


# Poster creation tips sheet

<div>  <b>BLESSING-RIEMAN</b>            College of Nursing &amp; Health Sciences         </div> <div> <h2>Title of Project</h2> <p>Student Name(s) Here (Alphabetically)            NSG 405: Senior Leadership Change Project, Date</p> </div>			
<b>Abstract (Optional)</b> Insert your text here. Remember, you can adjust the font size to fit your text.  You can also add pictures and graphs.  <b>REMEMBER TO SAVE AS AND RENAME THE FILE SO THAT YOU DON'T SAVE OVER THE TEMPLATE!</b>	<b>Assessment</b> Insert your text here. Remember, you can adjust the font size to fit your text.  You can also add pictures and graphs and move them to fit your needs.  <b>REMEMBER TO SAVE AS AND RENAME THE FILE SO THAT YOU DON'T SAVE OVER THE TEMPLATE!</b>	<b>Planning</b> Insert your text here. Remember, you can adjust the font size to fit your text.  You can also add pictures and graphs and move them to fit your needs.  <b>REMEMBER TO SAVE AS AND RENAME THE FILE SO THAT YOU DON'T SAVE OVER THE TEMPLATE!</b>	<b>Evaluation</b> Insert your text here. Remember, you can adjust the font size to fit your text.  You can also add pictures and graphs and move them to fit your needs.  <b>REMEMBER TO SAVE AS AND RENAME THE FILE SO THAT YOU DON'T SAVE OVER THE TEMPLATE!</b>
<b>Tips</b> Superscript your references <sup>1</sup> Your footnotes should correspond with your references (i.e. footnote <sup>1</sup> is number 1 under references) <b>DO NOT</b> use Google Docs!		<b>Implementation</b> Insert your text here. Remember, you can adjust the font size to fit your text.  You can also add pictures and graphs and move them to fit your needs.  <b>REMEMBER TO SAVE AS AND RENAME THE FILE SO THAT YOU DON'T SAVE OVER THE TEMPLATE!</b>	<b>References</b> Insert References Here

Use the appropriate course poster template on the website: <https://www.brcn.edu/library/library-services/poster-presentations>.

- Do not change the color of the poster or delete the logo.

**DO NOT USE GOOGLE DOCS.** While it may be convenient, the formatting does not stay and you will have to retype everything. You cannot copy and paste!

Make sure to use the same font style and size for you text for the entire poster. The references can be smaller if needed but needs to be the same text style.

To add superscripts on the tool bar under home → in the box that you can edit font size and color there is box that allows you to make your numbers superscripts.



For hanging indents: make sure the ruler is turned on (on top toolbar: view → ruler)

- Put your cursor on the line you want to indent, then go up to your ruler and drag the marker over to the one-inch marker.

Make sure to site your images and add a figure list in your reference section. The image should have a text box that says Figure 1. The figure list goes in the reference box under your other references.

Example:

### Figure List

*Figure 1. Kangaroo Care [Online Image]. (2010).  
 Retrieved May 25, 2017 from  
<https://www.flickr.com/photos/pahowho/9403946510>*