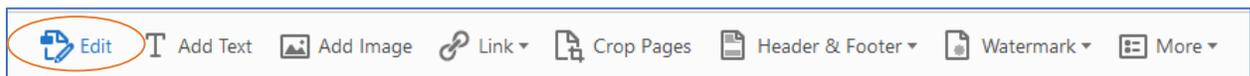


Broker Digital Toolkit Instructions for Editing Variable Text and Adding a Photo

Note: These instructions assume you are using Adobe Acrobat. If you're using another software the steps may be different. There are many free PDF editing tools, if you don't have one try doing a Google search for "free PDF editor".

Edit and add text to the PDF

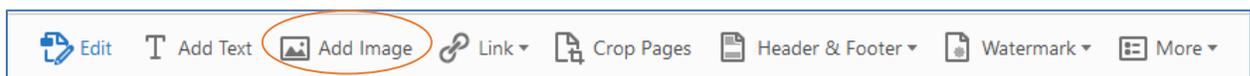
1. Click the digital toolkit link and download the PDF.
2. Open the file in Acrobat, then click the **Edit** tab on the top left side.
3. Choose **Edit a PDF** from the drop-down menu.
4. Use Acrobat editing tools: Edit, Add text, or update fonts using selections from the list. The **Edit** option will be selected for the tools to work.



5. From the top left toolbar, select **File** then **Save As...** and edit the file name and choose the location to save your edited PDF.

Add your photo to the PDF

1. Click the digital toolkit link and download the PDF, if you haven't already.
2. Open the digital toolkit file in Acrobat, then click the **Edit** tab on the top left side.
3. Choose **Edit a PDF** from the drop-down menu.
4. Using the Acrobat editing tools, select **Add Image** from the list.



5. In the **Open** dialog box, locate the image file you want to place into the PDF.
6. Select the image file and click **Open**.
7. Click where you want to place the image or click-drag to size the image as you place it.
8. A copy of the image file appears on the page, with the same resolution as the original file.
9. Use the bounding box handles to resize the image, or the tools in the right-hand panel under **Objects** to **Flip**, **Rotate**, or **Crop** the image.
10. From the top left toolbar, select **File** then **Save As...** and edit the file name and choose the location to save your edited PDF.