



A New You: Health for Every Body

Getting Started

Using Electronic Files

1) Font – Cooper Lt BT

The electronic files for this program are provided to you in several Microsoft formats. The font Cooper Lt BT has been used. If you don't have this font, we recommend you download it to your computer. This Cooper font is a TrueType font.

2) PDF and Word Files

Other than the slides, the documents in this program are provided in Microsoft Word and/or PDF. The handout or documents that are ready-to-use and require no editing are saved as PDF. This assures the formatting is maintained.

Documents that you may want to edit or revise are saved as both Word (.doc) and PDF (.pdf). The PDF format allows you to see how the document is supposed to appear regardless of the fonts you have or the printer you use. The Word format allows you to edit the documents – such as, the promotional materials and the fourth page of the newsletters.

3) PowerPoint

The slides are in Microsoft PowerPoint.

4) Printing Audience Notes

To print audience notes in PowerPoint, select the print option. In the box under “Print what:” select **Handouts**. Next to “Slides per page:” select **3**. This will print three slides per page with lines for notes.

5) Updates

As feasible, we will update *A New You: Health for Every Body*. A date is included in the bottom right-hand corner. The latest updates will be provided on the website at www.uwyo.edu/wintherockies. We recommend you visit this site from time to time and download updates to your curriculum.