



BBM Newsletter Font & File Instructions

1. Theme Font – Georgia

The font used for all theme words is now the “Georgia” font, which is a universal font that should be default on most all computers (Mac & PC). The training video may refer to the “Qlassik Bold” font and instructions for downloading this less common font type to your computer. This is no longer necessary. The “Georgia” theme should now be used for all theme fonts.

2. Saving Newsletter as a PDF File

(May vary by computer/operating system)

- Check your PRINT menu to see if you currently have a PDF option
- If not, you can download a free plug-in from www.primopdf.com
- If using PrimoPDF, the PDF option will appear as a printer when you select to print a file.
- Instead of printing, you can then save the file to your computer in .pdf format

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