



# Leica Zeno 10/Zeno 15 User Manual





Version 1.0 English

- when it has to be right



## **Manual Leica Zeno 10**

**RD Boyd** 



Embark on a transformative journey with is captivating work, Grab Your Copy of **Manual Leica Zeno 10**. This enlightening ebook, available for download in a convenient PDF format, invites you to explore a world of boundless knowledge. Unleash your intellectual curiosity and discover the power of words as you dive into this riveting creation. Download now and elevate your reading experience to new heights.

https://staging.conocer.cide.edu/public/book-search/default.aspx/July 1914 A Brief Documentary History.pdf

#### **Table of Contents Manual Leica Zeno 10**

- 1. Understanding the eBook Manual Leica Zeno 10
  - The Rise of Digital Reading Manual Leica Zeno 10
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Manual Leica Zeno 10
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Manual Leica Zeno 10
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Manual Leica Zeno 10
  - Personalized Recommendations
  - Manual Leica Zeno 10 User Reviews and Ratings
  - Manual Leica Zeno 10 and Bestseller Lists
- 5. Accessing Manual Leica Zeno 10 Free and Paid eBooks
  - Manual Leica Zeno 10 Public Domain eBooks
  - Manual Leica Zeno 10 eBook Subscription Services
  - Manual Leica Zeno 10 Budget-Friendly Options

- 6. Navigating Manual Leica Zeno 10 eBook Formats
  - o ePub, PDF, MOBI, and More
  - Manual Leica Zeno 10 Compatibility with Devices
  - Manual Leica Zeno 10 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Manual Leica Zeno 10
  - Highlighting and Note-Taking Manual Leica Zeno 10
  - Interactive Elements Manual Leica Zeno 10
- 8. Staying Engaged with Manual Leica Zeno 10
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Manual Leica Zeno 10
- 9. Balancing eBooks and Physical Books Manual Leica Zeno 10
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Manual Leica Zeno 10
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Manual Leica Zeno 10
  - Setting Reading Goals Manual Leica Zeno 10
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Manual Leica Zeno 10
  - Fact-Checking eBook Content of Manual Leica Zeno 10
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements

#### • Interactive and Gamified eBooks

#### Manual Leica Zeno 10 Introduction

Free PDF Books and Manuals for Download: Unlocking Knowledge at Your Fingertips In todays fast-paced digital age, obtaining valuable knowledge has become easier than ever. Thanks to the internet, a vast array of books and manuals are now available for free download in PDF format. Whether you are a student, professional, or simply an avid reader, this treasure trove of downloadable resources offers a wealth of information, conveniently accessible anytime, anywhere. The advent of online libraries and platforms dedicated to sharing knowledge has revolutionized the way we consume information. No longer confined to physical libraries or bookstores, readers can now access an extensive collection of digital books and manuals with just a few clicks. These resources, available in PDF, Microsoft Word, and PowerPoint formats, cater to a wide range of interests, including literature, technology, science, history, and much more. One notable platform where you can explore and download free Manual Leica Zeno 10 PDF books and manuals is the internets largest free library. Hosted online, this catalog compiles a vast assortment of documents, making it a veritable goldmine of knowledge. With its easy-to-use website interface and customizable PDF generator, this platform offers a user-friendly experience, allowing individuals to effortlessly navigate and access the information they seek. The availability of free PDF books and manuals on this platform demonstrates its commitment to democratizing education and empowering individuals with the tools needed to succeed in their chosen fields. It allows anyone, regardless of their background or financial limitations, to expand their horizons and gain insights from experts in various disciplines. One of the most significant advantages of downloading PDF books and manuals lies in their portability. Unlike physical copies, digital books can be stored and carried on a single device, such as a tablet or smartphone, saving valuable space and weight. This convenience makes it possible for readers to have their entire library at their fingertips, whether they are commuting, traveling, or simply enjoying a lazy afternoon at home. Additionally, digital files are easily searchable, enabling readers to locate specific information within seconds. With a few keystrokes, users can search for keywords, topics, or phrases, making research and finding relevant information a breeze. This efficiency saves time and effort, streamlining the learning process and allowing individuals to focus on extracting the information they need. Furthermore, the availability of free PDF books and manuals fosters a culture of continuous learning. By removing financial barriers, more people can access educational resources and pursue lifelong learning, contributing to personal growth and professional development. This democratization of knowledge promotes intellectual curiosity and empowers individuals to become lifelong learners, promoting progress and innovation in various fields. It is worth noting that while accessing free Manual Leica Zeno 10 PDF books and manuals is convenient and cost-effective, it is vital to respect copyright laws and intellectual property rights. Platforms offering free downloads often operate within legal boundaries, ensuring that

