

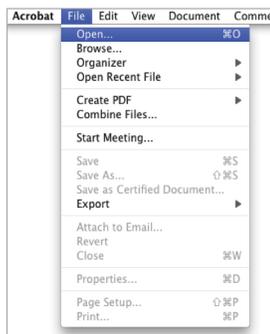


# Bring Your GREEN TO WORK

with ENERGY STAR®

## How to insert text in and place your logo on a PDF.

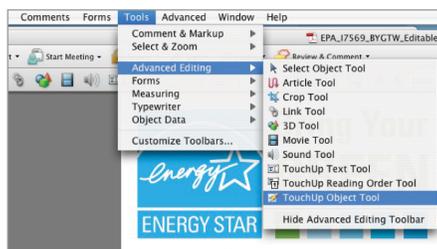
**Step One:** Launch Acrobat Professional (not Acrobat Reader). Go to: File > Open and open the flyer.



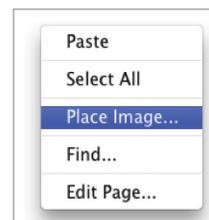
**Step Two:** Follow the prompt to fill out the form and add your own event-specific details. A cursor will appear in each of the three editable fields for you to type in the text-based information.

**What:** |  
**Date & Time:** |  
**Location:** |

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



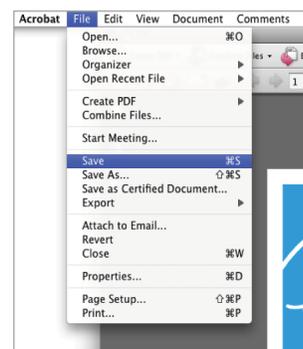
**Step Four:** Right click your mouse anywhere on the flyer PDF. Then Go to: Place Image. Select the version of your company logo to be placed. Make sure it is the correct size to fit an 8.5" x 11" flyer.



**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.



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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:**



Your  
Logo

Take a virtual tour at  
[energystar.gov/work](http://energystar.gov/work)