

Editing Templates with Adobe software

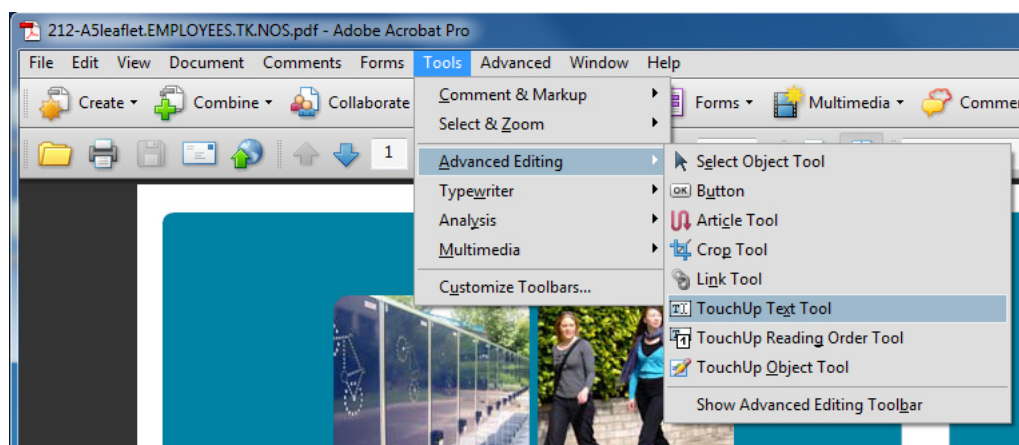
As a general note please make sure that you have the correct fonts installed before making changes to text within the document and that logos used are of high enough standard for print.

Editing with Adobe Acrobat

Open the template file with Adobe Acrobat

To edit text:

select **Tools > Advanced Editing > TouchUp Text Tool**

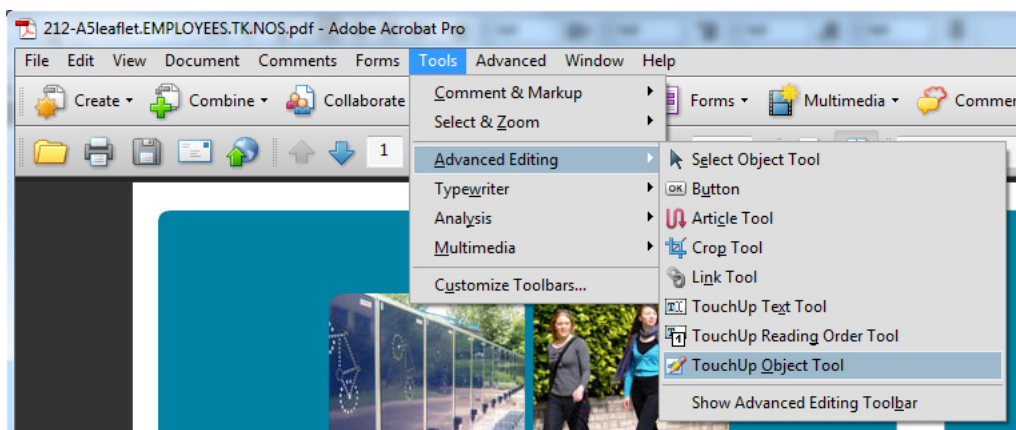


Drag your cursor over the text you wish to change and type your replacement information into the highlighted area.

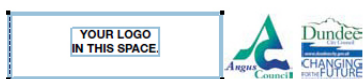


To insert your logo:

