



Presentation
Systems Inc.

e c o l o r +

Online Poster Artist

Go to this link to get started: <https://posterartist.canon/>

In order to print your design from Online Poster Artist, you will need to have the printer driver for your ecolor printer model installed.

**If you haven't already, you can install the printer driver [here](#).
For assistance with this, email tech@presentationsys.com.**

You will first need to make an account. Click Create a Canon ID account.

You can use your email to do so.

The screenshot shows the Canon PosterArtist website interface. At the top, the Canon logo and 'PosterArtist' are on the left, and navigation links for 'Find Template', 'User's Guide', 'English(English)', 'Sign In', and a 'Create New' button are on the right. A central modal window titled 'Sign in with Canon ID' is open, featuring a close button (X) in the top right. The modal contains several sign-in options: 'Continue with Google', 'Continue with Facebook', 'Continue with Twitter', and 'Continue with Apple'. Below these is a 'Show more' link and an 'OR' separator. A prominent red button labeled 'Sign in with your email' is at the bottom of the modal, with a 'Create a Canon ID account' link below it. The background of the website is dimmed, showing a grid of various poster templates such as 'Certificate of Appreciation', 'Award Certificate', 'New Staff Welcome', and 'Retail/Distribution'.

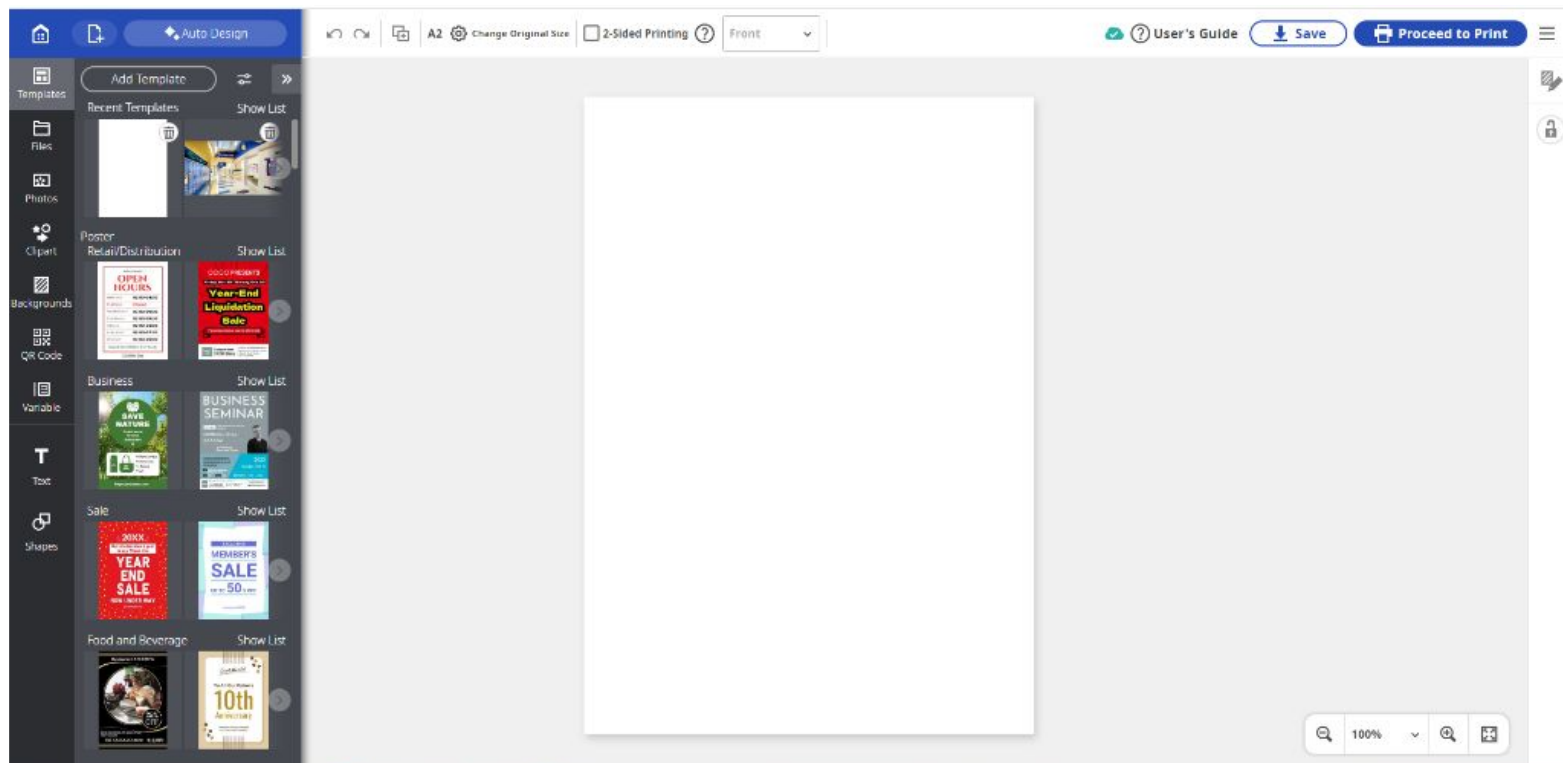
After you create your account, click the menu icon in the top right corner and make sure the correct OS is selected.

The screenshot shows the Canon PosterArtist website. At the top right, there is a navigation bar with links for "Find Template", "User's Guide", "English(English)", "Sign In", and "Create New". A red circle highlights a menu icon (three horizontal lines) next to the "Create New" button. A red arrow points from this icon to a dropdown menu on the right side of the page. The dropdown menu lists several options: "Help", "Terms of Use", "Privacy Policy", "Cookie Settings", "Software License Information", "OS", "Windows", "Windows", and "macOS". The "OS" section and the two "Windows" entries are circled in red. Below the navigation bar, there is a main banner for "Variable Data Printing" with a "Get started" button. Underneath, there are sections for "Create a new..." and "Continue", each with various template categories like Poster, Banner, Flyer, Menu, Calendar, Photo Collage, Award/Certificate, Open a file..., and Recent Data. At the bottom, there is a "Select a Theme" section with various theme categories like Retail/Distribution, Business, Sale, Food and Beverage, etc., and a row of template thumbnails.

Now you can start making a poster. Click the Create New button and Blank Page.

The screenshot shows the Canon PosterArtist website interface. At the top left, the Canon logo and 'PosterArtist' text are visible. On the top right, there are navigation links: 'Find Template', 'User's Guide', 'English(English)', 'Sign In', and a 'Create New' button which is circled in red. Below the navigation is a banner for 'Variable Data Printing' with a 'NEW' tag and a 'Get started' button. The main content area is divided into two sections: 'Create a new...' and 'Continue'. The 'Create a new...' section features a grid of template categories: Poster, Banner, Flyer, Menu, Calendar, Photo Collage, Award/ Certificate, Open a file..., and Recent Data. The 'Continue' section is currently empty. Below this is a 'Select a Theme' section with a row of theme buttons: Retail/Distribution, Business, Sale, Food and Beverage, Newly Opened, School/Education, Events, Simple, Bulletin, Party, and a plus sign. The 'Retail/Distribution (120)' theme is selected, displaying a grid of 12 template thumbnails. The thumbnails include various designs such as '2x POINTS', 'OPEN HOURS', 'Year-End Liquidation Sale', 'Hope you have a splendid day', 'Farmer's Market', 'TOY TIME!', 'Bring Your Own Reusable Bag', and 'BIG SALE'. A 'Show List' link is located at the bottom right of the template grid.

