

## Instructions for customizing AIP Publishing promotional materials

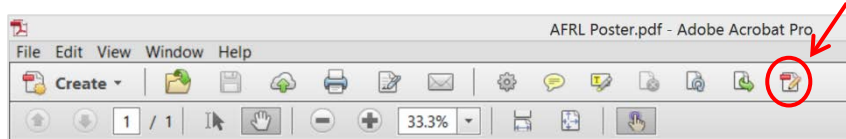
Add your logo

To add your library logo, URLs or any additional text, you can edit the posters using Adobe Acrobat Professional or Microsoft Word.

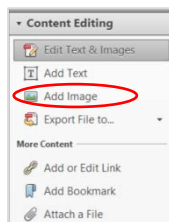
Adobe Acrobat Professional

### To add your library logo using Adobe Acrobat Pro:

- 1) Open the PDF.
- 2) Click on Edit Text & Images.



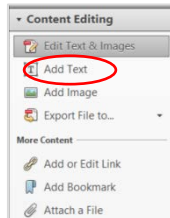
- 3) Click on Add Image.



- 4) Select library logo and click Open.
- 5) Drag logo over the label "place your logo and URL here".

### To add your URL:

- 1) Follow steps 1 & 2.
- 2) Click on Add Text.

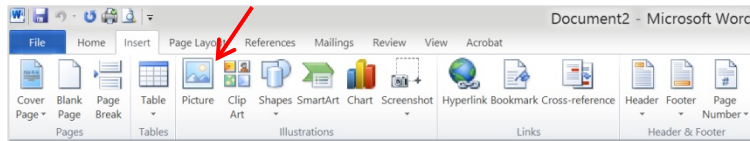


- 3) Drag text box below your library logo and type in URL.

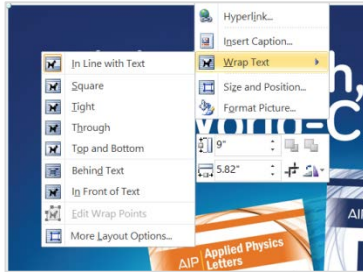
## Microsoft Word

### To create a customized poster using Microsoft Word:

- 1) Open a new document.
- 2) Click on Insert, Picture.



- 3) Select AIP Poster and click Insert.
- 4) Right click on poster image. Highlight “Wrap Text” and select “Behind Text”.



- 5) Repeat steps 2 & 3 to insert library logo.
- 6) Right click on logo image. Highlight “Wrap Text” and select “In Front of Text”.
- 7) Resize logo image if needed, and then drag over the label “place your logo and URL here”.

**NOTE: the poster jpeg has been sized to print on 11x17 paper. After selecting the paper size, resize the jpeg image appropriately and then print.**