

## EASY INSTRUCTIONS

### *for customizing Spirit Sticks® patches order forms*

#### WHAT YOU WILL NEED:

1. A photo of the Spirit Sticks® patches you want to advertise
2. A computer with Adobe Acrobat Reader DC  
<https://get.adobe.com/reader/>

#### INSTRUCTIONS TO CUSTOMIZE:

1. Take a photo of the Spirit Sticks® patches you want to advertise.  
We recommend taking a **SQUARE** photo saved in a JPG, PDF or PNG format.
2. Download then open the PDF order form with Acrobat Reader, so you can customize it for your school's sale.
3. Click on the Spirit Sticks® patches image on the order form to replace it with your photo.
4. A dialog box will appear requesting you locate your photo to replace the existing image.
5. Type your own text into the text boxes (i.e. sale dates, contact information, website address, or google form link.)
6. When finished, click File and then Save As. Choose a file name to save the completed form on your computer.
7. Send the finished form by email, post on your Facebook page, print to create flyers to send home, etc.

#### WANT TO SEND AN UN-EDITABLE (FLATTENED) FILE?

Acrobat Reader DC doesn't allow you to save and send an UN-editable PDF, so here's how!

#### FOR MAC

1. Open the customized PDF in Preview  
(CTRL + Click file name > Open With Preview)
2. In Preview, File > Share > Mail to email.  
**--OR--**  
In Preview, File > Export as PDF and save file as flattened (un-editable) PDF.

#### FOR PC

1. Open fillable form and add appropriate data.
2. Right click on document and select Print.  
**NOTE:** if document opens in Adobe, Select File then Print.
3. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
4. Select OK.
5. Specify location to save the printed, "flattened" version of the form.
6. Select Save. File the "flattened" form.