

Make it personal...



A quick guide to personalizing Acrobat .pdf flyers for your promotional use.

First download the pdf file you wish to use to your desktop, then open from within Acrobat Reader or Acrobat 3.0 or newer. You can obtain Acrobat Reader free of charge, or purchase Acrobat from www.adobe.com

STEP 1 Now that your .pdf file is open, select the hand tool from the tool bar at the top left of your screen.



STEP 2 Position the hand inside a form field, and click. Using the I-beam pointer you can now highlight the “place holder” text.

Press Delete.



STEP 3 Type your agency’s name in the blank field.

After entering your new text in the “Agency Name” form field, repeat the process for the “Agency Address” and “Agency Telephone” form fields.



STEP 4 That’s It! You are now ready to print your customized flyer.