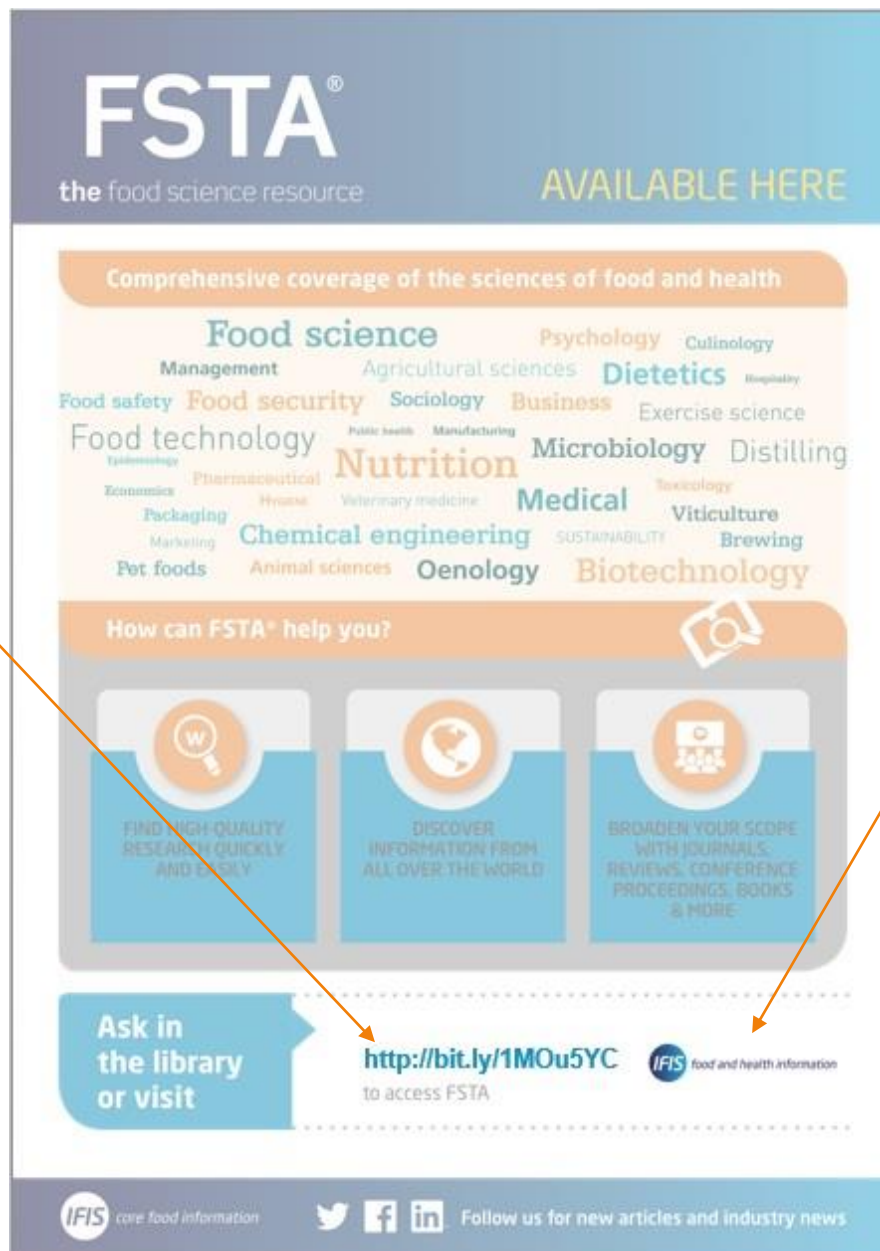


Promotional Materials | FSTA® Customisable Poster – 3 Step Guide

HOW SHOULD I CUSTOMISE THE POSTER?



1. Update the URL

2. Update the Logo

3. Save the Poster as a PDF

UPDATING THE POSTER'S URL

You will notice that the URL is a **Bitly** (bit.ly) link. This is only a placeholder and will require updating to the URL through which your users can access FSTA at your institution.


<http://bit.ly/1MOu5YC>

This FSTA access URL will likely contain the name of one of our [vendor platforms](#), such as EBSCO, IHS Goldfire, Ovid, ProQuest Dialog, CAS STN, or Web of Science.

Please **do not** include the full-length URL, as it will not fit into the poster template. Instead, please use a shortened Bitly URL using the following steps:

1. Locate the URL through which users can access FSTA at your institution
2. Sign into Bitly at https://bitly.com/a/sign_in
3. Copy and paste the URL from step 1 into the box located at the top of the Bitly page that appears once you login
4. A white column on the right-hand side of the Bitly page should now appear with a shortened Bitly URL
5. This shortened URL will look something like <http://bit.ly/1MOu5YC>
6. We advise that you customise this URL to make it more memorable to your users. To do this, type a new URL ending into the 'customize' box that appears in the same window as the shortened Bitly URL. For example:

<http://bit.ly/<university-name>>


7. Once you have customised the URL to your institution, click the following button: 
8. Return to the customisable poster and paste (Ctrl+V) this new Bitly URL where the placeholder Bitly URL is located by default

UPDATING THE POSTER'S LOGO

By default, the customisable poster contains our logo. This is employed as a placeholder to show you where your institution's logo should be located.



To update the IFIS logo to your institution's logo, please follow these steps:

1. Locate and save a copy (either as a JPEG or PNG file) of your institution's logo
2. Open the customisable poster and right click on the IFIS logo
3. In the menu that appears, click the following link: 
4. Locate the copy of your institution's logo and double click on it
5. Adjust the size of your logo to your desired measurements

SAVING THE POSTER AS A PDF FILE

For optimal picture quality, we recommend that you save the customised poster as a PDF file, rather than as a Word Document file, prior to printing your copies for display.

We offer the poster as a Word Document file to allow all of our customers the ability to edit the poster's appearance in the above ways.

To save the poster as a PDF file, please follow these steps:

1. Open the now customised (i.e. URL- and Logo-updated) poster
2. Click File -> Save As -> Browse
3. Using the dropdown menu beneath where you enter the file name, locate and select 'PDF', as below:

