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

Purpose of this Annex to Guidance to Volunteers
This annex gives information and guidance about 'scroll-through PDF' digital labels, covering the two steps is (a) planning and submission in draft, and (b) final production as a PDF. The use of this type of secondary digital label is discussed 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').

What is a scroll-through PDF and why use one?
First look at this Example, which you can also download as a PDF. You'll see it comprises a series of labels as discrete screens - 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 may well 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 digital terminal in y Gaer, each label in the scroll-through PDF 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 identify where they are within the scroll-through PDF.

Layout of each label in the scroll-through PDF
The norm is for each label to follow a 'simple' layout of up to 50 words of text on one side and an image on the other side of the screen as in the Example. Use a maximum of 10 discrete labels in any scroll-through PDF.

The layout for any particular label can be varied if this is 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. Alternatively, a wide landscaped image could be displayed with text below it. If you want the layout of any particular label to be other than 'simple', please state this in your Word document submission.

Submitting the draft
The draft should be submitted as a Word document plus images in a similar manner to other secondary labels (see Section 4.3.7 of the Guidance Document and Section D.3 of Annex D), except that the Word document should cover all the labels in the proposed scroll-through PDF. For each label, state clearly where that particular label starts and ends, and any variations you expect from the 'simple' layout.

Final production of the PDF
In general, we expect the actual scroll-through PDF file to be compiled from the volunteer's text and images by one of the Project Team, Museum staff or an identified y Gaer volunteer. This will not be done until the text and images have been reviewed, and the text translated.

It's possible to use either Microsoft Word or Microsoft PowerPoint to compile the series of labels and then save these as a PDF. Use a 240mm x 135mm custom page / slide for the label, with white 18pt Open Sans font (or 20pt Calibri if Open Sans isn't available) for the main text on a black background.

In Word, you 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 overleaf for tips on Word. In PowerPoint, you produce a series of slides - see Section G2 on page 4 for tips on this. (Note - the tips on pages 2,3 and 4 were produced in early 2019 by William Gibbs and Mervyn Bramley and the screenshots relate to their particular versions of Word and PowerPoint.)

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)
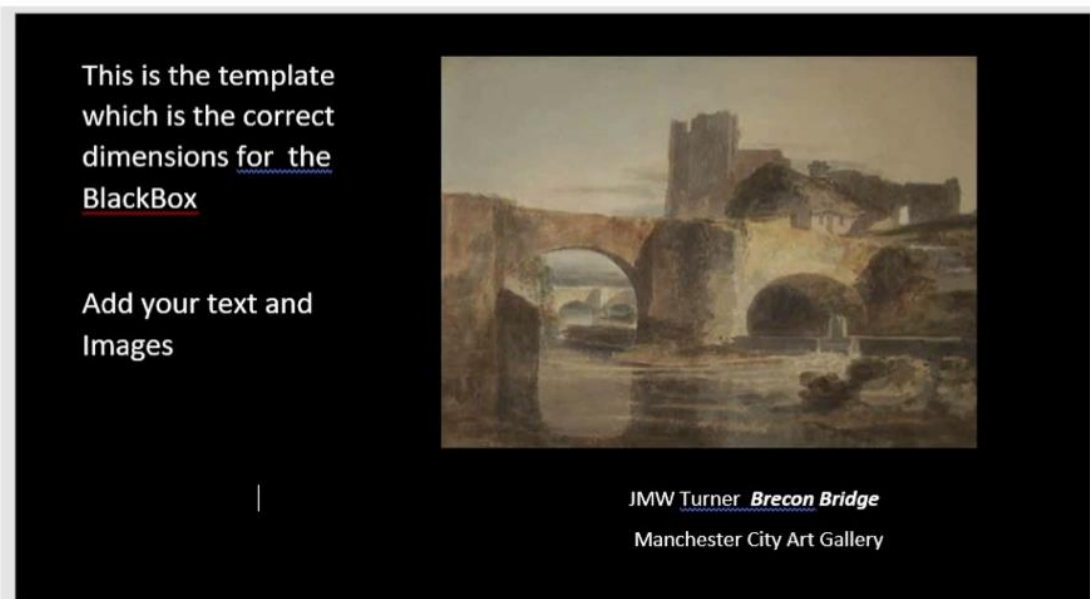
Inserting Images

