

YAY! You just ordered an editable PDF template from my shop, thank you! If you need help editing and printing your PDF template, then read on!

This document covers the following topics (these are clickable links to each section):

- I. Quick Start Guide
- II. Detailed instructions for editing the PDF on a PC
- III. Detailed instructions for editing the PDF on a Mac
- IV. Printing directions for a connected printer, multi-page banner, and sending to an outside printer
- V. Troubleshooting tips
- VI. Color Scheme Suggestions
- VII. Important Notes

Read on for more info and if you have further questions, please email me at lily@madiloveskiwi.com.

I. Quick Start Guide

For users that have worked with editable PDFs before or those that are very computer savvy, here is a quick start guide to get your going fast!

1. Download your file(s) and please save them to your computer because the download link will not be there forever.
2. Open the Adobe Reader program on your computer and then open the PDF with **Ctrl + O** on a PC or **Cmd + O** on a Mac.
3. Highlight the editable bluish fields and type your information in.
4. Change any font color or size by pressing **Ctrl + E** on a PC or **Cmd + E** on a Mac.
5. Save your PDF template on your computer and print! **Important Note:** If you're not printing this PDF on a printer that is connected to your computer then please jump to the section on printing because there are special steps to take.)

II. Editable PDF Instructions for PC Users

1. Download the file(s). The download link will be emailed to you and you can also log into your account to view your orders and download the files. Please save the file(s) to your computer or a portable drive (it won't be in your account forever).
2. Open the file in the Adobe Acrobat Reader program on your computer. (If you do not have this program or it is not the latest and greatest version, then you can download it for free at www.get.adobe.com/reader.)
 - In some versions of Windows, there is a default PDF application which is confusingly called 'Reader.' Editable templates will only work in Adobe Acrobat Reader and NOT in the Windows Reader. The PDFs will not work correctly in Windows Reader, most notably the fonts will look wrong.
 - I recommend launching the Adobe Acrobat Reader program and then opening the PDF directly from the program (using Control+O or File > Open).
 - Older versions of Adobe Acrobat Reader may give you an error when you try to save your text changes and may only allow you to print without saving the text you entered so please make sure you have the most recent version.
3. Optional step: save the file with a different name so that you will always have the original file in case you want to go back to it. Use the "Save As" function and give the file a helpful name (such as "Juliet-LastDay-FirstGrade2018.pdf").
4. Now it's time to edit the text. The bluish box over the editable fields will always be displayed on your screen, but will not be on your printed copy. Just click in the box to change the text.



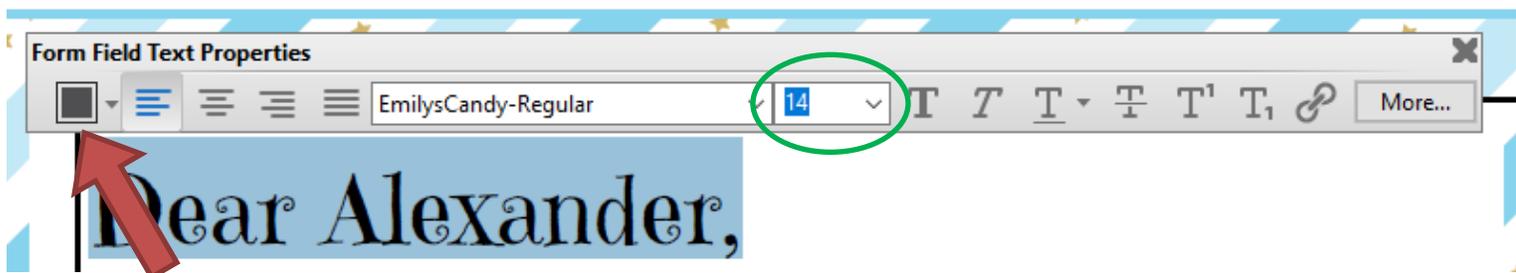
TIP: If one line of text has multiple colors and you would like to keep those color options, then instead of highlighting the entire word and typing, you need to highlight each character and type. Otherwise, the entire word will change to the default color (in the example below, the entire word would be in yellow). Also do not worry if the colors seem to be mixed (see the pink in the purple "g" below), it is just a display issue.



