****

**Do you need this template in black and white?**

Follow these steps to print any template or document in grayscale for black and white printer or copier replications.

NOTE: If you have a black and white printer only, the file will automatically print in grayscale.

1. Once you are done entering all your information and editing the template, choose File (or click the Office button in Office 2007), then Print from the menu bar.
2. A print window will pop up. Click on the button titled Properties.
3. A new pop-up window will appear with five tabs at the top. Click on the Color tab.
4. In the Color tab, check the Print in Grayscale box located at the bottom of the pop-up window. Click OK, then click OK again.
5. Your document will now print out in grayscale!

For technical assistance questions, feel free to email Sarah Sciandri at sarah.sciandri@cdph.ca.gov.



**Integrate**

**Harvest of the Month in Your Worksite**

***Increase employee access to in-season and locally grown fruits and vegetables with these tips!***



* **Download the Harvest of the Month worksite toolkit** each month from UC San Diego’s Harvest of the Month website (bit.ly/HOTMSDWorksite), and post the provided materials on your wellness board or around your worksite
* **Order CSA (Community Supported Agriculture) Boxes** for your office which contain locally grown and in-season produce
* **Host a Harvest of the Month Recipe Contest.** Employees have a potluck and submit their favorite healthy recipe featuring one of the Harvest of the Month selections
* **Post UC San Diego’s Harvest of the Month Produce Calendar** in your worksite and distribute copies to employees
* **Increase Harvest of the Month signage** near your employee cafeteria or vending machines
* **Promote farmers’ markets** located near your worksite to encourage employees to buy local Harvest of the Month produce



For CalFresh information, call 1-877-847-3663. Funded by USDA SNAP, an equal opportunity provider and employer. Visit www.cachampionsforchange.net for healthy tips. •California Department of Public Health