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White Label User Guide

Learn how to customize, edit, and save personalized flyers.
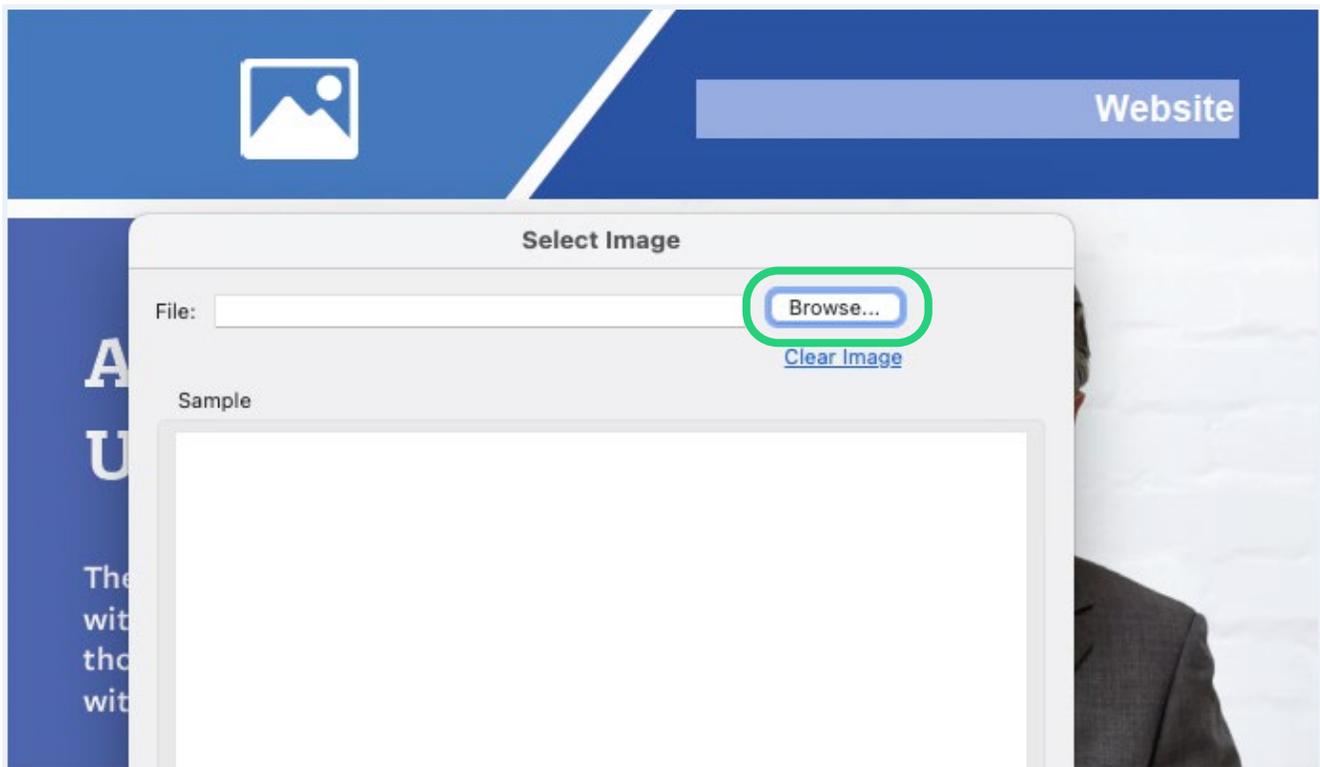
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Add Images

Step 1: Open the document in Adobe Acrobat.