NOTE: In some cases, I've given you the option of one or two lines of text in one section, so there will be a tall box (purple text) overlapping two shorter boxes (green text). I always make the shorter boxes wider so you can click into them more easily using the side that is sticking out (see below where the top line is selected). Or if you're having trouble clicking into the field you want, then use the Tab button to move from one field to the next.



5. To change the font style, text size, or text color, highlight the text you want to change and press Ctrl + E to get the Form Field Text Properties menu to display. From there you can click on the color drop down menu (see red arrow) or change the font size (see green circle) to fit your text.



6. If you need the space in between the lines of text to be bigger or smaller, then in the same Form Field Text Properties menu (use Cntl + E to get it to show up)
- Click the “More” button on the right.
 - The Form Field Text Properties box will open, go to the Paragraph tab.
 - Make sure the entire line(s) of text are highlighted and then in the Spacing section, enter bigger or smaller numbers in the “Above” or “Below” text boxes. Play around until you get the line spacing the way you want it.

The image shows a screenshot of a text editor interface. On the left, a letter is displayed in a blue, bubbly font. The text of the letter is: "Dear Alexander, Thank you for the healthy tooth you left for me! You are doing a wonderful job taking care of your smile, so I left something special for you! I am super excited to add your sparkly tooth to my collection! Keep up with your great brushing habits! Sweet dreams." To the right of the letter is a cartoon illustration of a young girl with brown hair, a blue star on her forehead, and blue wings, holding a white tooth. On the right side of the screen, a 'Form Field Text Properties' dialog box is open, showing the 'Paragraph' tab. The 'Spacing' section is circled in green, with the 'Above' field set to '2' points and 'Line Spacing' set to 'Single'. The 'Below' field is set to '0' points. The 'Idents' section shows 'Left: 0 points', 'Right: 0 points', 'First: None', and 'By: 0 points'. The 'Alignment' section has icons for left, center, right, and justified alignment. The 'Font' section shows 'EmilysCandy-Regular' and size '14'. A 'More...' button is visible in the top right of the dialog box. In the background, there is a sidebar with 'Find your tools here' and buttons for 'Create PDF' and 'Edit PDF'.

III. Editable PDF Instructions for MAC Users

1. Download the file(s). The download link will be emailed to you and you can also log into your account to view your orders and download the files. Please save the file(s) to your computer or a portable drive (it won't be in your account forever).
2. Open the file in the Adobe Acrobat Reader program on your computer. (If you do not have this program or it is not the latest and greatest version, then you can download it for free at www.get.adobe.com/reader.)
 - Mac's default PDF viewer is called 'Preview' and the PDFs **will not work** in that program. If you open your PDF in 'Preview' it won't work correctly (the fonts will look all wrong) and furthermore, saving your file in 'Preview' may corrupt the PDF in which case you will need to re-download it from your account.
 - I recommend launching the Adobe Acrobat Reader program from your Applications folder and then opening the PDF directly from the program (using Command+O or File > Open). Double clicking on the PDF file will open it in 'Preview' even if you have Adobe Acrobat Reader installed.
 - Older versions of Adobe Acrobat Reader may give you an error when you try to save your text changes and only allow you to print without saving the text you entered so please make sure you have the most recent version.
3. Optional step: save the file with a different name so that you will always have the original file in case you want to go back to it. Use the "Save As" function and give the file a helpful name (such as "Juliet-LastDay-FirstGrade2018.pdf").
4. Now it's time to edit the text. The bluish box over the editable fields will always be displayed on your screen, but will not be on your printed copy. Just click in the box to change the text.