the materials they provide are either in the public domain or authorized for distribution. By adhering to copyright laws, users can enjoy the benefits of free access to knowledge while supporting the authors and publishers who make these resources available. In conclusion, the availability of Manual Leica Zeno 10 free PDF books and manuals for download has revolutionized the way we access and consume knowledge. With just a few clicks, individuals can explore a vast collection of resources across different disciplines, all free of charge. This accessibility empowers individuals to become lifelong learners, contributing to personal growth, professional development, and the advancement of society as a whole. So why not unlock a world of knowledge today? Start exploring the vast sea of free PDF books and manuals waiting to be discovered right at your fingertips.

#### **FAOs About Manual Leica Zeno 10 Books**

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer web-based readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Manual Leica Zeno 10 is one of the best book in our library for free trial. We provide copy of Manual Leica Zeno 10 in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Manual Leica Zeno 10. Where to download Manual Leica Zeno 10 online for free? Are you looking for Manual Leica Zeno 10 PDF? This is definitely going to save you time and cash in something you should think about.

#### Find Manual Leica Zeno 10:

july 1914 a brief documentary history just about anything can be moved just like the girl

justice and the environment conceptions of environmental sustainability and theories of distributive justice

#### just another day in the park

#### justice and punishment the rationale of coercion

jury disorder in the courts

#### juggling made easy

just friends brave enemies

junior greats series 5 1st semester student activity

jules verne clabics one

#### just a moment life matters with father tom

just my luck meet olivia and jeffrey canine detectives

juniper time \*\*

just right students

#### Manual Leica Zeno 10:

#### eĞİtİmİn tanitimi İstanbul - Dec 07 2022

web 2 cas cognitive assessment system sertifika eğitimi için 2 200 00 tl 8 kdv 2 376 00 tl ad soyad tc kimlik numarası ve açıklama kısmına cas sertifika eğitimi yazılarak merkezimizin halk bankası beyazıt Şubesinde tr87 0001 2009 8200 0006 2004 04 nolu iban numaramız yatırılacaktır

nbpts assessment center retired prompts whm frontlinepolicy - Sep 04 2022

web nbpts assessment center retired prompts is simple in our digital library an online entrance to it is set as public appropriately you can download it instantly our digital library saves in combined countries allowing you to acquire the most less latency times to download any of our books behind this one merely said the nbpts assessment

#### component 1 content knowledge assessment center policy - Jul 14 2023

web response items that make up your assessment center exam the following table provides an overview of the assessment center process and the location of information to complete each step step by step overview of the assessment center process page 1 receiving approval to test 3 2 planning ahead to secure the date 5 3 changing your

#### nbpts assessment center retired prompts pdf uniport edu - Apr 11 2023

web apr 4 2023 merely said the nbpts assessment center retired prompts is universally compatible once any devices to read secrets of the national board certification generalist early childhood exam study guide national board certification test review for the nbpts national board certification exam secret 2018 04 12 all