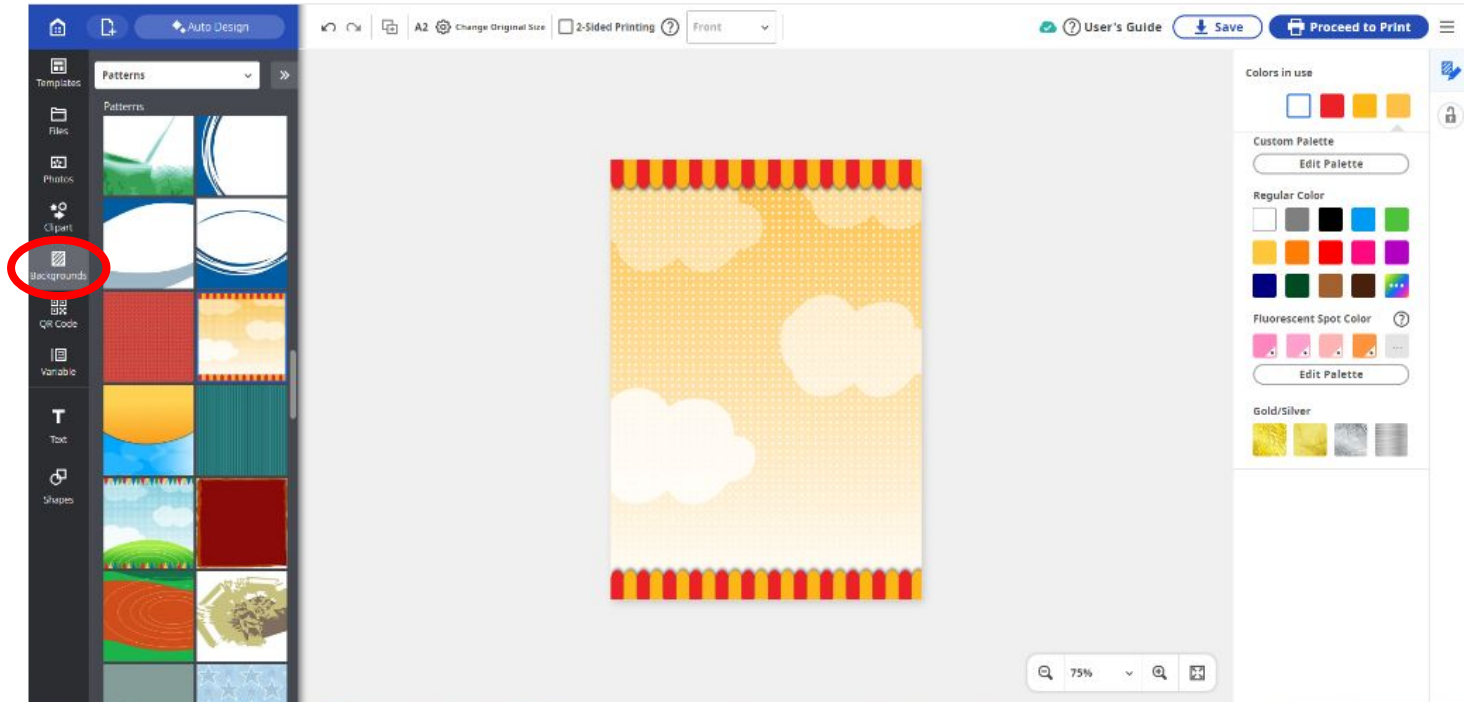
You can select a template, or start designing on a blank canvas.
If you are starting from a template, you won't need to change the page size.



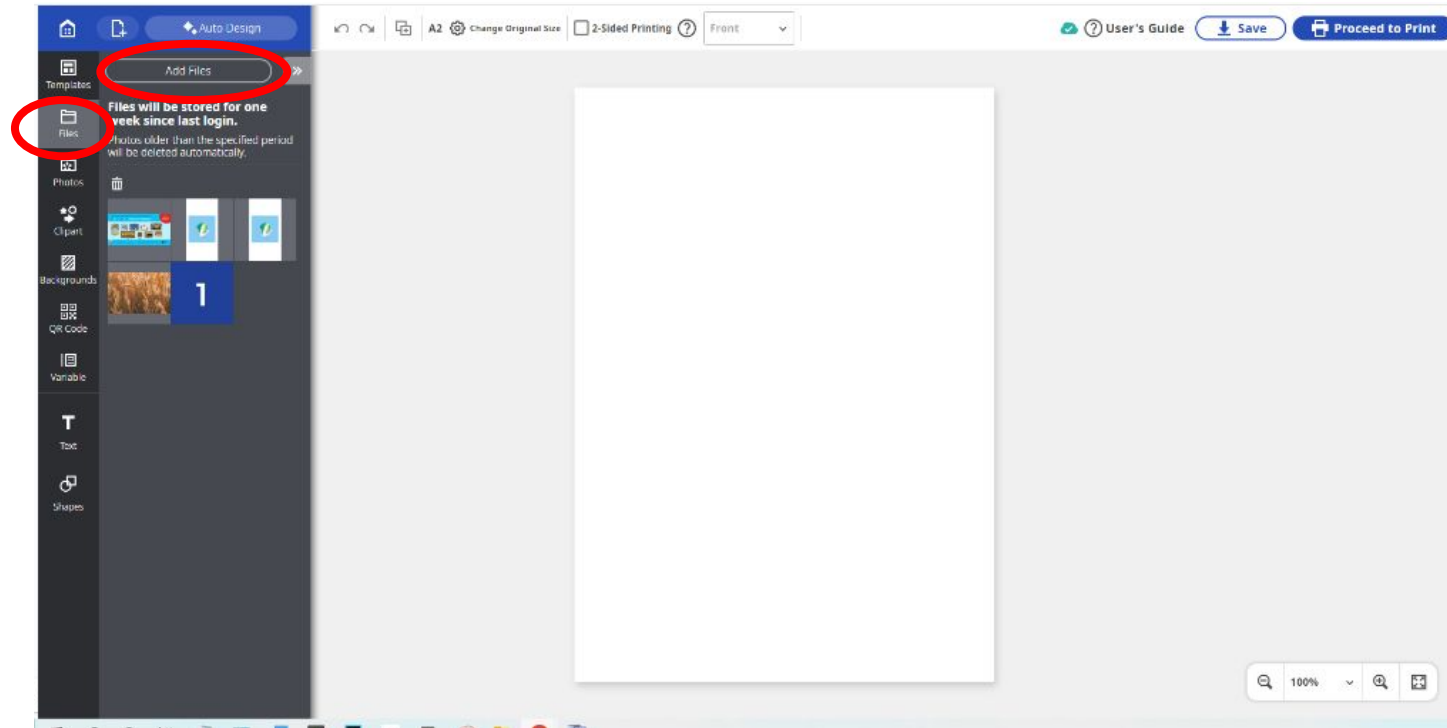
If you are starting with a blank poster, you will need to make sure the poster is the correct size. If you have 36in paper in your eColor, you will need to make sure one of the sides of the poster is 36in. If you have 24in paper, you will need to make sure one of the sides is 24 in. To view the page size settings, click Change Original Size. You can change the size accordingly in the right panel. Ex) 24x36 is under the ARCH Category. Then, choose whether you would like Portrait or Landscape.

The screenshot displays a design software interface. On the left is a sidebar with various tool categories: Templates, Files, Photos, Clipart, Backgrounds, QR code, Variable, Text, and Shapes. The main workspace shows a blank white poster. The top toolbar includes icons for undo, redo, and a gear icon for settings, with the text 'A2 Change Original Size' circled in red. To the right of the gear icon are '2-Sided Printing' and 'Front' options. Further right are 'User's Guide', 'Save', and 'Proceed to Print' buttons. On the far right, a 'Change Original Size' panel is open, also circled in red. It features a dropdown menu for 'Original Size' set to '24"x36" (ARCH D) (24 inch x 36 in)'. Below this are 'Custom Size' fields for 'Short edge' (3.94 - 60) and 'Long edge' (8 - 708.66), both set to 24 and 36 inches respectively, with 'Set to Roll Width' buttons. A 'Keep aspect ratio' checkbox is checked. At the bottom of the panel, the 'Original Orientation' section has 'Portrait' selected with a radio button, and 'Landscape' is also visible. A zoom control at the bottom right shows '100%'.

