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**Poster Customization Overview and Ideas for Organization Deployment**

One of the most critical aspects of addressing mental health in the workplace is increasing visibility about the importance of mental health and the organization’s available benefits for help. These posters are designed to increase mental health awareness, and they are customizable for your organization to add its logo and appropriate EAP and health provider contact information.

**Directions to Customize Posters**

* Power point:
	+ Download the power point file for the poster.
	+ On the toolbar, click on insert -> pictures -> this device and select a transparent PNG file of your organization’s logo. Place logo next to the ‘Right Direction’ logo and adjust and resize as necessary
	+ Type in benefit contact information in the text box
	+ Save file and print
* Adobe Photoshop and/or illustrator:
	+ Download the PSD file
	+ Find and select the “Logo” layer
		- With the layer selected, go to File in the menu and choose “Place Embedded…”
		- In the finder window locate your organization’s logo file, select the appropriate file-type and click “place”.
	+ Type in your benefit contact information in place of the [Insert Test Here] placeholder
	+ Save the file for print, go to File in the menu and select “Save As…” in the finder window change “Save as type” to “Photoshop PDF”
		- Recommended Adobe PDF Preset for print would be [Press Quality]
	+ Open the PDF and print
* PDF format:
* Download the pdf file
* To insert your logo in the image box:
	+ Download a transparent PNG file of your organization’s logo
	+ Click on the image box next to the ‘Right Direction’ logo
	+ Click on ‘Browse’ and select the PNG file of your logo
* To type in your benefit contact information:
	+ Type in your benefit contact information in the text box
* Save file and Print

**Ideas on How to Use Right Direction Materials**

* Place on organization website/intranet/portals
* Include in employee handbook
* Use as a picture in an employee-targeted email and/or newsletter
* Share on social media
* Place in high traffic areas – close to restrooms, entrances/exits, and common areas
* Attach to bulletin boards in offices
* Deploy as part of a mental health initiative and campaign