Monthly Wellness Newsletters FAQs & Tips

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Q: What software do you use to create/publish your newsletters?

A: It is a Word template, probably from the 1997-2003 series. I usually try to save it as that just in case someone doesn't have the updated Microsoft Office pack.

Q: Where do you and Katie get all the content and do you cite your sources?

A: I do try to cite my sources but was noticing on these [January – April 2017] that the text boxes for those either got dropped off or covered up with content, so my apologies there. I'd say the majority of the time for the main "article" I use Cleveland Clinic Wellness (CCW): https://www.clevelandclinicwellness.com. They have doctors and RD's on staff who write articles. I adjust them somewhat as needed for space. Recipes come from a variety of sources although CCW has recipes too. I also use https://thefamilydinnerproject.org/ for recipes. Run/walk information is from http://www.runningintheusa.com/ and the healthy foods from a-z are mostly from my nutrition books. The health month/week/day is from https://healthfinder.gov/NHO/.

Q: How do you distribute this (email, print copies, or both)?

A: Most of our staff does not have email so they are printed out and distributed at our monthly staff meeting.

Q: Can other WWW Coordinators access/use these newsletters?

A: People can contact me at daggsk@unitedhealthcenters.org. We do a new one each month so I have QUITE a few!