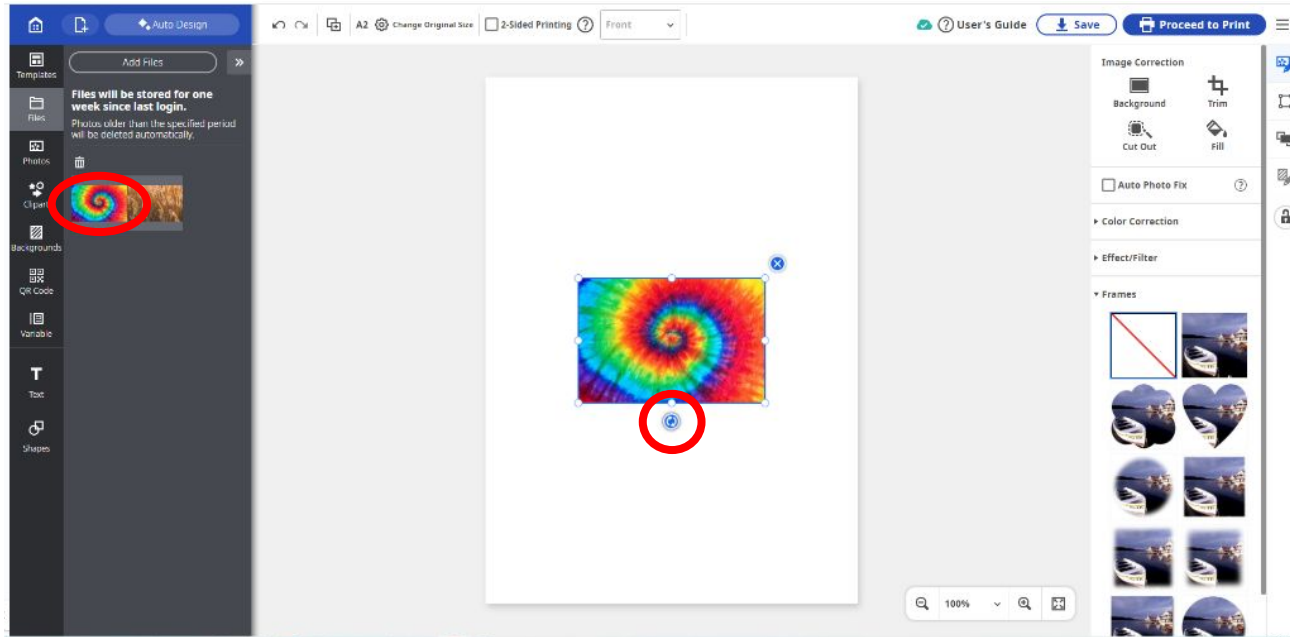
If you would like to add a background, click the Background icon on the left side. Scroll through the thumbnails and double click to choose which one you would like



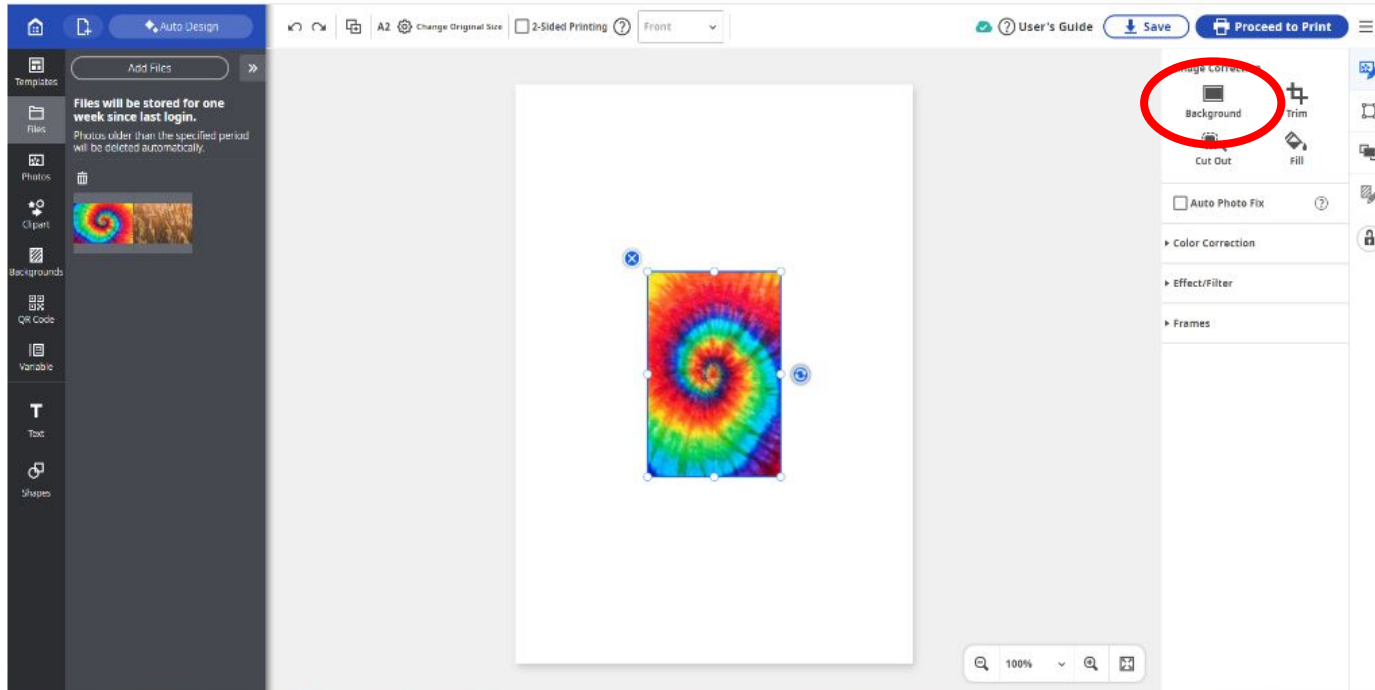
If you would like to add a photo or design to the poster from your computer, click the files icon and then choose Add Files and Select from This Device.



