

NHS SPFT VIRTUAL POST-BOX

We are offering you a beautiful way of staying connected with your loved ones by sending them a personalised card with a written message.

We have created a set of 4 designs which cover different occasions: “Get Well Soon”, “Happy Birthday!”, “Thinking of You” and “On this Special Day”.

All four designs come in two versions because there are two ways of personalising your card. You can either complete it by hand or digitally.

If you want to complete it **BY HAND** you will need access to an A4 printer and a scanner (or All-In-One printer).

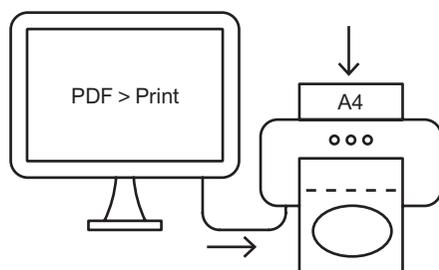
If you want to complete it **DIGITALLY**, you only need access to be able to open the pdf in Adobe Acrobat Reader, or you can use Preview too if you have a mac, or Microsoft edge if you have a pc.

Let's start to create your card!

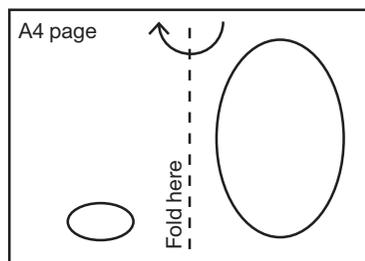
OPTION A: BY HAND

If you are making your card by hand you can choose any of the versions available. You could choose the one that needs to be coloured in and personalise it, or you can choose the one that is already coloured in and just focus on writing the message.

1. Download the pdf that you want to personalise.
2. Connect your computer to your printer and print the chosen card design on A4 paper at full size.

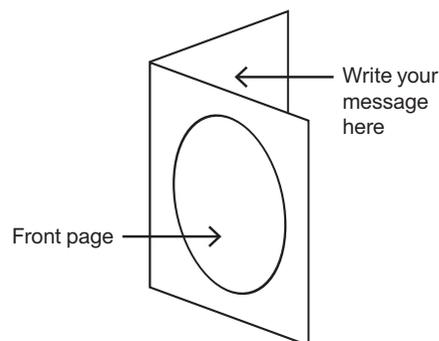


3. Once printed, fold it in half following the dashed line.

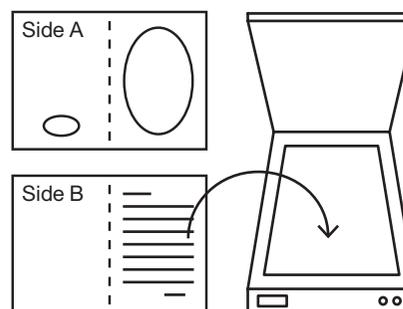


Small illustration Back page Big illustration Front page

4. Personalise it and write your message on it.



5. Unfold the paper back to a flat A4, scan both sides using your scanner and save it as a single pdf.



6. Send it by email as an attached document to:
spnt.letterstolovedones@nhs.net

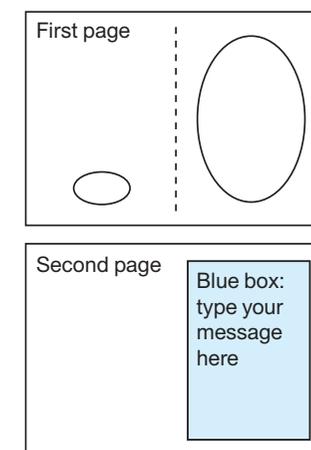
Or

Alternatively if you don't have a scanner you can also send it by ordinary post to your loved one at the ward or unit where they are receiving care.

OPTION B: DIGITALLY

If you are going to write the message digitally, we recommend that you choose the version that is already coloured in.

1. Download the pdf
2. Open the pdf with Adobe Acrobat Reader (or Preview if you have Mac and Microsoft Edge if you have a PC)
3. You will see that there is a blue box on the second page. Write your message in the text box.



4. Save your pdf by clicking on file > Save on the main menu (or you might need to right click & save depending on which version of windows you have).
5. Send it by email as an attached document to:
spnt.letterstolovedones@nhs.net