REWARD AND BENEFITS LEAFLET TEMPLATE

INTRODUCTION TO THE TEMPLATE
We have developed a template to help organisations produce a reward and benefits leaflet, which you can adapt to suit your organisations branding and local reward offer.

When you have created your leaflet in PowerPoint, you can save it as a PDF and use it to promote your reward offer, for example as an attachment on NHS Jobs, on your organisations website, as a printed resource at recruitment events or for email circulation to new and existing staff.

We have created the template in PowerPoint 2013 and you can open the template from our resources page.

INSERTING ORGANISATIONAL BRANDING
Copy and paste your organisational logo and any other branding into the template as appropriate.

CREATING A COLOURED BACKGROUND
Create a coloured background for your resource and add your logo. We suggest you create a background which has a gradient so that your logo can be inserted on to the white background. Insert a background with a gradient fill, following these instructions:

1. along the top toolbar, click design and then format background
2. under fill select gradient fill
3. change the colour of the background by selecting pre-set gradients and the direction of the colour by selecting direction. To allow for a white section along the top of your page to insert your logo, you can move the position of the left gradient stops arrow, as circled below.
THE FRONT COVER
Create a front cover for your resource once you have added a coloured background and your branding. You can include details of what the resource is and information about your organisation.

SHAPES FOR TEXT
Use different shapes as text boxes by clicking insert along the top tool bar and selecting shapes. You can choose shapes such as a square, circle or rectangle and you can change the colour of the shapes to suit your branding.

INSERT TEXT
When you have chosen a shape you can insert a text box by clicking insert along the top tool bar and select text box. You can also change the font and colour of the text.

INSERT PICTURES
We have provided picture icons that you can use highlight the benefits you offer. Copy and paste these into your resource and change the size of them.

INSERT A NEW SLIDE
Add new pages to your resource by adding a new slide. Click insert along the top tool bar and selecting new slide.

SAVE AS A PDF
Select file and save as. Select the location you would like to save it and change the save as type drop down from PowerPoint Presentation to PDF.

Find out more about reward and access further resources at www.nhsemployers.org/reward.
Tell us what you think about our products and resources at reward@nhsemployers.org.

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