

# **Getting Started - Create your LTB ePoster**

Version 1.1

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This quick guide will take you through the steps needed to create your Learning Toolbox ePoster.

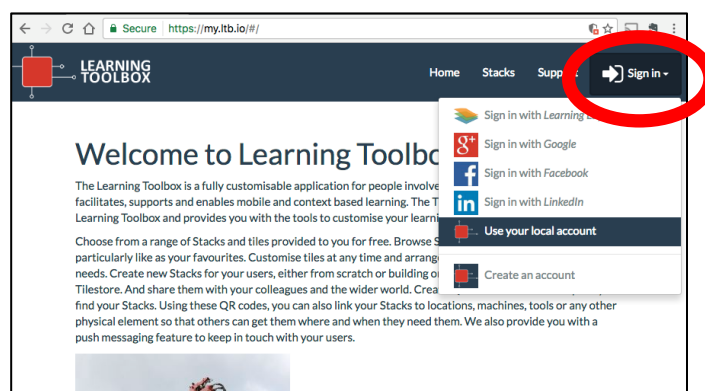
More detailed help (including an overview of the LTB ePosters, instructional videos and answers to frequently asked questions) can be found on the Support menu within Learning Toolbox. We recommend that you look at that Support page as well.

## Follow the invite link that you were sent inviting you to create an LTB ePoster

- You will have been emailed an invite link from the Learning Toolbox system.
- Find that email and follow the instructions in it to click on the invite link and sign-in to Learning Toolbox for the first time

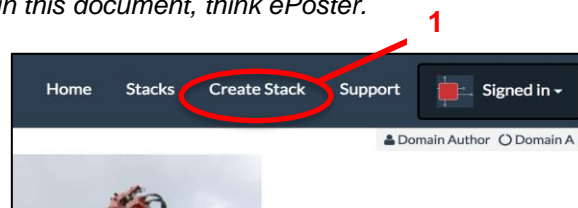
## Login to the Learning Toolbox Editor on the Web

- You only need to follow the invite link once
- The next time you can go directly to the Learning Toolbox site <https://my.ltb.io> and Click on 'Sign in' and sign in using whichever route (social media or a local account) that you used when you followed the invite link.

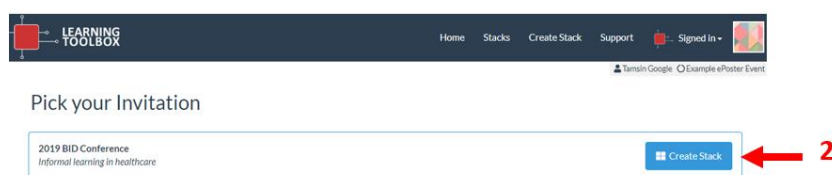


## Create your ePoster

1. Click on 'Create Stack'. We call a Learning Toolbox ePoster a stack because it is an organised collection of resources that you put together. Wherever you see the word stack in the interface or in this document, think ePoster.



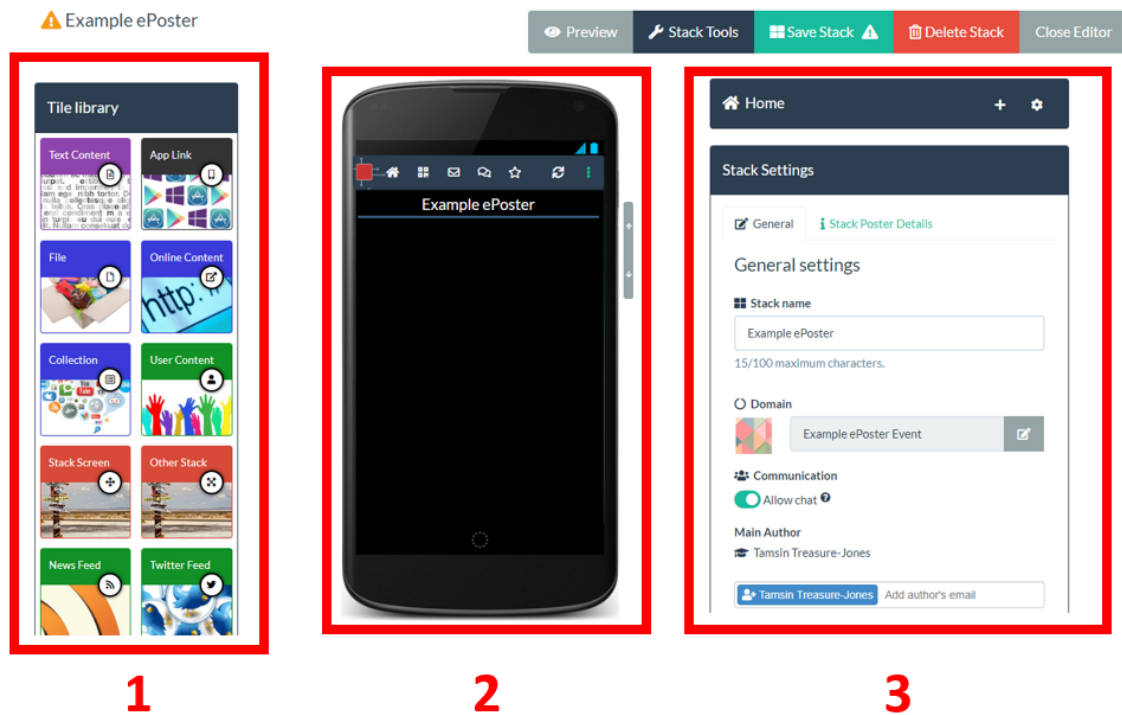
2. You will be asked which conference invite you want your ePoster to be linked to. Choose the relevant invite.



