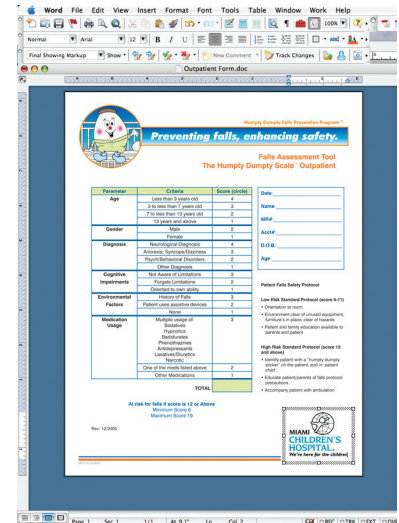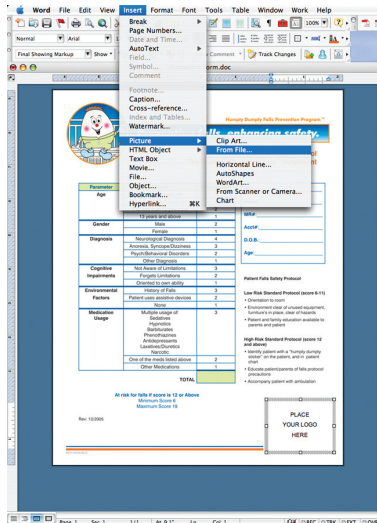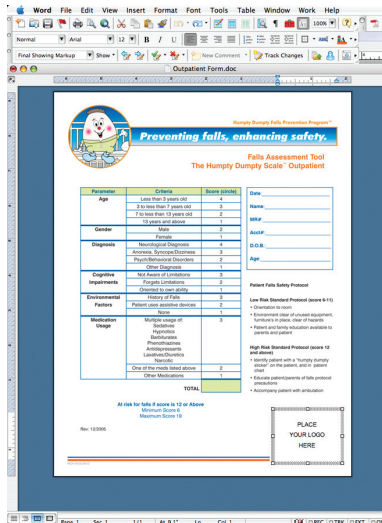# *Preventing falls, enhancing safety.*

This CD contains electronic files of print materials that are used in implementing the Humpty Dumpty Falls™ program, including forms, bed signs, PowerPoint presentations and more.

Below please find instructions detailing how to incorporate your company logo into the Humpty Dumpty Falls print materials as well as instructions for printing individual pieces either on a standard office printer or through a professional printer.

Inserting your Company's Logo

- Using Microsoft Word®, open the file you want to customize from the CD provided.
- Save the file onto your hard drive.
- Select the PLACE YOUR LOGO HERE box, and insert your Company's logo by using the *Insert/Picture/From File* command and selecting the logo you want to use from your hard drive.

- Adjust the size of the logo as necessary.
- Save the file in your Hard Drive for printing and/or future reference.

Nicklaus Children's Hospital
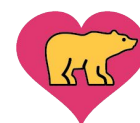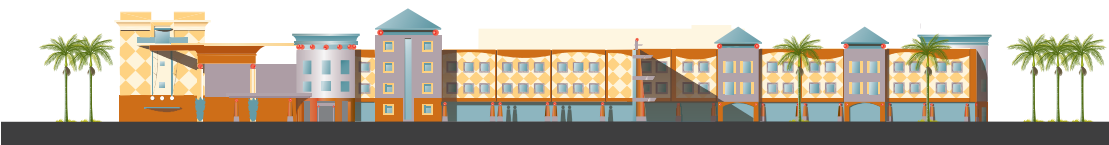
Preventing falls, enhancing safety.

All the materials have been set up to print on letter size sheets (8.5" x 11") so that you may use them in any standard color printer.

Printing Forms

- When printing the Humpty Dumpty Scale for Inpatient and ED, remember that these forms have information on the back side. Make sure you print both sides.

Laminated bed signs

The bed signs are set up 2 per page.

- Follow the instructions on Page 1 to insert your Company's logo and save your file onto your hard drive.
- Print the sheet(s) and cut them in half.
- Have the signs laminated.
  * Remember to round the corners of each sign for safety.

