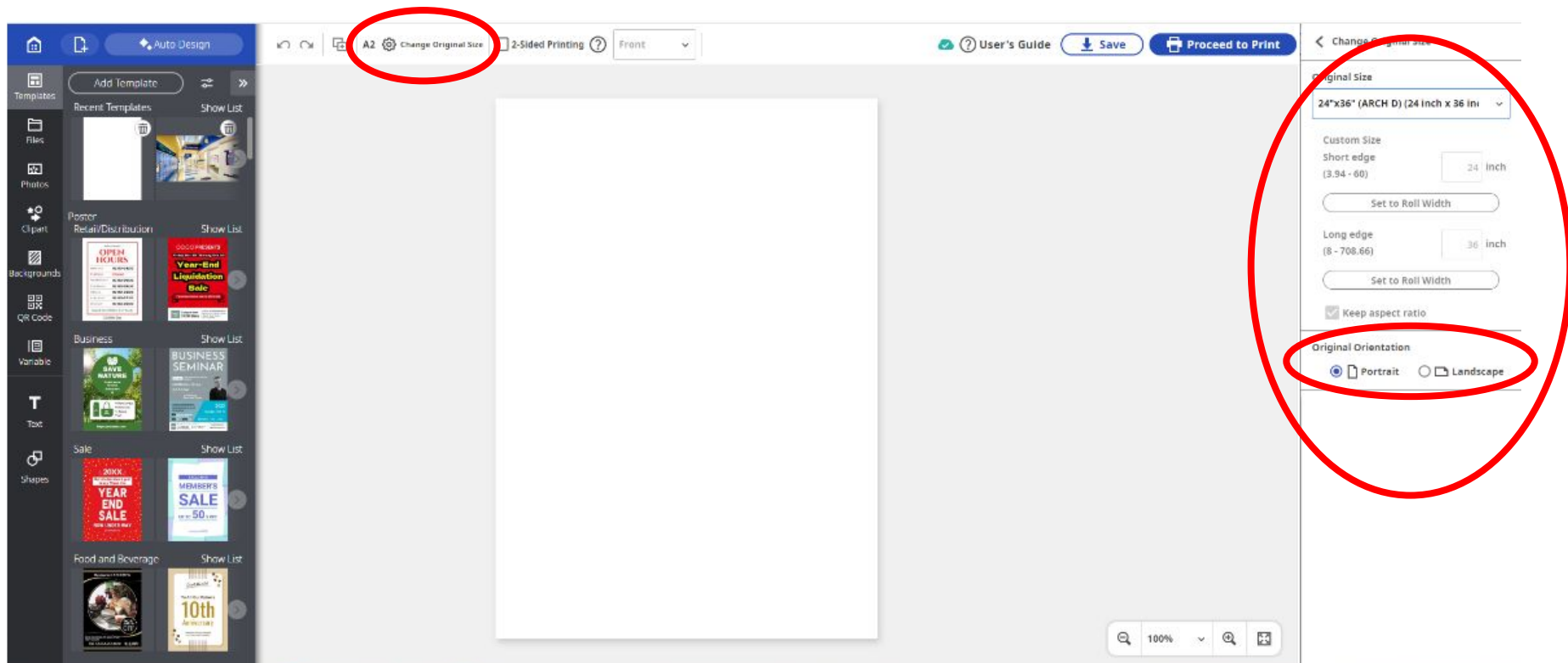
If you would like to add a background, click the Background icon on the left side.
Scroll through the thumbnails and double click to choose which one you would like
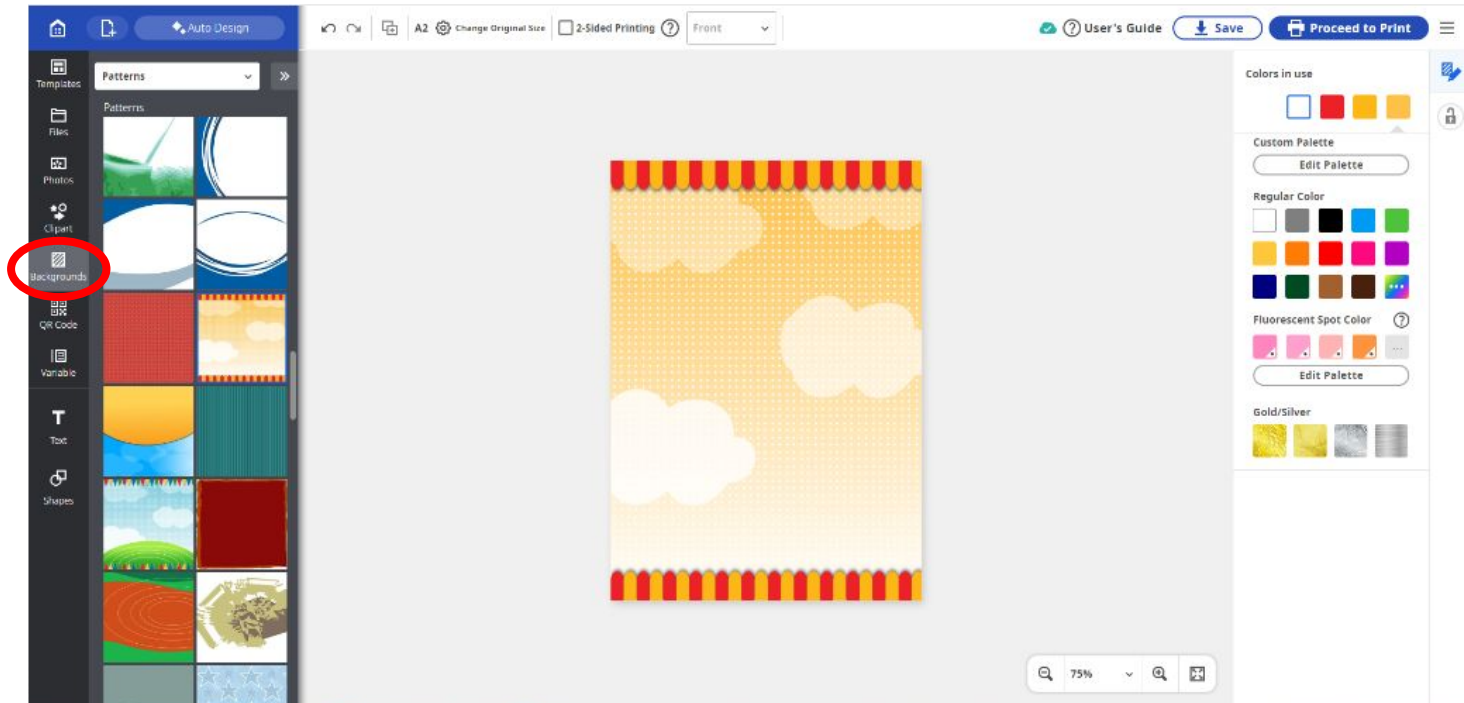
If you would like to add a photo or design to the poster from your computer, click the files icon and then choose Add Files and Select from This Device.
