



Editable PDF Instructions

View an
interactive
video!
Click here

Changing the words.

Open the PDF. You will need the free program Adobe Reader.

The editable areas are highlighted in purple. →

Use your mouse and click on the text area.

You can then delete and add words.

Changes to one box will auto-change the others in the same column.



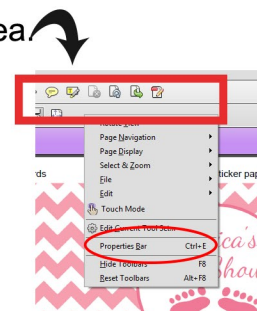
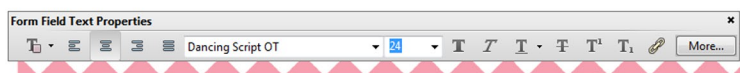
Changing word color, size, or font face.

With your editable PDF open, right click anywhere on the gray toolbar area. ↘

A menu will open, then click on properties bar.

Or skip the above and press Ctrl + E at the same time.

This opens the properties bar where you can change font options.



In order for your changes to work you will need to have your words selected.

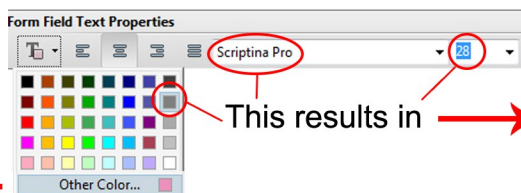
You can do this by holding the mouse button down, and dragging the mouse across the words. ↘

Or by double clicking on one word. →



After you have your words selected you can change the size, color, or font face.

Note: you can only select fonts that you have installed on your computer.



Select other color
To custom make a color

This results in →



Print, cut and you're done!

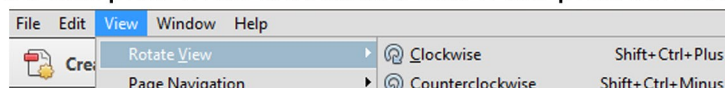
Once you have it looking just right, you can print as many as you need.

You can also edit the text later to something else and use it again!

Rotate your view

For some items you will need to rotate the view, to easily see and edit your words.

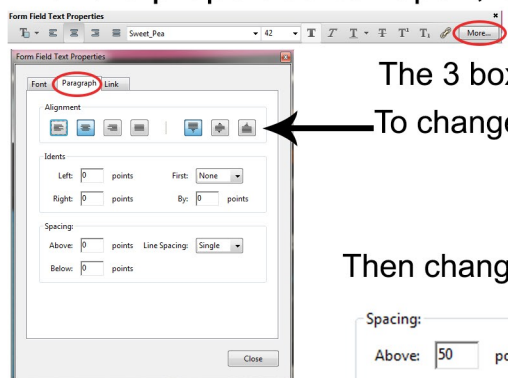
You can print while it's rotated and it will print correctly.



These instructions were made based on Adobe Reader version XI
You will need Adobe Reader version 11 or newer to edit files, such as DC.

Changing spacing

With the properties bar open, click “more”. This opens another box, click “paragraph”



The 3 boxes on the right will adjust the general placement for your text box.

To change a single space between lines, place your cursor where you need.

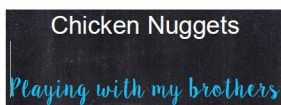


Then change the “above” or “below” number. These can be positive or negative.

Spacing:

Above: 50 points

Below: 0 points



Spacing:

Above: -20 points

Below: 0 points



PRINTING:

PRINTING AT OFFICE SUPPLY STORE:

The pdf can be saved to a flash drive and *physically* taken into the store.

Make sure they use adobe reader to open & print the PDF.

OR you can save your file and use their online upload feature.

USING A PRINT SHOP:

They will require a JPG format. There is an online converter at <http://pdf2jpg.net>

View a video of how to convert your file here.

PRINTING AT HOME:

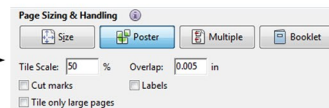
Under the properties setting make sure it is “photo” or highest quality.

Use white paper, not colored, or the color will be part of your print.

Print at “actual size”

OR for 16x20 posters print at 50% for 8x10

Choose “poster” then tile scale “50%” →



MOBILE DEVICES

The editable PDFs will NOT work on mobile devices. You will need to use a laptop or desktop computer.

HIGHLIGHTED FIELDS

They will not print, but can make it difficult to see your words and colors.

If the highlighted fields are permanently selected go to: EDIT > Preferences > Forms > under “Highlight Color” untick the option “Show border hover color for fields.”

SAFETY:

For your child’s safety, be aware of what information you post about a child on social media.

Never publicly share your child’s name and location.

TROUBLESHOOTING:

Only open the PDF in adobe reader.

If you open it in a different program first it will change the file. Re-download and open with adobe reader.

You must have version XI (11) or newer of adobe reader. Older versions may not work.

To check your version, open a PDF and click help, or help then about.

Download a new version free at www.get.adobe.com/reader

FILE WON'T SAVE

Download a new version of adobe reader.

FONT ISN'T WORKING

Many fonts are embedded, make sure and open with adobe reader.

If opened in another program first, delete the file and re-download, then open in adobe reader.

Install any included fonts **before** opening your PDF.

CHANGES DON'T WORK

If you have words selected (highlighted) and make a change such as larger font or a different font face and it doesn't change, likely the font is too large for the box you are filling in.

Make the words smaller first then change the font.

SOME OF THE TEXT IS MISSING WHEN IT PRINTS

Choose the Adobe Reader Print as Photo option and it will print properly.

After selecting print, the print box opens. Select advanced, then print as image, and make sure it's 300 DPI.

PRINT IS SMALLER/BIGGER THAN MEASUREMENTS IN LISTING

In the print box make sure paper sizing is set to "Actual Size"

+ SIGN APPEARS

This displays when you have too much text or too large of text. Remove any spaces at the end of your words.

For example: "I want to be a chef" not "I want to be a chef "

If the + is still there then make your words smaller. **REMOVE + SIGN BEFORE PRINTING**

Windows 10:

Windows automatically opens pdfs in Edge which can NOT edit the file.

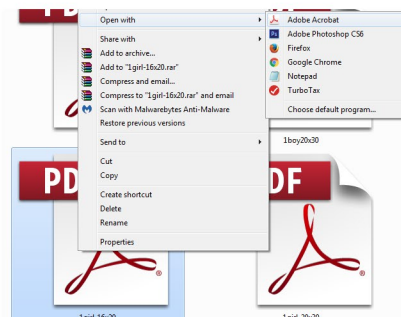
Instead of double-clicking your PDF to open it, right-click and choose "Open With" and select adobe reader.

MAC:

The MAC preview program can not edit the PDFs. Please download and install adobe reader.

Then start adobe reader, and open your PDF from there.

For changing font type, size, or color open properties bar by pressing Command+E



If you have any problems please contact me for help. I offer unlimited tech support.