Instructions for customizing a PDF
Minnesota Safe Routes to School

Most PDFs in the MnSRTS Tool Kit allow you to customize the text specifically for your school event and to even add your school logo within Acrobat Reader. We recommend that you download and install the latest free version at https://get.adobe.com/reader/.

Step 1: Open file

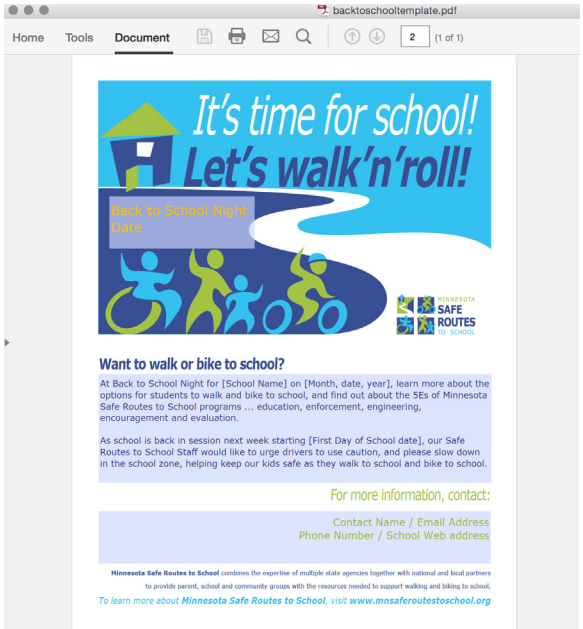
Open the desired Tool Kit PDF file in Acrobat Reader.
(If you are using Acrobat Pro, the instructions to customiize are slightly different. Visit https://acrobatusers.com/startingpoints/how-to-edit-a-pdf.)

Step 2: Edit Text

Customize Event/Date Field >

Customize Message Field >

Customize Contact Field >

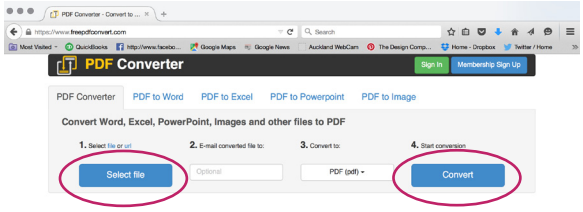


Click on the Message text field and change the text as needed (adding your school name, event dates, etc. ... even change the default message if you wish. Click on Contact field and enter all information for your SRTS contact person. Click on any other available field (i.e. Event/date field) and enter more information.

Step 3: Create logo file

Browse for image >

Convert and download >

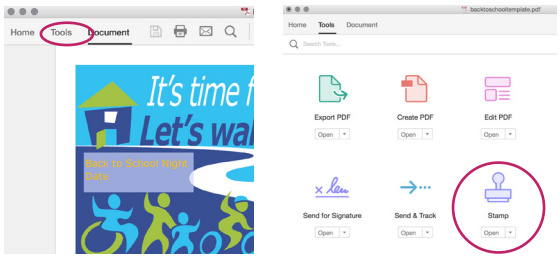


To add your logo to the PDF, you must use a PDF image format. If you have one, you can skip this step; if not, you can create one. Go to https://www.freepdfconvert.com/ and click "Select file" which will allow you to browse for your logo image; when you find it, choose it and select the "Open" button. Once your image loads, click the "Convert" button. (There is a place for you to enter your email address, you do not need to; this is optional.) In just a few seconds, a red "Download" button will appear. Click "Download" and a window will open asking if your want to save the file. Select "Save file" and your image will download.

Step 4: Make a stamp

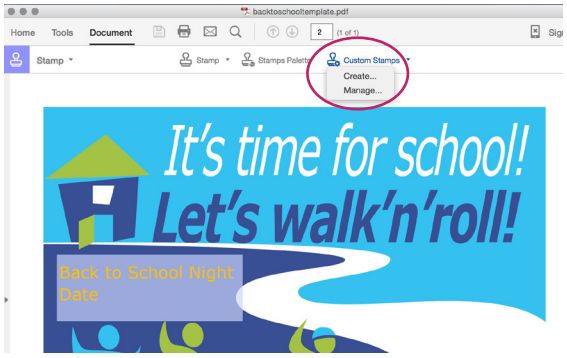
Go to Tools >

Select Stamp >



Go to Tools > Stamp

Create Custom stamp >

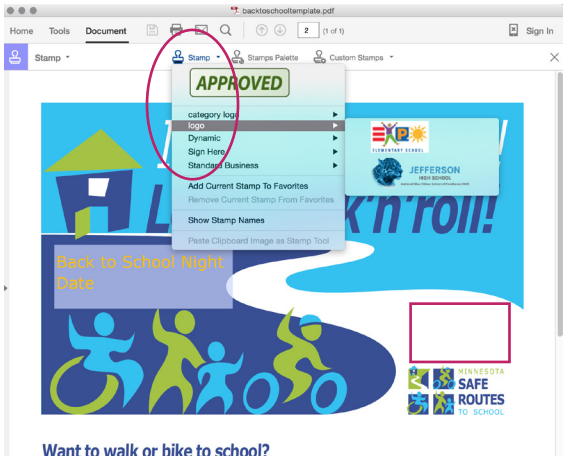


(If you already have your logo stamp loaded into Acrobat Reader, skip this step.) Make a stamp from your PDF logo image by selecting Custom Stamp > Create and then browse for your PDF logo image and select "OK." This will open a window where you will type in a category name (i.e. logo) and name your logo image.

Step 5: Add logo

Go to Stamp and Select logo image >

Place your logo above the MnSRTS logo and size to fit area>



Add your PDF logo image to the PDF flyer by going to Stamp and choose the category name you entered for your logo. Your logo should appear as an option; select it and your logo will show on the pdf in place of your curser; position the logo just above the MnSRTS logo, click, and it will be place in that position. Size your logo to the same width as the MnSRTS logo by selecting a corner and pulling in or out.

Step 5: Save File

Go to Preferences>Forms and uncheck "Hightlight Color. Save your file and you are done!

FYI ... Once you create the stamp of your logo, it is loaded into your Acrobat Reader for future use!