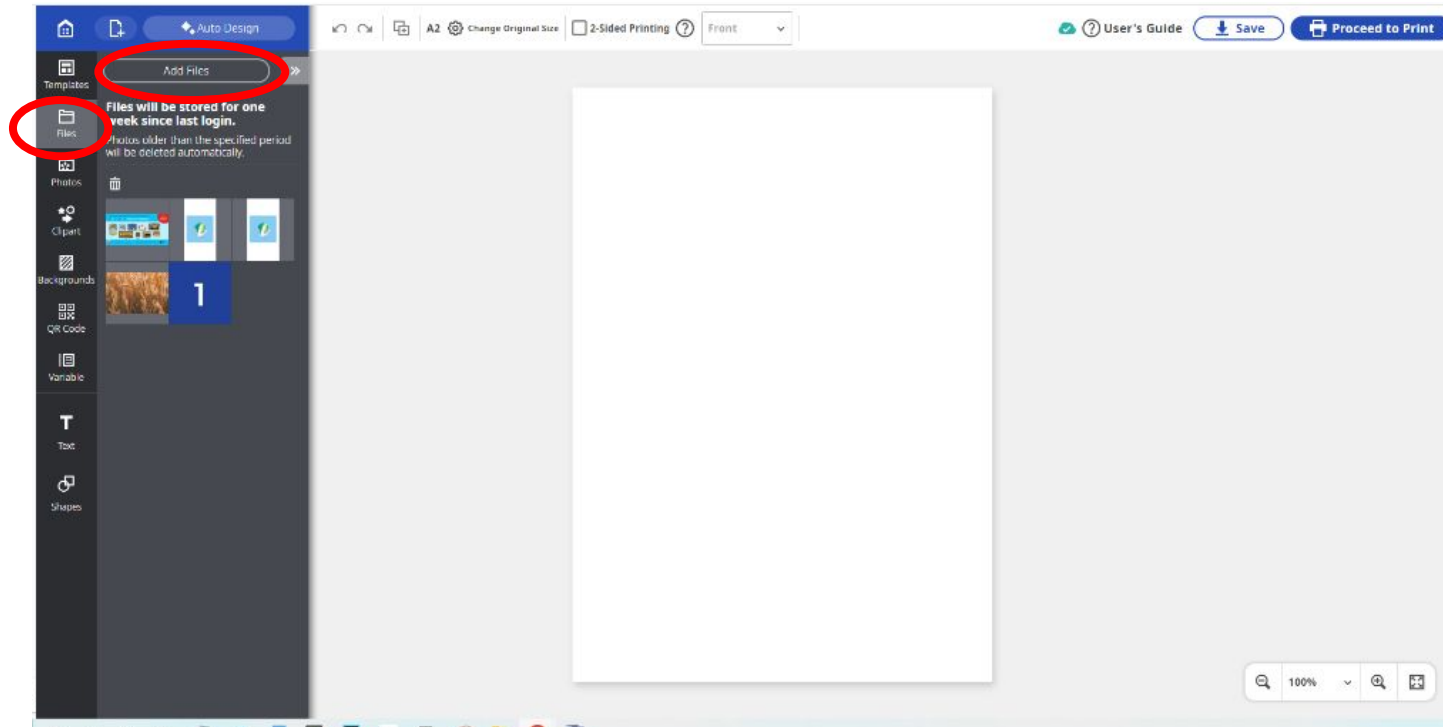
To add your photo to the canvas, double click the thumbnail of the image.
If you need to rotate it, click the circle with arrows and click and
drag until it is the orientation that you need.