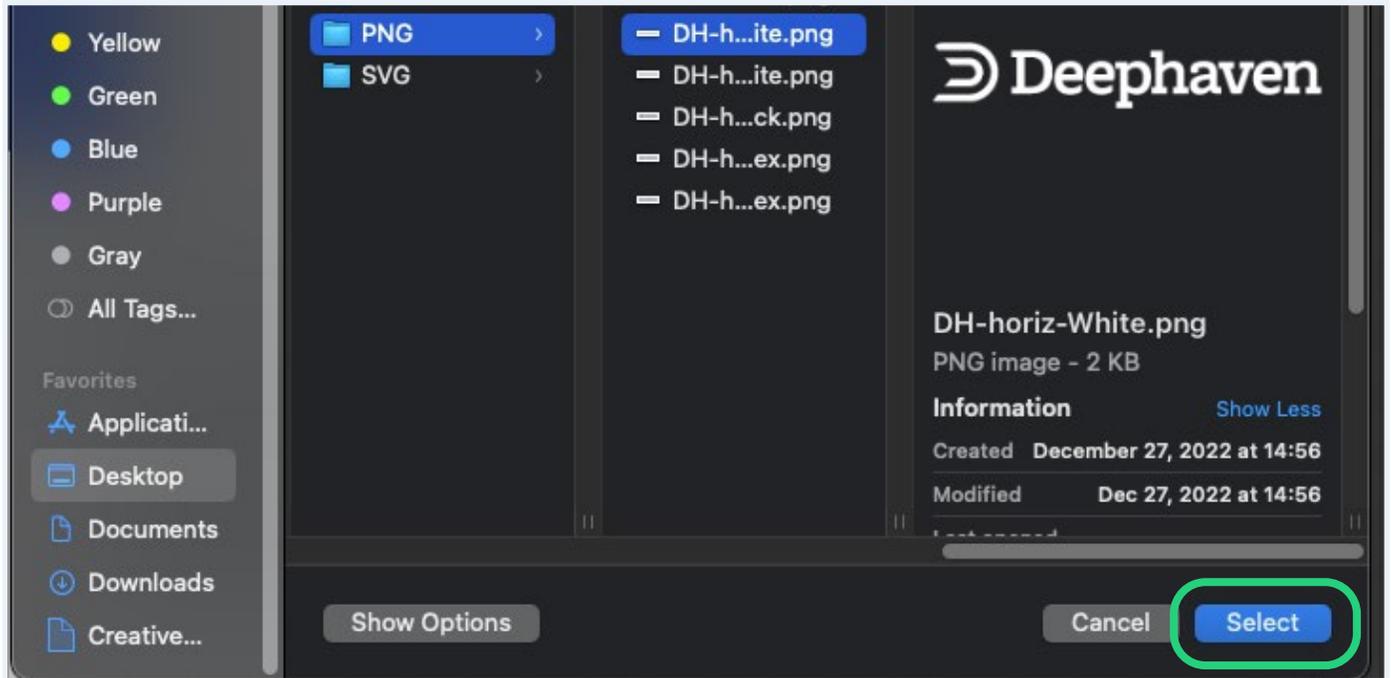**Step 2**: Click one of the image icons to activate the **Select Image** pop-up window.
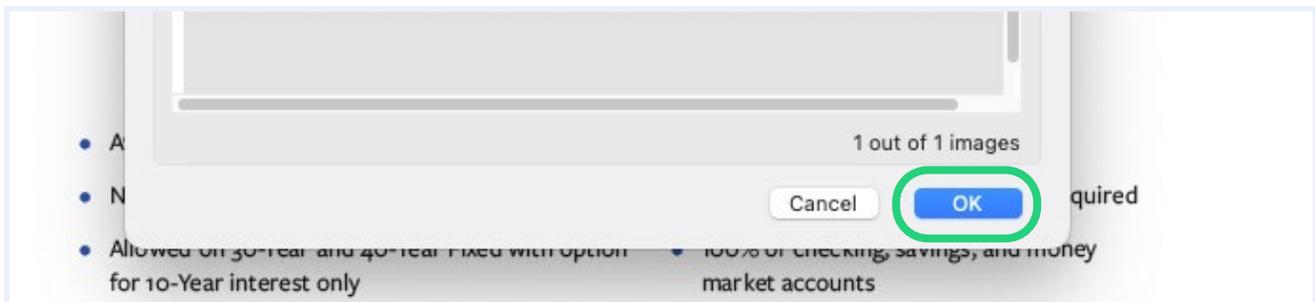
Step 3: Click **Browse**.

Step 4: Navigate to the image you'd like to upload.

**Step 5**: Click **Select**.

Step 6: Click **Ok**.

Hint: To fill all of the available image space, use images sized for each box. To see the width and height of each image box, hover over each image icon. See Tips and Tricks, to learn how to crop images using Adobe Acrobat.

Replace Text

Step 1: Select all placeholder copy in each text box.

Step 2: Type or paste new copy into text boxes.

