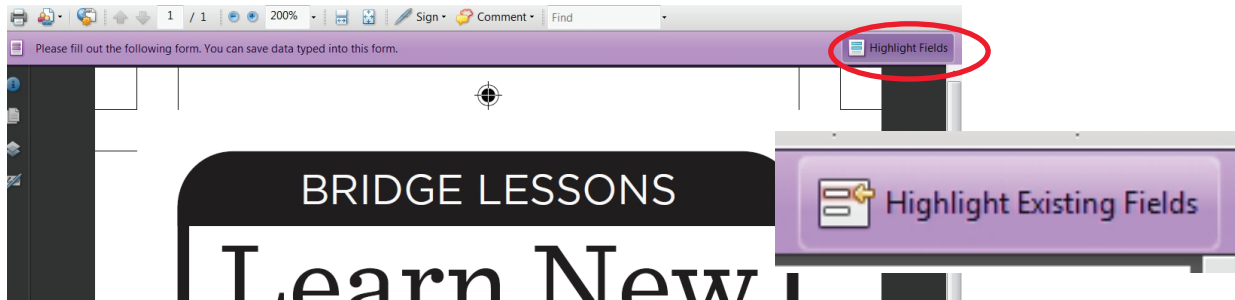


## Customizing and Saving Interactive PDFs

In the PDF documents, customizable portions are highlighted in pale blue. If you open these files and there are no fields highlighted, please follow the directions below.




1. Select the top right purple button that says Highlight Fields.
2. Once the button is selected, you should see the editable fields in pale blue.
3. Fill out blue fields with your information.



**Note:** The pale blue fields will not be visible when printed.

4. Once finished, go to upper left corner, click "File" and then "Save As".
5. Save file to your desktop or documents folder.

Your ad or flier is now ready to be printed and/or attached to an email.

 **Note:** Most email programs will have an attachment icon or paperclip symbol in the toolbar of the email. Just click on that, browse for your file, and double-click on file name to attach.

