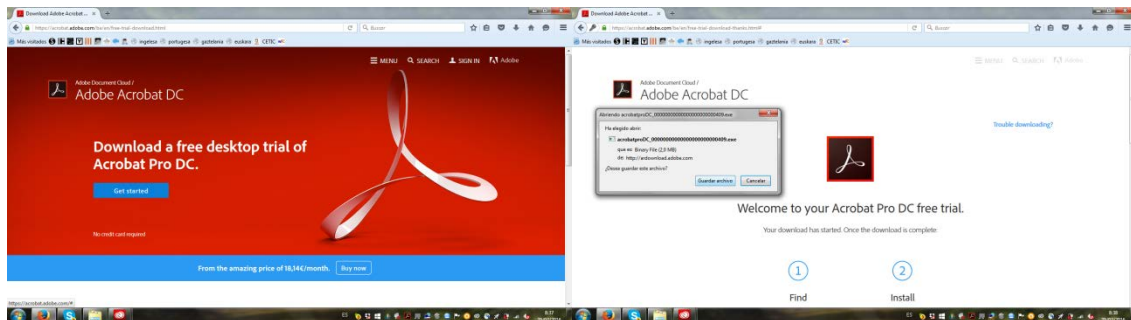


## LAYOUT TUTORIAL FOR UNIVERSITY PROJECTS

To submit university projects they should sit on the **TEMPLATE.pdf** file that is provided to download. The easiest way to edit PDF files is using Adobe Acrobat Pro. In this tutorial we will learn how to download and install the trial version of this program and how to use it for submitting projects.

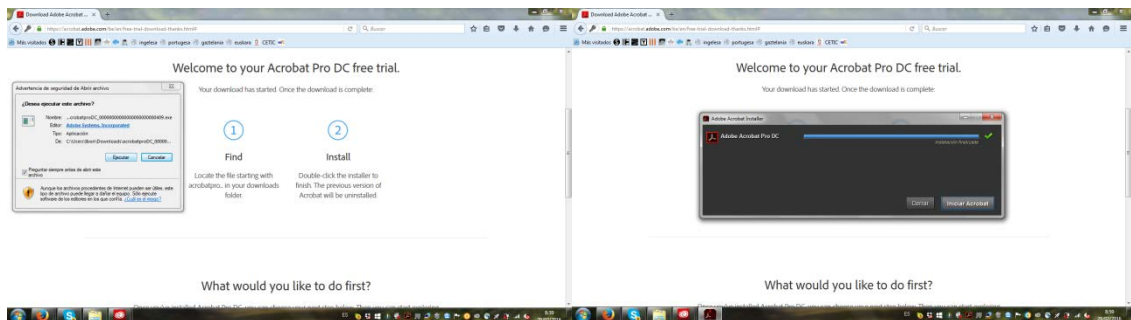
### Installing Adobe Acrobat Pro DC (Trial Version)

Go to the official website of Adobe Acrobat Pro and click on Get Started (Screenshot 1). Save the file and run it (Screenshot 2 and 3). It will begin the process of downloading and installing. When finished, click Start Acrobat (Screenshot 4). We login with our Adobe ID (Screenshot 5). If we don't have one, register for free and get one. Logged in we see the window which reports the remainder of the trial (30 days). Click on Start Now the trial version (Screenshot 6) and now we can start editing PDF files.



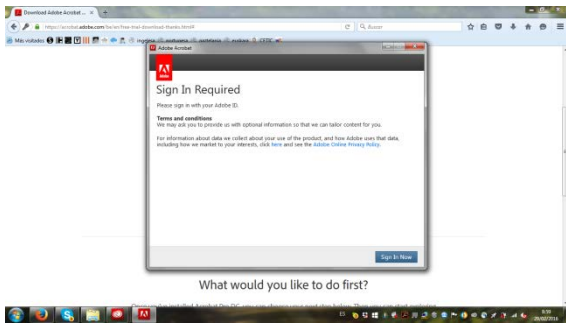
Screenshot 1

Screenshot 2

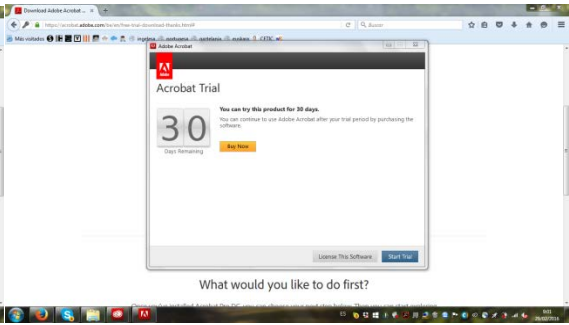


Screenshot 3

Screenshot 4



Screenshot 5



Screenshot 6

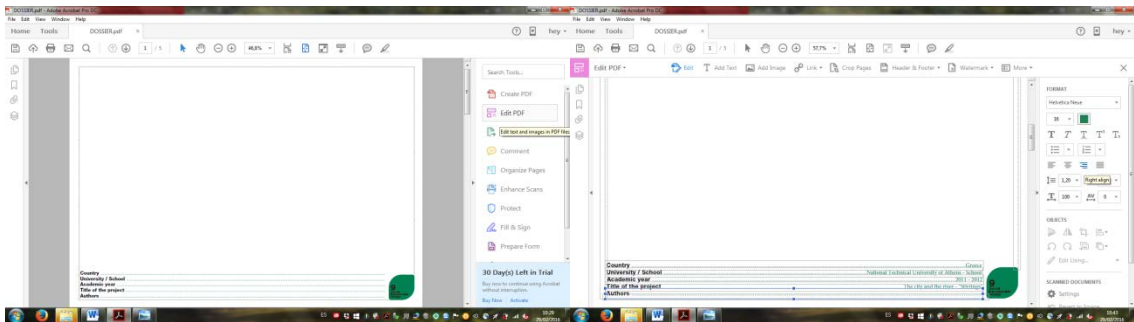
## Project Layout

Registration must be done in English.

