

## Consultant job pack – ‘How to’ guide

Please read this guide before you start using the Word template.

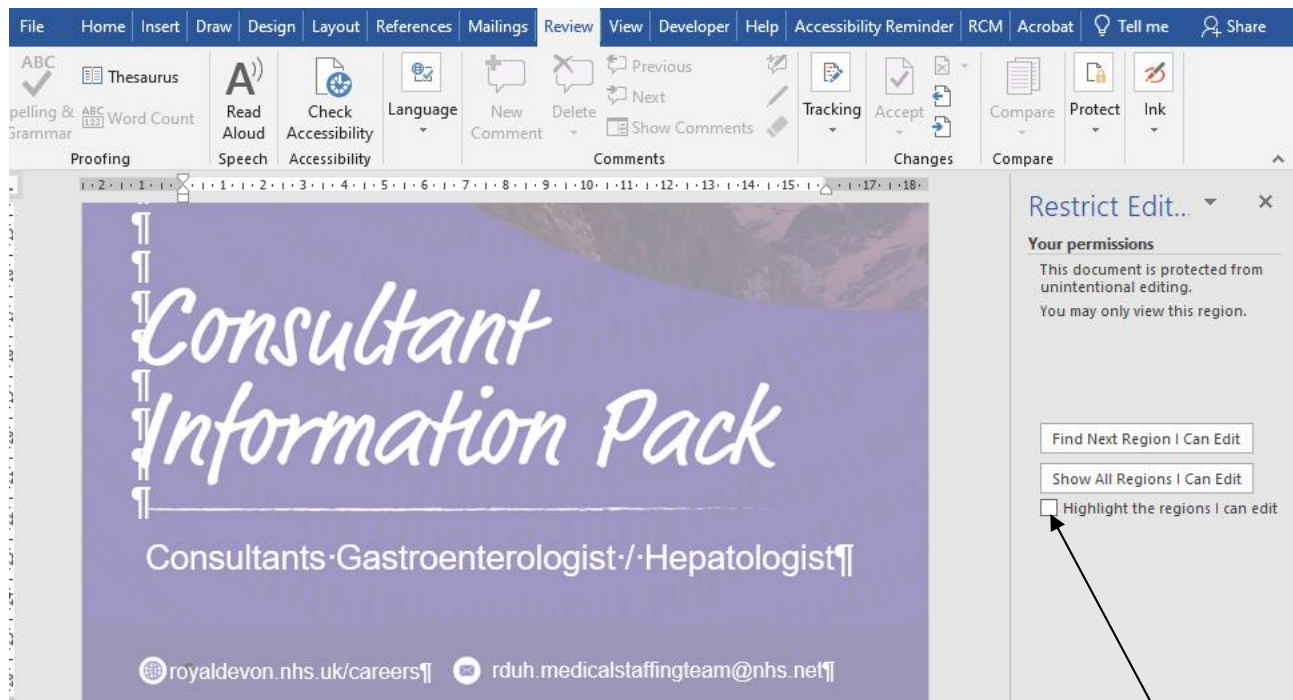
You **can change any text** that is highlighted in yellow. The standard text is locked and cannot be edited.

### The cover



Type in the job title

Because the text is white, it's difficult to see what you are typing. You can **remove the highlight** by going to **Review** tab, **Protect**, then **Restrict Editing**. Untick the box says that **'Highlight the regions I can edit'**.



Untick

When you finish the page 1 and 2, **tick the box again** to highlight the regions you can edit.

Royal Devon University Healthcare NHS Foundation Trust

**JOB TITLE**

Job title

**DATE OF VACANCY**

Date of vacancy

**BASE**

Base


I

# A Warm Welcome

Hi, I'm Adrian Harris Chief Medical Officer of Royal Devon University Healthcare NHS Foundation. Thank you for the interest that you have shown in working with us, at what is an unprecedented time for healthcare across the UK but also an exciting time for our organisation, now one of the largest healthcare Trusts in the country.

Our Trust is a special place to work. We foster creativity, innovation and a personal approach to high quality patient care. We are proud of our consulting teams many of which are nationally recognised for their specialist clinical care and research activity. We are committed to the further development of this successful and cohesive team and recognise the importance of bringing the very best clinicians to Devon.

Good luck with your application and I look forward to meeting you soon.