Step 3: Review new copy for spelling and grammar errors.
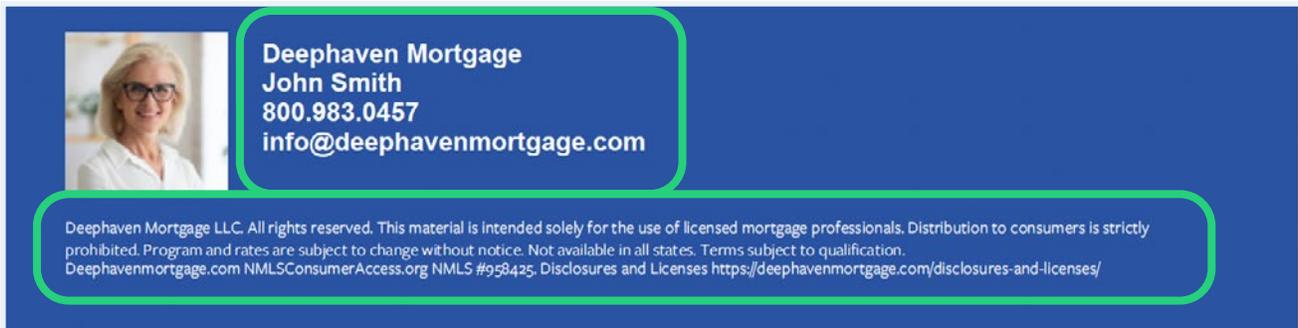
Hint: While editing the placeholder copy, remember to save the document often to avoid losing work. All placeholder copy (Website, Company Name…, and Disclaimer) should be replaced or deleted. Before your final save, review the document to ensure there is no leftover placeholder copy. Note, you are responsible for adding your own legal disclaimer.
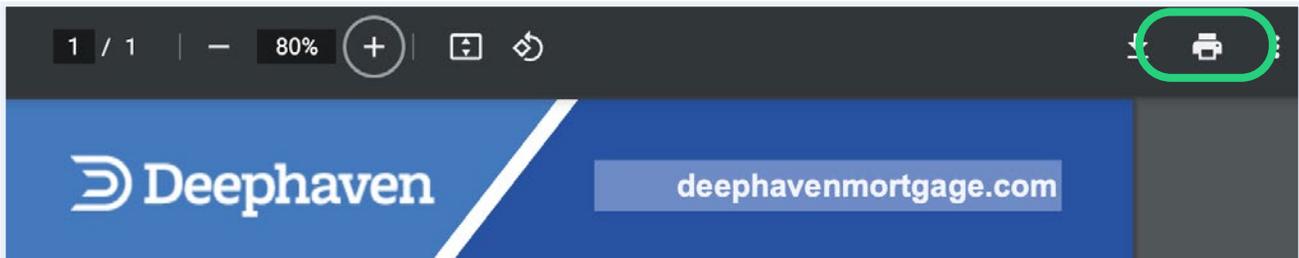
Save for Distribution

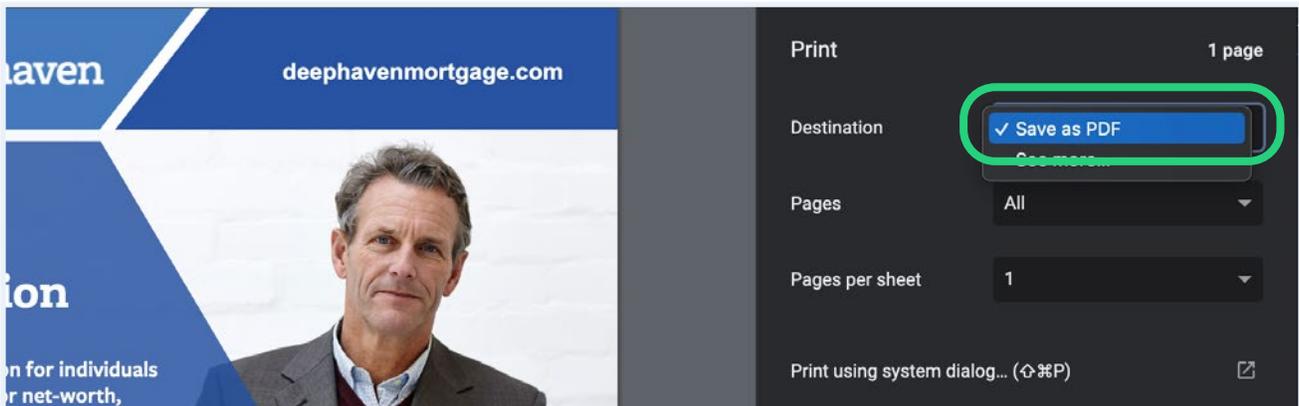**Step 1**: Save and close the finished document.