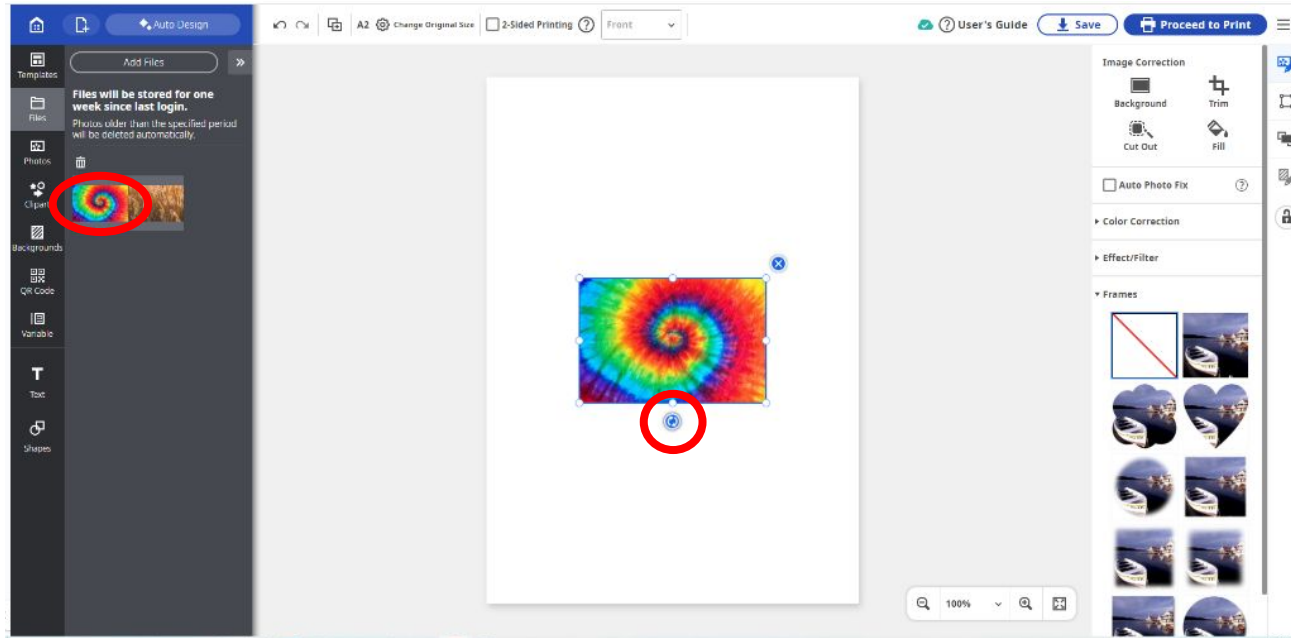
Click and drag the image where you would like it on the page.
If you would like it as the background, click the Background icon in the panel on the right.
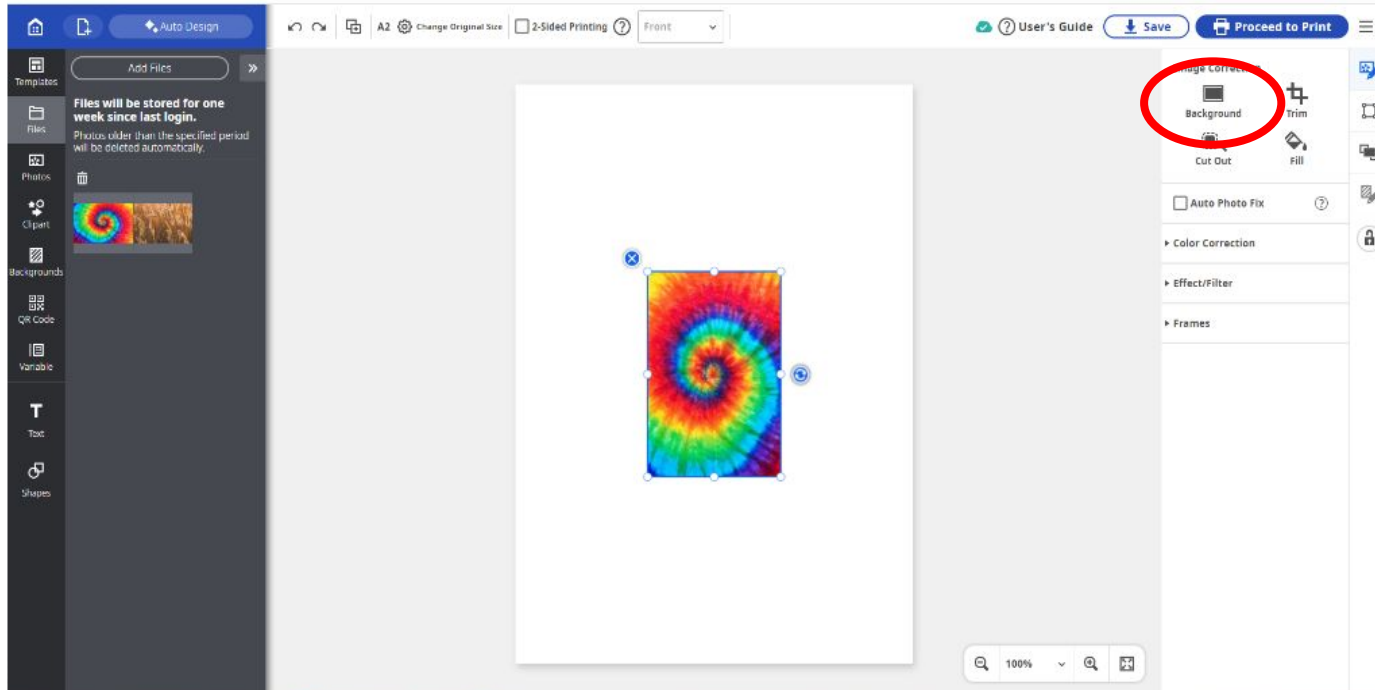
Click and drag the image where you would like it on the page.
If you would like it as the background, click the Background icon in the panel on the right.
