

## Interpretation Project Annex G Producing 'Scroll-through PDF' secondary digital labels

### Purpose of this Annex to Guidance to Volunteers

This annex gives some detailed information and guidance about creating 'scroll-through PDF' digital labels. The use of this type of secondary digital label is mentioned in the [Guidance document](#) in Section 3.2 (in the discussion on Secondary digital labels), in Section 4.3.3 (as '... provides a versatile way to display related images and/or text in a series of full screen digital labels'), and in Section 4.3.8 (as '... a means of drawing together information').

### What is a Scroll-through PDF?

First look at this [Example](#), which you can also download as a PDF. You'll see it comprises a series of discrete labels - in this example, each is a basic 'simple' layout with a block of text on the left-hand side and a single image on the right-hand side. A series of scroll-through labels such as this can sometimes present interrelated information and/or 'tell a story' better than a number of individual secondary labels. (Note - this example can also be accessed from the Interpretation Project Guidance [webpage](#); go to item 'G' in the list of Annexes, click on the hyperlink to 'Example' towards the end of the line.)

When viewed on the actual tablet in y Gaer, each scroll-through label will occupy the full tablet screen. The user can scroll both forwards, or backwards again if they wish. On the actual tablet screen, a small page number will appear on the left-hand side of the screen to help the user know where they are within the scroll-through PDF.

### Layout

In general, use the 'simple' layout in the Example, or an image with text below it. Use a maximum of 10 discrete labels in any scroll-through PDF. Use 18pt Open Sans font for the main text.

However, the layout for any screen can be flexible if this helps in presenting the interpretation. For example, within a scroll-through PDF, it might be appropriate to use one of the labels to show a table or to show more than one image.

### Software to use

It's possible to use either Microsoft Word or Microsoft PowerPoint to construct the series of labels. In Word, you would produce a series of discrete pages. You can download the Word template from the Interpretation Project Guidance [webpage](#) (go to item 'G' in the list of Annexes, click on the hyperlink to 'Blank Template' at the end of the line). See Section G1 on pages 2 and 3 below for tips on producing the labels as Word pages.

In PowerPoint, you would produce a series of slides. See Section G2 on page 4 below for tips on this.

### Doing it yourself

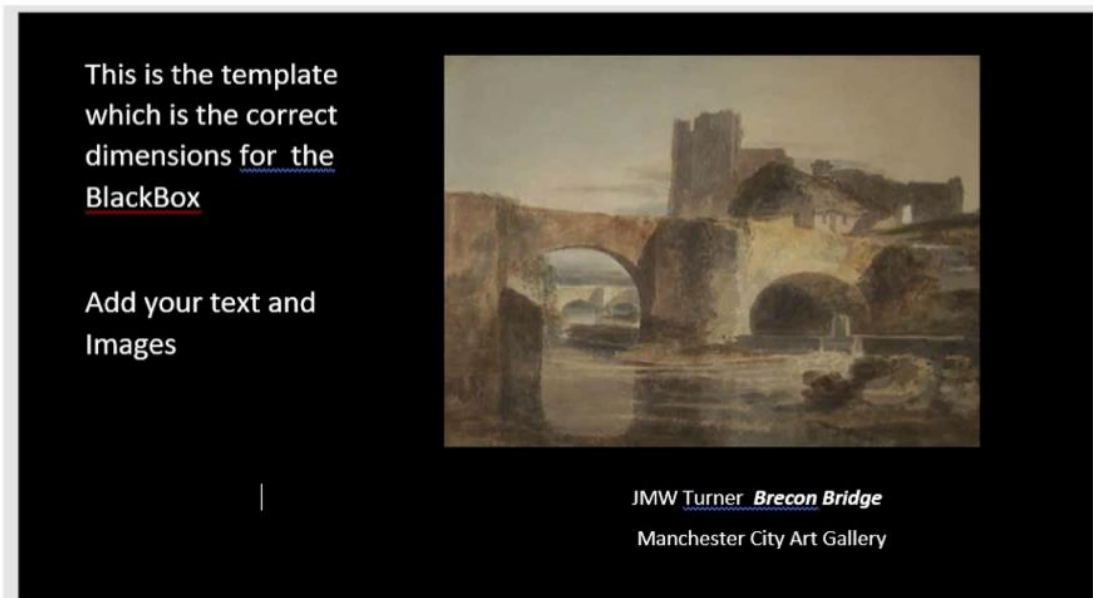
The tips given below were produced by William Gibbs and Mervyn Bramley. They relate to particular versions of Word and PowerPoint; your version may be different. Ask them or your mentor for advice if needs be. Please note that if you produce the scroll-through labels in Word, we ask you to send both the Word file and a PDF of it to your mentor for review / edit.

