



Canada Green Building Council
Every Building Greener

LEED® On-site Promotion and Resources

User Guide

PosterOne
Communication in public spaces

Congratulations on receiving your certification. Telling your LEED® story to visitors, tenants and employees is an important way to let people know what you have accomplished with your project.

What can you order?

1. Exterior Banner for all for all Certified, Silver, Gold and Platinum projects
2. Customizable Lobby Poster available to all Certified, Silver, Gold and Platinum projects
3. FREE Customizable PowerPoint template for all Certified, Silver, Gold and Platinum projects

How to create your account?

PosterOne has developed an online ordering system wherein you can create and order these items. Please visit <https://www.posterone.com/cagbc> to create your free account.

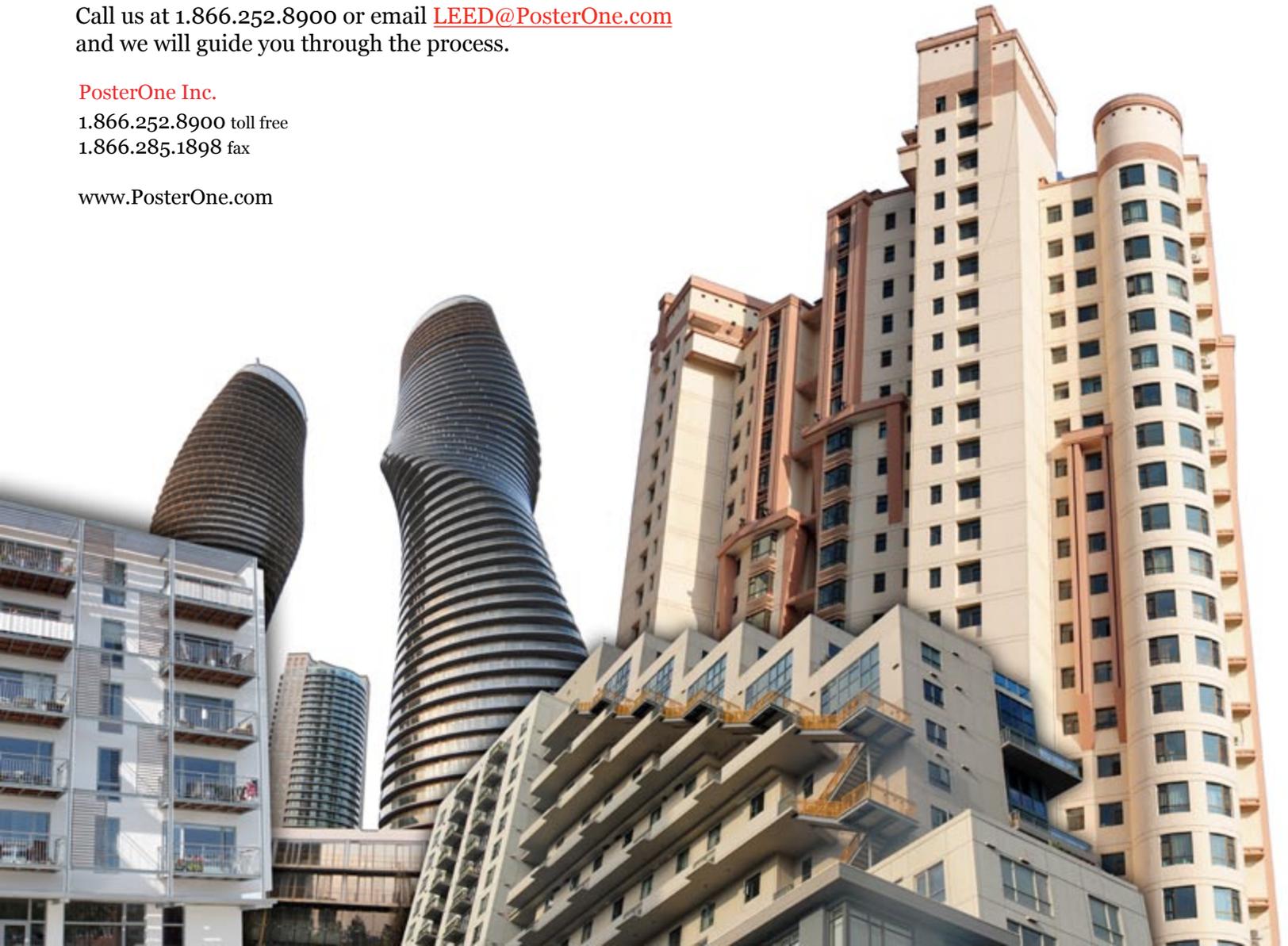
Call us at 1.866.252.8900 or email LEED@PosterOne.com and we will guide you through the process.

