

Presentation & Poster Tips

GHSON Library

Update 2021

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/>

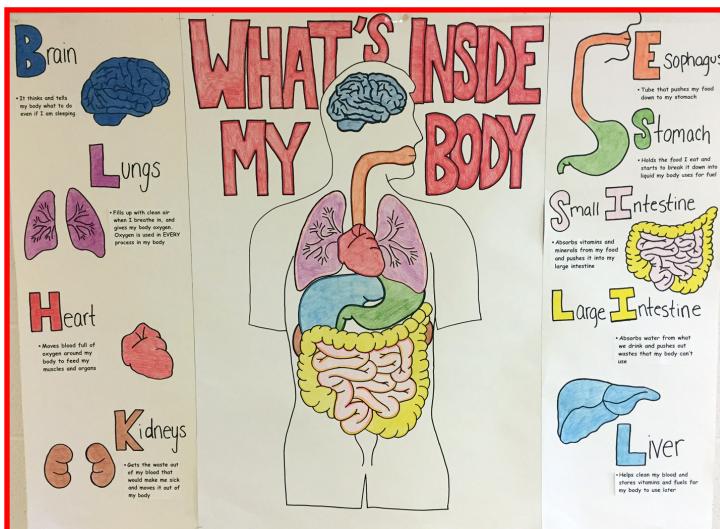
NIH Openi: <https://openi.nlm.nih.gov/index.php>

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>

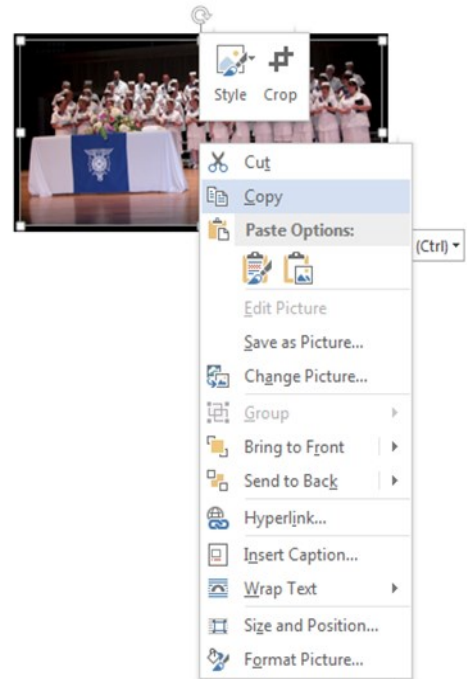
Examples of Well Designed Posters



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.