

# PUBLIC HEALTH WORKS!

This poster was developed to help promote public health in your community. It's meant to serve as a template for you to follow to highlight your employee(s).

The poster was developed in Microsoft Word so that changes to the text and photos can be easily made. For example, you can replace Albany County's phone number and logo with your own. You can replace the bulleted text and even the photographs. When developing text, keep in mind your intended audience. Keep the bulleted text simple and easy to read. Think of all the services the employee(s) you are promoting performs. Highlight 5-7 of these services.

To change the photographs, you'll need a digital camera. When taking photographs, you'll need a release from anyone appearing in the photographs. Also, you'll need to get permission from owners or managers of any location (restaurant, swimming pools, houses, etc.) that you may use. The release needs to include the date, the person's name that they consent to being photographed and that the materials may be used for health promotion purposes at any time. Also, make sure to include that the materials that result will become the property of the county health department.

To edit (delete or add) the pictures, go to VIEW in toolbar, select PRINT LAYOUT and follow the instructions below:

#### TO DELETE PREVIOUS PICTURE:

Select picture to be removed, select EDIT on toolbar, scroll down to CUT to remove picture.

#### TO ADD NEW PICTURE:

1. Click to place the insertion point at the location in the document where you want to insert the picture.  
NOTE: The picture will be inserted with the bottom left corner positioned where you place the insertion point.
2. Choose INSERT in toolbar, point to PICTURE, and then click FROM FILE.
3. Browse to the folder that contains the picture that you want, click the picture file, and then click INSERT.
4. Click the inserted picture, and then drag the sizing handles to resize the picture, if necessary. Drag the rotation handle to rotate the picture, if necessary.

NOTE: To resize an image proportionally, select one of the open circles located at a corner. Resizing by clicking one of the side points causes the image to grow or shrink disproportionately.

This poster can also be reduced and printed in black and white if you have the opportunity to place a print ad in your local newspaper or newsletter. Or, create an 8.5 x 11 flyer to hand out at fairs and special events. To reduce the poster size, go to FILE in toolbar, select PRINT. On the print screen, you will see a box titled ZOOM, go to Scale to Paper Size. Click on the pull down menu to select the appropriate paper size (letter – 8.5x11; legal 8.5x14). Click OK to print.

Other ideas for the poster are: distributing to schools, libraries, county agencies, community-based organizations...wherever you can promote public health!