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

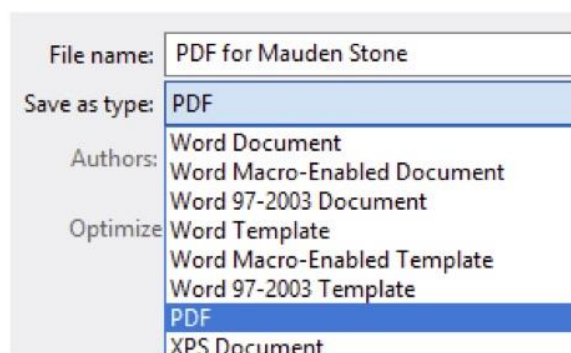Only one image per page, unless there are strong reasons for more.

Views of Honddu Bridges

Turner aged just 17 on his walk through Wales through Wales in 1789 stopped to sketch Castle Bridge in Brecon.

From his sketch he produced this watercolour.

J M W Turner *Castle Bridge* Manchester City Art Gallery

A few years later in 1801 John Sell Cotman painted the same bridge from lower down the Honddu.

Further up the valley is Brecon Priory, now the Cathedral.

John Sell Cotman *Brecknock* Private Collection

Meanwhile his friend and traveling companion, Paul Sandby Munn, was painting the Watergate Bridge as seen from the other side of the Usk.

Brecon Castle is to the left and the Watergate Mill wheel can be seen through the left arch.

Paul Sandy Munn *Watergate Bridge* Y Gaer, Brecon

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

File name: PDF for Mauden Stone

Save as type: PDF

Authors:
Optimize

Word Document
Word Macro-Enabled Document
Word 97-2003 Document
Word Template
Word Macro-Enabled Template
Word 97-2003 Template
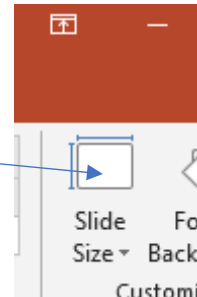PDF
XPS Document

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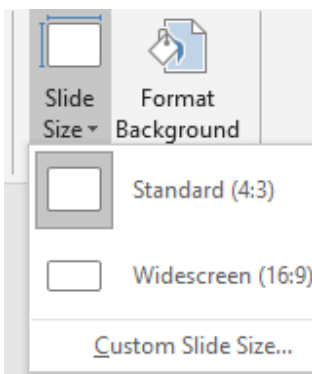
Open PowerPoint

Click on the Design Tab in top row
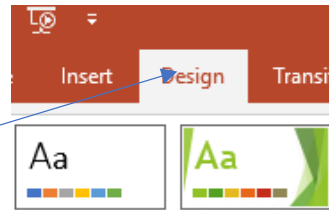
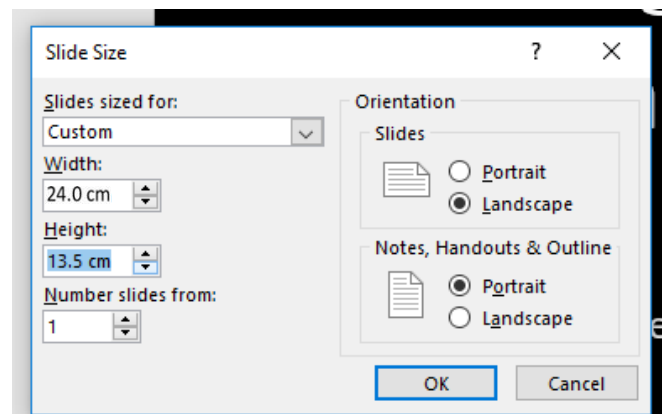On the far right click on Slide Size

And choose

Custom Slide Size

Enter Width 24.0cm

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.