

Poster Display Instructions

2020 Colorado Science and Engineering Fair
Version 3.0, 3/14/20

In order to maintain the fairness of the CSEF, projects must follow these instructions **with no exceptions**.

We will be using **Google Sites** and **Google Drive**. These two services require a free **Google account**. Students can use the accounts of their parents or teachers and one account can host many sites. **School Google accounts may have restrictions on sharing content over the web and SHOULD NOT BE USED.** Students under the age of 13 are not permitted to have their own Google account.

Each project will be allowed to have a one-page Google Site that is formatted like this example:

<https://sites.google.com/view/57895324567975348/home>

The project board must be formatted the way you would present it at a face-to-face fair. That means we cannot accept any type of online presentation slide show format (i.e. Powerpoint, Slides, Prezi, Tableau, etc.).

- If you made a digitally printed poster, then you can save the file as a PDF for upload. These files are sometimes quite large, so keep that in mind when you get to the upload step below. If your digital poster scrolls rather than zooms, that is okay as long as the text is readable.
- If you made a traditional science fair board that you cut and pasted onto a board, then you will need to lay the board flat on the ground in a well-lighted area and photograph it as best you can without shaking the camera. It may help to turn off the flash if it is reflecting off of glossy prints on the board. Extremely tall boards may need to be photographed twice, one photo for the top half and a second photograph for the bottom half.
- The photo of the board will then need to be saved as a pdf file in order to make it zoomable on the Google site.

Using a Mac:

- Open the jpg file with the “Preview” app.
- Choose “Export as PDF” from the File menu.

Using a PC:

- Open the jpg file in the Photos program.
- Click the Print button and select “Print”.
- Under Printer menu, select “Microsoft Print to PDF.”
- Select the correct page orientation.
- Click “Print” and give the file a name and select where you want to save it to.
- If you have “show and tell” demo items that go along with your board, you may have up to four separate close-up photos of those items (See example project above).
- Binders with abstracts, forms, and research plans will not be needed for this virtual fair. The fair has these documents on file.

Google Sites allows viewers to zoom in on the pdf files, so please make sure that judges will be able to read all of the text on your board.

Here is an outline of what needs to be done:

1. Login to an existing Google account or create a new one.
2. Upload your poster image as a pdf file and up to 4 additional photos of demo items to Google Drive.
3. Set the sharing permissions of the image files.
4. Make the site.
5. Set the sharing permissions of the site.
6. Send the URL link to Courtney Butler for the Display and Safety check.

Depending on your technology knowledge and skills, this could take between 30 minutes and several hours. Please contact us if it is taking you longer or you are not sure of what to do.

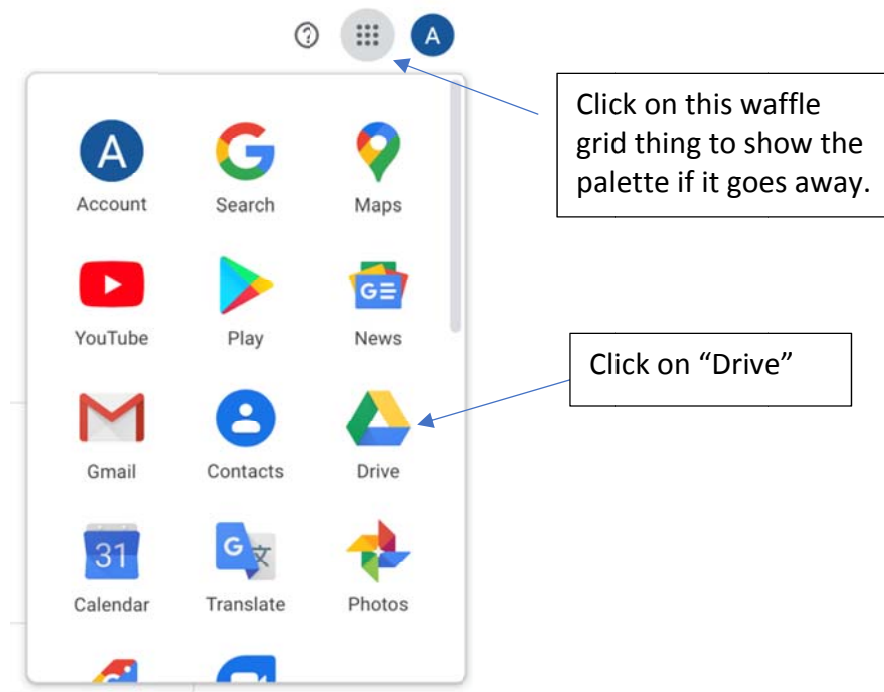
STEPS

1. Login to an existing Google account or create a new one. Remember, that school google accounts may not let you share with the permissions that we need – so do not use them.

