Pop Up Class – Poster Design for Project Demonstrations

1. Class Overview
   o Description
     To provide instruction on how to properly set up a design poster to enhance a presentation.

   o Prerequisites
     Ability to use MS WORD, MS PowerPoint

   o Anticipated Class Size – 10
   o Class Duration – 1 hour

   o Material Needed –
     - HP 800 Wide Format Plotter
     - Computer with MS office 2013

2. Safety
   o Standard shop attire
3. Educational Objectives
   o Students will be able to:
     ▪ Create large scale posters from MS WORD, Adobe Acrobat and MS Powerpoint.
     ▪ Develop panel design of information.
     ▪ Understand the information needed on a large design poster to become a standalone information center.

4. Class Format
   a. Pre-Class activity
      i. None
   b. In-Class activity
      i. Explain what information is needed on a design poster.
      ii. Discuss how proper use of blending, shadowing and fonts will enhance the look and attractiveness of their poster.
      iii. Discuss line weight, margins and various types of plotter paper.
      iv. Have students process a word or Powerpoint document and print it.
      v. Assessment
         1. Instructor led discussion at each stage of instruction.

5. Evaluation
   c. Students will work in teams of two to design and plot a poster.