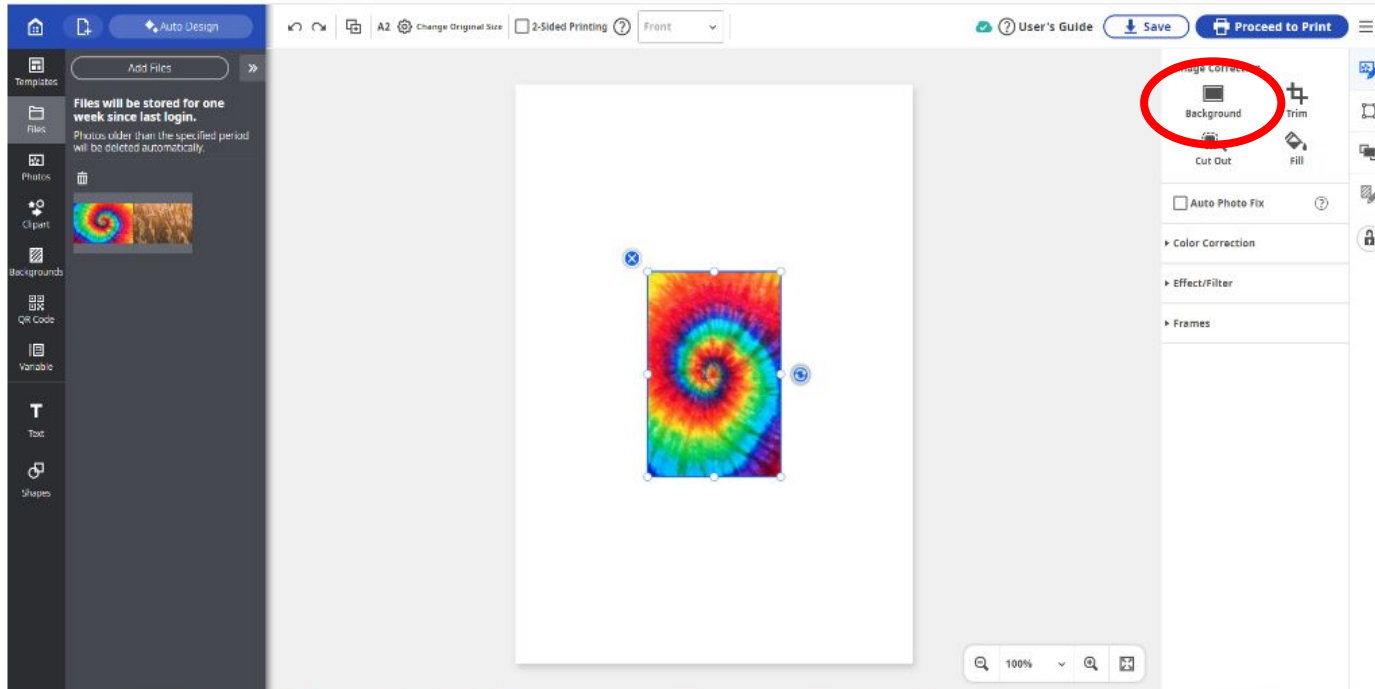
To add your photo to the canvas, double click the thumbnail of the image.
If you need to rotate it, click the circle with arrows and click and drag until it is the orientation that you need.



Click and drag the image where you would like it on the page.
If you would like it as the background, click the Background icon in the panel on the right.



Click and drag the image where you would like it on the page.
If you would like it as the background, click the Background icon in the panel on the right.



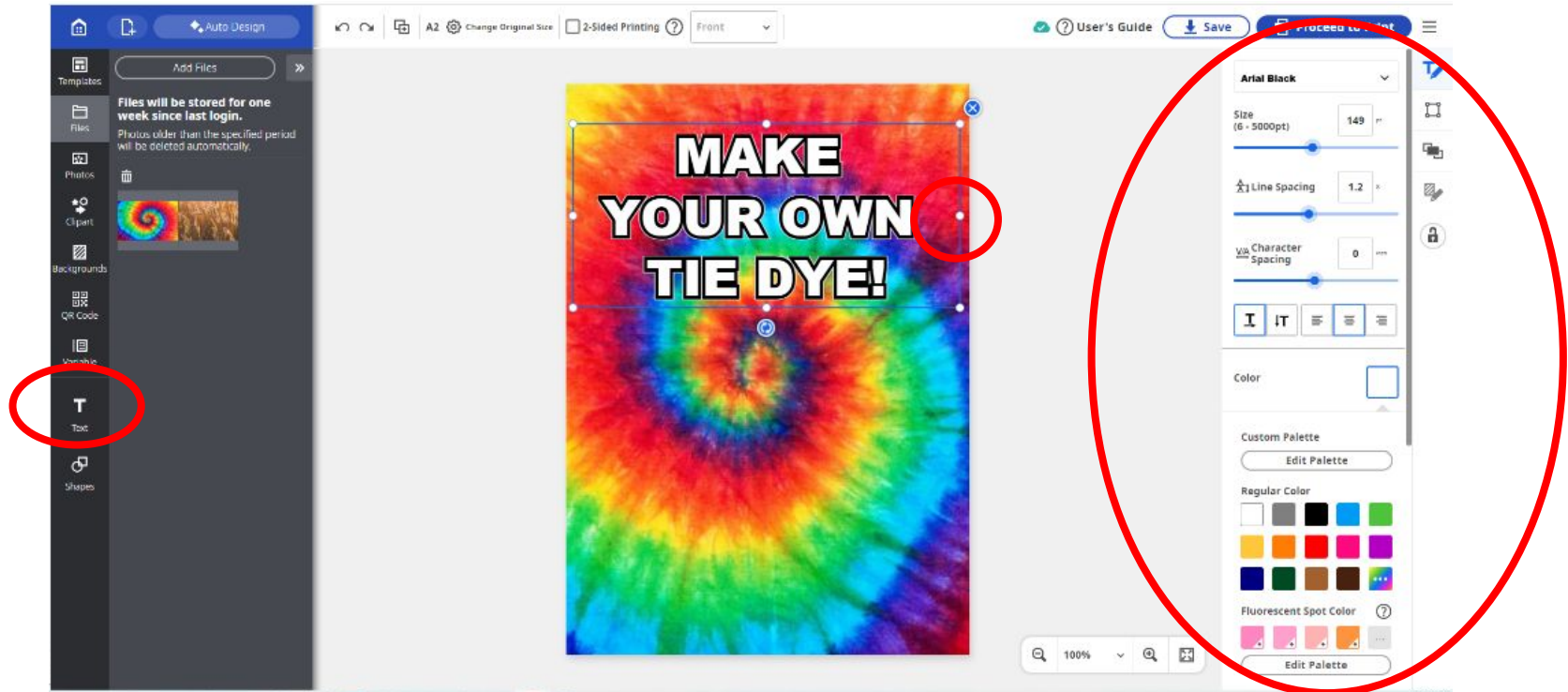
To add text, click the Text icon on the left side.

Choose the orientation and then click on the poster.

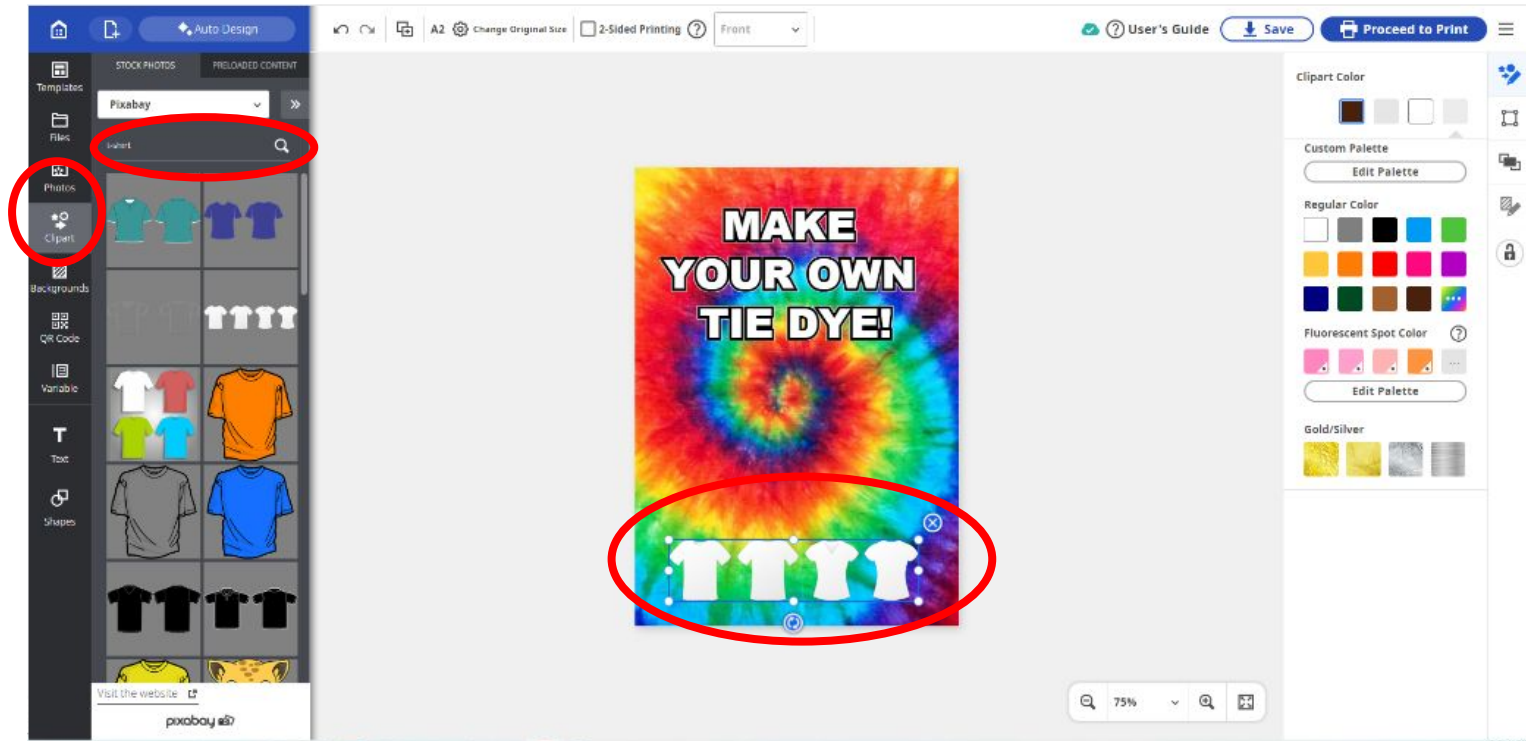
Type in the text box and then highlight the text before selecting the font settings.