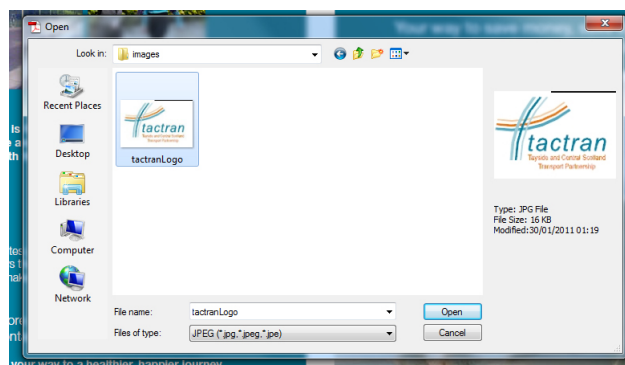
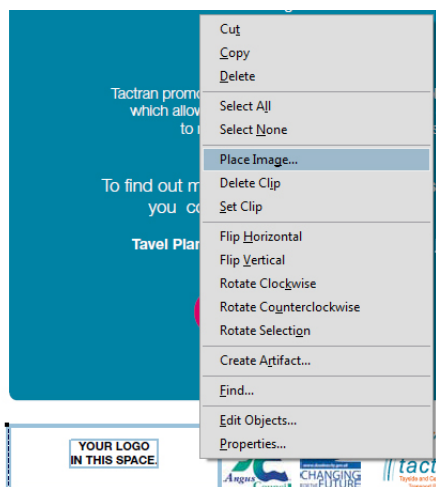
Select **Tools > Advanced Editing > TouchUp Object Tool**



Drag your cursor over the item or area you wish to replace



Right click the mouse and choose **Place Image** then browse and choose your logo file

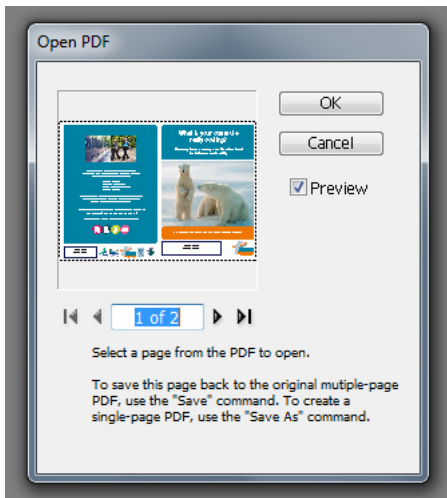


Depending on your logo you may feel that you need to rescale and/or adjust the position of the image. To rescale simply drag the corners of the image as required, to move the image just click and hold the 'centre of the image and move into position.



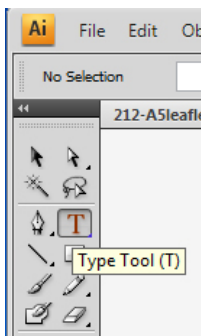
Editing with Adobe Illustrator (CS3 and earlier)

Open the template file with Adobe Illustrator and choose the page you wish to edit

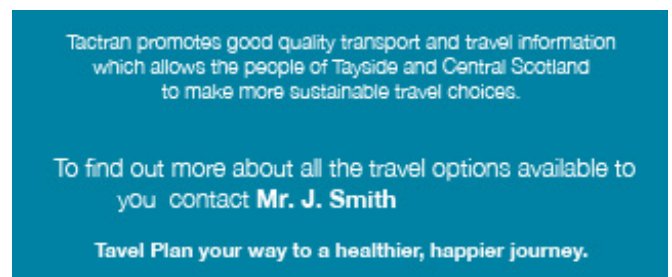
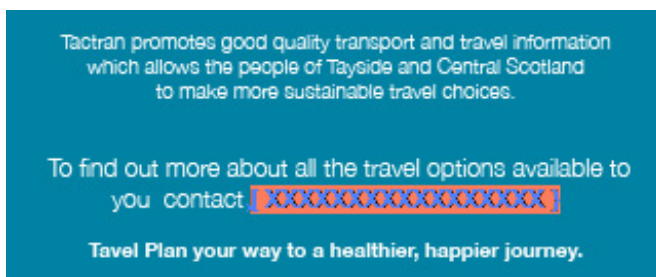


To edit text:

select the **Type Tool** from the toolbox

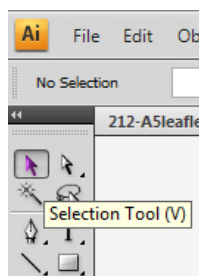


Drag your cursor over the text you wish to change and type your replacement information into the highlighted area.

