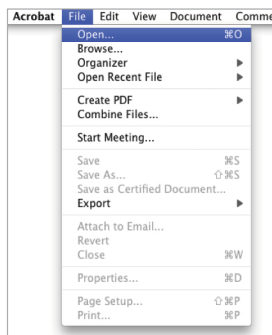




Bring Your GREEN TO WORK with ENERGY STAR®

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

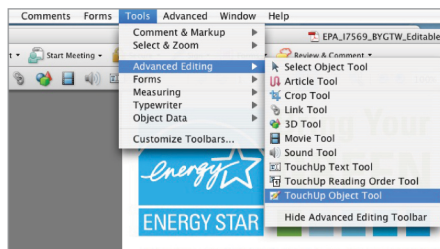
Step One: Launch Acrobat Professional (not Acrobat Reader). Go to: File > Open and open the flyer.



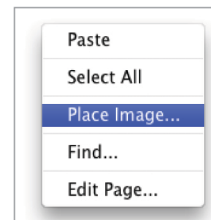
Step Two: Follow the prompt to fill out the form and add your own event-specific details. A cursor will appear in each of the three editable fields for you to type in the text-based information.

What: |
Date & Time: |
Location: |

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



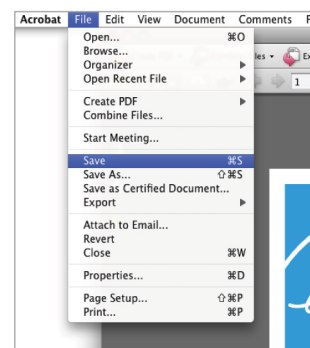
Step Four: Right click your mouse anywhere on the flyer PDF. Then Go to: Place Image. Select the version of your company logo to be placed. Make sure it is the correct size to fit an 8.5" x 11" flyer.



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.



Bring Your **GREEN** TO WORK

■ ■ ■ ■ ■ with 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:



Your
Logo

Take a virtual tour at
energystar.gov/work