#### nbpts assessment center retired prompts help discoveram - Nov 06 2022

web plainly put the nbpts assessment center retired prompts is internationally congruent with any devices to browse if you collaborator tradition such a referred nbpts assessment center retired prompts books that will find the money for you worth receive the unquestionably best seller from us presently from several

renal transplantation in pediatric recipients considerations and - Oct 05 2022

web renal transplantation in pediatric recipients considerations and preoperative assessment strategies atıf İçin kopyala bañuelos marco b donmez i geppert t

assessment center exercises 2009 pdf software testing - May 12 2023

web both the exercise descriptions and the retired prompts and scoring guide for your certificate area are available at nbpts org nbpts org preparing for the aces the pearson vue web site offers the following resources to help you become familiar with the administration of the aces

#### nbpts assessment center retired prompts pdf free - Mar 10 2023

web title nbpts assessment center retired prompts pdf free snapshot segmetrics io created date 9 2 2023 3 40 07 am retired prompts practice writing for the assessment center - Aug 15 2023

web national board is in the process of changing although the assessments may change i doubt how you would study for them would change my suggestion for those going through the process would be to time yourself writing about art here are some retired prompts taken from the nbpts website their website is changing so i am not able to give you

kurum İçi değerlendirici yetiştirme programı assessment - Apr 30 2022

web zorlu center teras evler r1 blok no 111 beşiktaş İstanbul 90212 269 92 10 info assessment com tr hakkımızda hakkımızda ekibimiz basında biz e assessment yetkinlik envanterleri kişilik envanterleri 360 envanterler yetenek bilgi testleri durumsal yargı testleri

nbpts assessment center retired prompts 2022 logb fonedog - Aug 03 2022

web nbpts assessment center retired prompts is affable in our digital library an online access to it is set as public therefore you can download it instantly our digital library saves in multipart countries allowing you to get the most less latency epoch to download any of our books gone this one

#### ptt 2022 personel alımlarında son dakika gelişmesi başvuru - Jun 01 2022

web jul 30 2022 ptt 2022 personel alımlarında son dakika gelişmesi başvuru şartları ve yeri belli oldu tolgahan sarıkaş 30 temmuz 2022 son güncelleme 30 temmuz 2022 vatandaşlar 2022 yılbaşından bu yana bu yıl yapılacak alan ptt personel alımları için heyecanla bekliyordu gelen açıklamalarda ptt nin bu yıl büyük ölçüde ve çok

nbpts assessment center retired prompts 2022 spyder adecco - Jul 02 2022

web nbpts assessment center retired prompts 1 nbpts assessment center retired prompts thank you for reading nbpts assessment center retired prompts as you may know people have search numerous times for their favorite novels like this nbpts assessment center retired prompts but end up in malicious downloads rather than nbpts assessment center retired prompts download only - Jan 08 2023

web the police assessment center jun 23 2023 in the police assessment center important keys for success a retired police captain provides practical tips and important concepts so candidates up for promotion can receive better scores on their assessments barry malkin has personally conducted over seventy assessment center feedback <a href="https://doi.org/10.1007/journal.org/10.1007/j

web mar 18 2023 nbpts assessment center retired prompts is available in our book collection an online access to it is set as public so you can get it instantly our book servers saves in multiple locations allowing you to get the most less

#### nbptsassessmentcenterretiredprompts old moncheribridals - Mar 30 2022

web professional teaching standards nbpts is to establish high and rigorous standards for what teachers should know and be able to do to certify teachers who meet those standards and to advance other education reforms for the purpose of improving student learning in american schools in response to a request from the u s congress the

#### ptt personel alımı ne zaman tarih belli oldu mu hürriyet - Dec 27 2021

web aug 3 2022 ptt personel alımı başvuru tarihi henüz açıklanmadı tarihler belli olduğunda haberimizde detaylara yer vereceğiz a 29 5 2009 tarihli ve 5901 sayılı türk vatandaşlığı kanununun

#### nbpts exam 2022 practice test questions national board - Feb 09 2023

web nbpts exam 2022 practice test questions national board certification exam quiz practice free online nbpts sample mock test quiz download national board certification exam solved model exam pdf papers with previous years questions and answers

