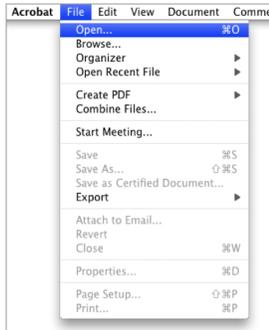




# CHANGE THE WORLD, START WITH ENERGY STAR®

## How to place your logo on a PDF.

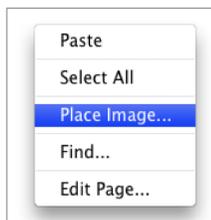
**Step One:** Launch Acrobat Professional (not Acrobat Reader). Go to: File > Open and open the table topper.



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



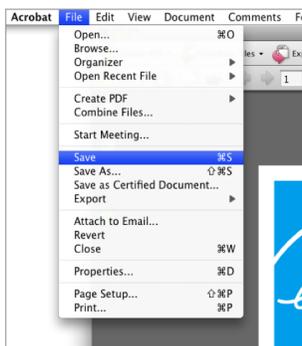
**Step Three:** Right click your mouse anywhere on the table topper PDF. Then go to: Place Image. Select the version of your company logo to be placed. Make sure it is the correct size to fit a 9" x 12" table topper.



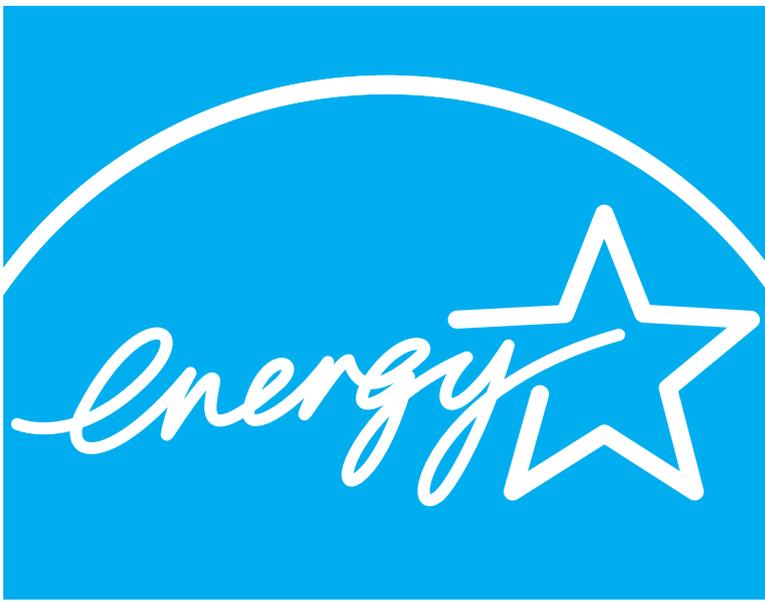
**Step Four:** Place your logo in the correct location. Remember, the placed logo must be a high resolution JPEG sized appropriately. Logos cannot be resized when placed on the table topper.



**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 if you have large-format printing capabilities.



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