

Presentation & Poster Tips

GHSON Library

Update 6/30/2010

Printing in Color

To print text and images in color, save your file to the Graham common drive, either G: or U: You can save it by using the "Save as" function or by copying and pasting it into the Print folder on the common drive.

Be sure to identify your images with a title or initials.

There are two types of file formats that can be easily used for placing or inserting images, JPEG and PDF.

JPEGs can be saved or copy and pasted. To create a PDF, go to the Print command and choose Adobe PDF instead of a printer. Once you have saved your image or document on the common drive, ask a Library staff member to print it to the color printer in the Library for you.

Library Resources

The School of Nursing Library owns a number of useful books that can help you with your presentations and posters. Look in the following areas of the print collection:

- HF 5548**—books on using various Microsoft 2007 products, such as PowerPoint, which can help you create multimedia slide presentations, Excel for creating tables and graphs, plus Publisher and Word for organizing and making handouts, including single and trifold brochures, newsletters and flyers.
- LB 1027**— books on class activities, ice-breakers, humor in the classroom, teaching tips and games to use to teach groups.
- WY 18.3**— includes the following four titles:
- Speaking about science: A manual for creating clear presentations*
 - Slide: ology: The art and science of creating great presentations*
 - The exceptional presenter*
 - Displaying your findings: A practical guide for creating figures, posters and presentations.*

The Library staff can help you find the materials that you need and can also help get you started with the Microsoft 2007 products. Also, by following this link from the Library Resources page of the School of Nursing website:

www.grahamschoolofnursing.org/Library/Guides.html you can access a tutorial on creating PowerPoint presentations. Located in the Computer Lab, the Library provides a presentation cart of materials to help you create your posters.

Poster Presentation Guidelines

Placement of illustrations, photographs, and 3 dimensional items, as well as limited use of color and texture contrasts, create an attractive and eye catching display.

Use attention grabbing techniques

Proof Read, Proof Read & Proof Read Again

- Use uppercase letters for headlines only.
- For text or captions use upper and lower case letters.
- Must be able to read headlines from across the room.
- Must be able to read text from 4 feet away.
- Use clear readable fonts such as Arial.
- Avoid fancy or curly fonts.
- Use left justification—especially with facts.

	Viewing Distance	Minimum Letter Size	Approximate Computer Font Equivalent
Text	4 Feet	1 inch	100 pt font
Sub-heading	10 Feet	2 inch	200 pt font
Heading	20 Feet	3 inches	300 pt font

Example of a Tri-Fold Display

Pros or Supporting Ideas	Header Main Ideas Focus	Cons or Supporting Ideas
Images	Use all three areas to tell/show the story	Images

- If using two boards or if your display board is a bi-fold, have equal information on each board.
- Include captions when further explanation is needed.
- Do not hand write on poster. Use stencils or use a computer program to create text and then print and paste or staple to poster—rubber cement works great.

- Double check spelling and punctuation.
- Lay out on poster before gluing down.
- Use coordinating colors and a simple color scheme.
- Limit fonts to two or three types
- Avoid clutter.
- Often times "Less is Better."
- Attractively designed posters get noticed.

Examples of Well Designed Posters



The following resources include copyright and cost free Digital Images to use in your educational presentations, posters and handouts.

Google Images: <http://www.google.com/imghp?hl=en&tab=wi>

Health Education Assets Library: <http://www.healcentral.org/index.jsp>

Health on the Net Medical Images: <http://www.hon.ch/cgi-bin/HONmedia/>

Healthcare Freeware: <http://www.healthcarefreeware.com/photo.htm>

John Prior Health Sciences Library Digital Collections <http://hsl.osu.edu/8171.cfm>

MDConsult: <http://library.osfhealthcare.org/> — This database is available through our OSF Resources page. Enter your personal login information, go to MDConsult and click on the Images tab.

MedPix Medical Image Database: <http://rad.usuhs.edu/medpix/>

Microsoft Office Online: <http://microsoft.com/en-us/clipart/default.aspx?ver=12&app=winword.exe>

SON Library: CS WY 17 L722 2000 / LifeART Medical Clip Art, Nursing Bundle (CD-ROM)

SON Library: DVD WY 17 M620 2004 The Medical Images Library (DVD-ROM)

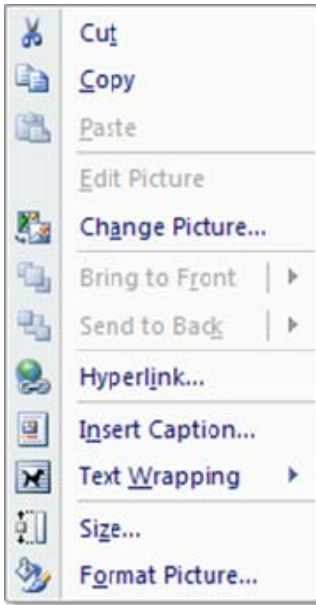
U.S. Government Medical Stock Image and Footage: <http://www.nlm.nih.gov/services/stockshot/html#A>

Find a digital image you want to use?

Right click on it and copy.

Go into the (PowerPoint, Publisher, etc.) or Word, if you want to print the image on a page.

Right click and paste.



In Word and PowerPoint, when an image is selected, a Picture toolbar appears with a light red tab. Within this tool bar, there are editing options: sizing, cropping, and outlining the pictures with a border. It is well worth looking at this tool bar to see what extensive options are available.

Also, by right clicking on the image, the box to the left will appear. Only the items in the darker color are available at that time.

If you know you only have space for a 3" x 4" picture and the original picture is 10" x 13," choose **Size** and change the measurements quickly so the image will fit in the available space.

Use **Format Picture** to add or change properties of the picture. A border can be placed around the picture; it can be changed in color, shape and line weight. Often, different variations need to be tried to get the best end result.

It is almost always possible to make an image smaller than the original but the image can become distorted and pixilated if blown up too much if the original image has a low resolution.

Text Wrapping can help you arrange your image with your words.