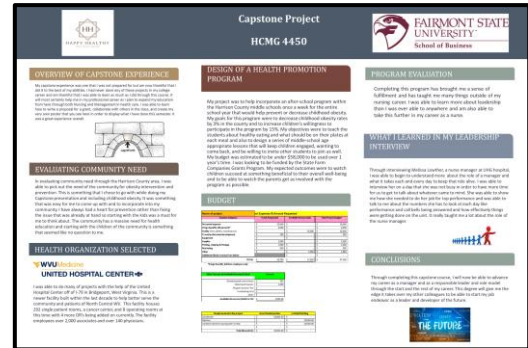
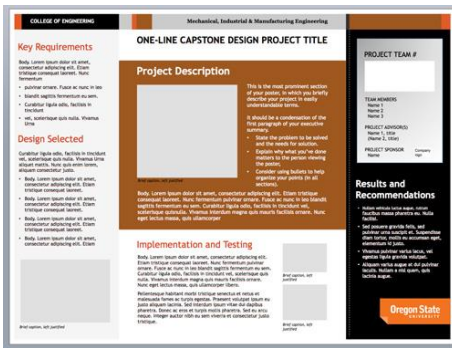




How to Use PowerPoint to create a poster:

Step 1 Organize your contents in the form of text, graphs and photos.

Step 2 Open PowerPoint, choose Blank Presentation and click OK. (or use a template)

Step 3 Choose the Blank slide layout and click OK.

Step 4 Go to File in the toolbar and click Page Setup.

Step 5 Enter the Height and Width of your poster which will be a standard 8.5" x 12". (Note: if you are going to use this later for a display, go back and set the margins to 24" x 36").

Step 6 Click Insert on the toolbar, choose Text Box. A text box drawing tool will appear on your PowerPoint slide. Click and drag to create the box. This is where you will place your prepared text. Simply cut and paste from Word or type directly into the text box. The box will expand to fit the information entered. Remember to consider your font size and make it suitable for poster use. Font sizes of approximately 36 to 54 are recommended for titles, approximately 18-24 for text when you are doing a large poster (e.g., 11" x 17" or greater). Use your judgment for your specific poster needs. PowerPoint does not recognize all fonts; Arial and Times New Roman are recommended for use. Symbol is the font recommended for scientific symbols. To choose the characteristics of the text box such as line, color or size, go to Format in the toolbar or right click on the text box and select Format Text Box. You can copy and paste directly from Word documents into PowerPoint text boxes. We would suggest using black on a white background in text boxes for easy reading.

Step 7 To add logos, charts or photos, go to Insert in the menu bar and select Picture, and then From File and browse to your file containing your charts or scanned and saved pictures. Select it and click the Insert button. You can also copy and paste photos and graphics from other sources.

Once you have inserted your pictures, you can move or resize them to suit your needs. If you have a photo that would lend itself as a background, you can insert this in your Design tab ('format' and 'insert picture')

Step 8 You may decide to add some color or texture effects. The color options and background effects are found under Format on the toolbar, or you may double click the border of any text box to view Format Text Box with color and line options.

Step 9 Carefully review your poster. When you are completely satisfied with it, save it as a PDF and submit it for printing; do not wait until the last minute).



POSTER THEME OR CONTENT:

You've just completed a course that is an overview of the US Healthcare system. You are to design a poster based on a key point you learned this semester... it can be limited to one aspect of the healthcare delivery system, or current issues under the Affordable Care Act, or health issues faced by various at risk populations: elderly, rural, chronic disease... it can be a poster about available health resources in a state or region. The key is to design a compelling message. Review the chapters in your text or any of the readings. You can even take one of your papers and turn it in to a poster. I want to see graphics, images and color to make it a compelling story. Each year, Fairmont State sponsors "Celebration of Student Scholarship" and this is a competition in the spring. Faculty nominate students for their work, so I'd like to see your efforts.