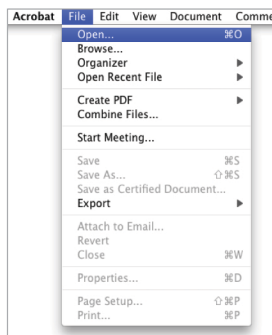# Bring Your GREEN TO WORK with ENERGY STAR®

How to insert text in and place your logo on a PDF.
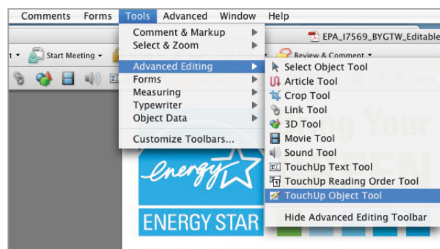
Step One: Launch Acrobat Professional (not Acrobat Reader). Go to: File > Open and open the flyer.
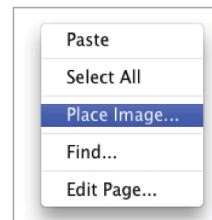

Step Two: Follow the prompt to fill out the form and add your own event-specific details. A cursor will appear in each of the three editable fields for you to type in the text-based information.

> **What:**
> **Date & Time:**
> **Location:**

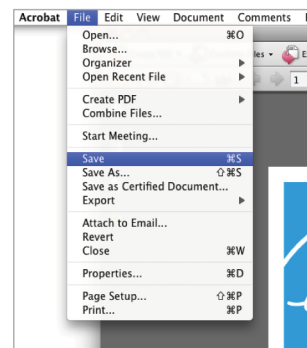**Step Three:** Go to: Tools > Advanced Editing > TouchUp Object Tool.

Step Four: Right click your mouse anywhere on the flyer PDF. Then Go to: Place Image. Select the version of your company logo to be placed. Make sure it is the correct size to fit an 8.5" x 11" flyer.

> Paste
> Select All
> Place Image...
> Find...
> Edit Page...

Step Five: Place your logo in the correct location. Remember, the placed logo must be a hi-resolution JPEG sized appropriately. Logos cannot be resized when placed on the flyer.

Step Six: Go to: File > Save.

Step Seven: Save your edited custom flyer. You can reproduce it in-house to help promote your event.
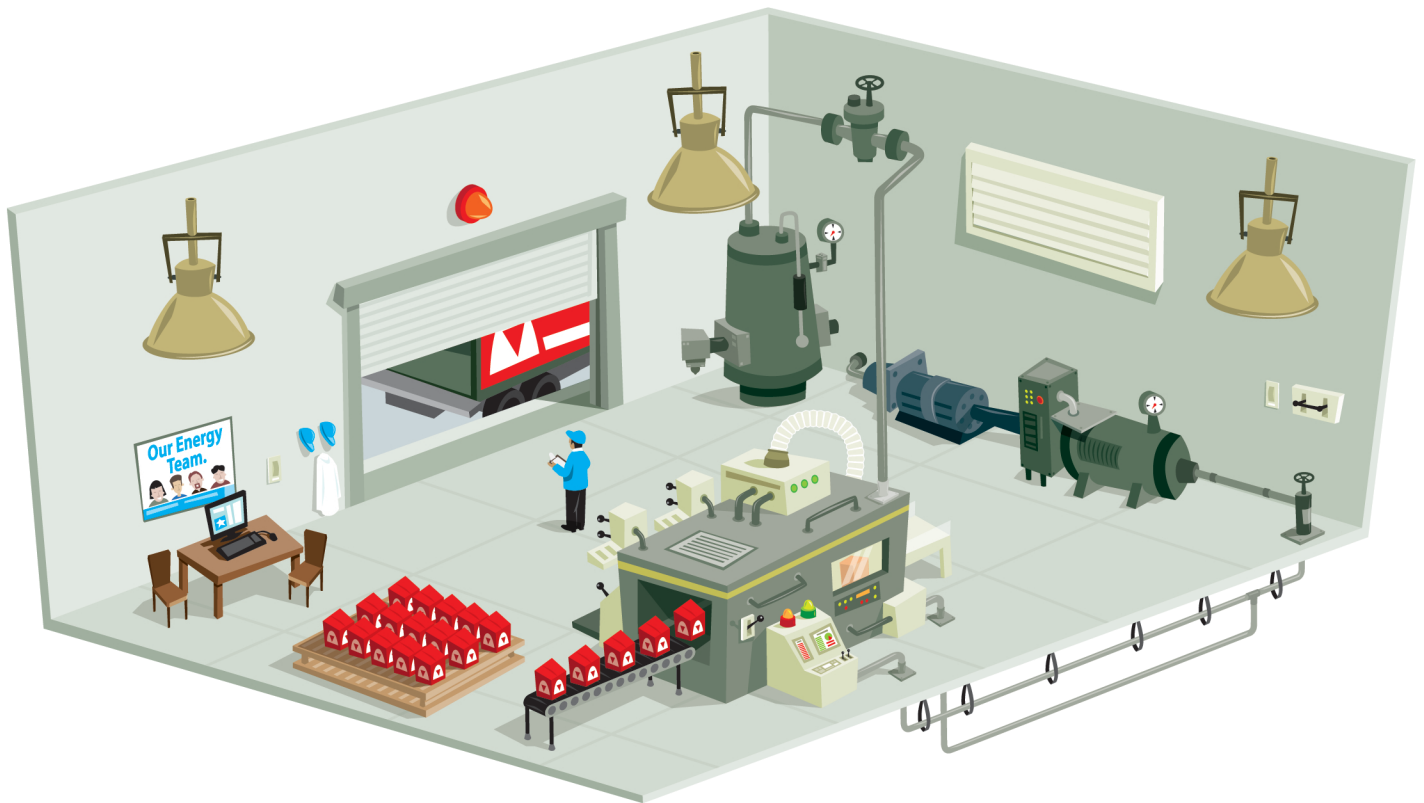
Bring Your
GREEN TO WORK
with ENERGY STAR®

ENERGY STAR

Help our company take action in the fight against climate change! Learn how you can take small steps at work to save energy and make a big difference.

What:

Date & Time:

Location:

Take a virtual tour at
energystar.gov/work

Your
Logo