

## Personalising the PDF resources

The PDF resources in the Mental Health Pack can be personalised for your organisation and individuals.

### All resources

You can replace the Widgit Health logo with your organisation's logo.

Each PDF has a space at the top for you to add your own information, such as patient name, date, contact details etc. This text is copied to all pages within the resource.

### Forms

Some of the resources contain forms, such as the 'Hospital Communication Passport.PDF'. These can be filled in by hand or on a computer by typing into the fields with Adobe Acrobat.

### Visits documents

In the 'Visits' documents you can replace the symbol for the professional with a photo.

**To edit any PDF you need Adobe Acrobat Reader, version 9 or above.  
You can download the latest version free from: [get.adobe.com/uk/reader/](https://get.adobe.com/uk/reader/)**

### Adding your own logo

To replace the Widgit Health logo, open the document in Adobe Acrobat and click on the Widgit Health logo. A dialog will appear asking you which picture you would like to replace it with. Find your organisation's logo. After choosing your image save the file to keep this change.

The logo consists of a green square with a white plus sign, followed by the text 'WidgitHealth' in a bold, sans-serif font. 'Widgit' is in blue and 'Health' is in green.



Sheffield Children's   
NHS Foundation Trust

## Personal and organisation information

Each resource has an editable field in the top right hand corner of the document. This is normally highlighted in blue. If you cannot see this then choose 'highlight fields' from the 'forms' menu in Acrobat.

Once you have typed your information into the field, click outside the field onto the document to confirm the text. This will populate the field at the top right hand corner of each page in the document.

## Filling in the forms

The forms in the resources can be filled in by clicking on the highlighted blue areas and entering your text. Some areas will hold multiple lines if needed. Once the forms have been filled in, save the document to keep the changes. You can print the document without saving.

## Visits documents

You can type the name of the professional in the box next to "Your Psychologist is:"

Replacing the psychologist symbol with a photo of the professional will help the reader understand and identify who they will meet.

To do this:



- Click on the symbol:
- Navigate to a photo and click select. This will replace the symbol with your photo.
- Go through the document and repeat on each of the psychologist symbols.

**TIP:** the photo should be roughly square and closer up like a passport photo. You can use packages, such as paint, to crop your photo.