Step 2: Navigate to where the finished document is saved on your computer.

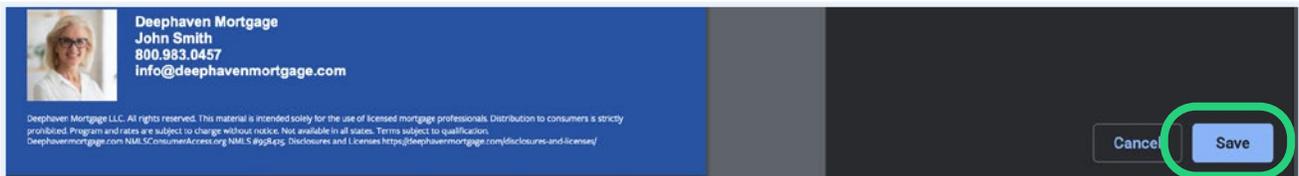**Step 3**: Right-click on the saved document and open it in Google Chrome, or your preferred browser.

Step 4: Click the **Print** icon in the browser window.

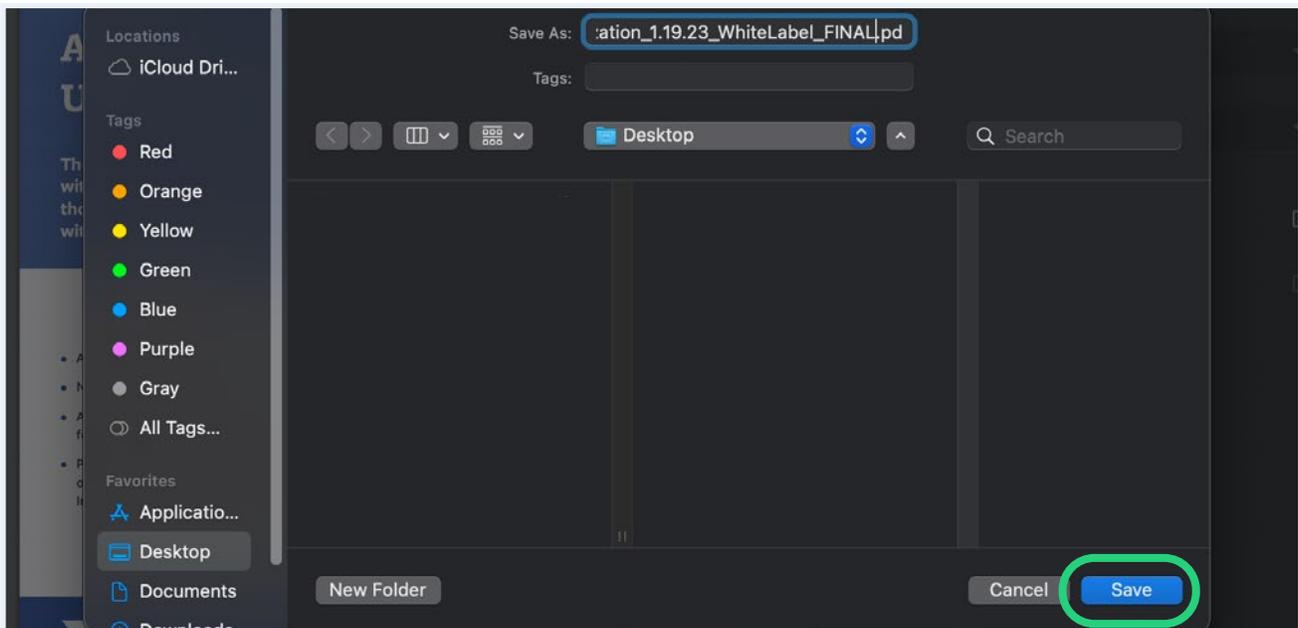**Step 5**: Select **Save as PDF** from the drop-down menu.

Step 6: Click **Save**.

Step 7: Name this version something different from the editable version. For example, add "Final" to the end of the file name.

Step 8: Navigate to where you'd like to save the Final document.

Step 9: Click **Save**.

Step 10: Distribute the Final version to clients.