If you need to make the text box wider, select the text and use one of the white circles to click and drag outward.

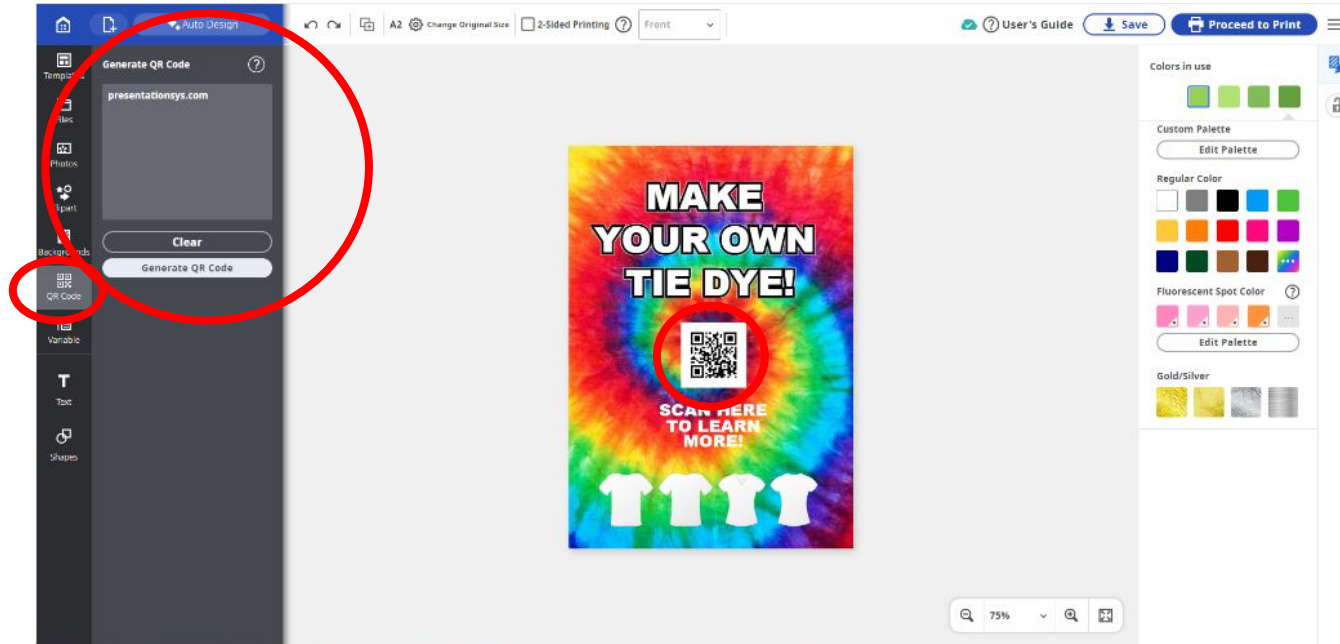
Now you can choose all of your preferred settings. (Font color, alignment, outlines, colors, etc.)



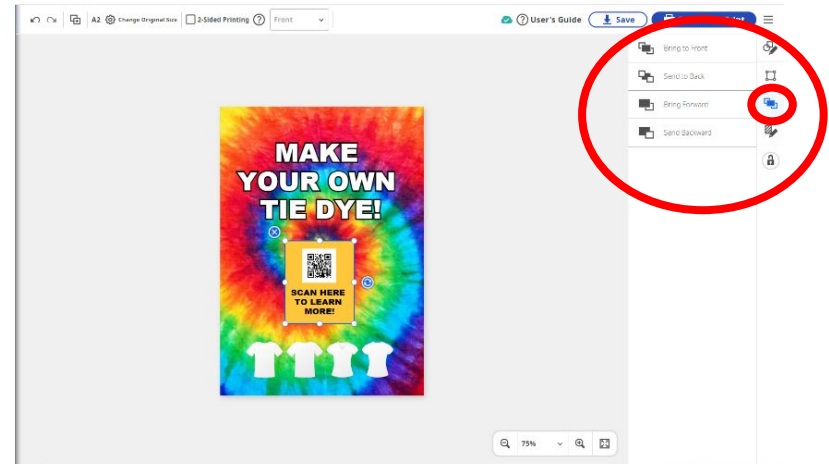
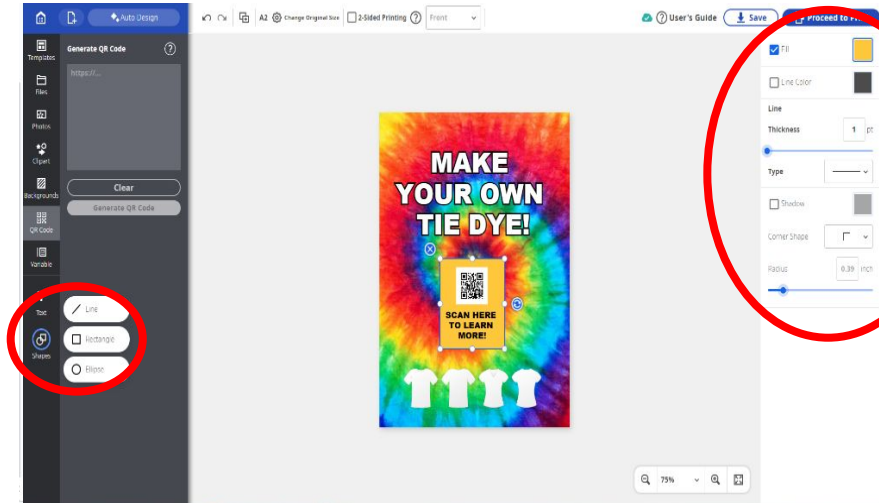
To add photos, or clipart, click the icons on the left side.
Search an image and then double click to add it to your poster.
Now you can position it where you would like and rotate if needed.
Save your design every once in a while when you are working on it.