PosterOne Inc.

1.866.252.8900 toll free

1.866.285.1898 fax

www.PosterOne.com



Exterior banners for Gold and Platinum projects

One FREE outdoor banner is available to each Gold and Platinum certified project upon request from the owner. The cost of one banner is covered by the CaGBC as part of your national membership. Additional banners can be purchased at the regular price. Other sizes and displays are available upon request.

Banner Size: 60"W x 144"H

Material: 8oz. PVC Mesh, reinforced with nylon, sewn edges and grommets

Price: \$275/ea.

Lobby posters for all certified projects

The 24" x 36" lobby poster is designed to fit into most standard display systems and allows for customization including a photo of your project, data, details and contact information. Other sizes and displays are available.

Poster Size: 24"W x 26"H

Material: Polypropylene

Price: \$60/ea.

PowerPoint templates for all certified projects

In this brief, informative PowerPoint presentation you can show visitors, tenants and employees exactly why LEED® matters to them. Add your photos, performance data and contact information to this attractive template and time spent in an elevator or waiting in the lobby can be put to use!

Presentation Size: 16:9

Material: Digital

Price: FREE



Announce your achievement to the world!

The LEED® banner is available for all certified projects, it cannot be modified. Choose from two designs. Gold, Platinum and municipalities are eligible to receive a FREE banner.



Create a customized lobby poster for your project!

The online template allows you to customize your LEED® lobby poster, here's what can be changed:



Building Image
Add your certified building photo.

Performance Categories
Choose four of six performance categories to highlight your project achievements.

Project Details
Include the building name, address, contact and website.

System requirements

1. Any computer or similar device with a web browser and internet access.
2. The Adobe Flash Plug-In (Flash Player 10 or better) must be installed to use our system.
3. We recommend that you remain current with the latest Adobe Flash Player updates.

Getting started

To begin, visit www.PosterOne.com and login with your user name and password. Once logged in, you will poster a series of tabs, here's what they are used for:

Home	An overview of what you can order from your account
Create	Browse and select the available LEED® branded templates
My Posters	Archive for all posters that are saved
Images	Upload your building image
Displays	Search and order available poster/banner displays
Deployments	Manage distribution to multiple locations
Cart	Dynamic shopping cart to build your order
Help	Useful information to assist with creating and placing your order

Gather your poster assets

The customized lobby poster can include your project image, details and four of the six performance categories that best tell your LEED® story. Some of the categories allow you to amend the performance data by entering the savings or project achievements. We recommend you have these values in hand before creating your poster.

Here are the six performance categories to choose from:



LESS ENERGY
<XX%> Less energy is required to operate it.



WATER SAVINGS
<XX%> Less water is consumed.



ECO COMMUTE
It's easily accessible by foot, bike or public transit.



GREEN SPACE
Occupants have access to indoor and/or outdoor green space.



MODERN TECHNOLOGY
Innovative technology is used here to <add your location specific technology>.



DAYLIGHT
There's more daylight and better air quality.

Verify your account information

1. Click “My Account” at the top right of the page.
2. You will see three blocks of required information; Contact, Billing and Shipping details.
3. Click “Edit” for the contact details and enter your company name.
4. Click “Edit” for the billing details to make sure they are correct.
5. Click “Edit” for the shipping details and fill in the required shipping information.
6. Once completed, click the “Home” tab.

How to format an image for upload

Images should be high resolution - please contact us if you require assistance.

1. Our system will accept GIF, JPEG and PNG image formats with a maximum size of 10MB.
2. Colour mode should be RGB.
3. For best results, images should not exceed 4000 x 4000 pixels at 150dpi.

How to upload your building image

1. Click the “Images” tab
2. Click the “Upload” button
3. Click “Browse/Choose File” to search for the image on your computer, then select the image.
4. Enter a name for the image, then click “Submit”.
5. Once the image has been uploaded you will see a confirmation notice.
6. Click the “Images” tab again, to view the image(s) you have uploaded.

How to locate the templates

1. To view the available LEED® templates, click on the “Create” tab.
2. Choose the template group you want to browse.
(each account has access to Banner, Poster and PowerPoint templates)
3. Choose the group that matches the certified date or your project.
4. Click on the template thumbnail to open the template.
(if the template does not load you will need to install the Flash plugin, click the “Get Flash” link.
5. Once loaded, you can begin customizing your poster or saving your banner/PowerPoint.

