



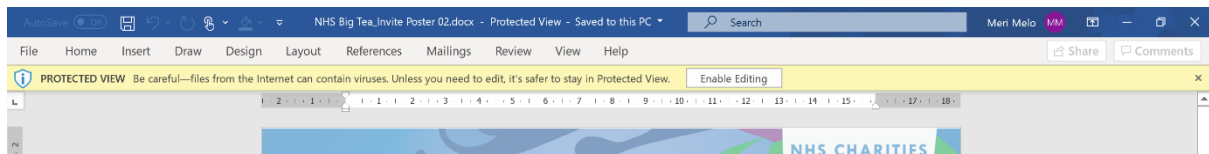
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Editable downloadable resources instructions

Please use these instructions when editing your NHS Big Tea downloadable resources in Word.

General instructions

- 1) Download your chosen Word document from the resources page and open in Word.
- 2) Once opened, you will need to select 'enable editing' from the yellow banner at the top.



- 3) You will notice the main artwork is washed out in colour, it just means these are set and non-editable. You can scroll down to the editable areas which will be highlighted for you, usually with placeholder text.

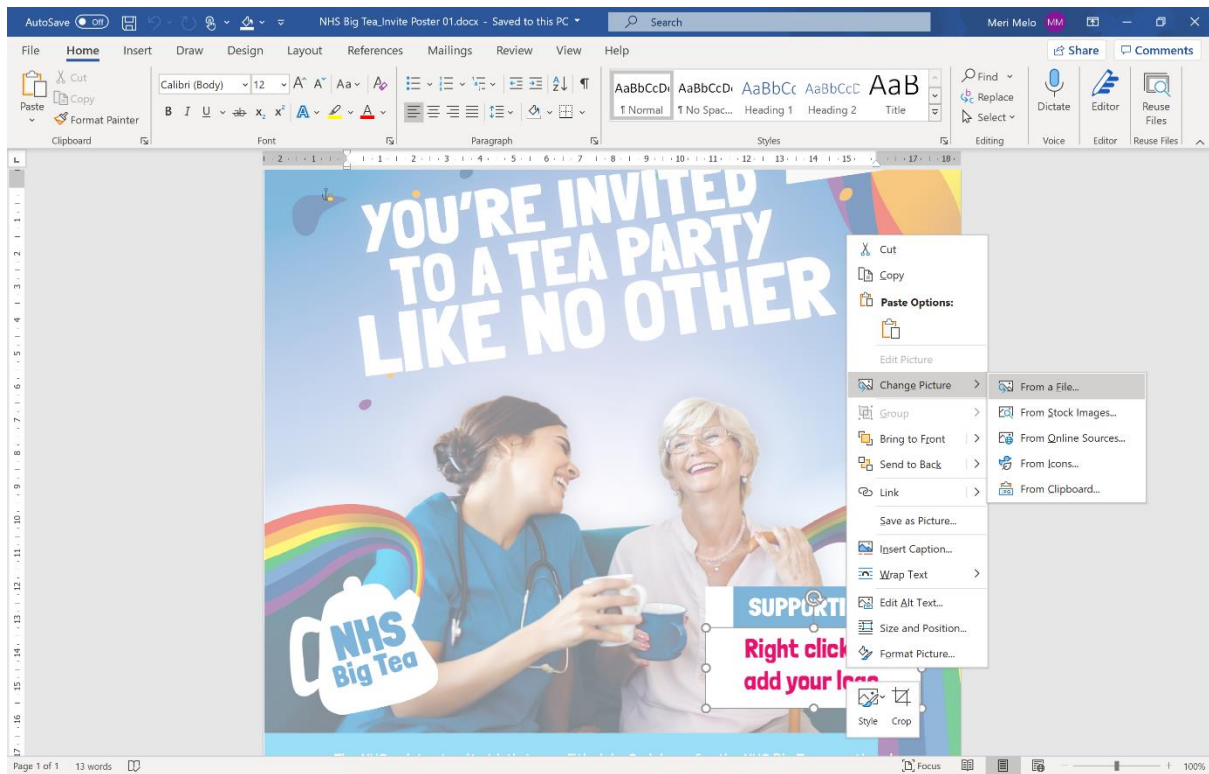


- 4) Here you can add your logo and fill in your relevant information.



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- 5) To add your logo – right click on the ‘supporting’ box and select ‘Change Picture > From a File’.



- 6) You will need to navigate your files to select your trust’s logo. This will then automatically paste in place once selected.
- 7) Once you have edited all the areas required. You can now print.

Email Signature and Virtual Backgrounds

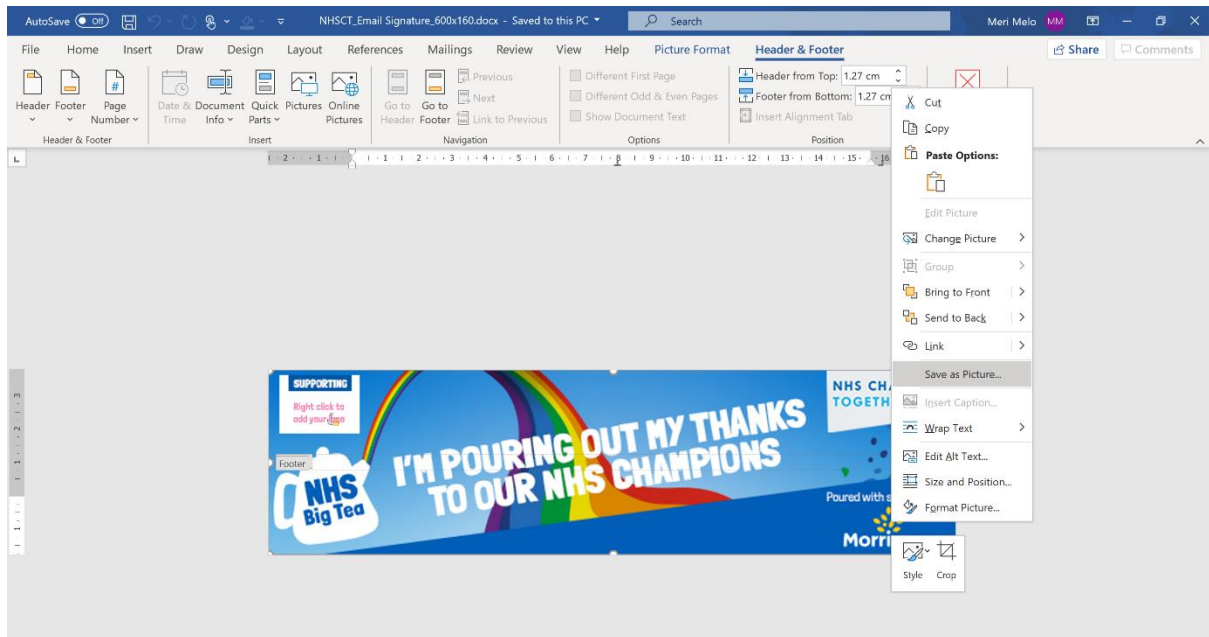
- 1) You will need to follow the same steps as above (1-7). However, to save out as an image to upload into your email client you will need an additional step.
- 2) Once you have your ‘supporting’ logo updated. You will need to right click on the whole artwork and select ‘Edit Header’. This will unlock the layers.





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- 3) You will then need to save out as a JPEG. To do this, right click on the whole artwork again and select 'Save as Picture'



- 4) Here, you can name and save out as a JPEG. This will then be ready to add to your email signature or desktop background.