#### nbptsassessmentcenterretiredprompts dev sfcg - Feb 26 2022

web professional teaching standards nbpts is to establish high and rigorous standards for what teachers should know and be able to do to certify teachers who meet those standards and to advance other education reforms for the purpose of improving student learning in american schools in response to a request from the u s congress the

#### İstanbul prompt yöntemi uygulayan doktorlar uzmanlar - Jan 28 2022

web İstanbul bölgesinde prompt yöntemi uygulayan doktorların uzmanların listesidir doktorları uzmanları ve yorumları inceleyebilir dilerseniz randevu alabilirsiniz

maple quick start maplesoft - Apr 15 2023

web talking to maple in this section you will learn the basics of asking maple a question and getting a result steps results

using enter when you launch maple you start with a blank document with menus and toolbars at the top palettes on the side at the cursor you can start typing math press enter to see the result example type 1 2

#### getting started with maple springer - Feb 13 2023

web getting started with maple what is maple in simplest tenns maple is a computer environment for doing math ematics symbolical numerical and graphical computations can all be done with maple

getting started with maple 3rd edition amazon com - Apr 03 2022

web mar 23 2009 the purpose of this guide is to give a quick introduction on how to use maple it primarily covers maple 12 although most of the guide will work with earlier versions of maple also throughout this guide we will be suggesting tips and diagnosing common problems that users are likely to encounter

getting started with maple kağıt kapak 22 mayıs 2009 - Dec 31 2021

web getting started with maple meade douglas b may michael cheung c k keough g e amazon com tr kitap

#### getting started with maple learn youtube - Dec 11 2022

web jul 4 2023 in this video you ll learn everything you need to get started with maple learn for more information visit us at maplesoft com products learn re

getting started with maple 3rd edition wiley - Sep 08 2022

web the purpose of this guide is to give a quick introduction on how to use maple it primarily covers maple 12 although most of the guide will work with earlier versions of maple also throughout this guide we will be suggesting tips and diagnosing common problems that users are likely to encounter

#### getting started with maple maple training videos maplesoft - Jul 18 2023

web maple powerful math software that is easy to use maple for academic maple for students maple learn maple calculator app maple for industry and government maple flow maple for individuals maple add ons e books study guides for students maple toolboxes maplenet free maple player

#### maplesoft documentation center product manuals and support - Jan 12 2023

web installation instructions for maplesoft products the maplesoft online help system includes the full set of product help pages for maple maplesim and their toolboxes there are hundreds of books that support maplesoft products getting started with maple google books - Jul 06 2022

web mar  $23\ 2009$  douglas b meade michael may c k cheung g e keough wiley mar  $23\ 2009$  mathematics 224 pages the purpose of this guide is to give a quick introduction on how to use maple it primarily covers maple 12 although most of the guide will work with earlier versions of maple

maple fundamentals guide maplesoft - Jun 17 2023

web this tutorial is designed to help you become familiar with the maple environment and teach you fundamental concepts and tools you need to become productive quickly to try this material on your own start with an empty maple document perform the steps found in the left column of each table below

#### training getting started with maple youtube - May 04 2022

web may 15 2015 18 share save 13k views 7 years ago maple the essential tool for mathematics and modeling for more information visit us at maplesoft com products map this video demonstrates the getting started with maple springer - Nov 10 2022

web maple is typically started by entering the command maple at the prompt systems with more advanced graphical user interfaces e g macintosh windows have a maple program icon that activates the application once a maple session is started you are presented with a maple input prompt that typically looks like basic maple syntax

quick start tutorials maplesoft training maplesoft - Aug 19 2023

web watch getting started with maple learn to get an overview of the maple learn basics including mathematical problem solving creating interactive graphs and adding text to your document for quick tutorial videos on specific topics see the maple learn tutorials playlist

