

COMMUNITY POSTER

inDigiMOB 

[Smaller Projects]



- 1** Decide what content needs to be in the poster. E.g. Place, date, time
- 2** Take, make or find some good images
- 3** Import and arrange all the information in PowerPoint
- 4** Export as a PDF
- 5** Print it and email to relevant people
- 6** Make sure you have image and content releases if you need them
- 7** Save and publish!



Make a poster for an event or announcement in your community using PowerPoint or Keynote

what you need

- Computer
- PowerPoint or Keynote (Mac)
- Device for photos if relevant

you will learn

- Graphics tools
- Import and export
- Communicating information
- Screen literacy



tips & ideas

- Think about things like: Is the information big enough to see? Is it easy to understand what the poster is about? Is it eye-catching? Are the colours and shapes balanced? Will it be printed in black and white or colour?
- Topics could be community events or helpful information
- Link in with a committee like the sports committee to find out if they have announcements to make
- Create a template for community announcements that can be easily used again with different information