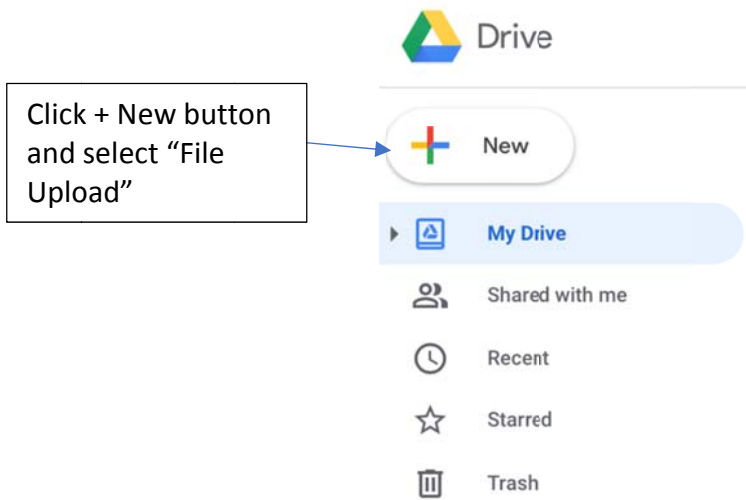
Go to: accounts.google.com and either login to an existing account or click on “Create Account → For myself”

2. Upload your poster image and up to 4 additional photos of demo items to Google Drive.

Once you have logged in, you should see the app palette in the top right corner of the window.



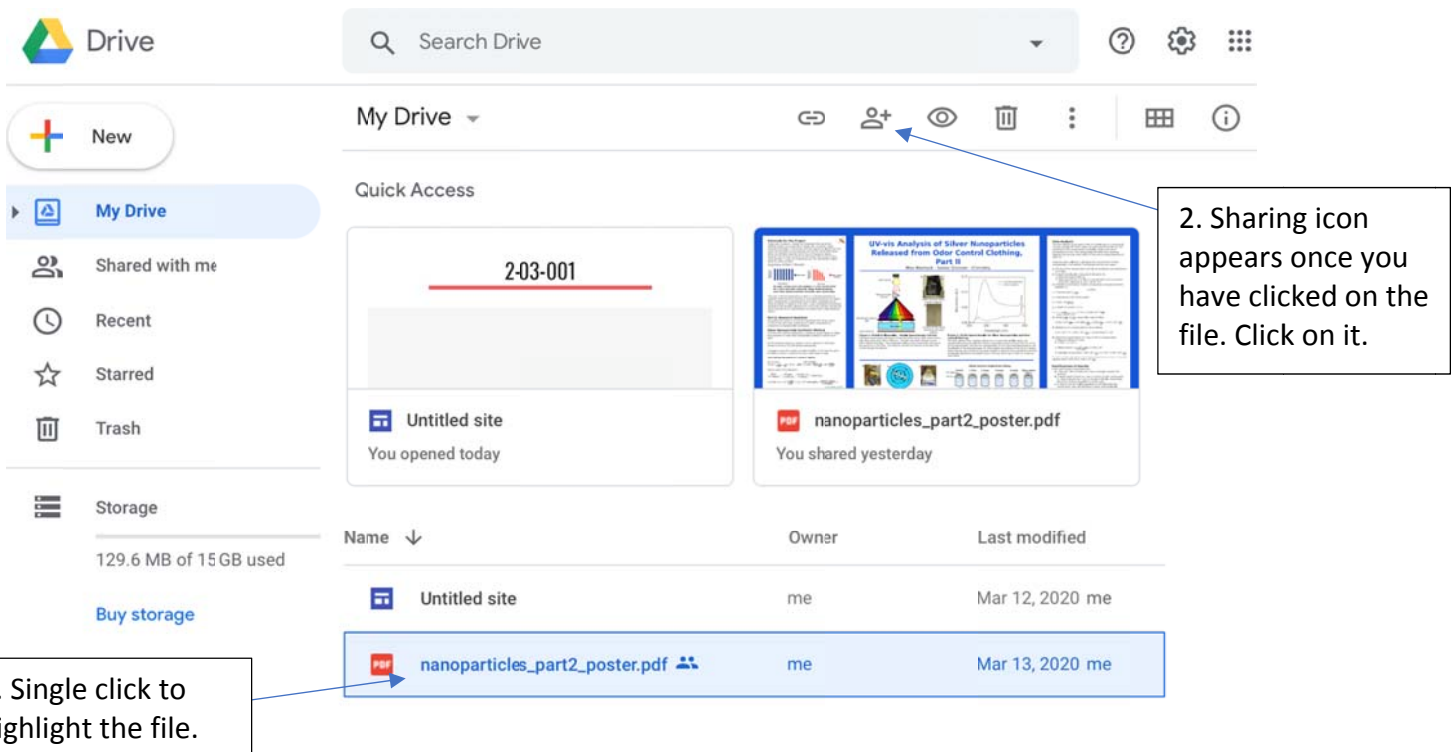
Once Drive opens, you should see a Plus Button in the top left of the window.

