

User Guide for the *Asthma Basics for Schools* PowerPoint® Slides

Use the Asthma Basics for Schools PowerPoint® presentations to provide basic information about asthma at school staff meetings, PTA meetings, school board meetings, community group meetings, or elsewhere. Both slide sets are customizable, offer speaker notes (script and additional information to assist you in responding to questions), and a presentation feedback form.


Suggestions for use

1. *Customize the slide presentations.* Add your school, district or organization's name to the introductory slide. Include relevant information or guidance from your school or district to specified slides. To customize the slides, go directly to the slide, and then click on the text to be edited. Enter your text changes.
2. *Part 1 - Overview.* This slide set provides an overview of asthma as a major health problem affecting school-age U.S. youth. The slides describe what asthma is, what the symptoms and causes of asthma attacks are, and how asthma can be controlled. You will need approximately 20-to-30 minutes to present *Part 1 - Overview*. Allow time for questions and answers and for all members of the audience to complete and return the presentation feedback form. *Part 1* may be presented to parents/guardians, community groups, school staff, as well as healthcare professionals. It is suitable for the general public.
3. *Part 2 – Goals.* This slide set describes how schools can use a coordinated, team approach to provide a safe learning environment for students with asthma and support them in keeping their asthma under good control. A coordinated approach involves establishing management and support systems for asthma-friendly schools. Allow at least 30 minutes for this presentation to audiences composed of school nurses, school staff, and healthcare professionals. More time may be needed to present *Part 2* to other groups, such as school boards, and school district-level staff who may find this information helpful in preparing guidance for schools on asthma. It is recommended that *Part 2* NOT be shown to audiences that have not seen *Part 1* or do not have experience with asthma management for school-age youth.
4. *Parts 1 & 2.* If you present *Parts 1* and *2* together, delete slide 1 of *Part 2*. Provide time for questions and answers, as well as sharing resources and references with the audience. Be sure to ask the audience to complete and return the Feedback Form. If combining the presentations, you will need to allow approximately 1 hour, plus time for questions and answers.

Instructions for Opening and Printing the Asthma Basics for Schools PowerPoint® Presentations

