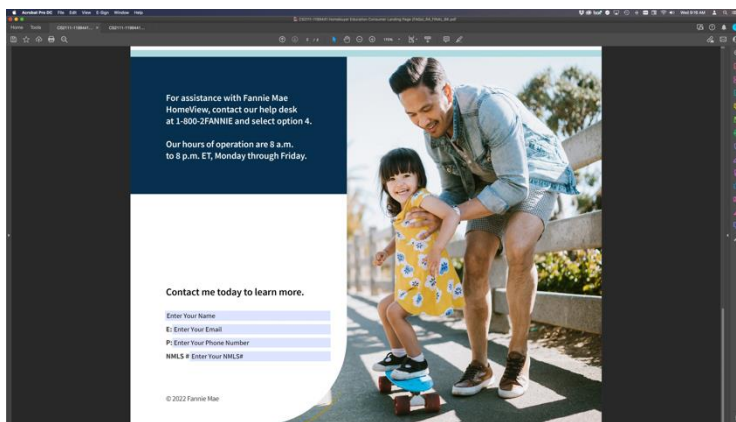


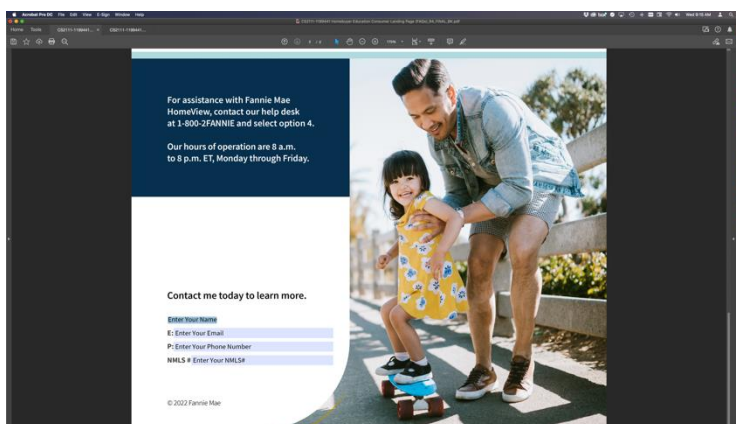
How to add your contact information and logo using Adobe Acrobat Standard or Pro*

Adding Your Contact Info

1. Download and open the PDF in **Adobe Acrobat Standard or Pro**.
2. Scroll to the bottom of page 2.



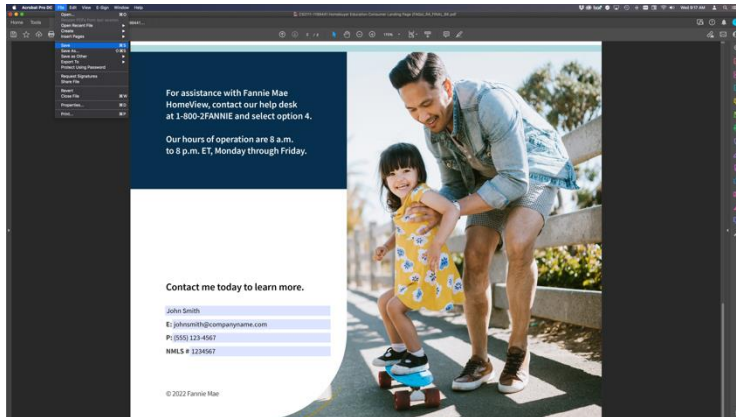
3. Highlight **“Enter Your Name”** with your cursor and **type your name**.



