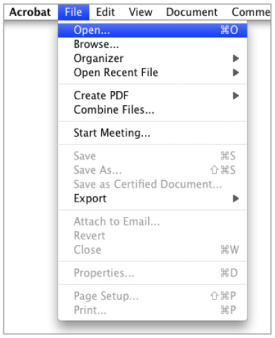
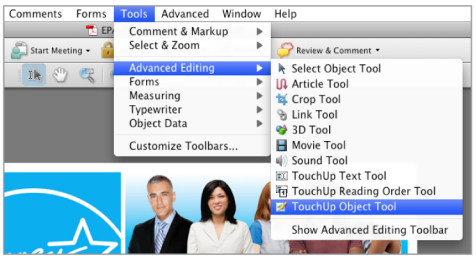
CHANGE THE WORLD, **START WITH ENERGY STAR**

# How to place your logo on a PDF.

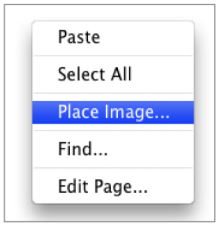
**Step One:** Launch Acrobat Professional (not Acrobat Reader). Go to: File > Open and open the table topper.



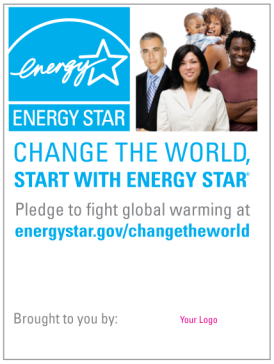

**Step Two:** Go to: Tools > Advanced Editing > TouchUp Object Tool.



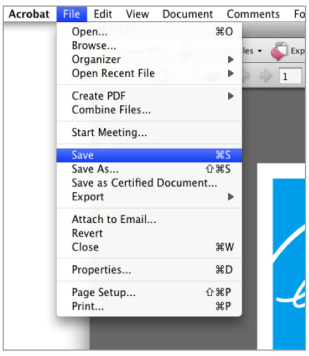

**Step Three:** Right click your mouse anywhere on the table topper PDF. Then Go to: Place Image. Select the version of your company logo to be placed. Make sure it is the correct size to fit a 9″ x 12″ table topper.




**Step Four:** 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 table topper.




**Step Five:** Go to: File > Save.




**Step Six:** Save your edited custom table topper. You can deliver the file to a professional vendor or produce it in house. The finished piece must be mounted on foam core with a kick-stand backing.

ENERGY STAR

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# START WITH ENERGY STAR®

Pledge to fight global warming at
**energystar.gov/changetheworld**

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