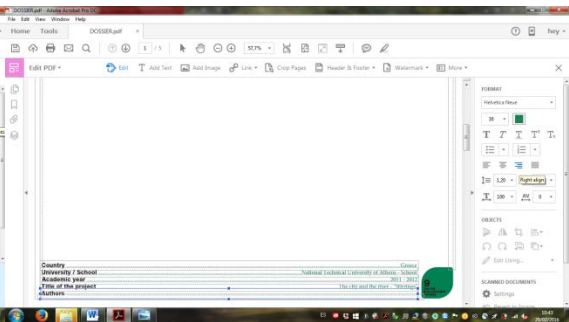
Download the TEMPLATE.pdf file for editing as explained below.

Open the downloaded TEMPLATE file with the trial version of Adobe Acrobat Pro recently installed.

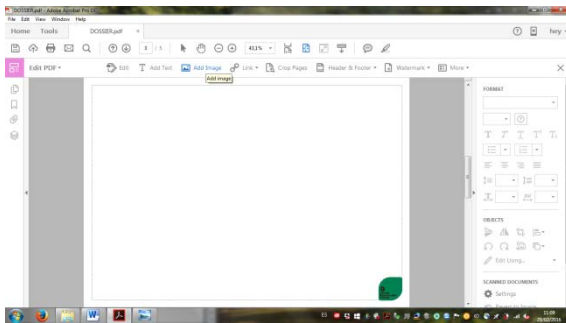
In the right menu click Edit PDF (Screenshot 7). One by one fill the text boxes with data from the School of origin (Screenshot 8). Choose now one representative image of the project and upload it with Adobe Pro's "Add Image" tool (Screenshot 9). Adjust the frames to the template and "Send to Back" (Screenshot 10). Be sure that the logo of the 9th International Landscape Biennial overlies our composition.



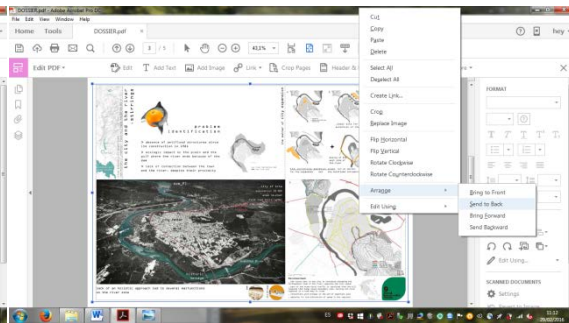
Screenshot 7



Screenshot 8



Screenshot 9



Screenshot 10

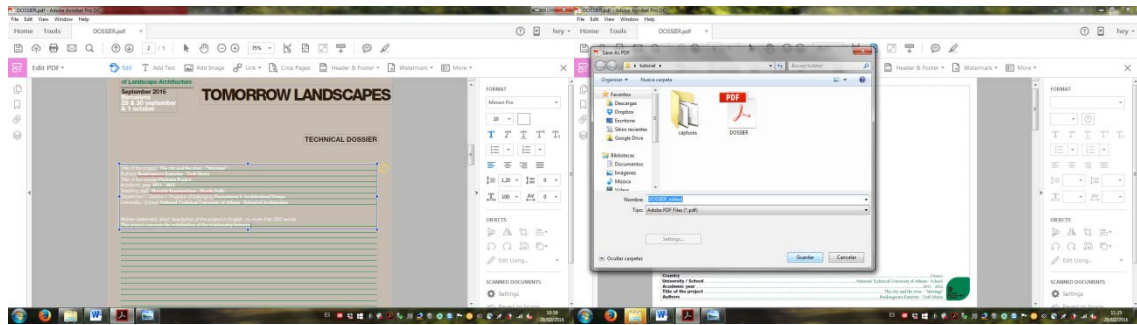
Once edited the fields of the first sheet, we turn to the second, to fill in with the Project data (Screenshot 11).

Once written data is filled in, turn to edit graphic information in the sheets. As explained, each team has 3 A3 horizontal format sheets to present their project. Students are requested to produce compositions with project information in this format. Each composition should be saved as JPG file and then uploaded to the TEMPLATE with Adobe Pro's "Add Image", as explained before. Please be sure that the logo sets on top and continue with the load of the compositions in the second and third sheet.

Save the edited as PDF file (Screenshot 12).

Download TEMPLATE.pdf file and edit it as many times as projects to be submitted.

Each project will have a maximum upload size of 4MB. Try File / Reduce the file size to make it smaller.



Screenshot11

Screenshot12

## Coordination

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