You will then be taken to the main ePoster editing screen.

## The three main areas of the Learning Toolbox ePoster editing screen

There are three main parts to the Learning Toolbox editing screen:



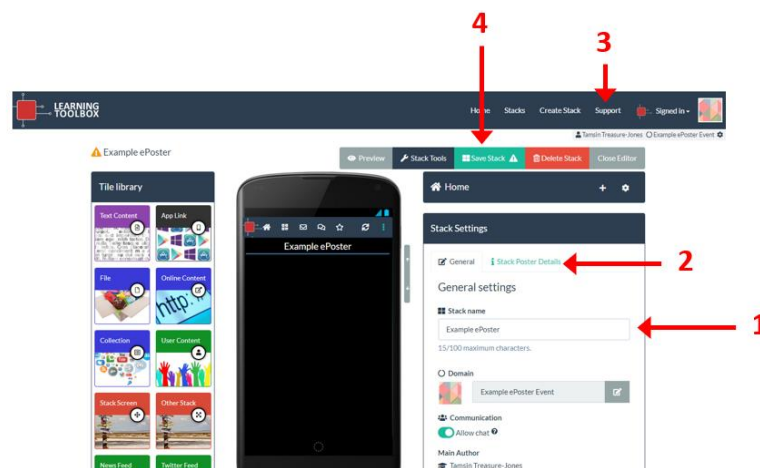
1. **The tile library.** This shows all the different types of content that you can add to your ePoster.
2. **Your ePoster.** You can see your ePoster as you build it. It is shown as it would appear on a mobile phone.
3. **The settings.** The settings area changes dynamically depending on which part of the ePoster you are editing.

At a very simple level the way you add content to your ePoster is that you drag the relevant tile from the tile library into your ePoster and then fill in the information required in the settings area.

## Editing your ePoster's name and filling in the details for the mini-poster

When you first open your ePoster you will see the **general settings screen** and it is on this general settings screen that you can edit your ePoster's name and complete the mini-poster information.

1. Your ePoster's **name** will appear here and you can edit it if you need to shorten it.
2. If you click on the **Stack Poster Details tab** then you will see the fields that you need to fill-in to create your mini-poster. *We recommend that you fill these fields in first.*
3. See the online **Support page** for frequently asked questions and answers related to the mini-poster and other aspects of the ePoster.
4. **Save** your ePoster. We recommend that you save your ePoster regularly to ensure that work does not get lost if you lose your internet connection.

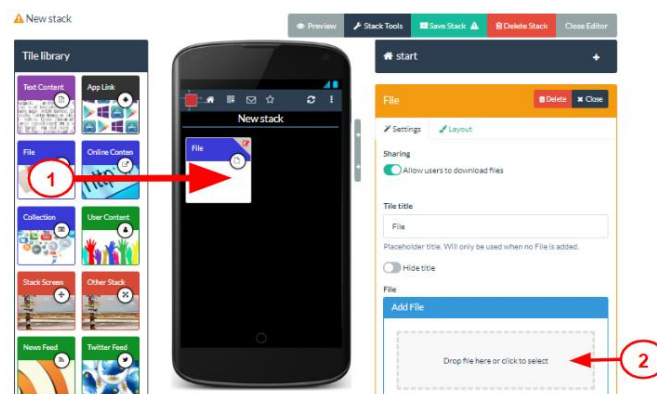


## Add a tile to your ePoster

These steps show you how to add a powerpoint presentation to your ePoster. Other tiles work in a similar way.