How to change the building image

1. To change the building image, click on the image or layer name and choose “Select Image” from the sidebar.
2. A new select image pop up window will appear, click the “Uploaded Images” subtab.
3. You can browse or search for the image.
4. Click on the new image you want to use to add it to the poster.
5. Once placed, click on the image to scale or drag it into position within the viewport.

How to change the building image

1. To change the building image, click on the image or layer name and choose “Select Image” from the sidebar.
 2. A new select image pop up window will appear, click the “Uploaded Images” subtab.
 3. You can browse or search for the image.
 4. Click on the new image you want to use to add it to the poster.
 5. Once placed, click on the image to scale or drag it into position within the viewport.
-

How to change the category icon

1. To change an icon, click on the icon or layer name and choose “Select Image” from the sidebar.
 2. A new select image pop up window will appear, click the “CaGBC - Icons” image group.
 3. Click on the new icon you want to use to add it to the poster.
 4. Repeat for additional icons.
-

How to change the category title

1. To change a title, click on the title or layer name and choose “Select From Library” from the sidebar.
 2. A new text select pop up window will appear.
 3. Use the scroll bar to locate the title that matches the category icon that you just changed.
 4. Click on the title, then click “select” to add it to the poster.
 5. Repeat for additional titles
-

How to change the category text

1. To change text, click the text or layer name and choose “Select From Library” from the sidebar.
 2. A new text select pop up window will appear.
 3. Use the scroll bar to locate the text that matches the category title that you just changed.
 4. Click on the text, then click “select” to add it to the poster.
 5. If your new text requires , click on the text and enter your project values.
 6. Repeat for additional text.
-

How to change the project detail text

1. To change the building name, address, building contact and website, click on the text or layer name.
2. A new text select pop up window will appear.
3. Use the scroll bar to locate the text that matches the category title that you just changed.
4. Click on the text, then click “select” to add it to the poster.
5. If your new text requires , click on the text and enter your project values.
6. Repeat for additional text.

How to save your poster

1. Once you have completed the changes for your poster, click “Save”.
 2. Enter a new name for your new poster, then click “Ok”.
 3. Your poster has now been saved and will remain in the “My Posters” tab until you delete it.
-

How to save your banner

1. Banners are not changeable, once the banner has loaded, click “Save”.
 2. Enter a new name for your new banner, then click “Ok”.
 3. Your banner has now been saved and will remain in the “My Posters” tab until you delete it.
-

How to save your PowerPoint file

1. PowerPoint files need to be ordered before you can customize it.
 2. Once the PowerPoint template has loaded, click “Save”.
 2. Enter a new name for your PowerPoint file, then click “Ok”.
 3. Your PowerPoint file has now been saved and will remain in the “My Posters” tab until you delete it.
-

How to add your poster, banner or PowerPoint to the shopping cart

1. Orders can be placed while creating the poster OR from the “My Posters” tab.
 - 2A. If you are in edit mode, click “Order” at the bottom right corner then enter a new name.
 - 2B. If you have saved your poster, click the “My Posters” tab, locate your poster then click “Order”.
 3. Select the media type “Polypropylene”, “Mesh” or “Electronic File” depending on what you are ordering.
 4. Choose the size you want to order.
 5. The item is now added to your shopping cart, additional items can be added, if required.
-

How to place your order from the shopping cart

1. Review the pending items in the shopping cart for order accuracy.
2. Enter the required quantities beside each poster/banner or PowerPoint.
3. Click the “Add Option” button to add any finishing options to your item.
4. Click “Edit” under Special Instructions to add any specific notes related to your order.
5. Select your preferred shipping method.
6. Click “Checkout” to proceed with your order.
7. Review the order and edit if necessary, then click “Place Order” to submit your order.
8. Make note of the confirmation number for tracking purposes.

Need Assistance?

Should you require assistance or experience any difficulties with the site, please contact us. Customer service is free, friendly and always eager to help.

Call us between 9am and 6pm EST and we will guide you through the process.

Toll Free: 1.866.252.8900

Email: LEED@PosterOne.com

This LEED® certified building is designed to be a healthy green space.

- LESS ENERGY**
XX% Less energy is required to operate it
- WATER SAVINGS**
XX% Less water is consumed.
- GREEN SPACE**
Occupants have access to indoor and/or outdoor green space.
- MODERN TECHNOLOGY**
Innovative technology is used here to ...lorem ipsum lorem ipsum lorem ipsum.

Contact your building manager
find out more about the benefits of this green building and how to get involved:
custom@email.com

Building Name
123 Address St
Ottawa, ON Canada
www.loremipsumurl.com

CANADA GREEN BUILDING COUNCIL