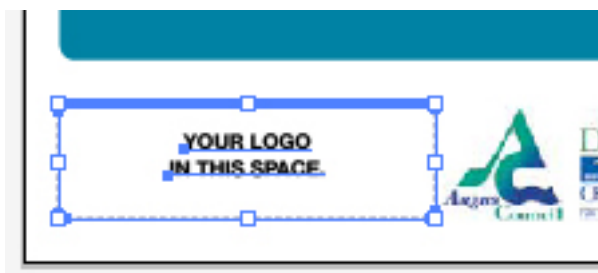


To insert your logo:

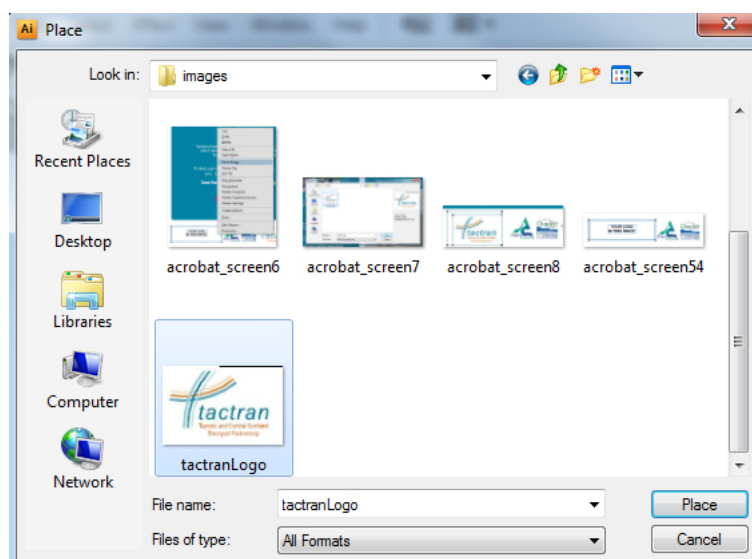
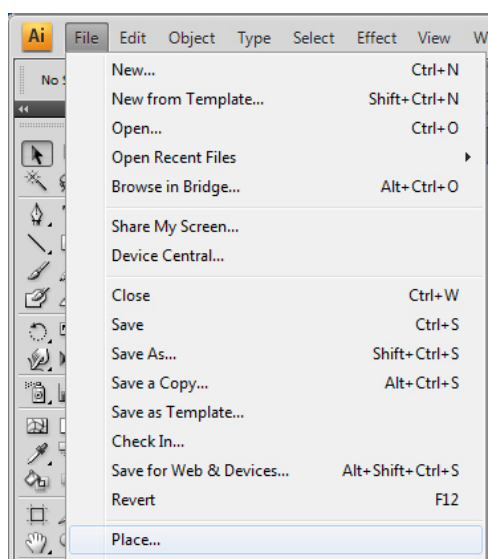
Using the **Selection Tool**, double click the document image area to access the editable mode.



Drag your cursor over the item or area you wish to replace and delete.



Choose **File > Place** then browse and choose your logo file



Depending on your logo you may feel that you need to rescale and/or adjust the position of the image. To rescale simply drag the corners of the image as required, to move the image just click and hold the 'centre of the image and move into position.



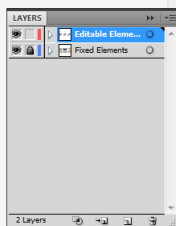
You must **SAVE** the file to include the changes into the original multi-page document, choosing **SAVE AS** will create a new document containing only the edited page.

Editing with Adobe Illustrator (CS4 and above)

Open the template file with Adobe Illustrator. All pages will be available within the document.

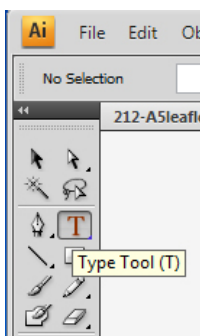


The document is split into two layers. A 'Fixed Elements' layer which is locked by default and an unlocked 'Editable Elements' layer which contains all of the required editable text and logo areas.