1. Drag and drop an 'File' tile from the 'Tile library' into the mobile phone screen area.
2. You will see the settings area change. Click in the Add File box and upload the powerpoint file from your computer.

The powerpoint will be uploaded to our system and it will also be processed and changed to a PDF file so that it can be viewed across all platforms.

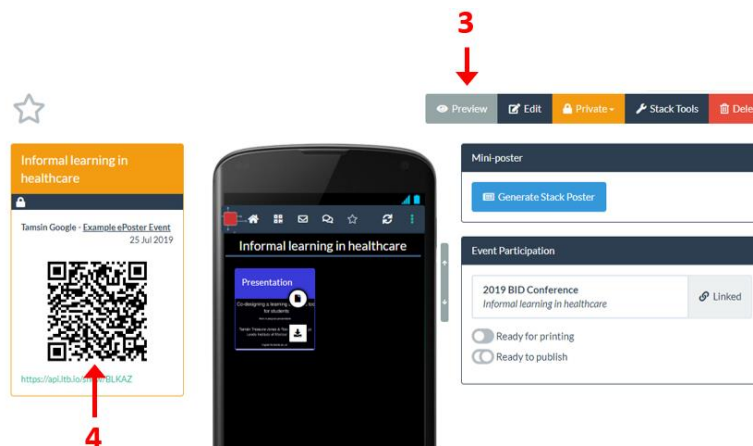


## Save your ePoster and preview it

1. **Save** your ePoster. We recommend that you save your ePoster regularly.
2. **Close** the editor

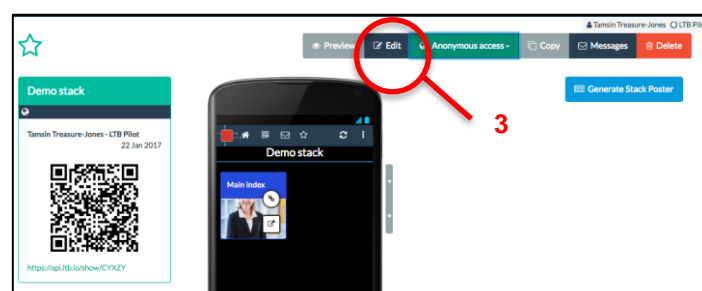
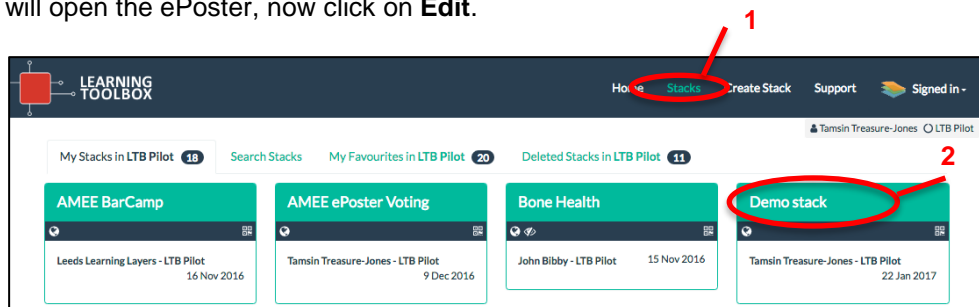


3. You can now click on **Preview** to see how your ePoster looks and interacts in a web browser.
4. You can also see how it works on a mobile phone by scanning the **QR code**. However, in this case you should first change the access permissions to make it accessible. See guidance on how to do this on the Support page.