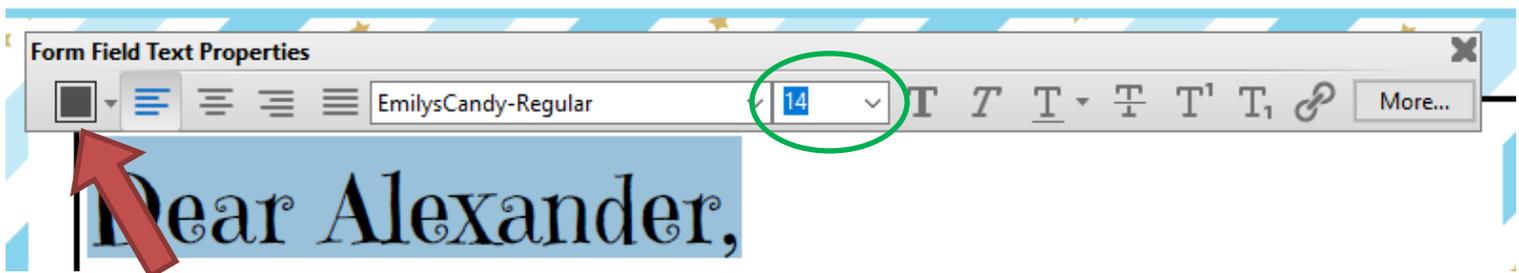
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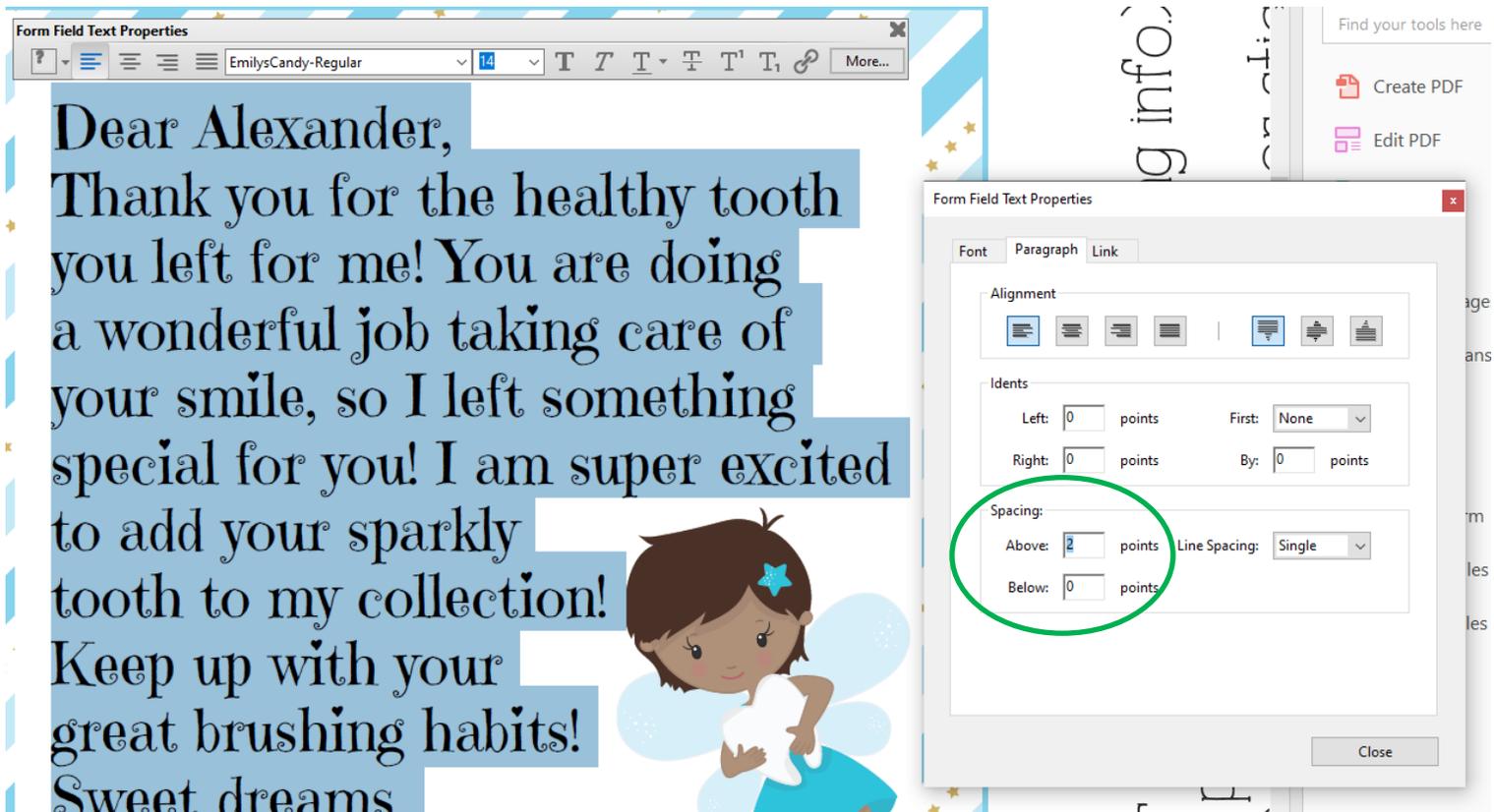
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 - Make sure the entire line(s) of text are highlighted and then in the Spacing section, enter bigger or smaller numbers in the “Above” or “Below” text boxes. Play around until you get the line spacing the way you want it.



