

## Customizable Episode® Landscape Series Sales Sheet

### SOFTWARE NEEDED:



Adobe Acrobat (Standard or higher)

Free 30 day Trial: <https://www.adobe.com/free-trial-download.html>

**BEFORE BEGINNING:** When clicking on the brochure links from the website, the file will open up in your internet browser. You must save it as a PDF and open in Acrobat to be able to edit.

### ADOBE ACROBAT XI:

#### **Instructions for inserting company logo:**

Using the Add Image tool allows you to insert images and text:

- 1 - Under **Tools**, Select **Content Editing**
- 2 - Select **Add Image**
- 3 - Browse and select the file from your computer in the search box.
- 4 - The file will open up in the PDF, allowing you to drop and re-size as necessary

#### **Instructions for adding contact info:**

Using the Add Text tool allows you to insert your company contact info in the top box.

- 1 - Under **Tools**, Select **Content Editing**
- 2 - Select **Add Text**
- 3 - This tool allows you to drop and drag a text box in the document and size appropriately. This field can be populated with your company website and phone number, and allows you to edit font, style, and size of the text.

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ADOBE ACROBAT- EARLIER VERSIONS TO XI

### Instructions for inserting company logo and contact info:

Using the Stamp Tool in Acrobat allows you to insert an image into a PDF:

1 - Under **Tools**, Select **Comment and Mark-ups**.

2 - Select **Stamps**, and click **Create Custom Stamp**. This opens a search box.

3 - Browse and select the file from your computer in the search box.

***Note:** you must select the appropriate file type in the drop down box for the search to locate the file.*

4 - The file will open up in PDF format; Name and Save it.

5 - Return to the **Stamps** tool and select, **My Stamps**. From here, select the logo just created, size appropriately and drop the logo into the outlined box.

### Instructions for changing text:

Use the Text touch up tool to highlight the placeholder text in the document and change to reflect your company contact info and pricing:

1 - Under **Tools**, Select **Advanced Editing**.

2 - Select **Touch Up Text Tool**

3 - This allows you to highlight the placeholder characters, and replace with your relevant information.