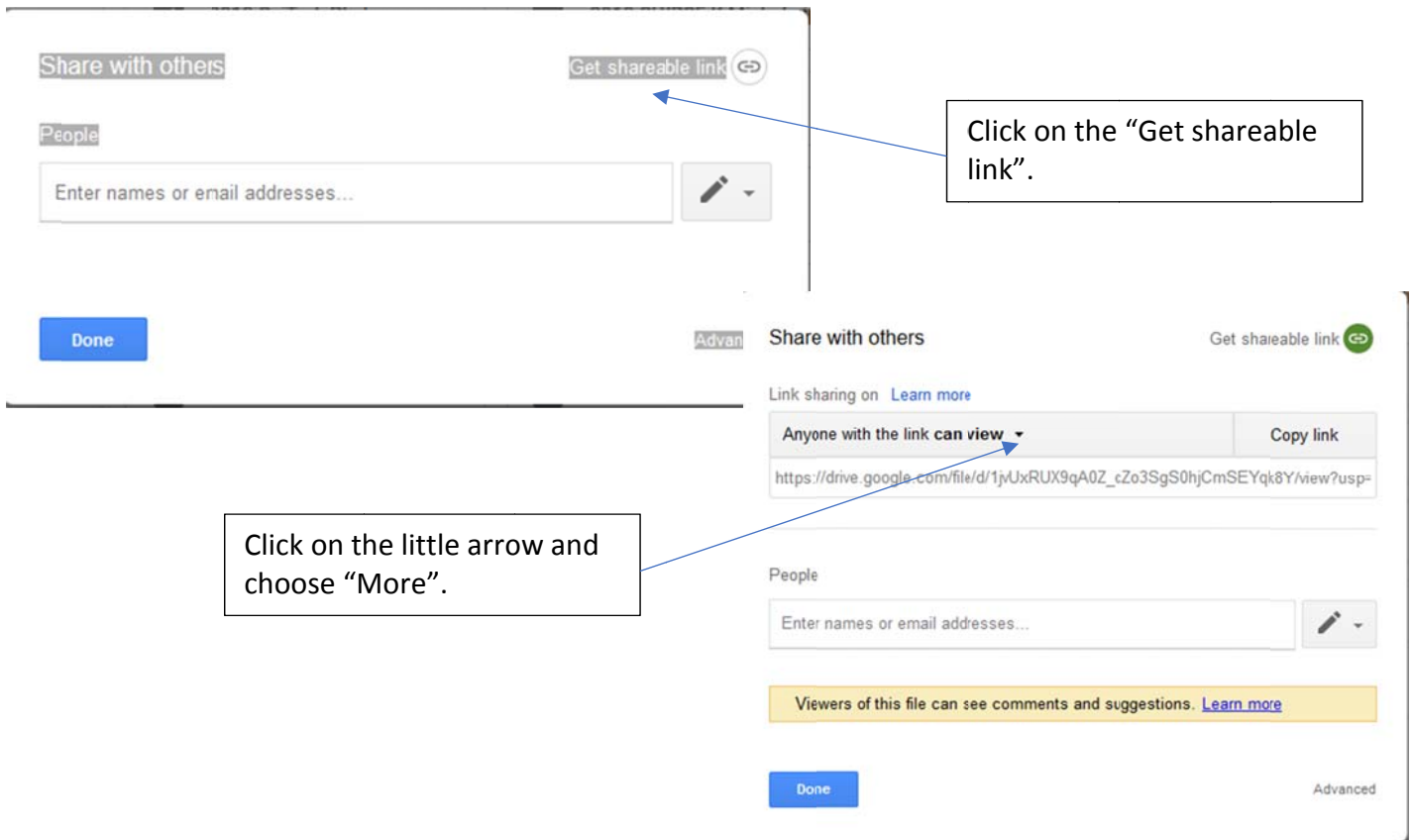


Do this for all of the files you are planning on adding to your Site. You can use **PDF**, **JPG**, or **PNG** file formats.

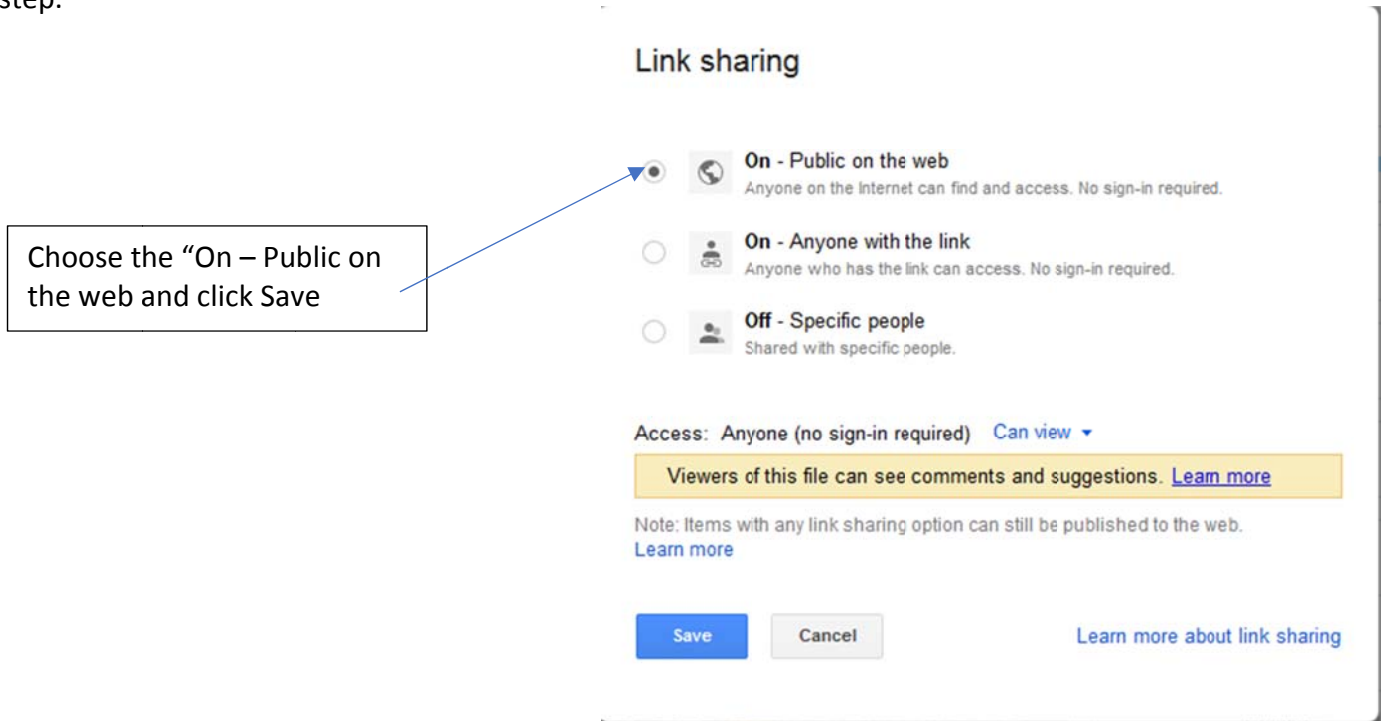
3. Set the sharing permissions of the image files.