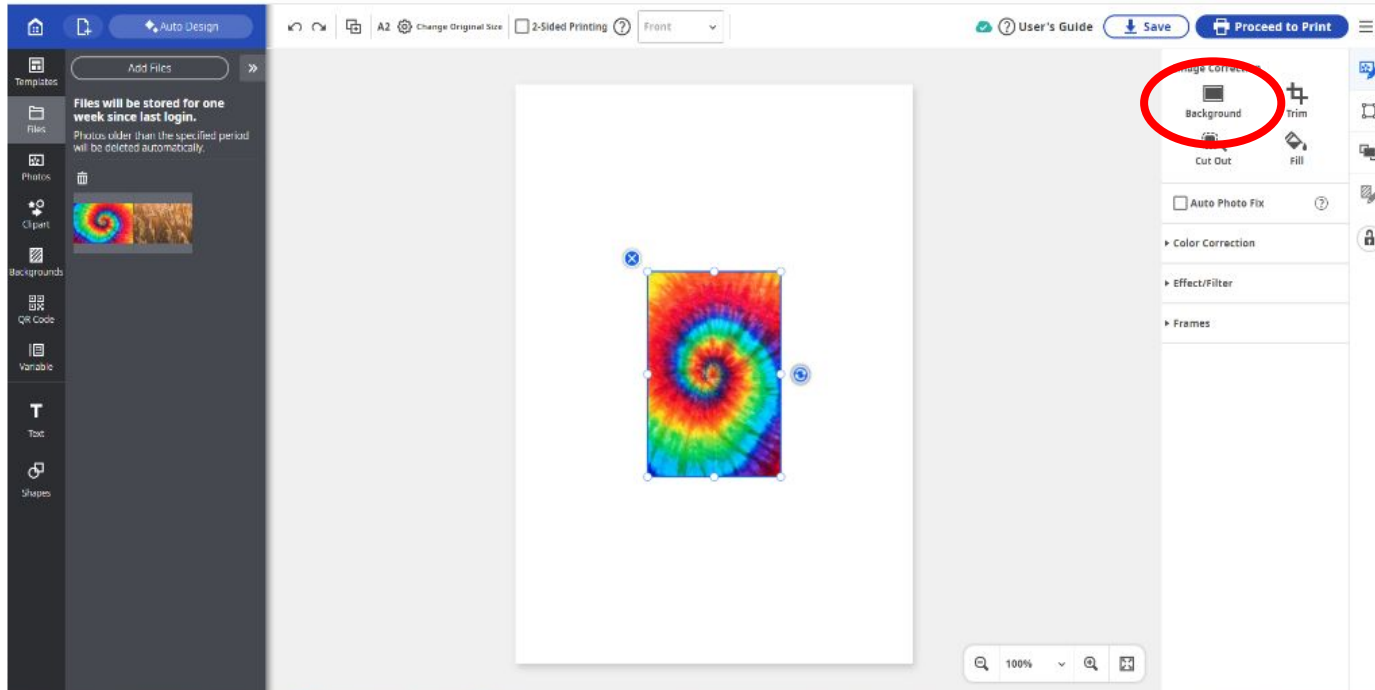
To add text, click the Text icon on the left side.
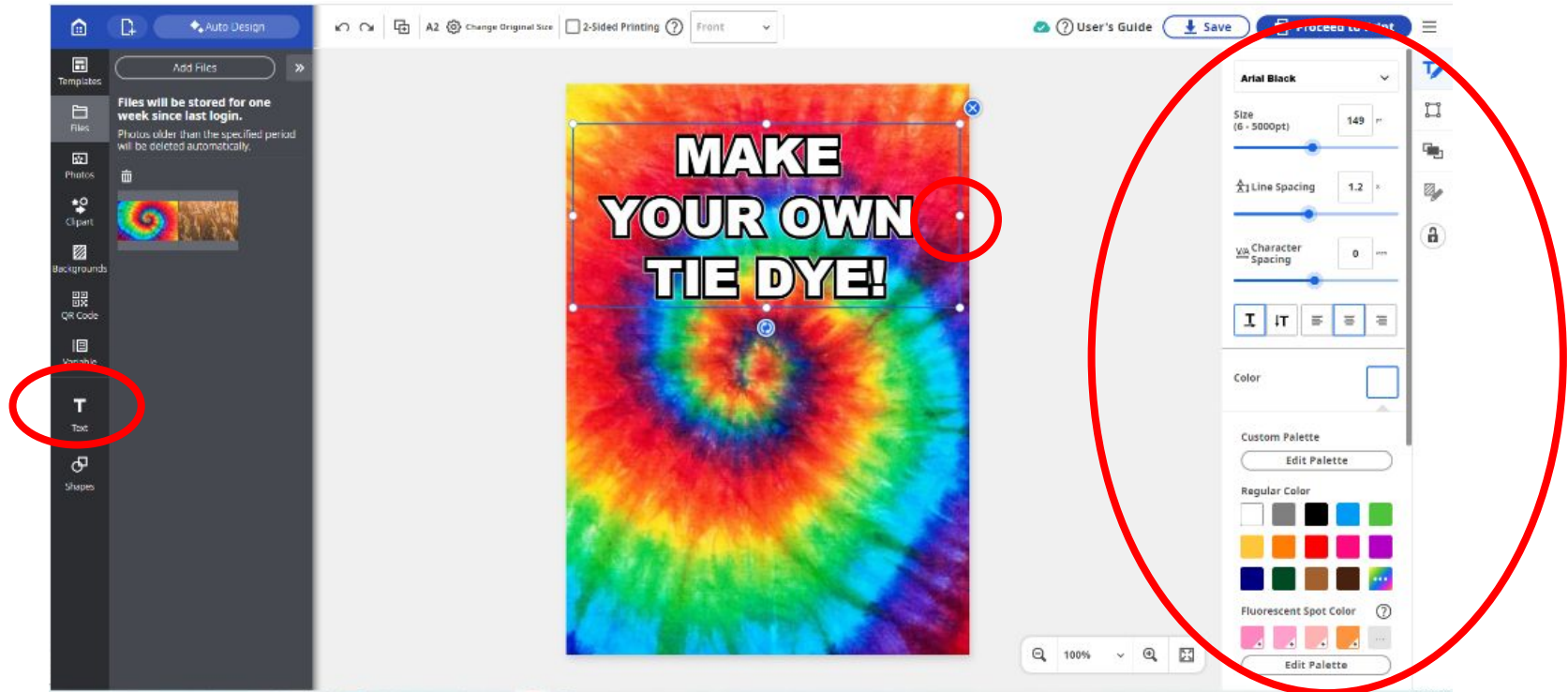Choose the orientation and then click on the poster.
Type in the text box and then highlight the text before selecting the font settings.
If you need to make the text box wider, select the text and use one of the white circles to click and drag outward.
Now you can choose all of your preferred settings. (Font color, alignment, outlines, colors, etc.)

To add photos, or clipart, click the icons on the left side.
Search an image and then double click to add it to your poster.
Now you can position it where you would like and rotate if needed.
Save your design every once in a while when you are working on it.