4. Repeat step 3 for your email address, phone number, and NMLS #.

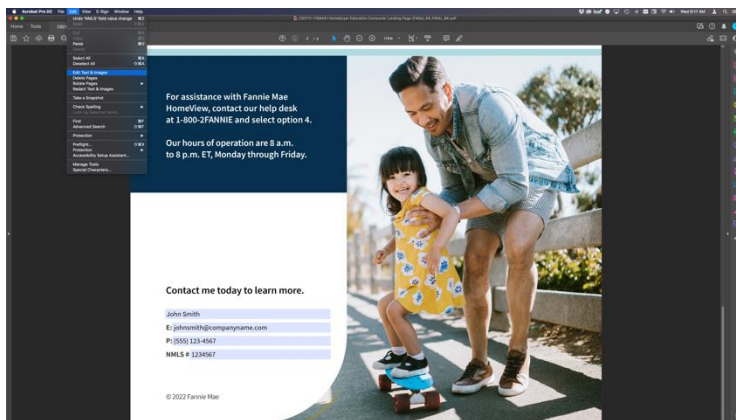


5. Once you have typed in all your contact information, go to **File** > **Save** to save your PDF.



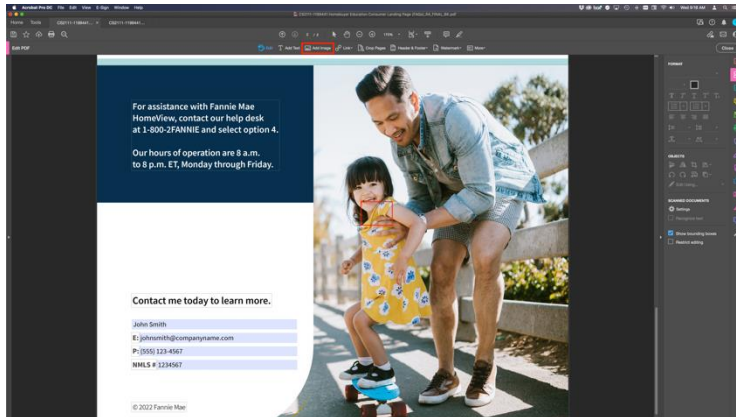
Adding Your Logo

1. With the PDF still open in **Adobe Acrobat Standard or Pro**, go to **Edit** > **Edit Text & Images**.

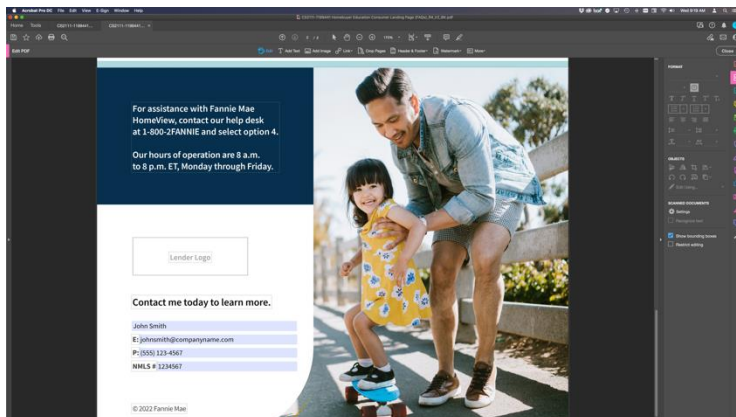




2. Select **Add Image** in the top tool bar

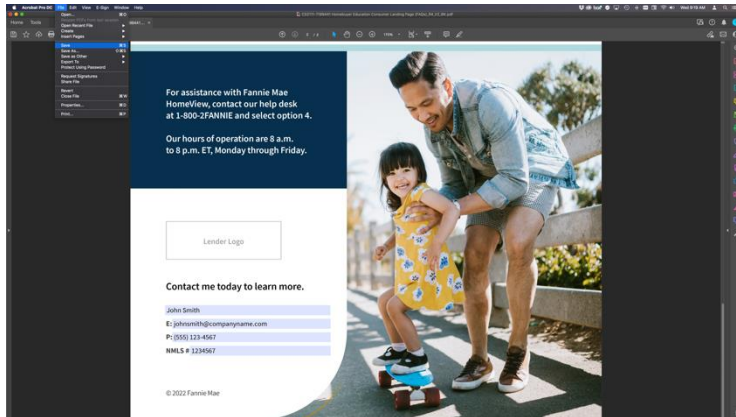


3. Select your logo from where you have it saved and adjust it to be above the contact info on the bottom of the page. Try to align the left of the logo with the left of the text “Contact me today to learn more.”





4. Once you have inserted your logo, go to **File** › **Save** to save your PDF.



Please be sure to only place your logo in the white space, at the bottom of the document. Recommended logo size is width 150px / height 50px or a 3:1 width to height ratio.

**Please note that the free version of Adobe Reader does not allow you to upload imagery into a PDF. You may need to purchase or trial Adobe Acrobat Standard or Pro to insert your logo.*

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