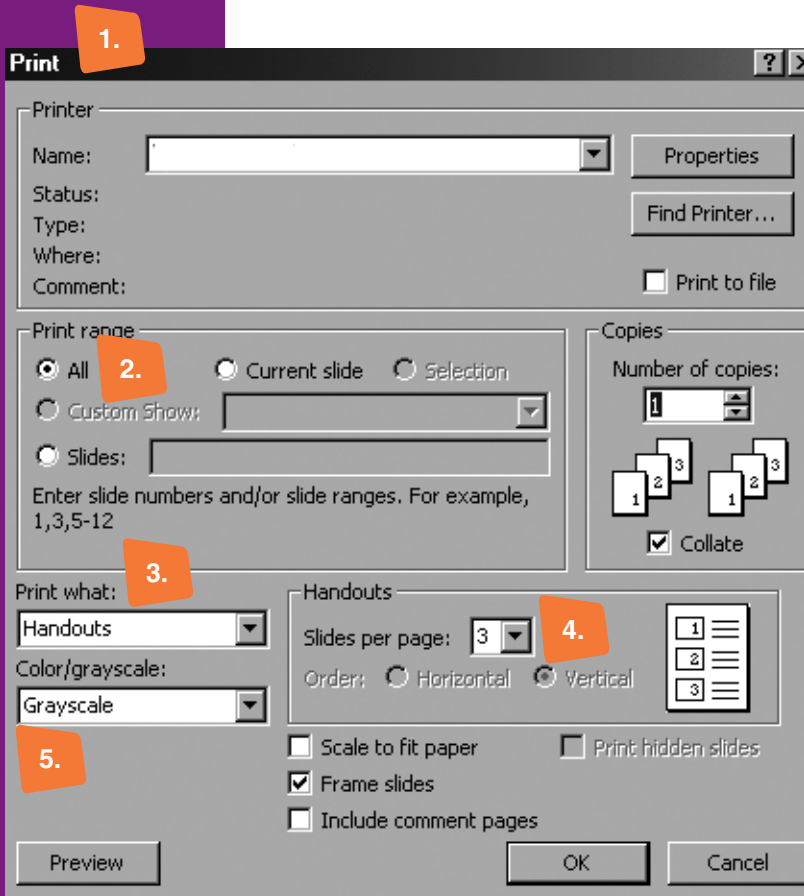
Opening a PowerPoint® presentation

1. Insert the CD-ROM into the CD drive.
2. Double-click on “My Computer.”
3. Double-click on the CD disk drive (usually D: or E:).
4. Double-click on the PowerPoint® presentation you want to open.

Note: PowerPoint® files are labeled with this icon: 

Printing handouts from a PowerPoint® presentation

Sometimes it is helpful to print handouts of a PowerPoint® presentation to allow audience members to have a hard copy of the presentation for note taking.

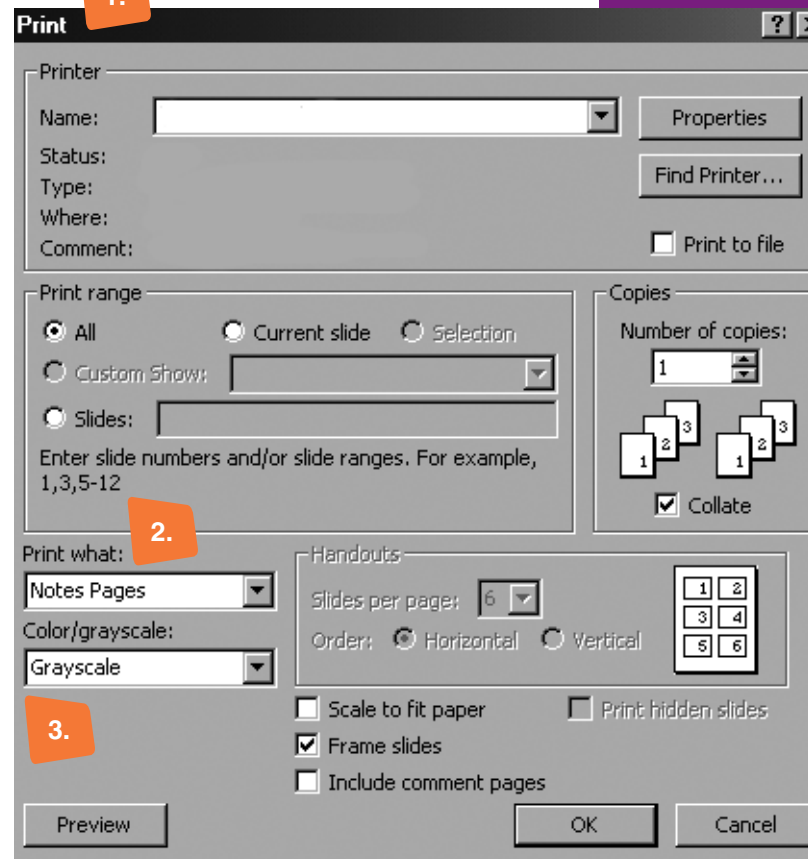


1. Open the PowerPoint® presentation you want to make into handouts. Click the File button and select “Print.” The screen to the left will appear.
2. Make sure “All” is selected here to print all the slides.
3. For handouts, select “Handouts” from the drop down menu here.
4. You can select 1, 2, 3, 4, 6, or 9 slides per page. The layout is previewed. If you select 3 slides per page, the handouts will have lines for people to take notes on.
5. Select Grayscale to print in black and white.
6. You can preview your handouts by clicking “Preview” or press OK to print.