#### getting started with maple in five easy steps youtube - Oct 09 2022

web 13k subscribers subscribe 35k views 4 years ago maple the essential tool for mathematics and modeling in this video you ll learn the five most important things you need to know when using

maple 2020 installation guide maplesoft - Feb 01 2022

web maple 2020 installation guide maplesoft

#### maple getting started guide maplesoft - Mar 14 2023

web the getting started guide was created using the stand ard worksheet interf ace to maple an interactive version of this manual is available in the standard worksheet interf ace from the help menu select manuals diction ary and more manuals getting started guide standard worksheet basic worksheet environment for older computers with

#### $\textbf{getting started with maple uc santa barbara} \cdot Aug~07~2022$

web to start maple on nt pc computers go to start menu programs statistics and math maple v release 5 1 maple v release 5 1 maple v release 5 1 powerpc on unix workstations the v windows version is invoked by the command xmaple

getting started with maple youtube - May 16 2023

web 12 5k subscribers this webinar is designed for the user who comes to maple for the first time it will demonstrate how to get started by clarifying the user interface and the ways math can

#### getting started with maple 3rd edition calculus mathematics - Mar 02 2022

web the purpose of this guide is to give a quick introduction on how to use maple it primarily covers maple 12 although most of the guide will work with earlier versions of maple also throughout this guide we will be suggesting tips and diagnosing common problems that users are likely to encounter

#### getting started with maple springerlink - Jun 05 2022

web this chapter is intended to familiarize you with how maple works how expressions and commands are entered in maple and how to make sense of the results

how to write a great psw resume with template and example - Mar 01 2023

web jan 27 2023 how to write a psw resume with the proper planning and effort you can develop a resume that proves you re an expert in personal support work follow these eight steps to write a psw resume 1 study the job description study the job description closely to check if you meet all the requirements for the role

student support services resume samples velvet jobs - May 23 2022

web evaluate students abilities interests and personality characteristics in order to provide regular counseling and support activities reconcile student enrollment numbers and process invoices working with accounting respond to students requests for assistance within 24 business hours expresses student retention concerns to their manager

#### personal support worker resume examples canada - Dec 18 2021

web salary details for personal support workers in canada personal support workers typically earn annual salaries ranging from 30 000 to 50 000 depending on factors such as experience location the complexity of care required and specific job responsibilities staying informed about current salary trends is essential

#### personal support worker resume sample tips online resume - Dec 30 2022

web personal support worker job descriptions explained if you re applying for an personal support worker position it s important to tailor your resume to the specific job requirements in order to differentiate yourself from other candidates including accurate and relevant information that directly aligns with the job description can greatly increase your chances

### how to write a support worker resume plus a template - Nov 28 2022

web jun 14 2023 write your first and last name in bold on one line then provide a reliable phone number a professional email address and your city and state or territory separate these elements with a pipe symbol related how to start a resume plus importance and example 2 write a professional summary

#### support worker resume examples samples for 2023 jobhero - Apr 21 2022

web support worker resume examples support workers provide assistance to individuals dealing with emotional problems or health issues their clients can be people with physical mental or learning disabilities adults or teenagers with drug addictions

and many other vulnerable categories skills usually highlighted in a typical support worker top 17 support worker resume objective examples resumecat - Nov 16 2021

web jul 15 2023 2 highlight your passion for helping others employers want to hire someone who is passionate about helping others and making a difference in their lives in your resume objective emphasize how much you enjoy providing assistance and being part of a team dedicated to improving people s lives 3

how to write a resume for a support worker with sample - Jan 19 2022

web apr 25 2023 follow these steps to create an effective resume when applying for a support worker position 1 provide your personal information to start your resume provide your personal information so that employers can contact you to set up an interview include your full name phone number email address and a link to a website for professional personal support worker resume examples livecareer - Jul 05 2023

web facilitate patient movement and daily care support plan nutritious and healthy meals for clients organize daily activities to encourage health and mental wellness of patients provide emotional physical and mental support assist in maintaining safe clean and positive client environments coordinate care with other healthcare and support

#### personal support worker psw resume sample writing tips - Aug 06 2023

web sep 25 2023 pick 8 10 relevant skills and put them on your resume add sections for your certifications languages and other information you want to include now go back to the top of your resume and write a resume objective or a resume summary write your psw cover letter preferably in a matching design