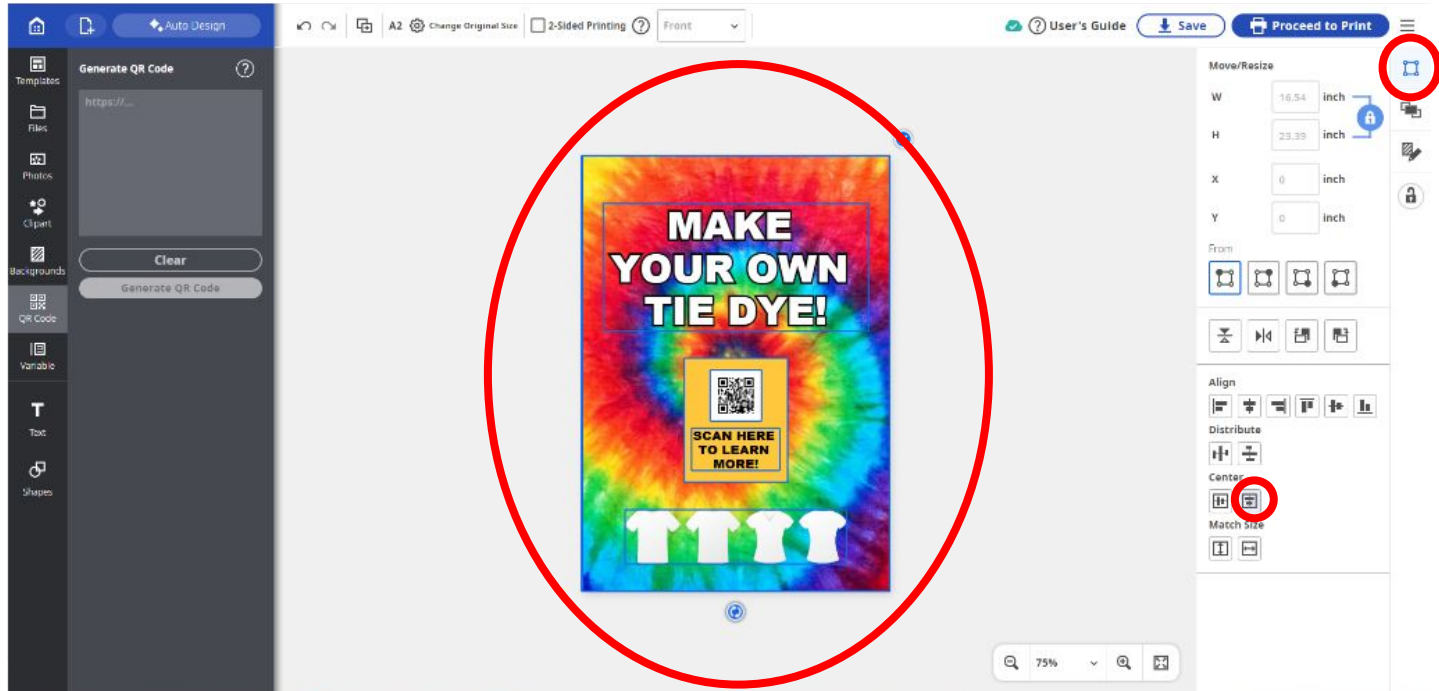
To add a QR code, click the icon on the left side with the rest of the customization options, type in the website, and click generate QR Code. The QR Code will appear on your poster and you can now resize it and place it where you would like.



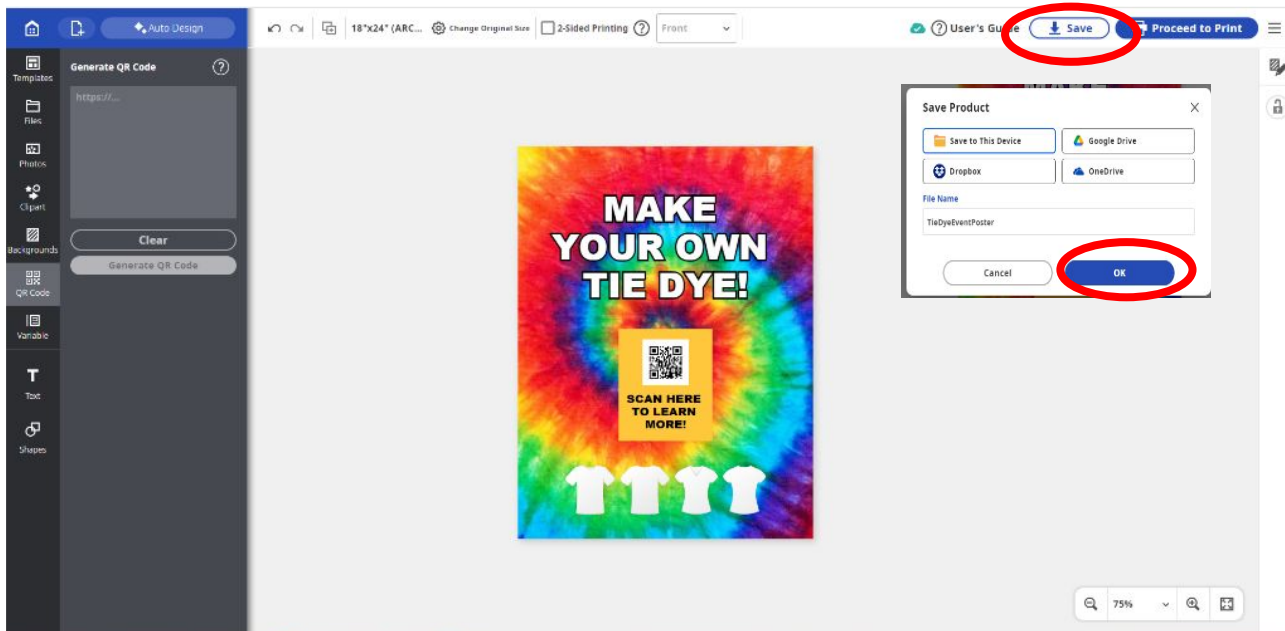
To add a shape, click the icon on the left, choose which one you would like, then click a drag to create the shape. (If you would like a perfect circle or square, hold down the shift key while you are clicking and dragging). Use the tools on the right side to customize the shape. To send the shape behind other elements, click the 3rd icon down all the way on the right side. (When you hover over it, it will say Stacking Order. Choose the Send Backward option until your shape is where you want it.



To center everything on the page, you can use the keyboard shortcut CTRL A or just click and drag over the whole poster design to select everything at once. Then, click the size and position icon and click the second icon under Center.

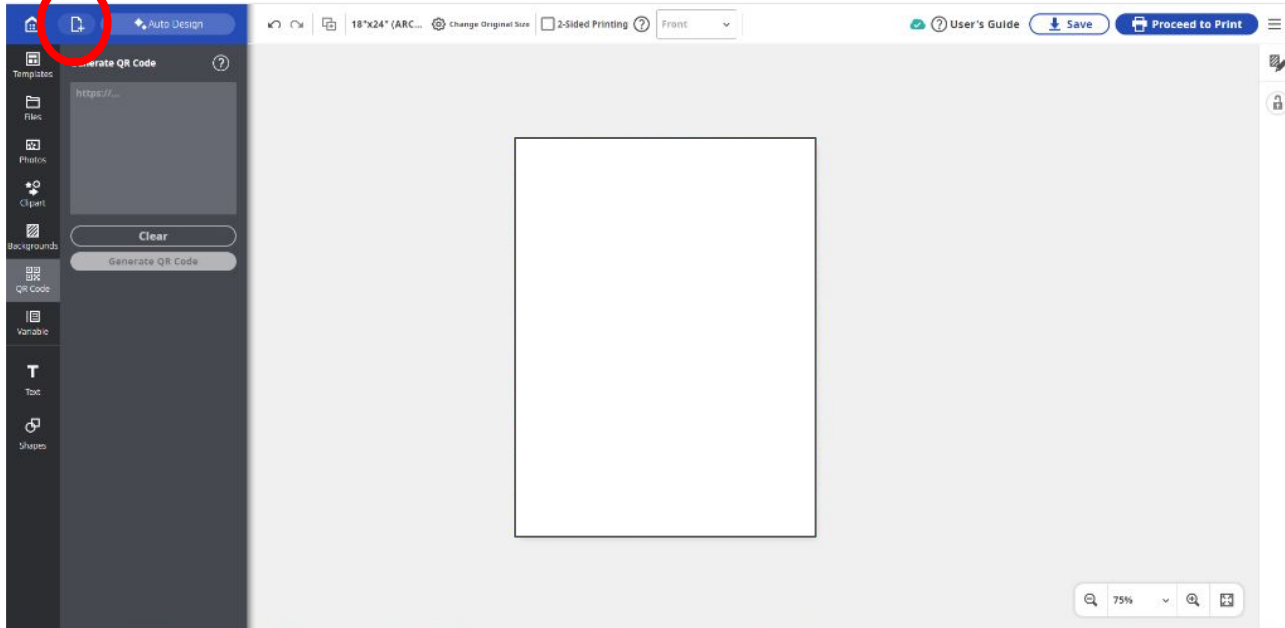


When you are done working on your poster, click Save. Choose where you would like it to save to and name it if you haven't already. Then click OK.

