



# Toilet Talk

Issue 74

Stay Well Manchester College!

February 2010

"He who has health, has hope; and he who has hope, has everything."  
Arabian Proverb

## Looking Ahead

February is the National Heart Month. The motto of the American Heart Association is "live and learn." Keeping your heart healthy results from both adequate exercise and a healthy diet. Now is a great time to start getting in shape, especially with spring break quickly approaching. Start setting short term goals. The goals must be reachable, but not easy. You should aim to work out at 60-75% of your maximum heart rate. To determine your maximum heart rate:  $220 - \text{age}$ . If you want to work out at 60%, and you are 20 years old, your target heart rate should be  $220 - 20 \times 0.6 = 120$  beats per minute. Check your heart rate every five to ten minutes while exercising. The physical education and recreation center is a perfect place to shed pounds. The widescreen TVs provide entertainment while you are getting your workout in. Try the treadmills, elliptical, stationary bikes, and stair steppers to get the beach bod you have always wanted! —American Heart Association

## Boo whoo whoo

You may be one of the people who cry seemingly non-stop, or perhaps you are one who can't remember the last time you cried. Crying is a natural response to emotions of sadness, or hurt. There are also times when the beauty of something or a situation makes you cry. The tears are a buildup of energy which is finally released. They may also have stress hormones or toxins in them which are released. It is ok to deal with emotions however you feel best! -webmd

## Your Food Cravings

Recent studies have shown that it is possible to determine your personality and some nutritional needs based on what type of foods you crave. When you crave salty foods, you may be lacking some minerals. Studies show salt cravers are the type of people that "go with the flow." Chocolate cravers are searching for happy feelings, which chocolate provides through serotonin. Milk chocolate cravers are generally introverts, who like the outdoors. Dark chocolate lovers are social butterflies who are the life of the party. Spicy food cravers need to cool their bodies off, and perspiring from spicy foods will do the trick. People who like spicy foods seem to dislike wasting time, and need order in their life. People who crave sweets are looking to get the extra energy boost. Sweet cravers enjoy being the center of attention, and live with few regrets. —msnbc.health

## COMING UP THIS MONTH

- 5th National Wear Red Day. American Heart Association
- 9th Opening Convo "It's Your Money" President Switzer

## Watch Where You Eat

Eating dinner in front of the TV is not the best for your health. Eating while you are distracted causes you to indulge more, meaning extra calories for you! Eaters dine faster while watching TV: one study showed TV watchers ate 71% more macaroni and cheese. -prevention.com

## "Run Forrest Run"

**Exercising for as few as twenty minutes can curb your hunger up to three hours. Your body suppresses the hunger hormones in your stomach, and makes you feel fuller. If you feel hunger cravings throughout the day, forget about your snickers bar and get some exercise in instead.**  
-health.com

## The Dating Game

1 in 4 people between the ages of seventeen and twenty four have a sexually transmitted disease.

CDC

## SIDEBAR ARTICLES

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

### CALENDAR OF EVENTS

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

## MORE WAYS TO CUSTOMIZE THIS TEMPLATE

### FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu.

Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

### INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

### BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

### QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

## Inserting and Editing Pictures

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

