# Instructions for Customizing PDFs with Your Organization's Logo and Contact Information

Follow the below instructions to customize a PDF with your organization's logo and contact information. If you do not already have it, you will need to download and install Adobe Acrobat.

1. Download and save the customizable PDF to your computer.

2. Click the "Download" ⬇ button in the upper right-hand corner to save this file to your computer.
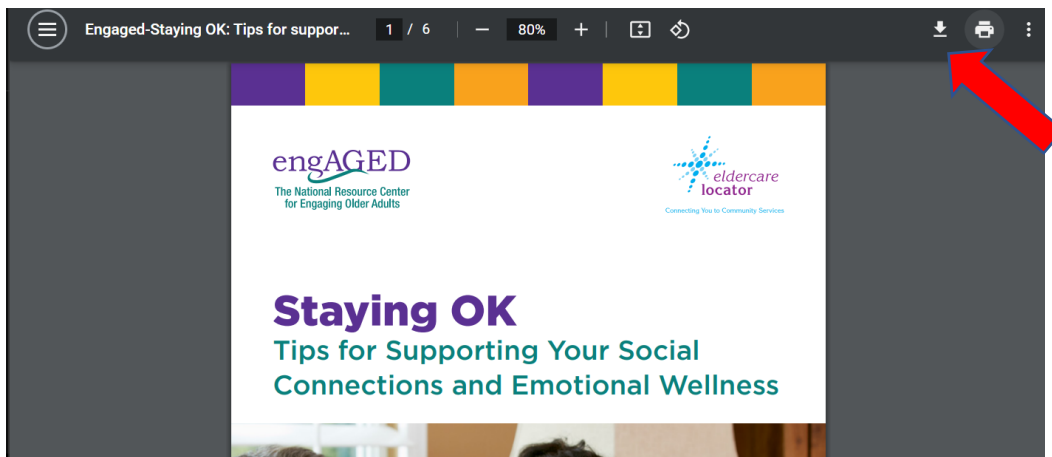

3. Once you have saved the customizable PDF to your computer, open the file with Adobe Acrobat.

4. Scroll to the bottom of the sixth page to the area where your logo can be placed.

5. Click on the text box marked "Click here to insert agency logo".

In your community, contact:

Click here to
insert agency logo

Insert contact information

This project #90EECC0002 is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling $450,000 (or 74 percent) funded by ACL/HHS and $161,554 (or 26 percent) funded by non-government sources. The contents are those of the authors and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.
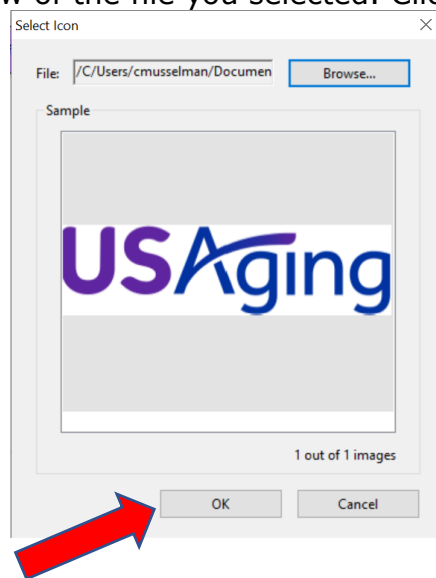
6. Click "Browse" to browse your computer's files.

Select Icon ✕

File: | Browse...

Sample

OK   Cancel
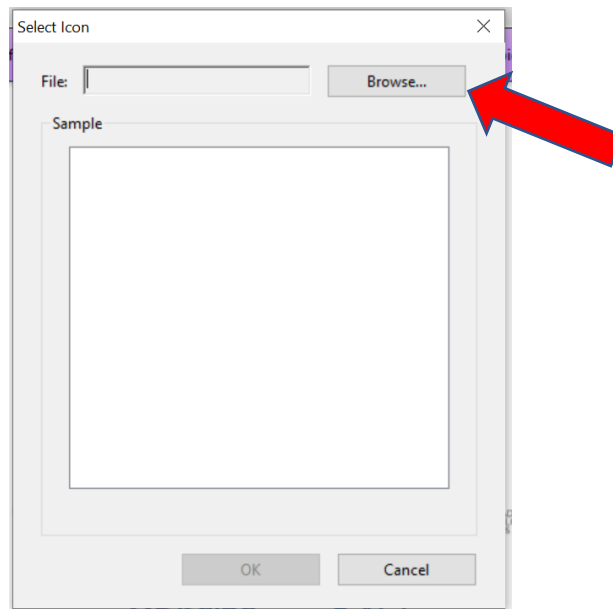
a. If you are only seeing one type of file (pdf, jpeg, png), make sure you have the correct file type selected to find your logo.
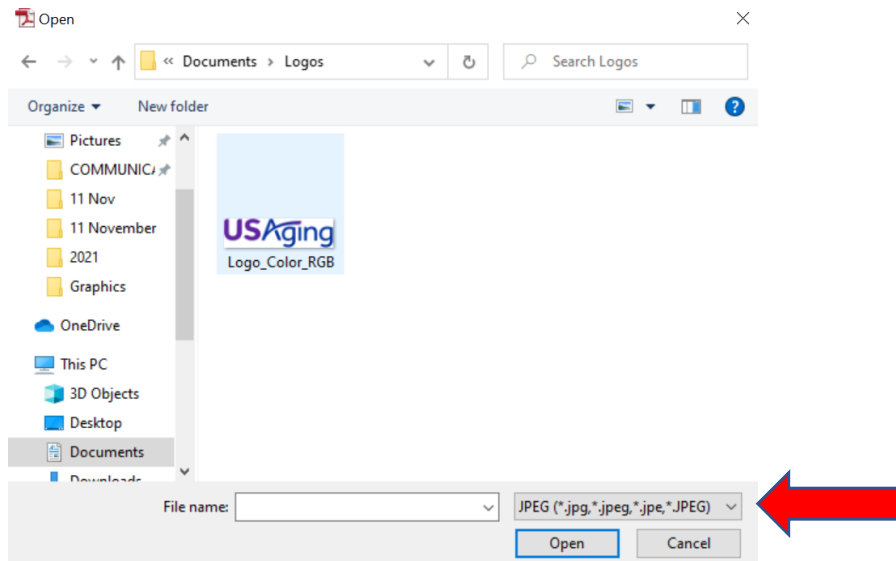
7. Locate and double-click the file of your logo you wish to appear on this flyer.

8. You will see a preview of the file you selected. Click "OK" to insert this file.

9. Your logo will populate the box.
   a. If you have selected the wrong file, return to Step 5 and follow the process again.

10. To add in your agency's contact information, click on the text box and type in the information.

Insert contact information

11.Save the file to your computer. You're all set!