## Returning to editing your ePoster

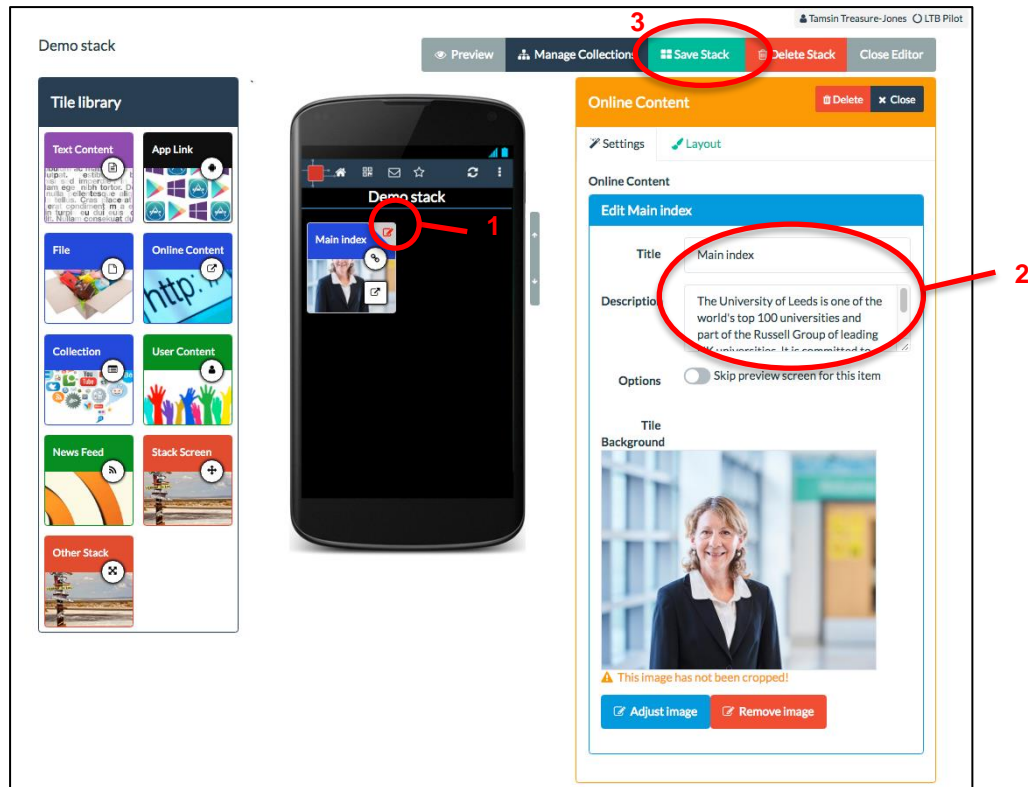
1. Whenever you login to Learning Toolbox you can return to your ePoster and add more content. Click on the **'Stacks'** menu. This will show you any ePosters that you have created in Learning Toolbox.
2. Click on the **title bar of the ePoster** you want to edit.
3. This will open the ePoster, now click on **Edit**.



## Editing a tile – title and settings

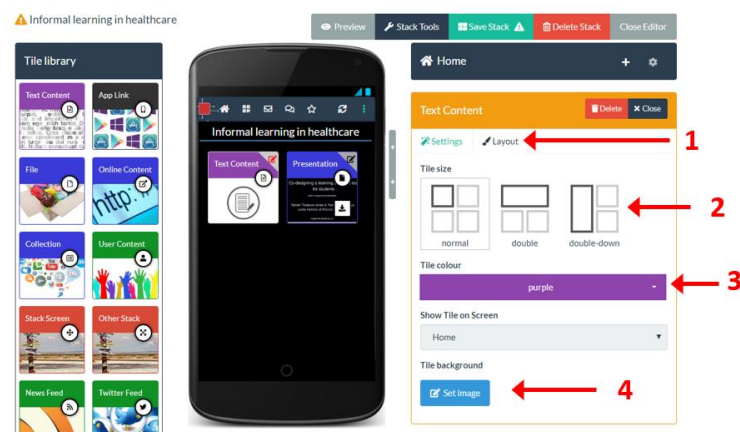
You can always return to a tile that you have previously added to your ePoster and edit it.

1. Click on the **edit icon on the tile** that you created earlier
2. You can now make any changes you want to the **Settings** of that tile
3. **Save** the stack



## Changing the layout of a tile (size, colour and background image)

1. Having returned to the tile editing view, now click on the **Layout** tab
2. Within the Layout tab you can change the **tile size**....
3. .... and the **tile colour**....
4. .... and the **background image**. Although for some tile types (File and Online Content) you will find the image setting in the Settings tab instead.

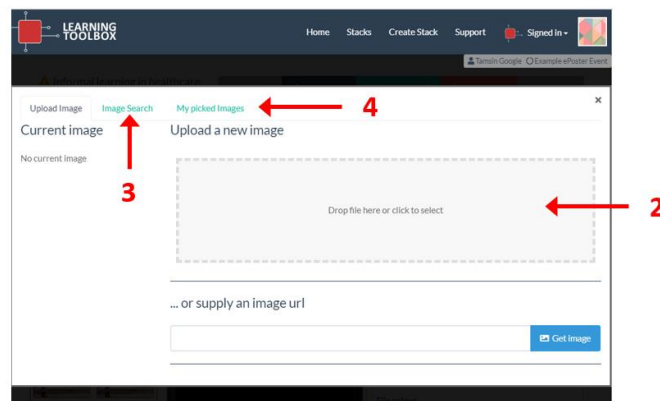


## Setting the background image on a tile

1. Click on the **Set Image button**  (this appears in the **Layout** tab for most tiles, but appears in the **Settings** tab for the File and Online Content tiles)

This opens the image selector. From here you can choose to:

2. Upload an image from your computer
3. Search the Pixabay repository of images that are free to re-use
4. Pick an image you have previously used from Pixabay



## Cropping an image

When you pick an image then you will have the chance to crop and resize it.