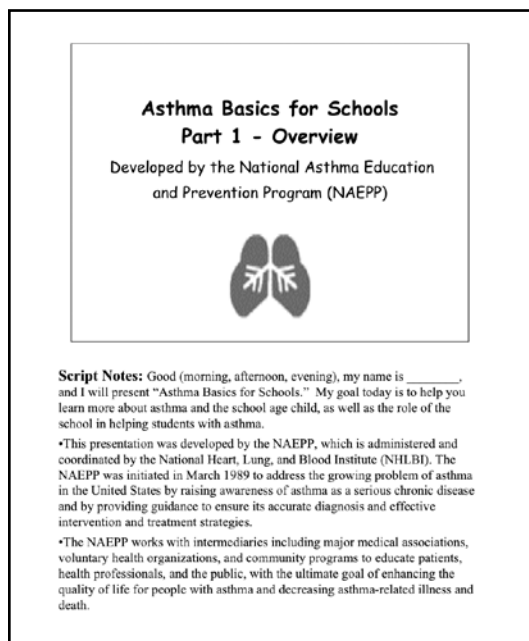
Printing notes pages from a PowerPoint® presentation

To access notes that correspond to each slide, you can print notes pages. These notes can help when giving a presentation.

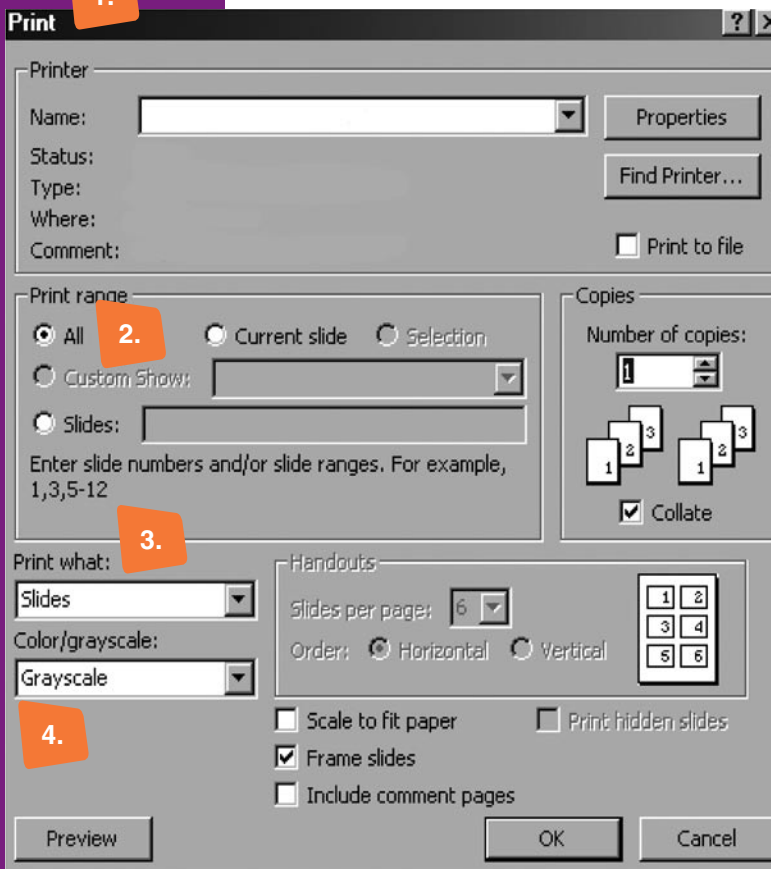
1. Open the PowerPoint® presentation you want to make into notes pages. Click the File button and select “Print.” The screen to the right will appear.
2. Select “Notes Pages” from the drop down menu here, then press OK.
3. Select Grayscale to print in black & white.
4. The finished product will look like the image below. Each slide will be on its own page in grayscale. Printed underneath each slide will be its corresponding notes.



4.



Converting PowerPoint® presentation slides into overheads



1. Open the PowerPoint® presentation you want to make into overheads. Click the File button and select “Print.” The screen to the left will appear.
2. To print every slide, select “All.” If you want to print selected slides, list them here, separated with a comma.
3. Select “Slides” from the drop down menu. Choose whether you want to frame each slide or not. You can preview it before pressing “OK” to print.
4. Select Color or Grayscale from the dropdown menu.
5. The result is one slide printed per page.
6. Make copies of each slide onto blank transparencies.