

## **\*\*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 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.

### **TO CHANGE THE QR CODE:**

First have your QR code ready on desktop as a .jpg or png.

- I. Select the '*Move or make changes*' icon from menu.
- II. Select QR code image in the .pdf-- right click -- select '*Place image*', then select your QR code image -- 'Open'. New QR code is placed within .pdf form.

### **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*.