Energy Plant Sign Instructions

This document provides a step by step guide on how to make the interpretive sign for a different species using the Energy Plant template made available on the BGCI website (Microsoft word).

Before editing the sign:

1. Ensure that all images are located in an area that is easy to find and the images have a memorable name.
2. The image file size should not exceed 25MB
3. The sign will require a distribution map.
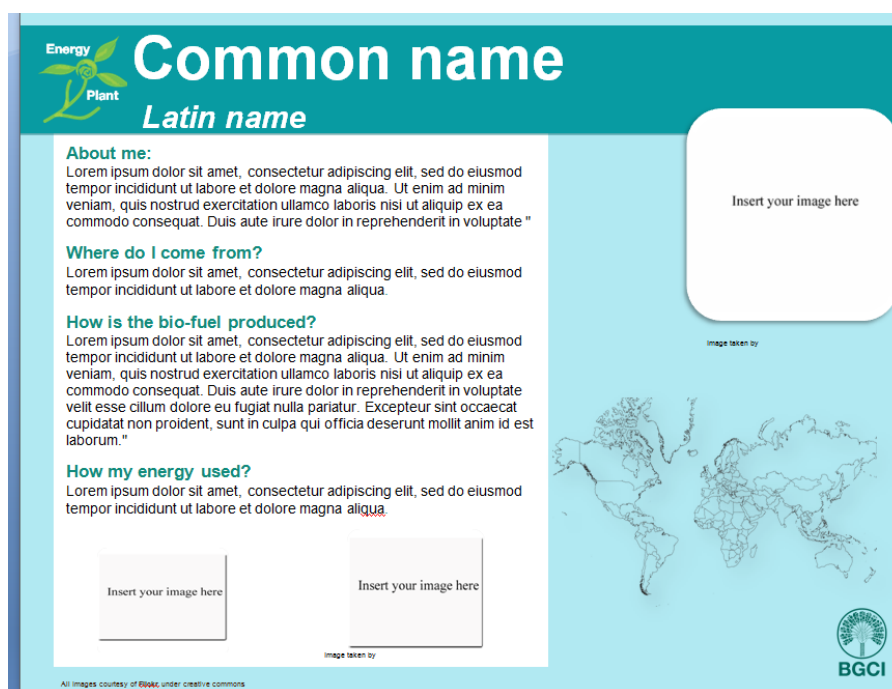   - You can select a World Map available for editing from the website (https://www.bgci.org/education/newsignforenergyplants). These maps are available for editing in Paint or Photoshop by using the paint bucket tool > the map can then be exported in a JPEG format ready to use for the sign.
4. Information on the given species will be needed for each of the different sub headings
   a. About me – short description on the plant species biology.
   b. Where do I come from?- A line or two stating the species native distribution
   c. How is the bio-fuel produced? - A short paragraph on how the bio-fuel is made and the type of bio-fuel it is i.e. bio-ethanol, bio-diesel or bio-gasoline.
   d. How is my energy used? A few short sentences on how the bio-fuel will be used (transport fuel or aviation fuel).

Editing and creating your own sign

Firstly you will need to download the template from this link (https://www.bgci.org/education/newsignforenergyplants). It should look like this:

1. **Inserting species common name and scientific name**
2. **Inserting information into the template**

