

Factsheet Generator User Guide

bcfsg.dietitians.ca

BACKGROUND

The Factsheet Generator (FSG) is a specialized web-based tool that allows you to customize your own nutrition factsheets with standardized, evidence-based key messages and supporting messages. Follow these easy step-by-step instructions.

9 steps to creating a customized factsheet



Create Your Own Factsheet

The factsheet generator (FSG) is a specialized web-based tool that allows you to customize your own nutrition factsheets with standardized, evidence-based key messages and supporting messages. Follow these easy step by step instructions or click on the User's Guide pdf for more detailed help.

- Step 1: Choose a Language
- Step 2: Choose a Topic
- Step 3: Choose the Audience
- Step 4: Choose your template for page 2 messages
 - A) 1 supporting message on page 2
 - B) 2 supporting messages on page 2
- Step 5: First Page - Select a Key Message
- Step 5b: First Page - Select a Supporting Message
- Step 6: Second Page - Select a Supporting Message
- Step 6b: Second Page - Select a Supporting Message (only if you selected "Supporting Message" on Step 4)
- Step 7: Select Logos for Footer
- Step 8: Select whether you want your Factsheet in Color or Black & White
- Step 9: Click on "Preview" to view a preview of your customized factsheet
- Click on "Generate" to download the factsheet in PDF format. Please complete the feedback survey.

NOTE: The colours in Preview on your monitor may look different from the colours in the generated PDF.

Sample Factsheet Preview

Sodium Sense

Sodium is Found in Salt

- All types of salt are high in sodium.
- Kosher salt, sea salt, fleur de sel, gourmet salt and smoked salt all have about the same amount of sodium as table salt. They are not healthier choices.

Take steps to reduce the amount of sodium you eat. Small changes can make a big difference!

CUT THE SODIUM, KEEP YOUR HEALTH

LOWERS SODIUM (OPTIMAL, SODIUM SENSE)	REDUCES SODIUM (OPTIMAL, SODIUM SENSE)
<ul style="list-style-type: none"> ✓ Fresh fruits and vegetables, unseasoned popcorn, unsalted nuts ✓ Rice cooked in water or low sodium broth ✓ Fresh or dried herbs and spices, garlic, ginger, onion, vinegar, lemon and lime juice 	<ul style="list-style-type: none"> ✗ Chips, salted pretzels or other salty snacks ✗ Rice cooked in salty broth ✗ Sandwiches made with processed or deli meats or high sodium processed foods

Page 1

Sodium Sense

- Compare food labels and buy products with the lowest amount of sodium.
 - Use the % Daily Value (%DV) on the label to see if the food has a little or a lot of sodium. Here is a useful guide:
- 5% DV or less is a little, 15% DV or more is a lot.

VEGETABLES AND FRUIT	DAIRY AND ALTERNATIVES
<ul style="list-style-type: none"> • Vegetables and fresh fruit from frozen vegetables, frozen peas, frozen corn, and vegetable packs that are low in sodium. 	<ul style="list-style-type: none"> • Dairy and Alternatives: Eggs, milk, fortified soy products, and yogurt. Because they are low in sodium.
<ul style="list-style-type: none"> • Grain Products: Choose bread, breakfast cereals and bakery products that are low in sodium. Enjoy a variety of naturally sodium-free grains such as barley, quinoa and rice. 	<ul style="list-style-type: none"> • Meat and Alternatives: Buy unseasoned meat, poultry, fish, washed and salt-free. Choose unseasoned nuts. Buy low sodium beans or try dried beans, peas and lentils.

Page 2

Step 1: Choose a Language

English

Step 2: Choose the Topic

Sodium

Step 3: Choose the Audience

Teens Parents Adults Seniors

Step 4: Choose your template for page 2 messages

Half Page

Step 5: First Page - Select a Key Message

- | Select | Key Message | |
|-----------------------|---|---|
| <input type="radio"/> | Sodium is found in salt | i |
| <input type="radio"/> | We eat too much sodium | i |
| <input type="radio"/> | Eating too much sodium can be harmful to our health | i |
| <input type="radio"/> | Most of the foods we eat contain too much sodium | i |

Step 5b: First Page - Select a Supporting Message

- | Select | Supporting Message | |
|-----------------------|----------------------------------|---|
| <input type="radio"/> | Cut the sodium, keep your health | i |

Step 6: Second Page - Select a Supporting Message

- | Select | Supporting Message | |
|-----------------------|--|---|
| <input type="radio"/> | Read the label and find the sodium | i |
| <input type="radio"/> | Remember the 4 food groups: eating well with Canada's Food Guide | i |
| <input type="radio"/> | Experiment with healthy meals and snacks | i |
| <input type="radio"/> | Reduce the sodium in the foods you use | i |
| <input type="radio"/> | Cut the sodium, keep the flavour | i |
| <input type="radio"/> | Make lower sodium menu choices | i |

Follow the easy to use instructions and Steps 1-9 in **Create Your Own Factsheet** on the FSG website.