Click **once** on the filename to highlight it in blue and click the Sharing Icon:





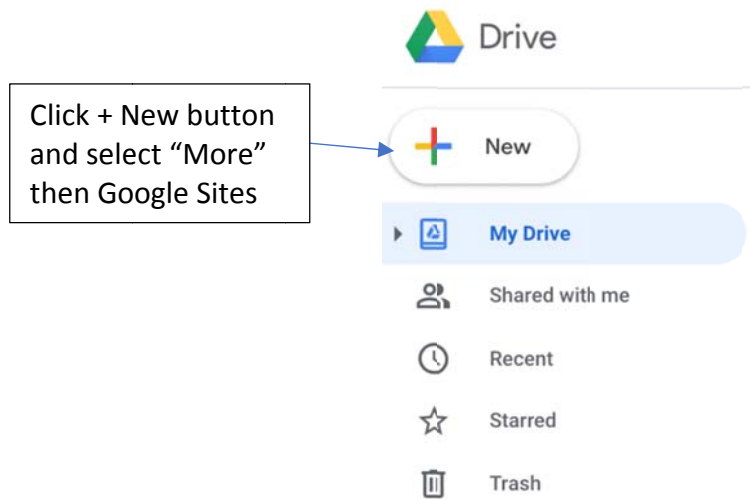
You may be able to choose "Anyone on the internet can find and access" from this menu, but if not, do the next step.



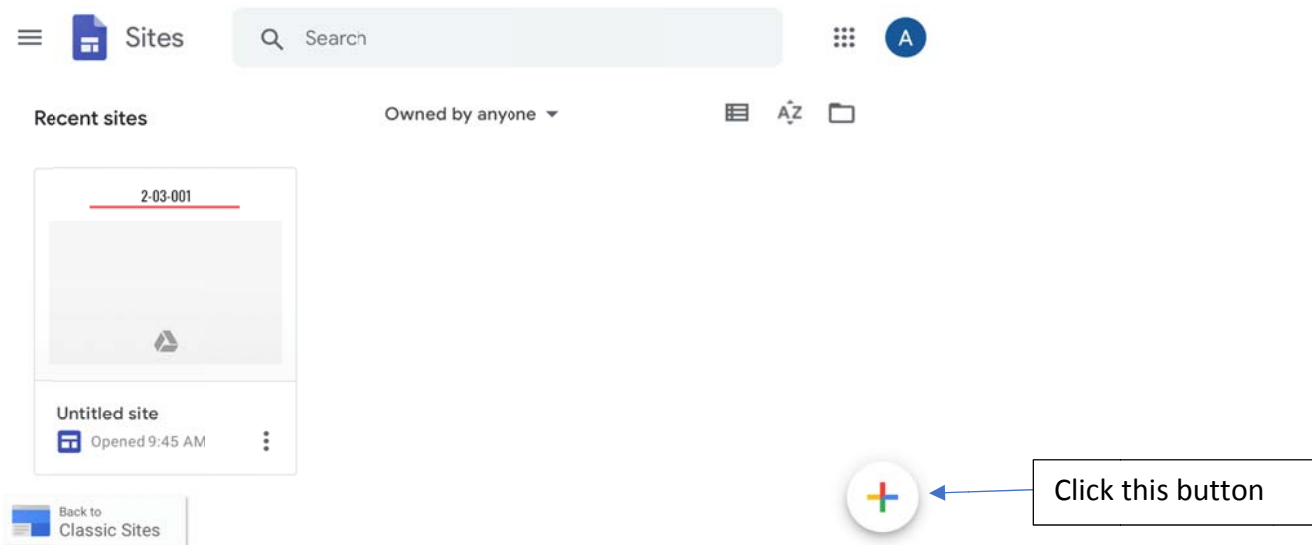
Repeat this for all of the image files. If you don't see the Share icon as shown above, you can right click on the file you want to share to get to those options.