Hint: Saving a Final version from the web browser removes editing capabilities. By saving a separate Final version, an editable version will remain for updates as needed. Clients should only be sent the Final version saved through the web browser.
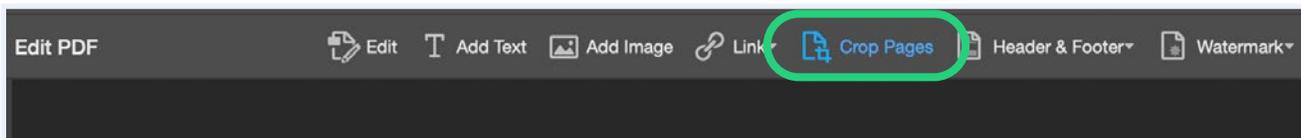
Tips and Tricks: Crop Images in Adobe Acrobat

Step 1: Locate the image you'd like to crop.

Step 2: Open the image in Adobe Acrobat.

Step 3: Select **Edit PDF** from the **Tools** menu.

Step 4: Click the **Crop Pages** button from the top menu.

Step 5: Click and drag the cursor over the image to create a bounding box.

Step 6: If needed, click, and drag the corners of the bounding box to adjust the size and placement of the crop section.

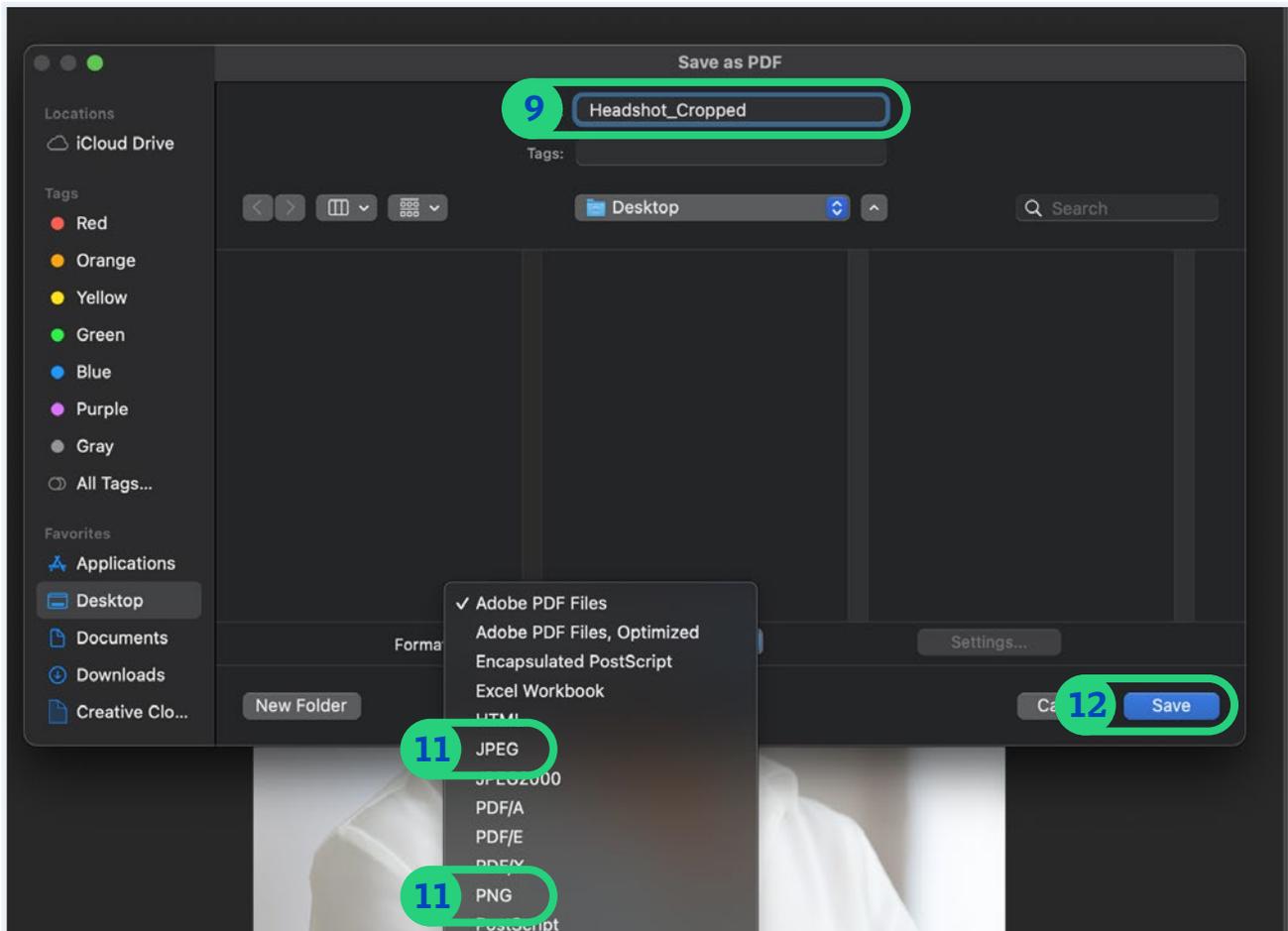**Step 7**: Press **Enter** twice on your keyboard to complete the image crop.