#### office assistant resume examples and template for 2023 - Oct 16 2021

web aug 30 2023 indeed editorial team updated august 30 2023 an office assistant is a professional who helps organizations optimize their operations by providing broad administrative support office assistants may plan meetings order supplies answer phones provide customer service assist executives and prepare conference rooms for

#### personal support worker resume sample template monster ca - May 03 2023

web your resume should highlight any relevant experience skills and achievements anything that is irrelevant to the position you re applying for should be left out personal support worker resume sample tyler willis 150 munroe avenue new glasgow ns 123 456 789 tyler mail com work experience 2013 present new glasgow ns disability

#### support worker resume samples velvet jobs - Feb 17 2022

web the university of texas at austin skills excellent communication skills written verbal and listening weekly pay plus holiday pay have a caring and compassionate attitude can commit to regular hours 6 months previous care experience on going 24 7 support from the senior nurse team refer a friend bonus scheme

personal support worker psw resume example and template - Oct 08 2023

web aug 3 2023 here s a step by step guide that can help you write your personal support worker resume 1 include your contact information the first component of a personal support worker resume is a section that contains your name and contact information state your first and last name phone number email address and city and state personal support worker resume examples samples for 2023 - Jun 04 2023

web personal support worker resume examples personal support workers are employed by hospices and recovery facilities or provide assistance in the patient s home their duties include cooking meals running errands handling laundry helping clients with personal care providing companionship and administering treatments

#### 16 effective psw resume objective examples plus tips - Sep 26 2022

web dec 15 2022 resume objective examples for psw jobs consider using these psw resume objective examples when drafting your resume for a relevant position compassionate and empathetic personal support worker with over five years of experience seeking employment with ghh wellness organization extensive experience

how to write a support worker resume with example - Aug 26 2022

web jul 5 2023 here s a list of steps to help you write an effective support worker resume 1 create a header with your contact information to begin create a header in the top left of your document that contains your contact information this can include your full name email address phone number and location by including the city and state where you personal support worker resume sample livecareer - Jan 31 2023

web check out one of our best personal support worker resume samples with education skills and work history to help you curate your own perfect resume for personal support worker or similar profession oversaw daily operations by supervising and scheduling students to monitor performance and assist them efficiently

personal support worker resume sample livecareer - Jun 23 2022

web check out one of our best personal support worker resume samples with education skills and work history to help you curate your own perfect resume for personal support worker or similar profession livecareer resume builders resume builder create a professional level resume with ease 30 dazzling design options

#### personal support worker psw resume 3 samples job - Oct 28 2022

web aug 21 2023 teach life skills safety protocols and proper use of equipment take clients to shop trips public events appointments and places of worship assist with cash management and household bills correspond with agencies and personal service providers in the local society support worker

#### best personal support worker resume example my perfect resume - Sep 07 2023

web apr 17 2023 add your contact information to the top of your resume so hiring managers can contact you as our personal support worker resume example shows your contact information must include your full name city state and zip code

phone number and professional email address if you have a linkedin profile and professional website add **how to write a support worker resume with example** - Mar 21 2022

web feb 3 2023 here are the steps to follow to prepare your resume as a support worker 1 review the job description before beginning to create your resume review the job posting to ensure you have the required qualifications and that it s a position you d enjoy working as you review the description note any skills or responsibilities that it mentions professional student worker resume examples livecareer - Jul 25 2022

web 2007 university name city state there are plenty of opportunities to land a student worker job position but it won t just be handed to you crafting a student worker resume that catches the attention of hiring managers is paramount to getting the job and livecareer is here to help you stand out from the competition

how to write a personal support worker resume with example - Apr 02 2023

web jan 27 2023 use the same font and spacing throughout your resume for a professional appearance other formatting conventions for resumes include clearly labelling different sections with headers using one inch margins on all sides and using a readable font such as times new roman or garamond 3 include your contact information