Prof Adnan Harris

*We welcome enquiries for further information and strongly encourage informal visits either in person or virtually so that you can get a feel for what it's like to work with us. A list of contacts is detailed in the final section of this pack.*

Consultant Information Pack

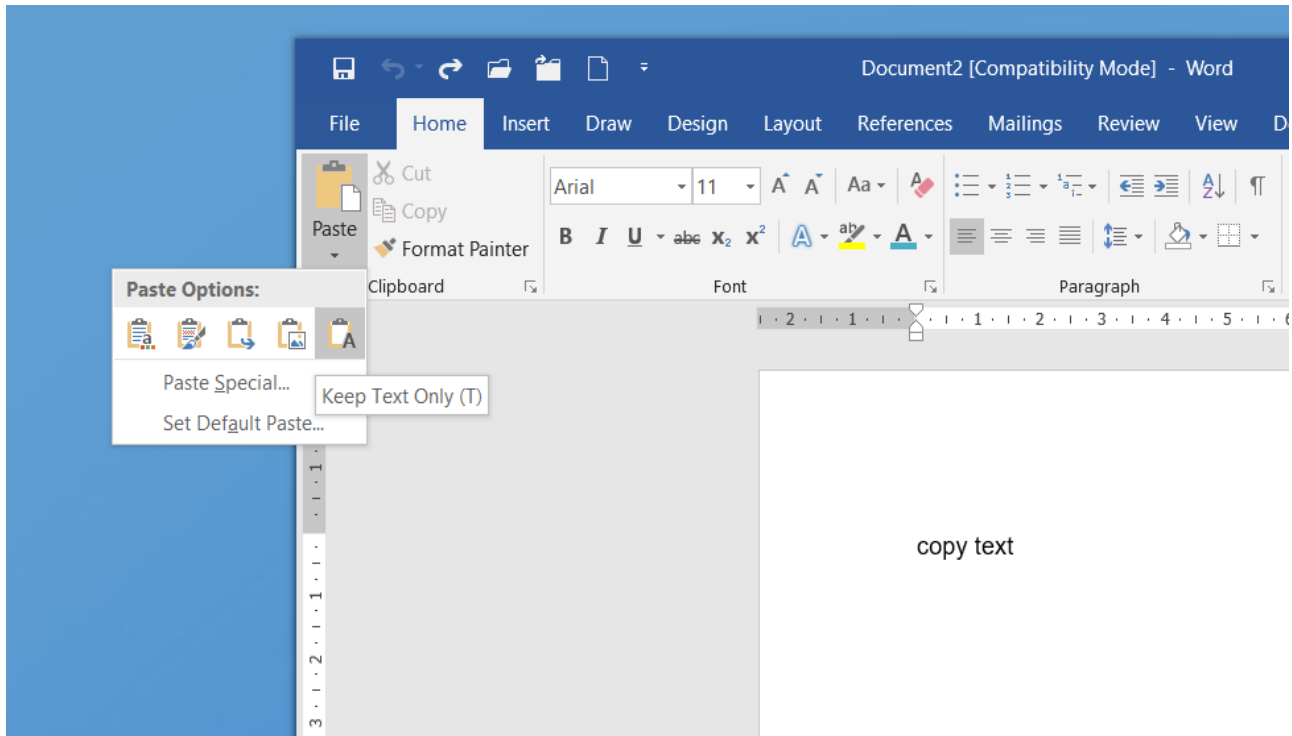
Page 2

Type in 'JOB TITLE', 'DATE OF VACANCY' (eg. Immediate) and 'BASE' (eg. North Devon District Hospital)

Don't forget to **tick the box again** when you finish the page 1 and 2.

## How to paste text from another document

When you copy text from another document and paste it into the template, Word will keep the formatting from the source file and **mess up the formatting** of the template. **To avoid this**, you need to **paste it as 'Keep Text Only'**.