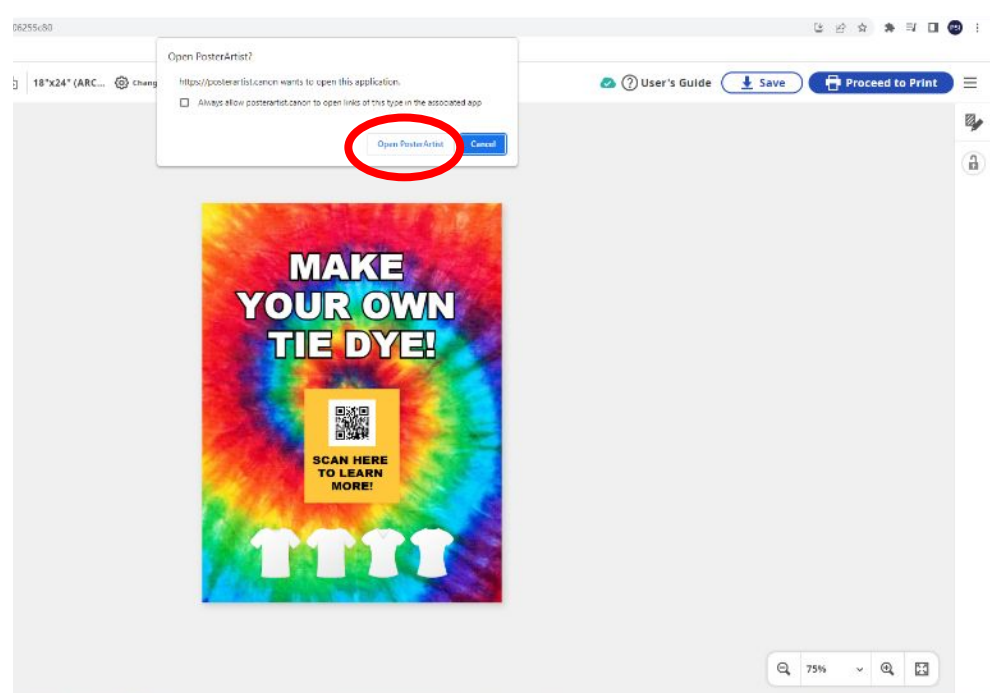
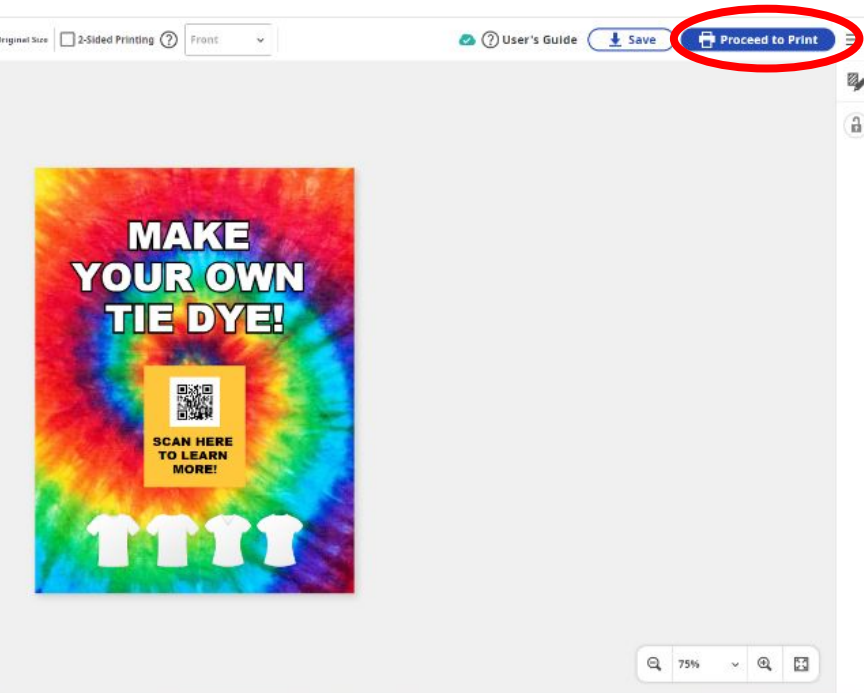


*If you save your poster design to your computer as a cpx3 file (Save Product) , you will need to open it back up through Online Poster Artist.

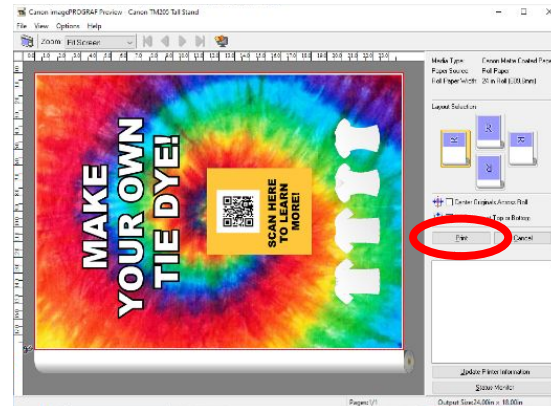
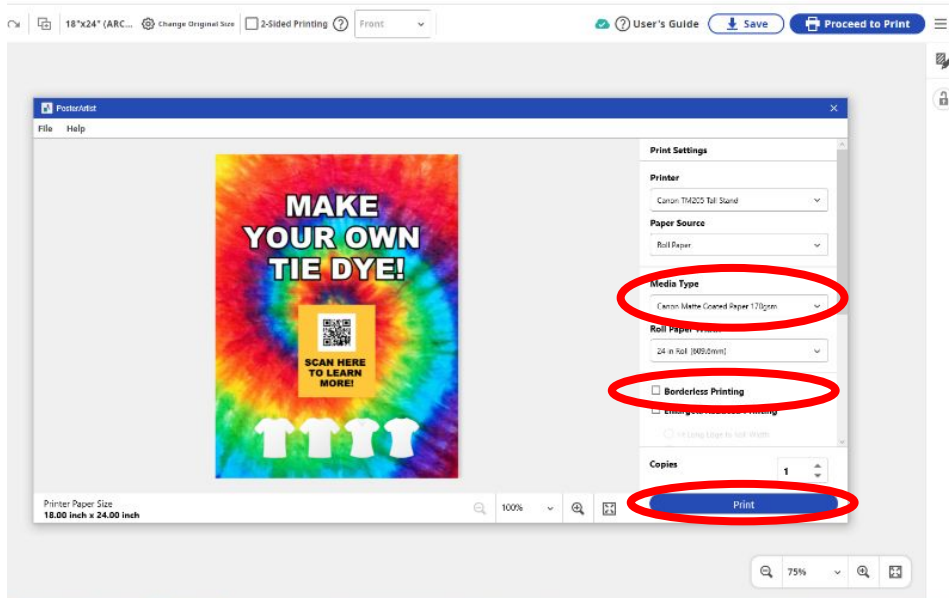
You will not be able to open it from your desktop. To do so, go back to posterartist.canon in the top right click Create New > Blank Page > Top left to the right of the home icon click the paper and plus icon. Choose open a file > select from this device. Choose your file from the window and click Open.



