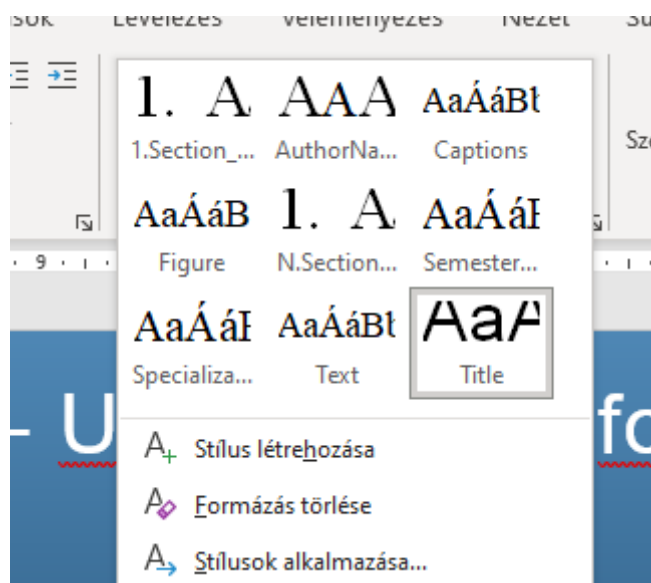


INSTRUCTIONS FOR USING THE WORD POSTER TEMPLATE

The Word template includes pre-defined styles, allowing you to format a specific section by selecting the appropriate style after writing the content. Rarely will you need to modify the original template, as the appropriate styles are already set. The purpose of this guide is to provide easy instructions for restoring styles and formatting if they happen to be altered. Additionally, it demonstrates the usage of styles for those who may be unfamiliar with these options in Word.

It is advisable for experienced users to read this description as well, as it contains the general structure of the document. The styles can be accessed under the 'Home' tab:



The styles have paragraph-level scope, meaning that to apply them, it is sufficient to place the cursor within the paragraph, and there is no need to select any text. If text is selected, only the selected characters will have the new style applied.

Filling in the header

As a first step, it is advisable to fill in the thesis and student information in the header. The header consists of four paragraphs:

1. Title of the topic - *Title* style
2. Student's name – *AuthorName* style
3. Program and specialization – *Specialization* style
4. Semester and supervisor (separated by a tab character) – *SemesterSupervisor* style

When editing the header, caution should be exercised as the background image, which forms the basis of the topic, is inserted into the header. Clicking on the empty area without text can easily cause accidental displacement. If this happens, the background image can be restored

using the Undo function or the following method: Activate the header view, right-click on the misplaced background image (where there is no text above it), select 'Format picture', and then on the 'Layout' tab click on 'Advanced'

The Absolute position should be set to '0 cm' in relation to the page.

The header-footer view can be easily accessed by pressing the *Esc* key or by using the "Header & Footer" option in the top menu. To close the header-footer view, simply click on the "Close Header & Footer" button.

Editing the content

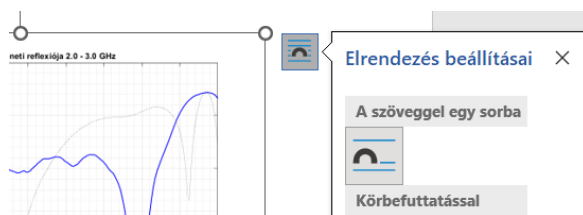
The content can be edited after exiting the header. In terms of styles, the content is structured as follows:

- 1st Paragraph: – *1.SectionNumbered* style
- Body Text – *Text* style
- Additional Paragraphs – *N.SectionNumbered* style
- Images – *Figure* style
- Image and Table captions (as well as other captions) – *Caption* style

To ensure an aesthetically pleasing layout of the document, the title of the first paragraph should be formatted using the *1.SectionNumbered* style, while the subsequent paragraphs should be formatted using the *N.SectionNumbered* style. These two styles have different spacing configurations.

Images

After inserting an image, it is recommended to align the text around it by using the Text Wrap feature set to "Wrap text inline":



After selecting the image, you can choose the *Figure* style. This style ensures center alignment and appropriate spacing. To insert a caption for an image, it is recommended to format the paragraph following the image using *Caption* style.

Tables

When inserting a table into the text, it is advisable to set the "After" spacing of the paragraph before the table to around 18 pt (right-click on the paragraph, then choose paragraph) to prevent the table from sticking to the text. It is recommended to do this after applying the *Text* style, as applying the style may reset the spacing to the value specified by the style.

Units

When dealing with units of measurement, it is advisable to use a non-breaking space between the number and the unit. This helps prevent line breaks from splitting the number and the unit at the end of a line.

You can insert a non-breaking space using the **Ctrl+Shift+Space** command.

Example: 2.4 GHz

When the "Show All" option is enabled, the non-breaking space appears as the "degree" symbol.

Finishing touches

After finalizing the poster, you need to generate a PDF file for submission. The easiest way to generate a PDF is by selecting "Save Adobe PDF" in the File menu or choosing "Save As" and selecting the .pdf extension.