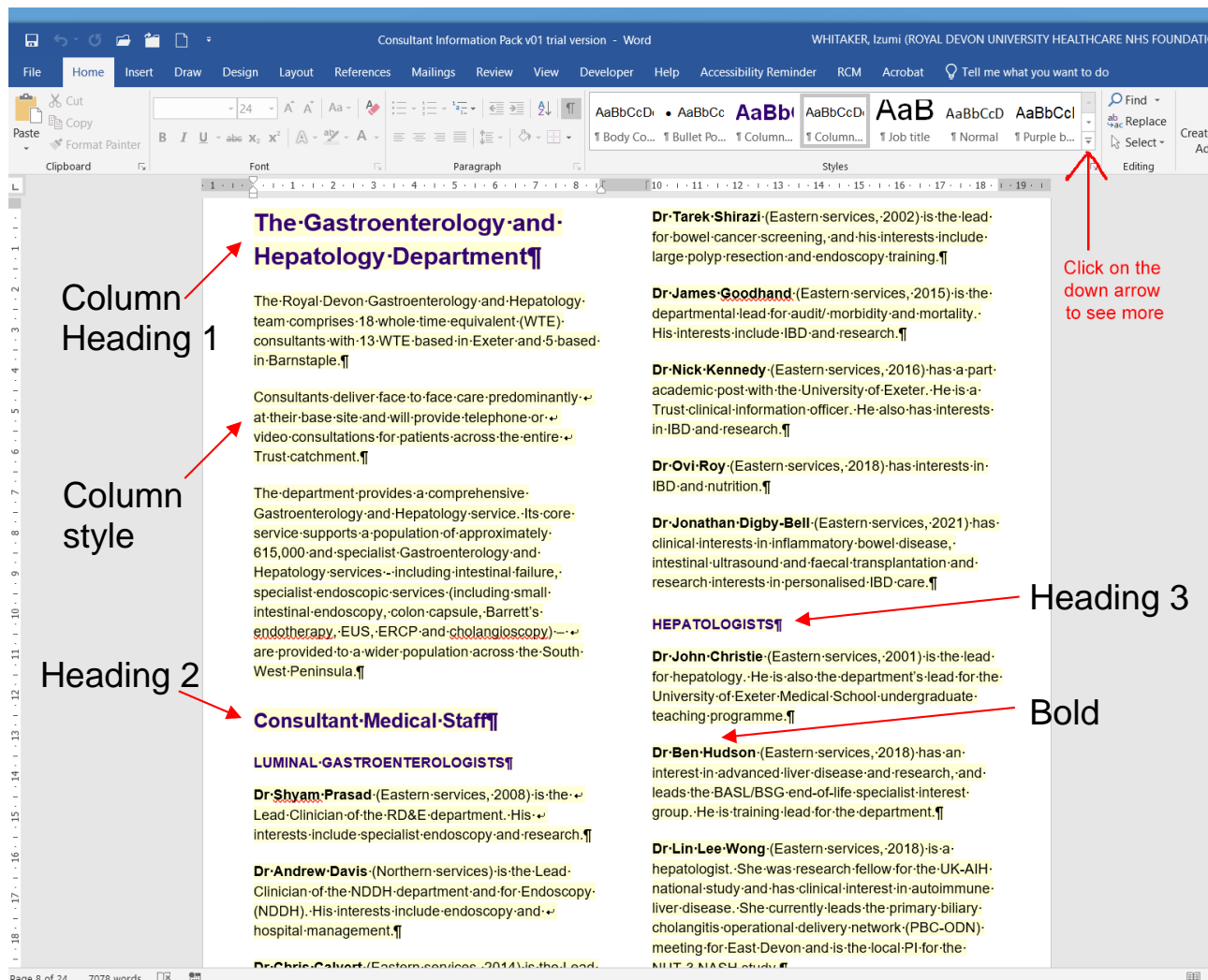


Copy & paste in a **small chunk**.

**Do not try to copy & paste the whole document in one go.**

## How to format text

You **cannot** format the text in the usual way in the template. You have to use 'Styles' to apply bold etc. Styles are on Home tab.



For example:

- Main text uses Body copy
- Column text uses Column style
- Bold uses Bold or Strong
- Bullet points use Bullet Points
- Table text uses Table body

Headings are numbered as Column Heading 1, Heading 2, Heading 3, as the screenshot above.

Paragraphs are set to have a gap between them. If you do not want to have any gap, for example the contact name and tel number, **use soft return – Shift+Enter.**

Instead of:

Name (*Enter*)

Tel:

Do:

Name (*Shift+Enter*)

Tel:

## How to save as a PDF

Once the pack is approved, you will need to save it as a PDF.

- Go to **File** menu, then **Save as**
- Select the location where you want to save
- Select '**PDF**' from the **Save as type:** dropdown menu
- Select '**Minimum size**' from '**Optimize for:**' options
- Click **Save**

Please send the final PDF along with the approved ATR to the Medical Staffing team via email.