

Bulletin Board Guidance

These bulletin boards are easy to use and are an asset to the nutrition education in your facility. There are four topics so that you can change them once every three months. Try to use each theme as a chance to introduce new healthy foods, fun classroom activities, and discuss food groups with the children. Place the bulletin boards in a location where parents and children normally gather.

The bulletin board package contains:

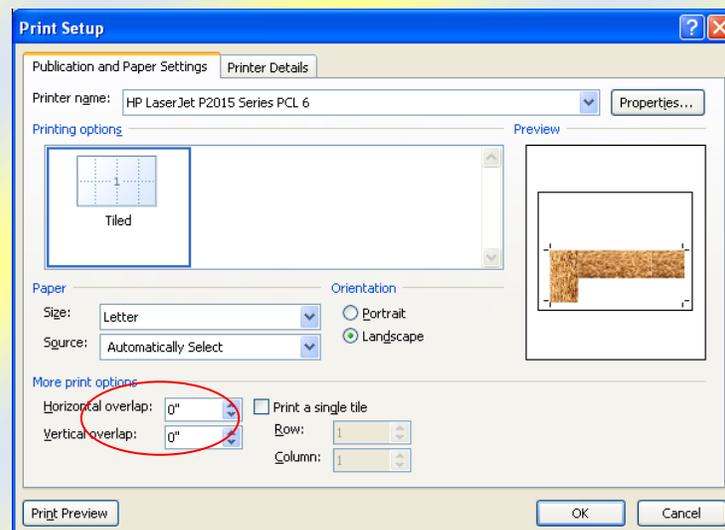
- Microsoft Publisher and PDF versions of four bulletin boards. The topics are physical activity, whole grains, vegetables, and lean protein.
- Attachment files for each bulletin board which includes flaps, labels, and handouts to affix on the printed bulletin board.
- Bulletin Board Guidance – these directions are easier to follow if you open the previous two documents while reading the directions.

Attachments

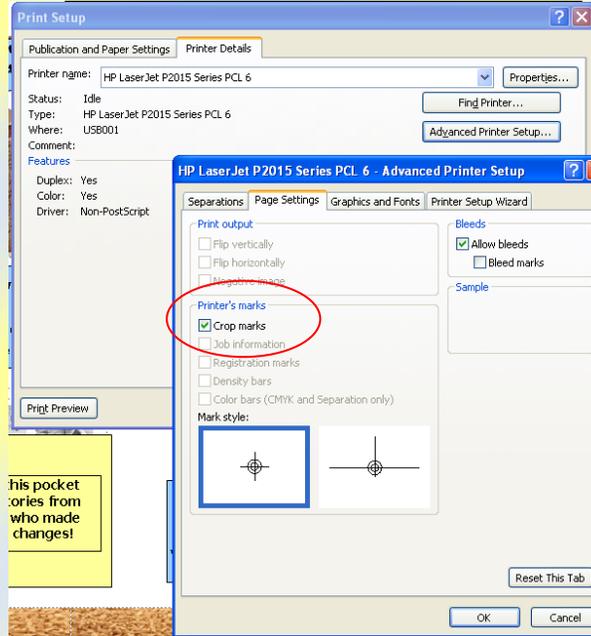
- Each bulletin board topic has an attachment file with about ten 8 1/2 X 11 inch pages.
- The pictures/physical activity strips will be attached to the bulletin boards as tabs on the activity section of each bulletin board. The correct picture/strip is affixed over the star which signifies the correct answer. The incorrect or wrong picture/strip is affixed over the large X, which signifies an incorrect answer.
- There are pockets on the bulletin board which contain recipes, educational materials, and personal health stories. The pockets can be made from cardstock, construction paper, or manila folders. Staple the pocket around the outside and leave the top open.
- Attach the labels included in the attachment to the pockets. The labels are, “Look in this pocket to find stories from families who made healthy changes!” and “Look in this pocket to find recipes and handouts on each topic.”
- The remaining documents in the attachment are suggested for use in the pockets, but you may choose any handouts that fit the topic. The Kids Eat Smart Move More Grant created several educational materials that may be appropriate for the pockets.

Print Setup

- The bulletin board size is four feet by three feet.
- To print the PDF version and the entire bulletin board at one time, a large scale printer or plotter is needed.
- The Microsoft Publisher version prints from a desktop printer. The bulletin boards are tiled and print on 8 1/2 X 11 inch sheets of paper.
- The Microsoft Publisher version needs some printer setup. The first step is to adjust the overlap. Overlap is how much space is in between each piece of paper or bulletin board piece. Find print setup under the File menu. Then find horizontal and vertical overlap under more print options. It seems easiest to set the overlap to zero. However, you may find that .25 and .30 work better for you. After print setup, test your settings by printing a few pages to see which works better for you.



- The second step is to create crop marks between each piece of paper or bulletin board piece. The crop marks make it easier to cut a straight line after printing. Find advanced printer setup under printer details in the print setup menu. Go to the page settings tab and check crop marks under printer's marks. If you are using Microsoft 2003 applications, this process may be slightly different, but these options exist.



- The third step is to select print preview under the file menu. This will show you how the bulletin board will print. You should see the crop marks in this view.



Print

- You are ready to print the bulletin board. In order to see how the pages print, you may want to print a few pages and then cancel the print job. After final printing, trim each sheet using the crop marks as a guide. A paper cutter works best for quick trimming and straight lines.