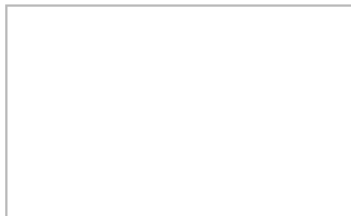


## How to use the Headteacher Application Pack template

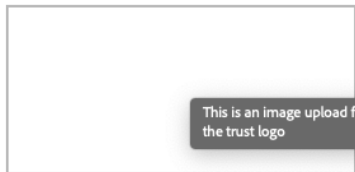
To use the template please follow the instructions below. If you are unsure, please email [clairewilliams@rcaos.org.uk](mailto:clairewilliams@rcaos.org.uk).

Please click here to delete this this text and enter the school name

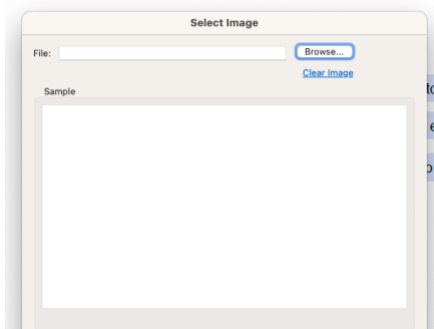
For blue boxes like the one above, please click on the text, delete the text in the box and enter the information required.



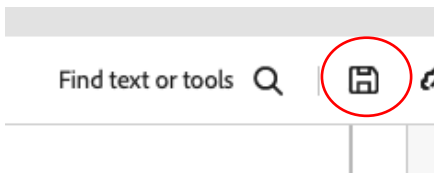
Boxes that are just an outline like the one to the left are for image uploads. Hover you mouse over the box to show a tool tip.



The tool tip will appear like the one on the left. It will detail what image is required.



When clicking on an outline box an image upload window will open. Use the browse button to find your image and the ok button to insert.



Remember to save the changes you have made to the PDF document. You can do this by clicking the save icon in the top right of the screen.