

Presentation & Poster Tips

GHSON Library

Update 2017

Printing in Color

A library staff member must print any color copies you need for class for you. There are 3 ways of getting your images/documents to them: Email your file to the library or specific staff member; Save your file to a jump drive and give it to the staff member; Save your file to the Print folder on the common drive. Be sure to identify your file(s) with a title or initials. JPEGs are the easiest image file format to work with.

Once you've saved your printing, let a library staff member know how to find it and how many copies you need. She will send the printing to the color printer in the library.

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 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.

WY 18.1— 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 2013 products.

Located in the Computer Lab, the Library provides a presentation cart of materials to help you create your posters.

Proof Read, Proof Read & Proof Read Again

- 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 curly or complicated fonts.
- Avoid clutter.
- Often times "Less is Better."
- 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.
- Include captions when further explanation is needed.

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

CDC Public Health Image Library: <https://phil.cdc.gov/phil/home.asp>

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

(Check for copyright permission.)

Health Education Assets Library: <https://library.med.utah.edu/heal/>

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

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

MedPix Medical Image Database: <https://medpix.nlm.nih.gov/home>

NIH National Cancer Institute: <https://visualsonline.cancer.gov/>

NIH Openi: <https://openi.nlm.nih.gov/index.php>

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: <https://support.nlm.nih.gov/knowledgebase/article/KA-04293/en-us>

Examples of Well Designed Posters

What's on Your Plate?

Fruits

Protein

Dairy

Vegetables

Grains

Choose Foods From Each Group

Fruits: Choose fruit products like apples, bananas, lemons, oranges, melons, and 100% fruit juices.

Grains: Grain foods include wheat, rye, barley, oatmeal, and other products made from wheat, rice, oats, barley, or cornmeal. Make at least half your daily grains whole grain!

Dairy: Dairy products include milk, cream, ricotta, cottage cheese, and yogurt. Choose low or reduced fat dairy products.

Protein: Eat lean meats, seafood, poultry, kidney beans, soy products, unshelled nuts and seeds, and eggs.

Vegetables: Choose dark green, orange, and red vegetables like broccoli, carrots, and tomatoes. Also try beans, peas, corn, and other vegetables from each of the five categories.

Top Food Tips for Tip-Top Health

- Learn to read nutrition labels. Check serving size and the amount of healthy nutrients in each serving.
- Enjoy your food without overeating. Portion your food or use measuring cups to help you follow the recommended guidelines.
- Throughout the day, get fresh from each group. Check food products like on-line or in-store for our nutrition guide.
- Focus on fruits and vegetables. They are packed with nutrients.
- Drink water instead of sugary drinks and limit alcohol.
- Balance good eating habits with daily physical activity and enough sleep.

WHAT'S INSIDE YOUR BODY?

Brain

Heart

Lungs

Esophagus

Stomach

Small and large intestine

Liver

Kidneys

HELMET SAFETY

Activities

- Bike Riding
- Roller Skating
- Roller Blading
- Skateboarding

Step 1: Size

Step 2: Position

Step 3: Buckles

Step 4: Side Straps

Step 5: Chin Strap

Step 6: Final Fitting

WHAT'S INSIDE MY BODY

Brain

Lungs

Heart

Kidneys

Esophagus

Stomach

Small Intestine

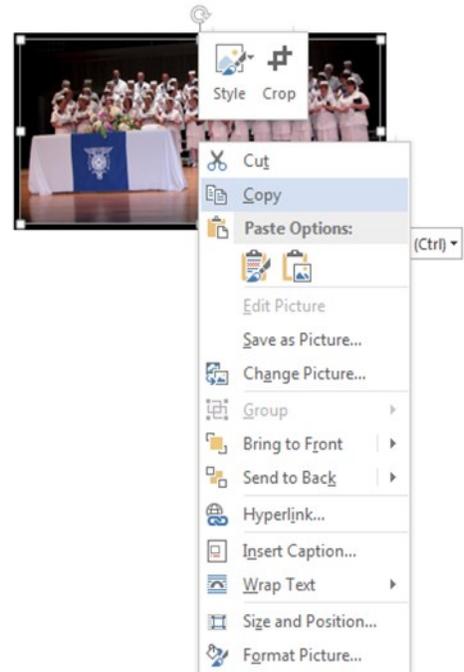
Large Intestine

Liver

Find a digital image you want to use?

First make sure it is copyright free or falls within the Fair Use guidelines for education. and that you have permission to use it.

Right click on the image and copy it. Open a PowerPoint, Publisher or Word document. Right click to paste the image into it.



In Word and PowerPoint, when an image is selected, a Picture toolbar appears. Within this tool bar, there are editing options: sizing, cropping, and outlining the pictures with a border.

Also, by right clicking on the image, the box to the right will appear. Only the bolded items are available to use. If you know you only have space for a 3" x 4" picture and the original

picture is 10" x 13," choose **Size and Position** and change the measurements 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.

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

Use the **Bring to Front** or **Send to Back** to layer images and boxes of text.

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