GENERAL INSTRUCTIONS

How to add a logo or image to Broker flyers

This is general information found on the Intranet. If you are having trouble, please Google answers on your own.

Please note that you will need access to Adobe Acrobat Pro (sometimes Acrobat Reader may work) to edit a PDF. Google Adobe Acrobat Pro or Acrobat Reader and Download before following the instructions below.

1. Open the PDF file in Adobe Acrobat Pro DC.

2. Go to "Tools" in the main menu and select "Edit PDF."

3. Select "Add Image" from the "Edit" menu.

4. Choose the logo file in either PNG or JPEG format.

5. Click on the page in the PDF where you want to add the logo.

6. Drag the image to the desired location and size it accordingly.

7. Go to "File" and select "Save."