IV. Printing Instructions & Tips

In this section, I will explain how to print your editable PDF with a printer that is connected to your computer. If you are printing a multi-page poster, then please see Section B. If you do not have a printer connected, then it is **very important** to follow the steps in Section C to ensure that your edited text is saved properly for printing.

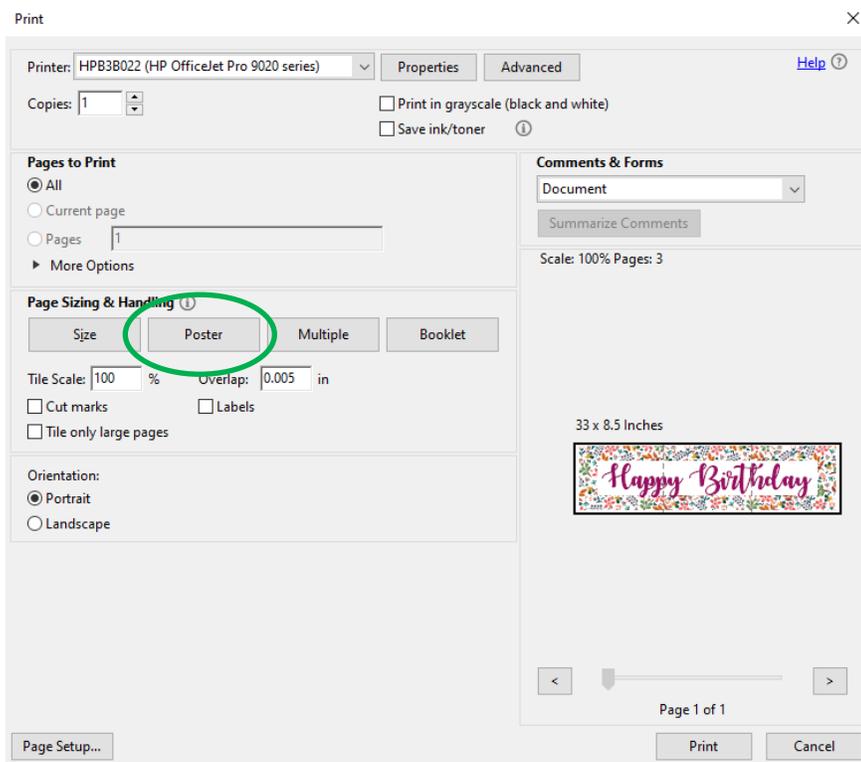
A. Printing With A Connected Printer At Home, Work, or School

If you are printing the file yourself on a printer connected to your computer, then please make sure you:

1. Only print from the Adobe Acrobat Reader program.
2. Check the level of ink in your cartridges.
3. In most cases, you'll want to use high quality card stock weight paper (110LB) or matte photo paper.
4. Select "Actual Size" under the Page Handling & Size option (this is the same as "None" under the Page Scaling option in earlier versions of Adobe Reader) unless you want to print at a smaller size.
5. Select the best quality printing option from your Print Setup dialog box.
6. To print full-page designs right to the edge of the page select the "US Letter – Borderless" or "A4- Borderless" option under your Page Settings dialog box (see directions below for printing multi-page posters).
7. If your colors or graphics do not print as you were expecting, try selecting the "Print as Image" checkbox. Selecting this may help with how your printer handles the file.

B. Printing Multi-Page Posters with a Connected Printer

You can print large format posters (like our Car Birthday Banners) on your home printer using the "Poster" setting under "Page Sizing & Handling" in the Print dialog box. To save paper, I do not use the "Cut Marks" option, but you can have Adobe Reader include them so that you can cut out the poster more easily (I just trim the long edges and tape the sheets together)



C. Sending The File To An OUTSIDE Printer

VERY IMPORTANT: If you are printing this PDF anywhere other than a printer connected to your computer (i.e. a copy shop like Staples, online printer like Vistaprint, photo center like Walgreens, etc.), then please follow one of the options below otherwise, a blank PDF (with none of your edited text) will be printed.