Step 8: Save the new image using the **Save As** option.

Step 9: In the **Save As** dialogue box, rename your image to avoid saving over the original.

Step 10: Navigate to where you'd like to save the newly cropped image.

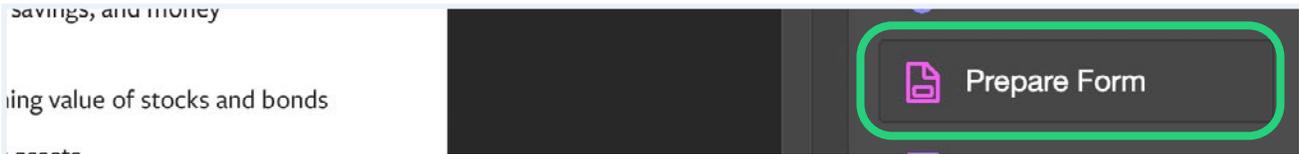**Step 11**: Select **JPEG** or **PNG** from the **Format** drop-down menu.
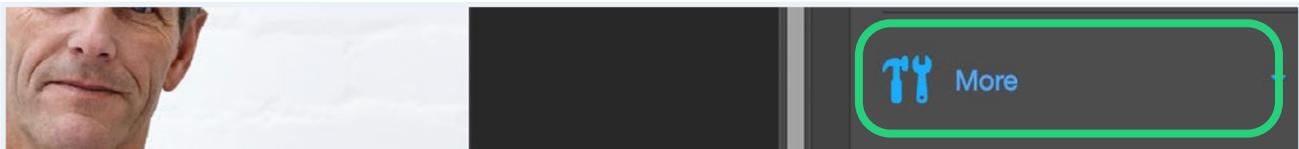
Step 12: Click **Save**.

Tips and Tricks: Turn Off Text Box Highlight

Step 1: Open the document in Adobe Acrobat.
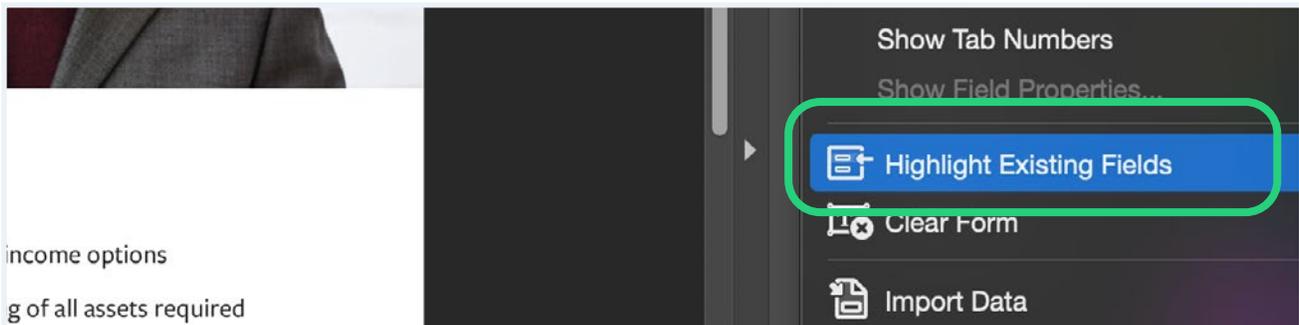
Step 2: Select **Prepare Form** from the **Tools** menu.

Step 3: Click **More** to open the drop-down menu.

Step 4: Click the **Highlight Existing Fields** option to turn on or off the text box highlight.

Hint: Highlight Existing Fields is an individual setting. For example, if two people view the same document and one person has the Highlight Existing Fields setting active while the other has it inactive, the highlights will show based on their individual settings. Additionally, this setting only affects the editable version. Remember, clients should only receive the Final flattened version saved through the web browser.