



How To Guide: Employee Appreciation Day Toolkit



Follow these easy steps to download and use your templates:

1. Open the toolkit zip file that you downloaded. You will see the following subfolders:

- **Communications Templates:** Contains all written templates (emails, social posts, etc.)
- **Visual Templates:** There is a zip subfolder for each visual asset (banners, signs, etc.) with a similar name to this one: **R-Template-Visuals-DigitalBanner-300x100-EmployeeAppreciationDay.zip**
- **Fonts:** Contains 4 fonts for you to download.

2. Download the 4 recommended fonts in the “Fonts” folder.

- Once downloaded, the fonts will automatically apply to all visual templates – there are no additional actions on your end.
- For additional help downloading fonts, [click here](#) for a Mac and [click here](#) for a PC.

3. Download the version of each visual template you want to use.

- Choose which file type you will use for each visual asset.

- Within each asset zip folder, you will see three file types:
 - **PPT:** PowerPoint File
 - **IDML:** InDesign File for use with InDesign 2021 or older versions of InDesign
 - **INDD:** InDesign File for use with InDesign 2022
- Please note that if your computer does not have InDesign, the InDesign files will not open.

4. Customize your templates.

- We've left placeholders for you to easily customize your program and company logo, font, colors, language, and more.

5. Celebrate your team!

