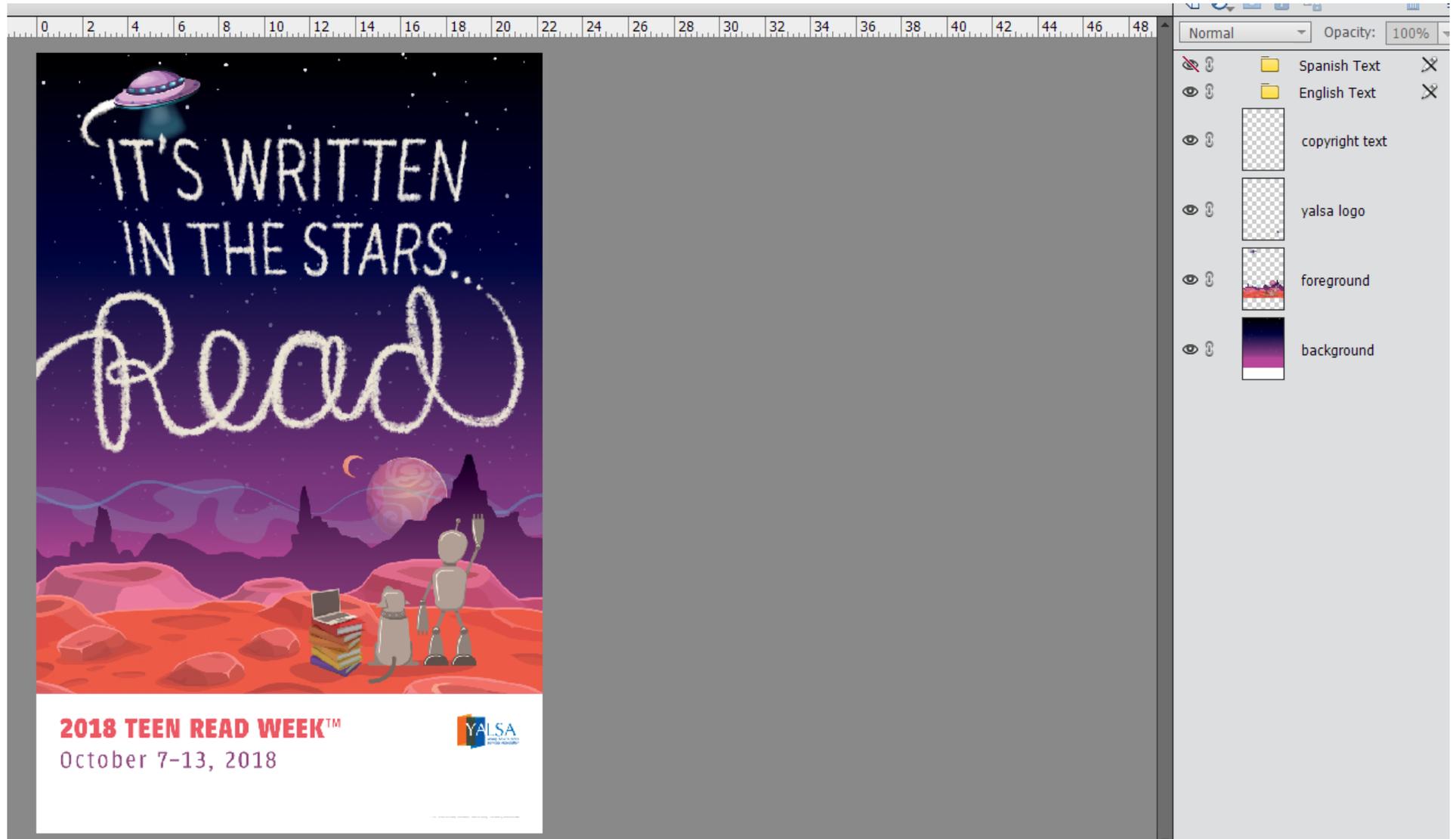


2018 TRW Poster File Tip Sheet

There are two text options in your poster file: English and Spanish. To toggle between what's shown and what isn't, click the eye icon next to each layer. 

 means the layer is hidden.  means the layer is shown. You can see in the layers window that the Spanish Text is hidden.



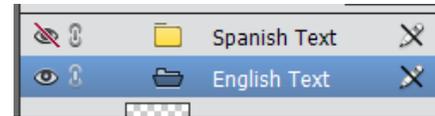
To switch to the Spanish Text, click the eye icon next to the layer name to turn on, and do the same next to the English Text layer to turn off.



Customize the poster file by adding your organization's name, any event information, your logo and more!

Let's start with editing the text. The font files are not included, but any font you have will work! The official font used is "Urbana".

Make sure you have selected one of the text layers. We're using the English Text.



Select the Type Tool  on your left-hand toolbar.

If you don't have the fonts, a popup will display to let you know font substitution will occur. Click "OK" to proceed.