Now you can click Proceed to Print. Click Open Poster Artist in the pop up window. It will take a second to load.

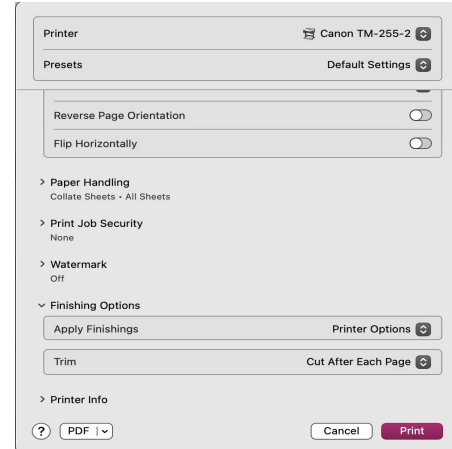
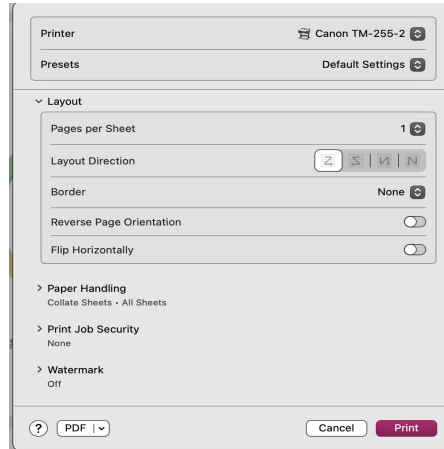
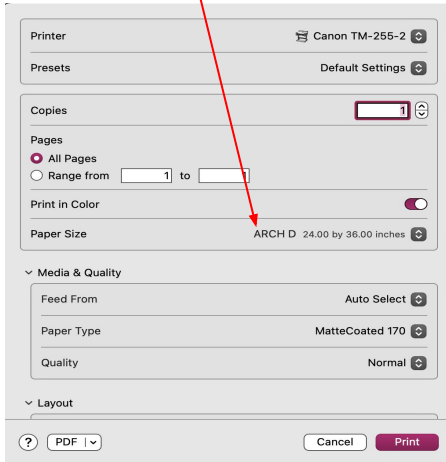
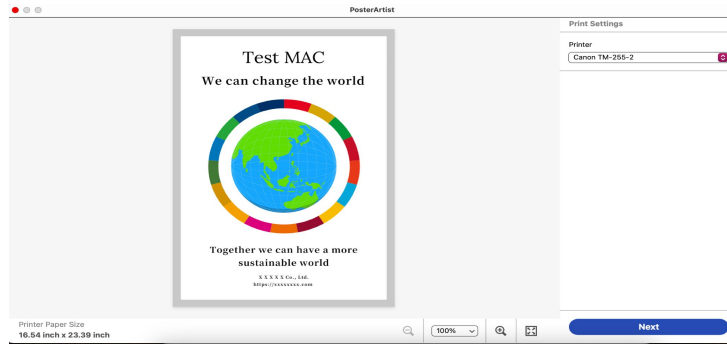


When the print preview window comes up, choose your Media Type and whether you would like Borderless Printing. Then click the Print Button. Click the print button on the next window that pops up as well. Now your poster will print.



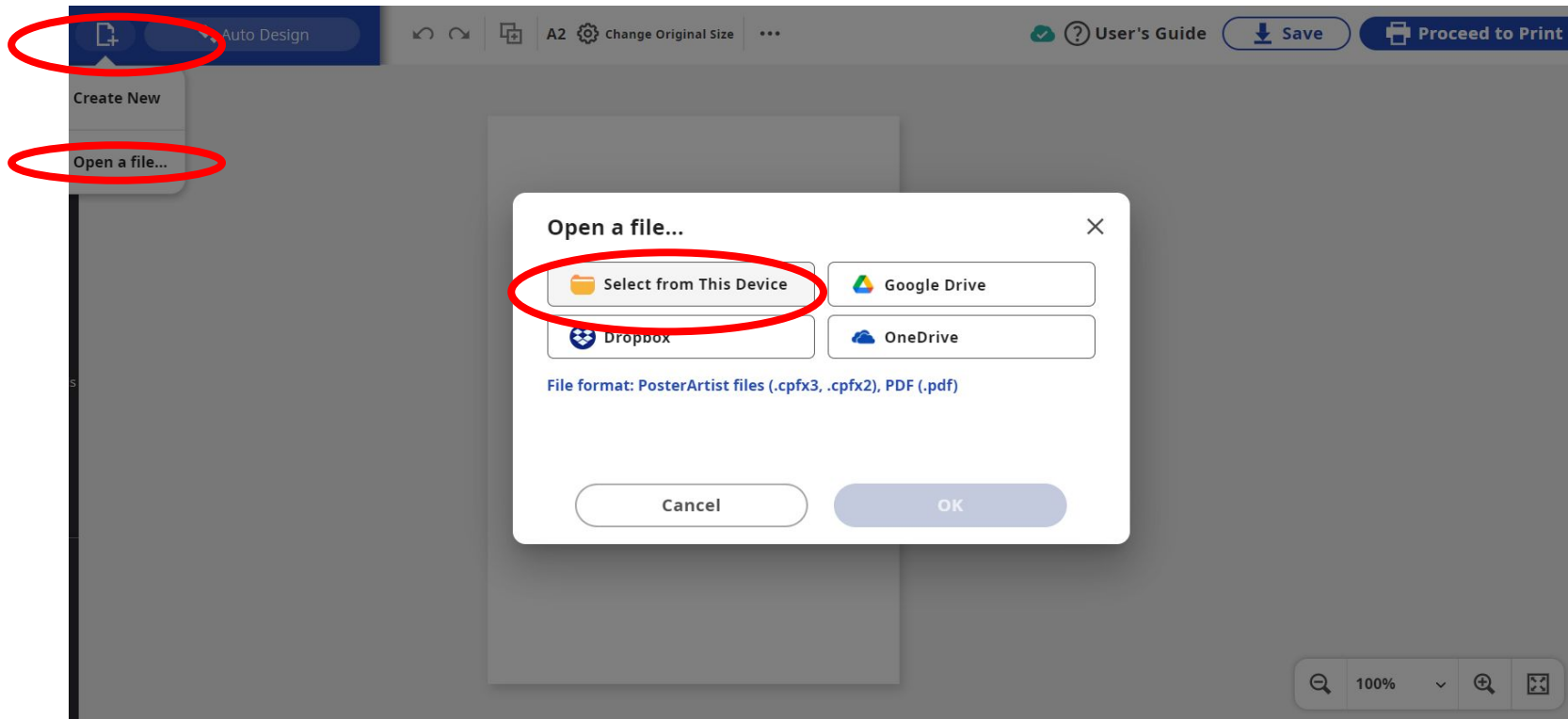
If you are on a Mac, the print settings windows will look like the pictures below.

*Make sure you adjust the settings so that the poster will fit to the roll width and not default to the size that was used for your last print job.



Note:

To open a file that was created in the desktop version of Poster Artist in the online version,
You will need to click the icon to the right of the home icon in the top left corner > Open File >
Select from this device > Choose file > OK > OK.



Thank You!

Any Design Questions after the live webinar can be sent to dana@presentationsys.com
Tech Questions can be sent to jesse@presentationsys.com