1. You can crop it by dragging and moving the image so that the area you want appears within the focus area
2. You can resize the image using the resize scrollbar
3. Click on Apply when you are happy with the image preview (note that you will lose the top section of the image as this will be covered by the tile title)

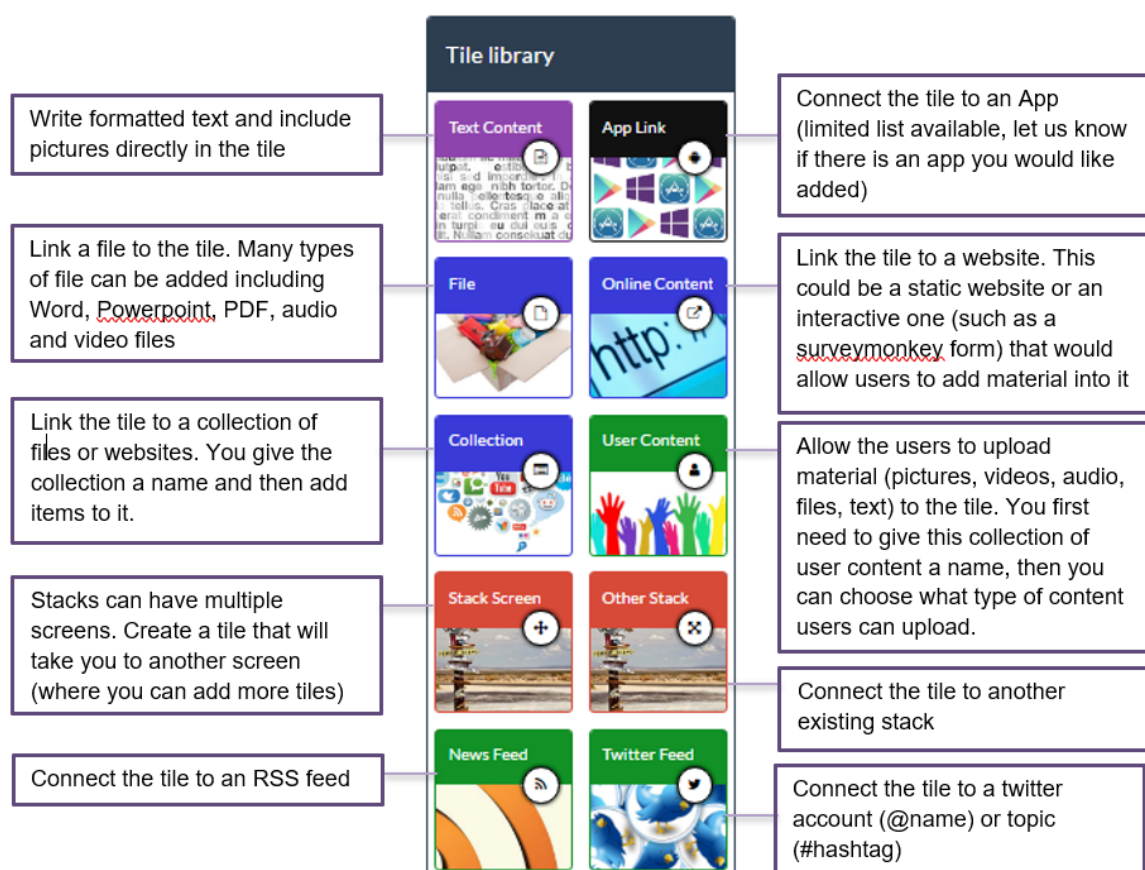




## Adding more tiles to your ePoster

- You have now been introduced to the basic steps of creating a ePoster and adding tiles to it.
- To add more tiles you can just drag and drop them from the Tile Library as before.
- To return to editing a tile you have already added, remember to click on the edit icon in the top right corner of the tile.
- The editing of tiles is similar for most tile types, but please email your support address if anything is not clear. The tile content is set within the Settings tab. The tile layout is set within the Layout tab.
- You can rearrange the tiles on the ePoster screen by just dragging and dropping them within the screen.
- Remember that at any time you can save your ePoster and preview it to check exactly how your changes are working.

You might want to try adding some of the following tiles:



You can find the full support materials including demonstration videos, example ePosters and answers to Frequently Asked Questions on the Support page. Just click on Support when you are logged into Learning Toolbox.