

Below are instructions so that you may customize CalEITC4Me collateral to your specific organization or community. Please let us know if there are any questions you may have or how we can personally help you.

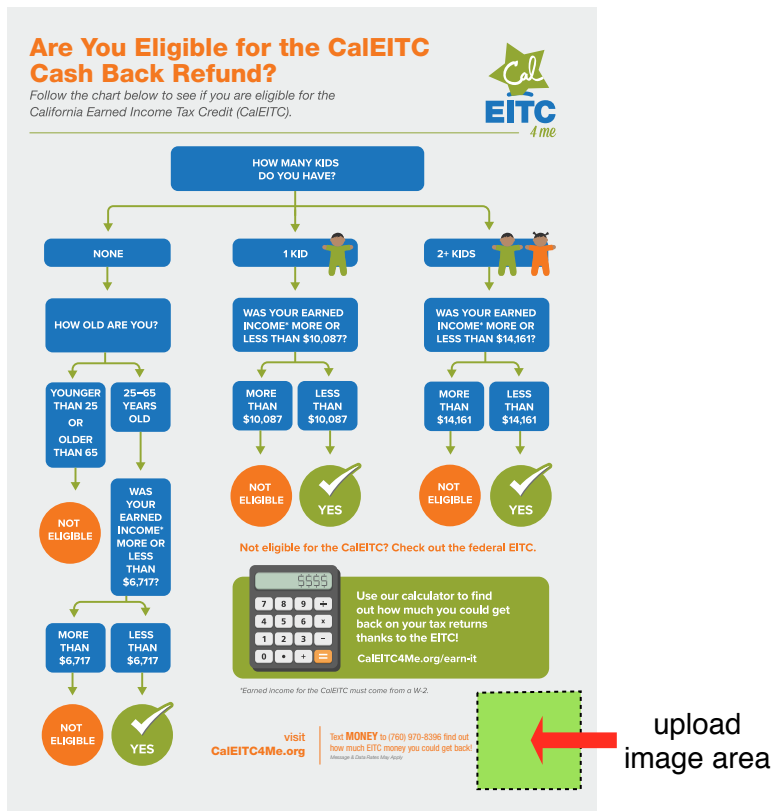
1. **OPEN** the file with your default PDF reader on your desktop computer.

Note: If a default PDF reader is not available, Adobe Acrobat Reader DC is available for free on both Macintosh and Windows platforms (<https://get.adobe.com/reader/>). Follow downloading instructions in order to properly install the PDF reader.

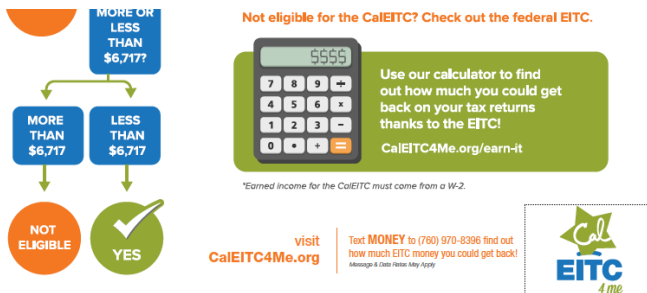
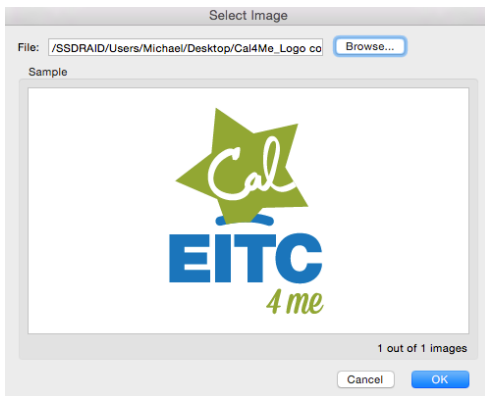
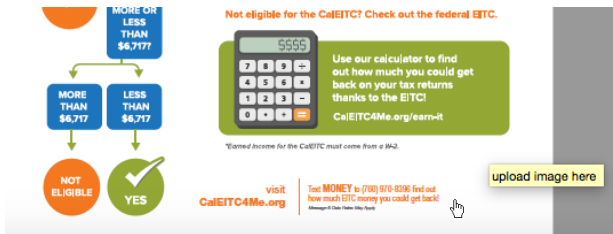
2. **Image Upload Button**

The bottom-right hand corner of the document contains a hidden Upload Image Button. This button can be activated by dragging the mouse over until the arrow icon becomes a hand icon and a cue screen pops up. **CLICK** and follow the cues to upload a logo.

Note: The upload image box may not be visible on some PDF readers, but is still active. Place mouse over the bottom-right hand corner and **CLICK** to prompt the cues. If the upload image cue is not prompted, try Adobe Acrobat Reader DC or another PDF reader on your desktop.



Note: This form will only allow for PDFs to be uploaded through this prompt. Most images are available as a .jpeg or .png file, which cannot be uploaded. These specific files will need to be converted into a .pdf file. A free conversion is available from Small PDF at <http://smallpdf.com/jpg-to-pdf>. Follow the prompts in order to successfully convert and save the image as a .pdf file. After converting and saving the image, go back to the Upload Image Button and follow prompts to locate and upload your .pdf file.



3. After editing and completing your document, **SAVE AS** a new file in the destination of your choosing (desktop, flash drive, etc.). The file will now contain the custom information and will be ready for both digital and print distribution.