Badges

The badges are set up 15 per page.

- Print the sheet(s)
- Have the whole sheet laminated before cutting the individual badges
- Cut the individual badges along the dotted lines
  * Remember to round the corners of the badges for safety.
- Punch a hole, making sure it's centered on the top of the badge and insert the badge clip.

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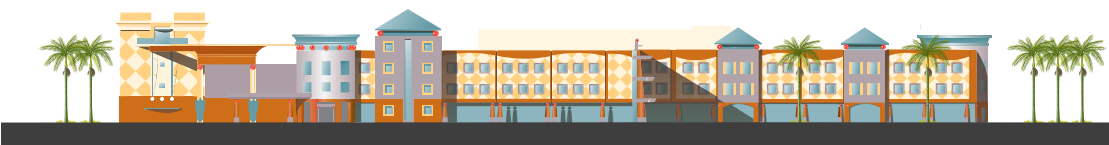
Preventing falls, enhancing safety.

Stickers/Decals

You have been provided with files so that you may have the decals/stickers printed by a commercial printer.

- Request a quote from a printing company. The specifications are:
    - Vinyl stickers
    - Size: 3" round
    - Full color (4 color process)
    - Full bleed
- Provide your vendor with the file of their choice. The CD includes files in the following formats:
   - TIFF, JPEG and Illustrator EPS (Vector file)

*Make sure to copy the file(s) for the vendor onto a separate CD. Keep the original CD with you.

PowerPoint® presentation

- Using Microsoft PowerPoint® , open the file from the CD provided.
- Save the file onto your hard drive.
- Go to the Master Slide view to insert your Company's logo into the presentation.
- Insert your Company's logo by using the *Insert/Picture/From File* command and select the logo you want to use from your hard drive. Adjust the size of the logo as necessary.
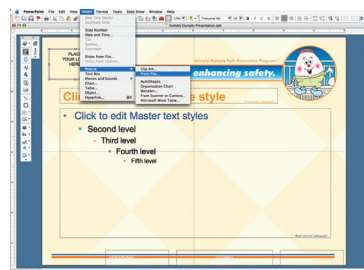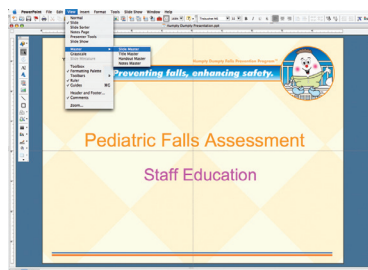
- Exit the Master Slide view.
- Save the file on your hard drive for printing and/or future reference.
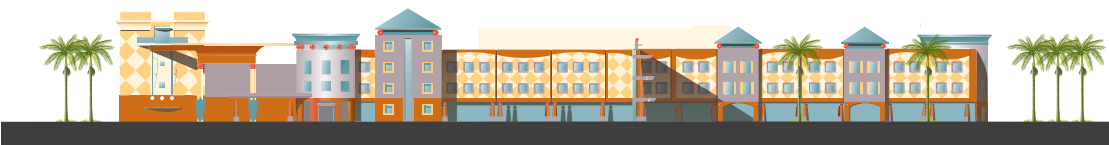
Nicklaus Children's Hospital
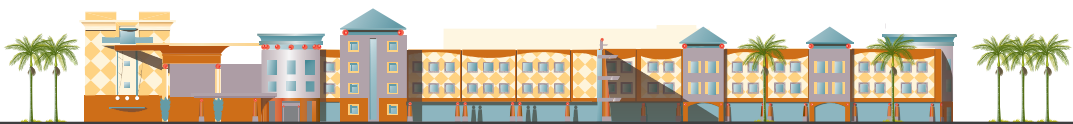
If you have any questions regarding the Humpty Dumpty Falls™ Scale and Prevention Program, please call:

Debbie Hill-Rodriguez, MSN, ARNP, PCNS-BC
Magnet Project & Clinical Outcomes Coordinator

Phone: 786-624-3315
Email: deborah.hill@mch.com

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