

NOTE: These instructions are for Acrobat Reader X or newer. [Download Acrobat Reader](#)

## Adding contact information to the Smoke Alarm Tip Sheet

To place a logo, you will need to create a “stamp” in Acrobat:

1. Open PDF file.
2. Click the Comment tab.
3. Click on the Stamp icon, and in the dropdown, go to Custom Stamps > Create Custom Stamp.
4. Click the Browse button, and find your logo on your computer. Click Open.
5. Click OK.
6. In the Category box, name the category (call it “logos,” for example), then name your stamp in the Name field.
7. Click OK.
8. You now have a custom “stamp.” Click the Stamp icon again, go to your category name (“logos,” for example), and select your logo.
9. Enter optional information, or go ahead and click Complete.
10. Place your cursor where you want the top-left corner of your logo to begin. Click and drag down and to the right (diagonally) to size the logo as desired.
11. If needed, click and drag the logo into place.
12. Save.

*Tip: If you need to resize your logo, place your cursor over one of the corners and click and drag in (to reduce) or click and drag out (to enlarge). If after clicking your logo and setting it into place, it is larger than the document and you can't see the edges of your logo, then delete the logo and open another program where you can resize it; then try inserting it into the “half-sheet” again.*

To add contact information:

1. Open PDF file.
2. Click the Extended tab.
3. Click Add or Edit a Text Box.
4. Click where you want to begin typing.
5. Begin typing.
6. Once you have entered all information, if you would like to change the font, begin by selecting your text.
7. Find the Typewriter toolbar, and choose a font from the menu.
8. To move your text around, click off the text area and click back on it. A box should appear around the text.
9. Click and drag into place.
10. Save.