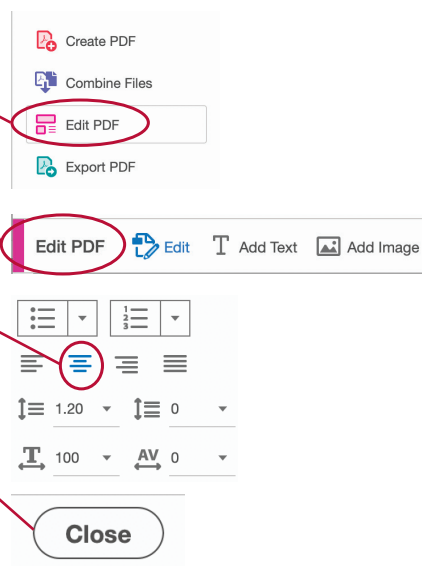


## How to Customize the Flyer with your Organization's Name or Logo

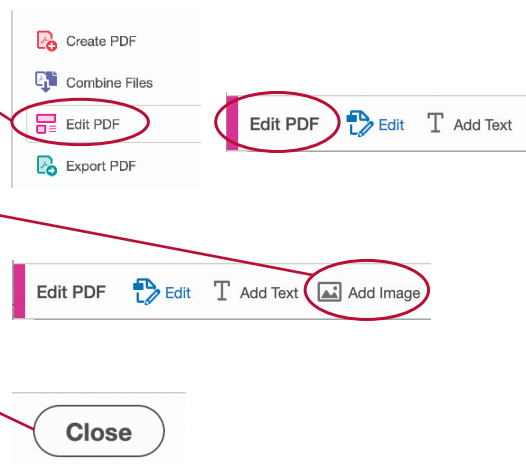
### To add your organization's name:

1. Open the supplied PDF and choose "Edit PDF" from the side or top menu bar.
2. Highlight the black text under the QR code "YOUR NAME OR LOGO HERE".
3. Type in your organization's name.
4. Select and use the "Center Align Tool" which will center the text under the QR code.
5. Note: The file is in "Edit Mode". Select the "Close" button in the upper right hand corner of the pdf.
6. File "Save As" will guide you to "Rename" and choose a "File Type" to your computer.
7. Note: The file can be saved as a PDF or JPG file.



### To add your organization's logo:

1. Open the supplied PDF and choose "Edit PDF" from the side or top menu bar.
2. Highlight then delete the black text under the QR code "YOUR NAME OR LOGO HERE".
3. Select "Add Image" from the top menu, find your logo file (JPG file is suggested), select open, and place your logo under the QR code.
4. Size your logo so there is "white space" on all sides and center it under the QR code.
5. Note: The file is in "Edit Mode". Use the "Close Button" in the upper right hand corner of the pdf.
6. File "Save As" will guide you to "Rename" and choose a "File Type" to your computer.
7. Note: The file can be saved as a PDF or JPG file.



### For Printing:

A PDF document is best for printing copies.  
When printing, select "actual size" which will maximize the imagery within a standard 8.5 x 11 sheet.

### For Emailing:

A PDF or JPG can be used as an email attachment.  
Or, if embedding the file into the body of your email, save the file as a JPG.