Option 1: Make your PDF read-only

1. In Adobe Reader, click File > Print (or Cmd/Ctrl +P).
2. Select “ADOBE PDF” from the list of printers instead of using your printer. If you do not see “Adobe PDF” in your printer list, then skip down to the Mac or PC instructions.
3. Save the file with a new name and this newly saved file is now read-only (and no longer editable) so that you can upload or email it for printing.

For those that do not have “Adobe PDF” in the printer list, you can use a web browser to convert it.

- For Mac Users:

- 1) In Adobe Reader, save the with a new name (so it doesn't get mixed up with the editable version).
- 2) Open the Safari browser and click File > Open File.
- 3) Select the new file that you just created, and it will open in Safari.
- 4) In Safari, click File > Print to open the print dialog box.
- 5) In the lower left part of this dialog box, you will see a dropdown menu that contains the word PDF, click on the pull-down arrow, then select “Save As PDF”.
- 6) Choose the location that you want to save the new read-only PDF, then hit SAVE and this newly saved file is now read-only (and no longer editable) so that you can upload or email it for printing.

- For PC Users:

- 1) In Adobe Reader, save the with a new name (so it doesn't get mixed up with the editable version).
- 2) Open the Chrome browser and hit Cntl+O.
- 3) Select the new file that you just created, and it will open in Chrome.
- 4) Now hover your mouse near the top right corner of the window to click the Printer icon or just hit Cntl+P to open the print dialog box.
- 5) In this dialog box, select “Save As PDF” in the Destination drop down box and click Save.
- 6) Choose the location that you want to save the new read-only PDF, then hit SAVE and this newly saved file is now read-only (and no longer editable) so that you can upload or email it for printing.

Option 2: Convert PDF to JPG

This is the best option if you are planning to print your file at a photo center like Walgreens.

You may already have or want to download a PDF to JPG converter app onto your PC, but if not then there are free websites that can do this job for you.

1. Go to a website like <https://smallpdf.com> or <https://pdftoimage.com>
2. Upload your file to convert
3. Download the file and it's ready to be printed!

NOTE: I try to keep up on changes, but I do not own these websites nor do I have any control over the functionality, so if these websites are down or no longer available, please use Google “convert PDF to JPG online” to find an alternate website.

Option 3: Print to PDF – Only for files where the paper size is 8.5”x11” or smaller.

1. In Adobe Reader, click File > Print (or Cmd/Ctrl +P).
2. In the Printer dropdown box, please select "Microsoft Print to PDF" (or any "Print to PDF" type option you have).
3. In the Page Sizing section, please check the option for "Choose paper source by PDF page size."
4. Click the “Print” button. Note: to avoid confusion, please name this new file something different and save it a different folder than the original file that you edited.
5. This file is now ready to be sent to print.

***Sometimes this process renders a blurry print, if you run into that issue, then please try one of the other methods.

A few things to think about when choosing where to print your PDF:

- Color copies from a copy shop like Staples are cheaper to print than photos from photo centers.
- Most photo centers do not print 8.5”x11” photos, but some files will scale reasonably well down to 8”x10” with just a little bit of the border cut off, so the size of the file will also help determine where you should go for your printing needs. (Note:11x17 does not scale down well to 8”x10”).
- If you are printing a photo prop, color copies are better because there is less glare from the glossy coating, but in some cases you will want something glossy. Just take the end use into account when deciding where to print your PDF.

V. Troubleshooting Tips

*** The vast majority of issues with editable PDFs arise when the wrong program is used, so please make sure you are using the most recent version of **Adobe Acrobat Reader**. (You can download it for free at www.get.adobe.com/reader.)

1. Font issues are the most common problem. In general, font issues are caused when either:
 - The file is currently open in a program other than Adobe Acrobat Reader (fonts and their alignment look all wrong and the PDF will not work properly).
 - The file is currently open in Adobe Acrobat Reader BUT has previously been opened & saved in a different program, so the file is corrupted. (Many browsers/computers will default to opening the file in the browser or in Mac Preview. This corrupts the file by changing the metadata.)

If you do experience font issues, please download a fresh copy of PDF from your account and open it directly from Adobe Acrobat Reader program using Ctrl/Cmd+O.