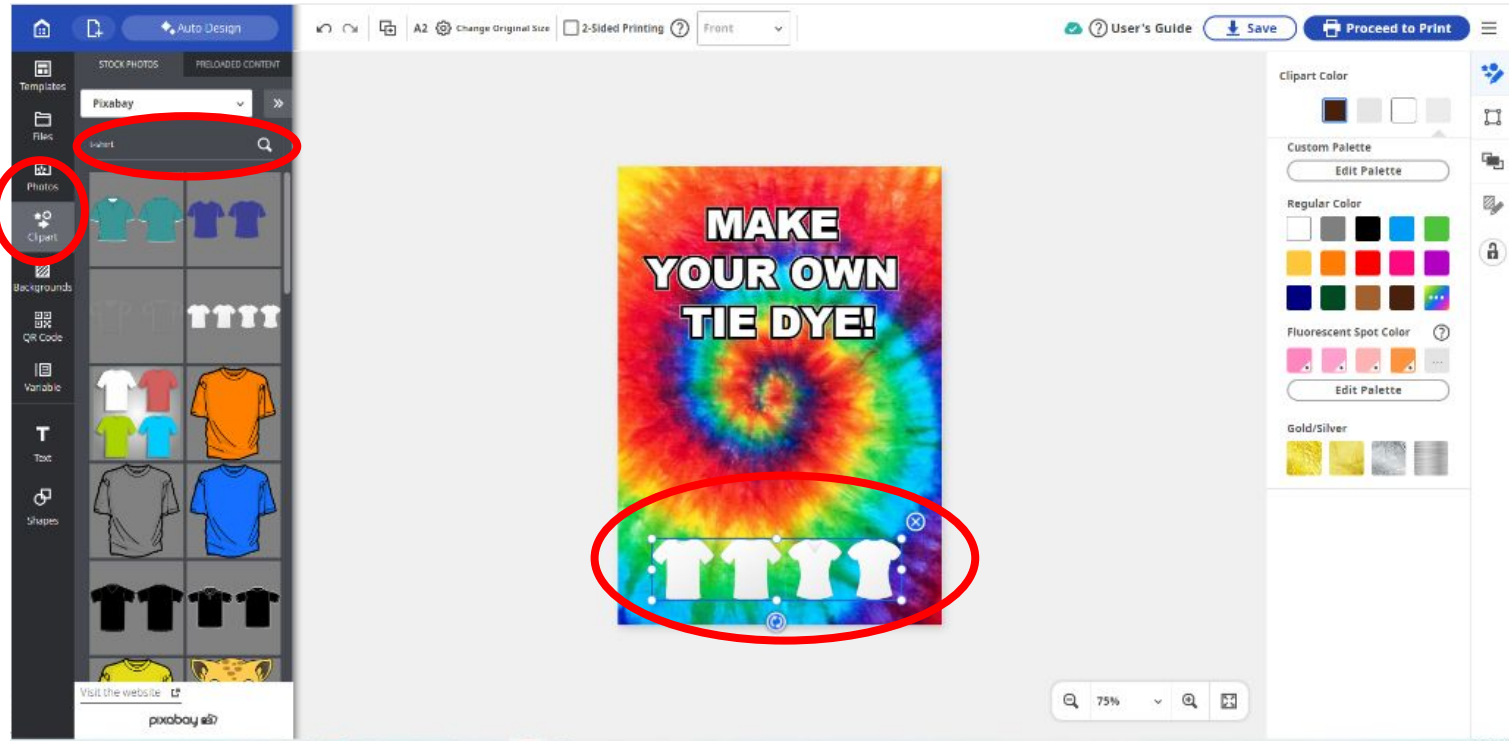
To add a QR code, click the icon on the left side with the rest of the customization options, type in the website, and click generate QR Code. The QR Code will appear on your poster and you can now resize it and place it where you would like.
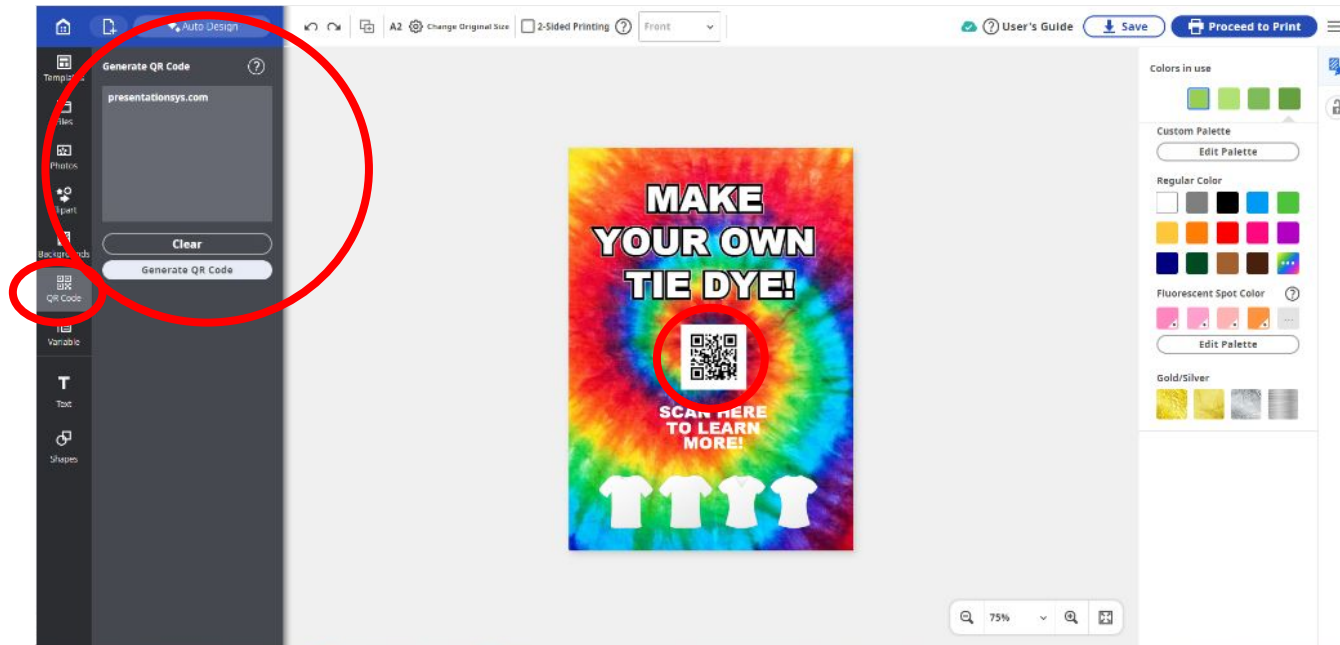
To add a shape, click the icon on the left, choose which one you would like, then click a drag to create the shape. (If you would like a perfect circle or square, hold down the shift key while you are clicking and dragging). Use the tools on the right side to customize the shape. To send the shape behind other elements, click the 3rd icon down all the way on the right side. (When you hover over it, it will say Stacking Order. Choose the Send Backward option until your shape is where you want it.