Highlight the filler text under the appropriate heading and replace with information on your species (Max words 300). You can either copy and past or write the information directly within in the template.
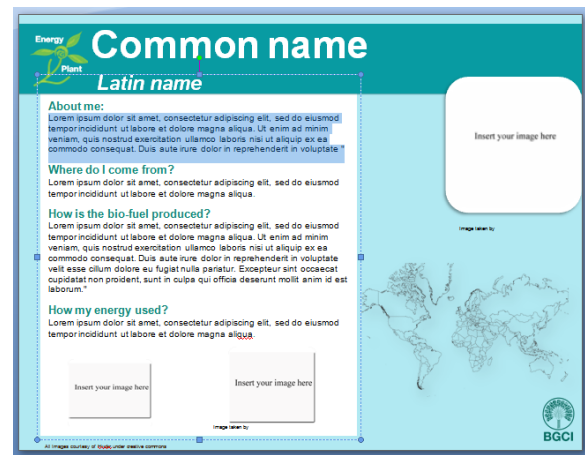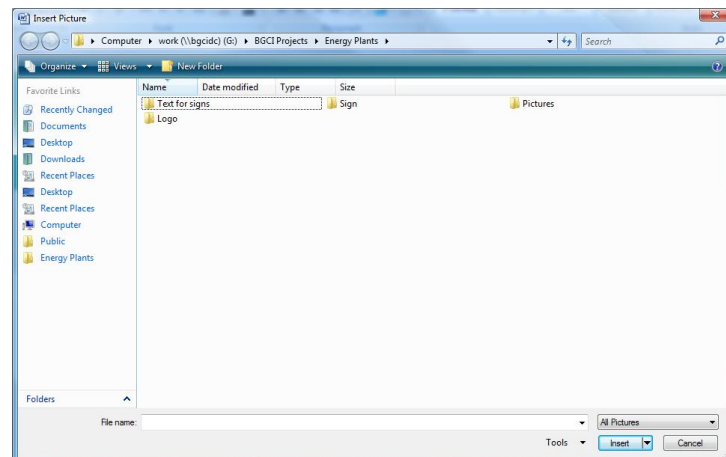
3. **Inserting pictures**
   - Right click on the text box (top right hand corner) select from the dropdown menu change picture.
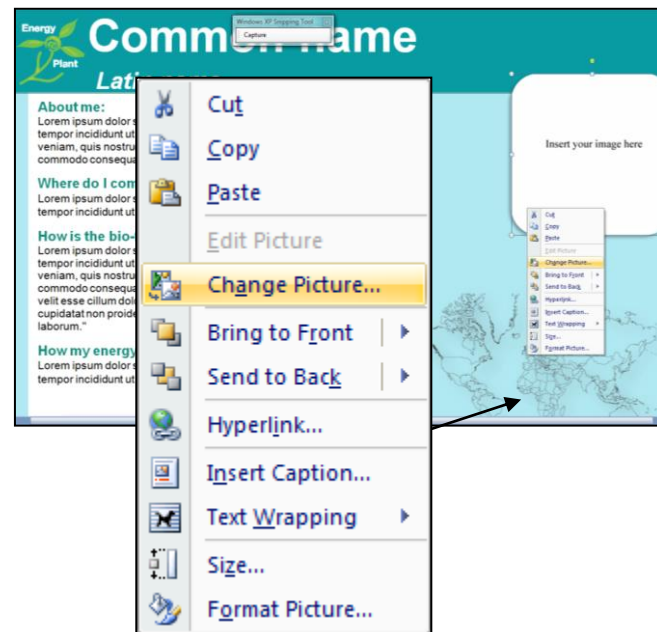
   - A pop window will appear asking you to select an image. Now click insert.

- Your text box should now have an image; this can be sized using the box corners to increase the width or height depending on your preferences

4. The same process for inserting images can be repeated for the map.

5. Once the map is in place you can customise it by re- colouring it according to your colour scheme. Format > recolor> select the given colour. For the existing signs the blue was used
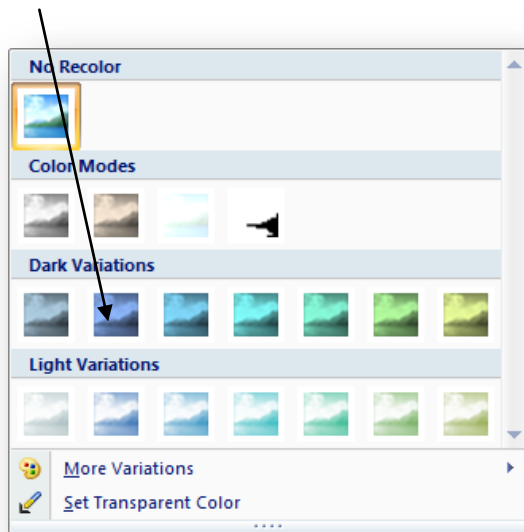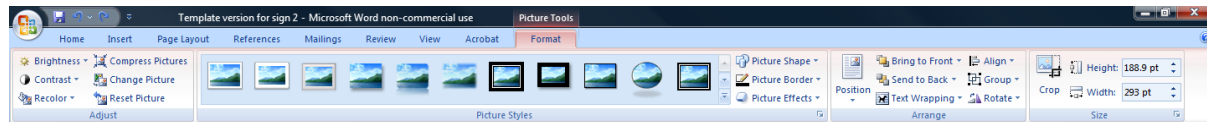
6. Providing photo credit (Image owner, date and location)
7. Save the sign as either a word document (editable) or a PDF (printable).