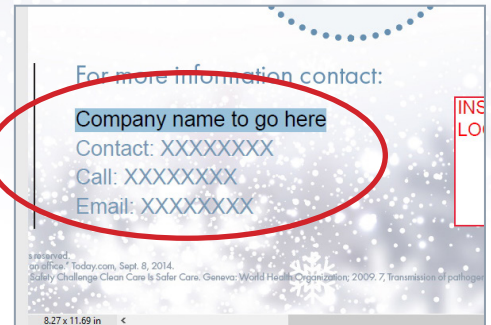


HOW TO CUSTOMISE EDITABLE PDF FILES

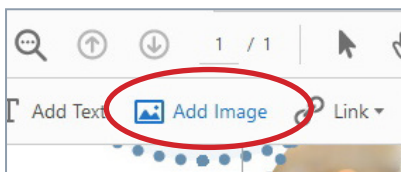
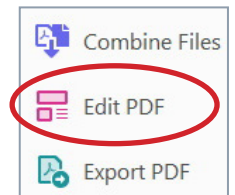
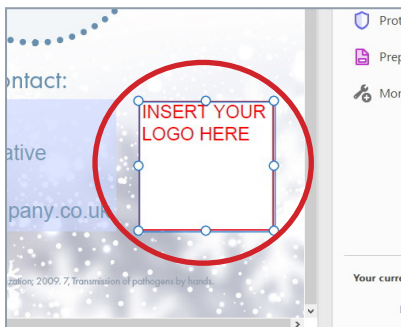
To insert your contact details:

1. Open the PDF in Adobe Acrobat DC.
2. Click on the box that says "Company name to go here".
3. Change the text to your company's details.



To insert your logo:

1. Open the PDF in Adobe Acrobat DC.
2. Select the box that says "INSERT YOUR LOGO HERE" and press delete.
3. Click on the button that says "Edit PDF". If you do not have this option, you may be using a PDF reader rather than an editor. Check that you have Adobe Acrobat DC installed.



4. Click on the button that says "Add Image" and select your logo from your files.
5. Resize your logo to the height of the contact box (or an appropriate width to fit in this space) by dragging the corners of the bounding box to size.



6. Move your logo to fit centrally between the contact box and the edge of the page by clicking and dragging on the image.
7. Save the file with your changes.

