Glogster Cheat Sheet

1. Inserting text
   1. If you use a template, double click on the section that says something such as “your text here” or “your headline here”
   2. To enter a different text box/graphic, click on the text box on the tool bar. If the tool bar disappears, click on the tools button at the top left corner of the page. Select the graphic you want and click on the USE IT box. This will insert your new text graphic to the middle of the poster.
2. Inserting a graphic:
   1. Double click on the “drop image” box. You can either upload a picture, or if you select the google option you can search for a video on the web browser. This is where you would enter a graphic as well. Once you have chosen your image or graphic, click the USE IT button and your image will be added to the poster.
3. Adding a website:
   1. In one of the sections that says “your text here” you can copy and paste the website link.