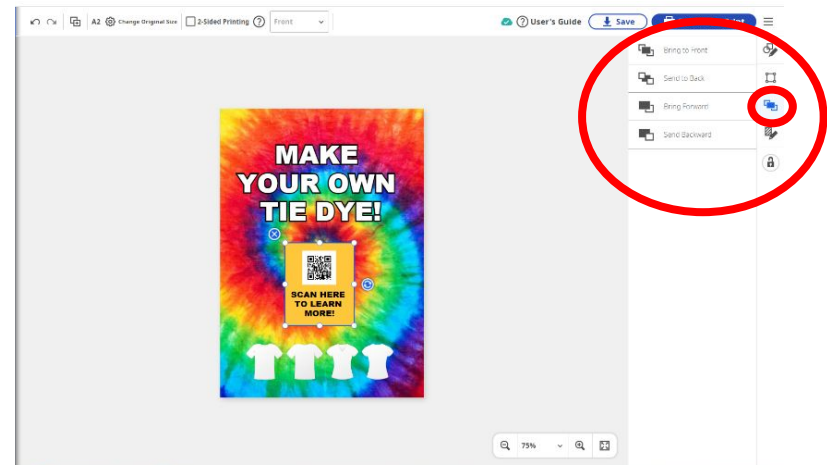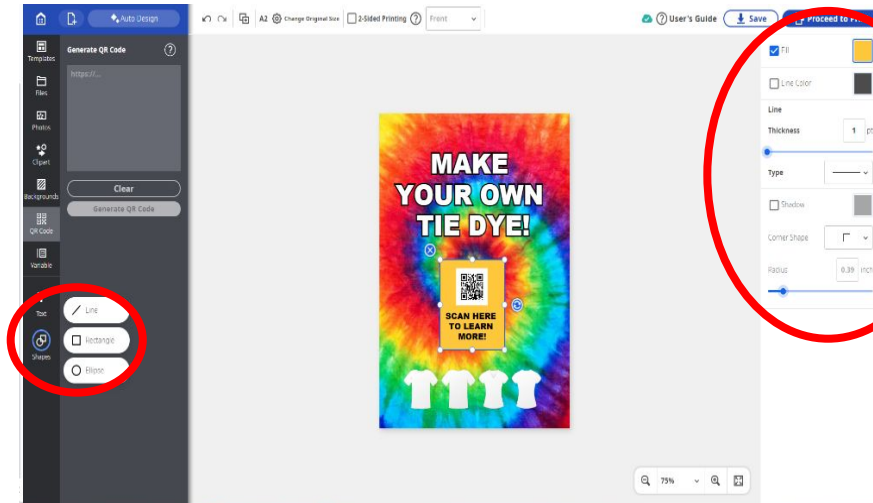
To center everything on the page, you can use the keyboard shortcut CTRL A or just click and drag over the whole poster design to select everything at once. Then, click the size and position icon and click the second icon under Center.
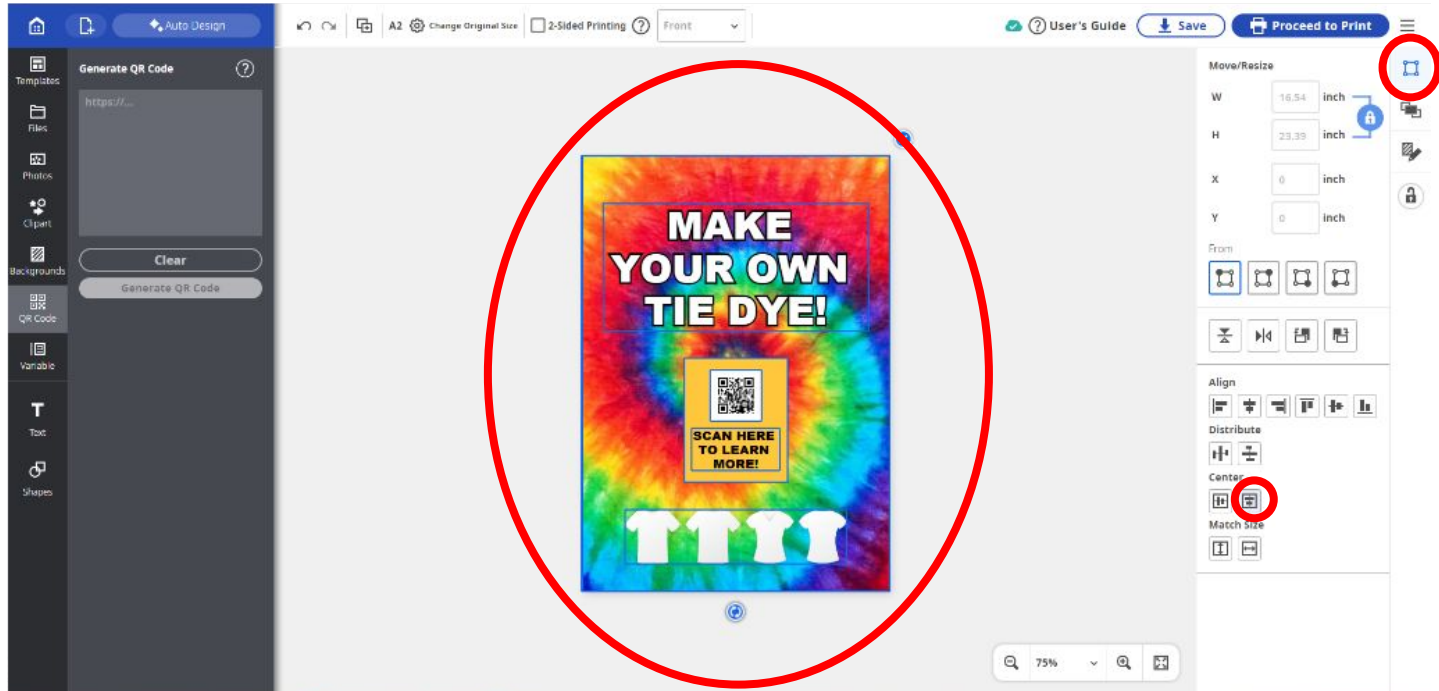
When you are done working on your poster, click Save. Choose where you would like it to save to and name it if you haven't already. Then click OK.
