

# Automatic enrolment into a workplace pension campaign

## Instructions to customise and print poster templates

This poster template has been set out so that text boxes can be edited.

There are three lines for you to add free-form text. You can adapt this as you want, entering the information that will be most relevant for your organisation. As a standard, we suggest a line for a contact name, another line for further information (such as link to your own intranet) and a line for telephone numbers or email addresses.

The parameters for the text formatting are 18pt text for the contact name and telephone number/ email address and 14pt for the further information.

### 1. To insert Contact name

Delete 'Name\_Surname' in the Text Box and insert correct name. Font should be Arial Bold and Point Size 18.

### 2. To insert web address or further information

Delete the wording 'For further information' and insert correct wording. Font should be Arial or Arial Bold and Point Size 14.

### 3. To insert phone number and/or email address

Delete '0's and insert correct number and/or email address. Font should be Arial Bold and Point Size 18.

### 4. To insert logo

Select Text Box from Draw Toolbar and place within the blank rectangle in the bottom left-hand corner. From the Format menu select Format Text Box. Under the Colour and Lines Tab, set Fill Colour to No Fill and Line Colour to No Line. Click inside the Text Box and then go to the Insert menu. Click Insert picture from file and find your logo then press Insert. Then centre the logo within the blank rectangle. The existing text box is set as a transparent object which can be altered.

If you wish to use the existing box as a holding guide for your company logo, select the holding box; remove the words 'Recommended position for organisation logo here'; select Insert picture from the menu bar and then insert your company logo. You may need to change the size of the logo or the holding box so that it does not overlap with text above. The holding box can be formatted by right clicking, then selecting Format text box then select size. Select the most appropriate size to suit your purposes. It is essential that the aspect ratio is locked so that any change to your logo remains proportional in length and height.

If your logo is too large to fit in the rectangle at the bottom left of the page, use the box at the top left instead. Follow the instructions as above. If your organisation doesn't have a logo, please delete and leave the space blank.

### 5. To Print A3 instead of A4

This template is currently set at A4 size. To create an A3 version, go to the File menu and select Print. Select the option to Scale to paper size and scale paper size to A3. DO NOT try to change paper size from Page Setup option.