4. Make the site.

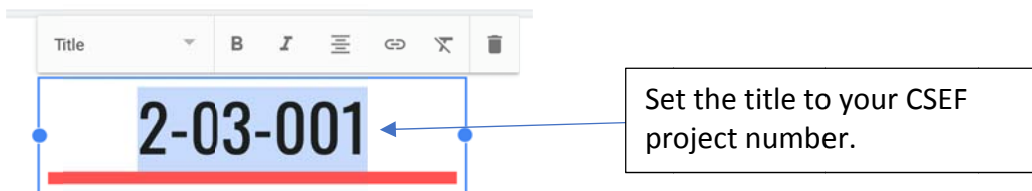
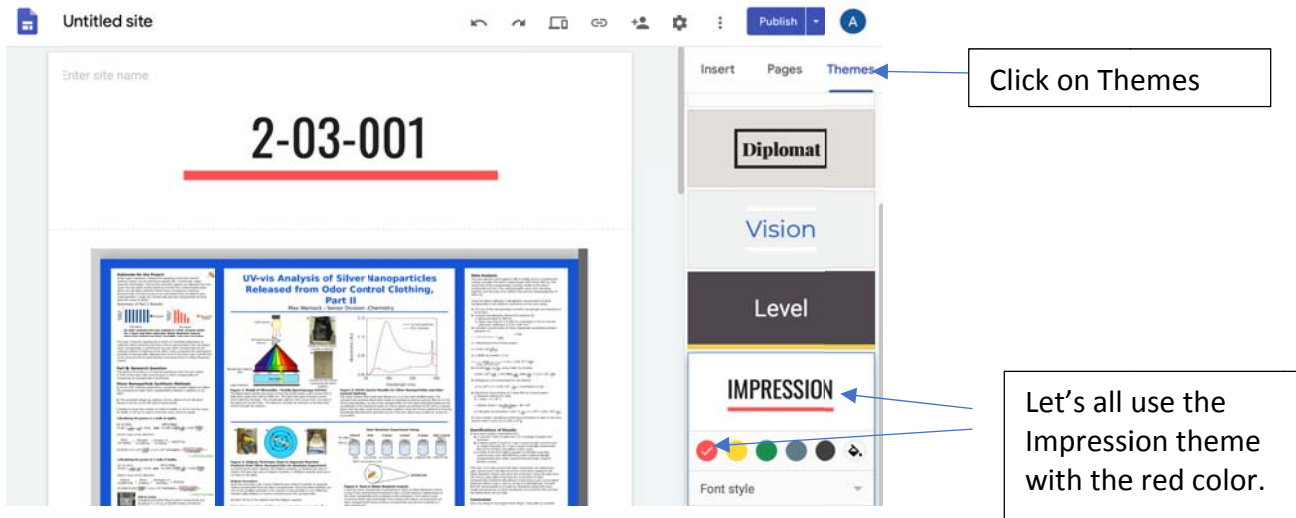
Go to: sites.google.com (you can get to it from Google Drive by clicking on the +New and choosing More)



If a new Untitled Site does not open, click on the Plus icon in the lower right corner to create a new site:

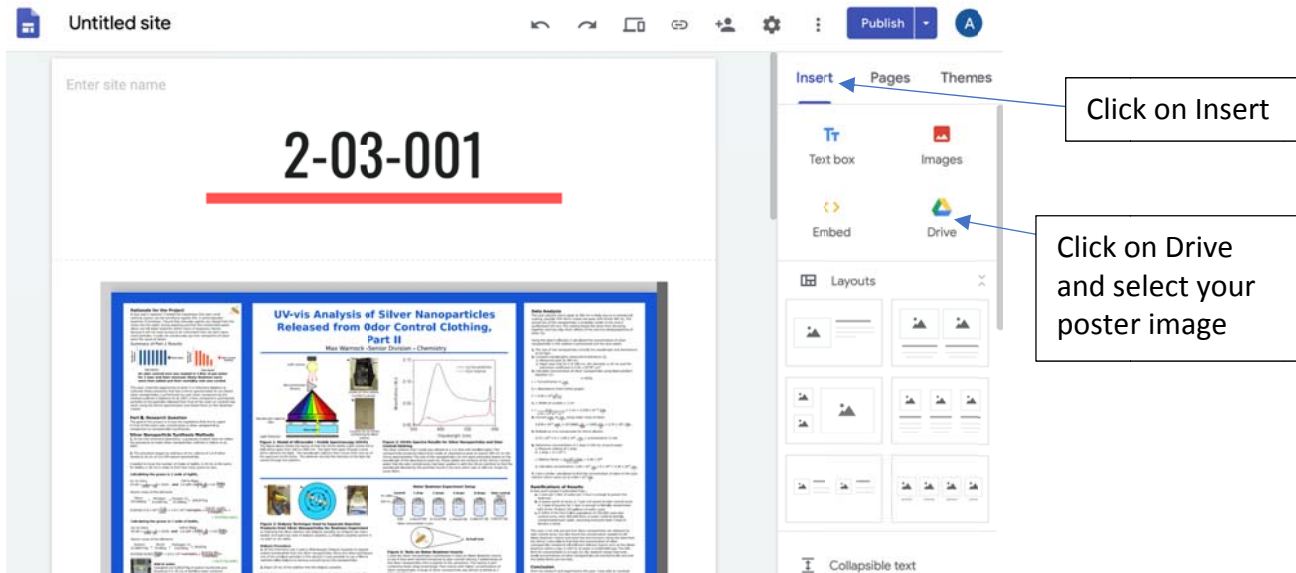


Click on Themes and select "Impression"

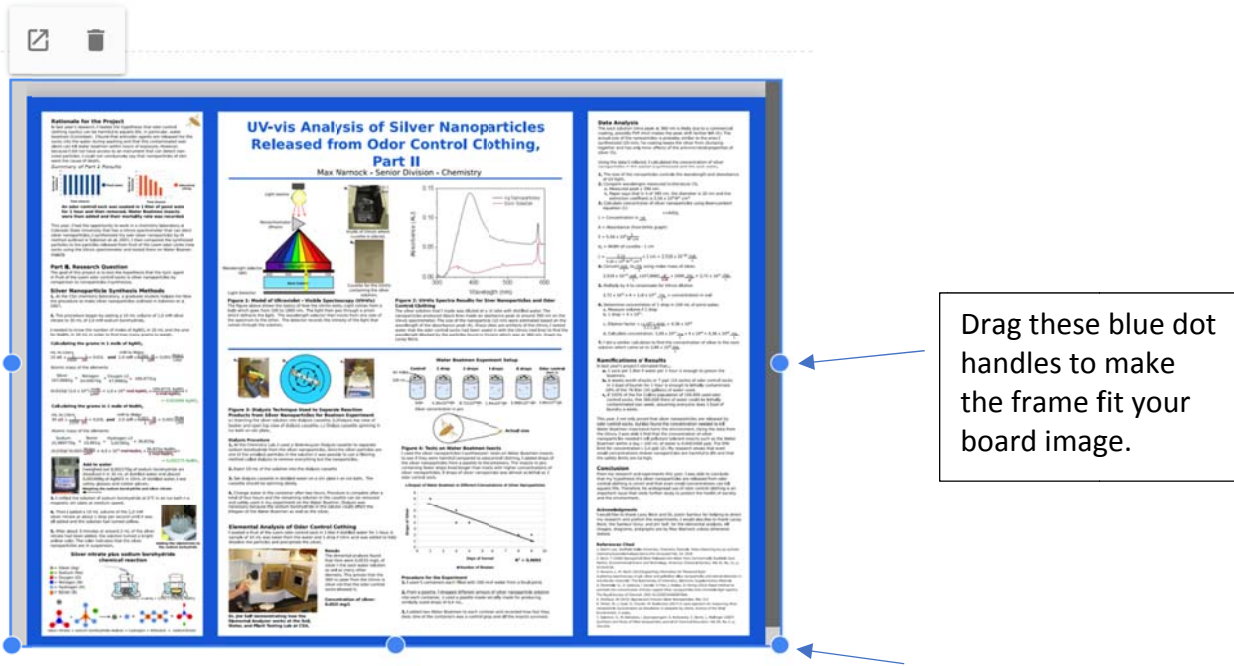


If there is a background behind your project number, please click Header Type and change to Title Only.