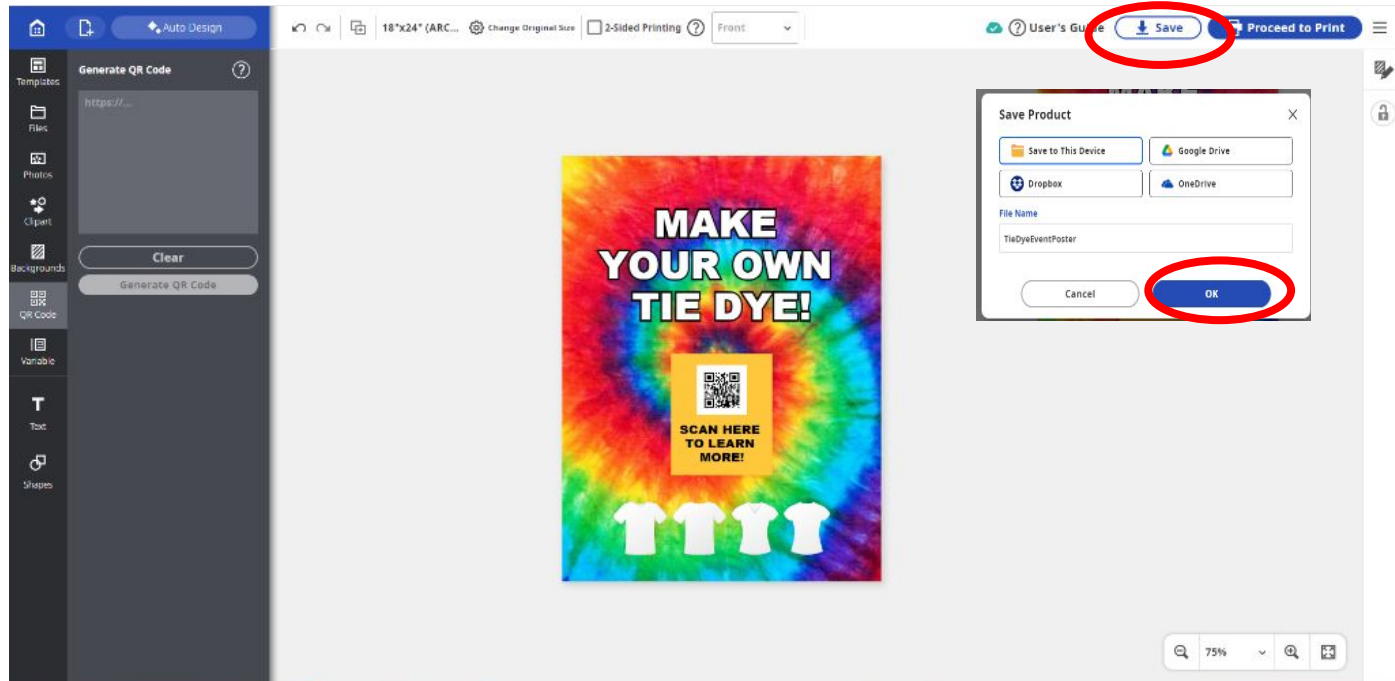
Now you can click Proceed to Print. Click Open Poster Artist in the pop up window. It will take a second to load.
