

Editing Tips

Here are some tips for editing and printing your template, as well as some common problems you might run into.

EDITING

How To Edit Your Template

1. Download and install the latest version of ACROBAT READER DC: get.adobe.com/reader
2. Open Acrobat Reader on your desktop. Please note that your template will not work on tablet or mobile devices.
3. Download the file you would like to edit. Click File >> Open and browse to your template file.
4. Click in the top left image box to upload your company's logo.
5. Edit the text at the bottom of the page with your contact information.
6. Change Fonts by highlighting the text you'd like to change, and holding down Ctrl+E (for Windows) or Cmd+E (for Mac). This will bring up the Properties bar, where you can change the font, color and font size. Click on "More" to bring up additional options like line spacing and alignment.

TROUBLESHOOTING

If you have trouble editing or saving, make sure you are using ACROBAT READER DC. Some computers will open the file in a default program such as Preview on Macs, or a browser window. Editing the file in any other program than Reader may cause formatting issues. Download the latest version of Reader for free here: get.adobe.com/reader

My Wording Doesn't Fit: In Acrobat Reader, click into the field and hit the Ctrl+A for Windows or Cmd+A for Mac to highlight the whole field. Then press Ctrl+E or Cmd+E to bring up the font properties bar, and make the size smaller until your wording fits.

I Can't Save the File: Some older versions of Acrobat Reader won't allow you to save the file. Make sure you're using the latest version mentioned above.

Will the Printer Print the Blue Highlights? No, The printer won't print the highlights- They are just there to show where you can edit the text.

I still need help! Please do not hesitate to contact me using info@ascendingaudiologists.com if you have any unresolved issues.