



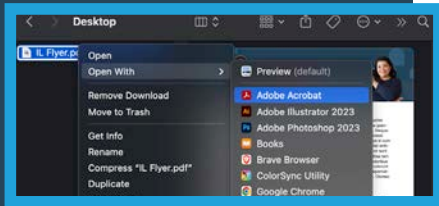
To Edit the PDF you will need a PC or MAC computer. You can not do this on a phone, mobile device nor iPad.

Your Path. Your Future.

How to edit your Toolkit Items

How to edit your toolkit items.

There are a variety of ways to edit the Illinois Adult Education Toolkit items. From Posters to Fact Sheets you have a wide variety of promotional items at the ready. If you have design software and have a graphics person then this should be no problem. For everyone else we have put together a simple guide to edit the toolkit items using Adobe Acrobat Reader - free app you can download for both PC and MAC. If you are using MAC you can also use Preview. Here is a simple guide on how to edit your toolkit items on Adobe Acrobat PDF Reader. The simplest way.



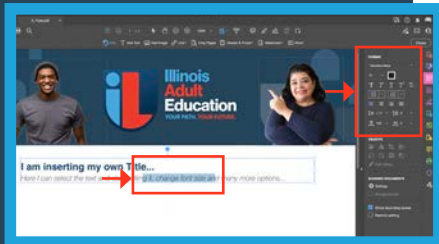
Open the PDF file in Adobe Acrobat

Select the preferred toolkit item and open it in Adobe Acrobat Reader. Or if on a MAC you can use both Adobe Acrobat Reader or Preview. Simply go and right click on the file or open Adobe Acrobat Reader and go to file open and select the toolkit item file of your choice.



Open the PDF file in Adobe Acrobat and Select Edit PDF

Open the PDF file of your choice in Adobe Acrobat Reader and go to the tool panel on the right side and select **Edit PDF**. When you click on this option it will allow you to edit text, delete grey box and insert your own logos.



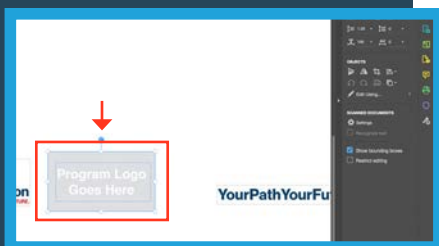
Editing Text

Once you select **Edit PDF** then it is easy to edit any section or all sections in the PDF provided to you in the toolkit. To edit text make sure you are in **Edit PDF** mode. Once you are in this mode simply select any text on the PDF and start typing to replace copy just like any word or text program. You have additional options on your right side panel.



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Inserting your logo and deleting grey square

Once you have made your text edits its time to insert your program logo and learn how to delete the grey square with the 'Insert Program Logo Goes Here' - to do that is very simple. Make sure you are in **Edit PDF** mode. Then simply select the grey square and the 'Program Logo Goes Here' text box and hit delete on your keyboard/computer.



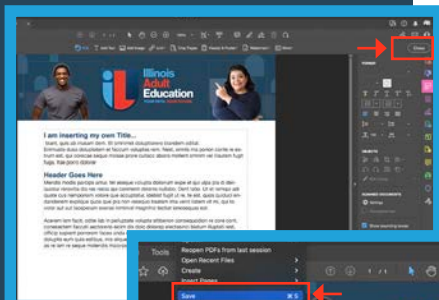
Inserting your program logo

Once you have deleted the grey square and 'Program Logo Here' text box then it is very easy to insert your program logo. Make sure you are still in **Edit PDF** mode. Then on the top select the **Add Image** option. Once you click on that it will open a window asking where the file is. Find the file for your logo and click Open on the window. **Please note formats accepted are: PNG, JPG and PDF.**



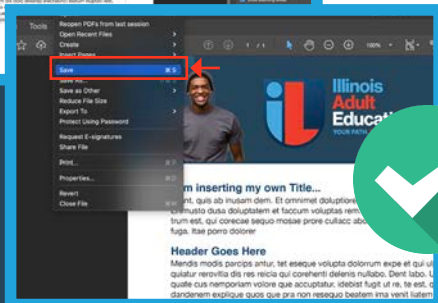
Resize and Position Logo

When you insert your logo it will not be placed exactly where you want it or be the correct perfect size. You have to resize the logo using the handles on the corners then move it into position.



Close and Save

Once you make all your changes, add your logo, change images and more then simply go to the top right corner and click on **CLOSE**. This will exit you out of Edit PDF mode. Then go to the top menu and go to **File > Save** and you are done!



CONGRATULATIONS, YOU ARE DONE!

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