Add your project board image:



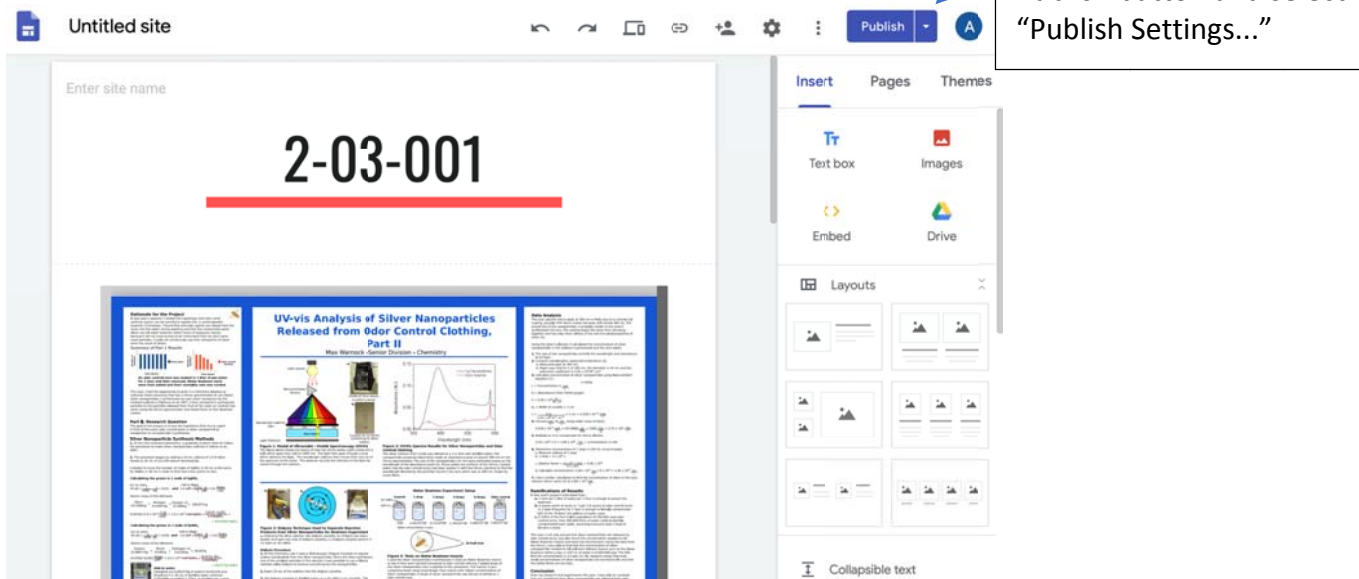
Resize the image frame:



Repeat these steps for your other images. You can also add text boxes under your photos by using the Text Box icon under Insert. Refer back to our example Site to see how we did it.

<https://sites.google.com/view/57895324567975348/home>

5. Set the sharing permissions of the site.



Enter a string of ten or more random numbers to make your site difficult for non-CSEF people to find.

Publish settings

Web address

<https://sites.google.com/view/57895324567975348>

Custom URL

Make it easier for people to visit your site with custom URLs like [www.yourdomain.com](#) [MANAGE](#)

Search settings

Request public search engines to not display my site [Learn more](#)

Publish Preview changes before publishing

Cancel Save

Type random numbers here

Check this box to prevent it from being searched.

Click Save. You should preview your site prior to sending the link to CSEF to make sure it works like it should.

6. Send the URL link to Courtney Butler for the Display and Safety check.

Untitled site

Enter site name

2-03-001

Insert Pages Themes

- Text box
- Images
- Embed
- Drive

Layouts

Collapsible text

Click the Link icon

Click on Copy Link button:

Published site link



<https://sites.google.com/view/57895324567975348/home>

Copy link

Click here

Open your email and create a new message addressed to courtney.butler@colostate.edu

In the body of the message, list the project title, name(s) of students, and paste in the link. (Select “paste” from the Edit menu.)

Send the email.

We will check it as soon as possible and let you know if changes will be required.

Thank you for your patience and flexibility!