- 1 Choose a language.
- 2 Choose the topic.
- 3 Choose the audience.
- 4 Choose either a full-page or two half-page supporting messages for page 2.
- 5 Choose a key message for the top front of the factsheet. You can preview each layout by scrolling over any of the "i" buttons on the right.
- 5b Choose a supporting message for the bottom of page 1.
- 6 Choose a supporting message for the top of page 2.

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Step 6b: Second Page - Select a Second Supporting Message

- | Select | Supporting Message 2 | |
|----------------------------------|--|---|
| <input type="radio"/> | Read the label and find the sodium | i |
| <input checked="" type="radio"/> | Remember the 4 food groups: eating well with Canada's Food Guide | i |
| <input type="radio"/> | Experiment with healthy meals and snacks | i |
| <input type="radio"/> | Reduce the sodium in the foods you use | i |
| <input type="radio"/> | Cut the sodium, keep the flavour | i |
| <input type="radio"/> | Make lower sodium menu choices | i |

6b Choose a second supporting message for the bottom of page 2 (*only if you selected two half-page messages in Step 4*).

Note:

- Try and match the messages to your audience. For example, select the key message regarding health risks of sodium with clients who are seniors.

Step 7: Select Logos for Footer

- | Select | Logo | |
|----------------------------------|--------------------------------|---|
| <input checked="" type="radio"/> | Fraser Health | i |
| <input type="radio"/> | First Nations Health | i |
| <input type="radio"/> | Interior Health | i |
| <input type="radio"/> | Northern Health | i |
| <input type="radio"/> | Provincial Health Services | i |
| <input type="radio"/> | Vancouver Coastal Health | i |
| <input type="radio"/> | Vancouver Island Health | i |
| <input type="radio"/> | Inside BC, No Health Authority | i |
| <input type="radio"/> | Outside of BC | i |

- Avoid repetition in the factsheet. Some of the options for the supporting messages on the back of the factsheet contain similar information to the key message on the front. Choose supporting messages that complement but not duplicate information on the front of the factsheet. For example, do not combine the key message “Nutrition labels can help us make healthy drink choices” with the supporting message “Read the label: hunt for the sugar.”

7

Choose the logo option that represents the health authority you work for.

If you do not work for a health authority but work in BC, choose “Inside BC, No Health Authority.” If you do not work in BC, choose the “Outside of BC” option.

8

Choose the “Color” or “Black and White” print option depending on the type of printer you will be using.

Note:

If you choose the “Color” option and try to print in black and white, the contrast will not be as great and the image will be poor.

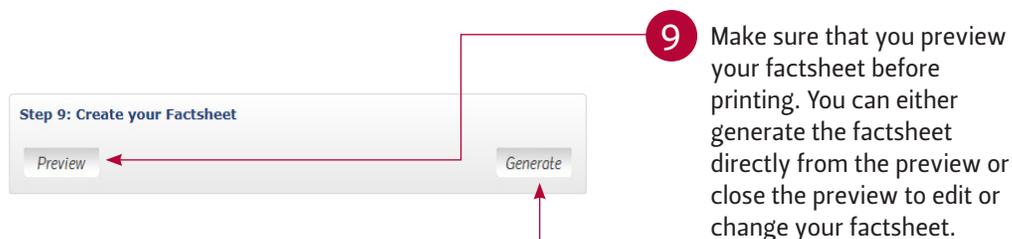
Step 8: Choose black and white or color

- | | |
|----------------------------------|-----------------|
| <input type="radio"/> | Black and White |
| <input checked="" type="radio"/> | Colour |

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9 Make sure that you preview your factsheet before printing. You can either generate the factsheet directly from the preview or close the preview to edit or change your factsheet.

Note: After the “Preview”, select “Generate” to create your handout. Depending on the speed of your computer, this can take a few seconds so please be patient.



Complete the short feedback survey on your experience of using the FGS. Your input will help us to ensure that this tool is meeting your needs.

Frequently Asked Questions

When can I print the factsheet?

You can print when you have completed each step in the factsheet. If a section is not complete, you will see a notification of what information is missing and from which section(s).

How should I print the factsheet for best results?

- Printing on glossy paper will give the factsheet optimum vibrancy.
- The factsheet generated will be a high resolution PDF document that can be printed to any printer.
- You can print the factsheet on your desktop computer or send for offset printing.
- For printing over 50 copies, you may want to use a digital printer (bulk printer from an office or a commercial print shop).
- For printing over 500 copies, you can send factsheets for offset printing.