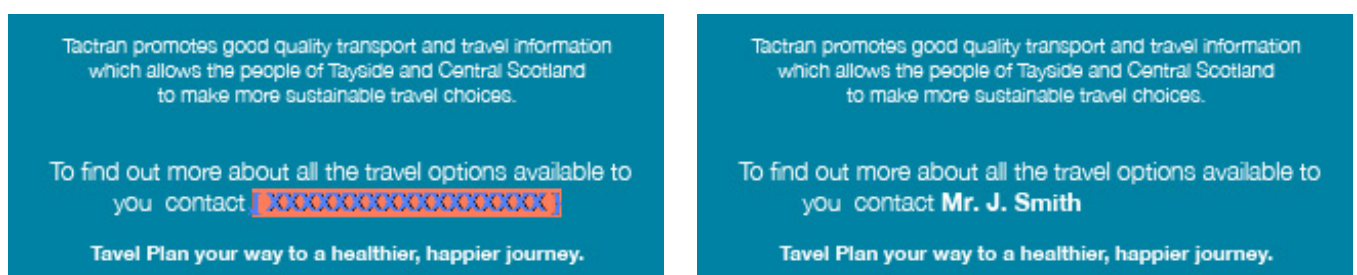


To edit text:

select the **Type Tool** from the toolbox

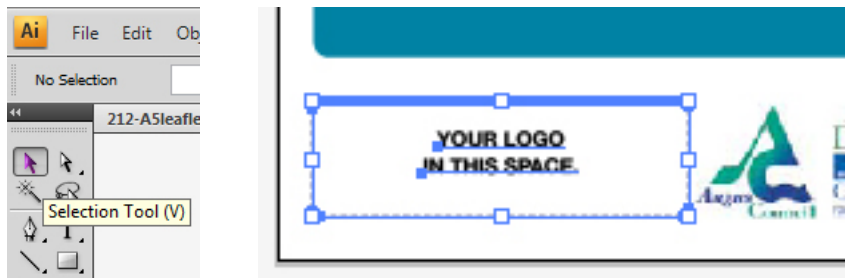


Select the text you wish to change and type your replacement information in it's place

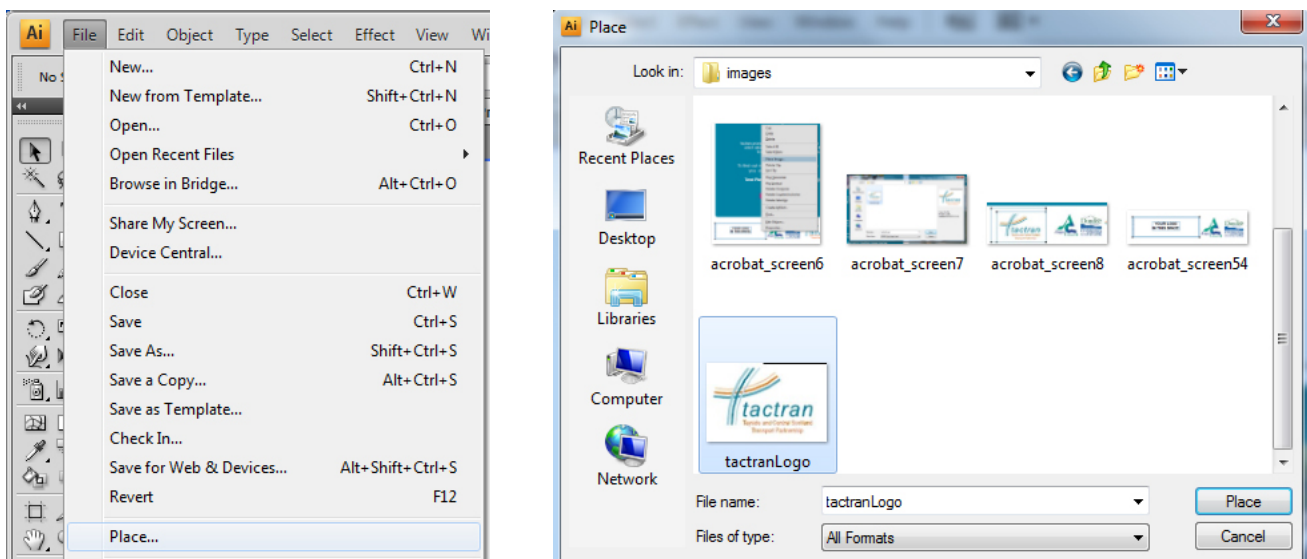


To insert your logo:

Using the **Selection Tool**, drag your cursor over the item or area you wish to replace and delete.



Choose **File > Place** then browse and choose your logo file



Depending on your logo you may feel that you need to rescale and/or adjust the position of the image. To rescale simply drag the corners of the image as required, to move the image just click and hold the 'centre of the image and move into position.