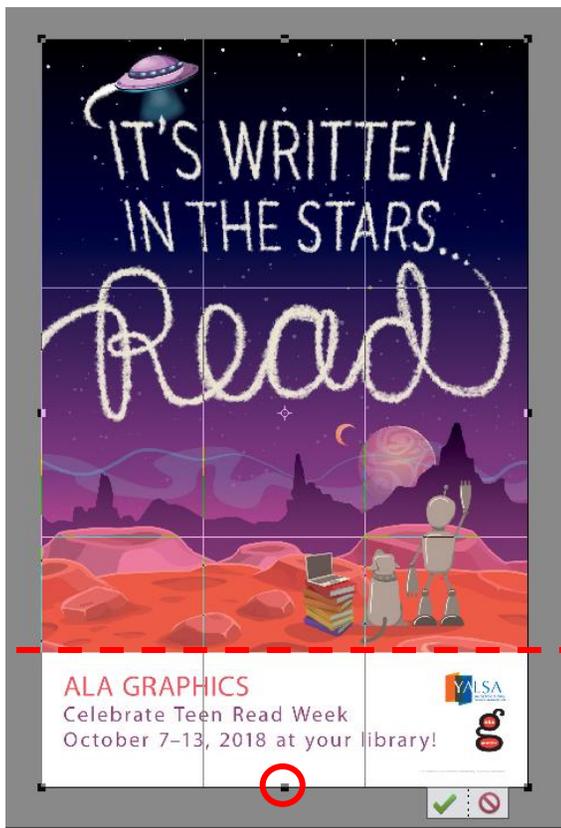
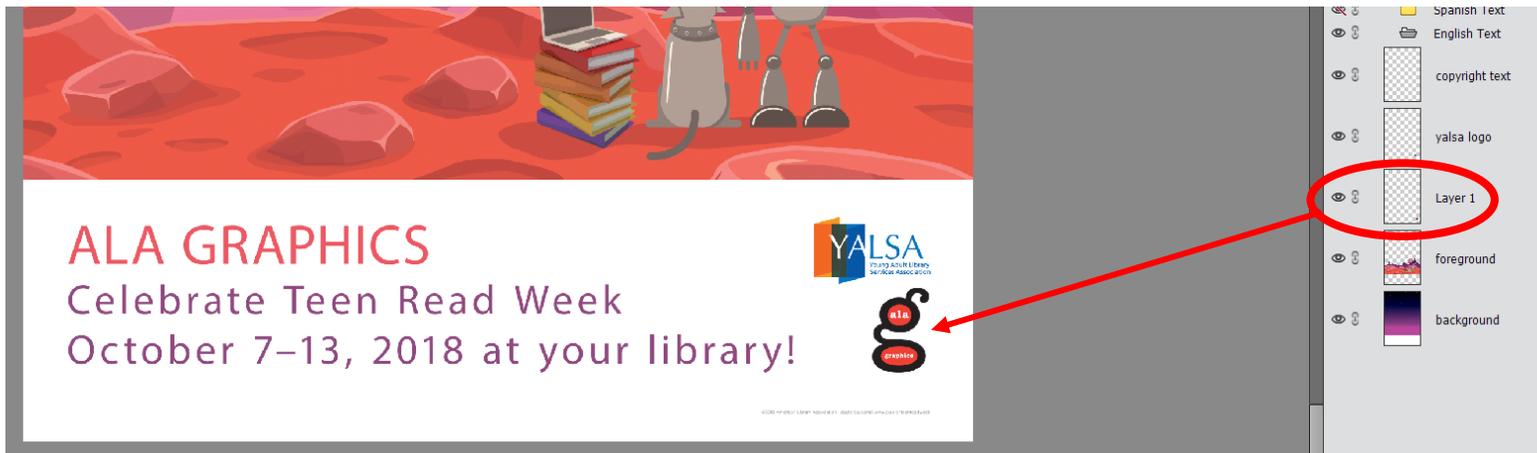
In the text box, input your organization's name, event information or anything else to promote your event! Change the font size if you have more text.



To add your own logo, open the “File” menu and select “Open”. Locate your graphic and click “Open”. A PNG or an image with a transparent background would be easiest. Your graphic will open in a new window on Photoshop. Select the Rectangular Marquee Tool  on the left-hand toolbar and drag the marquee over your graphic. Copy the image using the “Edit” menu or hold the CTRL key and press C on your keyboard.



Return to the poster file and paste the logo (CTRL+P). The logo is now in a new layer called “Layer 1”.



This poster was designed so that those who want to celebrate this event during a different week or all month long can cut off the dated information in the white area and create a 22" x 28" poster. Perfect for inspiring readers all year long!

Use the Crop Tool  to delete the space. The whole poster will be in a bounding box. Hover above the bottom center square and drag it up to where the white space meets the art.

Press the check mark to crop.