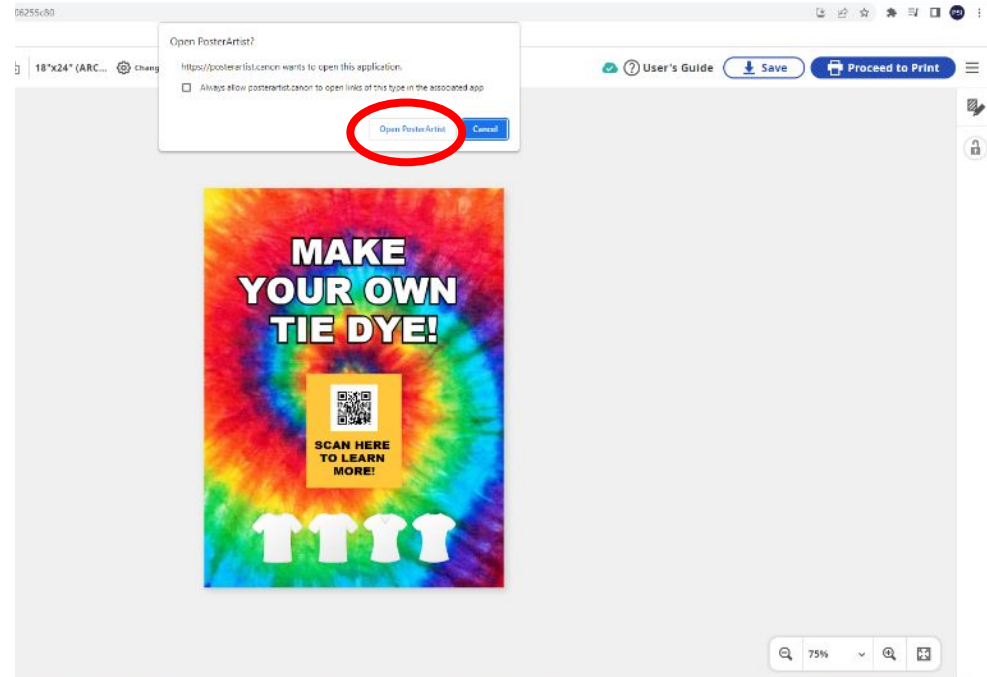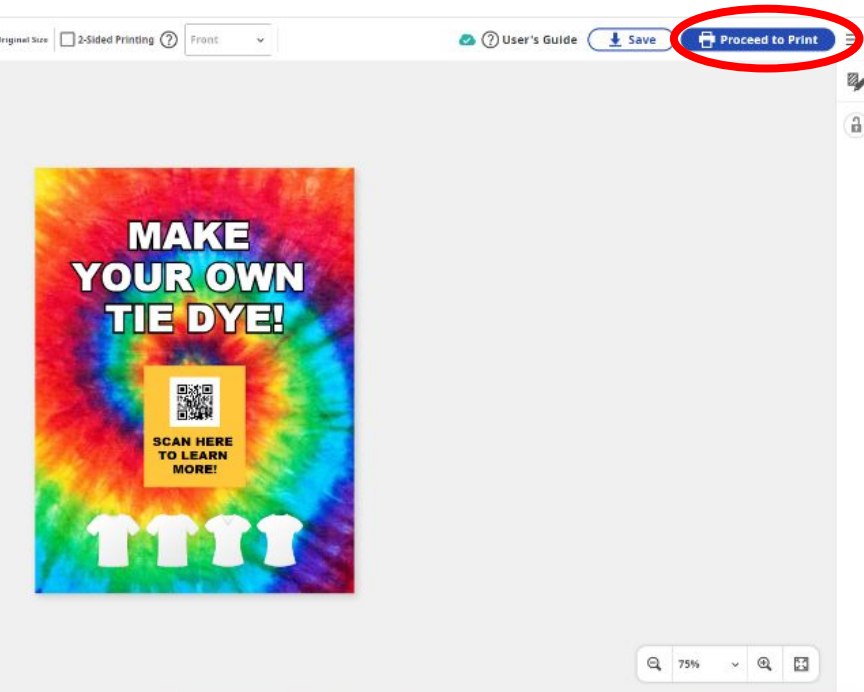
When the print preview window comes up, choose your Media Type and whether you would like Borderless Printing.

Then click the Print Button. Click the print button on the next window that pops up as well. Now your poster will print.
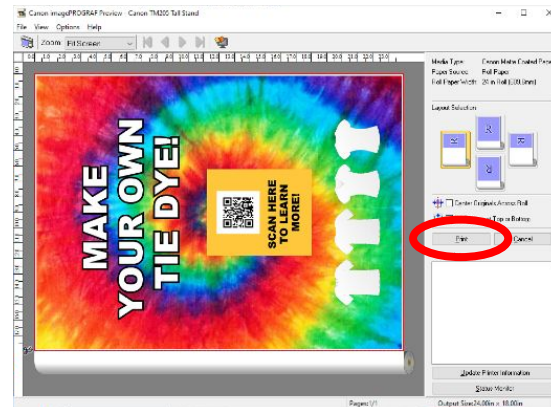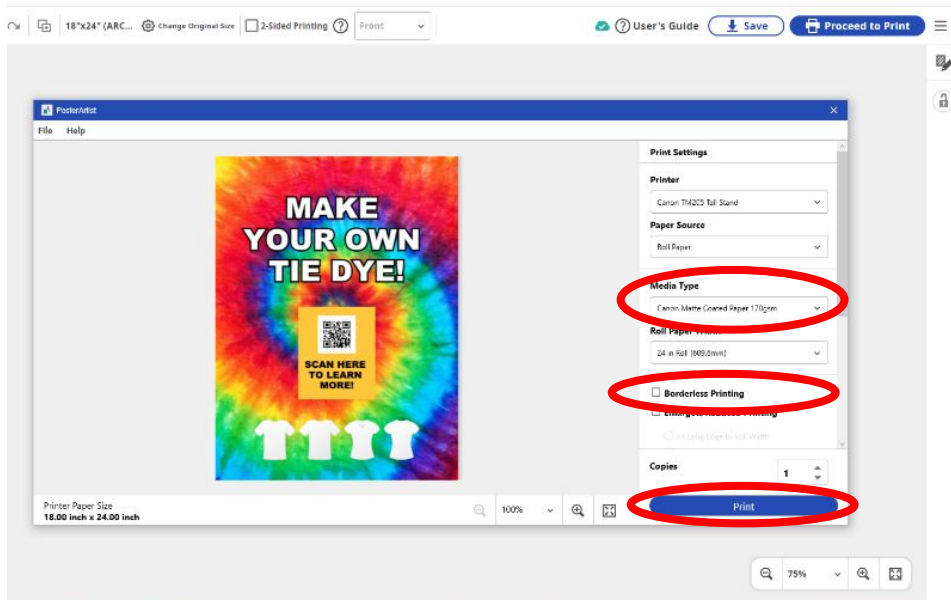
Thank You!

Any Design Questions after the live webinar can be sent to **dana@presentationsys.com**
Tech Questions can be sent to **jesse@presentationsys.com**