## G1 - Some tips on Producing Scroll-through digital labels in Word

Open the Template (240mm wide x 135mm high) we have provided called AABlank Black Page for Secondary Labels. Type in your text directly onto the page if the text layout is simple; otherwise it could be easier to put your text into Text Boxes (Click Insert; Click Text Box).

If you haven't got Open Sans which is the standard typeface for our screen displays then use Calibri, Font Size 20 which is very similar.

(Your mentor on the Project Team can convert Calibri to Open Sans when you send in your labels for checking)



### Inserting Images

Find as good resolution images as possible; 200dpi is adequate for viewing on the tablet screens. To place images in the text either

- Click Insert and select your image from your file, or
- Click Copy on your image and Paste into the Word Template

To make the image sit where you want it, then

- Click on Image; Click on Format; Click Wrap Text; Click Tight. Then use your mouse to position image.

Add an attribution for the image in Font Size 14

Click **Insert**; **Break**; **Page Break** to create a series of pages for your scroll-through digital label.




Save as a Word file and send to your Mentor for editing. (Save and send a PDF also to show how you intend each page to look)

### Guidelines

Maximum words per page  
50

Maximum number of Pages  
10

Only one image per page, unless there are strong reasons for more.

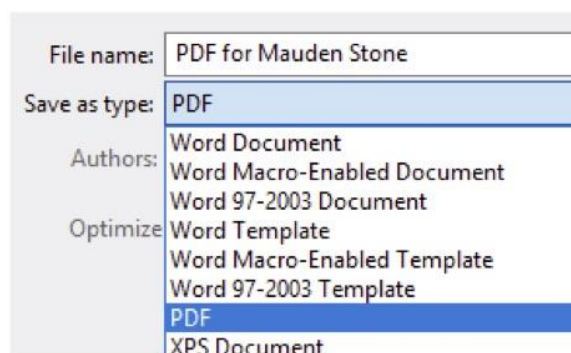
<p><u>Views of Honddu Bridges</u></p> <p>Turner aged just <u>17</u> on his walk through Wales in 1789 stopped to sketch Castle Bridge in Brecon.</p> <p>From his sketch he produced this watercolour.</p>	
<p>A few years later in 1801 John Sell Cotman painted the same <u>bridge</u> from lower down the Honddu.</p> <p>Further up the valley is Brecon Priory, now the Cathedral.</p>	
<p>Meanwhile his friend and traveling <u>companion</u>, Paul Sandby Munn, was painting the Watergate Bridge as seen from the other side of the Usk.</p> <p>Brecon Castle is to the left and the <u>Watergate Mill</u> wheel can be seen through the left arch.</p>	

### Creating a PDF

To see what this will look like as a scrollable PDF, convert your Word document to PDF.

Select **Save As** and, select a File to save to. Create a new File name.

Then select **Save as type** and choose **PDF**. Click **Save**



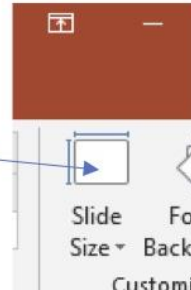
## G2 Some tips on producing Scroll-through PDF digital labels in PowerPoint

Open PowerPoint

Click on the Design Tab in top row



On the far right click on Slide Size

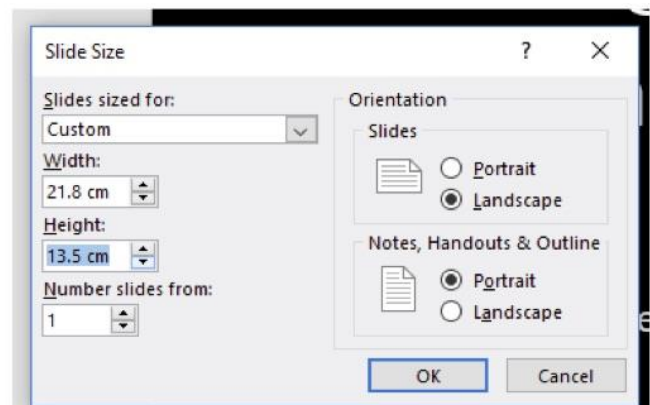


And choose  
Custom Slide Size



Enter Width 21.8cm

Height 13.5cm and click OK . These are  
the dimensions for the Blackbox screen



Now select the Black Screen colour

Now make your series of PowerPoint slides

Inserting images and use text box(es) with Open Sans font, size 18

Downloadable at: <https://www.myfonts.com/fonts/google-web-fonts/open-sans/>

Don't add any animation to your PP slides. This will be lost.

When complete, check by saving as a PDF. Always send as PowerPoint file to your mentor on the Project Team. They can then edit this when they check.