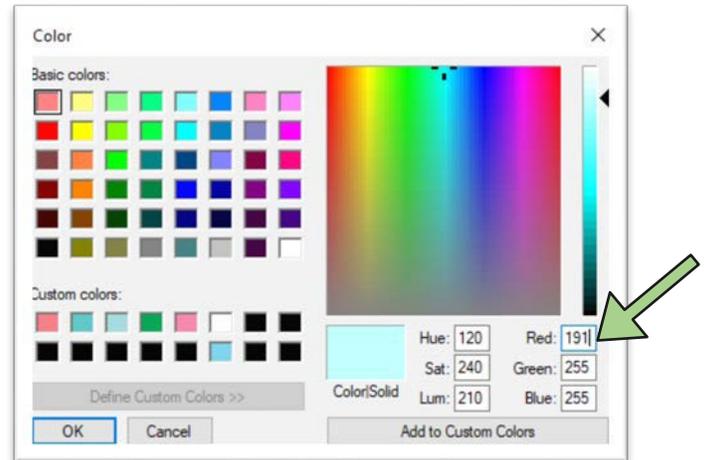
2. You are trying to upload your edited file to a copy shop website (like Staples) and everything is blank (none of your text is showing up). Please go back to the printing tips on the previous page and make sure you use the “Print to PDF” option and upload that file instead.
3. You see a “+” plus sign at the end of each line of edited text. The "plus sign" is called the Text Overflow Indicator, and luckily it's easy to update your preferences to remove it:
 - a. Open Acrobat Reader.
 - b. Click menu "Edit" and then "Preferences" at the bottom.
 - c. Select Forms from the Categories and uncheck "Show text field overflow indicator" box.
 - d. Close and reopen Adobe Reader, and when you reopen the document, the + sign will not appear, and it will not be printed.

VI. Color Scheme Suggestions

If you are editing a school signs and need some color help, here are some suggestions. Most signs look best if you have at least 3 colors, but you can have as few or many as you like! Editing these signs is a fun activity to do with your child and usually they will have favorite colors that you can incorporate into the signs, but if you need some color inspiration, below are a few color schemes that you can use as is or as inspiration. (Pinterest is also a good place to get color suggestions!) Just try to pick colors that are not too dark or they may not show up well against the chalkboard background.

To change the color:

- You can either select a preset color from the drop down grid or
- Click on “Other Color” and enter the Red, Green, and Blue (RGB) values for the color you would like (green arrow).



TIP: Once you enter the RGB values, click the “Add to Custom Colors” button to add it to your Custom Colors palette so you can use it again in your sign without having to enter it again.

Color Inspiration: To use one of these colors, enter the RGB values (to use the first blue color as an example, Red=75, Green=196, and Blue=213).

| | | | |
|-------------|------------|-------------|-------------|
| 75/196/213 | 91/172/86 | 255/211/92 | |
| 241/182/175 | 238/80/117 | 243/115/99 | |
| 203/221/176 | 1/181/159 | 4/124/132 | |
| 249/193/62 | 243/135/52 | 206/51/59 | |
| 207/181/59 | 234/62/113 | 243/182/177 | 252/216/209 |
| 193/151/197 | 168/86/125 | 224/195/204 | 249/193/62 |

VII. Important Notes:

- For the some school signs, there is a special PRE-K file to use. You will see it in your Downloadsso please make sure you use that file if the grade you need is Pre-K.
- If you plan to frame the signs, make sure you remove the glass for the best photos. The glass can cause a glare, making it hard to read the sign in pictures.
- The files can only be edited using Adobe Reader on a computer, you CANNOT edit the printable files on a mobile device or tablet.
- You CANNOT change text placement or add extra lines of text.
- This editable PDF is only for your own personal use. Please do not distribute or share files in any way. Got a best friend, cousin, neighbor, or dog sitter that loved this printable? Please direct them to my Etsy shop or MadiLovesKiwi.com so they can purchase their very own copy.

Thank you again for your supporting a small business!

♥ Smiles,

Lily, Madi & Kiwi

P.S. When you have a minute, I would greatly appreciate you leaving a review in my shop! If you can include a photo with your review, that would be awesome! Also feel free to share your photos on Instagram (@madiloveskiwi) or Facebook (Facebook.com/madiloveskiwi) with hashtag #madiloveskiwi too!