

****MUST READ ****

INSTRUCTIONS FOR PDF FORM

PDF must be opened in Adobe Acrobat. The interactive functions (i.e. mail link, website link & social media buttons) will only work when opened in Adobe Acrobat or Acrobat Pro.

Instructions are easy to follow within document. Select 'Highlight existing fields' to see where to place text.

NOTE: Type in email address & website in highlighted area but you will have to change all the hyperlinks in the document so the interactive features will open to the corresponding links

FONTS (for both IND & PDF files)

Minion Pro

Nexa Bold & Light

<http://fontfabric.com/nexa-free-font>

Bebas Neue

<http://fontfabric.com/bebas-neue>

TO MOVE OR REMOVE SOCIAL MEDIA ICONS:

- I. Open file. Select 'Move or make changes to object' arrow.
- II. Double click icon to select it, then right click and select 'Delete' to remove or use arrow keys to move.
- III. Select 'Select an object' arrow, then click on the hyperlink text box surrounding the deleted icon and press *Delete*.

TO CHANGE HYPERLINKS:

- I. Go to *Tools* -- select 'Edit .pdf form' icon.
- II. Double click on the 'email link' text box to open menu.
- III. Select to the 'Actions' tab, then go to 'Actions' window
- IV. Select 'Open a weblink', then select 'Edit'-- enter in your email address after the 'mailto:'
- V. Repeat steps for website link box & all social media icons box.

Alternative method: Select 'Add link' icon. Go to the social media icon of your choosing --- double click and go to the 'Actions' tab. Continue from Step 3 in previous method.